



FLEET MANAGEMENT POLICY AND PROCEDURES

2017/19

Summary

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Policy Officer (Name/Position)	Z MDABULA
Policy Officer (Phone)	040 6733 097
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Unit responsible	FLEET MANAGEMENT
Applies to	All NLM employees & councillors
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1. TITLE

FLEET MANAGEMENT POLICY AND PROCEDURES

2. PURPOSE

To provide a rationalized Fleet achieving economics of scale and reduced repairs and maintenance charges for Ngqushwa Local Municipality.

3. SCOPE

This policy applies to:-

- All municipal employees
- Municipal council

4. PROCEDURE DETAIL

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1. **INTRODUCTION**

The Ngqushwa Local Municipality Fleet Management Policy shall provide the framework within which an efficient and effective management of fleet and related resources will be managed and utilized.

A copy of this policy shall be kept and maintained in the office of each Head of Department. This policy shall also be made available and accessible to all vehicle, plant and equipment users and others responsible for it's use, including administrative staff handling fleet matters.

1.1 Mission Statement

To provide a rationalized Fleet achieving economics of scale and reduced repairs and maintenance charges for Ngqushwa Local Municipality.

1.2 Core Function: Fleet Management

To ensure the provision of cost effective fleet administration to Council departments in support of service delivery.

1.3 Roles and Responsibilities are as follows:

1.3.1 The Fleet Administrator:

1. To ensure compliance of vehicles in terms of the RTA & RTQS (Road Traffic Act 1996, Road Transport Quality System);
2. To ensure that there is adequate insurance cover for the transport fleet in accordance with policy;
3. The implementation of a Fleet Management System as indicated in this policy;
4. To ensure that end users are satisfied with the level of service provided;
5. The management of any Maintenance Contracts, including the recommendation for authorization of all claims by any supplier/contractor for repair costs that are outside of the conditions of any contract and which are the cost responsibility of the Council;
6. Ensuring that the fleet is maintained through means indicated in this policy and through routine inspections, in a sound operating condition at all times;
7. Prepare specifications and receive quotations from dealers, and process these within Council's Supply Chain Management Policy and Procedures;
8. To validate work requirements and costs, before authority is given, for work to be carried out on servicing, repairs and modification to Council's fleet;
9. Provide budget estimates for vehicle replacements and fuel and maintenance costs;
10. Provide information for strategic and operational planning purposes including the continuous evaluation of Council's fleet in order to formulate plans to improve the efficiency, effectiveness and

- economy of fleet assets available to the Council in the short, medium and long term;
11. To ensure compliance with any Service Level Agreements (SLA's) with any user Department;
 12. Training staff in the administration of the fleet management policy and information system, and their various areas of responsibility;
 13. Identifying operational cost variances;
 14. To inform Executive Management of any action necessary to reduce fleet operating costs;
 15. Advise Executive Management when vehicles, plant or equipment is due for appraisal for possible replacement;
 16. To receive approved capital expenditure information and initiate action to replace retiring vehicles, plant and equipment.
 17. Responsible for arranging the washing, cleaning, maintenance and safekeeping of any Council vehicle whilst it is not in use.
 18. To ensure that all HOD's and vehicles custodians/users/ drivers are aware of their responsibilities;
 19. To ensure that this policy is issued to each employee to whom a vehicle, any plant or equipment is to be allocated or who is provided with the temporary use thereof. An acknowledgement of receipt is to be held in the personnel files.
 20. For the planning and co-ordination of the responsibilities Contained in this policy;
 21. For the management and control of pool vehicles;
 22. For maintaining a comprehensive database containing details of vehicle licensing, COR/F, Drivers licenses, PDP's, accidents, age of vehicles, plant and equipment etc;
 23. Providing of information relating to the rental of fleet assets in respect of the extent and the cost involved, as required;
 24. The administration of accident/incidents in close liaison with the HOD, driver concerned and the driver's manager;

25. Providing regular reports on accidents/incidents and identifying drivers to whom counselling, training or other action may be appropriate;
26. Maintaining individual vehicle records for:
 - i) Service, repair, fuel and other costs;
 - ii) Odometer readings;
 - iii) Vehicle utilization;
 - iv) Tyre usage and replacement;
 - v) Exception reports on matters such as:
 - (a) Excess maintenance costs
 - (b) Excess fuel costs
 - (c) Advisory reports on vehicle servicing, registration renewal,
 - (d) Budgeting needs
27. Responsible for the general supervision over the use of transport services and for directing the attention of the Management and/or Council to any unsatisfactory circumstances that come to notice
28. To ensure that all Council's vehicles are maintained in accordance with the manufacturers maintenance schedule and that other repairs identified are attended to without delay, thus underlining the proper preservation of the Council's assets;
29. Responsible for administering the re-registration/licensing of Council vehicles as per the Procedure for Licensing of Vehicles annexed to this policy;
30. To manage the maintenance of the fleet tracking and information system, which system shall be required to:
 - i) Record repair history detail and costs for each vehicle to assist in validating work requests and to identify excess variances against established standards;
 - ii) Record the detail of fuel usage for each vehicle and identify excess variance against established standards and recommend appropriate remedial action
 - iii) Record monthly odometer readings for each vehicle and identify vehicles that are due for service, registration and replacement;
 - iv) Record the detail of days that a vehicle is not available for usage;

- v) Produce budgets for capital expenditure and operating costs;
- vi) Provide reports to Executive Management on variances with advice to what is expected to address the issue;
- vii) Get targets for the disposal of retiring vehicles and identify those units that, through lack of care or preparation, have fallen short of the retained value expectation;
- viii) Record details of accidents/incidents so as to provide ready identification, with other excess costs, those drivers that through counselling, may contribute to a reduction in the running costs of the fleet;

31. Responsible to ensure that all appropriate vehicle licenses are Renewed as required by the Road Traffic Act;

32. To determine whether a post-accident/incident repair inspection should be carried out before the vehicle is accepted back into the fleet;

33. To aggressively pursue claims against the manufacturer for reimbursement of costs caused through the failure of a component apparently defective at manufacture, and against repairs for faulty workmanship;

34. For the management and control of the centralized fleet pool, factors to be taken into account including geographical factors, potential shared use of assets and existing utilization statistics;

35. To allocate a pool vehicle to a staff member on the authority of a HOD/delegated person;

36. To keep the following pool vehicle usage records:

- i) To require the driver of a pool to record the condition of the vehicle as it leaves the pool location;
- ii) To record the precise time, date, and the odometer reading at the time the vehicle is issued;
- iii) To record the precise time, date, odometer reading and condition of the vehicle at the time the vehicle is returned to the pool location;
- iv) To record any further relevant information as he deems to be necessary;

37. To recommend for approval, to the Executive Manager: Corporate Services, the use of rental vehicles when pool vehicles are otherwise not available;

38. To ensure that the fleet is properly registered and insured at all times;

39. To produce, for the use of Executive Management, separate reports as required, to include the following:

- i) Monthly Fleet Report providing full detail of the cost of running the Council's fleet (fuel and maintenance and repair costs); and the users;
 - ii) Exception Report indicating any action to be taken on variances identified;
 - iii) Vehicles overdue for service or re-registration renewal;
 - iv) Replacement Report;
40. To advise the relevant department relating to a replacement vehicle in circumstances in which a vehicle is off the road for longer than anticipated owing to additional repair or maintenance work to be undertaken on the vehicle allocated to it;
41. To issue to each user department sufficient handbooks for drivers, such handbooks to detail the responsibilities of the driver are in so far as the vehicle allocated;
42. To provide a pool vehicle facility for the user department where casual users can have access to vehicles should they require one;
43. To inspect all vehicles, plant and equipment at any time, but at least once per week;

