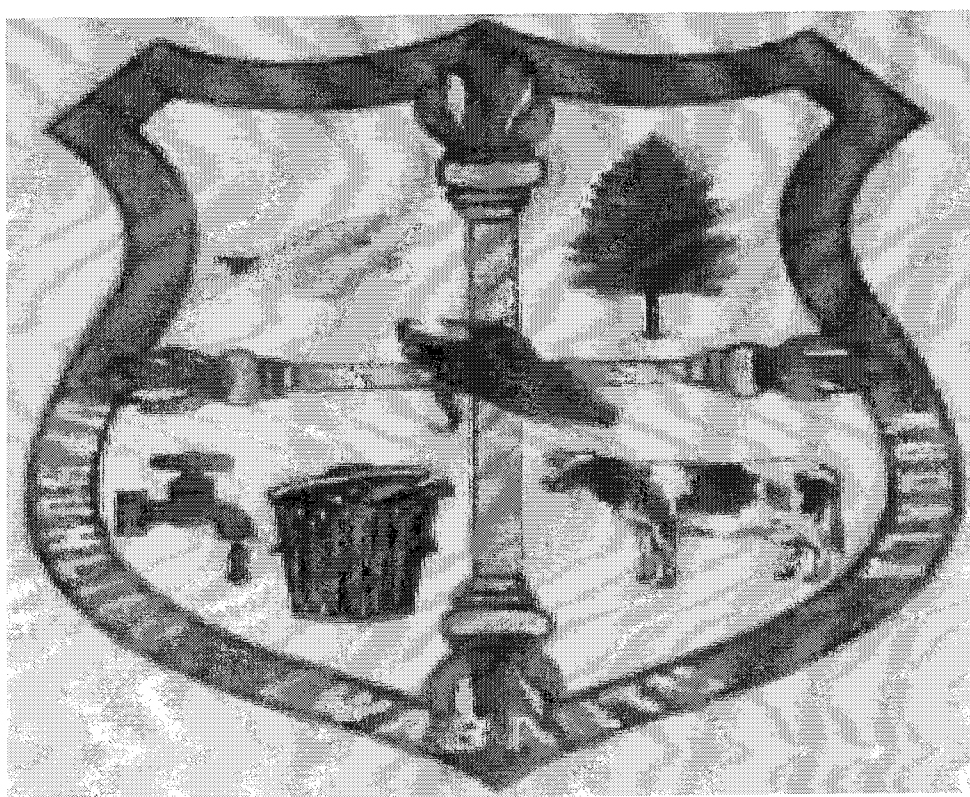

INGQUZA HILL LOCAL MUNICIPALITY

FLEET MANAGEMENT POLICY



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PART 1 - DEFINITIONS

For purposes of this policy:

- **“Allocated motorised vehicle”** shall mean a vehicle allocated to one or more officials for the purpose of carrying out their official responsibilities or to use otherwise in the service of the municipality;
- **“Fleet Management Officer”** shall mean the official designated by the municipal manager to control and allocate municipal vehicles; and
- **“Officials”** shall mean the employees of the municipality and councillors.

PART 2 - COMPETENCY REQUIREMENTS

The Fleet Management Officer shall be satisfied that any official who requires the allocation of a motorised vehicle is in possession of a valid drivers licence appropriate to the class of vehicle to be allocated before allowing such official to take delivery of the vehicle concerned.

Any official who is required or allowed to drive a municipal vehicle which transports passengers must furthermore be in possession of a valid public driving permit.

It shall be the responsibility of any official who, in the course of performing his or her duties, is required to drive a municipal vehicle, to advise the Fleet Management Officer of any endorsements to such official's licence which could legally invalidate such official's right to drive the vehicle in question.

Any official who drives a municipal vehicle shall at all times have his or her drivers licence in his or her possession.

