

THABA CHWEU MUNICIPALITY

FLEET MANAGEMENT



POLICY

2025/2026

Code of Practice for all Users, Drivers and Operators

Of the Municipality's Transport Fleet

DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

1. Municipal Vehicle

All vehicles and civil engineering plant (yellow plant) equipment (self driven or otherwise), motorcycles, trailers, stationary engines owned by the municipality or leased by the municipality from an external service provider.

2. PERMANENTLY ALLOCATED VEHICLE -: a Council vehicle permanently allocated to a department for their exclusive use

2. Driver

All persons engaged in the operation of vehicles and plant as follows

- a) Occasional driver – is not a permanent driver but is required to use a municipal vehicle to perform his/her duties
- b) Professional driver – employed specifically to drive municipal vehicles for general transport purposes
- c) Operator – employed specifically to operate civil engineering plant

1. Policy statement

Transport in the Council is a tool by which service is delivered and therefore management of the resource rests with the manager responsible for service delivery. The Fleet Manager and the Fleet Management Team are the people responsible for the management of Fleet/transport within the Council.

This policy covers the use of transport within the Council. It covers inter alia the use of vehicles owned by the Council, vehicles permanently allocated to departments, vehicles from donor organisations, and vehicles hired by the department. If vehicles are paid for by the department but managed by other organisations, the recipient organisation must ensure that their control systems are as effective as those outlined in the policy. They must report against the key performance indicators used by the Council. This policy does not cover the use of subsidised vehicles, which is the subject of a separate policy document.

This policy is intended to clarify the position regarding fleet/transport as stated in the Municipal System Act 32 of 2000. Transport within a department is supplied as a tool to support the department in the delivery of its objectives. It must therefore be used in the most cost-effective manner.

The Fleet Management section is responsible for the ongoing development of a policy framework and an operational management system for all Council transport. They will provide technical support to the transport officers and managers within the Council and consolidate management reporting. They will also operate a pool of vehicles that can be accessed through transport officers when department's/departments' resources are fully committed.

2. Framework

In support of the Policy Statement and governing principles as stated in the Municipal Systems Act 32 of 2000, the following control mechanisms as part of the plan for implementation are of relevance (i) *Who can use a vehicle?*

A Council vehicle can be used by any driver with an authorised trip authority involved in an activity in line with the objectives of the department. Vehicles cannot be used for party political purposes under any circumstances, or to take part in industrial union activities.

(ii) *Drivers*

- A Council vehicle can **only** be driven by a Council employee or an employee appointed on contract basis, provided the contracted employee has a clause contained in the contract stating that for Council transport purposes this employee is regarded as an employee of the Council. An addendum to this effect must be added to the contracts of existing contract employees.
- The driver must have an unendorsed valid driver's license.
- The transport officer must check the license for validity.
- The driver must have no outstanding transport related disciplinary action against them at the time of taking the vehicle.
- Where necessary, drivers must be in possession of a Professional Drivers Permit.

(iii) Passengers

- Passengers carried by a Council vehicle must be authorised to travel in the vehicle.
- The picking up of casual passengers is not allowed under any circumstances. ○ The driver of the vehicle will be held responsible for ensuring that unauthorised passengers are not conveyed.
- Family members can only be conveyed in a Council vehicle if the line manager signing the trip authority has approved a prior application. ○ The transport officer will hold the approval on file for at least three years. Family members travel at their own risk and the municipality accepts no responsibility for them.

(iv) Authority to use a vehicle

- All movements must have a signed trip authority before the vehicle is moved. In normal circumstances a trip authority must be authorised by an official of Supervisor level or above, who is senior to the person travelling and is in their direct management line. In circumstances where this is not possible, alternate signatories must be identified locally.
- A faxed trip authority is an acceptable document. If a vehicle is moved in an emergency, a trip authority must be obtained immediately after the event, or within 24 hours of the movement. This process is only to be used in a case of extreme emergency and the manager must be satisfied that the journey was necessary. ○ If a vehicle is based with a member of staff away from the office then a trip authority can be issued against a weekly

or monthly work plan. Trip authorities must not run longer than one week at a time. As a good rule, transport between residence and work is deemed private.

(v) *Issuing of vehicles*

- All vehicles should be issued on the day of travel unless advance authority to park the vehicle at home has been obtained.
- The driver must carry his/her license and produce it for the transport officer upon request.
- The signed trip authority must be carried in the vehicle with a copy placed on the file at the transport office.
- The supervisor will complete a daily inspection form, recording the condition of the vehicle, quantity of fuel in the tank and log book. The driver will sign this. The driver then takes responsibility for the vehicle at that point. The vehicle will be checked in using the same process. The driver must hand in all transaction slips (wherever applicable) to the transport officer for checking after each trip.

(vi) *Parking a vehicle overnight*

- In normal circumstances vehicles must be parked at official locations. The transport officer (within Departments) must allocate an approved parking place for each vehicle.
- The parking places should be lockable or with 24 hour security available. Where secure facilities are not available, the vehicle should be parked at the nearest official property.
- 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.

(vii) *Permission to park Council vehicle at an official's residence*

Permission **may be** given for a vehicle to be parked overnight at a home of an official if the following conditions are met.

a) The location has been reviewed by the transport officer and security is considered adequate. e.g. There is a garage or lockable gates and.

b) The member of staff will be leaving early morning or returning late at night. The actual times that this would come into force would be the time when public transport

starts / stops. Exceptions can also be made if the personal security of the individual is also at stake, **or**

c) If the home of the individual is at a place between the office and their destination such that it is not sensible to come into the office (normally a journey saving of at least 25 km would be expected), **or**

d) The individual is on call and there is no means by which they can be transported in event of a call out.

