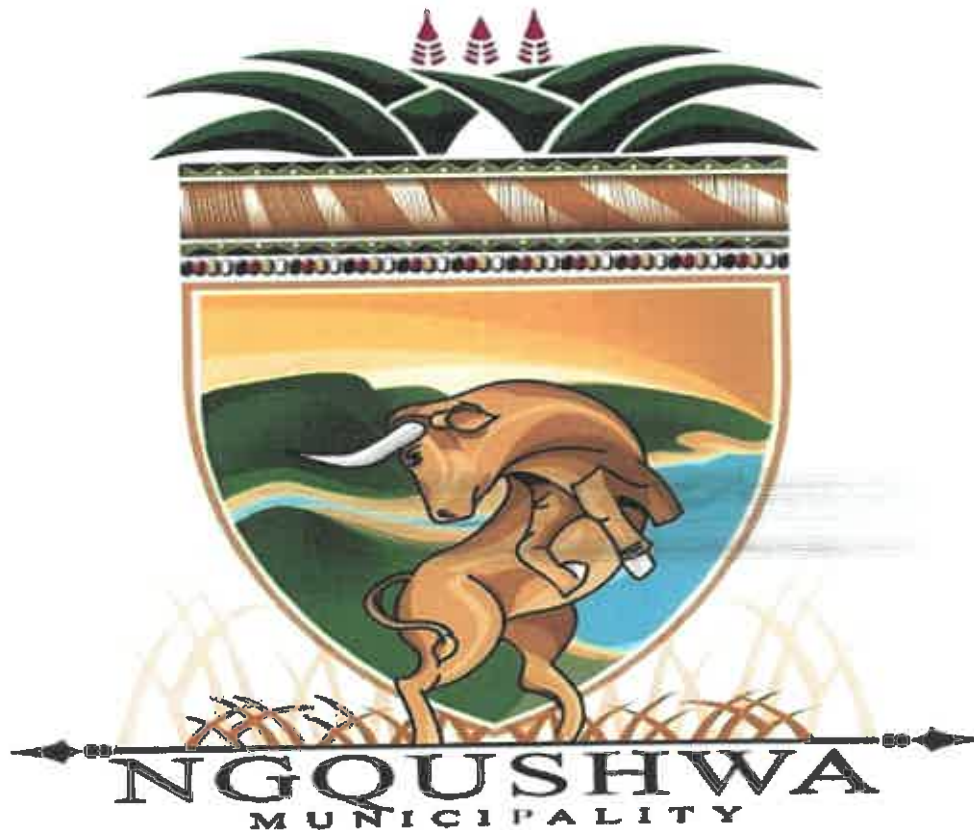


NGQUSHWA LOCAL
MUNICIPALITY



FLEET MANAGEMENT POLICY
2022/2023

Summary

Publication Date	11 July 2022
Review Date	19 March 2022
Related Legislation/Applicable Section of Legislation	Municipal Offices Bearers Handbook
Related Policies, Procedures, Guidelines, Standards, Frameworks	Basic Condition of Employment Act, Collective Agreement, Municipal System Act, Employment Equity Act, Municipal Staff Regulations
Replaces/ Repeals (whichever is relevant, if any)	None
Policy Officer (Position)	<i>Director Corporate Services</i>
Policy Officer (Phone)	040 6732 081
Policy Sponsor (Position)	Mkhuseli Mxekezo
Department Responsible	Corporate Services
Unit responsible	Human Resources
Applies to	All staff and External candidates
Key Words	Draft Fleet Management Policy
Status	Reviewed/ Amended
Council approval date	8 July 2022
Version	1

REVISION RECORD

Date

Version

Revision Description

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1. POLICY NAME/TITLE

1.1 The name of the policy shall be the Fleet Management Policy

2. PURPOSE

The purpose of this policy is

- 2.1 To regulate the management of motor vehicle fleet and /or equipment,
- 2.2 To promote the maintenance, utilization, insurance and replacement of all vehicles,
- 2.3 To manage the operations of allocated and pool vehicles and related facilities,
- 2.4 To ensure the requirements of all relevant legislation are complied with,
- 2.5 To provide appropriate vehicle for the task, within the allocated budget at the right time and at the minimum cost to the municipality

