

ALFRED NZO DISTRICT MUNICIPALITY



ALFRED NZO
DISTRICT MUNICIPALITY

FLEET MANAGEMENT POLICY

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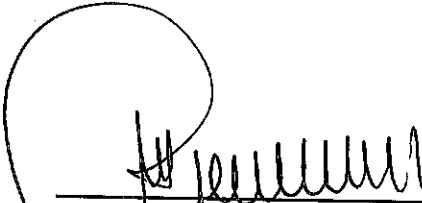
FLEET MANAGEMENT POLICY

1. POLICY APPROVAL

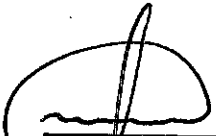
The policy was approved by the Council meeting held on the:

DATE OF REVIEW: 17 May 2024.

DATE OF NEXT REVIEW: 31 May 2025



**ACTING MUNICIPAL MANAGER
MRS U.P. MAHLASELA**



**EXECUTIVE MAYOR
COUNCILLOR V. MHLELEMBANA**



**SPEAKER
COUNCILLOR S. MEHLOMAKHULU**

FLEET MANAGEMENT POLICY

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FLEET MANAGEMENT POLICY

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1. DEFINITIONS

In this policy, unless the context indicates otherwise:

- COUNCIL** : Means a Municipal Council established in terms of the Municipal structures Act 117 of 1997.
- DAMAGE** : Means any form of damage caused on a Municipal vehicle due to any incident.
- EXECUTIVE MAYOR** : Means the political office-bearer elected in terms of the Municipal structures Act No. 117 of 1997.
- MUNICIPALITY** : Means an institution established in terms of The Municipal Structures Act No. 117 1997.
- MUNICIPAL MANAGER** : Means the person employed as Municipal Manager in terms of section 55 of the Municipal Systems Act No. 32 of 2000 or a designee.
- SAFE PLACE** : Means any place with a reasonable level of security where a Council vehicle may be parked at night.
- VEHICLE SPECIFICATION** : Means both standard and extra vehicle fittings.

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FAMILY MEMBER : Means a sibling, a child, parent and spouse of a Councillor or an employee

FUNERAL : Means the actual funeral service and not the memorial service conducted by Council

POOL VEHICLES : Means vehicles centralized under Fleet Management office for the use by all departments

HOD :Means the Head Of Department or a Manager reporting to the Municipal Manager in terms of section 56 of the Municipal Systems Act No. 32 of 2000 or a designee.

COUNCIL VEHICLES :Means all vehicles owned by the Municipality including those under Departments

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2. EXECUTIVE SUMMARY

The Fleet Management Policy governs the management of the fleet owned by ANDM so as to ensure that they are managed, controlled, safeguarded and maintained in an efficient and effective manner.

3. OBJECTIVES

This fleet management policy has been introduced for the purposes of assisting the Alfred Nzo District Municipality (ANDM) regarding the utilization and maintenance of its Council vehicles. To ensure an efficient and effective control of all ANDM vehicles.

4. LEGAL REQUIREMENTS

According to the MFMA, the Accounting Officer in the Municipality must ensure:

- (a) That the municipality has and maintains an effective and efficient and transparent system of financial and risk management and internal control;
- (b) The effective, efficient and economical use of the resources of the municipality;
- (c) The management (including safeguarding and maintenance) of the assets of the municipality;
- (d) That the municipality has and maintains a management, accounting and information system that accounts for the assets and liabilities of the municipality;
- (e) That the municipality's assets and liabilities are valued in accordance with standards of generally recognised accounting practice; and
- (f) That the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

The objective of this Fixed Asset Management Policy is to ensure that the municipality:

- (a) has consistent application of asset management principles;
- (b) Implements accrual accounting;

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- (c) Complies with PFMA, MFMA, Treasury Regulation, GAAP, GRAP and other related legislation;
- (d) Safeguards and controls the assets of the municipality; and
- (e) Optimises asset usage.

5. APPLICABILITY TO THE MUNICIPALITY

This is fleet management policy for all vehicles and trucks of the Alfred Nzo District Municipality. This policy must be observed in the Alfred Nzo District Municipality by all employers and employees who fall within the scope of the Council and will be amended and expanded upon as and when necessary by resolution of the Council of the ANDM.

6. RESPONSIBILITY

The Budget and Treasury Department is responsible for updating the policy on an annual basis. All departments are responsible for submitting requests to change, enhance or improve the existing policy. Requests must be submitted to the Fleet Management Section throughout the year. The requests must be evaluated by the Fleet Management Section on an annual basis and any changes agreed upon must be effected by the Budget and Treasury Department and presented to the Council on an annual basis. Advice on recommended internal control procedures and interpretation of this document may be obtained from the HOD. It is critical that all changes made to the policy and procedures are properly and timeously communicated.

