

MOPANI DISTRICT MUNICIPALITY



FLEET MANAGEMENT POLICY

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1. INTRODUCTION

The purpose of this document is to clarify the position regarding municipal transport. This covers the use of municipal transport within the municipality and inter alia the use of municipal vehicles permanently allocated to a specific department.

2. PURPOSE

Official transport within the Mopani District Municipality is supplied as a work facility to support departments in the delivery of its objectives. Municipal transport must therefore be used in the most cost-effective manner.

3. FRAMEWORK

- Constitution of the Republic of South Africa Act 1996.
- Municipal Finance Management Act 2003.
- Municipal Systems Act 2000
- Municipal Structures Act 1998
- National Road Traffic Act 1996
- Occupational Health and Safety Act 1993
- Transport Circular No.4 of 2000

4. ABBREVIATIONS AND DEFINITIONS

For the purpose of this policy, the following definitions shall apply.

AMS	Asset Management System
BSC	Bid Specification Committee
FAR	Fixed Asset Register
CFO	Chief Financial Officer
GIS	Geographical Information System
MDM	Mopani District Municipality
MFMA	Municipal Finance Management Act (No. 56 of 2003)
MM	Municipal Manager (i.e. Accounting Officer)
MSA	Municipal Systems Act (No. 32 of 2000)
NRTA	National Road Traffic Act 93 of 1996
NT	National Treasury
OHSA	Occupational Health and Safety Act 85 of 1993
SOP	Standard Operating Procedure
SCM	Supply Chain Management

Accounting Officer (MM) - Means the Municipal Manager appointed in terms of Section 82 of the Local Government: Municipal Structures Act, 1998 (Act no. 117 of 1998) and being the head of administration and accounting officer in terms of section 55 of the Local Government: Municipal Systems Act 2000 (Act no. 32 of 2000).

Chief Financial Officer (CFO) means an officer of a municipality designated by the Municipal Manager to be administratively in charge of the budgetary and treasury functions.

Municipal Vehicle – A “Municipal Vehicle” – Any vehicle utilized for Municipal purposes incl. Light vehicles, Heavy Vehicles, Buses and Mini-buses included in the Municipal Fleet List.

Plant – Any earthmoving-, road building- & road maintenance machines / equipment utilised for maintaining Parks and sport grounds, Electrical maintenance equipment e.g. cranes & hydraulic platforms, self-driven or otherwise.

Special Vehicles – Municipal vehicles which are classified as special vehicles by the manufacturer/ dealership or Traffic department.

Supervisor – a person of the section, appointed in a directorate to control the implementation of the Fleet Management Policy in his/her directorate and to liaise with the drivers/operators as well as the Fleet Management offices on fleet affairs.

5. POLICY CONTENT AND GUIDELINES

This section should contain the actual policy but may not include the procedures for implementation of the policy

a) Who can use the municipal vehicle

- The following category of Employees qualify to drive municipal vehicles
 - Employees with no car allowance or subsidy.
 - Full-time employees and contract employees who have undergone testing processes of the municipality.
- Officials with car allowance or subsidy are not allowed to be passengers in municipal vehicles without authorization by the Municipal Manager.
- Non-officials / public personnel are not allowed to be passengers in municipal vehicles unless prior permission “i.e. written” (signed memo with details of the trip and passenger) is granted through the Municipal Manager, Senior Manager or designated Fleet Management Official.
- Drivers with prior records of being involved in accidents will not be allocated a municipal vehicle unless a written Authorisation is provided by the Director/Senior Manager to allow the driver to drive a municipal vehicle.

b) Authorisation under emergency

- If a vehicle is requested in an emergency, a written trip authority must be obtained immediately after the event. 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 emergency and the manager must be satisfied that the journey was necessary.

c) Usage of municipal vehicles

- The signed trip authorization form must be carried in the vehicle at all times as well a logbook with details of the trip.
- 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.
- All municipal vehicles will be utilized for the purpose of service delivery and municipal programs.

d) Parking of vehicle overnight

- In normal circumstances vehicles should be parked in the municipal premises. Where circumstances are not permitted, vehicles may be parked in the nearest government premises on condition that the parking place should be lockable or with 24-hour security available.
- Permission may be given for a vehicle to be parked overnight at the home of an official if the following conditions are met:
 - The vehicles should be parked at a safe and secure packing (lockable gate/access control) facility.
 - The driver will be leaving early in the morning or returning late at night.
 - If the official is on standby and there is no means by which he/she can be transported.

The above will be authorised by the relevant Director/ Senior Manager through a signed memo.

e) Logbooks, Petrol Cards, Equipment & Keys of municipal vehicles

- The driver is responsible for filling in of vehicle logbook legibly and accurately, safe keeping of petrol cards and keys, and vehicle equipment (e.g. the spare wheel, toolkit, jack and any other extras) when utilizing the municipal vehicle.
- **Completion** - Log-sheets must be fully completed, immediately before the trip and signed before submission to the Fleet Management Division.
- **Safe custody of keys** – The Fleet Management Division must take the necessary care with safe custody of the copies of spare keys. All officials employees in charge of vehicles must ensure at all times that the ignition; door lock and keys of the vehicles being used are safeguarded against loss or theft.

