

**ABAQULUSI MUNICIPALITY FLEET
POLICY REV 1.04**

0035

FOR CONSIDERATION



CORPORATE SERVICES DEPARTMENT

INTEROFFICE MEMORANDUM

ENQUIRIES	:	FLEET MANAGER	<p style="text-align: right;">79487</p> <p>ABAQULUSI MUNICIPALITY CORPORATE SERVICE</p> <p>FILE NO: 6/P</p> <p>DATE RECEIVED: 10 MAR 2023</p> <p>FO-ATTENTION</p> <table border="1"><tr><td>MM</td><td>MAYOR</td><td>SPEAK</td></tr><tr><td>DEP. MAYOR</td><td>DIR. CORP</td><td>CFO</td></tr><tr><td>DIR. TECH</td><td>DIR. COM</td><td>DIR. DEV</td></tr></table>	MM	MAYOR	SPEAK	DEP. MAYOR	DIR. CORP	CFO	DIR. TECH	DIR. COM	DIR. DEV
MM	MAYOR	SPEAK										
DEP. MAYOR	DIR. CORP	CFO										
DIR. TECH	DIR. COM	DIR. DEV										
REFERENCE	:	6/P										
TELEPHONE	:	034 9822133										
FAX.	:	034-982 4671										
EMAIL	:	cbirkenstock@abaqulusi.gov.za										
DATE	:	10 March 2023										

TO : EXCO

SUBJECT : ABAQULUSI MUNICIPALITY FLEET POLICY Rev 1.04

1. PURPOSE

To present EXCO with the ABAQULUSI MUNICIPALITY FLEET POLICY Rev 1.04 as a replacement of Rev 1.03 currently in place.

2. BACKGROUND

The ABAQULUSI MUNICIPALITY FLEET POLICY Rev 1.03 was translated into isiZulu and some changes were made to accommodate new circumstances surrounding the work environment of Fleet assets. The previous Rev 1.03 of the ABAQULUSI MUNICIPALITY FLEET POLICY must be repealed to allow the new adopted Rev 1.04 to function.

The ABAQULUSI MUNICIPALITY FLEET POLICY Rev 1.04 contains English as well as an isiZulu version of the policy.

3. INSTITUTION CONSULTED

- Office of the Municipal Manager.
- MANCO
- ABSA

- Department of Arts and Culture for the translation.
- MFMA was consulted for financial regulations.
- Traffic regulation National Land Transport Act, 2009.

4. FINANCIAL IMPLICATIONS

The implementation of ABAQULUSI MUNICIPALITY FLEET POLICY Rev 1.04 will allow for better financial control over vehicles and equipment, vehicle fuel and maintenance expenditure, as well as better control of fleet assets.

5. RECOMMENDATIONS

1. It is recommended that EXCO approve the policy: "ABAQULUSI MUNICIPALITY FLEET POLICY Rev 1.04" as a replacement of Rev 1.03 to be presented to Council.



MRS SP DLAMINI
EXECUTIVE DIRECTOR: CORPORATE SERVICES

2023-03-10
DATE

COMMENTS: MUNICIPAL MANAGER
APPROVED / NOT APPROVED



P ZG DHLAMINI
MUNICIPAL MANAGER

DATE



ABAQULUSI LOCAL MUNICIPALITY

FLEET MANAGEMENT POLICY

REV 1.04

ABAQULUSI MUNICIPALITY FLEET MANAGEMENT POLICY



Document and Record Control

Paragraph	Descripti	Page
1	Introduction	3
2	Purpose	3
3	Fleet Management Objectives	3
4	Definitions	5
5	Utilisation for Fleet Assets	5
6	Logbooks, Fuel Cards, Vehicle Keys and Vehicle Equipment	10
7	Management Systems	11
8	Vehicle Accidents	12
9	Internal Accident Reporting	13
10	Accident Committee	14
11	Duties of the Fleet Manager	15
12	Drivers' Responsibility	15
13	Framework for Remedial Actions	16
14	Hired Vehicles	17
15	Disposal and Acquisition of Fleet Assets	17
16	Traffic Offences	18
17	Use of Fuel Cards	19
18	Municipal Drivers Certificate	19
A	Annexure A – Trip Authority / Vehicle Issue Form	20
B	Annexure B – Vehicle Checklist	22
C	Annexure C – Authority to Travel as Passenger in Council Vehicle	24
D	Annexure D – Application to Park Vehicle at Home or Secure Area	25
E	Annexure E – Vehicle Accident Report Form	26
F	Annexure F – Fuel Card Application Form	33
G	Annexure G – Heavy Duty Trip Authority	35
H	Annexure H – Other Forms	36
I	Annexure I – Vehicle Responsibility form	40

Compiled	Date
Recommended By	Date
Authorised	Date
Approved and Adopted by Council	
Resolution no:	Date:
Amendment	

1. INTRODUCTION

- 1.1 Departments of AbaQulusi Municipality presently manage the Council fleet falling within their respective departments. The size of the fleet managed by departments varies from one department to another.
- 1.2 The introduction of an efficient Fleet Management System will ensure the equitable distribution of vehicles across the AbaQulusi Municipality's departments. A component of a pool vehicle system will be entrenched therein. The pool vehicle system will also ensure easy access to Council vehicles by all departments, as vehicles will be controlled and managed from a central point i.e Fleet Manager. It will contribute to the effective and efficient use of Council resources in that the number of vehicles required will be reduced and the official will be allocated the type of vehicle required for the road and purpose s/he is travelling on.

2. PURPOSE

- 2.1 To provide and maintain an effective and efficient fleet of vehicles, list of machinery and equipment, and manage such fleet in a manner that the Municipality's mission and fleet user's aspired goals are met in a cost effective way.
- 2.2 To regulate the management and use of pool vehicles by the officials of the Municipality and to ensure that the fleet is used in a safe and efficient manner.
- 2.3 To provide a procedure for accidents and *modus operandi* for conducting an inquiry into vehicle accidents involving Municipal vehicles.
- 2.4 To provide a framework for remedial actions to be instituted by Management.
- 2.5 To introduce operational controls which explain clearly who can use a vehicle with regard to drivers, passengers, authority to use, issuing, parking, logbooks, fuel management, fuel cards, keys and equipment.
- 2.6 To ensure that vehicles are serviced on time and properly maintained to support the Council in the attainment of its objectives.
- 2.7 To co-ordinate the management of Council transport by means of control measures which are applicable to all officials and Councilors,

3. FLEET MANAGEMENT OBJECTIVES

Management, Accountability and Responsibility

- 3.1 The fleet management policy and operational fleet management will be the responsibility of Fleet Manager
- 3.2 The Fleet Manager must maintain a list of vehicles, machinery and equipment