7. ACQUIRING OF NEW VEHICLES

7.1 ACQUIRING

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The HOD of the user department is responsible for drafting of the specifications for the kind of vehicles to be bought and used by his/her Department. The specification shall be done in consultation with the Fleet management office.

The supply chain management policy of the ANDM should be used on acquiring a new vehicle for the Municipality. When acquiring new vehicles among other aspects the following should be considered:

- Budget availability
- Age and configuration of fleet
- Financial gain or loss from disposals, if any, and
- Road conditions
- Registered and licensed under ANDM by the service provider before delivery

All acquired vehicles should be fitted with an anti-theft device and also an adequate vehicle tracking system. The nature of the vehicle acquisition method considered, i.e. whether, outright purchase, lease or full maintenance lease should be decided upon on a case by case basis.

7.2 REGISTRATION AND INSURANCE

All municipal vehicles must be registered within the area of jurisdiction of ANDM and they should also be placed for insurance purposes with the municipality's brokers.

8. ASSET REGISTER

All new and old vehicles should be recorded on the asset register of the ANDM in terms of Generally Recognized Accounting Practice (GRAP) and treated in terms of the municipality's accounting policy as well as the Fixed Asset Management Policy. All vehicles written off, transferred or disposed of must be removed from the asset register.

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9. VEHICLE ALLOCATION AND USE

All municipal vehicles are controlled and monitored by Fleet Management Unit. User departments must ensure that they adhere to fleet management processes and procedures to ensure that vehicles are managed, monitored and safeguarded in an efficient and effective manner. Fleet management unit must be notified at all times by means of a trip authorization form if the municipal vehicle is leaving municipal premises. Fleet Management must be notified immediately if the municipal vehicle is damaged, stolen or involved in a car accident by means of an Incident Reporting form. Municipal vehicles must be clearly identified as belonging to the municipality with the ANDM type number plates/or municipal official logos. All municipal vehicles should be stationed at the municipal offices at all times, except if there is a proper arrangement with the Municipal Manager for the vehicles to be stationed outside the municipal offices.

The above conditions in respect of stationing the municipal vehicles, signing of trip authority forms and the signing of incident form should be applied to all municipal vehicles including Disaster, Fire and Rescue Management Services' vehicles whose nature of their use covers 24 hours and the Head of the Disaster, Fire and Rescue Management Services will be responsible for ensuring compliance to the policy.

9.1 POOL VEHICLES

Pool vehicles must be booked with responsible official (retain bookings to compare with log sheets). All bookings must be done in advance, at least a day before departure, to eliminate double bookings. All request of pool vehicles must be accompanied by signed memo by H.O.D explaining the reason for the request.

9.2 MAYORAL VEHICLE

All Mayoral vehicles will be managed according to the Mayoral vehicle policy of the ANDM. The acquisition and disposal of the Mayoral vehicle will be decided upon by Council on the recommendation of the Mayoral Committee and / or Executive Mayor in line with the supply chain policy of the ANDM.

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9.3 TRANSPORTATION OF EMPLOYEES TO AND FROM WORK

No transportation of municipal officials to and from work is permitted using official vehicles except if that trip is authorized by the Head of Department for official purposes.

9.4 PERSONAL USE OF OFFICIAL VEHICLES

Use of municipal vehicles for personal purposes is not permitted. Funeral transportation will be done in accordance with Bereavement Policy

9.5 OFFICIAL USE OF PERSONAL VEHICLES

Official use of personal vehicles should be reimbursed as per Subsistence and Traveling Allowance Policy, provided that the use of such private vehicle was authorized in writing by the Head of the Department prior to the use of the vehicle. The Head of Department should make sure that no official vehicle is available for the journey before authorizing the use of a private vehicle.

9.6 USE OF OFFICIAL VEHICLES BY OFFICIALS PARTICIPATING ON THE VEHICLE ALLOWANCE SCHEME

No official participating on the vehicle allowance scheme is allowed to drive or utilize official vehicles under normal circumstances. In exceptional cases when his/her vehicle is under repairs, permission must be sought in advance and in writing from the Head of Department and approved by the Municipal Manager, where he/she will be provided with the driver of the municipal vehicle. A letter stating such must be forwarded to the Fleet Management Officer with the relevant request attached. This provision must apply to Councilor's as stipulated in the relevant legislation pertaining to them.

