



Kopano ke maalla, go aga setshaba se kaone

Molemole Municipality

**MAYOR AND SPEAKER
OFFICIAL VEHICLE POLICY**

INTERPRETATION OF THIS POLICY

All words contained in this policy shall have an 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.

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1. INTRODUCTION

- 1.1 The Mayor *and Speaker* are both required to perform and attend to official duties and functions on behalf of the Municipality and therefore deserve to be provided with the necessary transportation to assist them to perform such duties;
- 1.2 Therefore, this policy serves to regulate *the provision and utilization* of the vehicles provided for the Mayor *and Speaker for official purposes; The Vehicle shall only be used by the Mayor and Speaker or the persons acting in such capacity.*
- 1.3 Sections 62 and 78 of the Local Government: Municipal Finance Management Act 2003 (Act No. 56 of 2003) places an obligation on municipal officials to take all reasonable steps to ensure that the resources of the municipality are used effectively, efficiently and economically;
- 1.4 The Act requires of the officials to take effective and appropriate steps to prevent, within their areas of responsibility, any unauthorized, irregular, fruitless or wasteful expenditure;
- 1.5 The constitution of the Republic of South Africa, 1996 (act 108 of 1996) further imposes an obligation on the municipality to operate efficiently and effectively and to ensure the citizens get full value on public resources.
- 1.6 *Circular no: 37281 of 2014 makes provision of a council vehicle to the municipal Mayor and Speaker to enable them to effectively perform their respective Council duties. Paragraph 6 (a) (iv) of the circular stipulates that "... a municipal council may make a vehicle available to an Executive Mayor or Mayor, Deputy Executive Mayor or Deputy Mayor, or Speaker, where applicable, for use on official business. This policy will therefore provide guidelines on provision of municipal vehicle to the Mayor and Speaker as full-time Councillors of the municipality.*
- 1.7 *Mayors may opt to decline all assistance with regard to official cars (or their scheduled replacement).*

2. OBJECTIVES OF THE POLICY

- 2.1 *To provide guidelines for acquisition of a Mayoral and Speaker's vehicle by the Municipality.*
- 2.2 *To provide a framework for use, management and maintenance of a Mayoral and Speaker's vehicle.*
- 2.3 *To enable the Mayor and Speaker to execute their functions in an efficient and effective manner.*
- 2.4 *To cater for general transport needs of the Mayor and Speaker.*
- 2.5 *To facilitate the service delivery processes all round interaction with citizens of the municipality.*
- 2.6 *To maximize safety and security of the Mayor and Speaker.*
- 2.7 *To protect the dignity and integrity of the Municipal Mayor and Speaker.*

3. TYPE AND SIZE OF THE MAYORAL AND SPEAKER'S VEHICLE

- 3.1 *The type of a Mayor and Speaker's vehicles shall be a vehicle suited to be driven in the various types of roads within the municipal jurisdiction and elsewhere outside of the municipality.*
- 3.2 *The specification and make of the vehicles shall be determined by the Municipal Manager and Senior Manager: Corporate Services in consultation with the Mayor or Speaker, respectively. The final specification and make of the vehicles must be approved by the Executive committee of Council in a special sitting convened for this purpose.*
- 3.3 *Due care shall be exercised when choosing a vehicle make in order to avoid unnecessary maintenance problems.*
- 3.4 *The size of a vehicle shall be medium to large with a limited capacity of four passengers excluding the driver.*
- 3.5 *The engine capacity of the vehicle shall be limited to a maximum of 4.0 liters.*
- 3.6 *The maximum cost of procuring the Mayoral and Speaker's vehicles is R 850,000 and R 650,000, respectively. The Municipal Manager will from time to time adjust the value based on prevailing prices and other economic conditions as and when it becomes necessary.*

4. ACQUISITION OF A MAYORAL AND SPEAKER'S VEHICLE

- 4.1 *A Mayoral and Speaker's vehicle shall be acquired through a competitive bidding process that is fair, equitable, transparent, cost-effective and reflecting value for money.*
- 4.2 *The purchase arrangement and maintenance of a Mayoral and Speaker's vehicle shall be provided for, under the Municipal budget only when it becomes necessary to purchase them.*
- 4.3 *The quality, safety, reliability and durability of the vehicle shall be considered as key determinants in the acquisition process.*
- 4.4 *The service and maintenance costs on the Vehicles shall be borne by the Municipality*

