



ELIAS MOTSOLEDI
LOCAL MUNICIPALITY

FINAL FLEET MANAGEMENT POLICY

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CHAPTER 1: FLEET MANAGEMENT

1.1 FOREWORD

- 1.1.1 The policy super cedes all previous municipal directives, and ad-hoc arrangements in relation to Municipal vehicle use and management.
- 1.1.2 Implementation of this policy shall be shared by Elias Motsoaledi Fleet Management Unit and Business Units.
- 1.1.3 To ensure that all Managers and vehicle custodians are aware of their responsibilities, a copy of this Policy is to be kept in the office of each Head of Department. The document shall be accessible to all vehicle Users and others responsible for vehicle use, including administration staff handling fleet matters.

1.2 PURPOSE

- 1.2.1 The purpose of this document is to set forth the policy to ensure the management and control of Elias Motsoaledi Municipality fleet, for effective, efficient use and compliance with relevant Legalisation
- 1.2.2 To outline the responsibilities of the Users, vehicle custodians and Elias Motsoaledi Fleet Management Unit
- 1.2.3 To specify the guidelines on Fleet Management and provide the Users and vehicle custodians with information and advice that shall enable efficient and effective management of Municipal vehicles.
- 1.2.4 To regulate the use of official Municipal vehicles and to ensure that they are used in a safe and efficient manner in order to minimise accidents and abuse of vehicles.
- 1.2.5 To provide a procedure for conducting enquires into accidents involving Municipal vehicles.

1.3 POLICY OBJECTIVES

- 1.3.1 To create standard procedures that are designed to safeguard the interests of the organisation and the organisations employees
- 1.3.2 This policy shall apply to all Users that are employees of the Elias Motsoaledi Local Municipality. Where an employee of the Municipality is required to drive during the course of his/her duties he/she shall fully subscribe to the conditions of this policy
- 1.3.3 This policy applies to ad hoc and full-time Drivers.
- 1.3.4 To align vehicle usage and management thereof, In terms of section 78 of MFMA (1) "Each senior manager of a municipality and each official of a municipality exercising financial management responsibilities must take all reasonable steps within their respective areas of responsibility to ensure-

- (a) that the system of financial management and internal control established for the municipality is carried out diligently
- (b) that the financial and other resources of the municipality are utilised effectively, efficiently, economically and transparently;
- (c) that any unauthorised, irregular or fruitless and wasteful expenditure and any other losses are prevented;
- (d) that the assets and liabilities of the municipality are managed effectively and that assets are safeguarded and maintained to the extent necessary;
- (e) that all information required by the accounting officer for compliance with the provisions of this Act is timeously submitted to the accounting officer; and
- (f) that the provisions of this Act, to the extent applicable to that senior manager or official, including any delegations in terms of section 79, are complied with

CHAPTER 2:

2.1 DEFINITIONS

AARTO:	Administrative Adjudication of Road Traffic Offenses Act 46 of 1998 - to promote Road Traffic quality by providing for a scheme to discourage Road Traffic contraventions, to facilitate the adjudication of Road Traffic infringements, to support the prosecution of offences in terms of the National and Provincial laws relating to Road Traffic and implement a points demerit system; to provide for the establishment of a board to represent the agency and to provide for matters connected therewith"
Ad hoc Usage:	asymmetrical use of a vehicle from the Fleet Pool for necessary travel on official duties
Light Vehicles:	sedans, light delivery vehicles or minibuses
Municipal Business :	<u>range of activities constituting official duties performed by Municipal staff; also referred to as official business</u>
Driver :	all persons engaged in the operation of vehicles and plant.
Driver Education:	individual tuition or classes on various aspects of driving; sometimes for remedial purposes
Fleet Pool :	spare vehicles that are not permanently allocated to a User department and are consolidated into a centralised Fleet Pool.
Goods Vehicle:	motor vehicle designed or adapted for the conveyance of movable property on a public road, and includes mechanical horse.
Head	of any Business Unit; also refers to the Head of Department/Senior Manager
Locomotion Allowance	monthly allowance (commonly referred to as a vehicle subsidy) covering the cost of ownership and running of a vehicle awarded to certain employees who qualify through seniority, retention value or kilometres logged on official business.
Municipal Vehicle	all vehicles and civil engineering plant, equipment (self-driven or otherwise), motorcycles, trailers, including externally hired vehicles

User Department

Business Unit which has a fleet of vehicles (including plant) to assist in carrying out official business

CHAPTER 3: ROLES AND RESPONSIBILITIES**3.1 PROBLEM STATEMENT**

3.1.1 Operating the Elias Motsoaledi Local Municipality Fleet has huge budgetary implications, and requires thorough supervision of users and vehicles to achieve optimal results. Good management, innovative approaches and attention to all aspects of this service by the Elias Motsoaledi Fleet Management Unit are necessary and compulsory for the Municipality to optimise its fleet.