10. TRANSPORT OPERATION

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10.1 WHO CAN USE A COUNCIL VEHICLE

A municipal vehicle can be used by any authorized municipal official who is permanently employed by the Municipality, except for those participating on the vehicle allowance scheme (unless as authorized per 9.6 above), as the pool vehicle will be controlled from a central place, the vehicles will be loaned to departments as per their requisitions. The official vehicle cannot be used for party political purposes under any circumstances. The vehicles will only be driven by the municipal drivers except in exceptional circumstances where written permission will be sought from the Municipal Manager or HOD designated by the Municipal Manager.

This provision will also apply in respect of transportation of Councilor's on official municipal duties, with the provision that Councilor's that are participating on the municipality's vehicle allowance scheme will be treated as per relevant legislation pertaining to Councilor's.

10.2 DRIVERS/USERS RESPONSIBILITY

The drivers should drive the vehicles with care and should refrain from negligence driving. It is the driver's responsibility to report any problems with the vehicles. If a problem has been identified on the vehicle as per the following checks, a report signed by the driver, manager and HOD should be submitted to fleet management unit . Refer per attached "Vehicle Checklist Prior Usage" form

10.2.1 DAILY:

- Check the oil and water levels
- Check tyer pressures
- Check that brakes, light and indicators are working
- Check for fluid leaks under vehicle
- Walk around the vehicle and check for visible damage
- Start engine and listen for unusual noises

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10.2.2 WEEKLY:

- Check battery connections
- Check for loose nuts and bolts
- Check vehicle tools and spare tyer
- Check brake fluid level
- Check windscreen washer fluid level

Fleet management unit is responsible to check the municipal vehicle for any mechanical problems and also perform above checks when the vehicle has returned from its destination. The battery and other loose parts should be marked and checked before and after every trip.

10.3 WHO CAN DRIVE MUNICIPAL VEHICLES?

The municipal vehicles can only be driven by authorized drivers. The driver must have at least a valid driver's license. The license will be checked for validity by the Fleet Management Officer on an annual basis. A driver who has attained his/her valid license less than a year must have his/her driver's skills assessed before he/she is allowed to drive a municipal vehicle by a traffic officer in the vehicle. NB: The driver of a municipal vehicle should be tested by qualified traffic personnel and be given a certificate before he/she can drive municipal vehicles which should be carried at all times.

The municipality may at its discretion and at the recommendation of the HOD and authority of the Municipal manager send authorized drivers of municipal vehicles for advanced driving courses.

10.4 TRAFFIC FINES

The driver of the vehicle is responsible for all traffic fines given while driving the municipal vehicles.

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10.5 PASSENGERS

Only passengers authorized by the head of Department must travel in the municipal vehicles. The picking up of casual passengers is not allowed under any circumstances. The driver of the municipal vehicle will be held responsible for ensuring that unauthorized passengers are not carried. Family members can only be carried in a municipal vehicle if prior application has been approved by head of Department by signing the trip authority and indemnity form. Family members travel at their own risk, the municipality accepts no responsibility for them. No passengers may be carried on the back of a vehicle if it is not equipped with a canopy.

10.6 AUTHORITY TO USE A VEHICLE

A trip authority should be signed or approved before the vehicle can be moved from the municipality's premises. The trip authority should be recommended by Supervisor in the Custodian Department and approved by the HOD or delegated official and the Fleet Management Officer and If a vehicle is moved in an emergency, the driver must obtain a trip authority immediately after the event, and the HOD or his/her delegated official must be satisfied that the emergency was necessary before he/she can sign the trip authority. The trip authority should be stamped by the security personnel at the gate when the official is departing. All municipal vehicles will be checked by the security personnel when coming out of municipal premises. All trips must be accompanied by Job Cards, Approved burial assistance letter or a memo signed by the H.O.D or Municipal Manager. Trip authorities must not run longer than a day.

10.7 VEHICLE LOGSHEET

The vehicle log sheet should be completed by the driver before and after he/she has taken the trip, on a daily basis. Full information about the journey must be given such that the distance checks can be carried out. All details required on the log sheet should be

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completed by the driver. At the end of the month, the log sheet should be added up, summarized, and handed to the Fleet Management Clerk, who files it in the relevant vehicle file.

10.8 ISSUING OF VEHICLES

All vehicles should be issued on the day of travel unless advance authority to park at home has been obtained from the Head of Department. Each department is responsible for the issue of its vehicles to its drivers. The driver must carry his/her license and produce it for the verification purposes upon request. A copy of the signed trip authority must also be carried in the vehicle with original placed on file in the transport office. The intended time of departure and return will be recorded on the vehicle issue form and compared against actual. Continued late return of vehicles may lead to disciplinary measures.