- 3.3 Fleet assets required on an *ad hoc*, seasonal or temporary basis should be provided from a central pool.
- 3.4 This the policy will apply to all AbaQulusi Municipality officials, who are required to use pool vehicles when conducting their official duties.
- 3.5 This applies to contract / temporary as well as full time employees.
- 3.6 Heads of Departments of AbaQulusi Municipality will be accountable for the vehicles which are allocated to officials within their respective Departments.
- 3.7 Authorisation for the usage of vehicles will only be approved by Heads of Departments, except where the HOD has delegated such a power to the Senior Official within his / her Department.
- 3.8 Such an official referred to in 3.7 must be from the level of a Manager of higher.
- 3.9 HOD's are responsible for the management of fleet assets that have been allocated to their respective departments
- 3.10 HOD's are required to budget in their operational budget for the usage of vehicles by the employees within their departments
- 3.11 The Director: Corporate Services is responsible for the disciplinary action arising from the misuse of Council vehicles by the employees

Policy- Vehicle use

- 3.12 This policy covers the use and management of pool vehicles within the AbaQulusi Municipality
 - 3.13 Transport to a department of the Municipality is supplied as a tool to support the department in the delivery of its objectives. It must therefore be used in the most cost-effective manner.
 - 3.14 The Fleet Manager is responsible for the ongoing development of a policy framework and an operational management system for the use of all vehicles.
 - 3.15 The Fleet Manager will co-ordinate the Municipality's fleet management and consolidate management reporting.
- Fuel Card Use**
- 3.16 To regulate the use of Vehicle fuel Cards issued in the name of AbaQulusi Municipality.
 - 3.17 To ensure proper management and control, is maximized to protect the assets of the Municipality.
 - 3.18 AbaQulusi Municipality recognises that this policy should be read together with Annexure 2 of the Municipal Systems Act 32 of 2000.
 - 3.19 AbaQulusi Municipality also recognises that fuel cards are and remains the property of the Municipality whilst used by staff to which these have been allocated.

4. DEFINITIONS

4.1 For the purpose of this policy, the following words will be defined as follows:

Fleet Manager	Refers to the designated Fleet Manager of AbaQulusi Municipality
Fleet Assets	Refers to Council's Vehicles
Driver	Refers to the official of AbaQulusi Municipality, entrusted with a fleet in possession of a Municipal Driving Certificate.
Issue Form	Refers to the trip authority form that allows a driver to drive a Municipal vehicle as per the route detailed in such a form.
Management of Pool Vehicles	Management will include servicing, maintenance, issuing of vehicles, purchasing and disposal thereof
Logbook	Gives details of the route travelled by the driver, including the kilometer reading of the vehicle used for the authorized purpose and any comments

5. UTILISATION OF FLEET VEHICLES

5.1 The Council's fleet assets should be utilized in a responsible manner, which will ensure the valuable and long-term use of such assets

5.2 Negative deviations must be reported, followed up and corrected on a continuous basis.

Allocation of Vehicles

5.3 All AbaQulusi Municipality vehicles are considered as property of the Council regardless of the original source of the vehicle

5.4 There are three (3) types of allocations that can be approved by the Heads of Departments of AbaQulusi Municipality

5.5 Permanent Allocation

Permanent Allocation to officials will be due to the nature of the duties performed, frequency of the usage of the vehicle and for emergency services. Permanent allocation will be reviewed annually.

5.5.1 An official with a Council vehicle allocated to him/her will be required to sign an initial trip authority signed by the Municipal Managers on the allocation of the vehicle. Hereafter weekly trip authority which will be approved by his / her HOD or the Municipal Manager, depending on the circumstance. Non compliance to this will result in vehicle impounding.

5.5.2 Keys and logbooks for permanently allocated vehicles should be returned to the allocated Office every Friday by no later than 11h45 and collected on Monday mornings, on completion of the trip authority mentioned in 5.5.1 above, unless this vehicle is used for standby purposes or has a trip authority that indicates otherwise.

- 5.5.3 Monthly log sheets, fuel reports in respect of permanently allocated vehicles will have to be submitted to Budget and Treasury Office by the Fleet Manager for costing purposes
- 5.5.4 The Fleet Manager will be responsible for arranging for repairs and maintenance of the vehicle permanently allocated to the official. However, it will be the responsibility of the official / Department to whom the vehicle is permanently allocated to take it in for repairs/service on time.
- 5.5.5 Motivation for the permanent allocation of vehicle must be in writing stating the reason for such an allocation with the signature of the HOD.
- 5.5.6 When the vehicle is not in use during the day, the driver must ensure that the vehicle's keys are handed to a designated official for safe-keeping.
- 5.5.7 Keys and logbooks for permanently allocated vehicles should be returned to the assigned Office every Friday by no later than 11h45 and collected on Monday mornings, on completion of the trip authority form.
- 5.5.8 The Heads of Departments shall take responsibility and be accountable for official's allocated vehicles in their respective departments.

5.6 Short-term Allocation

- 5.6.1 Vehicles can be allocated to officials for a short-term period of a day, week, two weeks or a month depending on the need. This allocation will be approved with a Trip Authority / Vehicle Issue Form, Vehicle Responsibility form, Fuel Card Application Form. Once these forms have been complete for this vehicle the only form that is needed for future trips will be Trip Authority / Vehicle Issue Form.
- 5.6.2 Short-term allocation of vehicles can only be effected subject to an approval by the Head of Department of the official who intends to have the vehicle allocated and Fleet Manager. (Staff member on leave) Departmental Trip Authority / Vehicle Issue Form must be completed.
- 5.6.3 The Fleet Manager cannot issue a vehicle for short-term allocation (for an hour or two) without the approval of the HOD, but only if the necessary documentation for vehicle and fuel card use has been signed by all the indicated parties.

5.7 Pool Vehicles

(i.e. vehicles used on a casual basis)

- 5.7.1 The policy caters for regular and daily allocation of pool vehicles.
- 5.7.2 The regular or daily allocation operates on the basis of day-to-day need for the use of vehicles as determined by the official's operation duties of AbaQulusi Municipality.

- 5.7.3 The allocations referred to in 5.7.1 require a signed **initial** trip authority which is approved by The Municipal Manager and HOD in which the official or officials seeking a vehicle is allocated, hereafter the Manager or Forman of the section may use a vehicle Swap form to indicate the current driver. This form must be available and up to date at all times, should this not be adhered to the Manager of the section will be held responsible.
- 5.7.4 In the event of non-availability of pool vehicles, the Fleet Manager will make necessary arrangements by approaching departments with permanently allocated vehicles. Departments are under no circumstances allowed to lend vehicles that are permanently allocated to them to users from other departments without consulting the Fleet Manager.

Initial vehicle allocations and transfer of vehicles will be done by the Fleet Managers according to the policy guidelines.

5.8 Who Can Use a Pool Vehicle?

- 5.8.1 Pool vehicles can be used by any "driver" with the authorized Trip authority, Vehicle Responsibility and Fuel Card Application involved in an activity in line with the objectives of the responsible department within the AbaQulusi Municipality and is in position of a municipal drivers license.
- 5.8.2 Vehicles cannot be used for party political purposes under any circumstances, or to take part in industrial union activities instituted.