1.3.2 Executive Management

- 1. To ensure that the Fleet Administrator, HOD's, vehicle custodians, and users adhere to the policy and instructions detailed herein or any amendment hereto;
- 2. Assist the Fleet Administrator when required with any of his responsibilities and monitor his performance;
- 3. To periodically review all authorized vehicles (and plant and equipment) forming part of the fleet;
- 4. Determine, for consideration by Council, plant hire rates;
- 5. To establish efficient and economic administrative routines that adequately meet the management requirements for the fleet. Fundamental to this objective is to ensure that only one complete set of fleet information records are maintained which will be under the control of the Fleet Administrator's HOD;
- 6. To receive and consider reports from the Fleet Administrator containing, at least, the following information;

- i) Monthly Fleet Report providing full detail of the cost of running the Council's fleet (fuel and maintenance and repair costs); and the users;
- ii) Exception Report indicating any action to be taken on variances identified;
- iii) Vehicles overdue for service or re-registration renewal;
- iv) Replacement Report;
- v) To work with the Fleet Administrator/HOD's to ensure the Council fleet is maintained in an operationally safe and efficient condition at all times and at a minimum cost;
- vi) Administer any fuel contracts, including authorizing the issuance of petrol cards and monitoring their usage.
- vii) Maintain record of driving license details for each staff member requiring the allocation of a Council vehicle either on permanent allocation or temporary use of a pool vehicle.
- viii) Provide budget estimates for vehicle replacements and fuel maintenance costs.
- ix) The design, documentation, administration and enforcement of policies including standing instructions and procedures in respect of Fleet Management and the regular review thereafter.
- x) To determine utilisation benchmarks of fleet assets against corporate norms and standards (benchmarks) as determined from time to time. Negative deviations are to be reported, followed-up and corrected on a continuous basis by
- xi) To withdraw fleet assets from service when they approach the end of their functional life and to transfer/replace and/or scrap the fleet asset concerned to the best advantage of the fleet user and the Council.
- xii) To establish efficient and economic administrative routines that adequately meet the management requirements for the fleet. Fundamental to this objective is to ensure that only one complete set of fleet information records are maintained which will be under the control of the Fleet Manager/Administrator's HOD;
- xiii) To receive and consider reports from the Fleet

Administrator containing, at least, the following information:

- i) Monthly report providing full detail of the cost of running the fleet;
- ii) Exception report indicating the action to be taken on variances identified;
- iii) Vehicles overdue for service or re-registration renewal
- iv) Replacement report
- xiv) To decide on the purchase or sale of a fleet asset to the advantage of the Council under circumstances deemed necessary by this department.

1.3.3 The Vehicle Custodian/User/Driver

Note: The Vehicle Custodian/User/Driver is the person to whom a Council vehicle has been allocated for permanent or temporary use or the Manager upon whom responsibility rests for the control over the safekeeping of Council vehicle/s when such vehicle is not in use.

1. Responsible for the care, security and preservation of the Council vehicle/s, whilst such vehicle is assigned/allocated to him;
2. Accountable for the determination of their needs (size and composition) of the fleet in respect of the desirability, affordability, operation and utilisation thereof to provide the level of service delivery as required by the Municipality;
3. To ensure that the vehicle allocated/assigned to him or to be used by him is fully roadworthy and functional;
4. Not permitted to utilise Council vehicle to travel to his place of residence without authority of his Departmental Head;
5. Responsible for ensuring that he is in possession of all necessary authorization documentation (trip authority) prior to his use of any vehicle allocated to him;
6. Responsible for reporting any damage caused to any vehicle allocated/assigned to him for whatsoever cause and for correctly reporting any accident he or the vehicle is involved in, to the appropriate HOD and relevant Authority (SAPS);

7. Are collectively responsible for the proper use, care and condition of Council vehicles which extends to the maintenance and roadworthiness of each vehicle.
8. Shall ensure that the fleet assets in their possession or under their control are utilized to it's full potential and for the purpose for which they were acquired;
9. Shall ensure that fleet assets are operated in terms of any formal policy regulating the conduct of drivers and operators;
10. Are required to comply with all laws of the road and parking restrictions;
11. Are responsible for any traffic or parking infringements;
12. Are responsible for compliance with section 2.7 of this policy in it's entirety and Annexure K (vehicle accidents/incidents and reporting).
13. Is responsible for compliance with section 2.8 of this policy unless where otherwise stated (care and security of vehicles).
14. Is responsible for compliance with section 2.9 of this policy in it's entirety (license to drive Council vehicles).
15. Is to ensure that the vehicle that they are driving is, at all times, properly registered (licensed) as the driving of an unlicensed vehicle is an infringement of the law for which the driver will be held responsible. See also section 7.2.1 of this policy;
16. Is to be aware of and comply with section 9 of this policy unless where otherwise stated. (Service and Maintenance). See section 9.2.2 and Annexure E for a checklist of essential items;
17. Are to ensure that they are in possession of the appropriate fuel card for the refuelling of vehicles if they are to travel distances which are further than the tank range of the vehicle to be used by him/her;
18. Is responsible for checking that tyres are inflated to the specified tyre pressure;

1.3.4 Head of Department/Delegated Person

1. Shall be responsible for the misuse and/or abuse of fleet assets utilized by their departmental staff;
2. Is to advise the Fleet Administrator to renew vehicle licenses and does not mitigate the responsibility of each custodian to ensure that an unlicensed vehicle is not driven;
3. To ensure compliance with the provisions of section 8.3 (Accident/Incident Repairs) of this policy in so far as these apply to HOD's;
4. Will authorize the Fleet Administrator to allocate a pool vehicle to a staff member as and when required;
5. Will advise Executive Management on a quarterly basis of all traffic violations issued in respect of each allocated vehicle to their departmental usage;
6. Will ensure that vehicles under their control are available for servicing when the service becomes due;
7. Shall provide the Fleet Administrator with a schedule showing the various drivers in their department and the license type/code which they are eligible to drive, including any Professional Driving Permits;
8. Shall be responsible for any disciplinary matters that are attributed to any driver within their department;
9. Shall be responsible for renewing of any Professional Driving Permits in respect of drivers within their departments;
10. Shall ensure that all drivers within their department are fully trained and licenced to operate/drive a Council vehicle;
11. Shall ensure that accidents are reported to the appropriate authorities within 48 hours and that any investigations required are carried out expeditiously;
12. Shall be responsible for the allocation/utilization of vehicles within their department and the related administration processes;
13. To investigate any unexplained breakdowns as

envisaged in Section 9.6 in conjunction with the Fleet Administrator.

1.3.5 Municipal Manager

The Municipal Manager is the vehicle licensing proxy for the Ngqushwa Local Municipality and will be responsible for the appointment of vehicle licensing representatives.

2. INSTRUCTIONS TO VEHICLE CUSTODIANS/USERS/DRIVERS

2.1 The Council Fleet

2.1.1 Council vehicles are provided to certain employees in order that they may better perform their duties, generally referred to as tool of trade vehicles.

2.1.2 The availability of fleet assets owned shall be optimized on a regular basis. Fleet Management endeavours to maintain the fleet in an effective, efficient and economic manner over its economic useful life and, if circumstances warrant it, arrange for the renting of a substitute to maximise the availability to the user department.

2.2 Responsibility for Control of vehicle usage

2.2.1 Managers and vehicle custodians have a collective responsibility for the proper use, care and condition of Council vehicles. This responsibility extends to the maintenance and roadworthiness of each vehicle.

