

# MAPHUMULO LOCAL MUNICIPALITY



## FLEET MANAGEMENT POLICY

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# FLEET MANAGEMENT POLICY

## 1. PURPOSE

- To regulate the management of motor vehicle fleet and/or equipment.
- To provide for the maintenance, utilization, insurance and replacement of all vehicles and equipment.
- To manage the operations of allocated and pool vehicles and related facilities.
- To ensure that requirements of all relevant legislation are complied with.
- To provide appropriate vehicle for the task, within the allocated budget at the right time and at the minimum cost to the municipality.

## 2. DEFINITIONS

“**Council**” means a municipal council of Maphumulo Local Municipality.

“**Councillor**” means a member of Maphumulo Local Municipal Council

“**Council vehicle**” means vehicle and plant owned or hired by the Council for use as the means of transport.

“**Chief Financial Officer**” means a person who is employed or designated by Council as Director Budget and Treasury.

“**Executive committee**” means executive committee constituted in terms Section 43 of Local Government Municipal Structures Act, 1998

“**Employee**” means any person, excluding an independent contractor or Any person who receives a car allowance, who is employed by and receives remuneration from the Municipality.

“**Officer responsible for fleet**” means a person in the employ of Council who has been allocated the full responsibility of fleet management.

“**Municipal manager**” means a person employed as Municipal Manager or acting as Municipal Manager in terms of section 82 of Local Government Municipal Structures Act, 1998.

## 3. USE OF MUNICIPAL VEHICLES

### 3.1 General

- 3.1.1 A driver of municipal vehicles must be in possession of a legally valid driver’s licence for the respective vehicle and must have undergone a K53 test, which is administered by the Department of Protection Services and Licensing of Maphumulo Municipality and obtain a certificate of competency.
- 3.1.2 Every driver of the municipality’s vehicle must have a tag which authorises him/her to drive the municipality’s vehicle.

- 3.1.3 All municipal vehicles shall be monitored and controlled through the tracking system that will detect the where about of each vehicle.
- 3.1.4 No Councillor is allowed to drive the municipal vehicle except office bearers who are allocated vehicles for their operational reasons. Office bearers are also limited to only those vehicles allocated to them.
- 3.1.5 No vehicle may be used unless the requirements laid down in this policy are complied with **(Marked Annexure A)**
- 3.1.6 The vehicle may be used for Municipal business only.
- 3.1.7 A properly completed trip authorization form, **marked Annexure B**, needs to be completed before any vehicle is released.
- 3.1.8 The vehicle may not be driven while under the influence of alcohol or any dependent family drug.

## **3.2 Allocated Vehicles**

- 3.2.2 Each vehicle purchased may be recognised as an allocated vehicle or a pool vehicle.
- 3.2.3 Each allocated vehicle will be allocated to a specific department.
- 3.2.4 Each Department Head may further allocate such vehicle to a specific employee in his/her Department. Such allocation shall be done in writing and a copy thereof be given to the Officer responsible for fleet.
- 3.2.5 An employee in charge of an allocated vehicle shall be responsible for the use and maintenance of such vehicle and may only provide the use of such vehicle to another employee with the permission of his/her Head of Department, and in possession of a properly completed trip authorization form.
- 3.2.6 Should an allocated vehicle be used by an employee of another department, a vote number needs to be entered into the log book against which the costs of such use can be debited?
- 3.2.7 The keys, toll gate slips, fully completed trip authorization form, pre-drive inspection sheet and petrol slips of allocated vehicles should be returned to the officer responsible for fleet.
- 3.2.8 The logbook of the allocated vehicle shall at all times be completed by the responsible employee using the vehicle.

