

# EMADLANGNI LOCAL MUNICIPALITY



## FLEET MANAGEMENT POLICY

## TABLE OF CONTENTS

SECTION 1: PURPOSE.....	3
SECTION 2: DEFINATIONS .....	3-4
SECTION 3: USE OF MUNICIPAL VEHICLE.....	4-6
SECTION 4: DRIVER'S RESPONSIBILITY.....	6-7
SECTION 5: DRIVER'S RESPONSIBILITY DURING THE USE OF ALLOCATED- VEHICLE AND POOL VEHICLES.....	7-8
SECTION 6: DRIVER'S RESPONSIBILITY AFTER USE OF A VEHICLE.....	8-9
SECTION 7: DRIVER IN THE CASE OF ACCIDENT.....	9-11
SECTION 8: VEHICLE BREAKDOWN AND THEFT.....	11
SECTION 9: PARKING OF VEHICLE AFTER USE.....	11-12
SECTION 10: DUTIES OF THE FLEET OFFICER.....	12
SECTION 11: DUTIES OF HEADS OF DEPARTMENTS.....	13
SECTION 12: INSURANCE... ..	13
SECTION 13: ECOMOMIC LIFE ASSESSMENTS AND DISPOSAL .....	13-14
SECTION 14: CONTRAVENTION OF THE FLEET MANAGEMENT POLICY .....	14
SECTION 15: BREAKDOWN PROCEDURES .....	14-15
SECTION 16: COUNCIL APPROVAL.....	16

## SECTION 1: OBJECTIVES

- 1.1 To regulate the management of motor vehicle fleet and / or equipment.
- 1.2 To ensure that the users of the municipal vehicle fleet comply with a uniform code of good practise in respect of fleet management.
- 1.3 To provide for the maintenance, utilization, insurance and replacement of all vehicles and equipment.
- 1.3 To ensure that municipal vehicles are optimally and effectively used for the rendering of municipal services.
- 1.3 To ensure cost effective and efficient usage of available funding in respect of fuel and maintenance.
- 1.4 To minimize possible abuse/misuse of municipal vehicles.
- 1.5 To ensure safe driving and usage practices in respect of vehicle fleet.
- 1.6 To manage the operations of allocated and pool vehicles and related facilities.
- 1.7 To ensure that requirements of all relevant legislation compiled with.

## SECTION 2: DEFINITIONS

For the purpose of this policy and procedures document as well as Code of Practice, the following definitions shall apply:

- 2.1.1 **MUNICIPAL VEHICLE** means all vehicles and civil engineering plant, equipment (self-driven or otherwise), motorcycles, **trailers, stationary engines**, etc. operated on overall management of or on lease or hire from: i) The Fleet Management Services Division ii) An external service provider
- 2.1.2 **SERVICE PROVIDER** means i) In respect of municipal-owned vehicles, it shall be the Fleet Management Services ii) In respect of non-owned municipal vehicles, it shall be the relevant external service provider.
- 2.1.3 **DRIVER** means all persons engaged in the operation of vehicles and plant, being: i) OCCASIONAL DRIVER: Is not a permanent driver but is required to use a municipal vehicle on an *ad hoc* basis to perform his/her duties.  
ii) PROFESSIONAL DRIVER: Employed specifically to drive municipal vehicles for general transport purposes.  
iii) OPERATOR: Employed specifically to operate civil engineering plant.
- 2.1.4 **SAFE PARKING** means i) Designated municipal parking ii) Enclosed premises
- 2.1.5 **COUNCIL** means a municipal council of eMadlangeni Local Municipality.
- 2.1.6 **COUNCILLOR** means a member of eMadlangeni Local Municipal Council.
- 2.1.7 **EXECUTIVE COMMITTEE** means executive committee constituted in terms Section 43 of Local Government Municipal Structures Act, 1998.

**2.1.8 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.

**2.1.9 FLEET OFFICER** means a person in the employ of Council who has been designated in writing as fleet officer.

**2.1.10 DIRECTOR CORPORATE SERVICES** means a person who is employed or designated by Council as Director Corporate Services.

**2.1.11 MUNICIPAL MANAGER** means a person employed as Municipal Manager or acting as Municipal Manager in terms section 82 of Local Government Municipal Structures Act, 1998.

### **SECTION 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 license for the respective vehicle, which is administered by the Department of Protection Services and Licensing of eMadlangeni Municipality and obtain a certificate of competency.

