



MUNICIPAL VEHICLE POLICY

1. INTRODUCTION

The municipality is responsible for the delivery of services in the whole area of its jurisdiction; but the activities of the municipality spread beyond the physical boundaries of the municipal area. The municipality maintains a fleet of vehicles of different sizes, shapes and uses under two broad conditions; namely, allocated vehicles and common pool vehicles. Allocated vehicles are those that have been allocated to a specific Executive Manager strictly for the departmental use by the staff of the department.

2. VEHICLE ISSUE

The Fleet Manager, acting on the instructions of the Municipal Manager, will issue vehicles to the Heads of departments; who in turn will allocate a vehicle to a specific employee in his/her department. The allocated vehicle shall be driven by the employee to whom it is allocated only. It shall be used substantially for the function of the department and, in some instances, for other municipal work on the authorization of the relevant Head of department and the Municipal Manager. A municipal vehicle may only be allocated/issued to an employee of the municipality and, on authorization of the Municipal Manager, to a serving councillor of the municipality. The person to whom a municipal vehicle is allocated/issued must be in possession of an unendorsed appropriate driver's licence which is more than one (1) year old.

3. RESPONSIBILITY FOR THE VEHICLE

The person to whom the vehicle is allocated/issued is responsible for the safety, upkeep of the vehicle and the overall condition of the vehicle. This includes the inspection of the vehicle immediately before and after driving the vehicle and report the results of the inspection to the Head of department/Fleet manager/Municipal Manager.

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4. **POOL VEHICLES**

Pool vehicles fall directly under the manager designated "Fleet Manager" by the Municipal Manager. They are allocated to either officials of different departments or councillors on a need-basis. Pool vehicles must be returned to the point of collection; failure to do so, shall be regarded as abandoning recklessly, an asset of the municipality. The driver of a pool vehicle must complete the log-sheet and inspections sheet; failure to do so, shall be deemed as an abuse of a municipal asset.

5. **PRIVATE USE OF VEHICLE**

Only the Municipal Manager may authorize a person to use a municipal vehicle for a private/personal use, on good and justifiable cause.

6. **PRIVATE PASSENGERS**

A private passenger is a person who is not in the employ of the municipality nor a councillor. They may not be transported in/on a municipal vehicle without the authorization in writing for the same, of the Municipal Manager.

7. **ACCIDENTS**

All accidents, minor or major, must be reported to the Police, Head of Department/Fleet Manager and Municipal Manager immediately. The municipality reserves the right to recover the cost of the repairs of the vehicle from the driver of the vehicle at the time of the accident. 3/...

8. TRAFFIC FINES

The driver of the vehicle is responsible for all traffic fines; unless the traffic fine is due to an undetected mechanical fault of the vehicle.

9. COUNCILLORS

A councillor may only drive a municipal vehicle when authorized in writing to do so by the Municipal Manager. The Municipal Manager shall only authorize a councillor to drive a municipal vehicle, if allocating a municipal driver for the trip, will result in an unnecessary costly expenditure.