### **3.3 Pool Vehicles**

- 3.3.2 Pool vehicles may be used by an employee not in charge of an allocated vehicle or a Councillor, subject to the provisions mentioned above.
- 3.3.3 The use of pool vehicles will function strictly on a booking system, on a “First come, first served” basis.
- 3.3.4 Applications for such bookings will be made to the officer responsible for fleet.
- 3.3.5 Should an employee who is in charge of an allocated vehicle have a compelling reason to book a pool vehicle, such booking shall be done in the same manner as in 3.3.3. above, and be authorized by Head of Department, provided valid reasons have been provided as to why a pool vehicle needs to be used and such a booking shall be subject to the approval of the Director Corporate Services.
- 3.3.6 Authorization of the use of the vehicle will only be made based on a properly completed trip authorization form.
- 3.3.7 Whenever an employee or a Councillor is making a booking for a pool vehicle, the necessary vote number needs to be provided against which the costs of such use can be debited.
- 3.3.8 The keys, logbook and petrol card of a pool vehicle shall at all times be kept in the office of the officer responsible for fleet and will only be released on a pre-arranged booking.
- 3.3.9 On return of a pool vehicle during office hours, the keys, petrol card, toll gate slips, fully completed trip authorization form, pre-drive inspection sheet and petrol slips must be returned to the officer responsible for fleet on return of vehicle after hours (refer to 6.11)

### **4. DRIVER’S RESPONSIBILITY**

Each driver shall be charged with the following responsibilities, before a vehicle is used. Should a driver use a vehicle before the execution of these responsibilities, it will be accepted that the driver is responsible for any damage on the vehicle as if he/she caused the damage.

- 4.1 All administrative procedures as described in 3 above need to be completed before a vehicle can be used.

- 4.2 A driver will be fully responsible for the vehicle during the period he/she uses the vehicle.
- 4.3 The driver will pick-up the vehicle at the municipal building.
- 4.4 The driver will carry out an inspection on the vehicle, and complete an inspection sheet marked **Annexure B** before using the vehicle. The following activities shall be undertaken as pre-drive inspection:
- Ensure that the current odometer reading and the required information has been entered in the log book,
  - Ensure that the vehicle has sufficient fuel for the journey and tyre condition and pressures are correct,
  - Check for any oil and water leaks
  - Check/top up engine oil and cooling system water
  - Check brake, clutch and accelerator pedal travel
  - Check all lights, direction indicators, horn, wipers, washers, spare wheel, jack and tools,
  - Check steering action,
  - Check for any damage to bodywork, mirrors, windscreen and window glass,
  - Check that vehicle's licence is current,
  - Check fire protection equipment and hazard triangle,
  - Start the engine and check oil pressure and whether general warning lights are operating within specification,
  - Check that interior and exterior of the vehicle is clean and in good state of repair,
  - Check water and oil,
  - Ensure that any load is secured so as to limit damage and ensure safety,
  - Ensure that staff being transported complies with the relevant traffic legislation.
- 4.5 Any defect, damage, loss or licence due to expire must be reported to the officer responsible for fleet. The vehicle should then be stood down until such defects or shortfall is addressed.
- 4.6 No vehicle shall be operated unless the driver has in his/her possession the vehicle logbook in which must be recorded:
- The exact nature of the trip;
  - Starting time and date;
  - Place of origin and destination;
  - Passengers/load carried.

4.7 The driver must hand the trip authorization form and pre-drive inspection sheet to the Security Guard at the gate before he/she will be allowed to remove the vehicle from the parking area.

4.8 Details of each journey are to be entered on the log book. Completed log books must be forwarded to the officer responsible for fleet within 2 working days after each month end.

## **5. DRIVERS' RESPONSIBILITY DURING THE USE OF ALLOCATED VEHICLE AND POOL VEHICLES**

5.1 Council vehicles will only be used for official purposes.

5.2 No passengers, other than officials and Councillors on duty should be transported in or on council vehicles, unless prior permission has been obtained from the Municipal Manager or a person designated by him and an indemnity form (marked Annexure C), has been completed and signed.

5.3 Passengers are not allowed on the back of light delivery vehicles (LDVs), unless the vehicle has been converted and passed the roadworthy to carry passengers.

5.4 A driver will ensure that he/she is in a mentally and physically healthy condition before driving.

5.5 A driver shall adhere to all traffic rules and regulations stipulated in legislation.

5.6 Should a driver contravene any traffic rule or regulation and receive a fine for such contravention, the officer responsible for fleet or municipality's proxy should provide the fine issuer the details of the driver immediately.

5.7 Should an employee utilize a vehicle for purposes other than official purposes, the necessary disciplinary procedures will be instituted.

