



MAKHADO LOCAL MUNICIPALITY

FLEET MANAGEMENT POLICY, 2020/2021

(Approved by Council Resolution A.)

Vision: "A dynamic hub for socio-economic development by 2050"

Mission: "To ensure effective utilization of economic resources to address socio-economic imperatives through mining, agriculture and tourism"

Values

1. Distinctiveness (Uniqueness, Excellence)
2. Progressiveness (Open Minded)
3. Dynamic (Energetic, Lively, Self-Motivated)
4. Culpability (Accountability and Responsibility)
5. Efficacy (Effectiveness and Efficiency)
6. Adeptness (Expertise and Proficiency)

Seven (7) Strategic Objectives

1. Promote Community Participation and Environmental W e l f a r e
2. Invest In Local Economy
3. Advance Spatial Planning
4. Invest in Human Capital
5. Good Governance and Administrative Excellence
6. Sound Financial Management and Viability
7. Accessible Basic and Infrastructure Services

TABLE OF CONTENTS

FLEET MANAGEMENT POLICY	1
DEFINITIONS	3
1. POLICY STATEMENT	3
2. OBJECTIVES OF THIS POLICY.....	3
3. LEGISLATIVE FRAMEWORK.....	4
4. DRIVER CODE OF PRACTICE	4
5. DUTIES OF TRANSPORT OFFICER	8
6. ITINERARIES	8
7. LOG BOOKS FOR MUNICIPAL VEHICLES	9
8. LOAD ON VEHICLES	9
9. DRIVING OF MUNICIPAL VEHICLES	9
10. ROADWORTHINESS OF VEHICLE.....	10
11. SAFE DRIVING.....	10
12. SAFE CUSTODY OF MUNICIPAL VEHICLES AND OTHER MUNICIPAL PROPERTY	11
13. GARAGING AND PARKING OF MUNICIPAL VEHICLE	12
14. IGNITION AND DOOR LOCK KEYS OF MUNICIPAL VEHICLES.....	13-14
15. BREAKDOWN	15
16. ACCIDENTS	15
17. DAMAGES, LOSSES, DEFICIENCIES AND THEFT.....	15
18. CARE OF TYRES	15
19. IRREGULAR, IMPROPER AND UNAUTHORISED USE OF MUNICIPAL VEHICLE	16
20. SUSPENSION OF OFFICIALS FROM DRIVING MUNICIPAL VEHICLES.....	16
21. FUEL AND OIL	16
22. SERVICING AND MAINTANCE OF MUNICIPAL VEHICLES.....	17
23. INSTALLATION OF TRACKING DEVICES AND OTHER ADDITIONAL EQUIPMENTS....	17

DEFINITIONS

TRANSPORT OFFICER is a an employee of the municipality appointed to control all municipal vehicles or subordinates designated to do all or of the functions of the Transport Officer

DRIVER an official / employee in possession of a valid unendorsed driver's license which enables the official / employee to drive a specific category of vehicle. For certain categories of municipality

MUNICIPAL VEHICLE

All vehicles and civil engineering plant, equipment (self-driven or otherwise), motorcycles, boats, trailers, stationary engines, etc. operated on overall management of or on lease or hire from:

- i. The Fleet Management Services Division
- ii. An external service provider

SERVICE PROVIDER

- i. In respect of municipal-owned vehicles, it shall be the Fleet Management Services.
- ii. In respect of non-owned municipal vehicles, it shall be the relevant external service provider.

1. POLICY STATEMENT

In order for Makhado Local Municipality to perform its activities to meet or exceed expectation it needs resources. Transport has been identified as a resource to facilitate movement of employees when conducting municipal business. Resources such as vehicles are not available in abundance and therefore should be managed in a cost-effective and responsible manner. It is the responsibility of every employee of Makhado Local Municipality to discharge his/her duties so as to ensure efficient and effective utilization of municipal resources. The policy makes it possible for each employee to assume her/his roles and responsibilities with regard to the handling of municipal vehicles while management has a responsibility to exercise control and monitoring through the Director Finance in whose department the custodian of municipal fleet resides.

