



Molemole Municipality

# **FLEET MANAGEMENT POLICY**

## Contents

|                                                                   |    |
|-------------------------------------------------------------------|----|
| 1. OBJECTIVES OF THIS POLICY .....                                | 3  |
| 2. ITINERARIES.....                                               | 3  |
| 3. JOB CARDS.....                                                 | 3  |
| 4. PRE-INSPECTION CHECKLIST.....                                  | 3  |
| 5. POST-INSPECTION CHECKLIST.....                                 | 4  |
| 6 LOG-BOOKS FOR OFFICIAL VEHICLES.....                            | 4  |
| 6.1 Completion .....                                              | 4  |
| 6.2. Duties & Responsibility of the driver.....                   | 4  |
| 7 USE OF OFFICIAL MOTOR TRANSPORT .....                           | 5  |
| 7.1 Official Purposes .....                                       | 5  |
| 7.2 Standard Conditions.....                                      | 5  |
| 7.3 Compliance with the rules.....                                | 6  |
| 8 INSURANCE.....                                                  | 6  |
| 8.1 Cover .....                                                   | 6  |
| 8.2 Forfeiture of cover by driver.....                            | 7  |
| 9 ACCIDENTS .....                                                 | 8  |
| 9.1 Procedure .....                                               | 8  |
| 9.2. Reporting of the accident (other than to the police) .....   | 9  |
| 9.3 Disposal of accident report form.....                         | 9  |
| 9.4 Legal proceedings .....                                       | 9  |
| 9.5 Third-party claims received .....                             | 9  |
| 9.6 Accident repairs .....                                        | 9  |
| 10 DAMAGE, LOSSES, DEFICIENCIES AND THEFTS.....                   | 9  |
| 10.1 Introduction.....                                            | 9  |
| 10.2 Checking .....                                               | 10 |
| 10.3 Damage, losses, deficiencies and thefts to be reported ..... | 10 |
| 11. SERVICING OF OFFICIAL VEHICLES.....                           | 10 |
| 11.1 At appointed garages .....                                   | 10 |
| 11.2 At other Centres.....                                        | 10 |
| 11.3 All servicing subject to payment .....                       | 11 |

|        |                                                              |    |
|--------|--------------------------------------------------------------|----|
| 11.4   | Warranty .....                                               | 11 |
| 11.5   | Servicing Intervals .....                                    | 11 |
| 11.6   | Timeous arrangements .....                                   | 11 |
| 11.6.1 | Fuel and oil additives .....                                 | 11 |
| 11.7   | Complaints against local agents.....                         | 11 |
| 12.8   | Use of Services of Competent Officials .....                 | 12 |
| 12.9   | Washing and Polishing .....                                  | 12 |
| 13     | REPAIRS AND REPLACEMENT OF SPARE PARTS AND ACCESSORIES ..... | 12 |
| 13.1   | Responsibility.....                                          | 13 |
|        | Approval of the policy .....                                 | 13 |

## **1. OBJECTIVES OF THIS POLICY**

### **1. The objectives of this Policy are to:**

- 1.1 Ensure that effective, economic and efficient use of official transport/vehicles is made by planning itineraries;
- 1.2 Ensure that proper use of logbooks is maintained;
- 1.3 Provide rules regarding the use of official transport;
- 1.4 Ensure that proper steps are taken in instances of accidents, loss or damage to official vehicles;
- 1.5 To ensure that official vehicles are properly maintained and serviced
- 1.7 To ensure the vehicles are kept safe at all times

## **2. ITINERARIES**

- 2.1 Any official who uses the official vehicle of the Municipality must complete the itinerary in advance in consultation with the immediate Supervisor Log-sheets shall be carefully compiled and the Supervisor shall compare itineraries with log-sheets to regulate and monitor trips;
- 2.2 Any official shall obtain the approval of the Head of Department before undertaking any official trip with the official vehicle, in order to ensure effective control of the use of official vehicles

## **3 JOB CARDS**

- 3.1 In an event a driver needs to repair any minor damage using a municipal issued fleet card, they should complete a job card which is obtained from the Administration Manager.
- 3.2 Manager Administration will then make a determination if the repair job can be done using a fleet card or if there should be a requisition completed and sent to SCM for procurement for repairs.
- 3.3 In the event the Manager Admin determines the fleet card should be used, Manager will authorize the repairs by signing the job card.
- 3.4 Driver will then have the repair job done and return the job card together with the receipt of the service rendered for safekeeping and record keeping.

## **4 PRE – INSPECTION CHECKLIST**

- 4.1 Any official who uses the official vehicle of the Municipality must complete a pre-inspection checklist as directed by the logbook provided.
- 4.2 The Pre-Inspection checklist must be completed in the presence of a security official which will be playing an observer role while the official completes the checklist as directed by the logbook.
- 4.3 After the pre-inspection is completed the official must sign and date the form. The security guard posted will also sign and date the form to confirm they observed the official completing the form meticulously.