The Fleet Management Officer will complete a vehicle issue form, recording the condition of the vehicle, log book and petrol card number. This will be signed by the driver taking responsibility for the vehicle at that point. The vehicle will be checked-in using the same process. The driver must produce all petrol/diesel slips at the time of checking-in so that a check of fuel consumption can be made. Vehicles may be issued before/after normal working hours, including weekends, only by prior arrangement with the Fleet Management Officer and only after normal vehicle checking out procedures, including signing of trip authorities and vehicle issue forms have been done within normal working hours.

10.9 PARKING A VEHICLE OVERNIGHT

The relevant manager must allocate an approved parking place for vehicles working within the area of jurisdiction under their section. The parking places must be lockable or must have 24hr security available. The driver of the vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit. Parking charges for the use of secure parking will be refunded by the municipality.

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Permission by HOD may be given for the vehicle to be parked at the home of a municipal official under the following conditions:

- a) The location has been reviewed by the Fleet Management Officer and security is considered adequate, e.g. there is a garage or locked gates, and
- b) The official will be leaving early in the next morning or returning late at night. The time that this provision would come into force would be the time when public transport is not available. Exceptions can be made only if the personal security of the individual is also at stake or,
- c) If the home of the official is at a place between the office and his/her destination, such that it is not sensible to come into the office.

A signed trip authority to park a vehicle at home will be issued, signed by an official responsible for signing trip authorities as well as the HOD. Whilst the vehicle is parked at home it cannot be used for any non-official purposes. Private use of the vehicle whilst parked at home will lead to the withdrawal of the privilege and disciplinary actions. Where secure facilities are not available, the vehicle should be parked at the nearest official property eg; police station or government yard.

10.10 LOGBOOKS, PETROL CARDS, VEHICLE KEYS AND VEHICLE EQUIPMENT

The driver must take responsibility for the logbook, keys and petrol cards once the vehicle issue form has been signed until the vehicle has been checked back in by the relevant officer at the end of the journey. All vehicle keys and petrol cards should be kept in a locked safe at the relevant section when the vehicle is not being used. The petrol card must be treated as cash and the driver is held responsible for the transactions that take place on it while it is in his/her possession. All fuel receipts must be kept and made available when the vehicle is checked back in by the Fleet Management Officer.

It is the responsibility of the driver to fill in the vehicle logbook accurately. It must be possible, from the details given on the logbook, for a distance check to be carried out by the Fleet Management Officer. Loose vehicle equipment, e.g. the spare wheel, toolkit and

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jack will be the responsibility of the driver until the vehicle is checked back in by the relevant office. All loose vehicle equipment that are lost must be reported in writing by the relevant driver to his/her supervisor who must also attach his or her recommendations for approval by the Municipal Manager via the fleet management office. The driver will be required to replace any items that have gone missing while the car was signed out to him/her.

10.11 NO SMOKING POLICY

In line with municipal policies, no smoking is permitted in any municipal vehicle. Violation of this policy will lead to disciplinary action and refusal to allocate vehicles to an individual in the future. The driver is responsible for ensuring that his/her passengers leave the vehicle interior in a habitable (clean) state after the trip.

10.12 SAFETY AND OVERLOADING

Seatbelts must be worn by all people travelling in municipal vehicles at all times. The driver should ensure that his/her passengers are wearing seat belts and should refuse to move the vehicle if this is not the case. A fire extinguisher should be carried at all times; care must be taken to prevent the overloading of municipal vehicles as this is unsafe and drastically shortens the vehicle's useful life.

10.13 HIRED VEHICLES

All vehicles hired on behalf of the municipality should be controlled as pool vehicles by the relevant departments and the fleet management policy applies.

11. VEHICLE MAINTAINANCE

11.1 SERVICE SCHEDULES

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The vehicle manufacture recommended service schedule for municipal vehicles will be published by the service dealer and must be adhered to. Details of the tasks to be carried out at the regular service intervals, should be recorded on the service schedule/book.

11.2 NOTIFICATION OF NEXT SERVICE

The Fleet Management Officer should attach a document stating when the next service is due. This document/notice should be stuck where it can be seen by the driver of the vehicle, on the inside upper right corner of the windscreen. The driver should inform the relevant supervisor and the Fleet Management Officer when the vehicle is close to requiring a service. If a vehicle has exceeded the service interval it must then be parked until the vehicle can be sent for maintenance service. No servicing or repairing or tyre changes may be done on the vehicle without written consent of the Fleet Management Officer.

