



POLICY: FLEET MANAGEMENT POLICY

Date of approval by council:

Council Resolution number:

Effective Date:

SCOPE

This policy is meant to be a guide as to the responsibility of the end user. This policy will define the guidelines on fleet management and will provide the end user with information and advice that will enable efficient and effective management of their transport. This applies to casual drivers as well as full-time drivers.

A copy of this policy is to be kept and maintained in the office of each Director. This policy is also to be accessible to all vehicle users and others responsible for its use, including administrative staff handling fleet matters.

OBJECTIVES

The objective of this policy is to:

- Regulate the use of fleet vehicles in order to provide for accountable governance and administration,
- Ensure economical use of fleet vehicles in order to support the functionality of the municipality,
- Support the fleet officer in order to maintain the fleet,
- Provide proper procedures for the use of fleet vehicles,
- Have proper control over fleet assets.
- To provide a framework for remedial actions to be instituted by Management
- To ensure that vehicles are serviced on time and properly maintained to support the Council in the attainment of its objectives.
- To co-ordinate the management of Council transport by means of control measures which are applicable to all officials and Councillors.

THIS POLICY CONSISTS OUT OF THE FOLLOWING

• Roles, Responsibilities and Duties:

1. Fleet Officer
2. Corporate Support

3. The Vehicle Custodian/ User/ Driver

4. Director / Managers

5. Municipal Manager

• General

6. Instructions To Vehicle Custodians/Users/Drivers

7. Accident Investigation Committee Duties

8. Group transportation of councillors.

9. Framework For Remedial Actions

10. Usage of vehicle fleet card, Logbook, Vehicle Keys and equipment

11. Enforcement of this Policy

12. Implementation Provisions

ANNEXURES

A – Vehicle Authorization - Daily

B – Vehicle Authorization – In Employment of FDDM

C – Vehicle Authorization – Not In Employment of FDDM

D – Vehicle Checklist

E – Accident / Incident Reporting Documents

F – Home Overnight Parking Authorisation

ROLES AND RESPONSIBILITIES**1. ROLES, RESPONSIBILITIES AND DUTIES OF THE FLEET OFFICER**

- 1.1. Fleet vehicles will be allocated on availability by the fleet officer in accordance with the nature of the trip as indicated on the vehicle authorization form.
- 1.2. Fleet vehicles will be allocated on a first come first serve basis. It is therefore important that employees plan, get authorisation for their trip and book the vehicle well in advance.
- 1.3. To ensure compliance of vehicles in terms of the RTA & RTQS (Road Traffic Act 1996, Road Transport Quality System);
- 1.4. The implementation of a Fleet Management System;
- 1.5. To ensure that end users are satisfied with the level of service provided;
- 1.6. The management of any Maintenance Contracts, including the authorization of all claims by any supplier/contractor for repair costs that are outside of the conditions of any contract and which are the cost responsibility of the council;
- 1.7. Ensuring that the fleet is maintained in a sound operating condition at all times;
- 1.8. Prepare tenders and receive quotations from dealers, and pass these, with recommendations, to the Bid Specification Committee;
- 1.9. To validate work requirements and costs, before authority is given, for work to be carried out on servicing, repairs and modification to Councils fleet;
- 1.10. For strategic planning by the continuous evaluation of the council s fleet in order to formulate plans to improve the efficiency, effectiveness and economy of fleet assets available to the council in the short, medium and long term;
- 1.11. Training staff in the administration of the fleet management policy and information system, and their various areas of responsibility;
- 1.12. To inform CFO of any action necessary to reduce fleet operating costs;
- 1.13. Advise CFO s when vehicles, is due for appraisal for possible replacement;
- 1.14. To receive approved capital expenditure information and initiate action to replace retiring vehicles,;

- 1.15. Responsible for arranging the washing, cleaning, maintenance and safe keeping of any council vehicle whilst it is not in use;
- 1.16. To ensure that all Directors, Managers and vehicles custodians/ users/ drivers are aware of their responsibilities;
- 1.17. For the planning and co-ordination of the responsibilities contained in this policy;
- 1.18. For the management and control of any pool vehicles;
- 1.19. For maintaining a comprehensive database containing details of vehicle licensing, Drivers licences, PDP s, accidents, traffic infringements and age of vehicles;
- 1.20. The administration of accident/incident reports in close liaison with the CFO, driver concerned and the driver s Director/ manager;
- 1.21. Providing regular reports on accidents/ incidents / traffic infringement and identifying drivers to whom counselling, training or other action may be appropriate;
- 1.22. Maintaining individual vehicle records for:
 - 1.22.1. Service, repair, fuel and other costs;
 - 1.22.2. Vehicle utilization;
 - 1.22.3. Tyre usage and replacement
 - 1.22.4. Exception reports on such matters as:
 - excessive maintenance costs;
 - excessive fuel costs;
- 1.23. Responsible for the general supervision over the use of transport services and for directing the attention of the CFO to any unsatisfactory circumstances that come to notice;
- 1.24. To ensure that all council s vehicles are maintained in accordance with the manufacturers maintenance schedule and that other repairs identified are attended to without delay, thus underlining the proper preservation of the council s assets;
- 1.25. Responsible for administering the re-registration/ licensing of council vehicles as per the Procedure for Licensing of fleet Vehicles;
- 1.26. To manage the maintenance of the fleet information system, which system will be required to:

- 1.26.1. Record repair history detail and costs for each vehicle to assist in validating work requests and to identify excess variances against established standards;
- 1.26.2. Record the detail of fuel usage for each vehicle and identify excess variance against established standards and recommend appropriate remedial action;
- 1.26.3. Record monthly odometer readings for each vehicle and identify vehicles that are due or overdue for service, registration and replacement;
- 1.26.4. Provide reports to managers on variances with advice to what is expected to address the issue;
- 1.26.5. Get targets for the disposal of retiring vehicles and identify those units that, through lack of care or preparation, have fallen short of the retained value expectation;
- 1.26.6. Record details of accidents/ incidents so as to provide ready identification, with other excess costs, those drivers that through counselling, may contribute to a reduction in the running costs of the fleet;
- 1.27. Responsible to ensure that all appropriate vehicle licences are renewed as required by the Road traffic Act;
- 1.28. To determine whether a post-accident/incident repair inspection should be carried out before the vehicle is accepted back into the fleet;
- 1.29. To aggressively pursue claims against the manufacturer for re-imburement of costs caused through the failure of a component apparently defective at manufacture, and against repairs for faulty workmanship;
- 1.30. For the management and control of any fleet assets that are not permanently allocated to a department which are to be consolidated into a centralized fleet pool.
- 1.31. To allocate a pool vehicle to a staff member on the authority of a Director/ Manager;
- 1.32. To keep the following pool vehicle usage records:

