

ANNEXURE 12



MOGALE CITY LOCAL
MUNICIPALITY

FLEET MANAGEMENT POLICY

FLEET MANAGEMENT POLICY

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1. INTRODUCTION

According to the Public Finance Management Act, 1999 and the Treasury Regulations issued in terms of the above Act, the Accounting Officer is responsible for –

- (a) The effective, efficient, economical and transparent use of the Resources of the Municipality.
- (b) Management, including the safeguarding and the maintenance of the assets of the Department.
- (c) He/she must also take steps to-
 - (i) prevent unauthorised, irregular, and wasteful expenditure and losses;
 - (ii) Discipline any official in the service of the Municipality who contravenes or fails to comply with any prescript.

The Municipality guidelines were developed to guide those appointed to assist the Accounting Officer (in executing the responsibilities stipulated in the MFMA and its regulations especially in respect of the municipality transport) in the performance of their duties. Adherence to the guidelines by officials will make it less difficult for the Accounting Officer to discharge his/ her responsibilities.

It is the duty of all officials to see to it that they comply with the National Road Traffic Act 93 of 1996.

Municipality Motor Transport is provided strictly for official purposes and may only be used by Council employees.

MUNICIPAL FLEET IS A WORKING TOOL!!!

1. Legal Framework

- Municipal Systems Act 32 of 2000
- Municipal Finance Management Act 56 of 2003
- Gazette on Local Government: Municipal Performance

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- National Road Traffic Act 93 of 1996
- Occupational Health and Safety Act 85 of 1993

2. TRANSPORT SERVICES AND DEFINITIONS:

2.1. DEFINITIONS

2.1.1. Municipality Vehicle/Council Vehicle

Municipality vehicle is a vehicle that is purchased and managed by the Municipality for use by officials in the execution of their duties.

2.1.2 Fleet Manager

Official appointed for managing the Municipality Fleet, ensuring policy compliance. In terms of Fleet Management policy.

2.1.3 Transport Officer/Assistant Manager Fleet

Is an Official who has been appointed in writing by the Municipality Manager or his or her delegated official to control all vehicles and operations at the transport office/ Municipality.

2.1.4 Driver

Is an official in possession of a valid driver's licence with necessary Municipality authorisation which enables him/her to drive a specific category of vehicle according to the Road Traffic Act.

2.1.5 Delegated official

Is an official appointed by means of a job description to execute specific duties?

2.1.6 Full-Time Councillor

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Means a councillor who has been elected or appointed to an office on full-time basis In terms of Section 18(4) of the Local Government Municipal Structures Act, 1998 No.117 of 1998.

2.1.7 Part-Time Councillor

A councillor other than a full-time Councillor.

2.1.8 Operator

An operator is regarded as a person who uses a vehicle for longer than three months In this regard, operator is the Mogale City Local Municipality.

2.1.9. Trip Authority

It is a written authorisation that must be approved prior, to the trip being undertaken with the Municipality vehicle.

2.1.10. Log Book

A document where a driver records/documents distance of kilometres travelled from point to point.

2.1.11 Municipality

The Mogale city Local Municipality, established in terms of Section 12 of the Municipal Structures Act, 1998 and includes any political structure, political office Bearers, councillor, duly authorised agent thereof or an employee thereof, acting in connection with the policy by virtue of power vested in the Municipality and delegated or sub-delegated to such political structure, political office bearer, councillor, agent or employees.

2.1.12 Proxy

Is an official who has written authorisation to act on behalf of the department/organisation on transport related matters.

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2.1.13 **Representative**

Is an Official appointed/elected to represent others. A representative has no authority to vote. (Municipal representative will represent proxy).

3.0 LICENCES & REGISTRATION OF MUNICIPALITY VEHICLES

- 3.1 It is a requirement that all Municipal vehicles should be registered in terms of the Road Traffic Act
- 3.2 Registration of vehicles must occur at the local traffic authority.
- 3.3 The following vehicle classes must be registered:
- (a) All goods vehicles with a gross vehicle mass (GVM) of/and of more than 3 500 kg (3½ metric ton).
 - (b) All busses/mini-busses that transport passengers must dispose of a competency certificate that must be displayed in accordance with the Road Traffic Act.
- 3.4 All Municipality vehicles should display a valid licence disk on the left side of the vehicle's windscreen. The licence is annually renewable and the cost borne by the operator, in this case is the Mogale city Local Municipality.
- 3.5 In cases of tractors, trailers, implements and other machinery it must be placed in licence holders purchased and installed according to the Procurement procedures. Failing to affix the licence disk may result in the particular Proxy being exposed to prosecution and fines which he/she will have to pay himself/herself.
- 3.6 Licenses must be renewed annually. Costs must be paid over to Municipality. Proof of payment must be supplied to the Municipality. Licences must be

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renewed within 21 days after expiry or else a penalty will be charged to or against the Municipality.