5.8 It is the responsibility of the driver to obey the traffic rules as the municipal have the control system that monitors the movement of the council vehicle

## **6. DRIVER'S RESPONSIBILITY AFTER USE OF A VEHICLE**

6.1 After the use of a vehicle, such vehicle shall be parked in its allocated undercover parking at the Municipal building. This applies even if a vehicle

- is used for more than once a day and such vehicle may under no circumstances be parked on the street or anywhere other than in its allocated parking.
- 6.2 The closing speedometer reading and kilometres travelled are entered on the trip authorization form.
  - 6.3 Once parked, the driver shall ensure that the logbook is completed properly.
  - 6.4 The driver shall ensure that the vehicle is in a clean and tidy condition. If the vehicle got dirty while in use, the driver must arrange for it to be cleaned by car washers used by council.
  - 6.5 The driver will ensure that the vehicle is locked properly and should the vehicle have a removable radio/radio cover, he/she shall remove the same and give it to the officer responsible for fleet for safe keeping.
  - 6.6 The driver must enter the odometer reading and trip kilometre reading on the log book, and lock the vehicle (all doors and boot) and ensure that the fuel tank is at least half full.
  - 6.7 The driver shall undertake a visual post-inspection of the vehicle to ensure that no dents, scrape marks, cracked windows, worn-out tyres, etc. appear. In the event of any visible damage, the driver shall endorse the inspection sheet accordingly and shall immediately submit a written report in that regard to his/her Head of Department and officer responsible for fleet.
  - 6.8 The driver shall return the keys, petrol card, toll gate slips, fully completed trip authorization form, pre-drive inspection sheet and petrol slips to the fleet management unit and report verbally and in writing any observations or defaults.
  - 6.9 All verbal reports should be recorded in the register of defaults.
  - 6.10 Formal reports should be submitted to the officer responsible for fleet within 12 hours.
  - 6.11 Should a vehicle be returned after office hours, the keys, logbook, petrol card, toll gate slips, fully completed trip authorization form, pre-drive inspection sheet and petrol slips should be kept safe and be given to the transport officer the following day.

## **7. WHAT THE DRIVER MUST DO IN CASE OF AN ACCIDENT**

If the driver of a municipal vehicle is involved in an accident, or has contributed to an accident, irrespective of the damage caused on vehicles or properties, such driver shall:

- 7.1 Stop the vehicle immediately. There is a legal and indeed a moral obligation to report a collision to the nearest police station, even if you hit a lamp stand or a stationary vehicle and the accident is not witnessed.
- 7.2 Check the nature and extent of any injury to another person
- 7.3 If a person has been hurt, give help by administering first aid, (if you know how), summons the police and, if necessary, an ambulance.
- 7.4 Determine the nature and extent of any damage suffered.
- 7.5 If required to do so by any person entitled to such information, provide and obtain the following information:
  - Name, address, telephone and cell number of the other driver
  - Name, address, telephone and cell number of the owner of the other vehicle
  - Registration numbers of the other vehicle
  - Names of the driver's/owner's insurance company/insurance broker
  - Full details of the place and time of the collision and the road conditions and visibility at the time.
  - License number and its expiry date.
  - ID number
- 7.6 Make a short note (to jog your memory) of what occurred immediately before and at the time of the collision (including a description of what happened, the speed at which the vehicles were travelling, whether the lights were on or off, whether the other driver was indicating etc).
  - 7.6.1 If there is a camera at the time of the collision, take photographs of the scene of the collision from various angles. If not, it is always a good idea to return to the scene as soon as possible thereafter, to take the necessary photographs.
- 7.7 Measure distances from the point of the collision to identifiable landmarks such as traffic lights, lamp stands, stop signs and the like and make a rough sketch showing the position of the vehicles immediately before and after the collision.