2. OBJECTIVES OF THIS POLICY

The objectives of this Policy are to:

- i. To ensure that the users of the municipal vehicle fleet comply with a uniform code of good practice in respect of fleet management.
- ii. ensure that vehicle drivers and fleet management officials are aware of
- iii. their responsibilities with regard to vehicles;
- iv. Ensure that effective, economic and efficient use of official transport/ vehicles is made by planning itineraries;
- v. Ensure that proper use of logbooks is maintained;
- vi. Provide rules regarding the use of official transport;
- vii. Ensure that proper steps are taken in instances of accidents, loss or damage to official vehicles;
- viii. To ensure that official vehicles are properly maintained and serviced
- ix. To ensure the vehicles are kept safe at all times

- x. To ensure safe driving and usage practices in respect of vehicle fleet.
- xi. To ensure cost effective and efficient usage of available funding in respect of fuel and maintenance.

3. LEGISLATIVE FRAMEWORK

In terms of the MFMA section 63 (1) - The Accounting officer of a municipality is responsible for the management of:

- a) The assets of the municipality, including the safeguarding and the maintenance of those assets; and
- b) The liabilities of the municipality

The accounting officer must for the purpose of the subsection (1) take all reasonable steps to ensure:

- a) That the municipality has and maintains a management, accounting and information systems that accounts for the assets and liabilities of the municipality
- b) That the municipality assets and liabilities are valued in accordance with standards of GRAP
- c) That the municipality has maintains a system of internal control of assets and liabilities, including an assets and liabilities register as may be prescribed

Makhado Local Municipality, It's Council and Management has a legal, moral and financial obligation to protect municipal assets from abuse, which could result in a loss to the Municipality

4. DRIVER CODE OF PRACTICE

Knowledge and responsible handling of the numerous pieces of machinery at the work site mean less downtime, reduced maintenance and less frustration to site supervisors, drivers and operators, all factors contributing to improved efficiencies and increased productivity within the various functional areas.

Responsibility of drivers and operators

The full cooperation of all employees concerned is required to ensure that the municipal fleet management system functions efficiently at all times. All drivers and operators are expected to accept and exercise the responsibilities associated with the operation of vehicles, as described in this policy and procedures document. Participants in other motor schemes are not allowed to drive a municipal vehicle but may be transported in a council vehicle, in exceptional cases, after obtaining authorization in writing from the relevant director or Fleet official.

Usage

- i. The vehicle shall only be driven by an appropriately licensed and duly authorized employee on official duty.
- ii. The driver must be licensed in terms of the National Road Traffic Act (NRTA) for the particular class of vehicle under his/her control.
- iii. Before authorization is given to drive a municipal vehicle, the driver must complete the vehicle policy acceptance form.

- iv. All municipal vehicles and mobile plant must be issued with a logbook. The driver/operator is required to record all his/her daily trips in the logbook.

Public image

All municipal vehicles shall be driven in a SAFE and COURTEOUS manner, which will promote the municipality's PUBLIC IMAGE.

Careful handling

Municipal vehicles shall at all times be driven and handled with proper care and attention to obtain the best mechanical service and avoid infringements of the law.

Inspections of vehicles

Pre- and post-inspections are to be carried out by drivers/operators on a trip and/or daily basis.

Safety

All users of municipal vehicles must ensure that they comply with the safety prescriptions contained in terms of the National Road Traffic Act (NRTA) and other safety measures set by the municipality.

Transgressions

Failure to comply with the content of this policy and any other additional instructions issued by the Fleet Manager renders the offending employee liable to disciplinary action.

Control mechanisms as part of the plan for implementation are of relevance

User vehicle

Municipal transport is provided strictly for official services only and is not to be used for private purposes.

Employees who are allowed to drive municipal vehicles are full time officials with no car allowance or subsidy.

Officials with car allowance or subsidy are not allowed to be passengers in municipal vehicles without authorization by the Municipal Manager.

A municipal vehicle is provided strictly for official services for any person with authorized trip to perform municipal functions in line with the objectives of the municipality.

Drivers

A municipal vehicle can only be driven by a municipal employee. 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 actions against him/her at the time of taking the municipal vehicle.

Council vehicles may be used to transport staff, delegates, visitors, students or members of the public for official Council business or official purposes, but no unauthorized passengers are permitted. Authorization for this "deviation" from the norm must be approved by the relevant director.

Contractors and consultants may not make use of Council transport, unless specifically provided for in their contract with Council.

Passengers

Passengers carried by a municipal vehicle must be authorized to travel in the vehicle. The picking up of casual passengers is not allowed under any circumstances.

It is further put on record that Municipality is not liable for claims of loss or damage of any nature whatsoever suffered as a result of casual passengers in municipal vehicles.

Furthermore, officials and councilors who receive transport allowances as fixed part of the salary structure may not use municipal vehicles in performing their duties.