3.1.2 With the exception of the Mayor/Deputy Mayor, Speaker (only vehicle allocated to them), Notwithstanding the above, whenever an official driver is not available and it is **deemed imperative for a councilor to attend a council function, meeting or any activity, such councilor may use a Municipal vehicle with the approval of the Municipal Manager/Acting Municipal Manager or an official designated by** him/her and shall in addition to being bound by this policy, be subject to all the rules and regulations applicable to staff members regarding the use of municipal vehicles.

3.1.3 No vehicle may be used unless the requirements laid down in this policy are complied with.

3.1.4 The vehicle may be used for Municipal business only. Any unauthorized usage of the vehicle an employee will subject to disciplinary actions.

3.1.5 A properly completed trip authorization form needs to be completed before any vehicle is released.

3.1.6 The vehicle may not be driven while under the influence of alcohol or any dependent form of drug.

3.1.7 Every Municipal vehicle shall have a **toll-free number** to report any abuse by the -driver.

### **3.2 Allocated Vehicles**

3.2.1 Each vehicle purchased may be recognized as an allocated vehicle or a pool vehicle.

3.2.2 Each allocated vehicle will be allocated to a specific department.

3.2.3 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.

3.2.4 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 Fleet Management Officer

3.2.5 The logbook of the allocated vehicle shall at all times be completed by the responsible employee using the vehicle.

### **3.3 Pool Vehicles**

3.3.1 Pool vehicles may be used by an employee not in charge of an allocated vehicle or a Councilor, subject to the provisions mentioned above.

3.3.2 The use of pool vehicles will function strictly on a booking system depending on the importance of the trip.

3.3.3 Applications for such bookings will be made to the Fleet Management Officer.

3.3.4 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.

3.3.5 Authorization of the use of the vehicle will only be made based on a properly completed trip authorization form and approved by the relevant Head of Department.

3.3.6 A Councilor who wishes to use a pool vehicle needs to obtain the authority of the Municipal Manager/Acting Municipal Manager on the prescribed trip authorization form.

- 3.3.7 Whenever an employee or a Councilor 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.
- 3.3.9 The keys, logbook and petrol card of a pool vehicle shall at all times be kept in the office of the Fleet Management Officer and will only be released on a prearranged booking.
- 3.3.10 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 Fleet Management Officer on return of vehicle after hours (refer to 7.11)

#### **SECTION 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 shall pick-up the vehicle in the parking bays at municipal building.
- 4.4 The driver will carry out an inspection on the vehicle in the presence of the Fleet Management Officer, and complete an inspection sheet/ book before using the vehicle.

The following activities shall be undertaken as pre-drive inspection:

- 4.4.1 Ensure that the current odometer reading and the required information has been entered in the log book/trip authorization form,
- 4.4.2 Ensure that the vehicle has sufficient fuel for the journey and also check tyres condition and pressures are correct,
- 4.4.3 Check for any oil and water leaks,
- 4.4.4 Check/top up engine oil and cooling system water,
- 4.4.5 Check brake, clutch and accelerator pedal travel,
- 4.4.6 Check all lights, direction indicators, horn, wipers, washers, spare wheel, jack and tools,
- 4.4.7 Check steering action,
- 4.4.8 Check for any damage to bodywork, mirrors, windscreen and window glass,

- 4.4.9 Check that vehicle's license is current,
  - 4.4.10 Check fire protection equipment and hazard triangle
  - 4.4.11 Start the engine and check oil pressure and whether general warning lights are operating within specification,
  - 4.4.12 Check that interior and exterior of the vehicle is clean and in good state of repair,
  - 4.4.13 Ensure that any load is secured so as to limit damage and ensure safety,
  - 4.4.14 Ensure that staff being transported complies with the relevant traffic legislation.
  - 4.4.15 Check list shall be completed for all equipment in the vehicle by the Fleet Management Officer.
- 4.5 Any defect, damage, loss or license due to expire must be reported to the Fleet Management Officer. The vehicle should then be stood down until such defects or shortfall is addressed.
- 4.6 No vehicle shall be used unless the driver has in his/her possession the vehicle logbook/trip authorization in which must be recorded:
- 4.6.1 The exact nature of the trip;
  - 4.6.2 Starting time and date;
  - 4.6.3 Place of origin and destination;
  - 4.6.4 Passengers/load carried;
  - 4.6.5 Head of Department signature.

Failure to comply with 5.6 above will result in vehicle being impounded

- 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/trip authorization. Completed log books/trip authorization must be forwarded to the Fleet Management Officer 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 Councilors on duty should be transported in or on council vehicles, unless prior permission has been obtained from the Municipal Manager/Acting Municipal Manager or a person designated by him/her and an indemnity form (marked Annexure C), has been completed and signed.
- 5.3 A driver will ensure that he/she is in a mentally and physically healthy condition

before driving.