- A signed authority to park a vehicle at home must be issued. The person responsible for signing trip authorities must sign it. **It will normally be issued for each occasion.** However, for those on call, blanket permission can be issued for a specific time period. The permission is subject to review and can be withdrawn at any time.
- Whilst a vehicle is parked at home it **may not** be used for any private purposes.
 - If an emergency arises and it becomes necessary to use the vehicle, a signed trip authority for the movement must be obtained within 24 hours of the journey.
- **Private use of the vehicle whilst parked at home will lead to the withdrawal of the privilege and possible disciplinary action.**

(vii) Log books, Fuel, vehicle keys, vehicle equipment

- The driver takes responsibility for the logbook, keys and fuel once the vehicle issue form has been signed until the vehicle has been returned to the transport officer at the end of the journey.
- All vehicle keys should be safely secured (preferably in a locked container) in the transport office when the vehicle is not in use. A spare set of all vehicle keys should be kept in a secure place, e.g. the office safe.
- The Fuel card (Wherever applicable) is to be treated as cash and the driver will be held responsible for the transactions that take place on it whilst it is in his/her possession. All fuel receipts must be kept and made available when the vehicle is returned to the transport officer.
- It is the responsibility of the driver to fill in the vehicle logbook legibly and accurately. The object and authority numbers must be filled in. It must be possible from the details given for a distance check to be carried out.
- Loose vehicle equipment, e.g. the spare wheel, toolkit, jack and any other extras will be checked at the time of issuing the vehicle and will remain the responsibility of

the driver until such time as the vehicle is returned to the transport officer.

(viii) Management systems

The following key indicators must be kept for each vehicle:

- Actual kilometres travelled
- Fuel utilisation (km/l)
- Total maintenance cost
- Maintenance cost per kilometre
- Running cost per kilometre
- Availability
- Utilisation
- Vehicle Performance Vs other similar vehicles within the fleet

The Fleet Management section must monitor, in conjunction with the users, the indicators and address shortcomings or deviancies immediately.

(ii) Disposal of vehicles

The disposal of vehicles withdrawn from service must be effected in accordance with section 14 and 90 of the MFMA (56-2003)

MAIN SUBJECTS

1 STEERING COMMITTEE

1.1 A Steering Committee, under the Chairpersonship of the CFO or his/her delegated person, within the Council to consider and make recommendations with regard to the operation of official Council Vehicles.

1.2 Each Department must be represented on this committee.

2. FLEET OFFICER/CONTROLLER

2.1 The duties of a Fleet Controller and any other official designated to assist with Fleet functions is to:

2.1.1 co-ordinate motor transport and to ensure optimal utilisation of vehicles at all times.

2.1.2 exercise control over the maintenance of and expenditure involved in the use of motor and other transport.

2.1.3 ensure the proper completion and regular scrutiny of all records and returns concerning fleet. An important element of this function is the Vehicle Asset Register of all vehicles under their control.

2.1.4 ensure that all vehicles are kept in good roadworthy condition and that they are serviced on a regular basis.

2.1.5 ensure that all instructions relevant to the use, operation and maintenance of vehicles are complied with.

2.1.6 act as a link between their office and STEERING COMMITTEE and commercial garages.

3. ITINERARIES

Itineraries must be prepared in advance in consultation with the fleet section (wherever applicable)

4. LOG-BOOKS FOR COUNCIL VEHICLES

- 4.1 Completion – Log-sheets must be completed in every detail, during or immediately after a trip, and disposed of by the official or employee using the Council vehicle in accordance with the instructions issued with it.
- 4.2 Safe custody – The official using the vehicle must take the necessary care with regard to the safe custody of the logbook, keys and bankcard.

5. USE OF COUNCIL TRANSPORT

Official purposes – Council fleets are provided for strictly official services and are not to be used for private or other purposes without the necessary authority, except in the following cases:

- Where an official having to attend a social function in his/her official capacity may use a Council vehicle for his/her conveyance as well as that of his/her spouse and/or, if necessary, other members of his/her household, subject mutatis mutandis to the standard conditions contained in paragraph 5.1.

5.1. Standard conditions

The following standard conditions apply in respect of all the cases mentioned in this subparagraph and must be complied with:

- 5.1.1 Use must be made of the Council vehicle already allocated to the official or employee or available at the departmental office or station. The most economical vehicle suitable for the service must be used.
- 5.1.2 Sufficient space must be available in or on the vehicle and the available space must not be required for official purposes or for the special purpose of the particular transport service authorised.
- 5.1.3. The vehicle may not be overloaded.
- 5.1.4 An appropriately licensed and duly authorised official or employee who is on official duty must drive the vehicle.
- 5.1.5 The vehicle may not deviate from the authorised route or be delayed unnecessarily in the private interest of the driver or the passengers or in connection with the loading or unloading of private property or goods.

5.1.6 Unofficial passengers who are to be conveyed must report in good time at a convenient central point or at convenient points on the authorised route of the vehicle and they must be off-loaded only at a central point or at points on the route.

5.1.7 The names of unofficial passengers or other persons must be recorded on the trip authority by the driver or in the logbook of the vehicle. If it is impracticable to record the particulars in the logbook or on the distance requisition, it must be recorded in a suitable office register.

5.1.8 The nature of any private property or goods that are to be conveyed, including small purchases and personal effects of unofficial passengers must be such that the loading, unloading and conveyance thereof will, under no circumstances, cause any damage to the vehicle, Council property or injury to official passengers.

5.1.9 Persons who load and unload private property or goods onto or from a Council vehicle do so at their own risk, and in cases where officials or employees sustain injuries on duty whilst assisting in the loading or unloading of such property or goods, the usual provisions concerning injuries on duty are not applicable.

5.1.10 The unofficial passengers, officials, employees and other persons or the driver or representative(s) of an authorised mess, club or canteen, as the case may be, in whose private interest property or goods are conveyed must accept liability for making good any expenditure which the Council may incur or losses which it may suffer as a result of damage (excluding damage resulting from an accident in which the vehicle may be involved) caused to the vehicle or Council property by the unofficial passengers or the private property or goods or on account of the conveyance of such passengers, property or goods. If the expenditure or the amount of the loss cannot be recovered by the department using the vehicle from the person(s) liable, the director concerned must approach the Treasury for authority to accept the amount involved as a charge against the vote of his department.

6. Operation of Council Vehicles

6.1 Unofficial passengers – Subject to the provisions of paragraph 5.1, no unofficial passengers, i.e. all persons whose conveyance in Council vehicles are not necessary

for the execution of official duties, as well as Council officials or employees who are off duty, and private property, may be conveyed in such vehicles without written authority having been obtained from the head of the department concerned.

6.2 Conveyance of luggage – Official drivers and passengers may convey in Council-owned vehicles such personal luggage as is required by them on the particular journey. The conveyance of such luggage is at the official's own risk and the Council will not be held liable for any losses or damages.

6.3 Private use prohibited – Subject to the provisions of paragraph 5.1, the use of a Council vehicle for purposes such as proceeding home for meals, making social calls, taking relatives for outings and making detours for private purposes is not permissible and a violation of the Code of Conduct.