5. REPLACEMENT OF THE MAYORAL OR SPEAKER'S VEHICLE

- 5.1 *A mayoral and Speaker's vehicle will be replaced when it reaches a mileage of 200,000 or three years whichever comes first in order to enable a good resale or trade-in value*
- 5.2 *Council must approve the necessary budgetary provisions for replacement of a Mayor or Speaker's vehicle.*
- 5.3 *If an official vehicle experiences serious mechanical problems and is in poor condition, the municipality may approve the earlier replacement of such a vehicle, subject to obtaining a detailed mechanical report by the vehicle manufacturer or approved dealer.*
- 5.4 *The above conditions may be waived if either of the vehicle is written off due to an accident; in which case the municipality will make necessary arrangements to expedite replacement of the vehicle.*

6. UTILIZATION OF THE MAYORAL AND SPEAKER VEHICLES

- 6.1 It is left to the discretion of the Mayor to utilize the vehicle for any reasonable official purpose, provided that such a trip qualifies as an official trip.
- 6.2 The rules of usage in respect of Municipal *fleet* shall as far as possible apply for the use of the Mayoral *and Speaker's Vehicles* or anyone who is acting in those positions, particularly those related to standard operating and maintenance procedures.
- 6.3 The vehicle should be parked at the municipal offices if it is not in use.
- 6.4 The vehicle could only be parked at the Mayor or Speaker's place where the awkwardness of the Mayoral Speaker's duties and responsibilities does not allow him/her to park it at municipal offices.
- 6.5 The Municipality *will* appoint a two persons to be the official drivers for both the Mayor and Speaker; the conditions of service for the driver shall be determined by the Municipality.
- 6.6 The drivers appointed in terms of 5.5 above must have the requisite *ability, skills and competencies* to enable him/her to carry out assigned duties and responsibilities.
- 6.7 *The Mayoral and Speaker's Vehicles shall only be used by the Mayor/Speaker or the person acting in such capacity.*
- 6.8 *No passengers other than the Mayor/Speaker, their spouses (to official functions), the Bodyguard (where applicable) and the Driver of the vehicle, shall be transported in the vehicle for official purposes.*
- 6.9 *The Mayoral/Speaker's vehicle shall be the mode of transport for the Mayor and Speaker to any official function or to any meeting which the Mayor is delegated to attend or to any other meeting at which the attendance of the Mayor and Speaker in their capacity as Mayor/Speaker, is required*
- 6.10 *The Mayoral/ Speaker vehicle may not be used for any other purpose than those referred above.*
- 6.11 *No person acting or officiating in terms of the definition of Mayor or Speaker as set out above may utilize the Mayoral vehicle without the consent of the Municipal Manager.*
- 6.12 *Blue lights must be kept at Mayor and Speaker's vehicle and should only be used in emergency circumstances.*

7. COMPLETION OF THE LOGBOOK

- 7.1 A logbook shall be supplied by the Manager: Administration, *and* must be kept in the vehicles at all times.
- 7.2 The Driver must be responsible for the safe custody of the logbook in use;
- 7.3 The logbook shall be checked by the driver using the Mayoral/Speaker's vehicle before each trip.
- 7.4 Log-sheets shall be completed in every detail before and immediately after the completion of each trip.
- 7.5 *Fully used up logbooks must be returned to designate Manager: Administration for the safekeeping of the logbook and reporting purposes.*
- 7.6 *It is an act of misconduct by the Driver not to complete the logbook for all trips undertaken.*