11.3 MAINTENANCE COST REPORTING

The Fleet Management Officer must include the repair and maintenance costs on his monthly report to the Council, by calculating and recording the average cost of maintenance per vehicle kilometer traveled. All departments must submit to the transport office all vehicle related expenditure to make this a reality and must fill in requisitions correctly and identify each vehicle by its license number. This will assist the council in understanding the costs of running vehicles and aid decision making.

12. ACCIDENT INVOLVING A MUNICIPAL VEHICLE

12.1 REPORTING

When municipal vehicles have been involved in accidents the following procedure should be followed. (Note that where an official is incapacitated as a result of the accident, these procedures should then be performed as soon as it is possible):

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- The driver of the vehicle should not remove the vehicle from the scene of the accident, except when requested by police or traffic officers;
- The driver must inform Supervisor and Fleet Management Officer immediately ;
- The driver must report the accident to the police immediately;
- The driver of the vehicle will fill in an accident report form within 48 hours;
- The driver of the vehicle will not make any statements to anyone without prior consultation with the Fleet Management Office;
- If a third party is involved, efforts should be made to obtain a statement in writing to the effect of the accident from him/her;
- If a driver of a vehicle is suspected to be under the influence of intoxicating liquor or narcotic drugs, this fact must be brought to the notice of the police or traffic officers present at the accident scene, with the least possible delay; and
- The driver must obtain at least the following particulars, preferable at the scene of the accident:
 - Registration number, make and type of other vehicle;
 - Names and addresses of the drivers of the other vehicles;
 - Names and addresses of other persons involved in the accident;
 - Name and address of the third party's insurance company;
 - Name, occupation, address and age of any pedestrians injured or killed in the accident;
 - Name and address of witness, including occupants of the other vehicle in their capacity as witnesses;
 - Measurements for the preparation of a sketch of the scene of the accident (pace the accident scene, if there is no tape measure);
 - Note the geographic landscape of the place, type of road, obstructions and the weather conditions at the time of accident;
 - Obtain identity of the third party involved in the accident.

This list should be attached to the interior or kept inside the vehicle at all times.

12.2 INSURANCE EXCESS

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If the driver of the municipal vehicle involved in an accident has been found that he/she was the cause of the accident and is the third accident caused by him or her within the same financial year, the insurance excess will be paid by the driver of the municipal vehicle. If the insurance refuses to pay the cost of the damage, the driver will be liable for the cost of repairing the vehicle.

12.3 FORFEITURE OF COVER BY DRIVER

The cover and arrangements mentioned above will not apply as far as the driver of municipal vehicles is concerned in cases where:

- He/she was under the influence of intoxicating liquor or a drug with a narcotic effect; or
- The concentration of alcohol in his /her blood was more than 0.05 gram per 100 milliliter's
- The vehicle was used without authority for other than strictly official purposes;
- He/she is not in possession of an appropriate legally valid driver's license;
- He/she drives or has driven a vehicle without having been properly authorised thereto; or he/she allows or has allowed the vehicle to be driven by a person not authorised thereto;
- He/she was an unauthorised passenger in the vehicle;
- He/she is a participant in another motor scheme and is not authorised in writing to be transported in vehicles
- Where the driver negligently drove the municipal vehicles

In the event of any one of the clauses mentioned above being applicable, the driver/operator will be liable for all claims and liabilities including repair costs.

12.4 FLEET MANAGEMENT/ ACCIDENTS COMMITTEE

The purpose of the Fleet Management and Accident review committee is to evaluate each accident involving a Municipal vehicle including policies leased by the Municipality. The committee needs to also review all the reported cases of misuse of motor vehicles.

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As a result of the review process, each accident will be deemed "Preventable," "Not Preventable" or an Incident. Accidents that would have found to be preventable by the Committee may result in disciplinary action and/or financial responsibility for the driver.

The committee shall be comprised of representatives from the each Department, All Area managers and Legal manager. Assistant Manager: Assets and Liabilities Management shall be the chairperson of the committee. The Committee will meet quarterly, or as needed, to evaluate each accident.

"Preventable" – an accident in which a driver is found to be guilty of contributory negligence.

"Not Preventable" – where a driver did not contribute to the accident.

"Incident" – a case in which the vehicle was damaged by natural forces, from acts other than human, from a deliberate act, from a non-perceivable object or while the vehicle was properly parked.

1. The Committee will delegate to the Chairperson the authority to make an initial review of each accident, with advice from the Risk Management staff, and to classify each accident as "Preventable", "Not-Preventable", or "Incident." Those accidents which are deemed "Preventable," and those for which no clear category applies, will be referred for review by the Committee.