The Council expects every official or employee entrusted with the duty of operating or controlling Council vehicles to ensure that such vehicles are not used irregularly or misused in any way.

6.4 *Indemnity – Article 40 of the Public Service Act, 1994 determines that whenever any person is conveyed in or makes use of any vehicle, aircraft or vessel which is the property of the State, the State or a person in the service of the State shall not be liable to such person or his or her spouse, parent, child or other dependant for any loss or damage resulting from any bodily injury, loss of life or loss of or damage to property caused by or arising out of or in any way connected with the conveyance in or the use of such vehicle, aircraft or vessel, unless such person is so conveyed or makes use thereof in, or in the interest of, the performance of the functions of the State. Provided that the provisions of this section shall not affect the liability of a person in the service of the State who wilfully causes the said loss or damage.*

(THIS INDEMNITY HAS BEEN ADAPTED FROM THE NATIONAL GOVERNMENT'S TRANSPORT POLICY AS THE CURRENT ACTS AT MUNICIPAL LEVEL DO NOT CATER FOR VEHICLES AND THEIR UTILIZATION)

6.5 Trip authority

6.5.1 Procurement procedure and completion of the Trip Authority form

6.5.1.1 The driver must complete his/her portion of the trip authority by signing his/her name and also printing it. His/her ID number and pay number must also be furnished.

6.5.1.2 The trip authority must then be submitted to the supervisor, who must sign it and also furnish his/her name in print, rank and telephone number.

6.5.1.3 The trip authority must then be submitted to the Head of the relevant office, who must sign it and also furnish his/her name in print, rank and telephone number.

6.5.1.4 The driver must then fully execute the instructions on the trip authority.

7. LOAD ON VEHICLES

- The load on any Council vehicle may not exceed the maximum recommended by the manufacturer of the vehicle.
- Apart from the unfair strain on the vehicle, with resultant accident risk and high wear, overloading also has an adverse effect on the road surface and tyre life and may induce failures which endanger the lives not only of the occupants of the vehicle but also of other users of the road.
- In the case of commercial motor vehicles, the Road Traffic Act (Act 29 of 1989), Regulation 365 prohibits any load exceeding that laid down by the manufacturers of the vehicle, which can be determined by subtracting the tare of the vehicle from the GVM (gross vehicle mass) indicated on the left-hand side of the vehicle.
- The driver may be personally held liable for any punishment that may be imposed by any court with respect to the infringement of the Act.
- If a load is transported on or in a vehicle care should be taken that it will be properly safeguarded at all times in order to prevent any potential damage or loss. Damage or loss caused by overloading or negligent control over a load on vehicles will be recovered from the user department of the Council vehicle.
- When a towed unit is used, the total mass of this unit may not exceed the mass of the towing vehicle concerned as prescribed by the manufacturers.

8. CO-OPERATION OF OFFICIALS AND EMPLOYEES TO PROMOTE EFFICIENCY IN THE OPERATION OF COUNCIL VEHICLES

- 8.1 Without the full co-operation of all concerned, the Council transport operation cannot function efficiently, officials and employees using motor vehicles are therefore earnestly

requested to display at all times the same interest in Council vehicles, which they would have displayed, had those vehicles been their own.

- 8.2 Inspection – All vehicles are subject to inspection by duly authorised officials to ensure that departments maintain their fleet in a proper state of repair and efficiency and that the required instructions are complied with. Officials or employees in charge of transport must furnish all the information required by such inspecting officers.
- 8.3 Use of green ink and green pencils – As the use of writing material of this colour is confined exclusively to the Office of the Auditor-General, it would be appreciated if officials or employees refrain from using such ink and pencils when completing any documents in connection with the use and maintenance of Council vehicles.
- 8.4 Instructions - Non-compliance with standing instructions contained in this annexure, as well as any instructions issued by Managers or appearing on forms or in books used in connection with official travelling and transport, will render the offending officials liable to disciplinary action and, in certain cases, to making good any loss which the Council may suffer.

9. DRIVING OF COUNCIL VEHICLES

9.1 Authority and licence

- 9.1.1 No official or employee may drive a Council vehicle unless he/she has been duly authorised to do so by an official of his/her department who has the necessary power to exercise such authority, and furthermore unless he/she is capable and properly licensed in terms of Regulation 239 of the Road Traffic Act (Act 29 of 1989), to drive the particular class of vehicle in which the vehicle under his/her control falls. Special attention is drawn to the Steering Committee that for certain types of vehicles a Professional Drivers Permit must be obtained.
- 9.1.2 Special attention is drawn to the conditions contained in the NRTA with regards to the driving of a vehicle by a person in possession of –
 - 9.1.2.1 a learner's licence only for the particular class of vehicle;

9.1.2.2 a permit or driver's licence only, obtained outside the borders of the RSA or a prescribed area for the particular or a similar class of vehicle;

9.1.2.3 a driver's licence only, issued by a government department for the driving of any Council vehicle of the particular class while such vehicle is used on official duty and as long as such person is an official or employee of that section/department.

9.2 Physical disabilities – Special attention is drawn to the provision of the NRTA with regards to the duties of a driver in connection with the reporting of physical disabilities from which he/she may suffer or which he has sustained or developed after issue of a driver's licence. Cases where it is deemed necessary to modify the standard driving controls of a vehicle before a special driver's licence could be issued to such person in terms of Section 18 of the provisions of the RTA (Act 29 of 1989), must first be referred to the Head of Department for consideration.

9.3 Competence of drivers – The Head of Department (or his delegate) who has the power to authorise an official or employee to drive, must satisfy himself/herself that any incompetence or doubtful ability on the part of such an official or employee is not of such a nature as to expose the Council to risk. Where such official or employee must, of necessity, drive a Council vehicle and it is considered necessary, he/she should be subjected to a retest by the authority concerned in terms of Regulation 79 (2) (d) of the Road Traffic Act, even if this has to be done at Council's expense.

9.4 *Careful handling – Drivers must exercise proper care in the use and handling of a Council vehicle. Any evidence of neglect, rough handling or reckless driving must be reported to the head of department/ director in order that appropriate action may be taken. This includes the cleaning and proper care of the council vehicles.*

10. ROADWORTHINESS OF VEHICLE

10.1 The driver of a Council vehicle must at all times ensure that the vehicle is in a roadworthy condition, with special emphasis in this connection on the steering, the brakes, the lights, the wheel nuts, the condition of the tyres and safety belts. In this regard certain types of vehicles such as trucks must be tested regularly for a Certificate of Fitness to be issued.