- 1.32.1. To require the driver of a pool vehicle to record the condition of the vehicle as it leaves the pool location;
- 1.32.2. To record the precise time, date and the odometer reading at the time the vehicle is issued;
- 1.32.3. To record the precise time, date, odometer reading and condition of the vehicle at the time the vehicle is returned to the pool location;
- 1.32.4. To record any further relevant information as he deems to be necessary;
- 1.33. To hold separate Fleet Cards for pool vehicles, making these available to council drivers as required and keeping any records relating hereto as may be required.
- 1.34. To ensure that the fleet is properly registered and insured at all times;
- 1.35. To produce, for the use of Management, separate reports as required, to include the following:
 - 1.35.1. Monthly Report providing full detail of the cost of running the council s fleet;
 - 1.35.2. Exception Report indicating any action to be taken on variances identified;
 - 1.35.3. Vehicles overdue for service or re-registration renewal;
- 1.36. Where infringement notices are received of any traffic regulation, will be the responsibility of the vehicle user and shall be deducted from the salary of the employee without any negotiations and a disciplinary action may be conducted.
- 1.37. The Fleet Officer/ Asset Officer or his/her superior shall make endeavours (in addition to obtaining a mechanical report on the condition of the vehicle after the accident) to obtain a minimum of two repair quotations (depending on insurance preference) from different repairing agencies or write- off report if applicable and trade-in value of the vehicle.
- 1.38. The fleet officer is not required to have trip authorisation to ordinarily further his specific duties whilst utilising a municipal vehicle.

2. ROLES, RESPONSIBILITIES AND DUTIES: CHIEF FINANCIAL OFFICER:

- 2.1. To ensure that the Fleet Officer, Director / Manager's, vehicle custodians, and users adhere to the policy and instructions detailed herein or any amendment hereto;

- 2.2. Assist the Accident Review Committee with their roles and responsibilities, by arranging meetings when required, giving advice and providing administrative support
- 2.3. Maintain record of driving Licence details for each staff member requiring the allocation of a Council vehicle either on permanent allocation or temporary use of a pool vehicle

3. ROLES, RESPONSIBILITIES AND DUTIES: THE VEHICLE CUSTODIAN/ USER/ DRIVER

NOTE: The Vehicle Custodian/User/ Driver is the person to whom a Council Vehicle has been allocated for permanent or temporary use.

- 3.1. Responsible for the care, security and preservation of the Council vehicle/s, whilst such vehicle is assigned /allocated to him;
- 3.2. To ensure that the vehicle allocated/assigned to him or to be used by him is fully roadworthy and functional;
- 3.3. Not permitted to utilise council vehicle to travel to his place of residence without authority of his Director / Manager;
- 3.4. Responsible for ensuring that he is in possession of all necessary authorization documentation prior to his use of any vehicle allocated to him;
- 3.5. Responsible for reporting any damage caused to any vehicle allocated/assigned to him for whatsoever cause and for correctly reporting any accident he or the vehicle is involved in, to the appropriate Director / Manager, Fleet Officer and relevant Authority (SAPS);
- 3.6. Is responsible for the proper use, care and condition of council vehicles which extends to the maintenance and roadworthiness of each vehicle;
- 3.7. Shall ensure that the fleet assets in their possession or under their control are utilized to its full potential and for the purpose for which they were acquired
- 3.8. Is required to comply with all laws of the road and parking restrictions;
- 3.9. Is responsible for any traffic or parking infringements;
- 3.10. Is responsible for compliance with section 6.17 of this policy in its entirety and Annexure E (Vehicle accidents/incidents and reporting);
- 3.11. Is responsible for compliance with section 6.18 of this policy unless where otherwise stated(Care and Security of Vehicles);

- 3.12. Is responsible for compliance with section 6.19 of this policy in its entirety.(Licence to drive Council Vehicles);
- 3.13. Is to ensure that the vehicle that they are driving is, at all times, properly registered (licenced) as the driving of an unlicensed vehicle is an infringement of the law for which the driver will be held responsible.
- 3.14. Are to ensure that they are in possession of the appropriate Fleet card for the refuelling of vehicles.
- 3.15. Is responsible for checking that tyres are inflated to the specified tyre pressure
- 3.16. Employees of council will only be allowed to travel as passengers in council vehicles if they are performing official duties and permission was granted on the “Fleet Vehicle Authorisation” form. Any other person will not be ferried in a council vehicle without prior written permission of the Municipal Manager or Director or Manager. If a driver of the vehicle allows any official or other person that does not have permission to be in the vehicle, he/she will be subject to a disciplinary hearing
- 3.17. Any defects discovered should receive immediate attention before they assume serious proportions or possibly cause resultant damage, e.g. where there is an indication of excessive engine noise or lack of oil pressure, the engine shall be stopped immediately and the vehicle not driven further under its own power until the matter has been reported to the fleet officer.
- 3.18. Whilst a Council-owned motor vehicle is in operation the driver shall pay due regard to the dash gauges and indications, and immediately take appropriate action should anything be noticed, for the prevention of damage or further damage to the vehicle or its components

4. ROLES, RESPONSIBILITIES AND DUTIES: DIRECTOR / MANAGERS

- 4.1. To ensure compliance with the provisions of section 6.16 (Vehicle accidents/incidents and reporting) of this policy in so far as these apply to Director / Manager’s
- 4.2. Will authorize the Fleet Officer to allocate a pool vehicle to a staff member as and when required;

- 4.3. Will be responsible for any disciplinary matters that are attributed to any driver they authorised a vehicle for.
- 4.4. Will ensure that all drivers they authorise are licenced to operate/drive a council asset allocated to them;
- 4.5. Will ensure that accidents are reported to the appropriate authorities within 24 hours and that any investigations required are carried out expeditiously;

5. ROLES, RESPONSIBILITIES AND DUTIES: MUNICIPAL MANAGER

- 5.1. The Municipal Manager is the vehicle licensing proxy for the Fezile Dabi District Municipality and will be responsible for the appointment of vehicle licensing representatives

