



MKHAMBATHINI LOCAL MUNICIPALITY

FLEET POLICY

1. PREAMBLE

- 1.1 The policy supersedes all previous municipal directives, and ad-hoc arrangements in relation to Municipal vehicle use and management.
- 1.2 Implementation of this policy shall be shared by Mkhambathini Fleet Management Unit and Departments.
- 1.3 To ensure that all Managers and vehicle custodians are aware of their responsibilities, a copy of this policy is to be kept in the office of each Director/Head of Department. The document shall be accessible to all vehicle users and others responsible for vehicle use, including administration staff handling fleet matters.
- 1.4 To reduce the repairs and maintenance costs.

2. PURPOSE

- 2.1 The purpose of this document is to set forth the policy to ensure the management and control of Mkhambathini Municipality's fleet for effective, efficient use and compliance with relevant legislation.
- 2.2 To outline the responsibilities of the Users, vehicle custodians and Mkhambathini Fleet management Unit.
- 2.3 To regulate the use of official municipal vehicles and to ensure that they are used in a safe and efficient manner in order to minimize accidents and abuse of vehicles.
- 2.4 To provide a procedure for conducting enquiries into accidents involving municipal vehicles.
- 2.5 To provide a framework for remedial actions to be instituted by Management.

3. APPLICATION

- 3.1 This policy shall apply to all Users that are employees and Councillors of the Mkhambathini Municipality. Where an employee of the Municipality is required to drive during the course of his/her duties, he or she shall fully subscribe to the conditions of this policy.
- 3.2 This policy applies to ad-hoc and full-time drivers.

4. DEFINITIONS

- **Ad-hoc usage** irregular use of a vehicle from the fleet pool for necessary travel on official duty
- **Light vehicles** sedans, light delivery vehicles or minibuses
- **Municipal business** range of activities constituting official duties performed by municipal staff; also referred to as official business
- **Driver** all persons engaged in the operation of vehicles and plant
- **Fleet pool** spare vehicles that are not permanently allocated

- to a user department and are consolidated into a centralised fleet pool

• **Municipal vehicle** all vehicles and civil engineering plant, equipment (self-driven), trailers including external hired Vehicles
- **Plant** tractors, compactors and similar, not for conveyance of people
- **Professional Driver** employee specifically employed to drive a municipal vehicle for general transport services
- **Operator** employee specifically employed to operate civil engineering plant
- **Surcharged/ Surchageable** specific rand amount due and payable to municipality by a staff member who incurs this cost in the course of one or other sanctioned activity in relation to the use of fleet or plant

5. MKHAMBATHINI FLEET MANAGEMENT UNIT ROLES AND RESPONSIBILITIES

- 5.1 To develop policies and procedures for the economic acquisition, operation, disposal and administration of the fleet.
- 5.2 Ensure compliance of vehicles in terms of Road Traffic Act.
- 5.3 Fleet Management Policy: the design, documentation, administration and enforcement of policies in respect of fleet management and the regular review thereof.
- 5.4 Ensuring that vehicle custodians adhere to the policy instructions as detailed in this policy and future/additional instructions and procedures issued by the Director: Corporate Services.
- 5.5 Promptly addressing any cost variances regarding the operational and maintenance budget.
- 5.6 Issuing pool fleet vehicles to properly authorized persons and maintain appropriate pool usage records by ensuring that the trip authorisations forms are duly completed.
- 5.7 Ensure that the fleet is properly registered and insured at all times.
- 5.8 Providing budget estimates for vehicle replacement maintenance costs and monitoring.
- 5.9 Acquisition: recommendation to the Management Committee regarding the acquisition of fleet assets after evaluating the requirements of the municipality, based on the motivations and feasibility studies. This includes the replacement of uneconomical fleet assets, the purchase of additional fleet assets and establishing lease and or hiring contracts.
- 5.10 Disposal of vehicle Plant: Mkhambathini fleet management unit shall withdraw fleet assets from service when they approach the end of their functional life and to transfer/replace and/or scrap the fleet asset concerned to the best advantage to the fleet user and the municipality.

- 5.11 Maintaining a comprehensive database of all vehicle/plant/equipment licensing, CFO/COR/PrDPs.
- 5.12 Administration of accident/incident reports. In this regard close liaison with the Director, driver concerned and the driver's manager shall be important.
- 5.13 Providing regular reports on accidents/incidents and particularly drawing attention to drivers' to whom counselling, training or other action is apparently appropriate.
- 5.14 Maintain individual vehicle records for service, repair, fuel, and other costs, odometer readings, vehicle utilization, tyre usage/replacement.
- 5.15 Fleet Management Unit reserves the right to inspect the vehicles allocated to the departments.

