

# MATATIELE LOCAL MUNICIPALITY



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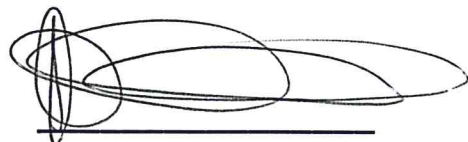
## FLEET MANAGEMENT POLICY

NO 13 OF 2016/2017

CR 945/30/05/16



**DR. DCT NAKIN**  
MUNICIPAL MANAGER



**CLLR. MM MBEDLA**  
MAYOR

Authority	Date
HOD Approval	16 MAY 2016
MM Approval	23 MAY 2016
Council Approval	30 MAY 2016
Date of next Review	MARCH 2017

#### Approval of Policy

Please note that the implementation of the policy contained in this document is subject to approval and signing off by all relevant Heads and/or Committees, including but not limited to:

- Municipal Manager; and
- Municipal Council.

## **SECTION 1 - DEFINITIONS**

For purposes of this policy:

### **1.1.ALLOCATED MOTORISED VEHICLE**

Shall mean a vehicle allocated to one or more officials for the purpose of carrying out their official responsibilities or to use otherwise in the service of the municipality;

### **1.2.DRIVER**

All persons engaged in the operation of vehicles and plant, being:

- i) OCCASIONAL DRIVER: Is not a permanent driver but is required to use a municipal vehicle on an *ad hoc* basis to perform his/her duties.
- ii) PROFESSIONAL DRIVER: Employed specifically to drive municipal vehicles for general transport purposes.
- iii) OPERATOR: Employed specifically to operate civil engineering plant.

### **1.3.FLEET OFFICER**

Shall mean the official designated by the Municipal Manager to control and allocate municipal vehicles;

### **1.4.MUNICIPAL VEHICLE**

All vehicles and civil engineering plant, equipment (self-driven or otherwise), motorcycles, boats, trailers, stationary engines, etc. operated on overall management of or on lease or hire from:

- i) The Fleet Management Services Division
- ii) An external service provider

### **1.5.SAFE PARKING**

- i) Designated municipal parking
- ii) Enclosed premises

## **SECTION 2: OBJECTIVES**

1. To ensure that the users of the municipal vehicle fleet comply with a uniform code of good practise in respect of fleet management.
2. To ensure that municipal vehicles are optimally and effectively used for the rendering of municipal services.
3. To ensure cost effective and efficient usage of available funding in respect of fuel and maintenance.
4. To minimize possible abuse/misuse of municipal vehicles.
5. To ensure safe driving and usage practices in respect of vehicle fleet.

## **SECTION 3: DRIVER CODE OF PRACTICE**

### ***3.1 Responsibility of drivers and operators***

The full cooperation of all employees concerned is required to ensure that the municipal fleet management system functions efficiently at all times. All drivers and operators are expected to accept and exercise the responsibilities associated with the operation of vehicles, as described in this policy and procedures manual.

### ***3.2 Usage***

3.2.1 The vehicle shall only be driven by an appropriately licensed and duly authorised employee on official duty.

3.2.2 The driver must be licensed in terms of the National Road Traffic Act (NRTA) for the particular class of vehicle under his/her control.

3.2.3 All drivers should have their drivers licenses with them at all times when driving a Municipal vehicle

3.2.4 Before authorisation is given to drive a municipal vehicle, the driver must complete the vehicle trip authority No official shall be authorised to drive a municipal vehicle without a valid trip authority.

3.2.5 All municipal vehicles and mobile plant must be issued with a logbook. The driver/operator is required to record all his/her daily trips in the logbook.

### ***3.3 Professional driving permits***

Professional drivers must ensure that their PDPs are current at all times and are renewed prior to the expiry date.

### ***3.4 Public image***

All municipal vehicles shall be driven in a SAFE and COURTEOUS manner, which will promote the municipality's PUBLIC IMAGE.

### ***3.5 Careful handling***

Municipal vehicles shall at all times be driven and handled with proper care and attention to obtain the best mechanical service and avoid infringements of the law.

### ***3.6 Inspections of vehicles***

Pre- and post-inspections are to be carried out by drivers/operators on a trip and/or daily basis.

### ***3.7 Safety***

All users of municipal vehicles must ensure that they comply with the safety prescriptions contained in terms of the National Road Traffic Act (NRTA) and other safety measures set by the municipality.

### ***3.8 Transgressions***

Failure to comply with the content of this policy and any other additional instructions issued by the Fleet Management Unit renders the offending employee liable to disciplinary action.