## **5 POST – INSPECTION CHECKLIST**

- 5.1 When an official returns from a sanctioned trip they must complete a post trip inspection as provided for in the logbook.
- 5.2 The post trip should be completed with a security guard stationed at the gate, security guard will be playing an observer role.
- 5.3 The official must report any incident (mechanical or accident) that may have occurred during the trip and the incident should be reported to the divisional manager immediately.
- 5.4 The official together with the security guard on duty, after completion of the post trip inspection must sign and date the post trip form.
- 5.5 All sanctioned trips must have a pre and post inspection form completed. Failure to do so is prosecutable offence.

## **6 LOG-BOOKS FOR OFFICIAL VEHICLES**

### **6.1 Completion**

- 6.1.1 The logbook shall be checked by the driver using the official vehicle before each trip to ensure that it is up to date and if not so, report the matter to the Supervisor
- 6.1.2 Log-sheets shall be completed in every detail before and immediately after the completion of each trip and should be approved by the Supervisor before any trip is undertaken
- 6.1.3 A logbook shall be supplied by the Stores Officer with each official vehicle and must always be kept in the vehicle.
- 6.1.4 The driver shall be responsible for the safe custody of the logbook in use.

### **6.2 Duties and Responsibilities of the Driver**

- 6.2.1 All the drivers must ensure that they obey the rules of the road at all times when driving municipal fleet.
- 6.2.2 Drivers must not drive municipal vehicles while under the influence of alcohol or any other kind of intoxicants.
- 6.2.3 All the drivers must ensure that they are in possession of a valid driver's license and PDP where necessary.
- 6.2.4 No driver is allowed to take the car home without getting approval from the Supervisor.
- 6.2.5 The driver is responsible for the safekeeping of petrol card.
- 6.2.6 All drivers must report lost/stolen petrol cards to the Manager: Administration within 24 hours.
- 6.2.7 Drivers must ensure that they renew their driver's licenses and PDPs in time

## **7 USE OF OFFICIAL MOTOR TRANSPORT**

### **7.1 Official Purposes**

- 7.1.1 Official transport is provided for strictly official services and is not to be used for private or other purposes without the necessary authority.
- 7.1.2 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.

### **7.2 Standard Conditions**

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

- 7.2.1 The most economical vehicle suitable and available for the service must be used;
- 7.2.2 The vehicle must not be overloaded;
- 7.2.3 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;
- 7.2.4 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;
- 7.2.5 No official who is being granted a transport subsidy or allowance is allowed to either drive or be transported in any official vehicle; unless he/she has been authorized to do so by accounting officer or Manager Administration
- 7.2.6 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;
- 7.2.7 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;
- 7.2.8 The Supervisor of the Official requesting use of the municipal vehicle shall satisfy himself/herself that any incompetence or doubtful ability on the part of the official is not of such a nature as to expose the Council to great risk. Where such official must of necessity drive official vehicles and it is considered necessary, he/she should be subjected to a retest by the authority concerned even though it has to be obtained at the Municipality's expense;
- 7.2.9 Drivers must exercise proper care in the use and handling of official vehicles. Any evidence of neglect through handling or reckless driving must be reported to the Municipal Manager;

- 7.2.10 All traffic fines issued to the driver of an official vehicle must be paid by the driver and Council does not accept any responsibility for the payment of traffic fines, *unless if the fines are related to mechanical defects of the municipal vehicle, including but not limited to: brake failure, worn out tyres, amongst other things.*
- 7.2.11 The Driver/Operator is expected to pay the traffic fine within two months of being aware of the fine against him/her, failing which the municipality will deduct the money from the Employee's salary to cover the traffic fine
- 7.2.12 *It is the duty of the Driver or Operator of a municipal vehicle to conduct full inspection on the vehicle before taking the trip and report any faults to the immediate Supervisor*
- 7.2.13 Where an official whilst on official duties come across an accident or breakdown he/she must not use the official vehicle to push or tow the vehicle involved in the accident or breakdown with a view to starting it or getting it back on the road or removing it from the road.

### **7.3 Compliance with the rules**

- 7.3.1 Failure to observe the rules contained in this Fleet Management Policy and any instructions issued by the relevant authority or which appear on forms or in books used in connection with official travelling and transport will render the offending official liable to disciplinary action and in certain cases to making good any loss which the Municipality may suffer.
- 7.3.2 Any employee who incurred the traffic fine whilst operating or driving the municipal vehicle due to willful or negligent disregard for traffic laws and regulations must pay the fine within 30 days from date the fine was received.
- 7.3.3 The municipality may deduct traffic fines monies from the employee's salary if the employee does not pay the fine related to willful disobedience or negligence of traffic laws and regulations within the stipulated timeframe in 4.3.2 above.