5.9 Care and Safe Guarding of Council Vehicles

- 5.9.1 Council vehicles must be kept in a clean and neat condition at all times this is the responsibility of the driver.
- 5.9.2 Smoking is **NOT** allowed in Council vehicles.
- 5.9.3 Although eating and drinking in Council vehicles is not encouraged, should circumstances dictate otherwise, the driver should remove litter/ left-overs from the vehicle.
- 5.9.4 No intoxicating substance may be consumed before and/or whilst driving a Council vehicle

5.10 Exclusions

- 5.10.1 This policy does not apply to Council's employees who are receiving car allowances, as a separate contract for those employees are in place. These employees are not allowed to drive vehicles covered in this policy, unless the circumstances force a collection of a vehicle and only with permission.

5.11 Drivers

- 5.11.1 A pool vehicle can only be driven by the AbaQulusi Municipality employees.
- 5.11.2 The driver must have an unendorsed valid driver's license. The Fleet Manager must check the license for validity and the ability to drive.

- 5.11.3 The driver may not have any outstanding transport related disciplinary action against them at the time of taking the vehicle.
- 5.11.4 Where necessary, drivers must be in possession of the correct Professional Drivers Permit, as required for the operating of machinery and equipment or driving of trucks and busses.

5.12 Passengers

- 5.12.1 Passengers carried by a pool vehicle must be authorized to travel in the vehicle.
- 5.12.2 The picking up of casual passengers (i.e. hitchhikers) is not allowed under any circumstances.
- 5.12.3 The driver of the vehicle will be held responsible for ensuring that unauthorized passengers are not conveyed.
- 5.12.4 Indemnification letter must be signed by the HOD authorizing the official who intends to carry passengers who are not Council officials. (Refer to Annexure "B")

5.13 Authority to use a vehicle

- 5.13.1 All officials requiring a vehicle must have a signed trip authority from their management and signed by the Municipal Manager before the vehicle is allocated.
- 5.13.2 In normal circumstances a trip authority must be authorized by an official at Manager level or above, who is senior to the person traveling and is in their direct management line, before handing in at Fleet Management.
- 5.13.3 In circumstances where this is not possible, alternate signatories must be identified within the Municipality or a signed memo granting permission for the trip signed by according to policy, will be acceptable.
- 5.13.4 If a vehicle is moved in an emergency, a trip authority must be obtained immediately after the event, or within 24 hours of the movement.
- 5.13.5 This process is only to be used in a case of extreme emergency and the manager must be satisfied that the journey was necessary.
- 5.13.6 If a vehicle is based with a member of staff away from the office, then a trip authority can be issued against a weekly or monthly work plan.
- 5.13.7 Trip authorities must not run longer than one week at a time for staff based at the main office. ***All drivers will have working instructions indicating the intention of the vehicle use in their position at any time.***

5.14 Issuing of Vehicles

- 5.14.1 All vehicles should be issued on the day of travel unless advance authority to park the vehicle at home has been obtained, refer to Clause 5.15 of this policy.

5.14.2 The driver must carry his/her license and produce it to the Fleet Manager upon request. (Initial vehicle application requires an SA Identity document and vehicle license)

5.14.3 The signed trip authority must be carried in the vehicle with a copy placed on the file with the Fleet Manager.

5.14.4 The intended time of departure and return is to be recorded on to the vehicle issue form and compared against the actual time of return.

5.14.5 Continued late return of vehicles, without prior notification to the Fleet Manager may lead to a refusal to allocate vehicles in the future.

5.14.6 The Fleet Manager or assistant will check a vehicle issue form and a visual checklist before and after each trip. (Refer to Annexures "A" and "C")

5.14.7 The driver will then sign the issue form.

5.14.8 The driver then takes responsibility for the vehicle at this point. The vehicle will be checked using the same procedures.

5.14.9 The driver must hand in all fuel /diesel/oil purchase slips to the transport officer for checking and allocation after each trip.

5.15 Parking a vehicle overnight

5.15.1 In normal circumstances vehicles must be parked at official locations (i.e. parking area located at stores).

5.15.2 The Fleet Manager will communicate with every Section Manager about the allocate an approved parking place for each vehicle.

5.15.3 The parking places should be lockable or with 24 hour security available.

5.15.4 When the vehicle is away from Council's parking, the driver must use a steering or gear lock on the vehicle (if provided with vehicle).

5.15.5 Where secure facilities are not available, the vehicle should be parked at the official property.

5.15.6 The driver of the vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit.

5.15.7 Parking charges for the use of secure parking will be refunded.

5.15.8 Permission may be given for a vehicle to be parked overnight at a home of an official if:

- I. The driver undertakes to keep the vehicle in adequately secured premises i.e. a garage or lockable gates and,
- II. The member of staff will be leaving early morning or returning late at night.

- III. The actual times that this would come into force would be the time when public transport starts / stops. Exceptions can also be made if the personal security of the individual is also at stake, or
- IV. The home of the individual is at a place between the office and their destination such that is not sensible to come into the office (normally a journey saving of at least 25 km would be expected), or
- V. The individual works from home or,
- VI. The individual is on call and there is no means by which they can be transported in event of a call out.

5.15.9 A signed authority form to park a vehicle at home must be issued.
(Refer to Annexure "D")

5.15.10 The person responsible for signing trip authorities must sign it.

5.15.11 It will normally be issued for each occasion.

5.15.12 However, for those on call, blanket permission can be issued for a specific time period.

5.15.13 The permission is subject to review and can be withdrawn at any time.

5.15.14 Whilst a vehicle is parked at home it may not be used for any private purposes.

5.15.15 If an emergency arises and it becomes necessary to use the vehicle, a signed trip authority for the movement must be obtained within 24 hours of the journey.

5.15.16 Private use of the vehicle whilst parked at home will lead to the withdrawal of the privilege and possible disciplinary action.

5.15.17 The officer responsible for transport must perform a distance check to determine the reasonableness thereof.

6. Log books, fuel cards, vehicle keys, and vehicle equipment

6.1 The driver takes responsibility for the logbook, keys and fuel card once the vehicle issue form has been signed until the vehicle has been returned to the Fleet Manager at the end of the journey.

6.2 All vehicle keys should be safely secured (preferably in a locked container) in the Fleet Manager's office when the vehicle is not in use.

6.3 A spare set of all vehicle keys should be kept in a secure place, e.g. the office safe.

6.4 The fuel card is to be treated as cash and the driver will be held responsible for the transactions that take place on it whilst it is in his/her possession.