In addition to the foregoing requirements, the Fleet Management Officer shall, before allowing any official to drive a municipal vehicle, arrange for such official to undergo a driving competency test set by the municipality's senior traffic officer, and the permission granted to such official to drive a municipal vehicle shall be conditional upon his or her adequate performance in such competency test.

PART 3 - TRIP AUTHORITIES

No official shall be authorised to drive a municipal vehicle without a valid trip authority having first been issued by the Fleet Management Officer, or, in the Fleet Management Officer's absence, any other official expressly authorised by the Head of Department to issue and authorised trip authorities.

The Fleet Management Officer shall issue every trip authority in duplicate, and for a trip authority to be valid it shall be authorised by both the Fleet Management Officer and the head of department in which the relevant official is employed.

In the event of the vehicle being required by a councillor, the Municipal Manager or any Senior Manager shall sign as Head of Department.

The original authorised trip authority shall be kept on file by the Fleet Management Officer, and the copy of the trip authority shall at all times be kept in the vehicle concerned and for the full duration of the authorised trip in question.

Once the official has completed the authorised trip, the duplicate trip authority shall be handed by such official to the Fleet Management Officer and filed with the original for record and audit purposes.

The official who has driven the vehicle shall upon returning such vehicle immediately advise the Fleet Management Officer of any vehicle defects detected or any problems experienced with the vehicle on the trip, and the Fleet Management Officer shall immediately record such defects and/or problems on the duplicate trip authority.

The Fleet Management Officer shall carry out regular checks comparing vehicle logbooks (see 4. below) with trip authorities.

PART 4 - LOGBOOKS

The Fleet Management Officer shall ensure that a logbook is maintained for every municipal vehicle.

Except when such logbooks are completed by the officials driving the vehicle in question, or are required by the Fleet Management Officer for scrutiny, or are needed for audit purposes, the logbooks in question shall be kept inside the glove compartment of the vehicle concerned.

The driver of the vehicle shall be responsible at the completion of each trip for entering the required data in the logbook, including all mileage relating to the trip in question, full details of the reasons for the trip, details in regard to fuel and oil issues, and details of any problems experienced with the vehicle or any defects detected during the trip. The driver of the vehicle shall immediately upon returning the vehicle advise the Fleet Management Officer of such problems and/or defects, and the Fleet Management Officer shall ensure that this information is immediately recorded on the duplicate trip authority (see 3. above).

The Fleet Management Officer shall regularly scrutinise all logbooks.

In respect of pool vehicles every logbook shall be signed by the head of department in which the relevant driver is employed, after the completion of each trip, and in respect of vehicles allocated permanently to departments, at the end of each month. In the event of a councillor using a pool vehicle, the municipal manager shall sign the logbook as head of department.

Every head of Section shall report weekly to the Fleet Management Officer, who shall in turn report to the Head of Department on such department's vehicle usage. The Fleet Management Officer shall ensure that the information provided in such report correlates with the data entered in the relevant logbook

PART 5 - COURTESY

Every official driving a municipal vehicle shall in all circumstances drive with due care and prudence, faithfully observe the provisions of any traffic related legislation, be courteous and considerate and set a good example to other road users.

PART 6 - COMPENSATION FOR OCCUPATIONAL INJURIES

Any official who is injured, whether as driver or as passenger, while using municipal owned transport in the performance of such official's duties, shall be regarded as having been injured on duty and the matter shall be dealt with in accordance with the arrangements applicable to occupational injuries.

PART 7 - INSURANCE

The Fleet Management Officer shall ensure that comprehensive insurance cover is at all times in place for all municipal owned vehicles.

PART 8 - PRIVATE AND UNOFFICIAL PASSENGERS

Where the Fleet Management Officer and the head of department concerned have granted authority for a private or unofficial passenger, which shall include any official who is being conveyed otherwise than in connection with the performance of such official's duties, to be conveyed in municipal owned transport, an indemnity form shall be completed by such passenger and handed to the Fleet Management Officer before delivery of the vehicle is taken or before the trip commences.