## **8 INSURANCE**

### **8.1 Cover**

- 8.1.1 Official vehicles are insured by the Municipality's Insurers. The insurers carry the accident risks and accept liability for any expenditure arising from third party claims, including claims by authorized official passengers against the official driver in respect of personal injuries or damage to the official vehicles or the loss or damage to Municipal property.
- 8.1.2 Officials driving official vehicles and their passengers are covered to the following extent:
  - 8.1.2.1 An official who, whilst driving an official vehicle is involved in an accident and thereafter is charged with a criminal offence or against civil claims by third parties are preferred may be defended through the Municipality's lawyers at municipal expense in accordance with the provisions of Section 47A of Ord. No. 17 of 1939;
  - 8.1.2.2 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*

## **8.2 Forfeiture of cover by driver**

- 8.2.1 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:
  - 8.2.1.1 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;
  - 8.2.1.2 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;
  - 8.2.1.3 The vehicle is or was used for other purposes than strictly official purposes;
  - 8.2.1.4 The driver is not in possession of an appropriate driver's license;
  - 8.2.1.5 He/she drives or has driven a vehicle without having been properly authorized thereto or
  - 8.2.1.6 He/she allows or has allowed the vehicle to be driven by a person not authorized thereto
- 9 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 Councilor 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.

## 9. ACCIDENTS

### 9.1 Procedure

The following procedure shall be followed in the event of an official vehicle being involved in an accident no matter how trivial and irrespective of whether or not any person or animal or property or other vehicle is involved:

- 9.1.1 The driver of the official vehicle shall report the accident to a police station or a Traffic officer as soon as possible, but not later than 24 hours after the occurrence of the accident, and furnish full details thereof;
- 9.1.2 If requested to do so, the driver shall supply the name and address of the driver of the official vehicle and the registration number of the vehicle to any other person having reasonable grounds for requesting the information;
- 9.1.3 **Under no circumstances shall the driver of the official vehicle admit liability or make unguarded statements to any person at all or at any time or offer or make payment to a third-party;**
- 9.1.4 Should any third-party involved admit liability, the driver must endeavor to obtain a statement in writing from him/her to this effect;
- 9.1.5 Should a driver of a vehicle be suspected of being under the influence of intoxicating liquor or narcotic drugs, this fact should be brought to the notice of the police or traffic officer to whom the accident is reported with the least possible delay and every assistance should be rendered to such police or traffic officer in ensuring that the suspected person be examined by a doctor, or appropriate medical institution, as soon as possible.
- 9.1.6 The driver shall obtain, as soon as possible, preferably at the scene of the accident, at least the following particulars which are required for completing the accident report form:
  - 9.1.6.1 Registration number, make and type of the other vehicle(s);
  - 9.1.6.2 Name and address of driver(s) and of owner(s) of the other vehicle(s);
  - 9.1.6.3 License disc number and expiry date of other vehicle(s);
  - 9.1.6.4 Whether the other driver acted in his/her own interests or in the interests of the owner of the vehicle;
  - 9.1.6.5 Nature and extent of damages sustained by the other vehicle(s) in the particular accident only;
  - 9.1.6.6 Name, address, gender and estimated age of any pedestrian(s) involved in the accident and any person(s) killed or injured as well as the nature and extent of injuries;
  - 9.1.6.7 Description of animals and fixed objects involved. In the case of animals the name and estimated age of any herdsman (men) who tendered or drove the animals, as wells the nature and extent of injuries and damages;
  - 9.1.6.8 Name and address of each witness, including the occupants of the other vehicles(s) involved;
  - 9.1.6.9 Measurements for the preparation of a sketch of the scene of the accident;  
Whether or not the road was fenced in on either sides or one side only.

#### **9.1.7 Reporting of the accident (other than to the police)**

9.1.7.1 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.

#### **9.1.8 Disposal of accident report form**

9.1.8.1 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

### **9.2 Legal proceedings**

9.2.1 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.

### **9.3 Third-party claims received**

9.3.1 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;

9.3.2 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

### **9.4 Accident repairs**

9.4.1 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

## **10 DAMAGE, LOSSES, DEFICIENCIES AND THEFTS**

### **10.1 Introduction**

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

## **10.2 Checking**

- 10.2.1 An Official who takes over an official vehicle must ensure that any damage or deficiency is immediately brought in writing to the notice of the Transport Officer and reflected on the vehicle request form;
- 10.2.2 The official who accepts an official vehicle without complying with paragraph 7.2.1 will be deemed to have received the vehicle in good order

## **10.3 Damage, losses, deficiencies and thefts to be reported**

- 10.3.1 When damage, loss, deficiency or theft occurs, the official or Councillor operating the official vehicle shall immediately report the matter to the Transport Officer, who shall in turn immediately advise the police and the Chief Finance Officer in writing;
- 10.3.2 When damage, losses, deficiency or theft occur whilst a vehicle is on tour, the officer or employee concerned shall immediately report the matter to the nearest police station and on his/her return to head office to the immediate Supervisor or the Head of Department.
- 10.3.3 Further in the case of the loss or theft of any official order book for the procurement of supplies and services, the official or Councillor concerned shall in the event of it not being possible to immediately deliver his/her written report to the Manager: Administration by hand, immediately advise that officer by fax of the loss or theft, at the same time quoting the vehicle number and serial numbers of the unused order forms.