4.0 OPERATORS REGISTRATION

4.1 The National Road Traffic **Act 93 of 1996** , prescribes that an operator must appoint a **proxy and representative** who will be responsible and liable for the manner in which vehicles under his/her control are utilised and to whom all official correspondence can be directed. Only the proxy can sign documents on behalf of the Municipality. The representative is the person appointed by the Municipal Manager thereof to represent the proxy, i.e. Licencing vehicles at the Local Traffic Department.

4.2 The purpose of the registration is to:

- (a) Identify operator of particular classes of vehicles, and to compile a National register of operators.
- (b) Connect particular fleet vehicles to a particular operator, with the purpose to facilitate law enforcement with the issuing of operator cards that must visibly be displayed on vehicles.

4.3 Any change of the proxy or representative must in future be reported to the Local Traffic Department within seven (7) days by either the Municipal Manager, Fleet Manager/Assistant Director Fleet.

5.0 COMPETENCY CERTIFICATE

5.1 Vehicle of the Municipality may not be used on public road without valid competency certificate for such a vehicle.

5.2 Obtaining the Competence certificate a vehicle, should be taken for a physical test and service to the local traffic authority where the prescribed fees are to be paid and a disk issued. Afterwards the disk must be affixed on the windscreen.

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- 5.3 A competency certificate and disk are valid for a period of twelve (12) months from the date of issue.

6.0 LIFESPAN OF VEHICLES:

- (a) Age: 5 YEARS APPLY TO SEDANS (UNDER 3500 GVM)
Vehicles GVM under 3500 kg 5 years or 150 000 odometer reading
Vehicles GVM over 3501 kg between 10 – 12 years.
- (b) **When maintenance costs exceeds the original purchase price**
B.E.R – Vehicles that are “Beyond Economical Repair”.

Determine Vehicles which are B.E.R (Vehicles beyond economical repair).

- (a) Determine which vehicles are currently standing BER and whether they should be repaired or disposed.
Often vehicles are not replaced, as the physical condition looks acceptable.
Only when the economic value of any repairs has been verified can vehicles be replaced;
- (b) To declare a vehicle beyond economical repairs, there has to be a history /record of repair cost to date.
- (c) **The present value of the vehicle should be taken in to consideration**
- (d) Calculate the worthiness of maintaining a vehicle that is costing more on repairs, rather
Than spending on purchasing a new vehicle.

7.0 DISPOSAL OF VEHICLES:

VEHICLES WILL BE DISPOSED FOR THE FOLLOWING REASONS: (According vehicle replacement Strategy Plan).

Example:

- a) Reached a lifespan of 5yrs or 150 00 or whichever comes first.
b) Vehicles are declared beyond economic repairs

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- c) Vehicles are written-off

Disposal of vehicles is the responsibility of Asset Management!!

8.0 ACQUISITION/PROCUREMENT OF VEHICLES AND RECEIVING

Respective Departments/Directorates will forward their needs with regards to their fleet requirements with a proper motivation in writing.

Vehicles will be acquired through proper Supply Chain Processes.

On delivery Vehicle will be awarded and allocated accordingly.

- 8.1 On receipt of new vehicle all the tools, equipment and general condition must be checked carefully and any damage, loss and/or shortage must be brought to the attention of the supplier via the Fleet Office in writing.

- 8.2 The transport office and Asset Department should have an Asset Register containing the Following:

- (a) Brief description of vehicle
- (b) Fleet Number
- (b) Registration Number of the vehicle
- (c) Colour of the vehicle
- (d) Purchase Price
- (e) Date received
- (f) Date Replaced/ Disposed
- (g) Model
- (h) Vin Number

- 8.3 The Transport Officer or his/her delegates must update the register when there is a change in the status of the vehicles.

- 8.4 All vehicles must be fitted with an identification sticker on both left and right front doors. The sticker must contain the Mogale City Local Municipality emblem with Fleet Numbers and Mogale city Municipality Toll free telephone number. The vehicles must be clearly marked with big letters which have reflectors for when it is dark.

Exception to Municipality vehicles with no stickers will only apply to Executive Vehicles

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- 8.5 All Municipal Vehicles should be fitted with a power Tracker within a month of receipt.

9.0 VEHICLE INSPECTION

9.1 Apart from pre-trip and after pre-trip inspection vehicles must be inspected once a week by the Transport Office or delegated office. For this purpose an inspection register, must be implemented. The register must be checked by the Assistant Director on a monthly basis and by Fleet Manager on a quarterly basis and report be made to Executive Manager on a quarterly basis.

9.2 Any defects/ damages found during the inspection must immediately be noted by the inspecting official on the inspection register.