Any driver of a municipal vehicle who allows a private or unofficial passenger to be conveyed in such vehicle without such indemnity form having been completed and handed to the Fleet Management Officer, shall be guilty of an offence and liable to

disciplinary action, except where, in the view of the municipal manager or any Senior Manager, such conveyance was necessitated by an emergency.

PART 9 - CARE OF MUNICIPAL VEHICLES

9.1 GENERAL

All officials of the municipality, whether or not they are drivers of or passengers in municipal vehicles, must at all times exercise due care in the use and protection of such vehicles against damage, theft and abuse.

Any evidence of neglect, unauthorised use, improper handling or abuse of any vehicles by any official shall constitute an offence and may result in disciplinary action being taken against such official.

It is the responsibility of the driver of a municipal vehicle to ensure that such vehicle is not overloaded.

The driver of a municipal vehicle shall further be expected to observe accepted principles of good driving.

The Fleet Management Officer shall regularly carry out physical inspections of all municipal vehicles to ensure that such vehicles are in good running order and have not been damaged. Any evidence of neglect, defects or damage, in so far as they may have been caused by a driver or user of such vehicle, shall immediately be reported by the Fleet Management Officer to the Head of Department.

The Fleet Management Officer shall furthermore report monthly to the Head of Department or any senior official on the outcome of the physical inspections referred to above.

9.2 HOUSING OF VEHICLES

All municipal vehicles shall be locked up overnight in suitable garages or parking lots at the municipality. Where the vehicle is in use, it shall be the responsibility of the driver to ensure that this is done, and in those cases where a vehicle is not in use at a particular time, it shall be the responsibility of the Fleet Management Officer.

Officials having overnight use of a vehicle shall ensure that such vehicle is garaged, or if garaging facilities are not available, that the vehicle is suitably protected.

Officials who are using vehicles for purposes of travel outside the municipal area must ensure that suitable garaging is obtained for such vehicle, either at the hotel or other place of residence where the officials are overnighing or at any other appropriate garaging or secure parking facilities.

9.3 PARKING OF VEHICLES

Whenever a vehicle which is in use is left unattended, or is not under the official supervision of the driver of the vehicle, the driver shall ensure that:

- The ignition key is removed and kept in safe custody by the driver;
- The windows of the vehicle are closed and the doors and boot are locked;
- The handbrake is applied, and if the vehicle is parked on a slope, either the low or reverse gear is engaged and the front wheels turned towards the curb or against the slope, to avoid the risk of the vehicle's moving on its own; and in the case of motor vehicles fitted with automatic gearboxes, that the selector has been moved to the park position; and
- If the vehicle is housed in a garage, the doors of the garage are locked whenever possible.

9.4 COST OF GARAGING AND PARKING

Where it is necessary for an official while using a municipal vehicle to hire a garage, or where an official is obliged to park at a parking meter or in a parking lot while using such vehicle, any reasonable expenses actually and necessarily incurred by such official shall be refunded upon submission of the documentation required by the chief financial officer.

9.5 TOPPING UP OF FUEL, OIL, RADIATOR COOLANT AND BATTERY, AND MAINTENANCE OF TYRE PRESSURE

Any official driving a municipal vehicle shall at all times during which such vehicle is under the charge of such official ensure that prior to the commencement of, and as required during the course of the journey, the fuel, oil, radiator coolant and battery are topped up to the correct levels and the correct tyre pressure maintained.

9.6 KEYS

The driver of a municipal vehicle shall ensure that the keys of the vehicle are at all times safeguarded against loss and theft.

The Fleet Management Officer shall ensure that all keys of municipal vehicles, including duplicate keys, are kept locked in a key cabinet inside the strongroom in Fleet Management Officer's office.

Only the Fleet Management Officer, or in the absence of the Fleet Management Officer, an official specifically delegated by the Head of Department, shall have access to such key cabinet, and only the Fleet Management Officer (and such other official, when appropriate) shall have the authority to issue keys to drivers.