- 10.2 Any defects discovered must receive immediate attention before they assume serious proportions or possibly cause resultant damage, such as where there is any indication of excessive engine heat or lack of oil pressure the engine must be switched off immediately and the vehicle must not be driven further under its own power until the matter has been rectified. In such a case the radiator cap must not be removed until the engine has cooled down, and depending on the possible cause or the circumstances water may be added only then, but only while the engine is idling.
- 10.3 While a Council vehicle is being driven, the driver must pay proper attention to the dash gauges and indicators, and immediately take appropriate action should anything untoward be noticed, for the prevention of damage or further damage to the vehicle or its components.
- 10.4 A Roadworthy Certificate as required by Regulation 267 of the Road Traffic Act No. 29 of 1989, and an Operator Card for vehicles exceeding 3 500 kilograms, must be displayed at all times for all makes of vehicles.

11. SAFE DRIVING

- 11.1 Traffic regulations – Traffic and any other regulations applicable to users of the road must be strictly observed at all times. Where these rules are not observed, the Council will not pay any penalties imposed.
- 11.2 Speed limits – The applicable speed limit must not be exceeded at any time.
- 11.3 Rules of the road and hints – Users of a Council vehicle must obey the rules of the road at all times. To acquire good driving habits the following hints are provided:
- 11.3.1 Thorough knowledge of traffic regulations and signs.
- 11.3.2 Overtaking or passing of traffic only when the road is clear and it can be done safely.
- 11.3.3 Driving at night:
- 11.3.3.1 Reduce speed.
- 11.3.3.2 Dip headlights.
- 11.3.3.3 Keep left as far as possible.

11.3.3.4 Stop or park off the road surface only.

11.3.4 Using safety belts.

11.3.5 Courtesy and consideration towards fellow users of the road.

11.3.6 Not using cellular telephones while driving.

12. SAFE CUSTODY OF COUNCIL VEHICLES AND OTHER COUNCIL PROPERTY

12.1 Officials in charge of Council vehicles must ensure that vehicles are adequately garaged or parked and must at all times take all reasonable steps to safeguard vehicles, including accessories and tools, against theft, irregular use, damage and fire. Under no circumstances may articles or documents, whether Council or private property, be left on or under the seats, on the floor or in the glove box of a vehicle used on official duty while such vehicle is parked and left unguarded. If such articles or documents must of necessity be left in the vehicle, they must be locked away in the boot or in an enclosed area. When, on account of their mass and/or size, it is impracticable to move articles to the boot of the vehicle or where special heavy vehicles are carrying large consignments of Council property, the driver or other responsible official must take all possible and practical precautions for the safeguarding of such Council property before he/she necessarily absent himself temporarily from the vehicle. Responsible officials or employees will be held liable for any loss to the Council caused through non-observance of this paragraph.

13. GARAGING AND PARKING OF COUNCIL VEHICLES

13.1 On Council premises – Where possible, Council vehicles must be garaged or parked on Council premises. Under no circumstances may vehicles be garaged on Council premises, under carports or on parking sites where unauthorised persons have free access. The necessary measures must be taken at all times to safeguard vehicles against loss or theft. Departments may not raise any charge for the garaging or parking of Council vehicles on premises – this is a free service.

13.2 On private or commercial premises

13.2.1 Obtaining quotations – Where official facilities are not available, quotations for the service must be obtained and submitted to the relevant authority in the case of a general hire vehicle, and to the head office of the department concerned in the case of a departmental vehicle.

13.2.2 Authority – Permanent garaging or parking of vehicles on private premises in a properly lockable area or garage can be authorised by the relevant authority in the case of a pool vehicle, and by the head of the department concerned in the case of a departmental vehicle, in cases where there is no or unsuitable garaging available on council premises or at commercial parking garages or where the nature of the duties of the official concerned is such as to necessitate the use of private garaging. Where in the latter case a general hire vehicle is involved, the head of the department concerned or any other official authorised by STEERING COMMITTEE will be required to certify that the proposed arrangement is in the interest of the council. The trip authority being used will at the same time serve as authority for garaging in the case of the ad hoc garaging of a council vehicle on private premises. However, care must be taken to ensure that the above requirements are complied with. User departments are responsible at all times for the cost of the vehicles.

13.3 On tour – In the case of vehicles on tour, the most suitable arrangements must be made where facilities for official garaging are not available, and any expenditure incurred in this connection must be borne by the department using the vehicle.

13.4 Parking meters and parking lots – Where an official makes use of parking meters or parking lots while on duty, the expenditure actually and necessarily incurred may be refunded to him/her by his/her department, which will then have to bear the costs.

13.5 Conditions – When a Council vehicle is garaged or parked, every precaution must be taken to safeguard it against damage, theft or irregular use. To this end –

13.5.1 the hand brake must be applied, and where the vehicle is parked on a slope, the front wheels must be turned towards the curb or against the slope, and

furthermore, where such vehicle has a conventional gear box either low gear or reverse gear must be engaged, and if it is fitted with an automatic gear box the gear selector lever must be moved to the "P" (parking) position;

13.5.2 the windows must be closed;

13.5.3 the doors must be locked and the ignition key and the door lock key must be removed and kept in safe custody;

13.5.4 if the vehicle is garaged in a lock-up garage the doors of the latter must also be locked; and

13.5.5 any departure from this general procedure may be made, in the case of a pool vehicle, only on the authority of the relevant authority, and in the case of a departmental vehicle only on the authority of the head of the department concerned.

14. IGNITION AND DOOR LOCK KEYS OF COUNCIL MOTOR VEHICLES

14.1 Safe custody of keys – the Fleet Section and all officials or employees in charge of vehicles must ensure at all times that the ignition, door lock and any other keys of the vehicles being used are suitably safeguarded against loss or theft. Any duplicate keys in their possession must be kept separate from the keys in use, must also be kept in a safe place.

14.2 Changing of locks

14.2.1 Under normal circumstances, the ignition locks and door locks will not be changed or replaced in cases where keys

of pool vehicles have been lost or stolen. In such cases, an available duplicate key must be used until such time as the transport officer or the official or employee concerned has obtained a fresh key from a local garage or locksmith; if no duplicate key is available, the matter must be reported to STEERING COMMITTEE for further attention.