9.3 When the vehicle is returned, the Transport Office must inspect the vehicle thoroughly to determine whether there are no defects, if so they should be documented, reported and investigated.

9.4 Vehicles should be inspected on a daily basis by driver and Transport officer/Assistant Manager Fleet or his/her delegate.

10. TRANSPORT OFFICER /ASSISTANT MANAGER (RESPONSIBILITIES)

10.1 A Transport Officer/Assistant Manager should be appointed in writing by the Municipal Manager/his or her delegated official to administer all vehicles and transport activities. The Transport Officer is responsible for the fulfilment and application of all relevant transport instructions, and the maintenance and correct utilisation of the Municipal vehicles under his/her control.

10.2 Co-ordinate motor transport and to ensure optimal utilisation of vehicles at all times.

10.3 Exercise control over the maintenance of and expenditure involved in the use of municipal transport.

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- 10.4 Ensure the proper completion and regular scrutiny of all records and returns/reports concerning transport. An important element of this function is the Vehicle Asset Register.
- 10.5 Ensure that all vehicles are kept in good roadworthy condition and that they are serviced on a regular basis.
- 10.6 Ensure that all instructions relevant to use, operation and maintenance of vehicles are complied with.
- 10.7 Communicate with the Service Provider (administration of maintenance) and commercial garages on matters relating to vehicles under his/her control.
- 10.8 Ensure that vehicles are in a neat and tidy condition at all times.
- 10.9 Ensure that the driver conducts a pre-trip inspection.
- 10.10 Ensure that the vehicle has a valid license unendorsed driver's license.
- 10.11 Ensure that the vehicle logbook and trip authority are issued to the driver and correctly filled.
- 10.12 Ensure that it is made clear to the driver that he/she takes full responsibility of the vehicle as well as any Traffic Transgressions that may occur in line of duty whilst in their possession.
- 10.13 on completion of the trip the Transport Officer/Assistant Director or his or her delegate must ensure that all items issued to the driver are handed back and that the necessary verification takes place.
- 10.14 Ensure that vehicles are parked with sufficient fuel, oil and water so that they are ready for use in the case of a next trip. (Half a Tank Fuel).

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11. MUNICIPAL VEHICLES ARE A WORKING TOOL

11.1 WHO HAS AUTHORITY TO DRIVE COUNCIL VEHICLE/VEHICLES

Officials who comply with the necessary requirements and who **must** drive the Municipality vehicles for the execution of their daily tasks and possess an applicable valid driver's licence for the relevant class vehicle may be allowed to drive Municipal vehicles.

- 1) Official allowed to drive Municipal vehicles, are only allowed to drive Municipal vehicle for the reason of executing Municipal duties;
- 2) Councillors and subsidy structured personnel/Officials are not allowed to drive Municipal vehicles;
- 3) Officials need to undergo a competency practical test /re-evaluation testing, in order to obtain an internal Municipal Driver's License, the Occupational Health and Safety Personnel will test the driver and provide report to the Fleet Management.

This authorisation is only applicable within the framework of Mogale City Municipality

Copies of authorisation to drivers must be filed on the official's personnel file as well as at the Transport Office.

A register, with the following information, of authorised drivers must be maintained by the Transport Office and it must always be verified whether the official is authorised to drive.

- (a) Name of official
- (b) Name of Silo/Department
- (c) Date when ingenuity test was conducted
- (d) Code of licence
- (e) License number
- (f) Date issued
- (g) Expiry date

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- (h) Limitations
- (i) Number of accidents involved in

12 RESPONSIBILITY OF MUNICIPAL DRIVERS

12.1 Drivers Shall:

- 12.1 make sure that they have a valid unendorsed driver's licence and required Professional drivers permit.
- 12.2 ensure that they have Authority to drive a Municipal Vehicle;
- 12.3 Have a written Authorisation (Completed Trip Authority).
- 12.4 adhere to the Road Traffic Act, and not exceed the speed limit;
- 12.5 not carry unauthorised passengers and goods in Municipal Vehicles;
- 12.6 not deviate from the trip authority
- 12.7 not drive the Municipal Vehicle under the influence of drugs/Alcohol or any intoxicating substance
- 12.8 not exchange or transfer responsibility for the vehicle they signed for.
- 12.9 refrain from theft of vehicle equipment. E.g. spare wheel, spanner and other tools.
- 12.10 Inspect vehicle prior departure and on completion of the trip.
- 12.11 Make sure they have the authority to park the vehicle overnight signed by delegated authority.
- 12.12 Maintain the vehicle in good condition.
- 12.13 Maintain and keep the trip sheet updated.
- 12.14 Keep the vehicle filled with fuel before parking it at the workshop.
- 12.15 Report all incidents/accidents to the fleet Officers
- 12.16 Not overload the vehicle with goods/passages
- 12.17 be responsible for their driving tags, if lost they will be responsible to replace them.
- 12.18 be held responsible for traffic transgression committed.
- 12.19 Not smoke in a Municipal vehicle.