- 7.8 If there are people involved and eyewitnesses, take down their full names, addresses, telephone and cell numbers.
- 7.8.1 Do not admit liability for the collision, whether to the driver of the other car, a bystander or to the Police, as this may prejudice any claim that you may have either against the other driver or in respect of your policy insurance. Do not make any statement, or comment on the cause of the accident or get involved in an argument with anyone regarding the accident. On the other hand, if the other driver apologizes for the collision and admits liability, do not hesitate to have him sign a written admission of liability there and then and, if possible, have that statement witnessed. On the other hand, if he is not prepared to commit his apology to writing, endeavour to persuade him to make his admission in the presence of a responsible official, such as a police officer.
- 7.8.2 If a person or animal has been injured, do not move the vehicle, even if it obstructs the traffic until you are given permission to do so by a traffic officer or unless the vehicle completely obstructs the road. However, if you do move the vehicle, it is important to chalk out its position before doing so. On the other hand, if no one has been injured, it would be important to move the vehicles out of the road to prevent a further collision with oncoming traffic. Where the vehicle is perceived to be obstructing the traffic, place hazard triangle 25 metres ahead or behind the vehicle to warn other road users and switch on the hazard lights.
- 7.8.3 Confirm telephonically with the Head of Department or fleet management unit for arranging to remove the municipality's vehicle from the scene of the accident by a tow-in-service, should the vehicle be in such a condition that it cannot be driven.
- 7.8.4 If there is a traffic officer at the scene of the collision, provide him with such information as he may require. The accident must be reported within 24 hours to the police station or at an authorized office of a traffic officer (unless you are injured and cannot do so timeously, in which event you must report the accident as soon as is reasonably practicable) and obtain a reference/case number. When reporting the accident, give only the bare essentials and do not commit yourself to a written statement before consulting your insurance company or attorney.

7.9 Do not take any alcohol or drugs after the accident.

## **8. VEHICLE BREAKDOWN AND THEFT**

- 8.1 In the event of a vehicle breakdown the driver must first attempt to move the vehicle to a safe place where it is not likely to be safety hazard to other road users. If the vehicle cannot be moved, the driver must make every

effort to reduce the possibility of causing a safety hazard to other road users by placing the hazard triangle 25 meters ahead or behind the vehicle and in such a position as to warn other road users. The hazard lights must be switched on and hand signals be used where possible.

- 8.2 If the driver has to leave the vehicle to summons assistance, he/she shall make every effort to secure the vehicle and its load, leave a message with the vehicle indicating where he/she has gone and when he/she intends to return. Emergency help should be obtained from the nearest available source.
- 8.3 If there is no immediate need for emergency assistance the driver must Contact his/her Head of Department or the officer responsible for fleet management.
- 8.4 In the event of a vehicle being stolen the SAPS and insurers must be Notified immediately and if the vehicle is not recovered, it must be de-registered at the registering authority.

## **9. PARKING OF VEHICLES AFTER USE**

- 9.1 The Council vehicles shall always be parked in the allocated parking bays at the Municipal building and under no circumstances shall the driver utilize the vehicle after hours or during weekends without written authority endorsed by the relevant Head of Department, except for employees on standby duty.
- 9.2 Should a driver require a vehicle after hours or over week-ends, which makes it impractical to park as indicated in section 9.1 above, written permission must be obtained from the Municipal Manager, via the relevant Head of Department for such usage, irrespective of the period for which the vehicle is required, provided that the driver can give an undertaking that the vehicle will be safely parked in a lockable garage or any other place which the Municipal Manager will be satisfied that it is safe. This permission may be withdrawn for whatever reason by the Municipal Manager.

## **10. DUTIES OF THE OFFICER RESPONSIBLE FOR FLEET**

The officer responsible for fleet management must:

- 10.1 Ensure that vehicles exceeding 3 500kg GVM undergo annual roadworthy testing and obtain COF before licences and clearance certificates are issued.

- 10.2 Ensure that vehicles are kept in a roadworthy condition at all times and have valid annual certificates of fitness.
- 10.3 Ensure that the licensing of motor vehicles and plant that require licence Renewals on an annual basis are done timeously.
- 10.4 Inspect the vehicles at least once a week to ensure that they are kept in a usable state and tidy and make monthly report on the state of municipal vehicles.
- 10.5 Reconcile expenditure and kilometres travelled by different departments and submit a report together with petrol slips, tollgate slips and other relevant invoices to the Department of Finance within 5 working days after the end of each month.
- 10.6 Ensure that all Council vehicles have the Council name and logo affixed on each side.
- 10.7 Ensure that all Council vehicles are regularly serviced, and service schedules are kept in the vehicle.