- 5.4 A driver shall adhere to all traffic rules and regulations stipulated in legislation.
- 5.5 Should a driver contravene any traffic rule or regulation and receive a fine for such contravention, he/she shall be responsible for payment of such a fine. Should a driver wish to defend such a charge brought against him/her, he/ she will do so in his/her personal capacity. Should a driver fail to pay a fine or fail to appear in court and summons is served on the municipality as owner of the vehicle, the Municipality will deduct such amount from the driver's earnings and institute disciplinary proceedings against the employee.
- 5.6 Should an employee utilize a vehicle for purposes other than official purposes, the necessary disciplinary procedures will be instituted.

## **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 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 kilometers travelled are entered on the trip authorization form.
- 6.3 Once parked, the driver shall ensure that the logbook/trip authorization form 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. If the employee returned late he/she shall arrange for the washing of the vehicle on the following day.
- 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 Fleet Management Officer for safe keeping.
- 6.6 The driver must enter the odometer reading and trip kilometer reading on the log book/trip authorization form, and lock the vehicle (all doors and boot) and ensure that the fuel tank is full.
- 6.7 The driver shall undertake a visual post-inspection of the vehicle in the presence of the Fleet Management Officer 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 Fleet Management Officer.



- 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 Officer 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 fleet manager 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 in the car for submission to the Fleet Management Officer.

## **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:
  - 7.5.1 Name, address, telephone and cell number of the other driver;
  - 7.5.2 Name, address, telephone and cell number of the owner of the other vehicle;
  - 7.5.3 Numbers of the other vehicle;
  - 7.5.4 Names of the driver's/owner's insurance company/insurance broker;
  - 7.5.5 Full details of the place and time of the collision and the road conditions and visibility at the time;
  - 7.5.6 License number and its expiry date;
  - 7.5.7 Identity 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).

- 7.7 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.
- 7.8 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.
- 7.9 If there are people involved and eye witnesses, take down their full names, addresses, telephone and cell numbers.
- 7.10 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/she is not prepared to commit his apology to writing, endeavor to persuade him/her to make his/her admission in the presence of a responsible official, such as a police officer.
- 7.11 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 meters ahead or behind the vehicle to warn other road users and switch on the hazard lights.
- 7.12 Confirm telephonically with the Head of Department or Fleet Management Officer 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.
- 7.13 If there is a traffic officer at the scene of the collision, provide him with such information as he/she 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.

- 7.14 Do not take any alcohol or drugs after the accident.
- 7.15 All Municipal vehicles shall be repaired by the approved service provider/the Manufacture.
- 7.16 Employee failing to comply with the above will be subjected to disciplinary actions.

## **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. 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 Fleet Management Officer.
- 8.4 In the event of a vehicle being stolen the SAPS, Municipal Manager/Acting Municipal Manager and insurers must be notified immediately and if the vehicle is not recovered, it must be deregistered at the registering authority.
- 8.5 In the event of a hijacking or armed robbery, the line manager must ensure that the affected staff member(s) is/are given the necessary counselling.

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

- 9.1 The Council vehicles shall always be parked in the allocated undercover 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 8.1 above, written permission must be

obtained from the Municipal Manager/Acting 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/Acting Municipal Manager will be satisfied that it is safe. This permission may be withdrawn for whatever reason by the Municipal Manager/Acting Municipal Manager.

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

The Fleet Management Officer must:

- 10.1 Ensure that vehicles exceeding 3 500kg GVM undergo annual roadworthy testing and obtain COF before licenses 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 license renewals on an annual basis is done timeously.
- 10.4 Inspect the vehicles at least once a month 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 kilometers 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 within 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 Fleet Management Officer 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 re-sale 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 recognized accounting 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 A decision to dispose the vehicle is taken proper technical evaluation should be done to determine whether the vehicle can still be used.
- 13.5 The following should be taken into account during the disposal process:

- 13.5.1 The necessity of the vehicle or plant and its effect on services which are rendered.
  - 13.5.2 The service history of the vehicle or plant.
  - 13.5.3 The appropriate norms to be complied with before the vehicle or plant can be replaced or scrapped.
- 13.6 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,
  - 14.3.2 Payment of excess amount for insurance purposes, or full amount where the cause of an accident is due to negligence on the part of the driver.
- 14.4 Councilors who contravene this policy will be reported to the EXCO for institution of the necessary disciplinary action.
- 14.5 The driver shall not tamper with the Municipal vehicle as this will constitute disciplinary action.

#### **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 eMadlangeni 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.

**16. COUNCIL APPROVAL AND EFFECTIVE DATE**

Approval of Policy by Council and Effective date: -----

MUNICIPAL MANAGER DATE.....