Transport requirements for councilors, ward committees and community members must be approved by the municipal manager depending on the nature of responsibilities and functions to be performed on behalf on the municipality

Authority to use a vehicle

All trips must be authorized before being undertaken. Under normal circumstances a trip authority must be authorized by Regional Administrators, Managers and Directors

A written requisition to utilize a municipal vehicle will be submitted to Director of Finance, his or her delegate. Such requisition need to be sanctioned by the Director of the requisitioning department or his/her delegate.

After an approval from Finance Department is obtained, the Transport Officer will be instructed to go ahead with the issuing of an itinerary. Directors and Managers of departments can only go as far as recommending the utilization of Municipal vehicle and the approval rest with Finance Department as the custodian of municipal vehicles fleet.

If a vehicle is requested in an emergency, a written trip authority must be obtained immediately after the event, or within 24 hours. Where circumstances permit the driver concerned should make arrangement to get authorization telephonically before the trip is undertaken but such arrangement does not exempt the driver from getting written authorization within the stipulated period. This process is only to be used in a case of extreme emergency and the manager must be satisfied that the journey was necessary.

It is understood that municipal councilors and ward committee members may travel as passengers in municipal vehicles in the execution and/or participation of/in municipal related activities. This provision must also be read as valid for item iii Passengers.

Issuing of vehicles

All vehicles should be used 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 to the transport officer upon request. The signed trip authority must be carried in the vehicle with the copy placed on the file at the transport office. The intended time of departure and return is to be recorded on to the vehicle control register and compared against the actual time of return. Continued late return of vehicle may lead to a refusal to allocate vehicles in the future.

Not more than one vehicle will be authorized to travel to the same destination for the execution of municipal duties; only one vehicle will be issued unless otherwise the officers to be transported are more than the required load. Council vehicles cannot be used for party political purposes or industrial action activity under any circumstances.

Parking of vehicle overnight

In normal circumstances vehicles should be parked in the municipal premises. Where circumstances do not permit, vehicles may be parked in the nearest government premises, the head of the office of the government premises must consent in writing on condition that the parking place should be lockable or with 24 hour security available. The driver of the vehicle is responsible for ensuring that the vehicle is parked at a safe place.

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

- i. The location has been reviewed by the Transport Officer and security is considered adequate, e.g. there is garage or lockable gates and;
- ii. The member of staff will be leaving early in the morning or returning late at night. The actual time that this should apply is when public transport is not available. Exception can also be made if the personal security of the official is at stake. If the official is on standby and there is no means by which he/she can be transported in the event of a call out.

A signed authority form 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. The permission is subject to review and can be withdrawn at any time.

Whilst the vehicle is parked at home it may not be used for any private purposes. If an emergency arises and 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.

The control and management of this house rule rests with the supervisor of the relevant official and must be strictly applied.

This house rule is also applicable for essential service workers.

Log books, petrol cards, vehicle keys, vehicle equipment

The driver takes responsibility for the logbook and keys once the itinerary 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 lockable container) in the transport office when the vehicle is not in use. A spare set of vehicle keys should be kept in the transport office, e.g. office safe.

It is the responsibility of the driver to fill in the vehicle logbook clearly and accurately. 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.

A fuel cards is driver's responsibility that is allocated to him/ her till he returns it to the transport office, supervisor or to the team leader.

Lost fuel cards must be reported by the driver who lost it or misplaced it to the transport office immediately.

Drivers are not allowed to leave the keys of council vehicles and fuel cards to the security or anyone else.

5. DUTIES OF TRANSPORT OFFICER

- a) The duties of a Transport Officer and any other official designated to assist with transport functions are to:
 - i. Co-ordinate motor transport and to ensure optimal utilization of vehicles at all times.
 - ii. Exercise control over the maintenance of and expenditure involved in the use of motor transport.
 - iii. Ensure the proper completion and regular scrutiny of all records and returns Concerning transport. An important element of this function is the Vehicle Asset Register of all vehicles under his control;
 - iv. Ensure that all vehicles are kept in good roadworthy condition and that they are services on regular basis;
 - v. Ensure that all instructions relevant to the use, operation and maintenance of vehicles are complied with;
 - vi. To ensure that municipal vehicles are always in a good state of repair.
- b) At The regional Office such as the Dzanani, Waterval and Sub Office Tshitale o n l y Regional Administrators can authorize the following.
 - i. To approve all itineraries for the officials under her/his control;
 - ii. To ensure that vehicles which are due for service are sent to the dealer in consultation with the Transport Officer who has to make all the necessary arrangements;
 - iii. To ensure that vehicles that need to be repaired get the necessary attention in consultation with the Transport Officer.
 - iv. To ensure that all instances of damage to municipal vehicle, theft, accidents, etc, are reported to the Transport Officer as soon as possible;
 - v. E n s u r e proper utilization of all the municipal vehicles under her/his control.