# **11 SERVICING OF OFFICIAL VEHICLES**

All official vehicles shall be serviced in accordance with the policy and specifications laid down by the relative manufacturers. Before any repairs or service to the vehicles can be done, an order form shall be obtained from the Finance services department. If any repairs or services are done without an order, the person initiating such repair or service may be held responsible for the payment of that account. The Manager: Electrical and Mechanical services shall be responsible for ensuring that the arrangements set below are strictly observed:

## **11.1 At appointed garages**

At a centre where there is an appointed garage, the servicing of official vehicles shall be entrusted to the appointed garage or local agent.

## **11.2 At other Centres**

In the case of an official vehicle requiring servicing whilst on tour it shall be taken for attention to the local agent for the make of vehicle concerned or in the absence of a local agent to a reliable commercial garage, provided that prior arrangements for such service had been made with the Manager: Electrical and Mechanical Services.

### **11.3 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.

### **11.4 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.

### **11.5 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.

### **11.6 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.

#### **11.6.1 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. The distribution of fuel cards should be distributed accordingly from the office of Manager Administration in consultation with respective directorate.

The proper completion and use of the logbook provided to every municipal fleet must be a requirement for any fuel cards usage for the purpose of refilling.

### **11.7 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.

### **11.8 Use of Services of Competent Officials**

Where a Municipality employs an employee who possesses sufficient mechanical knowledge and the nature of his/her duties is such that it would not be unreasonable to call upon him/her to undertake the partial servicing of official vehicles there will be no objection to such an arrangement provided the necessary tools and equipment are available and the vehicles are periodically checked at a commercial garage, as the case may be.

### **11.9 Washing and Polishing**

- 11.9.1 Washing of a vehicle is considered desirable at least once a week and polishing once every six months. It is the responsibility of each driver to make sure it is kept clean after use. In case of Trucks, TLBs, or Graders this responsibility is shared with the truck assistant where applicable.
- 11.9.2 Under adverse operating conditions these may be undertaken more frequently but only when absolutely necessary.
- 11.9.3 Where arrangements exist that official vehicles may be cleaned, washed and polished by available labourers or similarly graded employees for the purpose of which cleaning materials are provided or obtained at the cost of the municipality, use shall be made of such arrangement.
- 11.9.4 The Manager: Electrical and Mechanical Services should assist with procuring of vehicle cleaning materials and determine a way to allocate them to the respective Drivers and Operators.

## **12 REPAIRS AND REPLACEMENT OF SPARE PARTS AND ACCESSORIES**

### **12.1 Responsibility**

The Manager: Electrical and Mechanical Services shall be responsible to ensure that repairs and replacements required are carried out simultaneously.

In the case of an official vehicle requiring attention at a centre where there is an appointed garage, the required repairs shall be done at the appointed garage.

In the case of an official vehicle stationed at a centre where there is no appointed garage, the official in charge of the vehicle shall with prior arrangements with the Manager: Electrical and Mechanical Services, 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: Electrical and Mechanical Services

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**

| <b>Version</b> | <b>Date Approved</b> | <b>Details</b>             |
|----------------|----------------------|----------------------------|
| 01             | 29 May 2009          | First approval             |
| 02             | 30 May 2012          | 1 <sup>st</sup> Amendment  |
| 04             | April 2016           | 3 <sup>rd</sup> Amendment  |
| 05             | 28 May 2018          | 4 <sup>th</sup> Amendment  |
| 06             | 29 May 2019          | 5 <sup>th</sup> Amendment  |
| 07             | 28 May 2020          | 6 <sup>th</sup> Amendment  |
| 08             | 28 May 2021          | 7 <sup>th</sup> Amendment  |
| 09             | 27 May 2022          | 8 <sup>th</sup> Amendment  |
| 10             | 30 May 2023          | 9 <sup>th</sup> Amendment  |
| 11             | 29 May 2024          | 10 <sup>th</sup> Amendment |
| 12             | 29 May 2025          | 11 <sup>th</sup> Amendment |
| 13             | 29 May 2026          | 12 <sup>th</sup> Amendment |

Signed on Behalf of the Council



Hon. Mayor: Cllr M.E Paya

Date: \_\_\_\_\_