6.5 All fuel receipts must be kept and made available when the vehicle is returned to the Fleet Manager.

- 6.6 It is the responsibility of the driver to fill in the vehicle logbook legibly and accurately.
- 6.7 It must be possible from the details given for a distance check to be carried out. A distance check must be performed where the vehicle was not parked at official locations. Ad-hoc distance checks should be performed where vehicles are parked at official locations. This should be performed by the Fleet Manager. The Fleet Manager must either attach a calculation of the distance check to the "Vehicle Issue Form" or must perform the calculation on the form. Any discrepancies must be investigated.
- 6.8 Loose vehicle equipment, e.g. the spare wheel, toolkit, jack and any other extras will be checked at the time of issuing the vehicle and will remain the responsibility of the driver until such time as the vehicle is returned to the Fleet Manager and the cost of replacement of these items will be recovered from the driver.
- 6.9 The Fleet Manager will make available to the Budget and Treasury Office log sheets at the end of each month for costing purposes, after the handing in of the logbooks and fuel slips by Drivers or section Managers.
- 6.10 A copy of the log sheet will thereafter be filed with the Fleet Manager.
- 6.11 Miscellaneous fuel cards for grass cutting and small plant will be managed by Fleet Manager or with permission of the Municipal Manger and Department Director, by the Section Manager.

7. Management Systems

- 7.1 The following key indicators will be kept for each vehicle by the Fleet Manager:
- 7.1.1 Actual kilometers travelled
 - 7.1.2 Fuel utilisation (km/l)
 - 7.1.3 Total maintenance cost
 - 7.1.4 Maintenance cost per kilometer
 - 7.1.5 Running cost per kilometer
 - 7.1.6 Availability
 - 7.1.7 Utilisation
 - 7.1.8 Vehicle performance Vs other similar vehicles within the fleet
 - 7.1.9 Accidents.

8. Vehicle Accidents

- 8.1 The following procedure shall be followed in the event of a Municipal-owned motor vehicle becoming involved in an accident, no matter how trivial, and irrespective of whether or not any person or animal or property, other than the council vehicle is involved:
- 8.1.1 Call a police / traffic officer and, if requested to do so supply name and address of the driver of the motor vehicle to any person having reasonable grounds for requiring this information.
 - 8.1.2 If a police / traffic officer is not available, report the accident to a police station as soon after the occurrence of the accident as practicable.
 - 8.1.3 In no circumstances shall liability be admitted or unguarded statements be made to any person or payment offered or made to a third party or pay any money for a settlement.
 - 8.1.4 Should any third-party involved admit liability, endeavors should be made to obtain a statement in writing from him/her to this effect.
 - 8.1.5 Should a driver of a vehicle be suspected of being under the influence of intoxicating liquor or narcotic drugs, this fact must be brought to the notice of the police or traffic officer present at the scene of the accident, with the least possible delay and every assistance should be rendered to such police or traffic officer in ensuring that the suspected person is examined by a doctor as soon as possible, or be subjected to a legally permissible alcohol test.
 - 8.1.6 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 and be kept in the vehicle:
 - i. Registration number, make and type of other vehicle(s);
 - ii. Name(s) and address of driver(s) of the other vehicle(s);
 - iii. Name(s) and address(es) of person(s) involved in an accident be it she/he/they was/were passenger/s of the Municipal vehicle's driver or the third-party or pedestrian(s);
 - iv. Name and address of the third party's insurance company;
 - v. Name, occupation and address and age or estimated age of any pedestrian(s) involved in the ,accident and of any pedestrians killed or injured;

- vi. Description of animals and fixed objects involved in the accident and the name and address of the owner;
- vii. Name and address of witnesses including the occupants of the other vehicle(s) in their capacities as witnesses;
- viii. Measurements for the preparation of a sketch of the scene of the accident (pace off the distance if there is no scientific tape measure);
- ix. Note the geographical landscape of the place of accident, type of road, accident related obstructive substances of object on or around the road, road make-up including any fencing and weather condition at the time of the accident; and
- x. The Council's vehicle user should obtain identity of the third party involved in the accident

9. Internal Accident Reporting

- 9.1 The driver of the Municipal vehicle shall, within twenty-four hours after the accident, submit a written report to the Fleet Manager signed by the driver, who will ensure that the accident report form is completed and forwarded to the Accountant: Expenditure / Manager: Expenditure.
- 9.2 The Accountant: Expenditure or his/her superior shall make endeavors (in addition to obtaining a mechanical report on the condition of the vehicle after the accident) to obtain a minimum of two repair quotations from different repairing agencies or write-off report if applicable and trade-in value of the vehicle.
- 9.3 In the event of institution of a legal action by the third party, the driver concerned shall upon receipt of summons, subpoena or notice to appear in court pass that information to the Accountant: Expenditure / Manager: Expenditure or his/her superior so that the Municipality's insurers may be approached.
- 9.4 Any accident, damage or third party claim received shall immediately be submitted to the Accountant: Expenditure / Manager: Expenditure. Any damage made to the Municipal vehicle as a result of an accident involving another vehicle or animal/s or any object, shall be reported to the Fleet Manager who will ensure that the accident report form is completed and forwarded to the Accountant: Expenditure / Manager: Expenditure.
- 9.5 Upon admission of complete liability in the accident report a driver of the Municipal vehicle involved in accident shall be given an option to personally bear all repair costs.

10. Accident Committee

10.1 A Committee shall be appointed by the Municipal Manager in order to assist in the investigations of misuse of Council fleet and motor vehicle accidents.

10.2 Duties of the Accident Committee:

- (i) To consider reports on the misuse of Council vehicles..
- (ii) To consider reports on motor vehicle accidents.
- (iii) To consider reports on any non-compliance of Council's Fleet Management Policy and Asset Management Policy.
- (iv) Interview the driver, assessor, third party or any other person with information relevant to the accident. In addition, the Accident Committee may:
 - Request witnesses to make a verbal/written statement about the accident.
 - Probe the nature of the trip and granting of authority to the driver.
- (v) Recommend actions to be taken against drivers to the Municipal Manager.
- (vi) The committee must meet 2 weeks (or earlier) after the accident occurred.

11. Duties of the Fleet Manager

11.1 The Fleet Manager shall:

11.1.1 Investigate all vehicle accidents and gather all documentary, photographic and other evidence that may be relevant to the case and submit to accident committee;

11.1.2 If feasible, conduct an inspection of the accident scene; and

11.1.3 Submit a report on results of points 11.1.1 to 11.1.3 to the Accident Committee referred to 10.

12. Drivers' Responsibilities

12.1 DURING THE USE OF ALLOCATED VEHICLE AND POOL VEHICLES

12.1.1 Council vehicles will only be used for official purposes.

12.1.2 No passengers, other than officials and Councillors on duty should be transported in or on council vehicles, unless prior permission has been obtained from the Municipal Manager or the relevant Head of Department and an indemnity form (**Annexure C**), has been completed and signed.

12.1.3 Passengers are not allowed on the back of light delivery vehicles (LDVs), unless the vehicle is equipped to carry passengers.