14.2.2 Apart from compliance with any provisions of paragraph 16.3, all cases of the loss or theft of keys of pool vehicles must be reported without delay to the Fleet Management section, to decide whether or not under the particular circumstances the locks of the vehicle should be changed.

The Fleet Management section must also be informed whether or not fresh keys have already been obtained.

- 14.2.3 Regarding the changing or replacing of locks of departmental vehicles and the obtaining of new keys in cases where keys have been lost or stolen, the instructions of the head of the department concerned must be complied with.

15. INSURANCE

- 15.1 Cover – All Council vehicles are insured. The appointed Service Provider carries all accident risks and accepts liability for any expenditure arising from claims by third parties, including claims by authorised official passengers against the official driver in respect of personal injuries or damage to Council vehicles or the loss of or damage to Council property. Officials or employees driving a Council vehicle, and their passengers, are covered to the following extent:

- 15.1.1 An official who is injured whilst using a council vehicle on official duty either as a driver or as a passenger will be regarded as having been injured on duty and the matter will be dealt with in accordance with the arrangements applicable to injury on duty.

15.2 Forfeiture of cover by driver

The cover and arrangements referred to in paragraph 15.1 will, as far as the driver of a Council vehicle is concerned, not be applicable in a case where the driver –

- 15.2.1 did not act in the performance of his/her official duties or bona fide (good attitude) believed that he/she was so acting;
- 15.2.2 exceeded his/her powers mala fide (maliciously);
- 15.2.4 used the Council vehicle concerned without authority for other than official purposes;
- 15.2.5 where applicable, was not in possession of an appropriate driver's licence;
- 15.2.6 handled the Council vehicle without having been properly authorised thereto;

15.2.7 allowed the vehicles to be handled by a person not authorised to do so;

15.2.8 Without authority deviated from the authorised or official trip or route, or handled or used a Council vehicle or occupied the driver's seat while the engine was running, and

1 he/she was under the influence of intoxicating liquor or a drug having a narcotic effect; or

2 the concentration of alcohol in his/her blood was not less than that prescribed by legislation and this could have resulted in or contributed to liability being incurred, in which cases own legal counsel must be obtained.

16. ACCIDENTS

16.1 Procedure – The following procedure must be followed in the event of a Council vehicle being involved in an accident, no matter how trivial and irrespective of whether or not any person or animal or property or another vehicle is involved:

- a) Call a police or traffic officer if possible or, if no such officer is available, report the accident as soon as possible, but within 24 hours, to a police station or a police or traffic officer and furnish full particulars.
- b) Immediately report the accident to Sitasive so that it is recorded and all the documentations must be submitted to the Insurance Department so that the claim can be registered with the insurer.
- c) If requested to do so, supply the name and address of the driver of the Council vehicle and the registration number of the vehicle to any other person having reasonable grounds for requesting the information.
- d) In no circumstances must liability be admitted to any person at all or at any time, or any payment offered or made to a third party.
- e) In the event of any third party admitting liability, endeavours must be made to obtain a written statement from him/her to that effect.

- f) Should a driver of a vehicle be suspected of being under the influence of intoxicating liquor or narcotic drugs, this fact must be brought to the notice of the police or traffic officer called to the scene of the accident with the least possible delay, and every assistance must be rendered to him/her in ensuring that the suspected person be examined by a doctor as soon as possible.
- h) At least the following particulars, which are required for completing an accident report form, must be obtained as soon as possible, preferably at the scene of the accident:
- a. The registration number makes and type of the other vehicle(s).
 - b. The name, address, ID number, and home and work telephone number of the driver(s) and the owner(s) of the other vehicle(s).
 - c. The name of the insurance company/broker with respect to the other vehicle(s).
 - d. Whether the driver acted in his/her own interests or in the interests of the owner of the vehicle.
 - e. The nature and extent of the damage caused to the other vehicle(s) in this particular accident only.
 - f. The name, address, ID number, home and work telephone number and estimated age of any passengers and/or pedestrian(s) involved in the accident and of any person(s) killed or injured, as well as the nature and extent of injuries.
 - g. A description of animals and fixed objects involved in the accident and the name and address of the owner, in the case of animals, and also the name and estimated age of any herdsman (men) who tended or drove the animals, as well as the nature and extent of injuries and damage.
 - h. The name, address, ID number, and home and work telephone number of every witness, including the occupants of the other vehicle(s) concerned.

- i. Measurements for the preparation of a sketch of the scene of the accident.
- j. Whether or not the road was fenced in on either sides or one side only.

16.2 Reporting the accident (other than to the police)

- a) The driver of the Council vehicle must make a suitable endorsement in the log-book of the vehicle and must without delay complete an accident report form for which he is responsible and must send the report, together with statements by witnesses and other supporting documents, in duplicate in the case of both pool vehicle, permanently allocated vehicles and departmental vehicles, to his/her local transport officer.
- b) Officials are encouraged to keep a form available for immediate completion in the event of an accident.

16.3 Third-party claims received

- a) Third-party claims received must immediately be directed to the Fleet Section which will in turn forward them to the insurance section.
- b) If receipt of the claim is acknowledged, it must be stated clearly in the letter of acknowledgement that it is being done without prejudice and that the claim is receiving attention. The letter must contain no statement or admission that could possibly prejudice the Council's case.

17. DAMAGE, LOSSES, DEFICIENCIES AND THEFT

17.1 Damage, losses, deficiencies as a result of vis maior and other inevitable causes, and thefts (other than damage, losses and deficiencies arising out of accidents) are dealt with in this paragraph.

17.2 Checking of vehicle

17.2.1 An official or employee who takes over a Council vehicle must ensure that any damage or deficiency is immediately, in writing, brought to the attention of –

- the relevant authority in the case of a pool vehicle; or

- the fleet controller who must determine responsibility for the loss in the case of a departmental vehicle.
- 17.2.2 A person who does not comply with the requirements of paragraph 17.2.1 will be deemed to have received the vehicle in good order.
- 17.2.3 Further to paragraph 17.2.1 the vehicle is the responsibility of the user department and such department will be held liable for any accident damage or loss not reported beforehand.
- 17.3 Damage, losses, deficiencies and thefts must be reported.
- 17.3.1 Where incidents of damage, loss, deficiency and theft occur, the official operating the Council vehicle must immediately report the incident to his/her transport officer, who in turn must notify the police within 24 hours. Where an official returns a pool vehicle to Fleet Section he must report any damage, loss, deficiency or theft which has not yet been brought to notice. The fleet controller therefore has to ensure that all cases are properly investigated by obtaining all particulars, statements, etc.
- 17.3.2 Where incidents of damage, loss, deficiency and theft occur while a vehicle is on tour the official concerned must report the incident to the nearest police station within 24 hours and on his return to his office without delay to the Fleet Section.