3. POLICY OBJECTIVES AND SCOPE

- 3.1 Due to the heavy workload and busy schedule experienced by many Officials and Councilors the need for municipal vehicles or pool vehicles has become paramount in the efficient and effective execution of their duties,
- 3.2 The policy is applicable to all officials and councilors of NGQUSHWA who are appointed in terms of the Municipal Systems Act and the Municipal Structures Act and who fall within the scope of the Local government Bargaining Council and those appointed on a fixed term contract (Sec 54 and 56 Employees)
- 3.3 Municipal vehicles or Pool vehicles are applicable to all Councilors and employees that due to the nature of their work are required to travel an average of more than 1000 km per month on official duties. The allocation of an official vehicle is the responsibility of the Head of Department or duly authorized nominee.

4. COMMENCEMENT AND VALIDITY

The policy shall come into full force and effect upon the acceptance hereof by the Council of NGQUSHWA by resolution

5. POLICY DEFINITION

For the purpose of this policy unless the context otherwise indicates

- 5.1 **"Council"** means a municipal council of Ngqushwa-Molopo Local municipality
- 5.2 **"Council vehicle"** means vehicle and plan owned or hired by the municipality for use as the means of transport or tool of trade
- 5.3 **"CFO"** means the Chief Financial Officer
- 5.4 **"Employee"** means any person, excluding an independent contractor or any person who receives a car allowance, who is employed by and receives remuneration from the municipality
- 5.5 **"Fleet Management Officer"** means a person in the employ of council who has been designated in writing as fleet officer

6. LEGISLATIVE FRAMEWORK

This policy is established within the framework of the following legislation and related regulation, *namely*

- 6.1 According to Local Government: Municipal Systems Act 32 of 2000, every Municipality shall conduct its affairs in an effective, economical and efficient manner with a view to optimizing the use of its resources in addressing the needs of the community,
- 6.2 Legislation must be adhered to at all times. Where this policy is contrary to legislation, legislation will override this policy. It is an explicit responsibility of the Municipal Manager to bring such conflicts to the attention of the Council immediately he or she is aware of such conflicts and to propose changes to this policy to eliminate such conflicts.
- 6.3 National Road Traffic No 93 of 1996 and its Regulations, which deals with driver's licenses and car roadworthy
- 6.4 Municipal Finance Management Act No ,56 of 2003
- 6.5 Municipal Supply Chain Regulations

7. POLICY /PROCEDURE AND TARGET AUDIENCE

This policy is applicable to all councilors, officials and other persons who enters the or uses the offices, vehicles and other facilities of the NGQUSHWA

8. GENERAL PROVISIONS

- 8.1 A driver of municipal vehicles must be in possession of a legally valid drivers license for the respective vehicle and must have undergone a K53 test and obtained a certificate of competency
- 8.2 Councillors are not permitted to drive Municipal Vehicles notwithstanding the above whenever and official driver is not available and it is deemed imperative for a councilor to attend a council function, meeting or any activity, such councilor may use a municipal vehicle with the approval of the Municipal Manager or an official designated by him/her and shall in addition to being bound by this policy, be subjected to all the rules and regulations applicable to staff regarding the use of the municipal vehicle.
- 8.3 The vehicle may be used for municipal business only and any unauthorized usage of the vehicle by an employee is prohibited and the perpetrator shall be subjected to disciplinary action,
- 8.4 A properly completed trip authorization form needs to be completed before any vehicle is released,
- 8.5 The vehicle may not be driven while under the influence of alcohol or any dependent form of drug,
- 8.6 Only the Municipal Manager shall authorize the Managers directly reporting to him/her to use the Municipal vehicle
- 8.7 This policy should be applied with due observance of the Municipality's policy with regard to delegated powers. All delegations in terms of this policy document should be recorded in writing.