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13. ISSUING OF VEHICLES/ALLOCATION

- a) Vehicles are to be booked in advance with the Fleet Office
- b) It is the responsibility of the Fleet office to issue vehicles accordingly to respective departments and according to the needs of the departments

14. TRIP AUTHORITY

Each trip with a Municipal vehicle must be authorised beforehand by means of a properly completed and approved trip-sheet.

Post Trip sheet will be only accepted in cases of extreme emergency, and should reach the Fleet Office within 12 hours after undertaking the trip (Traffic Services).

- c) A register must be maintained by the Transport Office in which full particulars of all functionaries who are authorised in writing by the Municipal Manager to authorise trip sheets, together with their specimen signatures are reflected. This register must be utilised to compare signatures on trip sheets in order to identify forgery/ fraud.
- d) The register must be kept under the following headings:

Name	Date of Authorisation	Directorate	Specimen Signature
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- e) The official who authorises the trip-sheet must ascertain that the Trip-sheet is completed correctly e.g. **the purpose of the trip must be clearly specified.**
- f) A trip-sheet must always be completed in the original trip-sheet is handed to the driver of the departmental vehicle, whilst the copy should be filed in the office of the Transport Officer
- g) The official authorizing the trip may not be of a lower rank to that of the driver.
- h) Trips in the same direction and/or to the same destination must be coordinated by the Transport Office.

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- i) It remains the responsibility of the Transport Office to inform trip-undertakers to the same destination to co-ordinate the trips. This should be conveyed in advance to the drivers.

14. COMPLETION AND HANDLING OF LOGBOOKS.

It is the responsibility of the driver to make sure the Log book is completed.

Logbooks must at all times be issued to drivers before commencing a trip. On receipt of the vehicle the Logbook must be completed and checked by the Transport Office or his or her delegates.

All applicable fields on the log sheet must be filled in and the instructions (details of trip).

All unused lines must be crossed out with an oblique line. If a vehicle was not used during a month, a nil statement with regard to a log sheet must be completed.

15. TRANSGRESSIONS (MANAGEMENT OF TRAFFIC FINES)

When a traffic fine is received under the name of the proxy or representative, the Transport Office or the Assistant Manager should submit it to the driver who should acknowledge receipt by signing in a register. If the driver fails to pay the fine within the stipulated time, the traffic fine must be forwarded to the relevant Traffic Authority who should be requested to re-issue the fine on the relevant driver's name. The driver should pay the fine within 30 days. Proof of payment must be submitted to the Transport Officer.

In a nutshell the traffic fine should be re-directed to the driver, to allow shifting liability from the Municipality.

In summary the traffic fines should be re-directed to the offender.

A register under the following headings must be maintained with regard to all traffic violations of drivers. Habitual offenders should be subjected to disciplinary action at the discretion of the Fleet Manager and Executive Manager.

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Name of Driver	License No.	Address of Driver	Telephone Number	Date of Offence	Amount of Fine	Fine Paid (Receipt)

16 PRE-INSPECTION

When Municipal vehicles are issued they must be subjected to a proper inspection and the following instructions must be strictly adhered to.

The Transport Officer or his/her delegated official must inform the official receiving the vehicle that the vehicle must be inspected before the trip.

The driver receiving the vehicle must thoroughly inspect the vehicle after which any defects must be recorded in

No vehicles for transport privileges (transport of members, scholars, sport teams, funerals, etc.) will be issued without the necessary written approval from the office of the Accounting Officer

- An indemnity form should be completed by the non-officials, thus stating that the
- Mogale city Local Municipality will not be held liable for any accidents nor incidents with regards to the non-employee in a Municipal vehicle.

Copy of written authorisation must be kept in a file for audit purposes.

Record keeping must be maintained for the booking of vehicles/trips.

17. ON RETURN OF THE TRIP (POST INSPECTION).

Assistant Manager Fleet or his/her delegate, must see to it that the sum total of the kilometres travelled and the "Particulars of trips" are compared in order to ensure that the kilometres travelled, are realistic.

After completion of a trip the Transport Officer or his/her delegates note down the following information on the trip-sheet:

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- 1) The number of kilometres travelled
- 2) Registration Number of vehicle with which the trip was undertaken
- 3) Amount per kilometre travelled

This information was obtained from the trip- sheet must be noted down daily on the log-sheet.

The Assistant Manager or his/her delegate **must** inspect the vehicle directly after it has been returned by the driver and note any defects on the trip sheet. In the case of no defects a note must be made accordingly.