2.2.2 Utilisation by User Departments

1. Fleet user shall ensure that fleet assets in their possession or under their control are utilized to its potential and for the purpose for which they had been obtained.
2. Fleet assets shall further be operated in terms of a formal policy which regulates the conduct of drivers and operators;

2.3. Use and Garaging of Council Vehicles at Private Addresses

- 2.3.1 Council vehicles shall normally be garaged at the Main Offices.
- 2.3.2 An employee, who has been allocated a Council vehicle for his/her use may apply for permission to garage the vehicle at his/her private address, provided he/she can accommodate it within the cartilage of the property and only under the following conditions:

1. When he/she is on 24 hour call; or
 2. When he/she is required to work weekends, holidays or outside normal working hours; or
 3. When the distance from his/her home to the work site is less than the distance from the office to the work site
- 2.3.3 In cases when standby duties necessitate an employee being allocated a vehicle overnight in order to perform this function, any waiving of the garaging requirements must be authorized by the relevant Head of Department.
- 2.3.4 In all cases, application in writing should be made by the relevant Supervisor/Manager to the HOD concerned for authority to garage the vehicle at the employee's home. Any queries to the required procedures should be referred to Fleet Administrator.
- 2.3.5 The time spent travelling to and from work and home in Council vehicles on normal working days, does **NOT** form part of the working day and would generally not qualify for overtime payment outside normal working hours.

2.4 Conveyance of Private Persons/Goods in Council Vehicles

- 2.4.1 No person other than Municipal employees in the course of the business of the Council may normally be conveyed in Council vehicles. If in doubt as to whether the purpose of the trip will be regarded as official business, clarification is to be sought beforehand.
- 2.4.2 If the trip cannot be so regarded, the HOD may, in his/her discretion, approve the trip. Provided the necessary indemnity and waiver forms protecting the Council from any claim for injury or damage which may be suffered by private passengers, have been completed.
- 2.4.3 Private goods with the exclusion of personal effects may not be transported in Council/hired vehicles, even where the vehicle does not deviate from its intended route. Private property carried in a Council/hired vehicle should be restricted to the personal effects which may be needed by the occupants during the course of the day on which the trip is made, e.g raincoats and reasonable refreshments for the day.

- 2.4.4 In the event of it being established that Council vehicles have been used for reasons other than the aforementioned, the cost of lost time and transport will become surchargeable and will result in disciplinary action.

2.5 Conveyance of Employees in Open Vehicles

- 2.5.1 The relevant regulation regarding the carrying of passengers in goods vehicles, now applies to all persons being carried in goods vehicles, whether in the course of their employment or not, except for persons being carried for the purpose of refuse removal.
- 2.5.2 The definition of a goods vehicle is a motor vehicle designed or adapted for the conveyance of moveable property on a public road, and included a mechanical horse.
- 2.5.3 The portion of the vehicle in which such a person is carried must be enclosed with suitable material of at least 350mm above the surface upon which person is seated (if such person is seated) and at least 1250mm above the surface of which such person is standing (if person is standing).
- 2.5.4 Furthermore, no person shall drive a goods vehicle while passengers are being conveyed in the goods compartment thereof at a speed exceeding 80 km/h (subject to prevailing speed limits).
- 2.5.5 It is the responsibility of the driver of the vehicle to ensure that his/her passengers are confined to the safety of the vehicles and, when the height of the enclosed area is limited to 350mm (seated passengers), he/she must instruct them to remain seated while the vehicle is in motion.

2.6 Compliance with Road Traffic Act and Other related Laws

- 2.6.1 Drivers/Users of all Council vehicles are required to comply with all laws of the roads and parking restrictions.
- 2.6.2 Under no circumstances will the Council be responsible for traffic or parking infringements.
- 2.6.3 Where infringement notices are received, the Council will require the offending driver to immediately pay the full amount to the relevant issuing authority.

- 2.6.4 When required, the Council will make available to the authorities the detail of the staff member last known to be in possession of the Council vehicle at the time of the offence occurring.

2.7 Vehicle Accidents/Incidents and Reporting

- 2.7.1 An accident to a Council vehicle and/damage to some other property caused by the Council vehicle, no matter how slight shall be reported through existing structures.
- 2.7.2 All Council drivers are required to comply with the laws relating to reporting accidents/incidents to the South African Police Services (SAPS).
- 2.7.3 Under no circumstances in responsibility for the accident/incident to be admitted.
- 2.7.4 Drivers are to report the accident/incident to the Fleet Manager/Administrator and their HOD by the fastest means and as early as possible after the accident/incident.
- 2.7.5 Where drivers receive notice that the SAPS is to proceed against them as the consequences of the accident/incident, the details are to be provided to the Fleet Administrator and their HOD.
- 2.7.6 Every accident/incident report requires the driver concerned to complete an accident/incident report form. The Fleet Administrator on receiving this report may determine to review the accident/incident with the driver involved and the driver's Manager. The findings of this review are to be passed to the relevant HOD.
- 2.7.7 The Council's stance with regard to accidents/incidents is as follows:
- a) When the vehicle is being used on Council business, the Council pays;
 - b) Where the use of intoxicating liquor or narcotic drugs is proven by South African Police Services (SAPS), the driver pays;
 - c) Where a person other than a Council staff member drives the vehicle, the vehicle custodian is responsible.

2.8 Care and Security of Vehicles

- 2.8.1 The Fleet Administrator's responsibility is to ensure that all Council vehicles are maintained in accordance with manufacturer's maintenance schedules and that other repairs identified are attended to without delay. Underlying this requirement is the proper preservation of the Council's assets: which shall be further ensured through routine checks of all fleet.
- 2.8.2 Custodians are responsible for the cleanliness and washing of vehicles.
- 2.8.3 Where vehicles are fitted with fire extinguishers, drivers are to familiarize themselves with the proper use thereof.
- 2.8.4 It is the responsibility of each vehicle custodian to ensure that vehicles are properly secured at all times. Where alarms are fitted or steering/gear locking bars provided, they are to be put to proper use when the vehicle is left unattended.
- 2.8.5 As part of the requirement to preserve the Council asset it is expected that all vehicles will be stored in under-cover garages/carports overnight, where such structures are provided.

2.9 Licence to Drive Vehicles

- 2.9.1 Licence to drive any vehicle is controlled by legislation in each South African Province and only drivers in possession of a full valid licence issued by one of the Authorities is permitted to drive a Council motor vehicle.
- 2.9.2 All employees who are called upon or required by virtue of their designation (job) to drive a Municipal vehicle must have the appropriate valid driver's licence.

It is the official's responsibility to ensure that his/her licence is renewed and submit a copy of the updated licence to Human Resources and the Fleet Administrator within the Corporate Services Department.

- **No vehicle must leave the Municipal premises without a trip Authority from responsible Manager and Fleet Officer**

- All the drivers must submit their drivers licence to fleet officer for verification of their licence visa versa to the type of vehicle their are driving
- Any Employee who found using Council vehicle for his or her benefit/duties must be held accountable

Service and Repairs to Council Vehicle Fleet

- I. It is the fundamental responsibility of each vehicle custodian to ensure the allocated vehicle/plant is maintained in an operationally safe and efficient condition at all times. To meet this responsibility, custodians are to ensure that their allocated vehicle is maintained in accordance with the maintenance schedules laid down by the vehicle manufacturer.
- II. Authority for the expenditure of Council funds to service and repair the Council fleet is vested with the Department of Corporate Services.
- III. The Head of Department Corporate Services is required, before funds are committed, to validate such funds against record of past repairs, the distance the vehicle has travelled, technical knowledge of the vehicle, manufacturers and repairers warranty, replacement policy and the information provided by the driver.
- IV. The HOD of Corporate Services is to verify the cost of all work before the repair authority is issued.
- V. Where the work requirement as identified by the driver is other than routine servicing, then the driver raise the matter with the Fleet Manager/Administrator, who will raise the matter with the Executive Manager: Corporate Services who is responsible to ensure the vehicle/plant is taken for repairs.
- VI. A schematic of the routine for authorizing and recording repair detail and costs is given at Annexure B.