9. POLICY PROCEDURES

9.1 USE OF MUNICIPAL VEHICLES

- 9.1.1 Pool vehicles are provided strictly for official duties and are not to be used for private or other purposes. Unauthorized passengers, excluding Officials of the municipality when they are on duty, are not allowed in pool vehicles. That is, under no circumstances may hitchhikers be given a lift,
- 9.1.2 Under no circumstances personal groceries, drinking liquor and smoking in these vehicles is allowed.
- 9.1.3 No Employee shall drive the Municipal vehicle unless he / she has been authorized to do so by the Municipal Manager who have the power to exercise such authority,

- 9.1.4 The use of a pool vehicle will function strictly on a booking system depending on the importance of the trip. Applications for such bookings will be made to the fleet management officer
- 9.1.5 Should an employee who is in charge of an allocated vehicle have compelling reasons to book a pool vehicle, such booking shall be done be made through the Fleet Management Officer, and be authorized by the Head of Department, provided valid reasons have been provided as to why a pool vehicle needs to be used and such a booking shall be subject to approval of the relevant manager
- 9.1.6 Whenever an employee or council is making a booking for pool vehicle, the necessary vote number needs to be provided against which the cost of such can be debited
- 9.1.7 The employee who is authorized to drive such vehicle must be in possession of a valid driver's license and capable in terms of the National Road Traffic No 93 of 1996 and properly licensed to drive the particular class of vehicle,
- 9.1.8 An Official who takes pool vehicle must fill in an inspection form.
- 9.1.9 An Official who takes over unless he or she has thoroughly inspected the car will be deemed to have received the vehicle in good conditions.
- 9.1.10 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 Municipality will not pay any penalties imposed. The driver will be held liable to pay penalties,
- 9.1.11 If pool vehicles are utilized irregularly, driven recklessly, neglected or misused, disciplinary action against the offending employee or Councilor will be taken
- 9.1.12 If official using municipal Vehicle is suspected to be under alcohol use shall be subjected for disciplinary code
- 9.1.13 No distance restrictions apply to Officials using pool vehicles but all trips must be authorized in advance by the relevant Head of Department and log book must be completed.

9.2 OWNERSHIP

- 9.2.1 Pool vehicles will be registered in the Municipality's name and remain the exclusive property of the Municipality. All pool vehicles or council vehicles will be marked with Municipality's logo. Other accessories such as batteries, spare wheels, radios, jacks etc must be marked as the Municipality's property.

9.2.2 Allocated Vehicles will be allocated to a specific department and should it be used by an employee of another department, a vote number needs to be entered into a log book against which costs of such use can be debited,

9.3 OFFICIALS WITH VEHICLE ALLOWANCE

9.3.1 When an Official who is entitled to vehicle allowance, is in need of pool vehicle and does not have his or her own vehicle available, he or she should obtain permission from the Municipal Manager or official designated by the Municipal Manager before utilizing pool vehicle. In the case of the Municipal Manager, permission will be sought from the Mayor

9.4 LICENSES, REGISTRATION AND INSURANCE, FUEL AND OIL

9.4.1 The above mentioned will be paid for by the Municipality,

9.4.2 The Fleet Management Officer needs to ensure that any new vehicle purchased is recorded in the financial books of account (assets register) and is covered by the council's insurance policy. Each year the vehicles values should be determined in order for the insurance broker to make the necessary premium adjustments. No council vehicle should be allowed on the road unless it is adequately insured

9.4.3 If a driver is found to be negligent during the time the accident happened, or to have committed any forbidden act, he/she may be held liable to pay the excess costs or the total cost of the damage, depending on the seriousness of the action or be charged with negligent use of council property

9.5 MAINTENANCE AND REPAIRS

9.5.1 Costs incurred under the normal maintenance and repairs of vehicles are for the account of the Municipality. It is the responsibility of Chief Financial Officer to see to it that the vehicles are serviced in accordance with manufacturers service manuals and vehicles are always kept in good and roadworthy conditions,

9.5.2 Tyres must be changed only on condition that they are worn out or damaged, that is, tyre burst,

9.5.3 Worn out or damaged tyres should be returned to the Municipality,

9.5.4 Spare wheels, batteries, jacks etc. must under no circumstances be removed from the pool vehicles.

- 9.5.5 Inflation of tyres to the pressure recommended by the manufacturer of the vehicle is of prime importance. Incorrect inflation is probably the greatest factor contributing to undue wear and premature failure of tyres. To ensure that the correct pressure is maintained, it is essential that the tyres of the vehicles are checked at least once a week. In addition, a visual inspection of all tyres should be made daily.
- 9.5.6 The rotation of wheels is not an exception as indicated hereunder considered absolutely necessary.
- 9.5.7 All keys and duplicate keys, logbook and petrol cards of pool vehicles must be kept in a safe custody by the Fleet Management officer or person designated and will only be released on a pre-arranged booking
- 9.5.8 Under no circumstances shall an official have spare keys of pool vehicles.
- 9.5.9 Petrol card is treated as cash and the driver will be held responsible for the transaction(s) that take place on it whilst it is in his / her possession.