18. DISPLAY OF REGISTRATION PLATES, ETC. ON COUNCIL-OWNED VEHICLES

- 18.1 Except for the usual registration number plates, other approved plates or marks to indicate Council ownership or the use of the vehicle by a particular department, the manufacturer's mascots and name and model inscriptions and clearance tokens, no marks, special or private insignia, mascots, stickers or advertising material may be displayed on any Council vehicle without approval.

18.2 Council ownership mark

- 18.1 All Council vehicles to display the official Council emblem on both sides on the front doors. Other marking to be discussed other than this to be discussed with the STEERING COMMITTEE for approval
- 18.2 Information in respect of the carrying capacity to be displayed on certain vehicles – On buses and goods vehicles, information regarding the tare (T), gross vehicle mass (GVM) and where applicable number of passengers must be stencilled or displayed in some other permissible manner in accordance with the requirements of Regulation 368 and 369 of the Road Traffic Act (Act 29 of 1989).
- 18.3 Use of Council vehicles outside the borders of the Council, province or the Republic – Where it is necessary for a Council vehicle to be used outside the said borders, the official concerned must first through the head of the relevant department arrange for the required authority to take a Council vehicle across the said borders.

19. SPEEDOMETERS AND ODOMETERS

It is important that the odometer should always reflect the true distance done by a Council vehicle. Any defect in an odometer must as soon as is feasible be reported to the manufacturer or rectified in accordance with the repair instructions contained in paragraph 29, and any distance done but not recorded on the odometer must be estimated as accurately as possible and added to the reading on the meter when it is repaired.

20. GOVERNORS

Where a governor is fitted to a Council vehicle it must not be tampered with.

21. CARE OF TYRES

- i) Inflation of tyres – Inflation of tyres to the pressures recommended by the manufacturer of the vehicle is of prime importance. Incorrect inflation is probably the main factor contributing to undue wear and premature failure of tyres. To ensure the correct air pressure at all times it is important that the tyres of vehicles be checked

at least once a week. In addition, a visual inspection of the tyres should be made daily.

ii) Inspection and rotation of wheels

- a) Except as indicated below, the rotation of wheels is not considered absolutely necessary.
- b) On trucks with dual rear wheels, tyres with approximately the same amount of wear should be paired. Dual wheels should be run in pairs until the difference in wear between the two tyres becomes so great that re-pairing of wheels is advisable.
- c) In the case of a vehicle with a tandem rear axle it is imperative to systematically inspect the tyres and to maintain a reasonably equal rolling radius of the wheels on the front and the rear axles of the bogie by interchanging them in such a way as to maintain a similar rate of wear between the tyres on the front and the rear axles. Neglect of this aspect of constant rolling radius invariably leads to fight between front and rear axles, which results in heavy wear on tyres and on axle components, except where an inter-axle differential is fitted.
- d) Care must be taken that the wheel nuts are properly tightened immediately after a wheel has been rotated or replaced for whatever reason.

21.3 Precautionary measures – The following points should not be overlooked:

- a) The replacement of dust caps on tyre valves.
- b) The regular inspection of tyres for cuts and bruises and for stones wedged between dual rear wheels.
- c) The immediate removal of oil or grease on a tyre
- d) The proper mounting and removal of tyres
- e) The rectification of damage to rims, especially those of tubeless tyres
- f) The immediate rectifications of mechanical defects, which cause unequal tyre wear.
- g) The use of the correct type of tyre for the service on which the vehicle operates.
- h) Avoiding as far as possible any scuffing against or running or backing into a kerb and running over projections.
- i) Avoiding sudden or fierce braking and unnecessary acceleration. These factors play an important part in causing excessive tyre wear.

22. IRREGULAR, IMPROPER AND UNAUTHORISED USE OF COUNCIL OWNED MOTOR TRANSPORT

- a. Action to be taken – If Council vehicles are used irregularly, driven recklessly, neglected or misused, the matter must be viewed in a serious light and disciplinary action against the offending official should be considered, apart from any proceedings which may be instituted in terms of the Road Traffic Act.
- b. Liability – Where Council vehicles are used without authority, the official concerned will be held liable for -
 - i. the cost of the distance covered, incorporating drivers tariffs where applicable; and
 - ii. where the vehicle was involved in an accident, the cost of repairing any damage sustained by the vehicle and the amount expended in settling third-party claims arising out of the accident.

23. SUSPENSION OF OFFICIALS FROM DRIVING COUNCIL OWNED VEHICLES

- 1. In the event of a Council vehicle being or having been subjected to flagrant misuse or irregular use; or
- 2. where positive proof exists that an official is or was guilty of reckless or wilful conduct whilst driving a Council vehicle or such vehicle was involved in an accident while being so driven; or
- 3. where the driver of a Council vehicle has been found guilty of driving such vehicle
- 4. while under the influence of intoxicating liquor or narcotic drugs; or
- 5. while the concentration of alcohol in his/her blood was not less than that prescribed by legislation; such official must immediately be suspended from driving a Council vehicle until such time as the head of the relevant department has decided, in consultation with the Municipal Manager or his delegate, to permit him to resume driving such vehicles. The Fleet division must be notified of all suspensions and lifting of suspensions to prevent the suspended driver from obtaining a pool vehicle.
- 6. Carrying or transporting alcohol on council vehicle without any authorization from the accounting officer

24. FUEL AND OIL

- 1. Sources of supply

When officials in charge of Council vehicles require fuel and/or oil they must obtain supplies from the Council stores. Wherever an arrangement has been made with a commercial filling station, positive identification must be produced on demand.

2. Grade of petrol/diesel/oil used in vehicles

Only petrol/diesel/oil prescribed by the manufacturer of a vehicle may be used in Council vehicles.