GENERAL

6. INSTRUCTIONS TO VEHICLE CUSTODIANS/ USERS/ DRIVERS

- 6.1. All authorised permanent/temporary employees of the municipality who have a valid drivers' license will be allowed to use the vehicles of the municipality for official purposes only.
- 6.2. All-the drivers must have a valid driver's licence that is at least 3 years from date of first issue to be eligible to drive a council vehicle.
- 6.3. Officials of the municipality who are receiving a car allowance or vehicle subsidy of any sort from the municipality shall not be permitted to drive a council vehicle whatsoever, unless with prior consent of the Municipal Manager and in line with the travel allowance scheme
- 6.4. All officials who need to use a fleet vehicle for official purpose shall obtain prior written approval, on the prescribed vehicle authorization form, which must be authorised by an official at Manager level or above, who is senior to the person travelling, and is in their direct management line, or from the Municipal Manager in the absence of his/her Director / Manager.
- 6.5. The approved request for the usage of a fleet vehicle must reach the fleet officer in the Finance Department at least one working day prior to the day that the vehicle is needed.

- 6.6. Under exceptional circumstances, the municipal manager or Chief Financial Officer may waive the condition set in 6.5
- 6.7. Users are expected to complete the prescribed vehicle check list, and report immediately any damage to the vehicle, to the fleet Officer.
- 6.8. Damage to the vehicle that are not of mechanical nature and that was not reported on the vehicle check list prior to the trip, will be considered as inflicted by the vehicle user and be dealt with in accordance with the disciplinary code of the municipality
- 6.9. Any mechanical defects detected during the trip must be reported immediately.
- 6.10. The user must hand in the completed and updated vehicle log book, together with the vehicle keys and Fleet card transaction slips, to the fleet officer immediately after the trip.
- 6.11. Vehicle users must also take care of the vehicle during the trip and co-operate with other road users
- 6.12. Smoking/Consumption of alcoholic beverages/Use of narcotic drugs is prohibited in council vehicles
- 6.13. All vehicles are equipped with logo's, name and contact details of the District Municipality and any employee who tampers with it will be subjected to a disciplinary action.
- 6.14. The availability of fleet assets owned shall be optimized on a regular basis. Fleet Management endeavours to maintain the fleet in an effective, efficient and economic manner over its economic useful life.

6.15. *Responsibility for Control of vehicle usage*

- 6.15.1. Directors, Managers and vehicle custodians have a collective responsibility for the proper use, care and condition of Council Vehicles. This responsibility extends to the maintenance and roadworthiness of each vehicle.
- 6.15.2. Fleet user shall ensure that fleet assets in their possession or under their control are utilized to its potential and for the purpose for which they had been obtained,
- 6.15.3. The driver of the vehicle will be held fully responsible for conveying unauthorized passengers in a Municipal vehicle.
- 6.15.4. It is essential that a driver of a Council-owned vehicle should at all times, before departure ensure that the vehicle is in a roadworthy condition, with special emphasis on steering mechanism, brakes, lights and the condition of tyres

6.16. *Use of and Garaging of Council Vehicles at Private Addresses*

- 6.16.1. All vehicles must be parked, locked and with their alarm switched on where applicable, at the designated lock-up parking garage of the municipality.
- 6.16.2. In an event where on return, the vehicle cannot be parked in the designated garage due to the inaccessibility after hours, the vehicle must be parked, locked and with their alarm switched on where applicable, within the secured premises of the Main Building in John Vorster Street, Sasolburg
- 6.16.3. In an event of a fleet vehicle returned after hours, the user must hand in the completed and updated vehicle log book and keys, to the fleet officer before 08h30 on the very next working day
- 6.16.4. An employee, who has been allocated a Council vehicle for his/her use may apply for permission to garage the vehicle at his/her private address, provided he/she can accommodate it within the curtilage of the property and only under the following conditions:
 - When he/she is on 24 hour call; or
 - When he/she is required to work weekends, holidays or outside normal working hours; or
 - The member of staff will be leaving early morning or returning late at night.

- Other exceptional circumstances where the authorisation must be granted only by the Municipal Manager.
- 6.16.5. In all cases, application in writing should be made by the staff member to the Director concerned or the Municipal Manager for authority to garage the vehicle at the employee's home. Any queries to the required procedures should be referred to the Fleet Officer.
- 6.16.6. The time spent in traveling to and from work and home in Council vehicles on normal working days, does NOT form part of the working day and would generally not qualify for overtime payment outside normal working hours
- 6.16.7. A signed authority form to park a vehicle at home must be submitted to the fleet officer at least one working day prior to garaging a council vehicle at home.
- 6.17. ***Conveyance of Private Persons/ Goods in Council Vehicles***
- 6.17.1. Passengers carried by a Municipal vehicle must be authorised to travel in the vehicle.
- 6.17.2. No person other than Municipal employees and other authorised passengers in the course of the business of the Council may normally be conveyed in Council Vehicles.
- 6.17.3. The picking up of casual passengers (i.e. hitchhikers) is not allowed under any circumstances.
- 6.17.4. if the trip cannot be so regarded as official, the Director / Manager may, in his/her discretion, approve the trip, provided the necessary indemnity and Waiver forms protecting the Council from any claim for injury or damage which may be suffered by private passengers, have been completed.
- 6.17.5. Private goods with the exclusion of personal effects may not be transported in Council/hired vehicles, even where the vehicle does not deviate from its intended route. Private property carried in a Council/hired vehicle should be restricted to the

personal effects which may be needed by the occupants during the course of the day on which the trip is made, e.g. Raincoats and reasonable refreshments for the day.

- 6.17.6. In the event of it being established that Council vehicles have been used for reasons other than the aforementioned, the cost of lost time and transport will become chargeable and will result in disciplinary action.

6.18. *Compliance With Road Traffic Act and Other related Laws*

- 6.18.1. Drivers/Users of all Council Vehicles are required to comply with all laws of the roads and parking restrictions.
- 6.18.2. Under no circumstances will the Council be responsible for traffic or parking infringements.
- 6.18.3. Where infringement notices are received of any traffic regulation, will be the responsibility of the vehicle user and shall be deducted from the salary of the employee without any negotiations and a disciplinary action may be conducted.
- 6.18.4. When required, the Council will make available to the authorities the detail of the staff member last known to be in possession of the Council vehicle at the time of the offence occurring.
- 6.18.5. Any complain received in writing or telephonically from either the public or other employees in regard with misbehaving of employees driving fleet vehicles will be referred to the Department Corporate Support Services for investigation and disciplinary action.
- 6.18.6. All fines received within the ambit of the AARTO legislation, the driver will automatically be nominated as the driver as required by the AARTO legislation.
- 6.18.7. The logbook will be used as a source document to ascertain the offenders of traffic rules.