3.1.2 Elias Motsoaledi Fleet Management Unit has developed this policy based on standing instructions, regulations and protocol that currently apply to various aspects of operating, using, maintaining and monitoring the Fleet.

inter alia

3.1.2.1 The Constitution of the Republic of South Africa Act 103 of 1996, as amended.

3.1.2.2 The Municipal Systems Act No 32 of 2000, as amended

3.1.2.3 The Municipal Finance Management Act No 56 of 2003.

3.1.2.4 National Road Traffic Act No 93 of 1996, as amended.

3.1.2.5 The Labour Relations Act No 66 of 1995, as amended.

3.1.2.6 AARTO Act, Act 46 of 1998

3.1.3 The core of Elias Motsoaledi Local Municipality Fleet Management Unit's Management System:

3.1.3.1 Implementation of a Fleet Management System;

3.1.3.2 Identifying and reporting of non-compliance with the Fleet Management Policy

3.2 ELIAS MOTSOALEDI FLEET MANAGEMENT UNIT ROLES AND RESPONSIBILITIES

3.2.1 Develop policies and procedures for the economic acquisition, operation, disposal and administration of the fleet;

3.2.2 Periodically review the use of authorised vehicles;

3.2.3 Ensure compliance of vehicles in terms of Road Traffic Act, Road Transport Quality System;

- 3.2.4 Fleet Management Policy: the design, documentation, administration of policies, including standing instructions and procedures in respect of fleet management and the regular review thereof;;
- 3.2.5 Ensuring vehicle custodians adhere to the policy instructions detailed in this policy and future/additional instructions issued by the Manager: Elias Motsoaledi Fleet Management Unit;
- 3.2.6 Issuing Pool fleet vehicles to properly authorised persons and maintain appropriate Pool usage records;
- 3.2.7 Ensuring that the fleet is properly registered and insured at all times;

3.3 MANAGER: FLEET MANAGEMENT UNIT ROLES AND RESPONSIBILITIES

- 3.3.1 Planning and co-ordinating the responsibilities of the Elias Motsoaledi Fleet Management Unit
- 3.3.2 Control of Pool vehicles.
- 3.3.3 Maintaining a comprehensive database of all vehicle / plant/ equipment licensing, COF/COR.
- 3.3.4 Providing of information relating to the rental of fleet assets in respect of the extent and the cost involved, as required.
- 3.3.5 The administration of accidents/ incident reports. In this regard close liaison with the End-User, Driver concerned and the Driver's Manager shall be important.
- 3.3.6 Providing regular reports on accidents/incidents..
- 3.3.6 Preparing tenders for vehicle purchases, aligned to the specifications provided by the Business Unit.
- 3.3.7 Maintaining individual vehicle records for service, repair, fuel and other costs; odometer readings; vehicle utilisation; tyre usage/ replacement via information provided by Mechanical Workshop
- 3.3.8 Providing regular reports on accidents/incidents.
- 3.3.9 Ensuring compliance of the Service Level Agreements

3.4 MECHANICAL WORKSHOP ROLES AND RESPONSIBILITIES

- 3.4.1 The efficient operation of the plant/vehicle repair workshops
- 3.4.2 Management of maintenance contracts, in particular, claims by contractors for repair costs that are outside the conditions of the contract are to be authorised by the Accounting Officer through the Supply Chain Management processes
- 3.4.3 Ensuring that the fleet is maintained in a sound operating condition at all times.
- 3.4.4 Validating work requirement and cost, before authority is given, for work to be carried out on servicing, repairs to municipal vehicles.

3.5 DEPARTMENTAL RESPONSIBILITY

- 3.5.1 The End-User shall ensure that the vehicles are available for servicing by due date

- 3.5.2 The End-User must provide Manager of Fleet Management Unit with a schedule showing the following:
- 3.5.2.1 Drivers and the codes for which they are eligible to drive including any Professional Driving Permits, Operator Permits; and
 - 3.5.2.2 Vehicles which are dedicated to the said Driver
- 3.5.3 Any changes, additions or deletions to this list shall be provided to Manager Fleet Management Unit on a monthly basis. The Drivers shall belong to the Unit. In this regard, the Senior Manager of the End-User department shall be responsible for any disciplinary matters that are attributed to the Driver.
- 3.5.4 The User department shall be responsible for the Drivers renewing their Professional Driving Permits
- 3.5.5 The Senior Manager shall ensure that the Drivers of the Unit are fully trained and licensed to operate/drive a vehicle/plant item to which he or she is allocated. No employee shall be permitted to operate a Municipal vehicles or Municipal hired vehicles unless that employee is in possession of a valid South African driver's licence with relevant code for the type of vehicle they are requesting to drive. Such licence must be kept on the employee's possession at all times when he or she is in charge of a municipal vehicle
- 3.5.6 In addition to the licence referred to in 3.5.5, if an employee is required to perform a particular driving-related task or role which requires a particular licence or permit (such as a Professional Driver's Permit), such employee shall not be permitted to perform such task or role unless he or she is in possession of such other licence or permit, which must be kept on his or her possession at all times whilst he or she is performing such task or role. All Employees required to hold a professional driving permit are to ensure that timeous action is taken for renewal of such permit.
- 3.5.7 The load on any motor vehicle must not exceed the load recommended by the manufacturers of the vehicle. Apart from excessive strain imposed on the vehicle itself, with resultant accident risk and high wear, overloading has an adverse effect on the road surface and tyre life and may induce failures that endanger the lives not only of the occupants of the vehicle, but also of other road users. In the case of commercial vehicles, the vehicle's maximum load capacity and gross vehicle mass are clearly displayed on the Manufacturers Plate..
- 3.5.8 Senior Managers will be responsible for action on fleet infringements arising from the misuse of Municipal vehicles by the employees as well as disciplinary action
- 3.5.9 The Senior Manager shall report all accidents within 24 hours to the Manager: Fleet Management Unit with the accident report form

