



Molemole Municipality

FLEET MANAGEMENT POLICY

8.7	Complaints against local agents	10
8.8	Use of Services of Competent Officials	11
8.9	Washing and Polishing	11
9.	REPAIRS AND REPLACEMENT OF SPARE PARTS AND ACCESSORIES	11
9.1	Responsibility	11
9.2	At Official garages and departmental workshops.....	Error! Bookmark not defined.
9.3	At other Centres.....	Error! Bookmark not defined.
9.3.1	Repairs other than accident repairs.....	Error! Bookmark not defined.
9.3.2	Spare parts and accessories	Error! Bookmark not defined.
APPROVAL OF THE POLICY		Error! Bookmark not defined.

- 3.2.3 All the drivers must ensure that they are in possession of a valid driver's license and PDP where necessary.
- 3.2.4 No driver is allowed to take the car home without getting approval from the Supervisor.
- 3.2.5 The driver is responsible for the safekeeping of petrol card.
- 3.2.6 All drivers must report lost/stolen petrol cards to the Manager: Administration within 24 hours.
- 3.2.7 Drivers must ensure that they renew their driver's licenses and PDPs in time

4 USE OF OFFICIAL MOTOR TRANSPORT

4.1 Official Purposes

- 4.1.1 Official transport is provided for strictly official services and is not to be used for private or other purposes without the necessary authority.
- 4.1.2 Cases in which it has been established that improper use has been made of the transport must be reported to the Municipal Manager who will take the matter further.

4.2 Standard Conditions

The following standard conditions apply in respect of all cases mentioned in this policy and must be complied with in all instances:

- 4.2.1 The most economical vehicle suitable and available for the service must be used;
- 4.2.2 The vehicle must not be overloaded;
- 4.2.3 A copy of this policy shall be kept in all official vehicles. The official in charge of the vehicle shall be responsible for the safe custody thereof;
- 4.2.4 Nobody other than officials of the Molemole Local Municipality is allowed to be transported in any of the official vehicles. In cases where the driver allows a person other than those mentioned above, the driver must see to it that such a passenger signs a form which indemnifies the Council from any claims deriving from accidents or other injuries, otherwise the driver will be liable for such claims;
- 4.2.5 No official who is being granted a transport subsidy or allowance is allowed to either drive or be transported in any official vehicle;
- 4.2.6 No official may drive an official vehicle unless he/she has been authorized to do so by his/her Supervisor and unless he/she is properly licensed to drive the particular class of vehicle under whose control falls;
- 4.2.7 Special attention is directed to the requirements of the Road Traffic Act in regard to the duties of a driver in connection with the reporting of physical disabilities from which he/she may suffer or which he/she has sustained or which have developed after issue of a driver's license. Cases where it is deemed necessary to modify the standard driving controls of a vehicle before the issue of a special driver's license to such person can, in terms of the requirements of the law be possible; shall first be referred to the Municipal Manager for consideration;

- 5.1.2.2 An official who is injured whilst using an official vehicle on official duties either as a driver or as a passenger will be regarded as having been injured on duty and the matter will be dealt with in accordance with the arrangements applicable to *injury on duty*

5.2 Forfeiture of cover by driver

- 5.2.1 The cover and arrangements mentioned in paragraph 5.1.2 will not apply as far as the driver of an official vehicle is concerned in a case where:
- 5.2.1.1 He/she is found guilty by a criminal court of having driven a vehicle or of having occupied the driver's seat of a motor vehicle the engine of which was running or while he/she was under the influence of intoxicating liquor or a drug having a narcotic effect or the concentration of alcohol in his/her blood was not less than prescribed limit provided in the Road Traffic Act;
 - 5.2.1.2 He/she makes an admission of liability to third parties before the Municipality's lawyers are consulted in the matter provided that such admission by the driver shall not exclude him/her from the benefit of the arrangements applicable to injuries on duty;
 - 5.2.1.3 The vehicle is or was used for other purposes than strictly official purposes;
 - 5.2.1.4 The driver is not in possession of an appropriate driver's license;
 - 5.2.1.5 He/she drives or has driven a vehicle without having been properly authorized thereto or
 - 5.2.1.6 He/she allows or has allowed the vehicle to be driven by a person not authorized thereto
- 6 Provided that if in a case mentioned in the above paragraphs the Municipality's lawyers undertake the defense of the official concerned in the interest of the reservation of the Municipality's right to recover from the official or Councillor concerned all costs arising out of such defense and the amount of any third-party claim paid, and in this connection the official will be required to give written undertaking, which must accompany any documents relative to the matter when they are forwarded to the Municipality's lawyers.