6.19. Vehicle Accidents/Incidents and Reporting

- 6.19.1. An accident to a Council vehicle and/damage to some other property caused by the Council vehicle, no matter how slight shall be reported through existing structures.
- 6.19.2. All accidents must be reported to the SAPS by the vehicle user within 24 hours (twenty four) of their occurrence. Failure to do so will be considered as misconduct on the part of the user and any cost incurred for the repair of vehicles involved in an accident, due to such failure, will be recovered from the vehicle user and resulted in disciplinary action
- 6.19.3. In no circumstances shall liability be admitted or unguarded statements made to any person at all or at any time or payment offered or made to a third party.
- 6.19.4. Should a third party involved admit liability, endeavours should be made obtain a statement in writing from him to this effect
- 6.19.5. Should a driver of a vehicle be suspected of being under the influence of intoxicating liquor or narcotic drugs, this fact should be brought to the notice of the police or Traffic Officer, called to the scene of the accident, with the least possible delay and every assistance should be rendered to such a police or Traffic Officer in ensuring that the suspect be examined by a doctor as soon as possible.
- 6.19.6. Obtain as soon as possible, preferably at the scene of the accident, the following particulars of the third party which are required for a possible claim,
 - registration number,
 - make, type of the other vehicle(s),
 - name and address of driver(s) and owner(s) of the other vehicle(s),
 - name of insurance company of the other vehicle(s),
 - as well as the nature and extent of injuries, description of animals and fixed objects involved in the accident and the name and address of the owner and in the case of animals, the name and estimated age of any herdsman (men) who tended or drove the animal(s),
 - name and address of each witness, occupants of the other vehicle(s).
 - nature and extent of damages sustained by the other pedestrian(s) involved in the accident and of any person(s) killed or injured

- 6.19.7. Drivers are to report the accident/incident to the Fleet Officer and their Director / Manager by the fastest means and as early as possible after the accident/incident.
- 6.19.8. Where drivers receive notice that the SAPS is to proceed against them as the consequences of the accident/incident, the details are to be provided to the Fleet Officer and their Director / Manager.
- 6.19.9. In the event of institution of a legal action by the third party, the driver concerned shall upon receipt of summons, subpoena or notice to appear in court pass that information to the Asset Officer or his/her superior so that the Municipality's insurers may be approached
- 6.19.10. Every accident/incident report requires the driver concerned to complete an Accident Report Form within two (2) working days after the accident/incident and also ensure that statements by witnesses and other relevant supporting documents e.g. Case Reference numbers are forwarded to the Asset Officer or his/her superior in the event of his/her absence The Fleet Officer on receiving this report may determine to review the accident/incident with the driver involved and the driver's manager. The findings of this review are to be passed to the relevant Director / Manager.
- 6.19.11. If time frame is not adhered to it might result in disciplinary action taken against the responsible official. If the responsible officer is in breach of this clause for more than five (5) working days, it will automatically be escalated to a disciplinary hearing. (This will however not apply if the official involved is hospitalised or not capable of submitting the report as a result of the accident/incident)
- 6.19.12. Any other information that is subsequently required by the insurance company/Asset Officer/Fleet Officer pertaining to the accident/incident must be submitted within 2 days of notification.
- 6.19.13. The Council's stance with regard to accidents/incidents is as follows:
 - when the vehicle is being used on Council business, the Council pays;
 - when negligence can be shown the driver pays,
 - when vehicle is used outside of the authorization given the driver can be held liable

- where the use of intoxicating liquor or narcotic drugs is proven by South African Police Services (SAPS), the driver pays;
- Where a person other than a Council staff member drives the vehicle, the vehicle custodian is responsible.

6.19.14. All accidents or incidents will be investigated and recommendations will be made regarding any disciplinary action to be taken or further investigation to be done.

6.19.15. Upon admission of complete liability in the accident report a driver of the Municipal vehicle involved in accident shall be given an option to personally bear all repair costs.

6.19.16. All vehicles are equipped with fleet tracking and monitoring devices. These data will be used as evidence, as well as to support any enquiring/monitoring and to control the usage of fleet vehicles.

6.20. *Care and Security of Vehicles*

6.20.1. The Fleet Officer's responsibility is to ensure that all Council vehicles are maintained in accordance with manufacturer's maintenance schedules and that other repairs identified are attended to without delay. Underlying this requirement is the proper preservation of the Council's assets.

6.20.2. Drivers/Custodians are responsible for the cleanliness and washing of vehicles whilst under their authority.

6.20.3. Where vehicles are fitted with fire extinguishers, drivers are to familiarize themselves with the proper use thereof.

6.20.4. It is the responsibility of each vehicle custodian to ensure that vehicles are properly secured at all times. Where alarms are fitted or steering/gear locking bars provided, they are to be put to proper use when the vehicle is left unattended.

6.20.5. As part of the requirement to preserve the Council asset it is expected that all vehicles will be stored in under-cover garages/ carports overnight, where such structures are provided.

6.21. *Licence to Drive Vehicles*

- 6.21.1. Licence to drive any vehicle is controlled by legislation in each South African Province and only drivers in possession of a full valid Licence issued by one of the Authorities is permitted to drive a Council motor vehicle.
- 6.21.2. All employees who are called upon or required by virtue of their designation (job) to drive a Municipal vehicle must have the appropriate valid driver's licence and professional driving permit.
- 6.21.3. The driver must have an unendorsed valid driver's license, and the officer allocating vehicles to drivers must check the licence for validity.
- 6.21.4. The driver should have no outstanding transport related disciplinary action against them at the time of taking a Council's vehicle
- 6.22. It is the driver's / custodian's responsibility to ensure that his/her licence is renewed and submit a copy of the updated licence to the Fleet Officer
- 6.23. The driver/custodian may carry out fixing of punctured tyre and oil refill. If other repairs / maintenance is required, this will need to be done in consultation with the fleet officer.
- 6.24. Each Council driver is to ensure that the vehicle they are driving is at all times properly registered. Driving an unlicensed vehicle will constitute an infringement of the Road Traffic Regulations, for which the driver will be held responsible

6.25. *Purchases and Administration*

- 6.25.1. To provide efficient and economic administration of the fuel usage, the Fleet Officer will arrange for each vehicle user /driver /custodian to be issued with a Fleet card.
- 6.25.2. When making each fuel purchase, the vehicle custodians are to ensure that the attendant records the vehicle odometer reading on the relevant document
- 6.25.3. All transaction slips and/or invoices for transactions paid by fleet card shall be submitted to the fleet officer immediately after the trip.