12.1.4 A driver will ensure that he/she is in a mentally and physically healthy condition before driving.

12.1.5 A driver shall adhere to all traffic rules and regulations stipulated in legislation, else may be suspended from driving a Municipal vehicle, should there be sufficient complaints and evidence of negligent driving.

12.1.6 Should a driver contravene any traffic rule or regulation and receive a fine for such contravention, he/she shall be responsible for payment of such a fine. Should a driver wish to defend such a charge brought against him/her, he/she will do so in his/her personal capacity. Should a driver fail to pay a fine or fail to appear in court and summons is served on the municipality as owner of the vehicle, the Municipality will deduct such amount from the driver's earnings and institute disciplinary proceedings against the employee.

12.1.7 Should an employee / councillor utilise a vehicle for purposes other than official purposes, the necessary disciplinary procedures will be instituted.

12.2 AFTER USE OF A VEHICLE

12.2.1 After the use of a vehicle, such vehicle shall be parked in its allocated parking at the Municipal parking area deemed for this vehicle. This applies even if a vehicle is used for more than once a day and such vehicle may under no circumstances be parked on the street or anywhere other than in its allocated parking.

12.2.2 The closing speedometer reading and kilometers travelled are entered on the trip authorization form.

12.2.3 Once parked, the driver shall ensure that the logbook is completed proper acceptable manor.

12.2.4 The driver shall ensure that the vehicle is in a clean and tidy condition. If the vehicle got dirty while in use, the driver must arrange for it to be cleaned by car washers used by council be it in-house or other.

12.2.5 The driver will check ensure that the vehicle is locked in a proper way and should the vehicle have a removable radio/radio cover, he/she shall remove the same and give it to the Fleet Manager for safe keeping.

12.2.6 The driver must enter the odometer reading and trip kilometer reading on the log book, and lock the vehicle (all doors and boot) and ensure that there is sufficient fuel in the fuel tank for the next use.

12.2.7 The driver shall undertake a visual post-inspection of the vehicle to ensure that no dents, scrape marks, cracked windows, worn-out tyres, etc. appear. In the event of any visible damage, the driver shall endorse the inspection sheet accordingly and shall immediately submit a written report in that regard to his/her Head of Department and Fleet Manager.

12.2.8 The person that requited the vehicle will ensure that the driver shall return the keys, fuel card, toll gate slips, fully completed trip authorization form, pre-drive inspection sheet and fuel slips to the Fleet Manager and report verbally and in writing any observations or defaults.

12.2.9 Formal reports should be submitted to the Fleet Manager within 12 hours.

- 12.2.10 Should a vehicle be returned after office hours, the keys, logbook, fuel card, toll gate slips, fully completed trip authorization form, pre-drive inspection sheet and fuel slips should be left with the inside the Key drop box at Head Office.

13. Framework for Remedial Actions

- 13.1 All remedial and corrective actions will be subject to and governed by the Municipality's disciplinary procedure.
- 13.2 The following structure of progressive imposition of fines on drivers who have been found partly or mainly responsible for the occurrence of the accident involving a Municipal vehicle through direct or indirect means, shall be adhered to:

TABLE OF FINES	
RATE OF DAMAGE (%)	RATE OF FINE (R)
0 – 5	R 250
6 – 10	R 500
11 – 15	R 750
16 – 20	R 1 000
21 – 25	R 1 250
26 – 30	R 1 500
31 – 35	R 1 750
36 – 40	R 2 000
41 – 45	R 2 250
46 – 50	R 2 500
51 – 55	R 2 750
56 – 60	R 3 000
61 – 65	R 3 250
66 – 70	R 3 500
71 – 75	R 3 750
76 – 80	R 4 000
81 – 85	R 4 250
86 – 90	R 4 500
91 – 95	R 4 750
96 – 100	R 5 000

13.3 The above table represents minimum fines. Should the cost of repairs be less than the amounts shown above, the amount of the fine will not exceed the total cost of repairs. The rate of damage shall be determined as follows:

$$\frac{\text{Approved Cost of Repairs}}{\text{Trade-in Value}} \times \frac{100}{1}$$

13.4 These fines may be imposed in addition to any sanction, which a Disciplinary Hearing may decide upon.

13.5 The fine is payable by means of deduction from an employee's salary over a period not longer than 6 months. A motivation letter must be submitted to the Chief Financial Officer where an employee requires the period to exceed 6 months.

13.6 The Municipal employee shall sign an acknowledgement of debt in which the time frame for the payment of the fine shall also be captured.

14. Hired Vehicles

14.1 In the case when no pool vehicles are available, the Head of Department must approve the hire of vehicle and confirm funding. It will be the responsibility of the Fleet Manager to hire such a vehicle without delay.

14.2 The Policy will apply to all hired vehicles.

14.3 All hired vehicles will be branded and mark according to Municipal branding.

15. Disposal and acquisition of fleet assets

15.1 Fleet Assets will be disposed in line with the Supply Chain Management regulations and the Asset Management Policy.

15.2 Vehicles will be replaced every 3-5 years or 200 000km, subject to the overall condition of the vehicle. Equipment and Machinery 5 – 10 years depending on the item and the hours worked.

15.3 Council will require a *Certificate of Fitness* annually from a reputable organization, for every vehicle that falls outside the warranty period.

15.4 The Asset Management Policy outlines the procedures to be followed in acquiring Council's assets, and the same will apply to the fleet assets.

16. Traffic Offences

16.1 The driver of a Council vehicle shall diligently obey all traffic laws and shall be responsible for the payment of all traffic fines which may be attributable to his or her negligence.

16.2 Council may, at its sole discretion, financially assist a driver convicted of a road traffic offence with the payment of a fine or private legal assistance to enable a driver to defend a criminal or civil claim against him or her in a court of law.

16.3 The Fleet Manager will direct traffic fines to relevant users for payment by the offender.

The logbook will be used as a source document to ascertain the offenders of traffic rules.

17. Use of Fuel Cards

- 17.1 All staff members/drivers who are using a Municipal Vehicle in the executing of their functions will be issued with a fuel card;
- 17.2 On receipt of such fuel card each person accepts full responsibility for the card;
- 17.3 The fuel card is linked to the vehicle the staff member/driver is being allocated and cannot be used to acquire fuel for any other vehicle;
- 17.4 The misuse and abuse of the fuel card issued to the staff member/driver is tantamount to fraud and disciplinary action can be instituted against such person
- 17.5 Should fuel card be lost or displaced, the responsibility vests in the recipient of such fuel card to immediately report such loss to the Fleet Manager;
- 17.6 Should a person lose such fuel card he/she will have to bear the cost of replacement of such card to the cost of R260.00;
- 17.7 All fuel slips should be kept and produced should the vehicle management clerk/officer request this.
- 17.8 Fuel purchases to be indicated on the vehicle logbook for management purposes.
- 17.9 Fuel Slips to be attached to the log sheets for control purposes and handed in weekly to supervisor/Manager and submitted monthly to Fleet Management.
- 17.20 Any person failing to adhere to this policy could be faced with disciplinary action.