6. DUTIES OF MUNICIPAL MANAGER/ ACCOUNTING OFFICER

- a) A municipality exercises its legislative and executive authority by, among others, developing and adopting policies, plans, strategies and programmes, including setting targets for delivery (section 11(3) of the MSA).
- b) Participation by the local community in the affairs of the municipality must take place through, among others, generally applying the provisions for participation as provided for in the MSA (section 17(1) of the MSA).
- c) A municipality must communicate to its community information concerning, among others, municipal governance, management and development (section 18(1) of the MSA).
- d) As head of administration the Municipal Manager is, subject to the policy directions of the municipal council, responsible and accountable for, among others, the following:
 - The management of the provision of services to the local community in a sustainable and equitable manner;
 - Advising the political structures and political office bearers of the municipality (section 55(1) of the MSA); and
 - Providing guidance and advice on compliance with the MFMA to the political structures, political office-bearers and officials of the municipality (section 60 of the MFMA).

- e) The Municipal Manager must take all reasonable steps to ensure, among others, that the resources of the municipality are used effectively, efficiently and economically (section 62(1) of the MFMA).

7. DUTIES OF CHIEF FINANCIAL OFFICER AND OTHER MUNICIPAL DIRECTORS.

- a) MFMA Sec 78. (1) Each Senior Manager of a municipality and each official of a municipality exercising financial management responsibilities must take all reasonable steps within their respective areas of responsibility to ensure (e) that the assets and liabilities of the municipality are managed effectively and that assets are safeguarded and maintained to the extent necessary.

For the purposes of policy the assets will refer to municipal vehicles.

- b) MDM Assets Management policy states that “Directors (the managers directly accountable to the Municipal Manager) shall ensure that:
 - Appropriate systems of physical management and control are established and carried out for all assets.
 - The municipal resources assigned to them are utilized effectively, efficiently, economically and transparently;
 - Any unauthorised, irregular or fruitless or wasteful utilisation, and **losses resulting from criminal or negligent conduct, are prevented**;
 - They are able to manage and justify that the asset plans, budgets, purchasing, maintenance and disposal decisions optimally achieve the municipality’s strategic objectives; and
 - Manage the asset life-cycle transactions to ensure that they comply with the plans, legislative and municipal requirements.

8. DUTIES OF FLEET MANAGEMENT DIVISION

- a) The Fleet Management Division should ensure adherence to the Occupational Health and Safety Act (OHSA) which states that “Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees”. A vehicle is considered a (premise) which means it falls under the scope of the Act, requiring employers to ensure the safety of the employees when using or operating a vehicle as part of their work, including proper maintenance, driver training and safe loading / unloading procedures.

- b) The Fleet Management Division should ensure adherence to the National Road Traffic Act 93 of 1996 states that “No person shall operate a motor vehicle on a public road unless such motor vehicle is registered and licensed in accordance with the NRTA”. Before any person can lawfully operate a vehicle on a public road in South Africa, such driver must have a driving license, which is valid and free from endorsements.
- c) Ensure that all instructions relevant to the use, operation and maintenance of vehicles are adhered to;
 - To ensure that municipal vehicles are always in a good state.
 - To ensure that all municipal vehicles are insured.
 - To ensure that vehicles have a tracking system.

9. TRIP AUTHORISATION FORMS

- a) It is necessary that a trip authorization form be completed in advance in consultation with the Fleet Management Division.

10. LOAD ON VEHICLES

- a) The load on any municipal vehicle may not exceed the maximum recommended by the manufacturer of the vehicle. No municipal vehicle should carry an overload of goods or passengers.
- b) If goods are transported in a municipal vehicle, it should be properly safeguarded and driven a due care 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.

11. SAFEGUARDING AND EXERCISING DUE-CARE OF MUNICIPAL VEHICLE

- 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.
- 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 Assets

Management Committee.

- c) **Competence of drivers.** The Director/Senior Manager 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 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.
- d) **Careful handling.** Driver must exercise proper care in the use and handling of municipal vehicles. Any evidence of neglect, rough handling or reckless driving must be reported to the Fleet Management Division in order that appropriate action may be taken.
- e) **Exchange of municipal vehicles.** A municipal vehicle allocated to a specific driver should not be exchanged between drivers without the vehicle being returned for re-allocation.
- f) **Accident.** Accidents and theft are reported to the South African Police Services and to the immediate supervisor and Fleet Management Division within 24 hours by the official who was in control of the vehicle.

12. DUTIES OF THE DRIVER OF A MUNICIPAL 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 Fleet Management Division 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.
- 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.

13. 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:

- Thorough knowledge of traffic regulations and signs.
- Overtaking or passing of traffic only when the road is clear and it can be done safely.
- Driving at night:
 - Reduce speed.
 - Dip headlights.
 - Keep left as far as possible.
 - Stop or park off the road surface only.
 - Using safety belts.
 - Courtesy and consideration towards fellow users of the road.
 - Not using cellular phone while driving.