7. ACCIDENT INVESTIGATION COMMITTEE DUTIES

- 7.1. The committee shall consist of at least three of the following officials:
 - 7.1.1. Chief Financial Officer or delegate
 - 7.1.2. Legal advisor
 - 7.1.3. Fleet Officer
 - 7.1.4. Chief Internal Auditor or delegate
 - 7.1.5. Any other official as requested by committee
- 7.2. The committee should consider reports on the misuse of Council vehicles.
- 7.3. The committee should consider reports on motor vehicle accidents.
- 7.4. The committee should consider reports on any non-compliance of Council's Fleet Management Policy and Asset Management Policy.
- 7.5. The committee can interview the driver, assessor, third party or any other person with information relevant to the accident. In addition, the Accident Investigation Committee may:
- 7.6. The committee may request witnesses to make a verbal/written statement about the accident.
- 7.7. The committee should probe the nature of the trip and granting of authority to the driver.
- 7.8. The committee should recommend actions to be taken against drivers who have been found guilty of non-compliance to Council's fleet Management and Asset Management Policies.
- 7.9. The committee should investigate all Vehicle Accidents and gather all documentary, photographic and other evidence that may be relevant to the case.
- 7.10. If feasible the Accident Investigation Committee Designee may conduct an inspection of the accident scene.
- 7.11. The committee should objectively advise the Accounting Officer on the circumstances of any vehicle accident and, based on available evidence, whether any further action is recommended in each case.
- 7.12. The committee should after completing an investigation on each accident case and draw and submit a report to the Finance Department Manager in the following format:-

- Introduction
- Statement of the case
- Findings
- Recommendations
- Signature

8. GROUP TRANSPORTATION OF COUNCILLORS / OFFICIALS

- 8.1. In the event of a request from Councillors / Officials to make use of a fleet vehicle in order to be transported as a group for an official trip, the District Municipality will designate an employee as a driver.
- 8.2. The request in 8.1 will only be considered after a risk assessment and a cost analysis has been done.
- 8.3. The Accounting Officer or delegated director will be the only authority to approve the request as per 8.1

9. FRAMEWORK FOR REMEDIAL ACTIONS

- 9.1. All remedial and corrective actions will be subjected to and governed by the Municipality's disciplinary procedure.
- 9.2. The following structure of progressive imposition of fines on drivers who have been found partly or mainly responsible for the occurrence of the accident involving a Municipal vehicle through direct or indirect means, shall be adhered to:-

RATE OF DAMAGE (%) (VALUE OF VEHICLE)	RATE OF FINE (R)
0 – 10	R 250
11 – 20	R 500
21 - 30	R 750
31 – 40	R 1 000

41 – 50	R 1 250
51 – 60	R 1 500
61 – 70	R 1 750
71 – 80	R 2 000
81 – 90	R 2 500
91 - 100	R 3 000

- 9.3. These represent minimum fines. Should the cost of repairs be less than the amounts shown above, the amount of the fine will not exceed the total cost of repairs. The rate of damage shall be determined as follows:

$$\frac{\text{Approved Cost of Repairs}}{\text{Trade-In Value}} \times \frac{100}{1}$$

- 9.4. These fines may be imposed in addition to any sanction, which a Disciplinary hearing may decide upon.
- 9.5. The fine is payable by means of deduction from an employee's salary over a period not longer than 6 months.
- 9.6. The Municipal employee shall sign an acknowledgement of debt in which the time frame for the payment of the fine shall also be captured.

10. USAGE OF VEHICLE FLEET CARD, LOGBOOK, VEHICLE KEYS AND EQUIPMENT

- 10.1. The driver takes responsibility for the logbook, keys, Fleet card and vehicle equipment once the vehicle has been issued to him/her until the vehicle has been returned to the transport officer at the end of the journey
- 10.2. The Fleet card is to be treated as cash and the driver will be held responsible for the transactions that take place on it whilst it is in his/her possession
- 10.3. It is the responsibility of the driver to fill in the vehicle logbook legibly and accurately
- 10.4. The vehicle fleet card may only be used for re-fuelling, toll gate fees and minor repairs or maintenance during an authorised trip.

- 10.5. The vehicle odometer reading at the time of payment must be clearly indicated on the proof of payment.
- 10.6. Proof of expenditure in terms of 10.4 must be submitted to the fleet officer with the vehicle keys and logbook immediately after the trip.
- 10.7. In an event of emergency repairs, prior telephonically approval needs to be obtained from the Finance Department.
- 10.8. Only the Finance Department are authorised to do normal repair and maintenance purchases for a fleet vehicle on its fleet card. The fleet officer must also ensure that the vehicle odometer reading at the time of payment must be clearly indicated on the proof of payment and the documentation must clearly indicate the nature of the repairs.
- 10.9. All fleet card expenditure documentation must be filed by the fleet officer on the fleet vehicle expenditure file.
- 10.10. Employees not following the above procedures will be subjected to an investigation by the Department Corporate Support Services that might lead to disciplinary action.
- 10.11. Loose vehicle equipment, e.g. the spare wheel, wheel cap, toolkit, jack and any other extras will be checked at the time of issuing the vehicle and will remain the responsibility of the driver until such time as the vehicle is returned to the Fleet officer.

11. ENFORCEMENT

- 11.1. Anyone involved in the use, driving, operation of, maintenance or safekeeping of, or as a passenger in, a fleet vehicle, fleet equipment or machinery, who is found to be in breach of any provision of this policy, may be charged with misconduct in accordance with the council's disciplinary procedures and relevant labour legislation, and/or sanctioned appropriately in accordance therewith.
- 11.2. General
 - 11.2.1. Matters not covered or provided in this policy shall be determined at the discretion of the Municipal Manager or in terms of other approved council policies.