Municipal motor vehicles may not be issued for longer than 10 days without the prior submission of a properly motivated application by the respective Directorate to the Executive Manager Office.

Transport Officers' attention is drawn to the fact that the number of kilometres travelled must be verified taking into account the route travelled. The period that the vehicle was absent from the home base must be thoroughly taken into consideration with the calculation of the total kilometres travelled.

The Assistant Manager or his/her delegates must check the fuel consumption (kilometres per litre) of vehicles every time when fuel has been taken in and if any vehicle indicates a deviation from the average fuel consumption the matter must be investigated properly and in case of irregularities the matter must be reported to the Transport Manager, as a monthly fuel consumption report.

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18 REPAIR-, MAINTENANCE- AND SERVICING SERVICES

In the case where a Municipal vehicle breaks down or is involved in an accident and need to be towed during office hours as well as after hours, the Assistant Manager must be contacted in order to arrange for the vehicle to be towed in.

When notice is received that the repairs have been completed, the Transport Assistant Manager or his/her delegate must see to it that the vehicle is collected within two (2) hours.

All Municipal vehicles must be serviced according to the specifications laid down by the manufacturer.

19. UTILISATION OF VEHICLES

- a) Monthly a return on the utilisation of vehicles must be forwarded to Fleet Management. It must reflect the average monthly kilometres covered as well as the average number of days utilised by every vehicle during the month. Returns must reach the Transport Manager office on the 1st of every month.
- b) In the case where a Municipal vehicle does not cover the prescribed **1 500 kilometre** per month or maintain **sixteen (16)** days utilisation per month, the under-utilisation must be explained in the applicable space of the return.
- c) If the space is insufficient the motivation must be furnished as an attachment. In the case of regular under-utilisation of a vehicle, an indication must be given whether the vehicle can be transferred elsewhere to another department. If **not** the necessity to retain the vehicle must be properly motivated.

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The following specialised vehicles are normally underutilised based on odometer travelled and should be equipped with an hour meter.

- Compactors
 - Crane Trucks
 - Roll on Roll offs
 - Cherry pickers/Aerial platform
 - TLB
- d) In order to ensure that the prescribed kilometres and daily utilisation are reached, **no** vehicles should be kept for more than 5 days unutilised, except in cases that they are dormant due to repairs.
- e) To transport any member of the public. **Prior written authorisation is required and no claim can be instituted by the person(s) in case of an accident, etc. as such individuals are transported at their own risk.**

20. INDEMNITY FORMS:

An indemnity forms must be filled in, stipulating that the Municipality will not be held liable for any incidents/accidents/death, when occurring.

21. SAFE KEEPING AND PARKING OF VEHICLES

Officials in charge of Municipal vehicles must ensure that vehicles are safely garaged or parked and must at all times take all reasonable steps to safeguard vehicles, including accessories and tools, against theft, irregular use, damage and fire.

Toll cards and logbooks may under no circumstances be left in the vehicle when parked. Vehicles that are equipped with Gear locks, alarms, immobilizers, or other vehicle security apparatus must be activated.

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The Municipality will not be held liable, for private goods stolen from Municipality vehicles, in fact No! PRIVATE GOODS WILL BE STORED IN MUNICIPAL VEHICLES.

- a) **On Municipal premises** – Where possible, Municipal vehicles must be garaged or parked on Municipal premises. Under no circumstances may unauthorised persons have free access to official parking lots. The necessary measures must be taken at all times to safeguard vehicles against loss or theft.
- b) **Parking meters and parking lots/Airport Parking** – Where an official makes use of parking meters or parking lots while on duty, the expenditure actually and necessarily incurred will be refunded to him/ her by the Municipality if the necessary receipt is submitted and reasons for parking are in relation with official duties.
- c) Where it is in Municipal interest that a vehicle be parked at an official's official/private dwelling, such authority may be granted by the relevant Head of Department or Manager in writing.
- d) Authority for occasional parking must at all times be granted in writing and must be noted on the relevant trip sheet under "Remarks" with an indication of "where" and the conditions "under which" the vehicle must be parked.
- e) Municipal vehicles, used for **official** purposes may be parked at private residences of officials, **merely on those occasions when such official must execute stand-by service around the clock. (Authorisation From a delegate must be in writing)**

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When a Municipal vehicle is garaged or parked, every precaution must be taken to safeguard it against damage, theft or irregular use:

- (a) The hand brake must be applied, and where the vehicle is parked on a slope, the front wheels must be turned towards the curb or against the slope and furthermore, where such vehicle has a conventional gear box either low or reverse gear must be engaged. If fitted with an automatic gearbox the gear selector must be moved to the "P" (parking) position.
- (b) The windows must be closed.
- (c) The doors must be locked and the ignition key and the door key must be removed and kept in safe custody, except at a commercial garage where it is required that the ignition key not be removed and the vehicle doors not be locked, in order to enable vehicles to be shifted
- (d) If the vehicle is garaged in a lock-up garage the doors of the garage doors must also be locked.