2.11 Re-Registration responsibilities

2.11.1 The Fleet Administrator is responsible for administering the re-registration of Council vehicles.

- 2.11.1 Each Council driver is to ensure that the vehicle they are driving is at all times properly registered. Driving an unlicensed vehicle will constitute an infringement of the

Road Traffic Regulations, for which the driver shall be held responsible.

2.12 Fuel Purchase and Administration

2.12.1 To provide efficient and economic administration of the fuel usage, the Fleet Administrator shall arrange for each vehicle custodian to be issued with a petro card for refuelling purposes.

2.12.2 When making each fuel purchase, the vehicle custodians are to ensure that the attendant records of the vehicle odometer reading are on the relevant document.

2.12.3 A fuel consumption calculation will be made each month and matched to the existing standards as per manufacturer. Where an excess is apparent, the Manager concerned will be informed with advice from the Fleet Administrator as to what is likely to correct the problem.

2.13 Vehicle Replacement

2.13.1 Vehicles are replaced in terms of Council's replacement schedule and generally not before the expiration of the periods as indicated in hours/kilometres/years as set out hereunder in the replacement schedule.

TYPE	KILOMETERS OR HOURS	REPLACEMENT CYCLE
Cars, LDV's Vans	180 000kms	3years
Trucks and Compactors	Dependent of usage and condition	10 years
Tractors and Plant	Dependent of usage and condition	10 years
Trailers	Dependent of usage and condition	10 years
Other Specialised Vehicles	Dependent of usage and condition	To be determined

12.3.2 Before retiring vehicles are presented for appraisal, it is the responsibility of each custodian to thoroughly clean the vehicle and to ensure that all tools/spare tyres, etc. are placed in the vehicle concerned.

3. **VEHICLE SELECTION, ALLOCATION AND ACQUISITION**

3.1 **Vehicle Selection Policy**

3.1.1 The policy is to keep the number and type of vehicles in the fleet to a minimum and, with good management practises, ensure that all units are utilized to the maximum extent.

3.1.2 Vehicles are purchased in accordance with 2.13 above and on reaching any of these parameters, the general condition of the vehicle is to be considered and, if the Council will not be disadvantaged, the term may be extended by Corporate Management, upon motivation and recommendation of the Fleet Administrator.

3.2 **Standardisation of Fleet Asset/Optimal Fleet size**

3.2.1 There are not standard vehicles in the Council's fleet.

3.2.2 The fleet shall be standardised as far as practical and possible within the constraints of the financial regulations. Mechanisms to reach this objective include limitations on the classes and the purchase of makes.

3.3 **Vehicle Acquisition Approvals**

3.3.1 Vehicles may only be purchased following approval from Executive Management, whilst adhering to Ngqushwa Local Municipality's Supply Chain Management Policy.

3.3.2 **Acquisition of Fleet Asset**

Fleet assets of an appropriate quality shall be acquired (purchased, leased or hired) on a corporate basis by the Municipality at the best possible price following a proper needs assessment and taking into account all expected costs over the economic useful lives of assets.

3.4 **Purchase and Disposal**

3.4.1 Generally vehicles are purchased as a replacement of a retiring vehicle. However, vehicles will be purchased and auctioned separately where circumstances as judged by Corporate Management will be advantageous to the Council.

3.4.2 Before delivery is accepted, the detail of the order placed with the dealer is to be checked in every aspect against the vehicle being delivered. During this check care is to be taken to identify any deficiency in the high standard of vehicle preparation expected by the Council.

4. OPTIONAL EQUIPMENT, ACCESSORIES AND COLOUR OF VEHICLES

4.1 General Policy

4.1.1 The organisation shall usually purchase vehicles with standard equipment and accessories. Exceptions to this rule may be approved by the HOD Corporate Services where the case stated by the Head indicates that the work role will be improved or some other benefit will flow to the Council from the non-standard component.

4.2 Transmission

4.2.1 All Council vehicles shall be purchased with manual transmission unless otherwise requested by the User department.

4.3 Air Conditioning

4.3.1 Usually air conditioning is that specified by the manufacturer. If a non-factory air conditioning is to be supplied, it must be according to SABS standards.

4.4 Vehicle Colour

4.4.1 Unless specifically excluded, all commercial vehicles are to be painted in the corporate colour (white) and design that has been approved by the Council.

4.4.2 Black is specifically excluded and extra costs for special paint or two tone colouring is to be avoided.

5. USE OF PRIVATE VEHICLES

5.1. General Policy

5.1.1 As a Policy, the use of private vehicles on Council business is not permitted unless approved by the Municipal Manager.

5.1.2 The Council will not be liable as a consequence of the employee using their private vehicle on Council business.

5.1.3 To avoid any difficulties in this area, it shall be necessary that the employee provides evidence that the private vehicle is covered by full comprehensive insurance.

5.1.4 The advice of the General Insurance Fund is to be sought if there is some concern about the adequacy of insurance held by individuals in the use of their own vehicles on Council business.

6. ADMINISTRATION

6.1 General Policy

6.1.1 Efficient and economic administrative routines shall be established that adequately meet the management requirements for the fleet. Fundamental to this objective is to ensure that only one complete set of fleet information records are maintained and these will be under the administrative control of the Fleet Administrator's Head of Department: Corporate Services.

6.2 Fleet Information System

6.2.1 Fleet Management Information

In order for the Fleet Administrator to collect, collate and analyse essential fleet management information, the Council shall provide affordable resources (personnel and equipment) to enable them to achieve this objective.

6.2.2 Computer Assisted Management Information and Tracking System

The above shall be pursued in a uniform, effective, efficient and economic manner by making use of computer assisted tracking system: which shall be installed in each fleet vehicle and electronically provides information to the Fleet Administrator.

6.2.3 The Fleet Manager/Administrator shall manage the maintenance of the fleet information system

The system shall provide the following information:

- a) Record repair history detail for each vehicle to assist in validating work requests and to identify excess variances against established standards;
- b) Record the detail of fuel usage for each vehicle and identify excess variance against established standards;
- c) Record monthly odometer readings for each vehicle and identify vehicles that are overdue for service, registration and replacement;

- d) Record the detail of days that a vehicle is not available for usage;
- e) Produce budgets for capital expenditure and operating costs;
- f) Provide reports to Managers on variances with advice as to what is expected to address the issue, where ever possible;
- g) Set targets for the disposal of retiring vehicles and identify those units that, through lack of care or preparation, have fallen short of the retained value expectation.

6.4 **Reports**

6.4.1 The Fleet Administrator will produce reports for the use of Executive Management, which reports are to include the following:-

- a) Monthly report providing full detail of the cost of running the fleet;
- b) Exception reports indicating the action to be taken on variances identified
- c) Vehicles overdue for service or re-registration renewal
- d) Replacement Report
- e) Planning Report

7. **REGISTRATION**

7.1 **Renewal**

7.1.1 The Fleet Manager/Administrator is responsible to ensure that all appropriate vehicle licences are renewed as required b the Road Traffic Act.