6. DEPARTMENT RESPONSIBILITIES

- 6.1 The Directors shall ensure that the vehicles are available for servicing by due date.
- 6.2 The Director shall be responsible for any discipline matters that are attributed to the Driver.
- 6.3 The Director shall ensure that the drivers of the unit are fully trained and licensed to operate/drive a vehicle/plant to which he or she is allocated.
- 6.4 Responsible for allocation/utilization of vehicles within the user department and the administration processes regarding internal charge outs (within the user department).
- 6.5 The Directors to authorize the trips by signing the trip authorization forms.

7. FUEL AND TYRES

- 7.1 Fuel for all vehicles shall be purchased through the allocated bank cards. It is the user department that must ensure that the correct fuel grade is used for the vehicle.
- 7.2 Tyre replacement and management shall be the responsibility of fleet unit. In this regard, the driver of the vehicle shall be responsible for checking the tyre pressure inflation.
- 7.3 The tyre pressure shall be checked during pre-inspection of the vehicle and when refuelling.

8. INSTRUCTIONS TO VEHICLE CUSTODIANS

- 8.1 The vehicle custodian is the employee to whom a municipal vehicle has been allocated for permanent use or the manager upon whom responsibility rests for the control over the temporary use of municipal vehicles.
- 8.2 responsible for the care, security and preservation of the municipal vehicle allocated or assigned.
- 8.3 responsible for the cleaning, maintenance and safekeeping of the vehicle.
- 8.4 not permitted to utilize a municipal vehicle for any private travel.
- 8.5 fully responsible for the fleet asset concerned in terms of the statutory regulation and requirements i.e. driver's competency and operational environment.
- 8.6 To ensure that the trip is properly authorized prior to undertaking any trips.
- 8.7 To report all incidents within 24 hours to the fleet management unit with the accident report form (Attached as Annexure A: Accident report)

9. COMPLIANCE WITH ROAD TRAFFIC ACT AND OTHER RELATED LAWS

- 9.1 Drivers of all municipal vehicles are required to comply with all laws of the road and parking restrictions.
- 9.2 Under no circumstances shall the Municipality be responsible for traffic or parking infringements.
- 9.3 Where infringement notices are received, the municipality shall require the offending driver to immediately pay the full amount to the relevant issuing authority.

10. FUEL PURCHASE AND ADMINISTRATION

- 10.1 Fleet management unit must prepare a report that compares individual fuel consumption against established standards and provide advise to vehicle custodians and Director on action to be take when excess consumption is noted.

11. CONVEYANCE OF PRIVATE PERSONS/GOODS IN MUNICIPAL VEHICLES

- 11.1 All person/s conveyed in a municipal vehicle should be authorised.
- 11.2 Private goods may not be transported in municipal/hired vehicles, even where the vehicle does not deviate from its intended route. Private property carried in a municipal/hired vehicle shall be restricted to the personal effects which may be needed by the occupants during the course of the day on which the trip is made e.g. raincoats and reasonably refreshments for the day.
- 11.3 In the event of it being established that a municipal vehicle has been used for reasons other than the aforementioned, disciplinary process shall be taken against the employee and cost of lost time and transport shall be recovered from the employee.
- 11.4 It is the responsibility of the driver to ensure that passengers are confined to the safety area of the vehicle and, when the height of the enclosed is limited to 350mm (seated passengers), and to instruct them to remain seated when the vehicle is in motion.

12. PARKING OF MUNICIPAL VEHICLES

- 12.1 Vehicles must be parked at designated municipal premises.
- 12.2 A member of staff who has been allocated a municipal vehicle for their use, may apply for permission to garage the vehicle at their private address, and only under the following conditions
 - (a) the staff member is on 24 hour call; or
 - (b) the staff member is required to work weekends, holidays, or outside normal working hours.

13. USE OF MUNICIPAL VEHICLE

- 13.1 Municipal vehicles shall be used for authorized and essential trips on municipal business.
- 13.2 Employees driving a municipal vehicle shall ensure that the logbook provided for the vehicle is properly completed after each trip. Logbooks shall be returned to the departmental manager or his/her designated manager at the end of the month.
- 13.3 A daily authority trip is to be completed and approved by the Manager and each Department prior to the employee taking possession of the vehicle (Annexure B: Trip Authority)
- 13.4 Councillors are not permitted to drive Council vehicles, with the exception of the political office bearers who have been allocated vehicles in terms of the Minister's annual gazette on upper limits.
- 13.5 Notwithstanding the above, whenever an official driver is not available and it is deemed imperative for a Councillor to attend a council function, meeting or any activity, such a Councillor may use a municipal vehicle with the approval of the Municipal Manager or an official designated by him/her and shall in addition to being bound by this policy, be subject to all the rules and regulations applicable to employees regarding the use of municipal vehicles.
- 13.6 The vehicles may not be driven under the influence of alcohol or any dependent drug.
- 13.7 When a municipal vehicle is to be used, the driver must ensure that a copy of trip authority, duly authorized and signed, is held in the vehicle.
- 13.8 Pre and post drive inspection of vehicles are to be carried out by the driver/operators on a daily basis, as required in terms of the vehicle inspection sheet. (Annexure B)