2. The Committee will conduct a review of each referred accident, taking into consideration all available documents, reports, testimony or other relevant evidence. As a result of that analysis, the Committee will assign each referred accident to the appropriate category of "Preventable", "Not-Preventable", or "Incident."

3. For those accidents which the Committee deems "Preventable," the Committee will partner with the drivers supervisor to determine whether some disciplinary action may be warranted against the driver at fault. Where disciplinary action is

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deemed appropriate for official or driver, the supervisor will work with Employee Relations to determine the correct course of action, which may include:

- a) a suspension of the driver's right to drive any Municipal vehicle; or
- b) any other appropriate corrective or disciplinary action, up to and including termination. Termination will be reserved only for those cases involving serious conduct or repeated violations.

4. For each Preventable accident the Committee will make a finding as to whether the driver at fault must bear part of the financial burden resulting from the accident, as follows:

- a) where the accident resulted from negligence on the part of a driver, the driver may be required to pay the excess of the insurance;
- b) or in situations involving the unauthorized use of a municipal vehicles, the driver may be required to pay the entire cost of repairing any damage that the vehicle might have sustained as a result of the accident.

5. The Committee will forward its findings and recommendation regarding each Preventable accident to Chief Financial Officer and the Municipal Manager, who will either approve the recommendation or return it to the Committee for reconsideration. The Committee will notify the affected driver(s) within 10 business days of a final decision or approval by the Municipal Manager.

6. If an driver disagrees with the classification of an accident as Preventable, (s)he may appeal in writing to the Municipal Manager, within 30 days of notification from the Committee. The Municipal Manager will forward the matter to the Senior Manager Corporate Services, which will review the facts of the case and provide a report and recommendation to the Municipal Manager.

13. VEHICLE REPLACEMENT AND DISPOSAL

13.1 REPLACEMENT OF MUNICIPAL VEHICLE

The Fleet Management Officer upon receiving recommendations from the relevant department, as per the asset management policy, is responsible for identifying the municipal vehicle that requires replacement to the Municipal Manager, where the final decision will be taken in line with the supply chain management policy. If a vehicle is considered to be beyond its economic repairs before its due replacement date then all supporting documents and information should be sent to the Municipal Manager and

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vehicle replaced in line with supply chain management policy. Municipal vehicles must be replaced when they have attained 150, 000 to 200,000 kilometers whilst on extended warranty or when they have been found that they are not economically viable to maintain, in line with supply chain management policy and budget availability, whether they have not attained 150,000 to 200,000 kilometers.

13.2 DISPOSAL OF MUNICIPAL VEHICLE

All municipal vehicles will be disposed of at a public auction in line with the supply chain management policy. The Municipal Manager will approve which vehicles are to be disposed of after they have been assessed or valuated by a private valuator. All municipal vehicles will be disposed of at a public auction with a reserve price. When a vehicle is disposed of, the relevant section of the vehicle information form should be completed and authorized by the Municipal Manager. The form should be kept on the particular vehicle file. The disposed vehicle will then have to be replaced based on a needs analysis as per Supply Chain Management Policy.

14. UNACCEPTABLE VEHICLE USAGE

14.1 Driving under the influence of intoxicating substances

(a) Under No Circumstances Is A Driver/Operator Allowed To Operate Any Vehicle, Machine Or Plant Under The Influence Of Intoxicating Liquors Or Narcotics.

(b) According to National Roads Authority Legislation, permissible percentage of alcohol count is 0.02mg/100ml blood for all drivers. The minimum permissible percentage for a ANDM employee driving a Municipal vehicle is 0.00. Any count above 0.00 may lead to disciplinary action.

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(c) Any employee, including drivers, may at any time be required to undergo a breathalyzer test, executed by senior fleet officer or Manager: Protection Services or appointed delegate.

(d) If the supervisor or any fellow worker suspects that a driver is under the influence of intoxicating liquor or narcotics, the supervisor may rightfully refuse that the driver continue his/her duties. The supervisor will then immediately contact the Assistant Manager Assets, senior fleet officer and fleet officers and request that the driver undergo an intoxication test.

(e) Refusal to be tested would result admission of guilt and will be treated as such pending a disciplinary hearing.

14.2 Reckless driving and vehicle negligence

(a) Reckless and negligent driving will not be tolerated and may lead to disciplinary action.

(b) Reckless driving includes:

- The transgression of any Road Traffic Legislation
- Over Speeding
- Harsh braking and acceleration
- Spinning of tyres
- Overloading
- Aggressive driving.
- Not responding to warning lights and –gauges.

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ALFRED NZO DISTRICT MUNICIPALITY

Date:.....

To:.....