7.2 **Custodian Responsibility**

7.2.1 The relevant-user department HOD is to advise/remind the Fleet Administrator to renew vehicle licences and does not mitigate the responsibility of all stakeholders to ensure that an unlicensed vehicle is not driven

8. INSURANCE, ACCIDENTS/LOSS REPORTING, DAMAGE AND REPAIR

8.1 Responsibility of insuring fleet vehicles

8.1.1 While the determination of adequate insurance cover and administration of accidents/incidents is the responsibility of the Fleet Administrator, details of accidents/incidents is to be contained within the fleet management information system so as to provide ready identification, with other excess costs, those drivers that through counselling, may contribute to a reduction in the running of the fleet.

8.1.2 The Fleet Administrator is to review the accident/incident claim form information with the assessor for the General Insurance Fund and the information concerning the incident is to be reported to the relevant HOD.

8.3 Accident/Incident Reports

8.3.1 In the cases where the vehicles remains drivable after an accident/incident, the responsible HOD is to arrange with the Fleet Administrator for repair costs to be obtained and passed to the relevant official in the Budget and Treasury Office.

8.3.2 In cases where the vehicle is not drivable then this HOD will arrange for the vehicle to be towed to the nearest municipal building.

8.3.3 Treasury is to inform the HOD to request a repair order when the repairs can proceed, the detail of which is to be recorded in the vehicle history record.

8.3.4 The Fleet Administrator is to determine whether a post accident/incident repair inspection should be carried out before the vehicle is accepted back into the fleet.

9. SERVICE AND MAINTENANCE

9.1 General Policy

9.1.1 The custodians of Council vehicles are primarily responsible to ensure the vehicle allocated to them is, for the safety of drivers and passengers, in a roadworthy condition at all times and is kept clean throughout, so as to reflect the good image of the Council.

9.1.2 HODs, vehicle custodians and the Fleet Administrator are each to monitor fleet vehicles to ensure that this policy objective is achieved.

9.2 Preventative Maintenance & Service Schedule

9.2.1 Preventative maintenance starts with the vehicle custodian. Vehicles are not likely to give problems if vehicle custodians carry out some regular checks and report 'strange noises' or running problems to their immediate supervisor.

9.2.2 For vehicle custodians, the following is a list of checks that should be carried out at least each day, reporting any apparent problems to their immediate supervisor.

a. Check Proper Operation Of:

- i) headlights, high/low beam
- ii) parking, stop, reversing lights
- iii) traffic indicators

b. Check Levels of:

- i) brake/clutch fluid
- ii) automatic transmission fluid (with engine running)
- iii) power steering fluid (with engine running)
- iv) engine coolant (do not remove pressure cap if vehicle engine is hot)
- v) windscreen washer

c. Inspect hoses for leaks, Check:

- i) tyre pressures
- ii) spare tyre, tools/jack
- iii) windscreen for cracks/chips
- iv) windscreen wiper operation

d. Generally Scrutinize Vehicle for Damage

9.3 Authorizing Service and Repairs

9.3.1 Fundamental to the good care and preservation of the Council asset is the regular service of each vehicle in accordance with the recommended schedule provided by the vehicle manufacturer

9.3.2 Supplementary to this is the attention to apparent mechanical problems as they come to notice.

9.3.3 The costs of servicing and repairs can only be properly assessed if consideration is first given to:

- a) The warranty conditions provided by the manufacturer

- b) The service repair history for the vehicle
- c) The faulty workmanship liability of the repairer
- d) The distance the vehicle has travelled
- e) The age of the vehicle
- f) The council replacement policy

9.3.4 Under normal circumstances the responsibility for issuing authority to perform service, repairs, replacement or modify vehicles is vested in the Corporate Services Department.

9.3.5 All services and repairs shall be undertaken by the nearest agent/dealer.

9.3.6 All vehicle spares shall be procured from the nearest dealer/agent of that specific vehicle in accordance with Supply Chain Management Policy and Procedures.

9.3.7 If a vehicle has been cared for as described in this policy, then events outside normal working hours should not occur. In circumstances that do occur outside normal working hours, the custodian is to contact their supervisor for assistance.

9.4 Individual Vehicle History Records

9.4.1 The Fleet Administrator shall maintain all repair cost detail, fuel usage, utilization and Fleet Management Information within individual vehicle records. These records are required to produce essential fleet management information reports.

9.5 Warranty Claims

9.5.1 The Fleet Administrator shall aggressively pursue claims against the manufacturer for reimbursement of costs caused through the failure of a component apparently defective at manufacture and against repairers for faulty workmanship.

9.6 Breakdowns

9.6.1 An unexpected breakdown is usually as the consequence of the failure of either the custodian not fully carrying out fortnightly checks or the workmanship failing to carry out a service to the high standard demanded by Council. Instances of this nature are to be thoroughly investigated by the relevant HOD and appropriate action taken.

9.6.2 In the event of a breakdown, the custodian is to make immediate contact with their Manager. As it is most unlikely that major repair work can be carried out until normal working hours, the vehicle must be secured.

9.7 Vehicle Body Repairs

9.7.1 All repairs are to follow the normal Ngqushwa Local Municipality Supply Chain Policy and in the event of an accident be attended to only once authority has been obtained from the Chief Financial Officer, or his representative.

10. VEHICLE POOL

10.1 General Policy

10.1.1 The Pool Fleet, are to be at certain base stations for the use of staff members attending to Council business away from their usual place of activity.

10.1.2 Centralised Fleet Pool

Fleet assets shall be consolidated into a centralized fleet pool which will be managed and controlled by the Fleet Administrator. Factors taken into account include geographical factors. Potential shared use of assets and existing utilization statistics.

10.2 Use of Pool Vehicles

10.2.1 The use of pool fleet is to be strictly controlled and, under no circumstances are the vehicles to be assigned to individuals other than for the purpose identified.

10.2.2 Fleet Administrator will allocate a pool vehicle to a staff member on the authority of a Head of Department.

10.3 Pool Vehicle Usage Records

10.3.1 The Fleet Administrator shall require the driver of the pool vehicle to record the vehicle condition as it leaves and returns to the pool location.

10.3.2 The Fleet Administrator shall record the precise time, date and the odometer reading at the time the vehicle is issued.

10.3.3 The Fleet Administrator shall record the precise time, date and odometer reading at the time the vehicle is returned.

11. FUEL SUPPLIES

11.1 Allocation and Use of Petrol Cards

11.1.1 Each Fleet vehicle shall have a petrol card assigned to it.

11.1.2 A record shall be kept of the number of litres issued to an individual vehicle, the date of issue and the odometer reading at the time.

11.1.3 A reconciliation of purchases and fuel issues shall be completed at least weekly by the Fleet Administrator.

11.1.4 At every refuelling it will be necessary for the vehicle custodian to provide to the fuel station attendant the odometer reading.

11.3 Fuel Usage Reports

11.3.1 The Fleet Administrator shall prepare a report that compares individual fuel consumption against established standards.

11.3.2 The Fleet Administrator shall provide advice to custodians and HODs on action to be taken when excess consumption is noted.

12. TAXIS AND RENTAL VEHICLES

12.1 General Policy

12.1.1 As a principle, the use of taxis and rental vehicles is to be avoided.

12.2 Authorization and Monitoring

12.2.1 The HOD of the staff member using a taxi is to endorse the claim form required for payment or reimbursement

12.2.2 The Fleet Administrator is required to approve use of rental vehicles/plant only when pool vehicles/plant is otherwise not available.