3.6 ALLOCATION/ UTILISATION OF VEHICLES WITHIN THE DEPARTMENT

- 3.6.1 The allocation/utilisation of vehicles within the User Department and the administration processes regarding internal charge outs (within the User Department) shall be the responsibility of the User Department.
- 3.6.2 The allocation/utilisation of internally hired, or externally hired vehicles, (with or without a driver/operator) within the Business Unit is the responsibility of the Business Unit, this includes operational and administration processes. Day to day management shall be the responsibility of the Business Unit. Fleet are not responsible for the day to day operation or distribution of commodities of the Business Unit.
- 3.6.3 A municipal vehicle may under no circumstances be transferred from one Business Unit to another, requests to transfer a municipal vehicle must be addressed to the Fleet Manager in writing

CHAPTER 4: INSTRUCTIONS TO VEHICLE CUSTODIANS

4.1 THE VEHICLE CUSTODIAN (USER)

- 4.1.1 The employee to whom a Municipal vehicle has been allocated for official use or the Manager upon whom responsibility rests for the control over the temporary use of Municipal vehicle/s
- 4.1.2 Responsible for the care, security and preservation of the Municipal vehicle/s allocated or assigned.
- 4.1.3 Is accountable for the determination of their needs (size and composition) of the fleet in respect of the desirability, affordability, operation and utilization thereof to provide the level of service delivery as required by the Municipality
- 4.1.4 Fully responsible for the fleet assets concerned in term of the statutory regulations and requirements, i.e. Drivers' competency and operational environment.
- 4.1.5 Responsible for the washing, cleaning, maintenance and safekeeping of the vehicle
- 4.1.6 Not permitted to utilise a Municipal vehicle for any private travel

4.2 COMPLIANCE WITH ROAD TRAFFIC ACT AND OTHER RELATED LAWS

- 4.2.1 Drivers of all Municipal vehicles are required to comply with all laws of the road and parking restrictions. All Traffic Rules and Regulations under the National Road Traffic Act 93/1996, including any other regulations made applicable to users of municipal vehicles shall at all times be strictly observed and adhered to by official drivers of municipal vehicles.
- 4.2.2 Drivers shall personally be held liable for any fine issued and/or penalty that may be imposed by a court of law for an infringement of the National Road Traffic Act 93/1996 in respect of

speeding vehicles and exceeding speed limits. Under no circumstances shall the Municipality be responsible for Traffic or parking infringements.

- 4.2.3 Where infringement notices are received, the Municipality shall require the offending Driver to immediately pay the full amount to the relevant issuing authority
- 4.2.4 When required, the Municipality shall make available to the authorities the detail of the staff member last known to be in possession of the Municipal vehicle at the time of the offence occurring.
- 4.2.5 Drivers shall not under any circumstance drive Municipal vehicle while under the influence of intoxicating liquor or narcotic drugs or substance.
- 4.2.6 Fleet Management unit is responsible to ensure that all appropriate vehicle licences, operator permits are renewed as required by the Road Traffic Act.

4.3 ALLOCATION OF VEHICLES

- 4.3.1 Fleet differentiates between dedicated vehicles as these are the vehicles that shall be allocated/ leased out to the User Department on a permanent basis.
- 4.3.2 The Manager of Fleet Management Unit shall provide a Pool vehicle facility for the User Departments where ad hoc users can have access to vehicles should they so require.
- 4.3.3 The Pool vehicle facility shall be managed and operated by the Fleet Management Unit.
- 4.3.4 The Manager of Fleet Management Unit reserves the right to inspect the vehicles allocated to the Business Units.
- 4.3.5 The allocation/utilisation of internally hired, or externally hired vehicles, (with or without a driver/operator) within the User Department is the responsibility of the User Department, this includes operational and administration processes. Day to day management shall be the responsibility of the User Department.
- 4.3.6 An official with a Council vehicle allocated to him/her will be required to sign a weekly trip authority which will be approved by his/ her HOD.
- 4.3.7 When the vehicle is not in use during the day, the driver must ensure that the vehicle's keys are handed to a designated official for safe-keeping.