3. Fuel in separate containers

In view of the fire hazard and the risk of theft, the transporting of additional amounts of fuel in separate containers is prohibited. .

4. Fuel saving – important factors

- a. Efforts should be made to establish the vehicle's fuel consumption, either in litres per 100 km, or from one filling of the fuel tank to the next. Knowledge by the fleet controller of the consumption obtained over specific distances or periods is recommended. The discovery of a sudden increase in consumption over a short period also contributes to the immediate disclosing of losses resulting from theft, leakage or mechanical defects or the incorrect recording of fuel consumption.
- b. In order to facilitate control over fuel consumption by means of the bankcard (wherever applicable), fuel tanks of vehicles should always be filled to the maximum capacity of the tank without overfilling the tank. Topping up to a neat figure in rand value must be avoided.
- c. When driving a vehicle, the appropriate gear must always be selected, with due regard to road conditions.
- d. The vehicle's speed should be kept as even as possible and the most economical speed for the particular vehicle must be maintained, with due regards to the speed limits applicable at different localities.
- e. Acceleration should be evenly and gently executed.
- f. Any strong smell of fuel, especially when the vehicle is in motion, must be investigated without delay. Besides causing wastage, fuel leaks are extremely dangerous.

26. BATTERIES, TYRES, TUBES AND ESSENTIAL TOOLS

- a) Officials in charge of Council vehicles must approach the workshop for the replacement of all unserviceable batteries, tubes and tyres and essential tools such as jacks and wheel

spanners. The supply chain procedure should be followed at all times when this is done. In case of an emergency, these items may be bought locally subject to tender delegations, and in the case of –

- a battery, the battery being replaced must be handed in to the supplier in part-payment for the new battery, and an invoice must be given. Where such unserviceable battery is still under guarantee, such guarantee must be returned to the supplier who issued it, for replacement free of charge. In the case of a departmental vehicle, the unserviceable battery must be disposed of in the way prescribed by the department concerned.
- a tyre, the unserviceable tyre must be disposed of as prescribed in paragraph 29.1.1, with the new tyre procured only from specialist tyre dealers.

27.3 Use, checking and safe custody of fuel cards (*Wherever applicable*)

27.3.1 Fuel cards must always be issued and received against a signature.

27.3.2 Fuel cards may be issued only on production of a duly authorised trip authority. Any fuel card must be entered in the prescribed register each time it is issued and returned.

27.3.3 The times when fuel cards are issued and returned must be recorded in a column immediately after "date issued" and "date returned" in the prescribed register.

27.3.4 Fuel cards must be kept in a lockable cabinet when not in use and must be checked daily by the TO or a person delegated by him.

27.3.5 When the taking in of fuel is checked, attention must be paid to odometer reading, amount of fuel purchased (taking into account the capacity of the fuel tank), registration number and signature of the driver and of the employee at the commercial filling station. The initial(s) and surname of the driver must be printed under his signature. The driver of the Council vehicle must also check these particulars.

27.3.6 The taking in of fuel according to fuel slips must be examined against the issuing documentation without delay for purposes of control and fuel consumption.

27.3.7 Fuel cards may under no circumstances be left with suppliers.

27.3.8 Lost fuel cards must immediately be reported by telephone and in writing to the Fleet Section and within 24 hours to the service provider.

27.3.10 In the event of any irregular use of fuel cards being identified or suspected; the matter must be reported without delay to Fleet Manager and the South African Police Service. An internal investigation must be initiated immediately.

27.4 Invoices

The official in charge of the Council vehicle must request the agent concerned who represents the particular make of vehicle or the commercial garage or the person from whom the services or the supplies were obtained, to specify all charges and details of services rendered and of spares, materials, accessories, etc. supplied, as well as any discounts allowed.

28. SERVICING OF COUNCIL-OWNED VEHICLES

28.1 All Council vehicles must be serviced in accordance with the policy and specifications prescribed by the manufacturers concerned. The fleet controller and the officials in charge of these vehicles are responsible for ensuring that the arrangements set out below are complied with strictly.

28.2 For the necessary servicing, repairs and attention, Council vehicles must be taken to -

28.2.1 The local agent for the make of vehicle concerned, or

28.2.2 in the absence of a local dealer, to a reliable commercial garage registered with the financial institution as a dealer. Departments are advised to consider calling for period contracts to service their vehicles on a local or magisterial basis, thereby ensuring local participation and lower prices.

28.3 Adjustments and repairs – When the official in charge of the vehicle hands the vehicle over for servicing, he/she must report any adjustments or repairs which he/she considers to be necessary to the agent for the particular vehicle or other reliable commercial garage, as the case may be. Where use is made of the services of the agent or other commercial garage, the official must request that any

defect(s) discovered during the servicing first be brought to his/her notice before the financial institution is approached for authorisation.

28.4 Warranty – Council vehicles in most cases carry a warranty for the first 100 000 kilometres, although this can vary per manufacturer. Should any defect(s) occur before reaching this distance reading, the official in charge of the vehicle must –

28.4.1 report the matter without delay to the local agent in the case of a pool vehicle and to his/her local fleet controller in the case of a departmental vehicle; and

28.4.2 at other centres, without delay take the matter up with the local agent for the make of vehicle concerned. In the event of any difficulty, or where there is no local agent for the make concerned, the matter must be reported in writing and without delay to the relevant authority in the case of a pool vehicle or to his local fleet controller in the case of a departmental vehicle.

28.5 Servicing intervals – Officials and employees in charge of vehicles must ensure that the vehicles are serviced as

set out in the servicing coupon booklet supplied with the vehicles. In the case of uncertainty, fleet management section must be consulted. In exceptional circumstances because of weather or road or other abnormal conditions, it may be necessary to service vehicles more frequently than is normally required. The official or employee must make a suitable entry on the trip return in such cases.

28.6 Timeous arrangements – When a vehicle requires to be serviced, the official in charge of the vehicle must always try to arrange a specific time and date for delivery of the vehicle with the person who will be doing the service, in order to avoid delays.

28.7 Petrol and oil additives – No petrol and oil additives other than those prescribed by the manufacturers of the vehicle concerned may be used.

28.8 Complaints against local agents – Where an official or employee in charge of a Council vehicle or the local fleet controller has any complaint with regard to the service rendered or quality of work against the local agent for the vehicle concerned, this does not give him/her the right at

any time to take or send the vehicle to another commercial garage without approval, but he/she must report the matter with full particulars without delay and in writing to the fleet manager in the case of a pool vehicle.