6. ITINERARIES

- a) It is necessary that itineraries be completed in advance in consultation with the Transport Officer. Such itineraries should be prepared with due regard to the suitability and cost effectiveness of the mode of transport to be used.

- b) The user of the vehicle must carefully compile after trips, and on daily basis, log sheets and trip returns. The Transport Officer must compare the itineraries with the completed log sheets with a view to determining liability for unnecessary trips. In those cases where it has been ascertained that the vehicle was used for a purpose other than that for which it has been required originally, the Transport Officer must report the matter to the head of his/her department, after conducting an investigation and obtaining the user's written comments on the matter.

7. LOG BOOKS FOR MUNICIPAL VEHICLES

- a) **Completion** - Log-sheets must be completed in every detail, immediately starts the trip.
- b) **Safe custody** – The Transport Officer must take the necessary care with regard to the safe custody of the logbook and keys.
- c) **Log sheets** – must log from point to point

8. LOAD ON VEHICLES

The load on any municipal 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 vehicles but also of other road users.

If a load is transported 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. 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 manufacturer.

9. DRIVING OF MUNICIPAL VEHICLES

- a) **Authority and license** - No employee may drive a municipal vehicle without being authorized and also having been licensed in terms of section 239 of the Road Traffic Act. Employee must also be tested by besides having a license.
- b) **Physical disabilities.** Special attention is drawn to the provision of the Road Traffic Act with regard to the duties of a driver in connection with reporting of physical disabilities from which he/she may suffer or which he has sustained or developed after issue or renewal of a driver's license. Cases where it is deemed necessary to modify the standard driving control of a vehicle before a special driver's license could be issued to such a person in terms of section 18 of the provisions of the RTA (Act 29 of 1989) must first be referred to the Motor Transport Advisory Committee.
- b) **Competence of drivers.** The Director of Finance 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 Municipality to risk. Where such official or~~

employee must, of necessity, drive a municipal vehicle and it is considered

- c) necessary, he/she should be subjected to a retest by the authority concerned in terms of Regulation 70(2) of the Road Traffic Act, even if this has to be done at the Municipality's expense. This matter should be referred to the Motor Transport Advisory Committee for advice.
- d) **Careful handling.** Driver must exercise proper care in the use and handling of municipal vehicles. An prima evidence of misconduct, and must be dealt with in accordance with Municipality Disciplinary Procedure
- e) **Cleanliness of the vehicle.** The driver of a municipal vehicle should at all-time keep the vehicle clean. Under no circumstances should water bottles, can of soft drinks, etc. be left inside the vehicle. Eating inside the vehicle is strictly prohibited.
- f) **Exchange of municipal vehicle.** Municipal vehicle allocated to a specific driver should not be exchange between drivers without the vehicle being returned to the Transport Officer for re-allocation.
- g) **Accident.** Accidents and theft are reported to the South African Police Services and to the immediate supervisor and transport officer within 24 hours by the official who was in control of the vehicle.
- h) **No smoking inside council vehicles**

10. ROADWORTHINESS OF VEHICLE

- a) The driver of a municipal vehicle should 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 tyre and safety belts. In this regard the Transport Officer should make sure that certain types of vehicles such as trucks must be tested regularly for a certificate of fitness to be issued.
- b) Any defect discovered should receive immediate attention before they assume serious proportions or possibly causes resultant damage, such as where there is any indication of excessive engine heat or lack of all 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 a 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 running.
- c) While a municipal vehicle is being driven, the driver must pay proper attention to the dash gauges and indicators, and immediately take appropriate action should any warning light be noticed, for the prevention of damage or further damage to the vehicle or its components.