22. INSTALLATION OF ADDITIONAL EQUIPMENT

22.1 Where the need for the installation of radio equipment in a Municipal vehicle has been identified, a proper motivated application must be submitted, via the Fleet Office.

The following conditions shall be applicable in consideration of such application:

- (a) Sufficient funds for the supply, installation or removal of the equipment must have been provided for.
- (b) No structural changes must be made to the vehicle when installing the equipment.

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- (c) The equipment must be installed in such a manner that when removed, the appearance of the vehicle is not damaged.

22.2 When a tow-bar has to be installed to a vehicle, the same procedure must be followed Approval shall be subjected to the following conditions:

- (a) All applicable requirements of the Road Traffic Ordinance and Regulations shall be complied with.
- (b) Sufficient funds are available for the installation and removal (when necessary) of the electrical couplings and the tow-bar.
- (c) Only SABS approved tow bars must be installed.
- (d) The total weight of the towing unit should not exceed two-thirds of the unburdened weight of the towing vehicle.
- (e) No structural changes are done to the vehicle - the tow-bar must be of the removable type.

It must be noted that the supply of such equipment creates opportunity for overloading that irrespective of the reasonable burden on the vehicle, bring about a high accident risk and wear and tear. Overloading has a detrimental effect on the life duration of tyres and it may cause defects that would not only endanger the lives of the passengers, but also that of other users of the road.

When a need for the installation of additional equipment is identified, a properly motivated application for each separate case must be submitted.

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23. ACCIDENTS

Accidents must be handled as follows and also adhering to Sections 61 and 62 of the National Road Traffic Act No 93 of 1996:

Reporting to SAPS: All accidents and losses involving Municipal vehicles, must where possible, be reported **within twenty four (24) hours to the SA Police Service** by the official who was involved in an accident or was in control of the vehicle when damaged.

An accident report should be used when reporting to the South African Police Services, and a copy can be left with them.

When an accident is reported to the South African Police Service telephonically, it must **immediately** be followed up per letter/fax transmission and a visit in person to confirm the details recorded by SAPS. In this letter/fax transmission reference must at all times be made to the case/incident number and the personal details of the police official to whom the accident was reported initially. A copy of accident report form must be handed over to a driver when he/she collects a Municipal vehicle. Particulars regarding time, date and name of the police official to whom the incident was reported, as well as the case/incident number must be furnished in the accident report and other documents. All cases that cannot personally be reported by the driver to the South African Police Services, must be reported by the Transport Official in writing e.g. If the driver of a Municipal vehicle involved in an accident, from the nature of his/her injuries cannot report the incident **personally** to the South African Police Service. Non adherence to the above-mentioned shall lead to disciplinary steps being taken against the driver of the vehicle or the Transport Officer.

Internally for cases of accidents and losses involving Municipal vehicles the following procedure must be followed:

- (a) (Accident Report) must be completed by the driver of the vehicle immediately.
- (b) Written reports must be obtained by the Assistant Manager Fleet from the driver/passengers and other witnesses (if applicable).

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- (c) (Accident Report), written reports, trip sheet, copy of driver's licence and parking authority (if applicable) must be submitted to the Transport Office.

All thefts of vehicles must, above the fact that they are reported according as prescribed, also be reported to the Fleet Manager Office in the following format.

- (1) Date of theft
- (2) Location
- (3) Make and Registration Number
- (4) Registration number of vehicle
- (5) Purpose/ reason for which the vehicle was used at the time of the theft
- (6) Is negligence relevant/have prescriptions been carried out.
- (7) Has action been taken against staff - announce action
- (8) Case number
- (9) Replacement value of vehicle
- (10) Date on which vehicle was recovered
- (11) Condition

All accidents with/ damage to/ losses of Municipal vehicles must be thoroughly investigated.

Claims that arise from the use of Council vehicles must be reported immediately to the Fleet Section.

25.1.2 All damages to, losses of Municipal Vehicles and other property will be recovered from officials in the cases where:

- (1) An accident occurred because the driver was under the influence of liquor or intoxicating drugs,**
- (2) The driver makes a confession of guilt to a third party before the State Attorney has been consulted in the case, with the understanding that such confession by the driver will not exclude him from the advantages of instructions regarding injury on duty,**

FLEET MANAGEMENT POLICY

- (3) The vehicle was used without authority for a purpose other than strictly official,**
- (4) The official is not in possession of an applicable driver's licence,**
- (5) The vehicle was driven without the official being duly authorised,**
- (6) The driver allowed that the vehicle be driven by an unauthorised person, or**

When a driver receives a summons, subpoena, claim or notice, it must immediately be handed over to Fleet Manager for forwarding to Legal Services so that the matter can be brought to the attention of the Legal Manager.