## **SECTION 4: PROPER USE OF MUNICIPAL VEHICLES**

4.1. Municipal transport is provided strictly for official services only and is not to be used for private purposes. Council will provide transport to on-duty employees in accordance with its normal operational requirements, as well as in specific circumstances set out below, approved by the relevant manager/director:

- a) Shifts
- b) Overtime
- c) Standby
- d) Remote sites (no public transport)
- e) Training courses
- f) Meetings
- g) Union business
- h) Temporary or permanent relocation
- i) Emergency use
- j) Unplanned roadside assistance
- k) Injuries on duty
- l) Employee wellness-related needs
- m) Recreational/ sporting events

4.2. Professional drivers are required to have Professional Driving Permits (PrDPs) to drive the following vehicle categories:

- Heavy goods > 3500 kg GVM
- Articulated > 3500 kg GVM
- Breakdown vehicle
- Bus seating more than 55
- Mini-bus seating more than 12
- Refuse compactor
- Water tanker
- Vacuum tanker
- Mechanical horse > 3500 kg GVM

4.3. Passengers, inclusive of municipal staff, are not permitted to ride on or inside any municipal vehicle except for the execution of municipal duties.

4.4. When a municipal vehicle is to be used outside the Matatiele municipal area, approval must be authorised by the municipal manager or his designee in advance before undertaking a trip.

4.5. Drivers who use municipal vehicles for more than three consecutive days must get approval from the Municipal Manager or his designee

4.6. All interns, contract employee and experiential trainees are not allowed to drive municipal vehicles

4.7. Employees whose job description is not to drive Municipal vehicles must obtain written authorisation from the Municipal Manager.

4.8. Pool vehicles must be booked with responsible official (retain bookings to compare with log sheets). All bookings must be done in advance to eliminate double bookings.

4.9. No Council vehicle may be used for informal driver training, such as by other Council drivers or for the related testing to obtain a driver's licence. Assessment for a "Council Licence" once in possession of a driver's licence may be done using a Council vehicle, provided assessment is conducted by an appropriate risk-management official.

4.10. Council vehicles may be used to transport staff, delegates, visitors, students or members of the public for official Council business or official purposes, but no unauthorised passengers are permitted. Authorisation for this "deviation" from the norm must be approved by the relevant director

4.11. Contractors and consultants may not make use of Council transport, unless specifically provided for in their contract with Council.

#### **4.12. *Inspections***

4.12.1. Pre- and post-inspections are to be carried out by drivers/operators on a trip and/or daily basis in order to ensure that the vehicle is in a roadworthy and clean condition.

4.12.2. Any damage/defects found by the driver must be reported to the manager/Law Enforcement for investigation. The last user of a vehicle will be held responsible for any unreported damage/defects/loss.

4.12.3. All municipal vehicles must be available for periodical inspection by Fleet Management/delegated official.

4.12.4. The usage of vehicles must be reflected by entries in the logbooks dedicated to individual vehicles.

4.12.5. Log book entries must be checked by managers on a weekly basis.

### **SECTION 5: VEHICLE KEYS**

5.1. Employees in charge of vehicles shall ensure at all times that the ignition, door lock, fuel cap; gear-lock and other keys of the vehicle in use are suitably safeguarded against loss or theft.

5.2. All drivers will be held liable for the loss of their driver I.D tags

### **SECTION 6: DAMAGE, LOSSES AND THEFT**

6.1. An employee who takes over a municipal vehicle must ensure that any damage or loss is immediately brought to the notice of his/her supervisor/manager/general manager in writing. Unless he/she complies with this instruction, he/she will be deemed to have received the vehicle in good order.

6.2. Unlawful fitment/removal or exchange of fuel or any component of a municipal vehicle will be subjected to the strictest discipline, as prescribed in the prevailing Conditions of Service.

6.3. In the event of a hijacking or armed robbery, the manager must ensure that the affected staff member(s) is/are given the necessary counselling.

6.4. Any municipal vehicle may be subjected to a search by security personnel/delegated officials from supervisory level upwards.

### **SECTION 7: SAFE CUSTODY OF MUNICIPAL TRANSPORT AND OTHER MUNICIPAL PROPERTY**

7.1. In respect of official vehicles taken home by employees, specific authority from the Municipal Manager or the Fleet Management Division must be obtained before an employee will be permitted to safeguard any official vehicle at a private residence.

7.2. The driver/employee must take all possible and practical precautions for the safeguarding of municipal property in municipal vehicles when he or she temporarily absents himself/herself from the vehicle. The non-observance of this directive will render the driver/employee liable for any loss to the municipality.