11. SAFE DRIVING

- a) **Traffic regulations.** Traffic and any other regulations applicable to the 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.
- b) **Speed limit.** The applicable speed limit must not be exceeded at any time.
- c) **Rules of the road and hints.** Users of a municipal vehicle must obey the rules of the road at all times. To acquire good driving habits the following limits are provided:
 - i) Thorough knowledge of traffic regulations and signs.
 - i. Overtaking or passing of traffic only when the road is clear and it can be done safely.
 - ii. Driving at night:
 - a) Reduce speed.
 - b) Dip headlights
 - c) Keep left as far as possible
 - d) Stop or park off the road surface only
 - e) Using safety belts
 - f) Courtesy and consideration towards fellow users of the road
 - g) Not using cellular phone while driving.
 - d. Drivers of municipal vehicle should always make sure that tyre punctures are always reported to the Transport Officer in order to make the necessary repair arrangements.

12. SAFE CUSTODY OF MUNICIPAL VEHICLES AND OTHER MUNICIPAL PROPERTY

Officials in charge of municipal vehicles must ensure that vehicles are adequately garaged or parked and must at all times take reasonable steps to safeguard vehicles, including accessories and tools, against theft, irregular use, damage and fire. Under no circumstances may articles or documents, whether municipal 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 or left unguarded. If such articles or documents must of necessity be left in the vehicle, they must be locked away in the boot or 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 municipal property, the driver or other responsible official must take all possible and practical precautions for the safe keeping of such municipal property before he/she necessarily absent himself temporarily from the vehicle. Responsible officials or employees will be held liable for any loss to the municipality through non-observance of this paragraph.

13. GARAGING AND PARKING OF MUNICIPAL VEHICLE

- a. **On municipal premises** – Where possible municipal vehicles must be garaged or parked on municipal or government premises. Under no circumstances may vehicles be garaged on state premises, under carports or on parking sites where unauthorized persons have free access. The necessary measures must be taken at all times to safeguard vehicles against loss or theft.
- b. **On private or commercial premises:**
 - Obtaining **quotations** – Where official facilities are not available, quotations for the service must be obtained and submitted to the municipality for approval in terms of the municipality's Supply Chain management Policy;
 - i. **Authority** – Parking of vehicles on private premises in a properly lockable area or garage can be authorized by the Director of Finance where there is no or unsuitable garaging available on state premises or at commercial parking garages;
 - ii. On **tour** – In the case of vehicle on tour, the most suitable arrangements must be made where facilities for official garaging are not available;
 - iii. 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.
 - vi. Airports – Municipal vehicles may be parked at Airports provided the driver shall have made security arrangement. Any parking fee incurred will be reimbursed to the driver.
 - v. Conditions – When a municipal vehicle is garaged or parked, every precaution must be taken to safeguard it against damage, theft or irregular use. To this end-
 - a) The handbrake must be applied, and where the vehicle is parked on a slope, the front wheel 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;
 - b) The windows must be closed;
 - d) The doors and windows must be locked, gear lock and other security devices, if fitted, activated and the ignition keys and door lock key must be removed and be kept in a safe custody;

- e) If the vehicle is garaged in a lock-up garage the doors of the latter must also be lockable.

14. IGNITION AND DOOR LOCK KEYS OF MUNICIPAL VEHICLES

- a. **Safe custody of keys** – The Transport Officer 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.

- b. **Changing of locks** – Apart from compliance with any provisions of paragraph 12.a, all cases of loss or theft of keys of pool vehicles must be reported without delay to the Director of Finance to decide whether or not under the particular circumstances the locks of the vehicles should be changed.

15. BREAKDOWN

- a. In the event where a driver of a municipal vehicle experiences a breakdown a Transport Officer should be contacted immediately. In the absence of the Transport Officer the head of the respective department should be contacted.

- b. The Transport Officer or head of the department concerned will, after having been consulted, make the necessary arrangement with the insurance company to ensure that the vehicle is towed to the nearest dealer or competent repairer.

- c. Where towing of a damaged vehicle is not covered in the insurance policy, the Transport Officer will immediately secure quotations provided that at instances where the vehicle is exposed to danger especially during the night the requirement for three quotations might not be necessary.

16. ACCIDENTS

- a. **Procedure** – The following procedure must be followed in the event of municipal 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:
 - i. 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.

- ii. If requested to do so, supply the name and address of the driver of the municipal vehicle and the number of the vehicle to any other person having reasonable grounds for requesting the information.
- iii. 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.
- iv. In the event of any third party admitting liability, endeavor must be made to obtain a written statement from him/her to that effect.
- v. 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.
- vi. Report the matter to the Transport Officer as soon as possible and should not be later than two hours after the accident has occurred.
- vii. The Transport Officer will immediately after the matter has been reported to the police and after having obtained the accident report and a docket issued in this respect, in consultation with the driver of the vehicle concerned, report the accident to the Insurance Company.
- viii. The Transport Officer will ensure that a claim form is completed and submitted to the insurer through the normal channel as required.
- ix. The Transport Officer will ensure that a claim form is completed and Submitted to the insurance through the normal channel as required.
- x. No driver who is involved in an accident will be allowed to drive council vehicles before completing internal accident forms or retested.