Receipt of summons, subpoenas and notices must immediately be acknowledged to the dispatcher and must be dealt with immediately by submitting it to Legal Services. Such acknowledgement of receipt must include nothing that may possibly prejudice the Municipality interests. This again emphasises the fact that under no circumstances must liability be admitted.

Admission of guilt should not be made without the intervention of the Legal Services.

24. INSURANCE OF MUNICIPAL VEHICLES

24.1 Municipal vehicles are insured.

Drivers should concentrate conscientiously to comply with instructions and render an Accident free service.

INSURANCE PROCESSING LIES WITH ASSET MANAGEMENT.

Accidents forms and theft forms with regards to Fleet should be submitted to fleet office for administration, and will be forwarded or directed to Asset Management for processing. Statistics of all accidents must be kept locally and the following details must be contained in the register

FLEET MANAGEMENT POLICY

24.1 DEPARTMENTAL VEHICLE

- (1) Registration Number
- (2) Date of accident/ collision/transgression
- (3) Date reported to Police
- (4) Number, position and name of driver
- (5) Class and number of licence the driver disposes of and the driver's proficiency test result
- (6) Number of previous accidents by the relevant driver
- (7) Cause of accident/ collision, place occurred and who caused it
- (8) Damage to Vehicle
- (9) Names of officials and/or passengers injured (seriously/ light and/or fatal)

OTHER VEHICLE

- (1) Registration number of other vehicle involved in accident
- (2) Name and address of the driver of the other vehicle.
- (3) Concise indication of damage to other vehicle
- (4) Names and addresses of persons injured (seriously/light and/or fatal)

25. UNAUTHORISED USE/ MISUSE OF MUNICIPAL VEHICLES

In all cases where Municipal vehicles are used without written authorisation per trip-sheet a criminal charges must be laid against such official(s) by the local Assistant Transport Manager or his delegates in accordance with the General Law Amendment Act (Act 50/1956) Section 1(1) and as an alternative, a transgression of the Road Traffic Act (Act 29/1989) Section 123(2) read with Section 149(1) and 149(6).

In cases where officials authorise such trips for the personal benefit of officials and which is not according to stipulations, these cases must be dealt with accordingly.

In cases where a driver is found guilty on the said criminal charges, expenses with regard to the kilometres travelled, must also be recovered from such official(s) (FINANCIAL LOSS)

FLEET MANAGEMENT POLICY

26. VEHICLE ESTIMATION

Estimates for new vehicles as well as replacements should be compiled annually the estimates /needs should be properly motivated. A provision for expected increase/expansion and decrease in transport requirements.

27. GENERAL PROCEDURES TO FOLLOW IN THE EVENT OF AN ACCIDENT

- Stop the vehicle immediately
- Determine the nature and extent of any injuries sustained by any person.
- If a person is injured you must render the most capable aid to the injured person.
- Determine the nature and extent of the damage.
- Furnish the name and address of the driver of the motor vehicle and the number of the vehicle to any person that has **reasonable ground** to desire this information.
- If a policeman is not already on the scene of the accident:

You must summon a policeman or traffic officer or if **such official is not available, report the accident as soon as possible to a policeman or traffic officer** within 24 hours..

- If the policeman or traffic officer indicates that they cannot visit the scene of the accident, the person that reports the accident must obtain the necessary accident report number from the official to whom the accident was reported, as well as the latter's personal particulars and the name of the police station or traffic office. A note must be made of the date and time upon which the accident was reported.
- In every case where an accident is reported telephonically, is it necessary to follow-up this report immediately per minute. In this minute reference must always be made to the accident report number as well as the personal particulars of the policeman to whom the accident was originally reported.