- 28.9 Washing and polishing – vehicles should be presentable at all times, the driver to make sure that the vehicle is clean at all times.

29. REPAIRS AND REPLACEMENT OF SPARE PARTS AND ACCESSORIES

- 29.1 Responsibility –the official in charge of a Council vehicle is responsible for ensuring that the required repairs and replacements are carried out in time, with due regards to the instructions contained in paragraph 24 (Purchase restrictions).

29.2 At other centres

- 29.2.1 Repairs other than accident repairs – Where a Council vehicle requires repairs and replacements as a result of fair wear and tear, damage, losses, deficiencies and thefts (excluding damage, losses or deficiencies arising out of accidents) –

29.2.1.1 and the repairs are estimated to cost less than the prescribed tariffs adjusted for inflation, the official in charge of the vehicle must entrust repairs to the local agent for the particular make of vehicle, or where there is no such agent, to a reliable local commercial garage;

29.2.1.2 where repairs are estimated to cost more than the prescribed tariffs adjusted for inflation, the matter must be reported to the Fleet Section for approval.

29.2.2 Spare parts and accessories – Subject to the provisions of paragraphs 25 and 26, all spare parts and accessories that are essential for the roadworthiness, operation and maintenance of a Council vehicle must be obtained from the local agent for the particular make of vehicle, or where there is no agent, from a reliable local commercial garage. Where the spare parts and accessories are not available, the local agent, if any, must be requested to obtain them without delay. In the

case of departmental vehicles this must be done in accordance with the instructions of the department concerned.

29.2.3 Invoices – Attention is invited to the provisions of paragraph 27.4.

29.2.4 Warranty – Where the warranty referred to in paragraph 28.4 is applicable, the instructions contained in paragraph 28.5.2 must be complied with when repairs and replacements as a result of fair wear and tear or damage has become necessary.

29.2.5 Complaints against local agents – Attention is invited to the provisions of paragraph 28.8, which also apply in respect of repairs, replacements, and the obtaining of spare parts and accessories dealt with under paragraphs 28.2.1 and 28.2.2 above.

29.2.6 Accident repairs - Where repairs arising from accidents are involved, written quotations in addition to the estimated costs of repair must be invited in consultation with the insurer

who will instruct the official on the course to be taken with regards to those repairs.

30. DISPOSAL OF UNSERVICEABLE TYRES, BATTERIES, SPARE PARTS, ACCESSORIES, TOOLS, ETC.

30.1 Items to be returned

30.1.1 All unserviceable tyres must be returned to the mechanical workshop for disposal.

30.1.2 Where in an emergency a battery was purchased locally and the unserviceable battery being replaced is not handed to the supplier of the new battery in part-payment, the unserviceable battery must be returned to mechanical workshop.

30.2 Disposal of other items – All unserviceable accessories, tools, parts, etc must be disposed of by public auction or through any

prescribed way as outlined in the Supply Chain Procedure.

30.3 Method of return

30.3.1 All items to be returned must be forwarded in the safest and most economical way. In all cases, a label must be attached to the item and the number of the vehicle from which it has been removed must be recorded on the label.

30.3.2 Regardless of whether commercial garages assist officials in this regard the instructions regarding the method of return must be complied with.

30.4 Items to be scrapped – Replaced parts that do not have to be disposed of must be dumped or left at the garage or workshop where the repairs were undertaken.

31. TRANSFER OF COUNCIL-OWNED MOTOR VEHICLES

31.1 A Council vehicle may under no circumstances be transferred from one department to another without the approval of the relevant department head and the Fleet Manager,

32. FITTING ADDITIONAL EQUIPMENT TO COUNCIL-OWNED MOTOR VEHICLES

Additional equipment may be fitted to a Council vehicle only subject to the following conditions:

32.1 The head of the department/department must request authority from fleet manager.

32.2 Costs attached to the fitting of original equipment will be charged to the account of the department concerned.

32.3 The fitting of equipment must be done in consultation with the Fleet Section.

32.4 No alterations may be made other than is necessary in order to facilitate the fitting of the equipment to the vehicle.

32.5 Equipment fitted must be of the removable type.

32.6 The department/department must assume responsibility for any damage resulting from the fitting of the equipment.

32.7 Where a tow bar is fitted to a vehicle, the department/department must assume responsibility for any damage to a vehicle resulting from the towing of a towed unit.

32.8 All requirements of the Road Traffic Act must be complied with.

32.9 The costs relating to damage to a vehicle as a result of the theft of unauthorised equipment will be recovered from the user department concerned.

33. REPLACEMENT OF COUNCIL VEHICLES

For optimal utilization of the council fleet, the vehicles have to be replaced when the maintenance curve starts to go up against the running costs of the vehicle.

Vehicles less than 1800cc will be 160 000/60months (whichever comes first)

1801 to 3000 -: 200 000km/60months (Whichever comes first)

Heavy Commercial Vehicles -: 200 000km/120months (Whichever comes first)

Yellow Metal -: up to 240 months

34. VEHICLES FOR THE POLITICAL OFFICE BEARERS

1. The vehicles purchased and allocated to the public office bearers are official Council vehicles;
2. The vehicles will be procured based on the circulars from National Treasury and the Ministerial handbook or other related handbook or legislation as prescribed by the Minister of Cooperative Governance and Traditional Affairs;
3. The threshold limit for vehicle purchases relating to official use by public office bearers may not exceed R700 000 or 70% of the total annual remuneration package for different grades, whichever is greater;

4. Whatever procurement process undertaken (outright purchase or lease), the cost may not exceed the threshold set out in sub regulation (3)
5. Before deciding on another procurement process as contemplated in sub-regulation (4), the chief financial officer (CFO) must provide council with information relating to the following criteria which must be considered:
 - a. Status of current vehicles;
 - b. Affordability
 - c. Extent of service delivery backlogs
 - d. Terrain of effective usage of vehicle; and
 - e. Any other policy of council
6. Regardless of their usage, vehicles for official use by public office bearers may only be replaced after completion of 120 000km
7. The municipality or municipal entity may replace vehicles for official use by public office bearers before the completion of 120 000km only in instances where the vehicle experiences serious mechanical problem and is in a poor condition, and subject to obtaining a detailed mechanical report by the vehicle manufacturer or approved dealer.