17. DAMAGES, LOSSES, DEFICIENCIES AND THEFT

- a. Any official or employee who takes over a municipal vehicle must ensure that any damage or deficiency is immediately brought to the attention of the relevant authority.
- b. Any person who does not comply with the requirements of the above paragraph will be deemed to have received the vehicle in good order.
- c. Where incidents of damage, loss, deficiency and theft occur, the official operating the municipal vehicle must immediately report the incident to the Transport Officer who in turn must notify the police within 24 hours and his/her superiors without delay. When an official returns a pool vehicle the Transport Officer must report any damage, loss, deficiency or theft which has not yet been brought to notice. The Transport Officer therefore, has to ensure that all cases are properly investigated by obtaining all particulars, statements, etc.

18. CARE OF TYRES

- a. **Inflation of tires** – Inflation of tyres to the pressure 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, the Transport Officer should make sure that a visual inspection of the tyres should be made daily.
- b. Care should be taken that wheel nuts are properly tightened immediately after a wheel has been replaced for whatever reason.
- c. Drivers must avoid as far as possible any scuffing against or running into a kerb and running over projections; avoiding sudden or fierce braking and unnecessary acceleration. These factors play an important part in causing excessive tyre wear.

19. IRREGULAR, IMPROPER AND UNAUTHORISED USE OF MUNICIPAL VEHICLE

- a. **Action to be taken-** If municipal 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 municipal vehicles are used without authority, the official concerned will be held liable for:
 - i. The cost of the distance covered,
 - ii. The cost for repairing any damage sustained by the vehicle where the vehicle was involved in an accident and the amount expended in settling third-party claims arising out of the accident.

20. SUSPENSION OF OFFICIALS FROM DRIVING MUNICIPAL VEHICLES

- a. Suspension of a Driver of a municipal vehicle may be contemplated when, amongst others, the following issues are involved:
 - i. In the event of municipal vehicle being or having been subjected to flagrant misuse or irregular use; or
 - ii. where positive proof exists that an official is or was guilty of reckless or willful conduct whilst driving a municipal vehicle or such a vehicle was involved in an accident while being so driven; or
 - iii. where the driver of a municipal vehicle has been found guilty of driving such vehicle -
 1. while under the influence of intoxicating liquor or narcotic drugs; or
 2. while the concentration of alcohol in his/her blood was not less than that prescribed by legislation while driving a municipal vehicle - such official must immediately be suspended from driving a municipal vehicle until such time as the Director of Finance has decided, in consultation with the Municipal Manager and the head of the department under which the official in question falls to lift the suspension.

21. FUEL AND OIL

a. Fuel saving –important factors

- i. 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 Transport Officer of the consumption obtained over specific distances or periods is critical. The discovery of a sudden increase in consumption over a short period and also contributes to the immediate disclosing of losses resulting from theft, leakage or mechanical defects or the incorrect recording of fuel consumption.
- ii. When driving a vehicle, the appropriate gear must always be selected, with due regard to road conditions.
- iii. Unauthorized drainage of fuel from municipal vehicle for private use or other purposes is strictly prohibited.
- iv. 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 regard to the speed limits applicable at different localities.
- v. Acceleration should be evenly and gently executed.

- vi. Any strong smell of fuel, especially when the vehicle is in motion, must be investigated without delay. Besides causing wastage, fuel leakages are extremely dangerous.

22. SERVICING AND MAINTENANCE OF MUNICIPAL VEHICLES

- a. The Transport Officer should make sure that all municipal vehicles must be serviced in accordance with the policy and specifications prescribed by the manufacturers concerned.
- b. For servicing and repairs municipal vehicles must be taken to the nearest dealer.
- c. 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.
- d. Transport Officer must ensure that vehicles are serviced as set out in the repairs and maintenance manual supplied with the vehicle concerned.
- e. 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.

23. INSTALLATION OF TRACKING DEVICES AND OTHER ADDITIONAL EQUIPMENTS

- a. All municipal vehicles shall be installed with a tracking device. In the event of car hijacking and theft the tracking system will be used to track the vehicle.
- b. The installation of security equipment will be done using the municipality's supply chain management process.