## **11. DUTIES OF HEADS OF DEPARTMENTS**

The Heads of Departments must:

- 11.1 Keep track of expenditure and budgets to ensure economical and effective Use of the funds and to prevent over-expenditure
- 11.2 Ensure that the vehicles assigned or used by employees in their Respective departments are used in accordance with this policy and relevant legislation and should take necessary measures to control deviations.

## **12. INSURANCE**

- 12.1 The officer responsible for fleet needs to ensure that any new vehicle Purchased is recorded in the financial books of account (assets register) and is covered by the council's insurance policy. Each year the vehicles' values should be determined in order for the insurance broker to make the necessary premium adjustments. No council vehicle should be allowed on the road unless it is adequately insured.
- 12.2 If a driver is found to be negligent during the time the accident happened, Or to have committed any forbidden act, he/she may be held liable to pay the excess costs or the total cost of the damage, depending on the

seriousness of the action or be charged with negligent use of Council property.

### **13. ECONOMIC LIFE ASSESSMENTS AND DISPOSAL**

- 13.1 Economic life assessments should be performed in order to determine the Economic service life expectancy of vehicles and plant under their specific operating conditions. The resale and trade-in values should also be taken into consideration as well as the ever-increasing new vehicle and plant costs.
- 13.2 In terms of generally recognised accepted practices (GRAP), Vehicle and plant assets are required to be depreciated over their respective life expectancies. The Chief Financial Officer must ensure that vehicle and plant assets are depreciated annually and have their appropriate values entered in the asset register.
- 13.3 Vehicles and plant will be scrapped when they become redundant or get Beyond economical repair.
- 13.4 The following should be taken into account during the disposal process:
- The necessity of the vehicle or plant and its effect on services which are rendered.
  - The service history of the vehicle or plant
  - The appropriate norms to be complied with before the vehicle or plant can be replaced or scrapped.
- 13.4 Disposal should be done according to the Council's Supply Chain Management Policy and the Council should receive maximum benefit from the disposal process.

### **14. CONTRAVENTION OF THE VEHICLE POLICY**

- 14.1 Any driver who contravenes this vehicle policy will be subjected to a Disciplinary enquiry.
- 14.2 Continuous minor offences of this policy will also result in disciplinary action being taken.
- 14.3 The following penalties could be involved for non-compliance with this Policy:
- 14.3.1 Refusal of permission to drive municipal vehicles.

## **15. CONCLUSION**

- 15.1 This policy is put in place to ensure that drivers have a uniform instruction And guideline of what is expected of them whilst driving the municipality's vehicles.
- 15.2 Should any driver feel uncomfortable with his/her driving skills, he/she Must report such feeling to the Head of Department who will arrange for the necessary training to be provided. Rather report your incompetence than risk your life or the municipality's property.
- 15.3 This document constitutes the Maphumulo Local Municipality's Vehicle Policy and a copy thereof shall at all times be kept in all vehicles of this municipality and each and every driver shall, before driving any council vehicle, sign for acknowledging that he/she has read and understood this policy.
- 15.4 This Policy shall come into effect on a date of its approval by Council.

### **COUNCIL APPROVAL AND EFFECTIVE DATE**

Approval of Policy by Council and Effective date: 19 May 2017

# Annexure A

## MAPHUMULO MUNICIPALITY VEHICLES ISSUING PROCEDURES

### 1. Purpose of vehicle issuing procedure

These procedures aimed at controlling and managing the usage of Maphumulo Municipality's vehicles.

### 2. Completion and approval of requisition

The employee who wants to use the municipality's vehicle must firstly make sure that the trip is authorized by the head of department; complete the transport requisition and get it Recommended by the supervisor and authorized by the Head of department before its reach the transport section. The transport section on the requisition should be signed by the transport officer.

Municipal vehicles can only be authorized in following procedures:

- Signature of the Head of Department concerned on the requisition book.

In case of emergency:

- Telephonically in liaison with fleet management section **not the driver.**
- By short messaging system (SMS) to the fleet management section **not the driver.**
- By a departmental head from another section only if instructed by the HOD concerned **not the driver.**

It is the responsibility of the driver to get the signature of the HOD in cases where vehicles were authorized via SMS or telephonically. Under no circumstances that the fleet management section may issue municipal vehicles to drivers, without any form of authorization as alluded to above.