AUTHORITY TO TRAVEL AS A PASSENGER IN A MUNICIPAL VEHICLE

Authority is hereby given for you to travel as a passenger in a Municipal Vehicle Licence number..... on for the purpose of.....

By travelling as a passenger in the aforesaid vehicle, you hereby agree that neither the municipality 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 municipality in this regard.

Yours faithfully

HEAD OF DEPARTMENT

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.

SIGNATURE OF PASSENGER

DATE.....

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APPLICATION TO PARK VEHICLE AT HOME OR OTHER
SECURE AREA

To: Head of Department

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 municipality's transport policy with regard to the parking of the vehicle at my home or other secure area.

SIGNATURE OF APPLICANT: _____

DATE: _____

DESIGNATION: _____

DEPARTMENT: _____

APPLICATION APPROVED/NOT APPROVED BY THE HEAD OF DEPARTMENT FOR THE FOLLOWING REASON(S)

SIGNATURE OF HEAD OF DEPARTMENT: _____

DATE: _____

OR

FLEET MANAGEMENT POLICY

Authority is hereby granted toTo park municipal vehicle Registration Number at his/her home situated at or at the property situated at, being the approved parking area, subject to the following conditions:

- [a] The authority contained herein being valid for the period to
- [b] The authority contained herein being subject to review or withdrawal at Any time subject to prior consultation with the employee where necessary.
- [c] That whilst the vehicle is parked at the home of the employee or at the approved parking area, it may not be used for any non-official or private purpose
- [d] That if an emergency arises whilst the vehicle is parked at the home of employee or the approved parking area necessitating the use of the vehicle, then a signed trip authority for the movement of such vehicle must be obtained within 24 hours of the journey.
- [e] The private use of a vehicle whilst parked at the home of the employee or the approved parking area will lead to the withdrawal of the privilege and possible disciplinary action against the employee concerned.

SIGNATURE OF HEAD OF DEPARTMENT:

DATE:20.....

SIGNATURE OF ASSET MANAGER:

DATE:20.....

FLEET MANAGEMENT POLICY

ALFRED NZO DISTRICT MUNICIPALITY

STOLEN VEHICLE REPORT

| | |
|----------------------------------|--|
| VEHICLE REGISTRATION NUMBER | |
| MAKE | |
| MODEL | |
| YEAR | |
| VEHICLE INVENTORY NUMBER | |
| 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 |
| |
| |
| |

| | |
|-----|----|
| YES | NO |
| | |

WAS THE THEFT REPORTED TO THE SOUTH AFRICAN POLICE SERVICES

| | |
|----------------------------------|--|
| IF YES, DATE OF REPORTING | |
| S.A. POLICE SERVICE CR NUMBER | |
| DATE REPORTED TO INSURER | |
| DATE REPORTED TO COUNCIL | |
| RESPONSE FROM INSURANCE COMPANY: | |
| | |

DRIVER _____

FLEET MANAGEMENT OFFICER _____

Date: _____

Date: _____

FLEET MANAGEMENT POLICY

ALFRED NZO DISTRICT MUNICIPALITY

VEHICLE CHECKLIST PRIOR USAGE

DRIVER'S NAME..... DATE.....
 VEHICLE MAKE..... REG. NO.....
 TIME ISSUED.....TIME RETURNED..... KMS.....NEXT SERVICE.....

| ACCESSORIES & PARTS | YES | NO | REMARKS |
|--|-----|----|---------|
| 1.Unendorsed Credit Card Driver's license produced | | | |
| 2. Radio fitted | | | |
| 3.Petrol level(full tank,3/4,1/2,1/4) | | | |
| 4. Oil level checked | | | |
| 5. Spare Wheel, Jack & Wheel spanner | | | |
| 6. Windscreen | | | |
| 7. Any dents | | | |
| 8. Mirrors | | | |
| 9. Oil Leaks | | | |
| 10. Rubber Mats | | | |
| 11. Logbook | | | |
| 12. Fuel card | | | |
| 13. Parking disk | | | |
| 14. License disc Expired | | | |

SIGNATURE OF THE DRIVER.....

SIGNATURE OF FLEET MANAGEMENT OFFICER.....

FLEET MANAGEMENT POLICY

14. INTERPRETATION OF THE POLICY

All words contained in this policy shall have the ordinary meaning attached thereto, unless the definition or context indicates otherwise.

Any dispute on interpretation of this policy shall be declared in writing by any party concerned.

The Municipal Manager shall give a final interpretation of this policy in case of written dispute.

If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the Council.

15. PERMANENT/TEMPORAL WAIVER OR SUSPENSION OF THE POLICY

This policy may be partly or wholly waived or suspended by the Municipal Council on temporary or permanent basis.