8. DUTIES AND RESPONSIBILITIES OF THE DRIVERS

- 8.1 Each Driver must ensure that he/she obeys the rules of the road at all times when driving municipal fleet.
- 8.2 Each Driver must not drive municipal vehicles while under the influence of alcohol or any other kind of intoxicants.
- 8.3 Each Driver must ensure that he/she is in possession of a valid driver's license and PDP where necessary, at all times when operating the municipal vehicles.
- 8.4 Each Driver is responsible for the safekeeping of petrol card.
- 8.5 *Each Drivers must report lost/stolen petrol cards to the Manager: Administration or the Official responsible for Fleet management, within 24 hours.*
- 8.6 Drivers must ensure that they renew their driver's licenses as and *when they become due.*
- 8.7 Drivers must ensure that the Mayoral and *Speaker's* vehicles are kept in a clean condition at all times *apply due care and caution when driving the municipal vehicles.*
- 8.8 *Any contravention of a traffic law by the driver shall be borne by the driver unless if the contravention was due to mechanical defects of the vehicle. The contravention should settled within reasonable time to avoid putting the municipality into disrepute.*

9. USE OF ANY OTHER MUNICIPAL VEHICLE

- 9.1 The Municipality may temporarily assign any appropriate Municipal vehicle to the Mayor or *Speaker* if either the Mayor or *Speaker's* vehicle is not available due to repairs or undergoing service.
- 9.2 The use of any other Municipal vehicle by the Mayor or *Speaker* will be limited only to circumstances where the designated official Mayoral or *Speaker's* vehicle is not available for use.
- 9.3 *If there's no suitable Municipal vehicle to provide to the Mayor or Speaker whilst either of their vehicles are taken in for service or repair, the Mayor or Speaker will be advised to use their private vehicles and claim for kilometers traveled in line with Circular no: 37281 of 2014, in which case the municipality's insurance policy shall be absolved in the case the private car is involved in an accident.*
- 9.4 *The Driver of the Mayoral or Speaker is not obliged to operate the private vehicle as it is expected that they should be monitoring the repairs at the Service Center.*
- 9.5 *If, by the advice of the Service agent it is felt that the car could not be repaired within three (03) days from booking date, the municipality will rent a vehicle from the Car rental company for the envisaged period the car will be booked in for repairs, to enable the Mayor/Speaker to perform their official duties.*
- 9.6 *If the vehicle was involved in an accident:*
 - 9.6.1 *and after assessment by the municipal insurance company it is determined that the repairs and panel beating will take more than five (05) days from the date of the accident; the municipality will arrange with the Insurance company to provide a courtesy car during that period.*
 - 9.6.2 *If the repair to the vehicle is not completed within the stipulated permissible period for the courtesy car; the municipality will rent a vehicle until the car is completely repaired.*

10. SPARE PARTS AND ACCESSORIES

All spare parts and accessories essential for the roadworthiness, operation and maintenance of an official vehicle shall be obtained from the accredited 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: Administration or the driver will refer the matter in writing under normal circumstances and telephonically only in cases of urgency to the nearest commercial garage

11. REPAIRS OTHER THAN ACCIDENT REPAIRS

In the case of an official vehicle stationed at a center where there is no appointed garage, the official in charge of the vehicle shall with prior arrangements with the Manager: Administration, entrust repairs arising out of fair wear and tear to the local agent for the particular make of vehicle or in the absence of a local agent, to a reliable local commercial garage. Repairs arising from causes other than fair wear and tear shall be similarly arranged but with prior approval of the Manager: Administration

12. CONCLUSION

The measures stated in this policy seeks to regulate the use of the vehicles designated to the *Mayor and Speaker* of the municipality. It is however important that it be read with other transport and remuneration related regulations or circulars for Councillors.

The provisions of the FLEET MANAGEMENT POLICY of the Municipality apply to the use of the *Mayor and Speaker's vehicles*; where applicable, the driver of the *Mayoral and Speaker's vehicle* is obliged to observe all the provisions of such policy.

13. AMENDMENT AND OF THIS POLICY

This policy may be amended as it may be deemed necessary. The amendments shall only be effective after approval by Council.


14. APPROVAL OF THE POLICY

01	29 May 2009	First approval	
02	30 May 2012	1 st Amendment	
03	2013-05-30	2 nd Amendment	
04	30 June 2016 29 May 2015	3 rd Amendment	

Date of Approval by Council

29/05/2015

Signed on behalf of Council

 Galgato