9.7 MISUSE OF VEHICLES

Municipal vehicles are provided strictly for official purposes only, and may not be used by any official for private or other purposes. Using municipal vehicles for unauthorised trips between home and work, to make social calls, to take family members for outings, or making detours for private purposes, shall constitute an offence, and shall render the official concerned liable to disciplinary action.

In those instances where an official does use a municipal vehicle for any unauthorised purpose, because of an emergency situation, such official shall as soon as possible after such unauthorised use – or, if at all possible, prior to such unauthorised use – advise the Fleet Management Officer of the reasons for such use, and the Fleet Management Officer shall immediately upon receiving such advice, advise the Head of Department of the incident in question, and the Head of Department shall decide whether such unauthorised use was justified in the circumstances, or whether the unauthorised use shall constitute an offence.

9.8 PERMISSION TO TAKE MUNICIPAL VEHICLE HOME

No municipal vehicle may be taken home by any official unless specific prior permission has been granted by the Municipal Manager or Senior Manager. Such permission shall be in writing, and shall clearly indicate the period over which and the reason why such vehicle may be taken home.

Such permission shall not be given by the Municipal Manager or Senior Manager, unless the official concerned can provide written assurance that the vehicle concerned will be secured overnight in a lockable garage, or if a lockable garage is not available, that other suitable security arrangements will be made which in the view of the Municipal Manager will be satisfactory.

PART 10.1 - ISSUES OF FUEL AND OIL

The driver of a municipal vehicle shall ensure that, under normal circumstances, fuel, oil, radiator coolant and the like are obtained only from the municipal store.

In the instance of an official using a municipal vehicle for travel on official purposes outside the municipal area, such official, when drawing fuel, oil and the like, may do so from any commercial filling station, shall pay for such fuel, oil and so forth by means of a credit card or cash payment, and shall thereafter claim a refund for such expenses supported by the documentation required by the chief financial officer. Such documentation shall include the endorsement on the receipt or credit card slip of the registration number of the vehicle and the nature of the expense. Such claims for reimbursement of expenses shall be submitted in the first instance to the Fleet Management Officer who shall ensure that the claims are in order and shall thereafter submit them to the chief financial officer for reimbursement.

10.2. USE OF FUEL CARDS

Fuel cards may only be used to obtain fuel, oil or toll gate fees and for no other reasons. Any unauthorised transactions will be investigated and if necessary, disciplinary steps will be taken. Any expenditure incurred as a result of unauthorised transactions will be recovered from the responsible driver or official.

It is the responsibility of the driver to always verify the information on the slip e.g. kilometres, litres, amount and date of the transaction before signing the slip from the petrol attendant. When the Municipal vehicle is sent for a service or repairs, the driver must always remove fuel card or any other important document and hand it to the Fleet Management Officer. Only use the card issued for the specific vehicle.

The Fleet Management Officer must always keep fuel cards in a safe place.

PART 11 - DEFECTS AND FAULTS

The driver of a municipal vehicle shall immediately, or as soon as possible, report to the Fleet Management Officer any defects or faults detected in such vehicle.

If a vehicle breaks down while in use or travel on official business outside the municipal area, the driver of such vehicle must immediately contact the Fleet Management Officer, and thereafter make arrangements with the nearest commercial garage to affect such repairs as may be necessary to enable the vehicle to proceed on its journey. The commercial garage must be requested to address the account to the municipality. Any expenses incurred by officials in respect of emergency repairs shall be submitted for reimbursement to the Fleet Management Officer in the first instance, and be supported by the documentation required by the chief financial officer. The Fleet Management Officer shall thereafter submit such claim to the chief financial officer, provided the Fleet Management Officer is satisfied with the need for the expenses concerned.

The Fleet Management Officer shall ensure that all municipal vehicles are regularly serviced at a reputable garage in the municipal area, in accordance with the relevant vehicle manufacturer's service requirements.