13.1 COMPLIANCE/NON COMPLIANCE WITH THIS POLICY

Anyone involved in the use, driving, operation of, maintenance or safekeeping of, or as a passenger in, a fleet vehicle, fleet equipment or machinery, who is found to be in breach of any provision of this policy, may be charged with misconduct in accordance with the Council's disciplinary

procedures and relevant labour legislation, and/or sanctioned appropriately in accordance therewith.

13.2 **GENERAL**

Matters not covered or provided in this policy shall be determined at the discretion of the Head of Department Corporate Services or in terms of other approved Council policies.

14. **AMENDMENTS**

From time to time amendments may be made in respect of this policy in which case it will be the responsibility of the HODs and Fleet Administrator to ensure that the relevant amendments are cascaded to all their staff.

15. **PROCEDURES**

ANNEXURE A: Procedure for Vehicle Purchase & Disposal
ANNEXURE B: Vehicle Purchase and Disposal Analysis
ANNEXURE C: Procedure for Authorizing & Recording Individual
Vehicle Service & Repairs
ANNEXURE D: Vehicle Defect Sheet
ANNEXURE E: Vehicle Check List
ANNEXURE F: Procedure for Licensing of Vehicles
ANNEXURE G: Procedure for the De-Registration & Scrapping of
Obsolete Plant & Vehicles
ANNEXURE H: Procedure for Insuring Municipal Fleet Assets New
Plant and Vehicles
ANNEXURE I: Procedures to be followed in the event of
Accidents/Incidents & Insurance Claims
ANNEXURE J: Procedure When Requesting an Appraisal
ANNEXURE K: Vehicle/Plant Appraisal Form
ANNEXURE L: Drivers Licences and Permits
ANNEXURE M: Trip Authority

ROLES AND RESPONSIBILITIES

Role	Authority
Create, evaluate, review and adopt the Fleet Management Policy	Council

<ul style="list-style-type: none"> • Implement and enforce this policy • Establish and control the administration necessary to fulfil this policy, and report efficiently and regularly to the Committee in this regard. 	Municipal Manager
<ul style="list-style-type: none"> • Ensure that there is compliance with the Fleet Management Policy 	Director Infrastructure and Technical Services

6. MONITORING, EVALUATION AND REVIEW

A report detailing the progress with the implementation of Fleet Management Policy with specific reference to achievement of this policy has to be compiled every year by the person with the responsibility for implementation and monitoring. The policy must be made available to all consulting parties for perusal and comment and must be circulated to all staff members by means of circulars, notices and notice boards

7. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
HOD	Head of Department
NLM	Ngqushwa Local Municipality
RTA	Road Traffic Act
RTQS	Road Traffic Quality System
SLA's	Service Level Agreement
PDP's or PrDP	Public Drivers Permits
SAPS	South African Police Services
LDV's	Light Duty Vehicles
SABS	South African Bureau of Standards
RLV	Reusable Launch Vehicle

GVM	Gross Vehicle Mass
COR	Certificate of Recognition
ALV	Annual Lease Value
ADV	Application for Deregistration of vehicles
RLF	Refund of License Fees
GFD	Goods for Disposal
PDI's	Post Delivery Inspections
AR number	Accident Report
GCM	Gross Combination Mass
USA	United States of America

8. SUPPORTING DOCUMENTS

NONE

9. REFERENCES

NONE

10 APPENDIX

Annexure A
Annexure B
Annexure C
Annexure D
Annexure E
Annexure F
Annexure G
Annexure H
Annexure I
Annexure J
Annexure K
Annexure L

ANNEXURE A

PROCEDURE FOR VEHICLE PURCHASE AND DISPOSAL

The Procedures for purchase and disposal are:-

- a) Periodically the Fleet Administrator reviews vehicles due for replacement in the next financial year. A list will be prepared to provide information on the recommended replacement and the estimated change over costs.
- b) HOD Corporate Services will determine the capital expenditure and/or operating expenditure required for the budget purposes, and will submit a recommendation for approval to the Management Committee and Council and Council Structures.
- c) HOD Corporate Services will in conjunction with the relevant department prepare specifications for submission to the Specification Committee
- d) The purchase order is to describe in detail the vehicle being ordered, the colour, the equipment and accessories to be fitted, the price to be paid and the manufacturer's vehicle identification number (the specific vehicle the dealer is to deliver).
- e) The order is to be endorsed with the registration detail required and date of the planned delivery.

ANNEXURE B

VEHICLE PURCHASE AND DISPOSAL ANALYSIS

<u>REQUEST TO PURCHASE NEW VEHICLE/PLANT</u> <u>TYPE OF VEHICLE/PLANT</u>	
<p>REASON:</p> <p>.....</p> <p>.....</p>	
SIGNATURE: HEAD OF DEPARTMENT	DATE

FOR DISPOSAL	
<p>Vehicle Make:</p> <p>.....</p> <p>Vehicle Model:</p> <p>.....</p> <p>Year Purchased: Purchase Price: R</p> <p>.....</p> <p>Maintenance Cost: Year 1: Km:</p> <p>.....</p> <p style="text-align: center;">Year 2: Km:</p> <p>.....</p> <p style="text-align: center;">UTD Cost: Odometer:</p> <p>.....</p>	

User Department:
HOD: Corporate Services & Date

Justification for DISPOSAL:

Municipal Manager:
(Print Name)

APPROVED/NOT APPROVED
(Signature) Date

ANNEXURE C

PROCEDURE FOR AUTHORIZING AND RECORDING INDIVIDUAL VEHICLE SERVICING & REPAIRS

The procedure for obtaining all services and repairs to Council vehicles is outlined hereunder.

The steps are:-

- a) Fleet Administrator determines service that is required, after consulting the vehicle/plant service manual.
- b) The custodian (user) advises the Fleet Administrator if the problem is other than routine servicing.
- c) The Fleet Administrator takes the vehicle to the nearest approved service provider.
- d) On delivering the vehicle to the service provider the Fleet Administrator describes the work required, and obtains quotations for the order to be prepared.
- e) The repair order is issued as appropriate and the detail entered to the history record.
- f) In due course the repair invoice is received by the Head of Department Corporate Services, matched and recorded against the order issued – it is then passed for payment.

ANNEXURE D

VEHICLE DEFECT SHEET

TO: FLEET OFFICER

DATE:.....

REGISTRATION NO:..... ODOMETER READING:

PLEASE ATTEND TO:

1. SERVICE: (TICK APPLICABLE BOX) (Yes) (No)

2. The following defects (To be briefly explained)

Engine :

Gearbox :

Steering :

Hydraulics system:

Brakes :

Electric System :

Body :

Chassis :

Tyres :

Other :

Spare Tyre	Jack	Wheel Spanner	Fire Extinguisher	Fuel E/F

.....
**HOD/DESIGNATE
DRIVER**

.....
DATE

.....
SIGNATURE:

ANNEXURE E

Fleet Management Vehicle Check List/Trip Authority				
Date:				
Registration No:			Make and Model	
	OUT	IN	REMARKS	
1.Exterior Checks				
Number Plate Lights				
Windscreen (cracked)				
Indicators				
Headlights				
Wiper Blades				
Mirrors				
Fuel Tank Full				
Oil/Water				
Fuel Cap Secure				
Licence & COF Operations Disc				
Tail Lights				
Fire Extinguisher				
2.Interior Checks				
Hooter				
Lights & Indicators				
Radio/CD				
Tacho				
Breakdown Triangle				
3.Tyre Condition			4.Trailer Condition	Comments
Right Front			Right side	
Left Front			Left side	
Right Rear			Front	
Left Rear			Rear	
Spare			Other	
General Condition A = Good/B=Fair/C=Poor				
ISSUED I acknowledge that the vehicle has been supplied to me/us in good working order and that the above information is correct. Any mechanical or other defect found during the period of use must be reported immediately to the Fleet Officer			RETURNED I/We acknowledge that the vehicle has been returned in good working order. I/We acknowledge that the vehicle has/has not been damaged while in use by my/ourselves. (Detail any damage in red on the reverse of this page.	
NAME			NAME	
REASON FOR USE			REASON FOR USE	
DATE			DATE	
SIGNATURE			SIGNATURE	
BUILDING			BUILDING	