11.2.2. Municipal Council and Officials are assigned with the enforcement of this policy.

12. IMPLEMENTATION PROVISIONS

- 12.1. In the event of misconception, misinterpretation and misunderstanding of this policy, or any clause contained in this policy, the Municipality reserves the right to give an objective interpretation subject to appeal to Management, which shall give a final judgement of the case.
- 12.2. Any amendment or annulment of this policy shall be done upon submission of a comprehensive motivation by Management to the Municipality which will be entrusted with absolute powers of amending or annulling this policy.
- 12.3. It shall be incumbent upon the Municipality to take proper action that does not deviate from the enshrined order of this policy where this policy falls short, or does not provide a mechanism or a framework for addressing any matter or issue pertaining to the mission of this policy, in order to give the effect to the objectives of this policy in particular and to the interests of the Municipality to do so.
- 12.4. Notwithstanding the contents of this policy the Municipal Manager shall have discretionary authority to waive any clause of this policy provided that it is in the best interest of the Municipality to do so.

ANNEXURES

NB: THIS FOLLOWING FORM/S MUST BE APPROVED AND SUBMITTED ACCORDING TO COUNCIL'S FLEET VEHICLE POLICY, WELL IN ADVANCED, TO THE FLEET OFFICER, WHO WILL BOOK A VEHICLE AND ISSUE YOU WITH A VEHICLE AND LOGBOOK.

ANNEXURE A



FEZILE DABI DISTRICT MUNICIPALITY

COUNCIL VEHICLE AUTHORISATION(Daily)

I _____ the Director of

Name & Surname							
Municipal Manager	Director Finance		Director CSS		Director PMPW		Director LED & Tourism
Manager In The Office of Mun Manager	Manager in Finance	Manager in CSS	Manager in PMPW	Manager in LED & Tourism	Manager in EHS & Emergency Service	Manager in Executive Mayors Office	Manager in Speakers Office

Hereby authorise

Name & Surname (**EMPLOYEE**)

as designated driver to utilize a Council vehicle from _____ to _____
Date Date

in order to travel to _____ perform the following duties:
Destination

DUTIES

**** PLEASE ATTACH INVITATION OR RELEVANT INFORMATION EXPLAINING PURPOSE OF VISIT**

DIRECTOR

DIRECTOR'S SIGNATURE

DATE

VEHICLE REGISTRATION NO

DATE

DRIVERS NAME

DRIVERS SIGNATURE

DATE

NB: THIS FORM MUST BE APPROVED AND SUBMITTED, WELL IN ADVANCE, TO THE FINANCE DEPARTMENT'S FLEET OFFICER, WHICH WILL BOOK A VEHICLE AND ISSUE YOU WITH THE VEHICLE LOGBOOK, KEYS, TAG AND A VEHICLE CHECK LIST TO BE COMPLETED **BEFORE** DEPARTURE.

ON BRINGING BACK THE VEHICLE SEE THAT YOU ALSO BRING BACK THE:
COMPLETED LOGBOOK, KEYS, TAG AND CHECKLIST

CVA-Daily 23/08/2012

ANNEXURE B



AUTHORIZATION TO TRANSPORT PEOPLE IN THE EMPLOYMENT OF THE MUNICIPALITY

I

the director of

Name & Surname							
Municipal Manager		Director Finance		Director CSS		Director LED & Tourism	
Manager in The Office of Mun Manager	Manager in Finance	Manager in CSS	Manager in PMPW	Manager in LED & Tourism	Manager in EHS & Emergency Service	Manager in Executive Mayors Office	Manager in Speakers Office

hereby authorize

Name & Surname

as designated driver to utilize a fleet vehicle from the date

Date

to

Date

in order to travel to

Destination

to perform Municipal duties.

**** PLEASE ATTACH INVITATION OR RELEVANT INFORMATION EXPLAINING PURPOSE OF VISIT**

☐ Number of employees to be transported excluding driver =

(A complete list of the names and surnames of passengers must accomplish this form.)

☐ Does the vehicle user need to transport any goods?
☐ If YES, please state the type of goods:

APPROVED

DATE

NB: THIS FORM MUST BE APPROVED AND SUBMITTED, WELL IN ADVANCE, TO THE FINANCE DEPARTMENT'S FLEET OFFICER, WHICH WILL BOOK A VEHICLE AND ISSUE YOU WITH THE VEHICLE LOGBOOK, KEYS, TAG AND A VEHICLE CHECK LIST TO BE COMPLETED **BEFORE** DEPARTURE.

ON BRINGING BACK THE VEHICLE SEE THAT YOU ALSO BRING BACK THE:
COMPLETED LOGBOOK, KEYS, TAG AND CHECKLIST

CVA-Emp 23/08/2012

ANNEXURE C



AUTHORIZATION TO TRANSPORT PEOPLE **NOT IN** THE EMPLOYMENT OF THE MUNICIPALITY

I the director of

Municipal Manager		Director Finance		Director CSS		Director PMPW		Director LED & Tourism		Director EHS & Emergency Service	
Manager In The Office of Mun Manager	Manager in Finance	Manager in CSS	Manager in PMPW	Manager in LED & Tourism	Manager in EHS & Emergency Service	Manager in Executive Mayors Office	Manager in Speakers Office				

hereby authorize

Name & Surname

as designated driver to transport people from the date

Date

to in order to travel to

Date

to perform Municipal duties.

Destination

**** PLEASE ATTACH INVITATION OR RELEVANT INFORMATION EXPLAINING PURPOSE OF VISIT**

Number of employees to be transported excluding driver =

(A COMPLETE LIST OF THE NAMES, SURNAMES AND ID NUMBERS OF PASSENGERS MUST ACCOMPLISH THIS FORM.)

APPROVED

DATE

NB: THIS FORM MUST BE APPROVED AND SUBMITTED, WELL IN ADVANCE, TO THE FINANCE DEPARTMENT'S FLEET OFFICER, WHICH WILL BOOK A VEHICLE AND ISSUE YOU WITH THE VEHICLE LOGBOOK, KEYS, TAG AND A VEHICLE CHECK LIST TO BE COMPLETED **BEFORE** DEPARTURE.

ON BRINGING BACK THE VEHICLE SEE THAT YOU ALSO BRING BACK THE:
COMPLETED LOGBOOK, KEYS, TAG AND CHECKLIST.