4.4 CONVEYANCE OF PRIVATE PERSONS/ GOODS IN MUNICIPAL VEHICLES

- 4.4.1 No person other than a Municipal employee in the course of the business of the Municipality may normally be conveyed in Municipal vehicles.
- 4.4.2 No unofficial passengers (this includes all persons whose conveyance in municipal vehicles are not necessary for the execution of official duties, as well as municipal officials or employees who are off duty), shall be allowed to be transported in official vehicles
- 4.4.3 Private goods may not be transported in Municipal/ hired vehicles, even where the vehicle does not deviate from its intended route. Private property carried in a Municipal/ hired vehicle shall 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 refreshment for the day

4.5 CONVEYANCE OF STAFF MEMBERS IN OPEN VEHICLES

- 4.5.1 The relevant regulation regarding the carrying of passengers in goods vehicles, now applies to all persons being carried in goods vehicles, whether in the course of their employment or not, except persons being carried for the purpose of refuse removal.
- 4.5.2 The portion of the vehicle in which such persons is carried must be enclosed with suitable material to height of at least 350mm above the surface upon which person is seated (if such person is seated) and at least 1250mm above the surface of which such person is standing (if such person is standing).
- 4.5.3 It is the responsibility of the driver of the vehicle to ensure that passengers are confined to the safety area of the vehicle and, when the height of the enclosed area is limited to 1535 mm (seated passengers), and to instruct them to remain seated when the vehicle is in motion
- 4.5.4 It is illegal to transport staff and goods and equipment together unless there is a partition separating staff from the goods and equipment being carried
- 4.5.5 Furthermore, no person shall drive a goods vehicle while passengers are being conveyed in the goods compartment thereof at a speed exceeding 80km/h (or less, subject to prevailing speed limits).

4.6 PROVISION OF TRANSPORT TO THE FUNERAL OF A MUNICIPAL EMPLOYEE

- 4.6.1 One kombi and/ or one car are supplied to department. The kombi driver must have PrDP as per relevant Legislation.
- 4.6.2 Indemnity forms must be completed for the driver and passengers
- 4.6.3 The number of people transported to the funeral must be limited to the transport available.
- 4.6.4 The distance to be travelled must be within the Municipal boundaries. If an employee's funeral is beyond the Municipal boundaries, motivation must be submitted to the Municipal Manager for approval within reasonable time.

4.7 GARAGING AND PARKING OF MUNICIPAL TRANSPORT

- 4.7.1 Vehicles must be parked or garaged at designated Municipal premises. Vehicles should, preferably be parked at the depot where the driver/operator is based at the respective depot
- 4.7.2 A member of staff, who has been allocated a Municipal vehicle for their use, may apply for permission to garage the vehicle at their private address, provided it can be accommodated off street, and only under the following conditions:
 - (a) The staff member is on 24 hour call; or
 - (b) The staff member is required to work weekends, holidays or outside normal working hours

4.8 CONTROL OF FUEL, REPAIRS, MAINTENANCE AND TOLL FEES

4.8.1 FUEL AND ADMINISTRATION

- 4.8.1.1 For fuelling the municipal vehicles and machinery, the fleet officer should ensure that s/he records and keeps register of all municipal vehicles that have been fuelled by the service provider responsible for fuelling municipal vehicles
- 4.8.1.2 The driver of the municipal vehicle is responsible to bring the fuel slip to the fleet management unit
- 4.8.1.3 In instances where municipal vehicle is outside municipal jurisdiction, the driver may fuel the vehicle and ensure that the receipts are submitted to the fleet management officer on return
- 4.8.1.4 Fuel cards must be stored in a safe under the custodianship of the fleet management officer
- 4.8.1.5 Fleet cards must specify the registration number and make of the municipal vehicle
- 4.8.1.6 Fleet cards may only be used for a specific vehicle and may not be used into another vehicle other than the one indicated on the card
- 4.8.1.7 When fuelling, the driver of the vehicle and/or fleet management officer must take the Odometer reading and the amount of fuel dispensed

4.8.2 REPAIRS AND MAINTENANCE

- 4.8.2.1 Municipal vehicles should be serviced according to the manufacturer's specified intervals
- 4.8.2.2 The driver of the municipal vehicle should notify the fleet management officer of a need for servicing
- 4.8.2.3 The contracted fleet management service provider shall attend to the repairs and maintenance in accordance with the provisions of the Service Level Agreement entered into with the municipality
- 4.8.2.4 The fleet management unit shall utilize the Supply Chain Management processes where the repairs and maintenance are outside the scope of the appointed service provider

4.8.3 TOLL FEES

- 4.8.1 Toll fees shall be paid through the bank fleet card of which the driver should ensure that the receipt is handed over to the fleet management unit and recorded in the trip authority form

CHAPTER 5: USE OF MUNICIPAL VEHICLES

5.1 USE OF MUNICIPAL VEHICLES

- 5.1.1 Municipal vehicles shall only be used for authorised and essential trips on Municipal business
- 5.1.2 The use of municipal vehicles for purposes such as proceeding home for meals, making social calls, doing personal shopping, taking relatives for outings and making detours for any private purpose whatsoever is strictly prohibited.
- 5.1.3 Drivers are expected to route their vehicles so as to secure maximum operating efficiency at a minimum expense.