18. Municipal Driving Certificate.

- 18.1 A Municipal Driving Certificate will be issued by AbaQulusi Public safety unit.
- 18.2 Driving skills will be tested by an appointed traffic officer from this task.
- 18.3 Once the driver has proven his skills a Municipal Driving Certificate will be issued to the driver signed by the Municipal Manager.

19. Vehicle inspections by Public Safety Officers.

- 19.1 Any Municipal vehicle can be inspected by the Public Safety Officers at any time.
- 19.2 Should there be a defect on the permissions forms for Municipal use of the vehicle, the vehicle may be impounded on the spot.
- 19.3 Should the driver not adhere to any part of the policy, his/her Municipal Drivers Certificate may be suspended with immediate effect.

20. Failing to comply with the policy.

Drivers and Operators failing to comply with the policy will be disciplined and in cases where there was a material loss to council, the cost will be recovered from the driver or operator.

Failing to report stolen goods or damage to a vehicle, will be considered to be stolen by the driver or operator, damage will be considered material damage to Council property.

20. Forms for the use within the Fleet Management Policy to govern and control fleet activities.

- A Annexure A – Trip Authority / Vehicle Issue Form
- A1 Annexure A1 - Departmental Trip Authority
- B Annexure B – Vehicle Checklist
- C Annexure C – Authority to Travel as Passenger in Council Vehicle
- D Annexure D – Application to Park Vehicle at Home or Secure Area
- E Annexure E – Vehicle Accident Report Form
- F Annexure F – Fuel Card Application Form
- G Annexure G – Heavy Duty Trip Authority
- H Annexure H – Other Forms
 - 1 Vehicle License disk
 - 2 Vehicle inter change
 - 3 Fuel card responsibility
 - 4 Equipment fuel card application
 - 5 Application for spare key
- I Annexure I – Vehicle Responsibility form



ABAQULUSI MUNICIPALITY
TRIP AUTHORITY / VEHICLE ISSUE FORM

SECTION A: DETAILS OF DRIVER			SECTION C: DETAILS OF ALLOCATED VEHICLE		
Name of Driver:			Vehicle Requested Description		
Driver's ID Number:	Driver Cell No:		Vehicle Description:		
Driver Residential Address:			Registration No:		
Name of Passenger (1)			Mileage		
Name of Passenger (2)			Odo Meter reading - Out:		
Name of Passenger (3)			Odo Meter Reading - In:		
Name of Passenger (4)			Total:		
Name of Passenger (5)			License Code:		
Name of Passenger (6)			License Expiry date:		
Name of Passenger (7)			Time Out:		
Name of Passenger (8)			Time In:		
Name of Passenger (9)			Name of Passenger (11)		
Name of Passenger (10)			Name of Passenger (12)		
<p>Please note that it is the drivers responsibility to ensure that every passenger must sign a Passenger indemnity form. The driver also need to complete a Vehicle Responsibility and a Vehicle Check list form for the requested vehicle. The driver will be held accountable for the condition of the vehicle as well as abuse of the vehicle during the the trip period.</p> <p>The driver also needs to return the completed form and the keys and petrol card to Fleet Management as soon as the vehicle is parked.</p>					
SECTION B: PARTICULARS OF TRIP					
From start point:	To:	Start Date time:			
From return point:	To:	End Date time:			
Provide a brief explanation of the intended use of the vehicle:					
SECTION D: TRIP APPROVAL					
Trip Approved by Municipal Manager:					
Signature Municipal Manager:					Date:
Comment:					
HOD Name:	Signature:				Date
Comment:					
Vehicle issued by:	Signature:				Date
Comment:					
Vehicle Required by:	Signature:				Date
Drivers Signature:	Signature:				Date
Vehicle returned on:			Condition		
Comments:					
Signature of Driver			Date:		
Signature of Fleet Manager			Date:		

**ABAQULUSI MUNICIPALITY
DEPARTEMENTAL TRIP AUTHORITY**



SECTION A: DETAILS OF DRIVER		SECTION C: DETAILS OF ALLOCATED VEHICLE	
Name of Driver:		Vehicle Requested Description	
Driver's ID Number:	Driver Cell No:	Vehicle Description:	
Driver Residential Address:		Registration No:	
Name of Passenger (1)		Mileage	
Name of Passenger (2)		Odo Meter reading - Out:	
Name of Passenger (3)		Odo Meter Reading - In:	
Name of Passenger (4)		Total:	
Work Ref no:		License Code:	
Trip Details:		License Expiry date:	
		Time Out:	
		Time In:	
		Name of Passenger (11)	
		Name of Passenger (12)	
<p align="center">Please note that it is the drivers responsibility to ensure that every passenger must sign a Passenger indemnity form. The driver also need to complete a Vehicle Responsibility and a Vehicle Check list form for the requested vehicle. The driver will be held accountable for the condition of the vehicle as well as abuse of the vehicle during the the trip period.</p> <p align="center">The driver also needs to return the completed form and the keys and petrol card to Fleet Management as soon as the vehicle is parked.</p>			
SECTION B: PARTICULARS OF TRIP			
From start point:	To:	Start Date time:	
From return point:	To:	End Date time:	
Provide a brief explanation of the intended use of the vehicle:			
SECTION C: WEEKLY TRIP APPROVAL			
Trip Approved by Manager:			
Signature Manager:		Date:	
Comment:			
Vehicle issued by:	Signature:		Date
Comment:			
Vehicle received by:	Signature:		Date
Comment:			
Drivers Signature:	Signature:		Date
SECTION D: VEHICEL RETURNED:			
Vehicle returned on:		Condition	
Comments:			
Signature of Driver:	Driver Name:	Date:	
Signature of Section Manager:	Manger Name:	Date:	