## **SECTION 8: GARAGING AND PARKING OF MUNICIPAL TRANSPORT**

- 8.1. In the case of overnight parking, vehicles on tour or municipal vehicles being used for official after-hour purposes, the most suitable arrangements must be made for safe parking facilities with the relevant manager.

## **SECTION 9: SUSPENSION OF EMPLOYEES FROM DRIVING MUNICIPAL VEHICLES**

- 9.1. In the event of a municipal vehicle being or having been subjected to flagrant misuse or irregular use, or the vehicle being maliciously damaged by the driver; or
- 9.2. where evidence exists that a driver is or was guilty of recklessness or negligent conduct whilst driving a municipal vehicle, or such a vehicle was involved in an accident whilst so driven; or
- 9.3. where a driver of a municipal vehicle has been found guilty of driving such a vehicle –
- 9.4. under the influence of intoxicating liquor or narcotics, or
- 9.5. Whilst the concentration of alcohol in his or her blood was more than that allowed according to legislation, such a driver shall be suspended immediately from driving municipal vehicles until such time as a disciplinary tribunal has been concluded.
- 9.6. In the event of a driver developing any disease or disability which will render him/her incapable of controlling a vehicle effectively and subject to a report from a medical practitioner, to the satisfaction of the Municipal Manager, he/she will be suspended temporarily or permanently from driving a municipal vehicle.

## **SECTION 10: CAR TRACKER**

- 10.1. Where a tracker is fitted to any municipal power-driven machinery, it is there for the specific purpose of providing protection against over speeding/overloading/abuse of the mechanical systems. Car trackers are not to be tampered with.
- 10.2. All drivers exceeding the speed limit set out by the National Road Traffic Act (NRTA), will be subjected to discipline hearing.
- 10.3. All drivers are expected to adhere to the trip authority and must not deviate from the original destination stipulated on the trip authority if not disciplinary hearing will be instituted.

## **SECTION 11: SPEEDOMETERS, ODOMETERS AND HOUR METER**

- 11.1 Speedometers and meters should not be tampered with. Where a speedometer is fitted to a vehicle, the National Road Traffic Act requires it to be in good working order.

## **SECTION 12: FUEL AND OIL**

- 12.1. Where employees in charge of municipal vehicles require fuel and/or oil, they shall use the petrol card to obtain supplies from the nearest filling station.
- 12.2. All drivers must sign the fuel card out and sign it back in on return of the card
- 12.3. If a driver uses the fuel card to refuel and does not return back the slip/receipt, the amount on the slip/receipt will be deducted from his or her salary
- 12.4. Where fuel is required in containers to refuel small plant, the relevant manager must authorise the request against a separate requisition.

### **SECTION 13: MAINTAINING THE APPEARANCE OF MUNICIPAL VEHICLES/EQUIPMENT**

- 13.1. Every driver/operator and manager must ensure that the vehicles are in a clean and hygienic condition.

### **SECTION 14: SERVICING AND REPAIR OF MUNICIPAL VEHICLES**

- 14.1. All vehicles shall be serviced and repaired in accordance with the procedures stipulated in the procedure manual for fleet management.
- 14.2. Drivers/operators in charge of vehicles must ensure that service arrangements are strictly adhered to.

### **SECTION 15: BREAKDOWN PROCEDURES**

- 15.1. In the event of a breakdown, vehicles must be handled in accordance with the procedures stipulated in the procedure manual for fleet management.

### **SECTION 16: ROADWORTHINESS OF VEHICLES**

- 16.1 All vehicles requiring a Roadworthy Certificate (RWC) are to be delivered to the fleet management unit (stores) prior to expiry date.
- 16.2. Every driver/operator of a vehicle must at all times ensure that the vehicle is in a roadworthy condition, failing which he/she will be responsible for the payment of any traffic fines imposed.
- 16.3. Any defects discovered with regard to the bodywork, engine and accessories of the vehicle must be reported immediately to the manager by generating a job card for repairs.
- 16.4. The last driver/operator of a vehicle will be held responsible for any unreported damage/defects/losses.

### **SECTION 17: LOAD ON VEHICLES**

- 17.1. The load on any vehicle must not exceed the load recommended by the manufacturers of the vehicle.
- 17.2. Drivers/operators must familiarise themselves with the maximum load capacity of the particular vehicle they are using.
- 17.3. ***Hazardous loads***  
Only drivers who have been specially trained and who are in possession of the necessary medical clearance are permitted to operate vehicles engaged in the conveyance of hazardous substances (refer section 16.4).