- 5.1.4 Employees driving a Municipal vehicle shall ensure that the Logbook, provided for the vehicle, is properly completed after each trip. Logbooks shall be returned to the Fleet Management Unit at the end of the month.
 - 5.1.5 A daily trip authority is to be completed and approved by the Manager and each Department prior to the employee taking possession of the vehicle
 - 5.1.6 Municipal Officials, Councillors on transport allowance schemes shall comply with the provisions of Transport Allowance Scheme.
 - 5.1.7 Municipal or hired vehicles are used for municipal purposes. No person receiving a Transport allowance is entitled to drive a Municipal vehicle unless, under certain Circumstances, written permission may be obtained from the Municipal Manager for staff receiving transport allowances to use a vehicle to carry out their official duties. Examples for such cases will be where several officials tour the Municipal Wards in a kombi, on a visit to projects or where officials travel to neighbouring states for Municipal Business.
 - 5.1.8 Office workers with transport allowances are not permitted to drive with operational staff to site in a municipal vehicle.
 - 5.1.9 Members are not allowed to drive vehicles that are not allocated to them No employee who has been granted a motor vehicle subsidy or is entitled to a motor vehicle allowance may drive a municipal vehicle, the intention being that such persons shall drive their own vehicles for business purposes.
 - 5.1.10 Members are not allowed to drive vehicles that are not allocated to them No employee who has been granted a motor vehicle subsidy or is entitled to a motor vehicle allowance or locomotion allowance may drive a municipal vehicle, the intention being that such persons shall drive their own vehicles for business purposes.
- 5.2 AFTER HOURS STANDBY**
- 5.2.1 Where it is required for municipal vehicles to be used after working hours and over weekends for purposes of official standby duties, and such vehicles have to be garaged and parked on private premises when not in use, such parking and garaging arrangements have to be approved in writing by the relevant Manager on the Trip Authority form. Parking and garaging under such circumstances shall mean that the official vehicle is parked in a secure and properly lockable area or garage. A full description of the address and the facility where the vehicle is to be garaged and parked in these instances shall be recorded on the form or on an annexure to the Trip Authority form for purposes of insurance.
 - 5.2.2 The onus is on the Senior Manager to ensure that the municipal vehicle under the circumstances pertaining to sub-paragraph 5.2.1 is garaged and parked under conditions covered and approved by the Municipal Insurance. Business Units are at all times responsible for the cost of official vehicles and any municipal property, equipment and tools carried thereon.

CHAPTER 6: DRIVERS' RESPONSIBILITIES & GENERAL INSTRUCTIONS

6.1 RESPONSIBILITIES

- 6.1.1 The full co-operation of all employees concerned is required to ensure that the Municipal Transport System functions efficiently at all times. All drivers are expected to accept and exercise the responsibilities associated with the operation of vehicles, as described in this Policy Document.

- 6.1.2 Municipal transport is provided strictly for official services only and is not to be used for private purposes.
- 6.1.3 When a Municipal vehicle is to be used, the Driver must ensure that a copy of the Trip Authority, duly authorised and signed, is held in the vehicle.
- 6.1.4 All Municipal vehicles and mobile plant must be issued with a daily logbook. The Driver/Operator is required to record all his/her daily trips in the logbook.
- 6.1.5 All Municipal vehicles shall be driven in a SAFE and COURTEOUS manner, which shall promote the Municipality's PUBLIC IMAGE. Municipal Drivers and vehicle/ work teams are constantly in public view. Their behaviour shapes the public concept of Municipal efficiency in general.
- 6.1.6 Municipal vehicles shall at all times be driven and handled with proper care and attention, to obtain the best mechanical service and avoid infringements of the law. Any evidence of neglect, rough handling or reckless driving must be reported to the Elias Municipality Fleet Management Unit. The Elias Municipality Fleet Management Unit shall inform the relevant Senior Manager of infringements or abuse of municipal vehicles.
- 6.1.7 Pre-drive inspections of vehicles/plant are to be carried out by Drivers/ operators on a daily basis, as required in terms of the attached
- 6.1.8 Every Driver of the Municipal motor vehicle must at all times ensure that the vehicle is in a roadworthy condition, failing which he/she shall be responsible for the payment of any Traffic fines that may be imposed.
- 6.1.9 The last user of the vehicle shall be held responsible for any unreported damage/defects/loss. The onus is therefore on each driver to thoroughly inspect a vehicle prior to acceptance. Any damage or defects found by the Driver must be reported to the Elias Motsoaledi Fleet Management Unit prior to taking possession of the vehicle.
- 6.1.10 All Municipal vehicles must be inspected periodically by Fleet Management Officers to ensure that a proper state of cleanliness, repair and efficiency is being maintained by the Driver/person responsible for the vehicle.

