

Molemole Municipality

MAYOR AND SPEAKER OFFICIAL VEHICLE POLICY

Table of Contents

1. INTRODUCTION	3
2. OBJECTIVES OF THE POLICY	3
3. TYPE AND SIZE OF THE MAYORAL AND SPEAKER'S VEHICLE	3
4. ACQUISITION OF A MAYORAL AND SPEAKER'S VEHICLE	4
5. REPLACEMENT OF THE MAYORAL OR SPEAKER'S VEHICLE	4
6. UTILIZATION OF THE MAYORAL AND SPEAKER VEHICLES	4
7. COMPLETION OF THE LOGBOOK	5
8. DUTIES AND RESPONSIBILITIES OF THE DRIVERS	5
9. USE OF ANY OTHER MUNICIPAL VEHICLE	6
10. SPARE PARTS AND ACCESSORIES	6
11. REPAIRS OTHER THAN ACCIDENT REPAIRS	7
12. CONCLUSION	7
13. AMENDMENT AND OF THIS POLICY	7
14. APPROVAL OF THE POLICY	7

- 3.6 The cost ratio of procuring the Mayoral and Speaker's vehicles is 60:40, respectively, i.e. 60% of the budget allocated will be used to procure the Mayoral vehicle and 40% will be used to procure the Speaker's vehicle.
- 3.7 The municipal council 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.
- 4.5 The municipal council will approve the budget for the acquisition of Mayoral and Speaker's vehicles whilst the Municipal Manager, as the Administrative head will take responsibility for acquisition of the vehicles.

5. REPLACEMENT OF THE MAYORAL OR SPEAKER'S VEHICLE

- 5.1 A Mayoral and Speaker's vehicle will be replaced when they reach 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 when replacement is due.
- 5.3 If the 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 or Speaker 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 Mayor or Speaker's duties and responsibilities does not allow him/her to park it at municipal offices.

- 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 be 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 the Subsistence and Travelling policy.
- 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

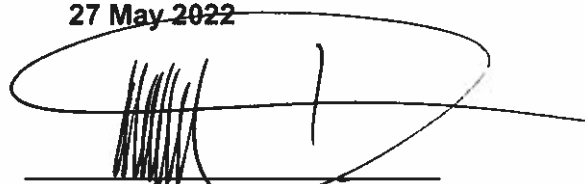
All spare parts and accessories essential for the roadworthiness, operation and maintenance of an official vehicle shall be obtained from the accredited local agent for the particular make of vehicle, or in the absence of such agent from a reliable local commercial garage. Where the spare parts or accessories 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

08	28 May 2021	7 th Amendment
09	27 May 2022	8 th Amendment

a) Date of Approval by Council

27 May 2022

b) Signed on Behalf of the Council



Hon. Mayor: Cllr M.E Paya