FLEET MANAGEMENT POLICY

- If the accident occurs in an urban area and another person is killed or injured in this accident, the vehicle involved in the accident may not be removed from the place where the vehicle came to a standstill, before such removal has been authorised by a policeman. Where such accident causes total obstruction on the drive of a vehicle road, the vehicle can without such authority be moved to allow traffic flow after the position thereof has been marked on the surface of the driveway by the person removing the vehicle.
- Under no circumstances must responsibility be acknowledged or thoughtless statements made to whomever or made at any stage, or payment or compensation offered or affected to someone.
- If any relevant person acknowledges responsibility with regard to the accident, a written statement to that effect must be obtained from him/ her.
- Where a suspicion exists that the driver(s) of the other vehicle(s) involved in the accident is/are under the influence of liquor or intoxicating drugs, this suspicion must with the least possible delay be brought to the attention of the policeman or traffic officer.
- Obtain as soon as possible, on the scene of the accident the following:
 - The registration number, make and type of other vehicle(s).
 - The name and address of the driver(s) and the owner(s) of the other vehicle(s).
 - The name of the Third Party insurance company with regard to the other vehicle(s) and the number of the insurance disc(s).
 - Whether the other driver(s) drove the vehicle(s) in his/their own interest or in the interest of the owner(s) of the vehicle(s).
 - Nature and extent of damage acquired by the other vehicle(s) in the particular accident.
 - The name, address, race and estimated age of any pedestrian(s) involved and of any person(s) killed or injured, as well as the nature of injuries.
 - A description of animals and fixed objects involved in the accident, the name and address of the owner in the case of animals. Furthermore the name and estimated age of any shepherd(s) herding or driving the animals, as well as the nature and extent of injuries and damages.
 - The name and address of each witness, including the passenger(s) of the other vehicle(s).
 - A sketch of the scene of the accident.

FLEET MANAGEMENT POLICY

- Whether the road on both or one side have been fenced in with a wire fence.

28. FUEL MANAGEMENT

Drivers Shall:

- Drivers shall make sure that they fill the vehicle with the correct Fuel
- Write their names clearly on the petrol slip
- Drivers shall make sure the registration numbers/Fleet Numbers and odometers are recorded correctly.
- Shall make sure they are billed the correct amount charged for fuel and oil.
- Shall make sure that all petrol slips/invoices are submitted on a weekly basis to Fleet Management section.
-

29. TRACKER SYSTEM/TELEMATICS

All Municipal vehicles are fitted with a tracker system for the following reasons

- To locate the vehicle in case of theft
- To Monitor driver behavior, e.g speeding, harsh breaking
- Deviation of Trips
- Trip Replays
- Panic Buttons for emergencies
- Real time monitoring of the Municipal vehicle at any time given.

All drivers will be allocated or provided with driver identification tags.

It is the responsibility of all drivers to safe guard their tags.

The Municipality will not be responsible for lost tags.

The cost to replace lost tags will be Bourne by the drivers.

FAILURE OF DRIVERS TO COMPLY WITH THE ABOVE WILL RESULT IN NECESSARY STEPS BEEN TAKEN, DISCIPLINARY ACTION WILL BE TAKEN AGAINST MUNICIPAL DRIVERS WHO ARE NON-COMPLIANT TO THE MOGALE CITY MUNIVCIPALITY POLICY.

FLEET MANAGEMENT POLICY



Mogale City
Local Municipality

*P.O. Box 94
Krugersdorp
1740
Tel: (011) 951-2000
Fax: (011)
Direct:*

**INDEMNITY FORM
2019**

DATE OF TRIP / /

TO WHOM IT MAY CONCERN:

I, the undersigned, declare that in the event of anything happening to myself whilst travelling in the Mogale City Local Municipality vehicle I will not hold the Mogale City Local Municipality responsible for damages or injuries, incurred through accident/incident.

(Print) Full Names & Surname

.....

Signature.....

Date

PRINT:

WITNESS: _____.

NAME&SURNAME: _____

Signature.....

Date

*On written request within seven days after the date of this letter, a similar letter will be furnished in any of the following languages:
Afrikaans, South/Tswana, Xhosa/Zulu*

FLEET MANAGEMENT POLICY



Mogale City

Local Municipality

TRIP AUTHORISATION FORM FOR THE USE OF MUNICIPAL VEHICLES

TO BE COMPLETED BY THE PERSON REQUESTING (TRANSPORT)

Name of Driver	Driver Surname	Code of Licence:	License No:
Department	Section	Contact Number	Cell number:
Name of Co-driver	Driver Surname	Code of Licence:	License No:
Department	Section	Contact Number	Cell Number:

PART 1: TO BE COMPLETED BEFORE JOURNEY

DATE	STARTING POINT	ODOMETER	DESTINATION	ODOMETER	REASON FOR TRIP

PASSENGERS: ENTER NAMES OF MUNICIPAL PASSENGERS AND EMPLOYEE NUMBERS

Name Surname	Employee No:	Reasons for the Trip

GOODS/EQUIPMENT TRANSPORTED IN MUNICIPAL VEHICLE

GOODS DESCRIPTION	QUANTITY	REASONS

ABOVE TRIPS AUTHORISED BY:

I hereby certify that the journey undertaken by myself is Official:

Driver
Name.....Signature.....Date.....

RESPONSIBLE MANAGER

Name.....Signature.....Date.....

ALLOCATION OF VEHICLE BY ASSISTANT MANAGER/FLEET MANAGEMENT DELEGATE

Name.....Signature.....