9.6 ACCIDENTS AND BREAKDOWNS

- 9.6.1 Accidents must be reported to the Police and the Municipal Manager within 24 hours,
- 9.6.2 Accident forms must be completed and submitted to the Fleet Management Officer within 7 days after the accident.
- 9.6.3 The following procedures shall be followed in the event of pool vehicles being involved in an accident:
- a. Call the Police or Traffic department and or report the accident to the Police Station within 24 hours and furnish full details thereof.
 - b. Supply the name and address of the driver of the pool vehicle and the registration number of the vehicle to any other person having reasonable grounds for requesting the information.
 - c. In no circumstances shall liability be admitted or unguarded or thoughtless statements made to any person at all or at any given time or payment offer made to a third party.
 - d. Should any third party involved admit liability, endeavour should be made to obtain a statement in writing from him or her to this effect.
 - e. Should the driver of another vehicle be suspected of being under the influence of intoxicating liquor or drugs, this fact must be brought to the notice of the Police or Traffic Officer in ensuring that the suspected person be examined by a Doctor as soon as possible.
 - f. Obtain as soon as possible, preferably at the scene of the accident, at least the following particulars which are required for completing the accident report:

- I. Registration number, make and type of other vehicle
- II. Name and address, contact telephone number, driver and owner of the other vehicle
- III. Nature and extent of damage sustained by the other vehicle in the particular accident only.
- IV. Name, address and estimate age of any pedestrian involved in the accident and of persons killed or injured as well as the nature and extent of injuries.
- V. Name and address of each witness, including the occupant of the other vehicle involved.
- VI. Measurement for the preparation of a sketch of the scene of the accident.
- VII. Whether or not the road was fenced in on both sides and one side only or not at all.

9.6.4 In the event of a vehicle breakdown the driver must first attempt to move the vehicle to a safe place where it is not likely to be safety hazard to other road users and reduce the possibility of causing a safety hazard to other road users by placing the hazard triangle 25 meters ahead or behind the vehicle to ward other road users. The hazard lights must be switched on and hand signals be used where possible,

9.6.5 Emergency help should be obtained from the nearest available source including the Police and if there is no need for emergency assistance the driver must contact his/her Departmental head or Fleet Management Officer or the Traffic Department

9.6.6 In the event of a vehicle being stolen, the SAPS, Municipal Manager and insurers must be notified immediately and if the vehicle is not recovered it must be deregistered at the registering authority

9.7 LOG BOOKS

9.7.1 Log books must be completed in detail upon completion of a trip,

9.7.2 Supply of log books will be obtained from the Fleet Management Officer,

9.7.3 No vehicle shall be used unless the driver has in his/her possession the vehicle logbook/trip authorization in which must be recorded

- a. The exact nature of the trip
- b. Starting time and date
- c. Place of origin and destination
- d. Passengers/load carried
- e. Head of Department's signature

9.7.4 Failure to comply with 9.7.3 above may result in vehicle being impounded

- 9.7.5 The driver must hand the trip authorization form and pre-drive inspection sheet to the security guard at the gate before he/she will be allowed to remove the vehicle from the parking area,
- 9.7.6 The driver of the vehicle concerned shall be responsible for the safe custody of the log book in use,
- 9.7.7 On return of a pool vehicle during and after office hours, the keys, petrol card, toll gate slips, fully completed authorization form, pre-driven inspection sheet and petrol slips must be returned to the Fleet Management officer
- 9.7.8 Monthly returns must be kept for each pool vehicle and submissions be made seven days after every month end to the HOD and checked by the CFO,
- 9.7.9 Monthly returns should entail the following
- a. Date of trip
 - b. Destination of trip
 - c. Purpose of trip
 - d. Starting kilometers, closing kilometers and total kilometers traveled
 - e. Petrol usage and
 - f. Log books shall be fully completed and signed.