PART 12 -TRAFFIC OFFENCES AND ACCIDENTS

12.1 TRAFFIC OFFENCES

The driver of a municipal vehicle shall be personally liable for any traffic offence committed by such driver while using such vehicle.

Before proceeding on any official trip, the driver must ensure that the vehicle used conforms to the requirements of the Road Traffic Act in respect of brakes, lights, rear view mirrors, condition of tyres, and so forth. A prescribed checklist shall be completed by the driver before commencing on such trip, and any defects detected must be

reported immediately to the Fleet Management Officer to be remedied before the vehicle is used.

12.2 **ACCIDENTS**

The driver of a municipal vehicle which is in any way involved in an accident on a public road shall comply with the procedures and requirements set down in Section 118 of the Road Traffic Act 1989.

The driver of a municipal vehicle which is in any way involved in an accident anywhere other than on a public road must also deal with such accident, wherever appropriate, in terms of the requirements of the Road Traffic Act 1989.

The driver of a municipal vehicle which is in any way involved in an accident, irrespective of where the accident takes place, shall as soon as possible after such accident complete the prescribed insurance claim form, a copy of which must be in the vehicle's glove compartment at all times.

The Municipal Manager or Head of Department after having received accident report from the Fleet Management Officer will appoint Fleet Management Officer or any other senior official to investigate the cause of accident. If the evidence suggests that negligence or reckless driving on the part of the driver or any official, disciplinary action will be taken against such driver or official.

The driver or any official may be fined an amount equal to the excess of the insurance claim or if the insurance company refuses to pay the claim for whatever reasons, an amount equal to 25% of the insurance claim plus excess of the insurance claim will be recovered from the responsible driver or official.

12.3 REPORTS TO BE FURNISHED IN RESPECT OF ACCIDENTS

The driver of a municipal vehicle which is in any way involved in an accident shall as soon as possible after such accident report to the Fleet Management Officer the details of such accident, in writing, and such report shall include the following:

- completed accident report form;
- a statement by the driver which must include a reference to any signals or signs made by any of the drivers involved, as well as details of any road signs in the vicinity of the scene of the accident;
- statements by witnesses of the accident, if available; and
- sketch plans which must be drawn to scale if possible, and be signed by the person who prepared the plan, and which must show:
 - the width of the road, or if the accident occurred at an intersection, the width of all the roads in question; the tracks of the vehicles involved, including the distance of any skid marks; the point of impact and position of the vehicles after coming to rest after the accident;
 - the position of independent witnesses (if any) in relation to the scene of the accident;
 - the direction and approximate speed of each of the vehicles involved;
 - details of any stop street signs, traffic lights, and so on;
 - whether there were any embankments on the side of the road, and, if so, their nature and height; and
 - Details of any traffic lines.

12.4 DEFENCE OF DRIVER, LEGAL PROCEEDINGS, ADMISSION OF GUILT AND RESTITUTION

If the driver of a municipal vehicle is required to appear at an inquest or inquiry relating to an accident in which such vehicle was in any way involved, or should criminal or civil proceedings be preferred against such driver or any other party, such driver shall immediately advise the Fleet Management Officer, who shall in turn immediately advise the Head of Department, of the relevant events, and such driver shall submit to the Fleet Management Officer the summons, subpoena or notice to appear (if any) which has been served upon such driver, or a copy of such document, to enable the municipality's legal advisor to be consulted in the matter by the municipal manager. If action is to be taken against an official of the municipality, the matter of such official's defence shall be submitted by the municipal manager to the municipality's legal advisor in whose discretion the defence of such official shall rest.

If no injury has resulted to any other person because of any accident in which a municipal vehicle has been involved, or there has been no damage to the vehicle itself or to the property of any other person, the driver of the municipal vehicle concerned may sign an admission of guilt, and if so, such driver shall be liable for the payment of any fine in accordance with the summons concerned. Before any admission of guilt is signed, however, the driver concerned shall submit the matter to the municipal manager for prior decision. If the municipal manager refuses permission to such driver to sign an admission of guilt, the municipality shall be liable to pay the difference, if any, between the amount fixed in the admission of guilt and any actual fine that may subsequently be imposed.