### 3. Inspection of vehicle by the driver and the transport officer before the trip

The driver and transport officer should inspect the vehicle before the trip using the rear side of the transport requisition form; indicate clearly using the circle any defect on the vehicle.

### 4. Signing or completion of the logbook by the driver before the trip

The transport officer must make sure that the driver complete and sign the logbook of the vehicle before the trip.

### 5. Issuing of keys and auto card and signing thereof

The transport officer can only issue the keys and card after all the above steps have been followed.

**6. Inspection of the vehicle by the driver and transport officer after the trip**

The driver should make sure that after trip he/she inspect the vehicle in the presence of the transport officer and report any damages that happen during the trip in writing to his supervisor and the head of department, the transport officer should also inform the head of transport section thereof.

**7. Completion of logbook by the driver and transport officer after the trip**

The transport officer should make sure that driver complete and sign the logbook after the trip, bring the toll or fuel & oil slips if he/she used the auto card.

**Annexure B**

**MAPHUMULO LOCAL MUNICIPALITY**

**OFFICIAL TRANSPORT REQUISITION**

**Name:**.....

**EmployeeNo:**.....**Trip No:** .....

**Rank:**.....

**Department:**.....

**Section:** .....

**Tel Extension:** .....

**Purpose and Destination:**

.....  
.....  
.....  
.....  
.....

**Type of Vehicle Req.:** .....**With/ Without Driver**

**Date Required:** ..... **Time:** .....

**Expected Return Date:**..... **Time:** .....

**Names of Passengers:**

(I) .....

(II) .....

(III) .....

(IV) .....

(V).....

(VI) .....

**Name of Driver:** .....**Driver’s License On File**

**Status of Health of Driver:**

.....

**Details of place where will be parked, if used overnight(address, lock up facilities etc):**

.....  
.....

.....  
.....  
Signature: ..... Signature: .....  
Requisitioning employee Recommended by Supervisor

.....  
Authorised by Head of Department

*I hereby certify that the journey is official and that funds are available to cover the expenditure.  
No passengers allowed, if any it will be entirely at my own risk.  
I will be responsible and accountable for any damage to the vehicle which may occur due to my negligence*

**TRANSPORT SECTION**

Vehicle Required available/ ~~Not Available~~  
Issue of Vehicle Approved/ ~~Not Approved~~  
Copy of Driver's License On File

.....  
Signature of Transport Officer

Vehicle Registration Number.....

Date Out: ..... Date In: .....

Time Out: ..... Time In: .....

Mileage Out: ..... Mileage In: .....

Petrol Level Out: ..... Petrol Level In: .....

Signature Out: ..... Signature In: .....  
Driver Driver

.....  
Issuing Officer Receiving Officer

Total Kilometres: .....

Defects/ Remarks: .....

**VEHICLE INSPECTION SHEET**

Drivers of the Council owned vehicles are responsible for all aspects to the vehicle on receipt of the vehicle. You are compelled to inspect the vehicle departure, and mark your findings below. On return you must park the vehicle close to or in front of the Transport Control Office and insist that the Transport Clerk inspect the vehicle with you on your return. Should these procedures not be followed, you, the last driver of the vehicle will be held responsible for all damages, losses and deficiencies.

TRIP AUTHORITY NUMBER:.....

INSPECTIONS	SIGNATURE DRIVER	SIGNATURE OFFICER
DATE		
<b>INSPECTION</b> Odometer Reading First Auto Card Keys		
<b>OUTSIDE</b> License Disk Window & Windscreen Wiper Blades Mirrors - Exterior Doors/Bonnet/ Boot -L/R & R/F Doors Hub Cps Number Plates Tyre Tread Body Work Tail Lights/ Stop Lights Head Lights Indicators Front &Rear		
<b>INBOOT</b> Warning Triangle Jack Wheel Spanner Spare Wheel		
<b>UNDER BONNET</b> Oil Level Water Level Brake Fluid Level		



INDICATE DAMAGE WITH A CIRCLE[0]