The Municipal Manager/Council may under circumstances of emergency temporarily waive this policy subject to reporting of such waiver or suspension to Council.

16. COMPLIANCE AND ENFORCEMENT

Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.

It will be the responsibility of Council to enforce compliance with this policy.

17. AMENDMENT AND/OR ABOLITION OF THIS POLICY

This policy may be amended or repealed by Council as it may deem necessary.

FLEET MANAGEMENT POLICY

TRIP AUTHORIZATION FORM

NB: This form MUST be completed in full

TO BE COMPLETED BY THE PERSON REQUESTING MUNICIPAL VEHICLE

| | | | |
|-----------------------|-----------------------|---------------------|--------|
| Name of Driver: | Drivers ID Number: | Licence Number: | Code: |
| | | | |
| Department : | Unit: | Cellphone Number: | |
| | | | |
| Name of co-Driver: | Co-Drivers ID Number: | Co-Drivers Licence: | Code : |
| | | | |
| Vehicle Registration: | Department: | Make/Model: | |
| | | | |

PART ONE TO BE COMPLETED BEFORE JOURNEY

| Date | Starting Point | Odometer Reading | End Point | Odometer Reading |
|---|----------------|------------------|-----------|------------------|
| | | | | |
| Reason for the trip | | | | |
| | | | | |
| | | | | |
| Validity Period from.....To..... Driver Signature | | | | |

Passengers: Authorised passengers must enter their names and ID numbers (Identity Document must be carried at all times)

| Names | ID Numbers | Names | ID Numbers |
|-------|------------|-------|------------|
| | | | |
| | | | |

ABOVE TRIP/S AUTHORIZED BY

| | | | |
|----------------------------------|--------------------|-------------------|---------------|
| Name (Manager User dep) | Signature | Tel: No. | Date |
| Name (SNR Fleet) | Signature | Tel: No. | Date |
| Name (Manager Assets) | Signature | Tel: No. | Date |

FLEET MANAGEMENT POLICY

INCIDENT REPORTING FORM

| SECTION A: DETAILS OF THE DRIVER | | | |
|---|--|-------------|--|
| Name : | | Designation | |
| Department: | | Unit | |

| SECTION B : DETAILS OF PASSENGERS | | | |
|--|--|--------|--|
| (1) Name | | ID No. | |
| (2) Name | | ID No. | |
| (3) Name | | ID No | |
| (4) Name | | ID No | |
| (5) Name | | ID No. | |

| SECTION C: DETAILS OF THE ACCIDENT | | | |
|---|--|---------------|--|
| Date | | Time | |
| Location | | Departed from | |
| Destination | | | |
| Brief Description of the accident | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| Details of vehicles involved in the accident <i>(Please note vehicle A is the municipal vehicle)</i> | | | |
|--|--|-------------|--|
| Vehicle description A (Make, type & colour) | | | |
| Drivers Name | | Contact No. | |
| Registration | | | |

| | | | |
|--|--|-------------|--|
| Vehicle description B (Make, type & colour) | | | |
| Drivers Name | | Contact No. | |
| Registration | | | |

| | | | |
|--|--|------------|--|
| Vehicle description C (Make, type & colour) | | | |
| Drivers Name | | Contact No | |
| Registration | | | |

| | | |
|--|------------------|-------------|
| Name(Driver) | Signature | Date |
| SECTION D: COMMENTS BY USER DEPARTMENT <i>(Confirming that the trip was authorised)</i> | | |

FLEET MANAGEMENT POLICY

| | | |
|---|--|----------------------|
| | | |
| _____ Name (Supervisor) | _____ Signature (Supervisor) | _____ Date |
| _____ Name (Manager) | _____ Signature (Manager) | _____ Date |
| _____ Name(Head of Department) | _____ Signature (Manager) | _____ Date |

| | | | |
|--|---|--|--|
| SECTION E: FLEET MANAGEMENT UNIT | | | |
| | | | |
| Checklist of supporting Documents ✓ =Yes , X =No | | | |
| Copy of Drivers licence | | SAPS Case Number | |
| Photographs | | Copy of trip authority form | |
| Statements from witnesses (If any) | | Tacker Report at the time surrounding the incident | |
| _____ Name(SNR Fleet officer) | _____ Signature (SNR Fleet officer) | _____ Date | |

| | | |
|---|---------------------------|----------------------|
| SECTION E: FIXED ASSET MANAGEMENT <i>(To be submitted with the insurance response)</i> | | |
| | | |
| _____ Name(SNR Assets Accountant) | _____ Signature | _____ Date |

FLEET MANAGEMENT POLICY