6.1.1.1

7.1.7 Reporting of the accident (other than to the police)

- 7.1.7.1 The driver of the official vehicle shall make a suitable endorsement in the logbook of the vehicle and shall without delay complete the accident report form and forward it together with statements by witnesses and other relevant supporting documents to the Transport Officer.

7.1.8 Disposal of accident report form

- 7.1.8.1 The Manager: Corporate Services will attend to the investigation and the Transport Officer will liaise with the asset control officer or insurance clerk for the repair of the vehicle

7.2 Legal proceedings

- 7.2.1 Should the driver of an official vehicle be required to appear at an inquest or inquiry or should criminal or civil proceedings be instituted against him/her, he/she shall immediately submit the summons, subpoena or notice to appear served upon him/her or a copy thereof to the Transport Officer in order that the Municipality's lawyers may be consulted in the matter.

7.3 Third-party claims received

- 7.3.1 Third-party claims received shall immediately be submitted to the Transport Officer in the case of an official vehicle having been involved in an accident;
- 7.3.2 If the receipt of the claim is acknowledge, it shall be clearly stated in the letter of acknowledgement that it is being done without prejudice and that the claim is receiving attention. The letter must contain no statement or admission, which could possibly prejudice the Municipality's case

7.4 Accident repairs

- 7.4.1 The carrying out of repairs to official vehicles arising out of accidents will be arranged by the Transport Officer in liaison with the Insurance Clerk

8 DAMAGE, LOSSES, DEFICIENCIES AND THEFTS

8.1 Introduction

Damage, losses, deficiencies and thefts (other than damage, losses and deficiencies arising out of accidents) are dealt with under this paragraph:

9.3 All servicing subject to payment

The Municipality is required to pay for all servicing and the official taking the official vehicle for servicing, should deliver the official order to the service provider or ensure that the official order is forwarded to the service provider before any work is done.

9.4 Warranty

Official vehicles in most cases carry a warranty for the first 15 000 or 20 000 kilometers. Should any defect(s) occur before reaching this distance reading the Manager: Electrical and Mechanical Services shall, without delay, report such defects to the supplying agent for attention.

9.5 Servicing Intervals

The Manager: Electrical and Mechanical Services shall ensure that the vehicles are serviced as detailed in the relative servicing coupon booklet supplied with the vehicles. Under adverse conditions it may be necessary for some of the specified services to be undertaken more frequently than prescribed. In such cases the guidance of the appointed garage should be sought. In exceptional circumstances due to weather, road or other abnormal conditions servicing may at times also have to be undertaken at more frequent intervals than those normally required. The Manager: Electrical and Mechanical Services should use his/her discretion in this instance.

9.6 Timeous arrangements

When a vehicle requires to be serviced the Manager: Electrical and Mechanical Services shall always endeavour to arrange timeously with whoever is to do the servicing for the vehicle to be delivered at a particular time and day, in order to avoid delays in having the work carried out.

9.6.1 Fuel and oil additives

Fuel and oil additives shall be purchased on a need basis by means of the fuel and oil card obtainable from Manager: Administration

9.7 Complaints against local agents

Where an official in charge of an official vehicle or the Manager: Electrical and Mechanical Services has any complaint with regard to services or quality of work against the local agent for the make of vehicle concerned, it does not give him/her the right to take or to send the vehicle at any time without authority to another commercial garage for attention, but he/she shall report the matter with full details without delay, in writing to the Manager: Electrical and Mechanical Services, who will deal with it further.

All spare parts and accessories essential for the roadworthiness, operation and maintenance of an official vehicle shall be obtained from the local agent for the particular make of vehicle, or in the absence of such agent from a reliable local commercial garage. Where the spare parts or accessories are not available, the local agent, if any, shall be requested to obtain them without delay or if this will take too long the Manager: Electrical and Mechanical Services or the official in charge of the vehicle will in the case of official vehicles refer the matter in writing under normal circumstances and telephonically only in cases of urgency to the nearest commercial garage.

INTERPRETATION OF THIS POLICY

All words contained in this policy shall have ordinary meaning attached thereto, unless the definition or context indicates otherwise.

The dispute on interpretation of this policy shall be declared in writing by any party concerned. The Office of the Municipal Manager shall give a final interpretation of this policy in case of written dispute.

Approval of the policy

Version	Date Approved	Details
01	29 May 2009	First approval
02	30 May 2012	1 st Amendment
04	April 2016	3 rd Amendment
05	28 May 2018	4 th Amendment
06	29 May 2019	5 th Amendment
07	28 May 2020	6 th Amendment
08	28 May 2021	7 th Amendment
09	27 May 2022	8 th Amendment

a) Date of Approval by Council

b) Signed on Behalf of the Council


Hon. Mayor: Cllr M.E. Paya