If criminal proceedings are instituted against any person other than the driver of a municipal-owned vehicle or any other official in connection with the loss, theft, damage or misuse of the vehicle or its parts and accessories, the municipal manager shall, in consultation with the municipality's legal advisor, consult, or – where more expedient – arrange for the driver concerned to consult, with the public prosecutor regarding the possibility of applying to the court for restitution in respect of any loss suffered by the municipality.

12.5 **FORFEITURE OF COVER BY DRIVER**

The arrangements referred to in 12.4 above shall not apply to the driver of a municipal-owned vehicle in a case where:

- The accident has occurred owing to the driver's being under the influence of intoxicating liquor or narcotic drugs;
- The driver makes any admission of liability to third parties before the municipality's legal advisor has been consulted in the matter, but provided that any such admission by the driver shall not exclude the driver from any benefits applicable to the arrangements pertaining to injuries sustained on duty;
- The vehicle is used without authority and for other than strictly official purposes;
- The driver is not in possession of an appropriate drivers licence; and
- The vehicle is driven by a person other than the authorised driver.

If, however, in any of the foregoing cases, the municipality's legal advisor, whether by reason of the provisions of the Compulsory Motor Vehicle Insurance Act 1972, or for any other reason, undertakes the defence of the official concerned in the best interests of the municipality, such defence shall be conducted on the distinct understanding that the municipality reserves the right to recover from the official concerned all costs arising from such defence and the amount of any claim paid to a third party.

PART 13 - DAMAGES, LOSSES, DEFECTS AND THEFTS

The driver of a municipal vehicle shall immediately, or as soon as possible, report to the Fleet Management Officer any damages to, losses in regard to, defects of or theft of the vehicle concerned, and the Fleet Management Officer shall promptly report these matters to the Head of Department

In the case of damage being sustained as a result of an accident, a report as set out in 12.3 above shall be furnished by the driver to the Fleet Management Officer.

PART 14 - DISCIPLINARY ACTION

Disciplinary action may be taken by the municipality against the driver of a municipal vehicle if it is found that any accident, damage or loss, or theft of the vehicle, was caused by such driver's negligence or by such driver's failure to exercise proper care in respect of such vehicle, as required by Section 9 above.

ANNEXURE A

INDEMNITY

In respect of conveyance for unofficial purposes of persons in Municipal-owned/operated Road Motor Vehicles.

I, THE UNDERSIGNED (state name in Full)

IDNO:

Being a major do hereby on behalf of myself, my executors, my assigns, my heirs and all my dependents, that is to say -

- a) My wife(s) (state name in full to whom I am married in/out of community of property;.....
- b) all my minor dependents (including those who may still be born); and
- c) all my major dependents (state names in full)

.....
.....

who are now entirely or partly dependent upon me or who may in future be so dependent on me, ACKNOWLEDGE AND DECLARE THAT whenever I and/or my dependents or any of them, and/or any other person who has or in future may have a legal duty to support any of my dependents, am/are taken up and conveyed for unofficial purposes in any Municipal-owned/operated Road Motor Vehicle. I AM/THEY ARE SO TAKEN UP AND CONVEYED AT MY AND MY DEPENDENT'S OWN RISK AND on the express condition that the Municipality, it's officers or employees or the owner(s) of the said vehicle, the driver of such vehicle, shall not be liable to me or my dependents or any of them for any damage arising out of loss of life or bodily injuries suffered by me and/or my dependents or any of them, and/or by any other person who has or in future may have a legal duty to support any of my dependents, or for any loss or damage to my and/or their property or estate arising out of any accident or cause which may occur during or as a result of so being taken up and conveyed, whether or not such accident or other cause arises out of negligence, failure, incompetence or any intentional act whatever, on the part of such officers or employees or owner(s), driver(s); AND ON BEHALF OF MYSELF, MY EXECUTORS, MY ASSIGNS, MY HEIRS AND ALL MY DEPENDENTS I DO HEREBY INDEMNIFY, HOLD HARMLESS AND ABSOLVE, the Municipality and its officers and employees and the aforesaid owner(s),