9.8 VEHICLE INSPECTION AND OVERNIGHT PARKING

- 9.8.1 The driver will carry out pre inspection on the vehicle and complete and inspection sheet before using the vehicle. The following activities shall be undertaken as pre-drive inspections
- a. Ensure that the current odometer reading and the required information has been entered in the log book/trip authorization
 - b. Ensure that the vehicle has sufficient fuel for the journey and tyre condition and pressures are correct
 - c. Check for any oil and water leaks
 - d. Check/top up engine oil and cooling system water
 - e. Check brake, clutch and accelerator pedal travel
 - f. Check lights, direction indicators, horn, wipers, washers, spare wheel, jack and tools,
 - g. Check steering action
 - h. Check for any damage to bodywork, mirrors, windscreen and window glass
 - i. Check that vehicle license is current
 - j. Check the protection equipment and hazard triangle
 - k. Start engine and check oil pressure and whether general warning lights are operating with specifications
 - l. Check that interior and exterior of the vehicle is clean and in good state or repair
 - m. Ensure that any load is secured so as to limit damage and ensure safety

- n. Ensure staff being transported complies with the relevant traffic legislation
 - o. Check list shall be completed for all equipment in the vehicle by the Fleet Management Officer
- 9.8.2 Any defect, damage, loss or license due to expire must be reported to the Fleet Management Officer. The vehicle should then be stood down until such defects or shortfall is addressed
- 9.8.3 All pool vehicles shall be inspected on a monthly basis by the designated personnel,
- 9.8.4 Major inspection will be done quarterly by the CFO/Fleet Management Officer or designated personnel,
- 9.8.5 Monitoring of these inspections will be subjected to the Internal Audit section,
- 9.8.6 In normal circumstances vehicles must be parked at official locations. The transport officer must allocate an approved parking place for each vehicle,
- 9.8.7 The parking places should be lockable or with 24 hours security available,
- 9.8.8 When the vehicle is away from its home base, the driver must use a steering or gear lock on the vehicle,
- 9.8.9 Where secure facilities are not available, the vehicles should be parked at the nearest official property,
- 9.8.10 The driver of the vehicle is responsible for ensuring that the vehicle is parked as safety as circumstances permit,
- 9.8.11 In case the driver is going to arrive late at official parking place the CFO must be informed.

9.9 VEHICLE ACQUISITION AND DISPOSAL

- 9.10 According to Local Government: Municipal Finance Management the Municipality shall ensure that the acquisition and disposal, the utilization and control and the maintenance of its assets are carried out in an economic, efficient and effective manner”,
- 9.11 Acquisition will be done in line with the Supply Chain Policy of the municipality
- 9.12 Municipal vehicles will be depreciated using the straight line method taking into account the useful life of the vehicle as stipulated in the GAMAP.

- 9.13 The CFO or Fleet Management Officer, must ensure their appropriate values are entered in the asset register,
- 9.14 Economic life assessment should be performed in order to determine the economic service life expectancy of vehicles and plant under their specific operating conditions,
- 9.15 Vehicle and plant will be scrapped when they become redundant or get beyond economical repair,
- 9.16 A vehicle with engine capacity of 1300cc to 1800cc should be disposed at 120 000 kilometers or two years whichever comes first and a vehicle with engine capacity of 2000cc and above should be scrapped at 120 000 kilometers or two years whichever comes first,
- 9.17 Before a decision to dispose the vehicle or plant is taken proper technical evaluation should be done to determine whether the vehicle or plant can still be used,
- 9.18 Council resolution must be sought before disposal and auction of municipal vehicles,
- 9.19 The disposal of Municipal vehicles shall be done according to the Council's Supply Chain Management Policy,
- 9.20 Asset register will be kept and updated as the Council dispose, acquire and auction municipal vehicles.

10. RECORD AND REPORTING

Data related to the implementation of the policy should be captured, analysed to determine trends to facilitate improvements. All records must be kept by the Fleet Management Officer and the CFO.

11. REVIEW OF POLICY

This policy shall be reviewed annually by the municipality otherwise it can also be reviewed and amended, as and when it is necessary, to ensure that it remains relevant.

11. ADOPTION AND APPROVAL OF THE POLICY BY COUNCIL

This policy is approved by the Ngqushwa Local Municipality Council and shall be effective from the date of approval.

APPROVED BY COUNCIL ON 08TH JULY 2022 UNDER AGENDA ITEM NO 5.1



MUNICIPAL MANAGER

23/01/2023
DATE



MAYOR OBO COUNCIL

DATE