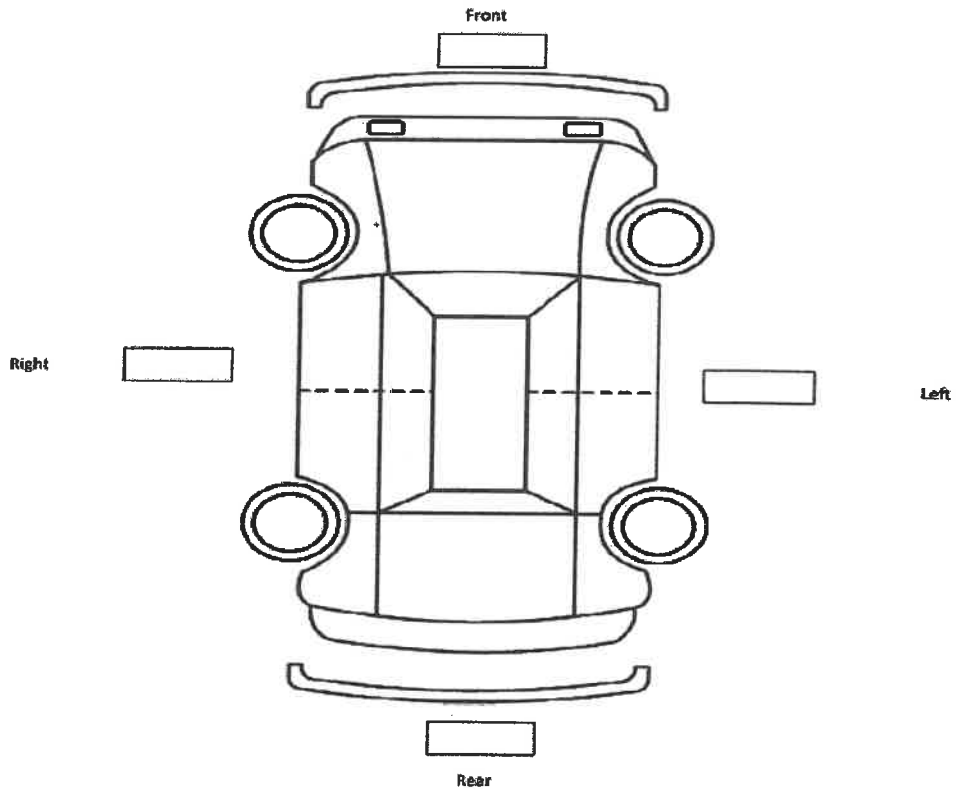
ABAQULUSI MUNICIPALITY
VEHICLE CHECKLIST

THIS DOCUMENT MUST BE COMPLETED PRIOR TO THE VEHICLE BEING HANDED OVER TO THE DRIVER

Driver's Name:	Date:	Km-out
Vehicle Make:	Reg. No:	
Time Issued:	Time Returned:	KM-in
VIN No:	Engine No:	

I AM AWARE THAT I AM RESPONSIBLE FOR THE VEHICLE AND TO KEEP IS SAFE TO THE BEST OF MY ABILITY. I AM AWARE THAT IF I LOSE THE FUEL CARD AND/OR VEHICLE KEYS I WILL BE RESPONSIBLE FOR THE REPLACEMENT COST.

ACCESSORIES AND PARTS	YES	NO	REMARKS								
Unendorsed valid Driver's Licence											
Radio fitted or supplied											
Petrol level											
Full <u> </u> $\frac{3}{4}$ <u> </u> $\frac{1}{2}$ <u> </u> $\frac{1}{4}$ <u> </u>											
Oil level checked											
Spare wheel											
Jack, spanners and triangle											
Check Vehicle Licence disk for validity											
Expiry Date											
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>C</td><td>C</td><td>Y</td><td>Y</td><td>M</td><td>M</td><td>D</td><td>D</td> </tr> </table>	C	C	Y	Y	M	M	D	D			
C	C	Y	Y	M	M	D	D				
Check fuel cap for security											
Rubber mats											
Logbook issued											
Fuel card issued											
Service book -Next Service km											
Tyre check											
Further comments											
Lights Front and Back Checked											
Brake Lights Checked											
Indicators Checked											
Wipers Checked											
Additional Comment											



Vehicle Issued by: _____

Date _____

Vehicle Received By: _____

Date _____

Reviewed by: _____
Fleet Manager

Date _____
Annexure B



AbaQulusi Municipality

Authority to Travel as Passenger in Council Vehicle

ACCEPTANCE BY PASSENGER:

I _____ (Full name) ID no _____
Salary no _____ hereby acknowledge that I understand that I shall travel as a
passenger in the municipal vehicle referred to herein solely at my risk and hereby agree to
indemnify the Council, its agents, employees or contractors against any loss, damage or injury
which I may suffer as a result of my conveyance in the said vehicle.

Signature of Passenger: _____ **Date:** _____

AUTHORITY TO TRAVEL AS PASSENGER IN COUNCIL VEHICLE:

Authority is hereby given for the above mentioned individual to travel as a passenger in Municipal
Vehicle Registration Number _____

No

_____ day of _____ month of _____ year

Or

For the period starting _____ day of _____ month of _____ year.

Ending

_____ day of _____ month of _____ year.

Or

For the period of employment starting on

_____ day of _____ month of _____ year.

For the purpose of _____

By travelling as a passenger in the aforesaid vehicle, you hereby agree that neither the Council
nor any of its agents, employees or contractors, shall be liable for any injury, loss or damage to
you whatsoever arising from your conveyance in the said vehicle and you hereby waive any
claim you may have against the Council in this regard.

Signature of Passenger: _____ **Date:** _____

Signature of HOD: _____ **Date:** _____

AbaQulusi Municipality

Application to Park Vehicle at Home or Other Secure Area



To: Head of Department

I _____ (Name) _____ (Salary no)

hereby apply for authority to park the municipal vehicle (Registration Number _____)
at my residence / secure area situated at the following address:

The reason(s) for this application are as follows:

In the event of my application being approved, I agree to abide by the provisions of the Council's policy with regard to the parking of the vehicle at my home or other secure area.

Signature of Applicant: _____ Date: _____

Designation: _____ Department: _____

Authority is hereby granted to _____ to park the municipal
vehicle (Registration number _____), at his/her residence / secure area situated
at the address indicated above, subject to the following conditions:

1. The authority contained herein being valid for the period _____ to _____.
2. The authority contained herein being subject to review or withdrawal at any time subject to prior consultation with the employee where necessary.
3. That whilst the vehicle is parked at home of the employee or at the approved parking area, it may not be used for any non-work or private purpose.
4. That if an emergency arises whilst the vehicle is parked at the home of the employee or the approved parking area necessitating the use of the vehicle, then a signed trip authority for the movement of such vehicle must be obtained within 24 hours of the journey.
5. The private use of a vehicle whilst parked at the home of the employee or the approved parking area will lead to the withdrawal of the privilege and possible disciplinary action against the employee at hand.