driver(s), against and from any damage whatsoever and legal expenses or costs which may arise out of my and/or my dependents or any of them and/or any other person who has or in future may have legal duty to support any of my dependents being taken up and conveyed as aforesaid which damage, expenses or costs may be claimed by any person whatsoever; **AND FURTHERMORE, I DECLARE THAT,** excepting my major dependents as named herein, no other major persons are dependent upon me.

SIGNED AT **ON THE DAY OF** **20.....**

AS WITNESSES

1.
2.
3.

ANNEXURE B

TRIP AUTHORISATION

INGQUZA HILL LOCAL MUNICIPALITY

Name of Driver(s).....

Driver (s) ID number.....

Name (s) of Passenger.....

..... /

Mileage:.....
Out:.....
In:.....
Total:.....
Licence Code:.....

JOURNEY PARTICULARS:

From:..... To.....

Date.....

From:..... To..... Date.....

From:..... To..... Date.....

Brief explanation of the intended use:.....

From..... To.....

Mention any defects on the vehicle during the time of receiving:.....

Signature----- Rank-----

Trip recommended by Department Head:-----

Trip approved by Head of Administration:

Vehicle Stationed-----

Registration Number----- Model-----

.....
Vehicle issued by signature Print Name

.....
Vehicle received by signature Driver Print Name

INGQUZA HILL LOCAL MUNICIPALITY

PROVINCE OF THE EASTERN CAPE

135 Main Street
PO BOX 14
Flagstaff
4810
TEL 039 252 0131/61
Fax 039 252 0699



66 Main Street.
PO BOX 7
LUSIKISIKI
4820
TEL 039 253 1568/1096
Fax 039 253 1234

VEHICLE REQUISITION FORM

NB: TO BE FILLED BY MUNICIPAL MANAGER AND THE HEADS OF DEPARTMENT OR AUTHORISED PERSON ONLY

ANNEXURE C

Type of vehicle requested e.g. Sedan, Bakkie etc.....

Department.....

Date of use.....Purpose.....

No. of Passengers including driver.....Destination.....

No. of /days for use.....

Initials and Surname of MM/HOD.....Signature.....

Date.....

Time.....

Transport Unit Only

Allocated Vehicle.....

Driver.....

Authorized by.....

Signature.....Date.....

Time.....

DEFECTS

1.
2.
3.

.....

DRIVER

SIGNATURE

DATE

.....
FLEET MANAGEMENT OFFICER

.....
SIGNATURE

.....
DATE

ANNEXURE E

INGQUZA HILL LOCAL MUNICIPALITY

MOTOR VEHICLE LOG BOOK

DATE	DRIVER	PARTICULARS OF TRIP	DEPARTURE POINT	DEPART TIME	OPNG ODO RDG	DESTINATION	DATE & TIME OF RETURN
		<hr/> <hr/>					
		<hr/> <hr/>					
		<hr/> <hr/>					
		<hr/> <hr/>					
		<hr/> <hr/>					
		<hr/> <hr/>					
		<hr/> <hr/>					

ANNEXURE F

DRIVER

I (Full Name)

ID No:

Declare that I have read, fully understand and accept the conditions as laid down in the Fleet Management Policy.

SIGNATURE:.....

DATE:.....

AUTHORISING OFFICIAL

NAME:.....


CAPACITY:.....

SIGNATURE:.....

DATE:.....

APPROVED/ ADOPTED BY THE COUNCIL

YES



HIS WORSHIP THE MAYOR



DATE APPROVED/ ADOPTED BY COUNCIL