14. THEFT/HIJACKING OF THE MOTOR VEHICLE

- 14.1 Report the vehicle information to the tracker company as soon as possible and supply the details of the vehicle such as registration number, make, type, colour and the driver's full names and of passengers if available. Provide location of theft/hijacking. Also report to the South African Police Service (SAPS) and provide the same information as soon as possible (but within 24 hours) and obtain the Case Reference Number.
- 14.2 Report to the immediate supervisor and to the fleet management unit.
- 14.3 In case of hijacking, the employee must report to the Human Resource Unit for counselling.

15. MOTOR VEHICLE ACCIDENTS/INCIDENTS AND REPORTING

- 15.1 An accident to a municipal motor vehicle and/or damage to some other property caused by the municipal vehicle, no matter how small, shall be reported to the Mkhambathini Fleet Management Unit.
- 15.2 All municipal drivers are required to comply with the laws relating to reporting accidents/incidents to SAPS.

- 15.3 Because insurance claims are complex, a driver involved in an accident/incident shall not enter into a discussion about the accident with other people involved in the accident/incident.
- 15.4 Drivers to report the accident/incident to the fleet management unit within 24 hours.
- 15.5 Every accident/incident report required the driver concerned to complete the accident/incident report form. The fleet management unit on receiving this report may resolve to review the accident/incident with the driver involved and the driver's manager. The findings of this review are to be passed to the Director: Corporate Services and to the Director of the employee concerned.

16. VEHICLE KEYS

- 16.1 Employees in charge of the vehicles must ensure at all times that the ignition, door lock, fuel cap, gear lock and other keys of the vehicle in use are suitable safeguarded against loss or theft.
- 16.2 In the event of vehicle keys being lost or misplaced, the driver must not attempt to open the locking system of the vehicle, but must obtain assistance from the fleet management unit.
- 16.3 A thorough investigation must be conducted by the fleet management unit in order to establish the cause/s for vehicle keys being lost. If it is a result of driver negligence/operator, all costs to cover/replace the keys must be recovered from the driver/operator.
- 16.4 At no time shall a driver leave the vehicle unattended without switching of the engine and removing the ignition key, engaging the gear lock and removing the key.
- 16.5 All vehicle keys to be kept by the Fleet Officer and only spare key given to employees when booking a vehicle.

17. OFFICE BEARERS' VEHICLES

- 17.1 The municipality may identify any of its vehicles they deem fit as an official car for the Mayor, Deputy Mayor, and Speaker or decide to purchase a vehicle particularly for this purpose.
- 17.2 It is left to the Mayor, Deputy Mayor, or Speaker to utilize the vehicle for any reasonable official purpose..
- 17.3 The rules of usage of the municipal vehicles shall as far as possible apply for the use of the mayoral vehicle, particularly those related to standard operating and maintenance procedures.
- 17.4 The municipality may appoint a person to be the official driver for the Mayor, Deputy Mayor or Speaker and the conditions of service for the driver to be determined by the Municipality.

18. FLEET REPLACEMENT

The fleet shall be replaced in accordance with the provisions of the municipal asset management policy.

19. FRAMEWORK FOR REMEDIAL ACTION

- 19.1 All remedial and corrective action shall be subject and governed by the municipality's disciplinary procedure.
- 19.2 The following penalties may be imposed for non-compliance with this policy:
- (a) refusal of permission to drive any municipal vehicle.
 - (b) payment of excess amount for insurance purposes should an employee be found to have been negligent during the accident/incident.
 - (c) Dismissal for fraudulent use of allocated bank fuel cards.

20. COMMENCEMENT OF THIS POLICY

This policy shall come to effect on the date of adoption by the Municipal Council.

- 20.1 All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.
- 20.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 20.3 The Office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.
- 20.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council/ or Arbitration

21. ADOPTION AND APPROVAL

This policy is adopted and approved by the full Council of Mkhambathini Municipality for implementation.

Approved by Resolution Number LC9.6 on the 30th day of June 2021.