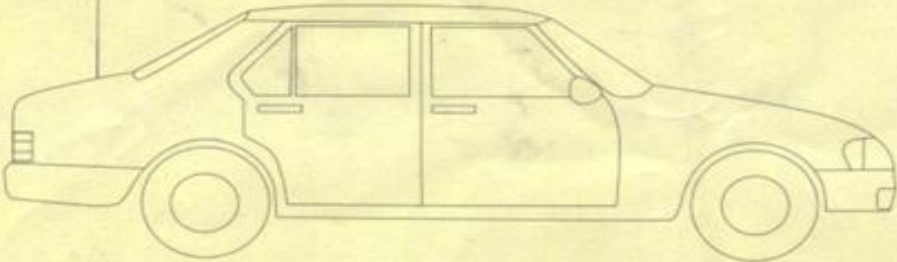
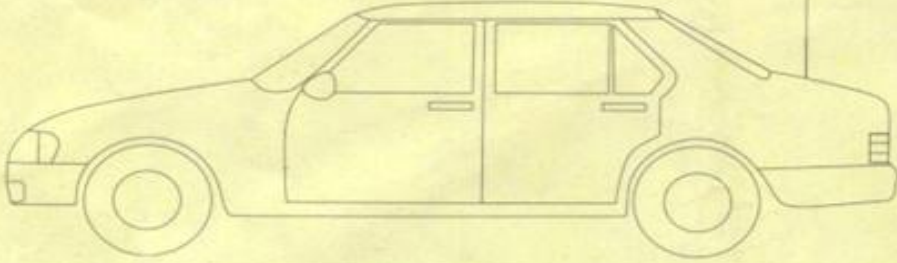
ANNEXURE D

NB: THIS FOLLOWING FORM MUST BE SUBMITTED ACCORDING TO COUNCIL'S FLEET VEHICLE POLICY,

 <u>VEHICLE CHECK LIST</u>		
Fezile Dabi District Municipality		
VEHICLE REGISTRATION NUMBER: _____		
MAKE: _____		
<u>CHECKS</u>		
1. LIGHTS		
- Head		
- Parking		
- Brake		
- Indicators		
2. BRAKES		
- Foot		
- Handbrake		
3. ENGINE		
- Battery		
- Oil		
- Fuel		
- Water		
- Brake fluid		
4. OTHER		
- Tyres		
- Exhaust		
- Steering		
- Tools & Jack		
- Wipers		
- Horn		
- Mirrors		
- License		
- Number plates		
- Windows		
- Radio		
- Steering Lock		
- Body & paint overall		

IMPORTANT NOTE!!!
Complete and return with keys and logbook.
ANY DEFECTS ON THE VEHICLE MUST BE REPORTED PRIOR TO DEPARTURE.
NOTE: In case of any accident involving this vehicle, the accident must be reported at the nearest police station within 24 hours and the case number must accompany this checklist.

<u>VENUE:</u>	
DATE From:	To:
<u>KILOMETER READING:</u>	
Start:	End:
I (Initials & Surname of driver)_____ hereby agree that the allocated vehicle will be used by me according to the municipality's Fleet Vehicle Policy. I also acknowledge that I've read and understand the Fleet Vehicle Policy as approved by Council. SIGNATURE:	
<u>REMARKS:</u>	

Vehicle Condition		Key: D =Dent S =Scratch C =Chip M =Missing	
Off Side (Right) 	Front 		
Near Side (Left) 	Back 		
Tyre Damage YES / NO (circle) NSF / NSR / OSF / OSR / Spare (circle) Fuel Level: 		Comments on interior 	

NB: THIS FOLLOWING FORM/S MUST BE SUBMITTED ACCORDING TO COUNCIL'S FLEET VEHICLE POLICY, AFTER AN ACCIDENT OR ANY INCIDENT WHERE A COUNCIL VEHICLE WAS DAMAGED OR PROPERTY WAS DAMAGE BY A COUNCIL VEHICLE

ANNEXURE E



ACCIDENT / INCIDENT REPORT FORM - ALL VEHICLES

DRIVER NAME: _____

INTERNAL FORM SECTION

TYPE OF ACCIDENT / INCIDENT	INDICATE	SECTIONS TO COMPLETE			
Windscreen Damages		S1	S2	S6	S8
Vehicle Theft / Hijacking		S1 S7	S2 S8	S3	S5
Vehicle Body Damage - No Other vehicles involved		S1 S7	S2 S8	S3	S5 S6
Vehicle Body Damage - Other vehicles involved		S1 S7	S2 S8	S3	S4 S5 S6
Theft of Radio or Accessories		S1	S2	S6	S8

**THIS SECTION
IS FOR FDDM
INTERNAL USE
BY FDDM
OFFICIALS**

MOTOR ACCIDENT / INCIDENT REPORT FORM

TYPE OF ACCIDENT / INCIDENT	SECTIONS TO COMPLETE
Windscreen Damages	S1 S2 S6 S8
Vehicle Theft / Hijacking	S1 S2 S3 S5 S7 S8
Vehicle Body Damage - No Other vehicles involved	S1 S2 S3 S5 S6 S7 S8
Vehicle Body Damage - Other vehicles involved	S1 S2 S3 S4 S5 S6 S7 S8
Theft of Radio or Accessories	S1 S2 S7 S8

S1. VEHICLE DETAILS

Make	
KM completed	
Registration no	
Make and Model Name	
<u>DAMAGE DETAILS</u>	
Damage to FDDM vehicle	

S2. DRIVER DETAILS

Full name	
Designation	
ID Number	
Driving license code	
Any convictions for motoring offenses?	

<i>Has license ever been endorsed?</i>	
<i>Has he/she any physical disabilities?</i>	
<i>Details of any previous accidents with Fezile Dabi District Municipality vehicles</i>	

S3.**PASSENGER DETAILS**

PASSENGERS (FDDM VEHICLE)	Name	Address	Injury

Purpose of passengers?			
Are they employees?	Y es	N o	

S4.**OTHER PARTY DETAILS**

<i>Other vehicles</i>	Reg no	Name of driver	Tel no of driver	Address of driver
				_____ _____

	Make	Name of owner	Tel no of owner	Address of owner

	Detail of damage	_____		

Property other than vehicle	Description of property:			
	Damages to property:			
PERSONAL INJURIES (OTHER PARTY)				
	Injured	Passenger/driver, etc.	Details of injuries	Hospital if applicable

S5. WITNESSES DETAILS	
Name, Address & phone no	
Name, Address & phone no	
Name, Address & phone no	
THEFT OF RADIO/ACCESSORIES DETAILS	
Date, time & place of theft	

