

MOPANI DISTRICT MUNICIPALITY



FLEET MANAGEMENT POLICY

TABLE OF CONTENT

	PAGES
1. Introduction	02
2. Framework	02
3. Who can use the vehicle	02-03
4. Drivers, passengers, authority to use the vehicle	03-04
5. Using of vehicles, parking of vehicle overnight	04-05
6. Logbooks, itineraries, petrol cards, vehicle keys, vehicle equipments, duties of transport officer, itineraries, logbooks of municipal vehicles	05-07
7. Driving of municipal vehicles	08-09
8. Roadworthiness of vehicle, safe driving	09-10
9. Safe custody of municipal vehicles and other municipal property, garaging and parking of municipal vehicles	10 - 11
10. Ignition and door lock keys of municipal vehicles, breakdown	12
11. Accidents	13-14
12. Damages, losses, deficiencies and theft	14
13. Care of tyres	14-15
14. Irregular, improper and unauthorized use of municipal vehicles, suspension of officials from driving vehicles	15-16
15. Fuel and oil	16-17
16. Servicing of municipal vehicles	17
17. Installation of tracking devices and other additional equipments	18

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.

The transport section is responsible for the ongoing development of procedures and an operational management system for all departments.

3. DEFINITION OF TERMS

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

Municipal Vehicles

- All vehicles

Service Provider

- In respect of municipal owned vehicles it shall be Fleet Management Offices.
- In respect if non –owned municipal vehicles, it shall be the relevant external service provider.

Driver

- All officials engaged in an operation of vehicles as follows:

Professional Driver

- Employed specifically to municipal vehicles for general transport purposes.

Operator

- Employed specifically to operate machines.

4. LEGAL FRAMEWORK

- Road Traffic Act No.29, 1989
- Local Government: Municipal System Act No.32 of 2000
- Local Government Municipal Structures Act 117 of 1998
- Transport Circular NO.4 of 2000 (National Transport Policy)
- Constitution

5. POLICY CONTENT AND GUIDELINES

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

i. Who can use the vehicle

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 can be used by any person with authorized trip to perform municipal functions in line with the objectives of the municipality.

ii. Other users of council vehicle

In the event where an official who does not have a car allowance is sent to represent municipality he/she will be issued with a vehicle.

iii. 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.

iv. 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.

v. Authority to use a vehicle

All trips must be authorized before being undertaken. Under normal circumstances a trip authority must be authorized by Head of the Directorate or a delegated Official.

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.

vi. Using 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.

vii. 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 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 the home of an official if the following conditions are met:

- a) The location has been reviewed by the Transport Officer and security is considered adequate, e.g. there is garage or lockable gates and;
- b) 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.

- c) 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.

viii. 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 a secure place, e.g. office safe.

It is the responsibility of the driver to fill in the vehicle logbook legibly 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.

1. DUTIES OF TRANSPORT OFFICER

- a) The duties of a Transport Officer and any other official designated to assist with transport functions are to:
- i. Coordinate 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 serviced 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.
 - vii. To ensure that all municipal vehicles are insured.
 - viii. Communicating with Car- Track. Tracking system company on a 24/7 basis.

- b) At sub-offices such as the Fire Stations, Disaster Centre and Thusong Service centre's where close surveillance on the usage of municipal vehicles by the Transport Officer is not practically possible the Station Commander or the Head of the Centre will act as Sub-Transport Officer. The responsibilities of sub-transport officers include 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. Ensure proper utilization of all the municipal vehicles under her/his control.

2. 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.

3. LOG BOOKS FOR MUNICIPAL VEHICLES

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

4. 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 tire 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.

5. 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.
- 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.

- c) **Competence of drivers.** The Head of the Directorate 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. An evidence of neglect, rough handling or reckless driving must be reported to the Transport Officer in order that appropriate action may be taken.
- 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.

6. 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.

7. 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:
 1. Reduce speed.
 2. Dip headlights
 3. Keep left as far as possible
 4. Stop or park off the road surface only
 5. Using safety belts
 6. Courtesy and consideration towards fellow users of the road
 7. Not using cellular phone while driving.

8. SAFE CUSTODY OF MUNICIPAL VEHICLES AND OTHER MUNICIPAL PROPERTY

- a. 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.

9. 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:**

- i. **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;
- ii. **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;
- iii. **On tour** – In the case of vehicle on tour, the most suitable arrangements must be made where facilities for official garaging are not available;
- iv. **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.
- v. **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.
- vi. **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-

1. 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;

2. The windows must be closed;

3. 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;

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

10. 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 Manager Corporate Services to decide whether or not under the particular circumstances the locks of the vehicles should be changed.

11. 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.

12. 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 except in a situation where the driver is hospitalized.
- vii. The Transport Officer must make a submission to Head of the Department for its further attention where negligence or abuse is alleged/suspected.
- viii. 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.
- ix. 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.
- x. The Transport Officer will ensure that a claim form is completed and submitted to the insurer through the normal channel as required.

13. 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.

14. CARE OF TYRES

- a. **Inflation of tyres** – 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 should avoid as far as possible any scuffing against or running or bucking 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.
- 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.

15. 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.

16. 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 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.

17. 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 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.

18. SERVICING AND REPAIRS 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.

19. 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 equipments will be done using the municipality's supply chain management process.

20. POLICY REVIEW

This policy shall be reviewed annually.

Approval of the policy

Date of approval by the council

Signed on behalf of the council

EXECUTIVE MAYOR
MOPANI DISTRICT MUNICIPALITY