ANNEXURE F

PROCEDURE FOR LICENCING OF VEHICLES

A. NEW VEHICLES

1. Obtain and allocate ID Number
2. Give the Dealer the following
 - a. Completed RLV (blue)
 - b. Certified copy of proxy and representative forms including identity documents
 - c. Certified copy of the existing title holder and traffic register number

B. RENEWALS (Fleet Administrator)

1. Receive renewal notices and also keep a list of licence expiry and renewal dates
 - a. Prepare a schedule of Vehicle Numbers indicating the licence fees and total amount due to Traffic Department.
 - b. Forward schedule to each HOD: Corporate Services thereafter the Budget and Treasury Office for cash
 - c. Complete RLV (blue form) showing Ngqushwa Local Municipality as the Title Holder
 - d. Submit RLV form and cash together with:
 - i. The Vehicle Number
 - ii. Certified copy of existing proxy and representative forms including identity documents.
 - iii. Certified copy of existing title holder and registration number
 - iv. COR certificates where applicable (for vehicles with GVM exceeding 3500kg)

C. LICENCE RENEWAL WHEN A REMINDER HAS NOT BEEN RECEIVED:

- The following document must be handed to the Traffic Department:
- Complete ALV form (green) together with all necessary certified documents mentioned above.

ANNEXURE G

PROCEDURE FOR THE DE-REGISTRATION AND SCRAPPING OF OBSOLETE PLANT AND VEHICLES

When the value of the Mechanical Plant and vehicle has depreciated, and as such is regarded as uneconomical to repair and maintain in service due to condition, the following procedure is followed:

- **An Appraisal is issued** by the Fleet Administrator after having been instructed to do so by the HOD
- **An item to be submitted to the Executive Management** and Council to write off the asset.
- **Prepared for de-registration.** This is done by first completing the necessary licensing forms known as **ADV (Application for Deregistration of Vehicles) as well as RLF (Refund of Licence Fees)**. All should be accompanied by the letters of the proxy or his/her Representative together with a Traffic Register Certificate. The RLF is only completed if the licence is still valid and Council expects a refund.
- Once a **Certificate of Deregistration has been issued** – the **GFD (Goods for Disposal)** form is filled in together with the checklist (where a vehicle is physically checked eg. whether Engine, Chassis Numbers, etc. correspond with the Logbook, before the final auction date.
- The **GFD and Checklist Forms** are therefore signed by the HOD and Budget Treasury Office. These books/forms must be accompanied by the **Appraisal forms as well as the Original Deregistration Certificate on the date of Auction** where they are physically checked against the GFD, as well as the checklist before both books are signed and forwarded back to the Budget and Treasury Office.
- Once the goods have been disposed of, the copies of the **GFD, Appraisal and the Deregistration Certificates are forwarded to the Budget and Treasury Office** so as to update the **Asset Register** and insurance schedule. These are to be **accompanied by a memo** detailing items disposed of and the dates on which they were disposed of

ANNEXURE H

PROCEDURE FOR INSURING MUNICIPAL FLEET ASSETS NEW PLANT AND VEHICLES

- All new items of plant and vehicles will be received by HOD: Corporate Services for the PDI's (post delivery inspections) to be conducted.
- A schedule of all new vehicles with the relevant information including the engine no. Chassis no., make, model and registration no. is to be forwarded to the Insurance Department by the Fleet Manager.
- Insurance Department will capture all the information on the system and print an update schedule and forward this to the Insurance company.
- Once confirmation has been received from the Insurance Department that the items of plant and vehicles are insured, these items can be used.

NEW SMALL PLANT (CODED PLANT)

- HOD: Corporate Services will complete the Assets Input Forms with all the necessary information including the relevant plant code numbers.
- The Asset Input Advice Forms will be submitted to Budget Treasury Office to update the Asset Register
- The Fleet Manager will prepare a schedule of all new items of small plant with the relevant description and code numbers and forward this the Insurance Department.
- The insurance Department will capture the necessary information for all new items of small plant.

ANNEXURE I

PROCEDURES TO BE FOLLOWED IN THE EVENT OF ACCIDENTS/ INCIDENTS AND INSURANCE CLAIMS

1. The driver of a Council vehicle involved in an accident/incident is responsible for notifying the SAPS (South African Police Service) and informing the third party of personal and Council details as well as obtaining like information necessary for the Council claim to be completed.

2. Under no circumstances is any guilt or liability for the accident/incident to be admitted.

3. The following information is to be provided on the accident/incident form:

- Council vehicle driver name
 - Department
 - Driving licence number
 - Renewal date
 - Model & make of vehicle
 - Name and address of other parties involved & details of witness
 - Detail of other property/vehicles involved
 - Place/date/time of the incident/accident
-
- Full details of injuries to any persons
 - Damage/loss detail relating to the Council vehicle(s)
 - A description of how the accident/incident occurred, with diagrams as appropriate
 - Describe speed and weather conditions when the incident is a collision
 - Details of South African Police Services involvement, with names and numbers and Accident Report (AR) number.

3.1 Once the report is completed it is submitted to the driver's supervisor

3.2 The driver's supervisor must acknowledge the report and thereafter forward it to his/her relevant HOD

3.3 All appropriate documentation is to be submitted to the Council's Insurers without delay

3.4 HOD's will thereafter arrange for quotations both internally and externally to have the vehicle repaired and thereafter the Assessor will approve the repairs.

ANNEXURE J
PROCEDURE WHEN REQUESTING AN APPRAISAL

1. When an item of plant or a vehicle has reached the end of its economical lifespan and/or becomes a financial burden to the Council and where it is no longer justifiable to commit any funds for repairs and maintenance, the HOD will request for an appraisal to be conducted on that particular plant or vehicle.
2. A suitably qualified person will conduct a full inspection on the plant/vehicle and complete an appraisal from with a recommendation of whether to dispose or repair the plant/vehicle.
3. If, at any time, a major defect by the driver/operator/user, this information is to be forwarded to the Fleet Manager together with an estimated cost for the repair work to be carried out.
4. The Fleet Manager will consider various matters relating to the item of plant/vehicle such as age, repair and maintenance costs to date and the overall condition of that particular plant/vehicle and may request for an appraisal to be conducted or may request for the repair work to be carried out provided that the cost associated in carrying out the repair work is justifiable.

ANNEXURE K
VEHICLE/PLANT APPRAISAL FORM

1. PLANT/VEHICLE DETAILS

Registration No:..... Make:..... Model:.....

Department:..... Year Purchased:.....

Type of Vehicle:.....

Mileage:.....kms Original Cost: R.....

Maintenance Cost for:.....to date R.....

Estimated Replacement Cost: R.....

Engine Number:

Chassis Number:

2. PLANT/VEHICLE CONDITION:

General:.....

Estimated Costs of Repairs: R.....

3. RECOMMENDATION

3.1. Disposal of Vehicle: Yes/No: Comments.....

.....
APPROVED/NOT APPROVED
HEAD OF DEPARTMENT

.....
DATE

.....