<i>Was the vehicle locked?</i>	
<i>Who was in possession of the keys?</i>	
<i>SAP office & reference no</i>	
<i>Engine & chassis no</i>	
<i>If accessories were stolen provide full details</i>	

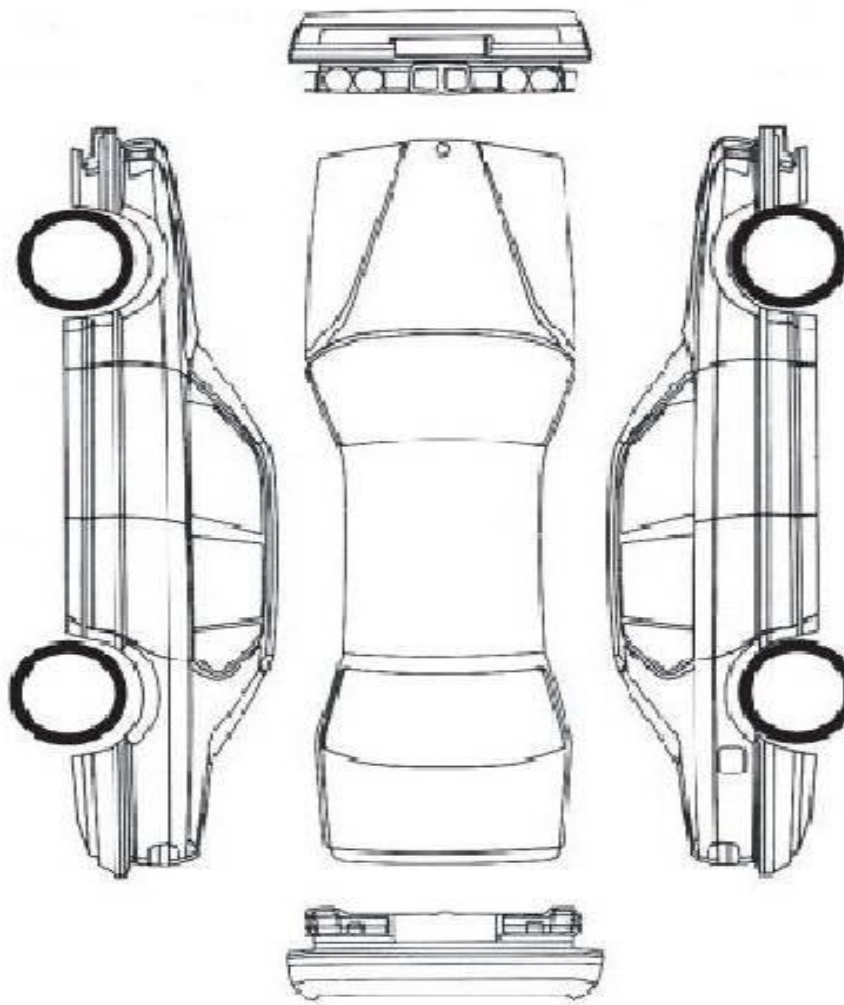
S6. ACCIDENT DETAILS

<i>Date, time & place</i>					
<i>Speed</i>	Before		Km h	On impact	
<i>Weather conditions</i>					
<i>Visibility</i>					
<i>Road surface</i>					
<i>Width of road</i>					
<i>Which vehicle lights were on?</i>					
<i>Street lighting</i>					
<i>Was any warning given by you e.g. Hooting, indicators</i>					
<i>SAP office & reference no</i>					
<i>Was driver tested for any alcohol and/or drugs?</i>					

S7. DESCRIPTION OF ACCIDENT BY DRIVER (Use Separate page if the space is not enough)

S8. SKETCH OF ACCIDENT BY DRIVER:

INDICATE DAMAGED AREA



INSPECTION SHEET

1	_____ Signature of driver _____ Date: Forward this report to Departmental Head/Director within 2 working days
2	_____ Signature of driver's Departmental Head /Director _____ Date Forward this report to Fleet Officer and Copy to Asset Officer responsible for Insurance Claims within 2 Working Days
4	Accident /Incident Reported to Insurance Company _____ Signature of Asset Officer Insurance Claim No: _____ Date: _____
5	Investigation / Interview done Yes / No _____ Investigator Signature Forward Recommendation to CSS if Disciplinary action is needed Recommendations from Investigator
6	Copy of report has been made, incident were investigated and disciplinary action (where applicable) was taken. _____ Signature of Director: CSS _____ Date Forward this report to Municipal Manager
7	☐ Repair vehicle only with District Municipality funds. Yes / No ☐ Further Investigation regarding accident needed Yes / No

	_____ _____ Director Finance Date
8	Disapproved / Approved _____ Municipal Manager Date: Forward this report to Fleet Officer for filing

(PLEASE DELETE WHICHEVER NOT APPLICABLE)

ANNEXURE F



HOME OVERNIGHT PARKING AUTHORIZATION FORM

A. EMPLOYEE DETAILS

Department: _____

Employee Full Name: _____

Employee No.: _____

Designation: _____

Contact No.: _____

B. VEHICLE DETAILS

Vehicle Registration Number: _____

Vehicle Make/Model: _____

Purpose of Overnight Use:

- ☐ The staff member is on 24 hour call
- ☐ The staff member is required to work weekends, holidays or outside normal working hours
- ☐ The staff member will be leaving early morning or returning late at night.
- ☐ Other exceptional circumstances (specify):

C. STORAGE ADDRESS (OVERNIGHT PREMISES)

Street Address: _____

Suburb/Town: _____

Security Measures in Place (e.g. locked gate, garage, etc.):

D. AUTHORISATION

Authorisation Period: Start Date: _____ End Date _____

Employee Signature: _____

Date: _____

Director/Municipal Manager Name: _____

Signature: _____

Date: _____

Fleet Officer Name: _____

Signature: _____

Date: _____

E. TERMS & CONDITIONS

By signing this form, the employee agrees to the following:

1. The municipal vehicle remains the property of the municipality and is to be used strictly for official use.
2. The vehicle must be safely and securely stored at the approved overnight premises.
3. No unauthorized use of the vehicle is permitted.
4. The vehicle must be returned to the office as instructed or before 8h30 next day.
5. The employee assumes responsibility for any damage or loss resulting from negligence.
6. This permission is valid only for the dates approved below and may be withdrawn at any time.