14. PARKING OF MUNICIPAL VEHICLE

- a. **On municipal premises** – Where possible municipal vehicles must be garaged or parked on municipal or government premises. 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;
- **Authority** – Parking of vehicles on private premises in a properly lockable area or garage can be authorized by the Head of the Department where there is no or unsuitable garaging available on state premises or at commercial parking garages;
- **On tour** – In the case of vehicle on tour, the most suitable arrangements must be made where facilities for official garaging are not available;
- **Parking meters and parking lots** – Where an official makes use of parking meters or parking lots while on duty, the expenditure incurred may be refunded to him/her by his/her through the submission on the parking ticket/slip.
- **On the road parking or stopping:** A municipal vehicle should not be parked or stop on the main road unless instructed by an officer of the law. A municipal vehicle should be parked or stop on designated areas, and due care should be exercised at all times.
- **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.
- **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:
 - 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;

- The windows must be closed;
- 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 safe custody;
- If the vehicle is garaged in a lock-up garage the doors of the latter must also be lockable.

15. BREAKDOWN AND ACCIDENTS

- a) In the event where a driver of a municipal vehicle experiences a breakdown the Satellite Manager/ Supervisor and Fleet Management Division should be contacted immediately for assistance.
- b) The following procedure must be followed in the event of a 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:
 - Notify the Satellite Manager/ Supervisor and Fleet Management Division, as well as the police or traffic officer if possible or, if no such officer is available, report the accident as soon as possible, to a police station or a police or traffic officer and furnish full details.
 - Under 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.
 - In the event of a third-party admitting liability, an endeavor must be made to obtain a written statement from him/her to that effect.
 - 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.
 - Report on the matter to the Satellite Manager/ Supervisor and Fleet Management Division immediately or as soon as possible after the accident has occurred except in a situation where the driver is hospitalized.
 - The Satellite Manager must compile and submit a report to the Fleet Management Division and the Senior Manager or Director of the directorate for further attention and where negligence or abuse is alleged/suspected indicate that.
 - In the event where the driver has been found guilty by either the Court of Law or the Municipality, the driver may be required to pay the repair costs.

- The Fleet Management Division will immediately after the matter has been reported to the police and after having obtained the accident report/ docket issued in this respect, in consultation with the driver of the vehicle concerned, report the accident to the Insurance Company.
- The driver will submit to the Fleet Management Division complete information and records required to ensure that the claim will ensure that a claim form is completed and submitted to the insurer through the normal channel as required.

16. 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 Supervisor and Fleet Management Division and notify the police within 24 hours.

17. 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:
 - The cost of the distance covered,
 - 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.

18. 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:
 - In the event of municipal vehicle being or having been subjected to flagrant

misuse or irregular use; or

- 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
- Where the driver of a municipal vehicle has been found guilty of driving such a vehicle:
 - While under the influence of intoxicating liquor or narcotic drugs; or
 - 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 General Manager Corporate Services 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.

19. FUEL AND OIL

- a) All municipal vehicle will be allocated with a fuel cards which is linked to it and the fuel card is not to be used to fuel any other vehicle. In the event that the fuel card is used to fuel other vehicles, the action will be regarded as fraud and subjected to disciplinary proceedings by the municipality.
- b) Fuel cards allocated to a municipal vehicle should be safeguarded by the Satellite Manager/ Supervisor and by the driver only when a municipal vehicle has been allocated, it will remain the responsibility of the driver until the municipal vehicle is returned and the fuel card is handed back to the Satellite Manager/ Supervisor.
- c) Unauthorized drainage of fuel from a municipal vehicle for private use or other purposes is strictly prohibited. This action will be regarded as theft of municipal property, which will be investigated, and further processes will be followed upon the investigation.

20. SERVICING AND REPAIRS OF MUNICIPAL VEHICLES

- a) The Fleet Management Division should ensure that all municipal vehicles must be serviced prescribed by the manufacturers concerned (service plans), or at least once a year.
- b) 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 vehicle.

- c) When a vehicle requires service, the official in charge of the vehicle must arrange time for delivery of the vehicle to be serviced, without any delays.

21. INSTALLATION OF TRACKING DEVICES AND OTHER ADDITIONAL EQUIPMENTS

- a) Municipal vehicles shall be installed with a tracking device in order to intensify controls over municipal vehicles.
- b) The installation of security equipment will be done using the municipality's supply chain management process.
- c) Installed tracking devices should not be tampered with under any circumstances, in the event whereby a tracking device malfunctions, the Satellite Manager/ Supervisor and Fleet Management Division should be notified immediately so that the system providers can be requested to assist.

POLICY REVIEW

This policy shall be reviewed annually

This policy was formulated by Budget and treasury Management in consultation with the Treasury.

Authorized by Municipal Manager: **TJ Mogano**

Signature: _____ Date: _____

Approved by :Municipal Council

Signature: _____ Date: _____