.....

.....

ANNEXURE I
DRIVERS LICENCES AND PERMITS

The Legal Responsibility

A professional driving permit is valid for two years with a further 21 days period of grace after that date.

Licence Codes and Vehicles Classes

New Code	Class of Vehicle	PrDP needed	Old Code Equivalent	Old Code Equivalent
B	Light Motor Vehicle not Articulated: a)Goods vehicle or mini-bus up to 3500kg GVM b)Motor car or special vehicles like fire engines, ambulances, etc. up to 3500kg tare[See note 4] With or without a light trailer up to 750kg GVM	See Note 1	See Note 2	See Note 3
C1	Heavy Motor Vehicle Not Articulated: a)Goods vehicle or bus above 3500kg up to 16000kg GVM b)Special vehicles like fire engines, ambulances, etc. above 3500kg up to 16 000 kg GVM [See note 4] With or without a light Trailer up to 750kg GVM	Yes	B	See Code EC 1
C	Extra Heavy Motor Vehicle Not Articulated: a)Goods vehicle or bus above 16000kg GVM b)Special vehicle like fire engines, ambulances, etc. above 3500kg up to 16000kg tare see note 4 With or without light trailer up to 750kg GVM	Yes	B & C1	See Code EC
EB	Combination Articulated vehicle up to 3500kg GVM Other vehicle up to 3500kg GVM pulling a trailer (above 750kg GVM)	See Note 1	B	08
EC1	Combination Articulated vehicle above 3500kg up to 16000kg GVM Other vehicle above 3500kg up to 16000kg GVM pulling trailer above 750kg GVM)	Yes	B, C1 & EB	09 & 10 issued after 1985

EC	Combination Articulated vehicle above 16000kg GCM Other vehicle above 16000kg GCM pulling a trailer (above 750kg GVM)	Yes	B, C1, EB & EC 1	10 issued prior to 1986 11, 13, & 14
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Notes

1. A "P" category professional driving permit is required if the vehicle is carrying paying passengers or seats more than 12 including the driver. The driver must be 21 years of age.
2. Having overlooked the need for a separate class of licence, the DoT decided to use Code B (with appropriate endorsement) to authorize the driving of tractors and mobile agricultural or industrial machinery pulling a trailer. No weight limits are stipulated.
3. The old light motor vehicle code 08 is equivalent to the new Code EB. However, Code 05 (tractors) and Code 07 (mobile machinery) licences are exchanged for appropriately endorsed Code B.
4. Breakdown vehicles are excluded as they are used to pull vehicles above 750kg GVM. It should also be remembered that this licence codes does not permit the holder to tow a disabled vehicle.

5. Applications for PrDP must also be accompanied by a police report

Professional driving permit applicants who have, within the last five years, been found guilty of being over the legal alcohol limit, or found guilty of reckless or dangerous driving will be refused a permit. Also, a driver who has committed an offence involving violence during this period cannot be granted a "P" category permit. In order to ascertain whether a driver has any such convictions all applications are subject to a time, the applicant is required to obtain the report (on a form supplied by the testing station) and submit it with his/her application.

6. Special consideration in Certain Cases

Where an applicant for PrDP fails to pass the medical or police report mentioned above, owing to a disqualifying offence, he may ask the test centre to refer his application to the provincial authorities, giving reasons why his application should be reconsidered.

7. Suspension or cancellation

A permit may be suspended or cancelled if circumstances arise which would have justified the refusal of a permit on the grounds of a disqualifying conviction or health condition.

8. Minimum age limit for driving licences

Motor cycle up to 125 cc.....	16 years
Learners licence (code 2) for light motor vehicle.....	17 years
Licence with PrDP to carry passengers.....	21 years
Other licences.....	18 years

9. Duration of Validity

Learners licences are valid for a period of 18 months. Driving licence cards are to be renewed every five years, while the PrDP authorization expires after 24 months. Providing a driver applies to renew a PrDP before it expires, his/her existing PrDP remains valid until he/she receives his/her new card.

10. Temporary Driving Licence

While a qualified driver is awaiting the production of his/her licence card or where his/her licence has been lost, destroyed or stolen he/she can obtain a temporary licence from a testing centre. The licence, valid only until he/she receives a proper licence, can be used for this purpose for up to six months. An affidavit, obtainable from the police or a testing centre, attesting the loss, theft or destruction of a licence excuses the carrying of a licence for a maximum period of three days.

11. Disabilities Disqualifying Driving

Because sufferers of the following conditions may not hold a licence of any kind, all application forms include a signed declaration by the applicant to the effect that he/she does not have:

- a) Uncontrolled epilepsy
- b) Sudden attacks of disabling giddiness or fainting
- c) Any form of mental illness requiring detention and treatment in terms of the Mental Health Act
- d) Any conditions causing muscular inco-ordination
- e) Uncontrolled diabetes mellitus
- f) Defective vision
- g) Any condition rendering him/her incapable of safely controlling the vehicle. Deafness is not considered such a condition
- h) Any addiction to narcotic drug or alcohol problems

12. Professional Drivers

Health requirements for PrDP are far more stringent. A medical practitioner must attest the applicant's ability to drive is not affected by any of the above as well as other conditions, including thrombosis or any other coronary disease, respiratory dysfunction and high blood pressure.

13. Random Alcohol/Drug Testing

Following the trend in the USA, where it is legally enforced, the random testing of heavy goods vehicle drivers for alcohol and drug abuse is becoming an increasing practise among South African fleet operators. While the employment Equity Act prohibits the testing of an employee for any medical condition unless legislation permits or requires it, it can be argued that both the National Roads Traffic Act and the Occupational Safety Act gives the employer a legal right to test for alcohol and drug problems by virtue of Councils responsibility to exercise proper control over its drivers and ensure public safety.

14. Eyesight Requirements

With or without the aid of spectacles or contact lenses, the ordinary motorists must meet a minimum standard, according to the Snellen rating, of 6/9 for each eye or 6/9 in the better eye, while drivers of vehicles above 3500kg GVM (Codes C1, C, EC1 and EC) must attain 6/9 in both eyes. Heavy vehicle drivers must also have a minimum of 70 horizontal visual field in each eye, whereas the ordinary motorist, who is unable to meet this standard because one eye is blind or weak will still qualify if he/she has a total horizontal field.

ANNEXURE M



NGQUSHWA LOCAL MUNICIPALITY

	TRIP AUTHORITY <u>VEHICLE ISSUE FORM</u>	
<u>SECTION A : DETAILS OF DRIVER</u>		Mileage
Name of driver:	Out :	
	In :	
Driver[s] ID number:	Total :	
	Licence Code :	
Name[s] of passenger[s].....	Time Out:	
	Time In :	
<u>SECTION B : TRIP PARTICULARS</u>		
From:	To:	Date of Trip:
From:	To:	Date of Trip:
Provide a brief explanation of the intended use of the vehicle: From: To:		
<u>SECTION C : APPROVAL</u> Trip approved by Executive Manager/Designate: Signature..... Print Name Date Tel. Number		

<u>DETAILS OF ALLOCATED VEHICLE</u>		OFFICIAL STAMP
Department		
Vehicle stationed.....		
Registration No. Make/Model		
Condition of vehicle		
Approval by Executive Manager for overnight stay:		
Sign	Print Name	
<u>SECTION D : SIGNATURES</u>		
Vehicle issued by: Signature Print Name		
Vehicle received by: Driver Signature Print Name		
Vehicle returned on Condition Comments, if any 		
Signature of Admin Manager/Designate Date		