6.2 PROHIBITION ON USE OF COMMUNICATION DEVICE WHILE DRIVING

- 6.2.1 No person shall drive a vehicle on a public road –
 - 6.2.1.1 While holding a cellular or mobile telephone or any other communication in one or both hands or with any other part of the body.
 - 6.2.1.2 While using or operating a cellular or mobile telephone or other communication device unless such a cellular or mobile telephone or other communication device is affixed to the vehicle and remains so fixed while being used or operated..

6.3 MOTOR VEHICLE ACCIDENTS/INCIDENTS AND REPORTING

- 6.3.1 An accident to a Municipal motor vehicle and/or damage to some other property caused by the Municipal vehicle, no matter however slight, shall be reported to the Elias Municipality Fleet Management Unit
- 6.3.2 All Municipal Drivers are required to comply with the laws relating to reporting accidents/incidents to South African Police Service (SAPS).
- 6.3.3 Because insurance claims are complex, a Driver involved in an accident/incident shall not enter into a discussion about the accident with other people involved in the accident/incident.

- 6.3.4 Drivers are to report the accident/incident to the Elias Municipality Fleet Management Unit within 24 hours, and copies of the accident report to be made available to the driver's immediate supervisor as well within the 24 hour period.
- 6.3.5 Where Drivers receive notice that the police are to proceed against the driver because of the accident/incident, the details are to be provided to Elias Municipality Fleet Management Unit

6.4 REGISTERED VEHICLES

- 6.4.1 Each Municipal Driver is to ensure that the vehicle they are driving is at all times properly registered.
- 6.4.2 If a Licence Disc is lost, destroyed or illegible, the fact shall be reported without delay to the Fleet Management Unit. Expired Licence Discs must be removed from the vehicle.
- 6.4.3 Official vehicles shall not be used until a valid license is obtained, as failure to display licence discs constitutes an offence in terms

6.5 MECHANICAL APPRECIATION

- 6.5.1 Whilst a Municipal vehicle is in operation, the Driver shall regularly check the warning lights, indicators and gauges. Immediate action must be taken should anything untoward be noticed, to prevent damage or further damage to the vehicle or its components.
- 6.5.2 Where there is an indication of excessive engine heat or lack of oil pressure, the engine shall be switched off immediately and the vehicle not driven further under its own power until the matter has been rectified.
- 6.5.3 The "revving" up of the engines is detrimental at the cold starting-up stage. Until normal operating temperatures are achieved; high speed engine operation must be avoided.
- 6.5.4 Where a vehicle is subjected to extended periods of waiting in dense traffic the neutral gear position must be selected and hand brake applied, in order to avoid unnecessary wear on the clutch components.
- 6.5.5 Travelling with a foot on the clutch pedal must be avoided, as this causes premature failure of the clutch assembly and the release bearing.
- 6.5.6 A smooth balance must be maintained between the clutch and accelerator pedal to avoid damage to the vehicles drive train.
- 6.5.7 Diesel engines fitted with turbo chargers must be allowed to idle for two minutes before switching off. This waiting period allows the turbine to slow down with sufficient lubrication.
- 6.5.8 Brake air tanks fitted to heavy commercial vehicles are to be drained daily.

CHAPTER 7: INSURANCE ACCIDENT REPORTING DAMAGE ASSESMENT AND REPAIRS

7.1 INTERNAL ACCIDENT REPORTING

- 7.1.1 The Driver of the Municipal vehicle shall, within twenty four hours (24) after the accident, ensure that the accident form is completed including statements by witnesses and other relevant supporting documents e.g. Case Reference numbers are forwarded to the Manager: Fleet Management Unit.
- 7.1.2 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 Insurance Section Clerk.

- 7.1.3 Any accident damage or third party claim received shall immediately be submitted to the Insurance Unit.
- 7.1.4 Any damage made to the Municipal vehicle as a result of an accident involving another vehicle or animal/s or any object, shall be reported to the Insurance Section.
- 7.1.5 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.
- 7.2 PROCEDURES TO BE ALLOWED IN THE EVENT OF ACCIDENTS/ INCIDENTS AND INSURANCE CLAIMS**
- 7.2.1 The Driver of a Municipal vehicle involved in an accident/incident is to notify the SAPS (Police) within twenty four (24) hours, inform the third party of personal and Municipal details as well as obtaining like information necessary for the Municipal claim to be completed
- 7.2.2 Under no circumstances is any guilt or liability for the accident/incident to be admitted.
- 7.2.3 The following information is to be provided on the accident/incident form:
 - 7.2.3.1 Municipal vehicle Driver name;
 - 7.2.3.2 Base location/department;
 - 7.2.3.3 Driving licence number;
 - 7.2.3.4 Renewal date;
 - 7.2.3.5 Municipal vehicle number;
 - 7.2.3.6 Model & make of vehicle;
 - 7.2.3.7 Name and address of other parties involved & details of witnesses;
 - 7.2.3.8 Detail of other property/vehicles involved;
 - 7.2.3.9 Place/date/time of the incident;
 - 7.2.3.10 Full detail of injuries to any persons;
 - 7.2.3.11 Damage/loss detail surrounding the Municipal vehicle;
 - 7.2.3.12 Damage/loss detail surrounding other property/vehicle;
 - 7.2.3.13 A description of how the incident occurred, with diagrams as appropriate
- 7.2.4 Described speed and weather conditions when the incident is a collision; Details of South African Police Services involvement, with names, numbers and AR number.
- 7.2.5 Once the report is completed it is then submitted to the Drivers supervisor.
- 7.2.6 The Driver's supervisor must acknowledge the report and thereafter, complete the supervisor investigation report forward it to his/her relevant Senior Manager.
- 7.2.7 Municipal Insurance and SCM shall arrange for quotations to have the vehicle repaired and thereafter the Assessor shall approve the repairs.
- 7.2.8 Full details are then to be submitted to Budget and Treasury for Insurance purposes.