Signature of Head of Department: _____ Date: _____

ANNEXURE-D0063

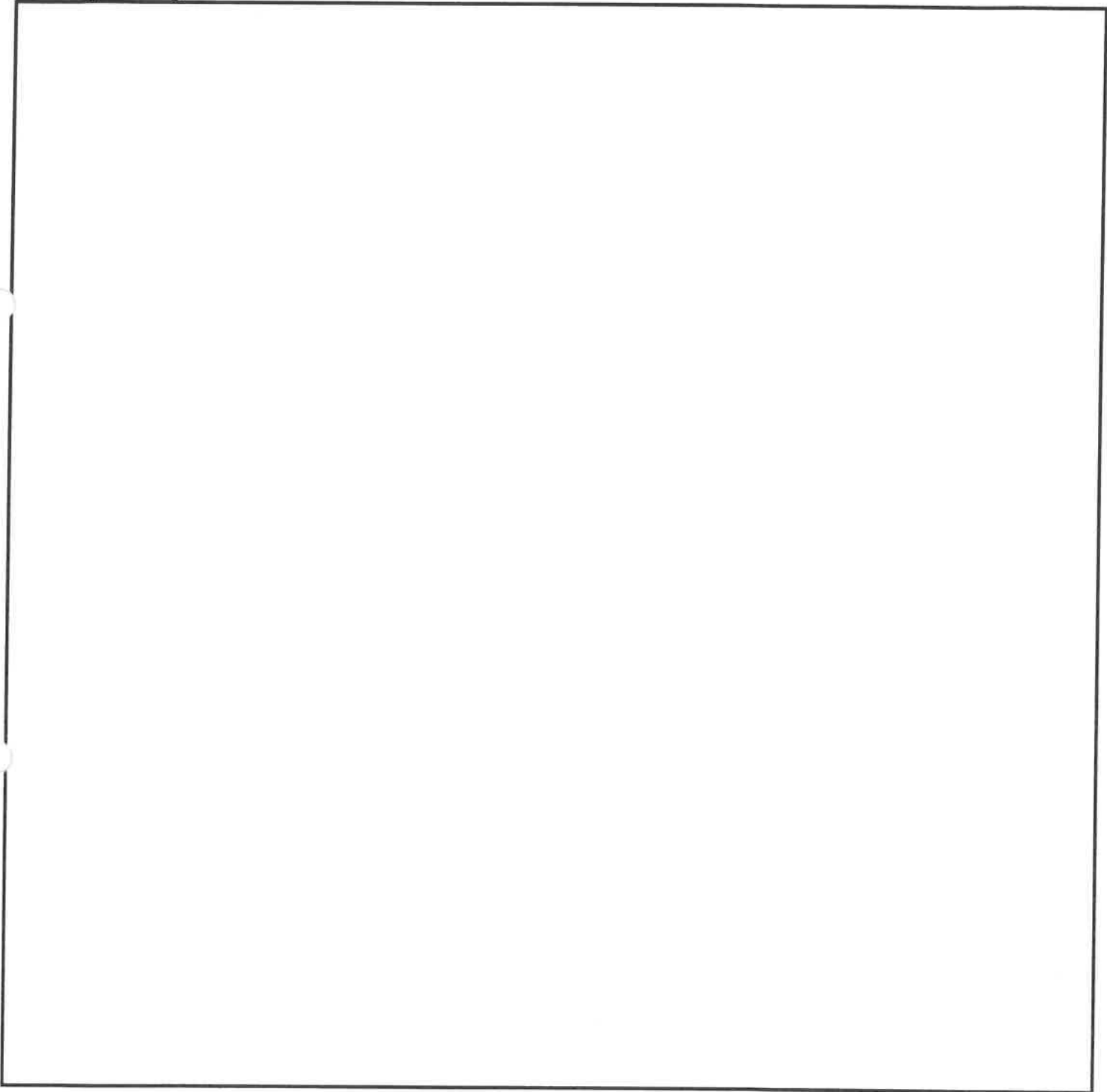
Road Surface (i.e. gravel, sand, tar, etc.)

Speed of Own Vehicle at Time of Accident

8. SETCH PLAN OF THE SCENE OF THE ACCIDENT

Indicate the following in the sketch

1. The point of impact
2. Direction of travel by arrows
3. Distances
4. Any road signs



9. DETAILED DESCRIPTION OF THE ACCIDENT

Telephone

Fascimile

Postal Address

PARTICULARS OF WITNESS(ES) TO THE ACCIDENT (continued)

Witness 3:

Name(s)

Surname:

ID Number/ Pasport Number

Citizenship

Telephone

Fascimile

Cellphone Number

Email Address:

Email Address

Physical Address:

PARTICULARS OF PERSON(S) INJURED / DECEASED (continued) Person 2:

Name(s)

Surname:

ID Number/ Pasport Number

Citizenship

Telephone

Cellphone Number

Email Address:

Email Address

Physical Address:

Telephone Number

Fascimile

3. PARTICULARS OF MOTOR VEHICLE

Registration Number

Body (i.e sedan, truck, bus, etc.)

Colour

Postal Address

Make

Model

Year

4. PARTICULARS OF OTHER MOTOR VEHICLES INVOLVED IN THE ACCIDENT

Vehicle 1

Registration Number

Name(s) and Surname of Driver

Telephone Number / Cell Number

Name(s) and Surname of Owner

Physical Address

Postal Address

Vehicle 2

Registration Number

Name(s) and Surname of Driver

Telephone Number / Cell Number

Name(s) and Surname of Owner

Physical Address

Postal Address

5. PARTICULARS OF THE ACCIDENT

**ABAQULUSI MUNICIPALITY
VEHICLE ACCIDENT REPORT FORM**



1. PARTICULARS OF THE DRIVER OF THE VEHICLE

Name(s):

Surname:

ID Number / Passport Number

Citizenship:

Telephone Number:

Fascimile:

Cellphone number:

Email Address:

Physical Address:

Postal Address:

Driver's Licence Number:

Date Issued:

Endorsements (if any):

Physical / Mental Defects (if any):

2 PARTICULARS OF THE OWNER OF THE VEHICLE (Complete where Driver is not the Owner)

Name(s):

Surname

ID Number / Passport Number

Citizenship

Cellphone Number

Email Address

Physical Address

Date of Accident

Police Station at which the Accident was reported

Time of Accident

Police Reference Number

Location / Place of accident

6. PARTICULARS OF WITNESS(ES) TO THE ACCIDENT

Witness 1:

Name(s)

Cellphone Number

Email Address:

Email Address

Physical Address:

Postal Address

Surname:

ID Number/ Passport Number

Citizenship

Telephone

Fascimile

Witness 2:

Name(s)

Cellphone Number

Email Address:

Email Address

Physical Address:

Surname:

ID Number/ Passport Number

Citizenship

Postal Address

Fascimile

State whether the injured / deceased was a driver, passenger, cyclist or pedestrian

PARTICULARS OF PERSON(S) INJURED / DECEASED (continued)

Person 3:

Name(s)

Cellphone Number

Surname:

Email Address:

Email Address

ID Number/ Pasport Number

Physical Address:

Citizenship

Telephone

Postal Address

Fascimile

State whether the injured / deceased was a driver, passenger, cyclist or pedestrian

7. CONDITIONS AT THE TIME OF THE ACCIDENT

Time of day (i.e. dawn, day, dusk, night)

Streetlights (if any) – on or off

 On Off

Weather conditions (i.e. sunny, misty, cloudy, raining, etc.)

Own Vehicle's Lights – Off, Dim, Bright:

 Off Dim Bright

Visibility (i.e. good, reasonable, bad, etc.)

Other Vehicle's Lights – Off, Dim, Bright

 Off Dim Bright