CHAPTER 8: POOL VEHICLES

- 8.1 POOL VEHICLE**
- 8.1.1 A number of spare vehicles that are not permanently allocated to a User department shall be consolidated into a centralised Fleet Pool and managed and controlled by Fleet Management Unit – this is the Fleet Pool.
- 8.1.2 The use of the Fleet Pool is to be strictly controlled and, under no circumstances, shall vehicles be assigned to staff members other than for official purposes.

- 8.1.3 Requisition for transport must be received by the Fleet Officer at least three working days preceding the day on which the vehicle is required.
- 8.1.4 Pool vehicles must be requisitioned on the prescribed form and each requisition must be completed in all respects, delivery of Pool vehicles must be taken during normal working hours of the Municipality.
- 8.1.5 Fleet Officer shall assign a Pool vehicle on receiving the completed request to hire form
- 8.1.6 Prior to leaving the Fleet Pool location, Fleet Management Unit requires the Fleet Officer, together with the Driver of the vehicle, to note the vehicle condition on the supplied pro forma
- 8.1.7 Fleet Pool vehicle usage records (the precise time, date and the odometer reading at the time the vehicle is issued and returned) must be kept at the Fleet Pool.
- 8.1.8 Manager of Fleet Management Unit shall allocate a Pool vehicle to a staff member on the authority of a Head of Department.
- 8.1.9 The Accounting Officer may approve use of rental vehicles/plant only when Fleet Pool vehicles/plant is otherwise not available.

8.2 **RETURN OF VEHICLES**

- 8.2.1 Pool vehicles must be returned to their depots immediately on the expiry of the period for which they are requisitioned or on completion of the journey, whichever is the shorter. Shall this prove impossible the official in charge of the vehicle shall, as soon as possible, give notice of the anticipated delay to the Fleet Officer.
- 8.2.2 In the event of a Pool vehicle being returned after normal working hours, it shall be parked in the most suitable place available at the parking area normally used and thereafter be locked unless other suitable prior arrangements are made the keys to other vehicles shall be returned to Pool on reporting to duty the following day.

8.3 **LOGBOOKS**

- 8.3.1 The Driver of the vehicle is responsible for entering up in the logbook, all mileage incurred, full details of duty undertaken, petrol and oil issues

8.4 **PARKING OF VEHICLES**

- 8.4.1 Parking of Municipal vehicles in a parking bay reserved for the disabled is prohibited. The Driver shall be responsible for the parking fine.
- 8.4.2 When parking in a road reserve, parking bays or on the pavement to carry out your duties, the safety of other road Users and pedestrians is to be a first consideration.
- 8.4.3 When parking a Municipal vehicle, it is the Driver's responsibility to ensure the Vehicle's doors and windows are closed and locked securely to avoid theft of equipment from the vehicle.

8.5 MAYORAL VEHICLE

8.5.1 TYPE OF OFFICIAL CAR

- 8.5.1.1 The Municipality may identify any of its vehicles they deem fit as an official car for the Mayor or decide to purchase a vehicle particularly for this purpose.
- 8.5.1.2 If the Municipality decides to purchase an official car for the Mayor, the value and type of that vehicle shall be decided upon by the Municipal Manager of the Municipality in consultation with the Executive Committee.

8.5.2 USE OF OFFICIAL CAR

- 8.5.2.1 It is left to the discretion of the Mayor to utilize the vehicle for any reasonable official purpose, provided that such a trip qualifies as an official trip.
- 8.5.2.2 The rules of usage in respect of usage of Municipal cars shall as far as possible apply for the use of the Mayoral Vehicle, particularly those related to standard operating and maintenance procedures.
- 8.5.2.3 The Municipality may appoint a person to be the official Driver for the Mayor the conditions of service for the Driver shall be determined by the Municipality.

8.5.3 DUTIES OF THE MAYORAL DRIVER

- 8.5.3.1 The Mayoral Driver must ensure that he/she obeys the rules of the road at all times when driving Mayoral vehicle.
- 8.5.3.2 No Municipal Drivers must drive Municipal vehicles while under the influence of alcohol or any other kind of intoxicants
- 8.5.3.3 All the Drivers must ensure that they are in possession of a valid Driver's license at all times and PDP where necessary..
- 8.5.3.4 Each Driver must keep a record of all official trips, fuel and oil purchases in a logbook.
- 8.5.3.5 Drivers must ensure that they renew their Driver's Licenses.
- 8.5.3.6 The Driver must ensure that the Mayoral vehicle is kept in a clean condition at all times.
- 8.5.3.7 The use of any other Municipal vehicle by the Mayor shall be limited to circumstances where the designated official Mayoral vehicle is not available for use.

8.5.4 PURCHASE OF FUEL FOR MAYORAL VEHICLES (FUEL CARDS)

- 8.5.4.1 Offices of the Mayor, Chief Whip and the Speaker shall be allocated one fuel card each; drivers from these respective offices shall take the responsibility and accountability for these fuel cards.
- 8.5.4.2 The fuel cards shall be limited to fuel transactions and tolls on a monthly basis
- 8.5.4.3 Fuel receipts are to be retained and returned, together to the Fleet Management Unit on a monthly basis
- 8.5.4.4 Fuel cards are to be kept in the drivers' safe-custody at all times in order to prevent fraudulent misuse, and drivers shall be responsible for fuel transactions whilst the fuel card/s is in his/her possession.

ANNEXURE A

ELIAS MOTSOLEDI LOCAL MUNICIPALITY



Date :

To :

COUNCIL'S INDEMNITY

ACCEPTANCE BY PASSENGER

I hereby understand that I shall travel as a passenger in the municipal vehicle referred to herein solely at my own risk and hereby agree to indemnify the Council, its agents, employees or contractors against any loss, damage or injury which I may suffer as a result of my conveyance in the said vehicle.

SIGNATURE OF PASSENGER:

DATE:

AUTHORITY TO TRAVEL AS A PASSENGER IN COUNCIL VEHICLE

Authority is hereby given for you to travel as a passenger in Municipal Vehicle Registration

Number:on.....for the purpose of:

.....

By travelling as a passenger in the aforesaid vehicle, you hereby agree that neither the Council nor any of its agents, employees or contractors, shall be liable for any injury, loss or damage to you whatsoever arising from your conveyance in the said vehicle and you hereby waive any claim you may have against the Council in this regard.

Yours faithfully

M.P MTHIMUNYE
MANAGER FLEET

ELIAS MOTSOLEDI LOCAL MUNICIPALITY



VEHICLE CHECKLIST PRIOR TO USAGE

DRIVER'S NAME:

VEHICLE MAKE: REG. NO.

DATE ISSUED: DATE RETURNED:

I am aware of the Fleet Management Policy and Procedures and will adhere to all conditions prescribed.

ACCESSORIES	YES	NO	YES	NO	REMARKS
• Unendorsed Credit Card Driver's License			S		
• Radio fitted or supplied					
• Petrol level [full tank / $\frac{3}{4}$ / $\frac{1}{4}$ / $\frac{1}{2}$]					
• Oil level checked & Oil leaks					
• Spare wheel, jack, and Spanners					
• Windscreen & Dents					
• Mirrors & Rubber mats					
• Check License Disk for validity and write down expiry date					
• Check fuel cap for security					
• Log Book issued					
• Tyre check					
• Further comments					

SIGNATURE OF DRIVER:

SIGNATURE FLEET MANAGEMENT:

.....

ELIAS MOTSOLEDI LOCAL MUNICIPALITY



APPLICATION TO PARK VEHICLE AT HOME OR OTHER SECURED AREA

To **Manager:** _____

I hereby apply for authority to park municipal vehicle Registration Number:

_____ at my home situated at _____ or at the property

situated at _____.

The reasons for this application are as follows:

In the event of my application being approved, I agree to abide by the provisions of the Council's policy with regard to the parking of the vehicle at my home or another secured area.

SIGNATURE OF APPLICANT: _____

DATE: _____

DESIGNATION: _____

DEPARTMENT: _____

ELIAS MOTSOLED LOCAL MUNICIPALITY**STOLEN VEHICLE REPORT**

VEHICLE REGISTRATION NUMBER	
MAKE & MODEL	
YEAR & COLOUR	
ENGINE NUMBER	
MILEAGE/ODOMETER READING	
DATE OF LAST SERVICE	
GENERAL CONDITION INCLUDING RUST	
NAME OF DRIVER AT TIME OF THEFT	
DATE OF THEFT	
PLACE OF THEFT	
STATE CIRCUMSTANCES IN WHICH THEFT TOOK PLACE:	

Was the theft reported to the SAPS (Please tick)	YES	NO
	☐	☐
If YES, date of reporting:		
SAPS CR Number:		
Date reported to insurer:		
Date reported to council		
Response from insurance company:		

SIGNATURE OF DRIVER: _____ DATE: _____

SIGNATURE OF MANAGER FLEET: _____ DATE.....

18. Signatories

Municipal Manager
MAHLAKWANE N.R Pr Tech Eng.

Date

The Mayor
Cllr. TLADI M.D

Date