### **SECTION 18: IDENTIFICATION OF MUNICIPAL TRANSPORT AND EQUIPMENT**

- 18.1. ***General***  
Drivers must ensure that the registration plates, fleet numbers, municipal logos and any other markings on the vehicles are always in good order and clearly visible. Municipal vehicles may not display any private signs, mascots, stickers, advertising or advertising material, unless authorised.
- 18.2. ***Mass information***  
Information in respect of carrying capacity is displayed on certain vehicles. In terms of the



requirements of the National Road Traffic Act, information relative to the tare mass (T), gross vehicle mass (GVM) and, where applicable, the number of passengers is displayed on buses and goods vehicles

**18.3. Clearance certificates**

If a clearance certificate (licence token) is lost, destroyed or illegible, the fact shall be reported without delay to the Fleet Management Division. Expired tokens must be removed from the vehicle. The relevant department must obtain a renewed clearance certificate from Fleet Management. Failure to display current tokens constitutes an offence in terms of the National Road Traffic Act, for which the vehicle driver will be held liable.

**18.4. Hazardous substances**

Vehicles engaged in the conveyance of hazardous substances must display hazard and/or warning signs and panels that inform emergency services how to handle the particular substance being carried, in the event of an accident (refer Section 15.3).

**SECTION 19: DUTIES OF DRIVER IN THE EVENT OF AN ACCIDENT**

- 19.1. In the event of an accident, drivers/operators must follow the procedures set out in the procedure manual for fleet management.

**SECTION 20: INSURANCE OF MUNICIPAL VEHICLE**

**20.1. Municipal vehicles**

The municipality provides comprehensive cover through its insurance policy which administers legitimate claims arising from accidents involving municipal vehicles and equipment. Suitably licensed municipal employees driving municipal vehicles are covered to the following extent:

- 20.1.1 The municipality will provide all-risk cover of loss or damage for its vehicles, as described and provided for in terms of the currently accepted form of automobile/vehicle insurance policies as issued and agreed upon by municipal insurers. Coverage is not included for the loss of or damage to any items owned or possessed by the employee or by any person or body other than the municipality.
- 20.1.2 The municipality will provide third-party liability insurance covering any driver's liability arising out of the use of the vehicle.
- 20.1.3 Unauthorised drivers and passengers will not be covered by the Insurance Fund or the Road Accident Fund.

**20.2. Non-municipal employees**

The comprehensive vehicle insurance cover provided by the municipality's Self insurance Fund provides cover for any municipal vehicle driven by a person qualified to do so and not employed by the municipality, if such action relates to the maintenance or repair of the vehicle involved.

**20.3. External vehicles from service providers**

Insurance claims in respect of vehicles provided by service providers will be dealt with by the relevant external lease agreements.

**20.4. Forfeiture of cover by driver**

- 20.4.1. The cover and arrangements mentioned in paragraphs 18.1 and 18.2 will not apply as far as the driver of municipal vehicles is concerned in cases where:
- he/she was under the influence of intoxicating liquor or a drug with a narcotic effect; or

- the concentration of alcohol in his/her blood was more than 0,05 gram per 100 millilitres;
- the vehicle was used without authority for other than strictly official purposes;
- he/she is not in possession of an appropriate legally valid driver's licence;
- he/she drives or has driven a vehicle without having been properly authorised thereto; or
- he/she allows or has allowed the vehicle to be driven by a person not authorised thereto;
- he/she was an unauthorised passenger in the vehicle;
- he/she is a participant in another motor scheme and is not authorised in writing to be transported in vehicle. In the event of any one of the clauses mentioned in 18.4(a) to 18.4(h) being applicable,
- the driver/operator will be liable for all claims and liabilities

#### **20.5. *Exclusion of third-party cover***

In terms of the Road Accident Fund, passengers transported IN A MUNICIPALVEHICLE without authority will NOT BE COVERED.

### **SECTION 21: SAFE DRIVING**

#### **21.1. *Traffic regulations***

Traffic fines arising from neglect on the part of the driver will not be paid by the municipality. The driver will be held personally responsible and will not receive any financial assistance from the municipality.

#### **21.2. *Speed limit***

Apart from the necessity of observing the speed limits laid down by the government and local authorities, municipal vehicles must not be driven at speeds that may endanger the lives of occupants and other road users. Speed must be adjusted to suit weather conditions, road conditions and the particular type of vehicle being used.

#### **21.3. *Emergency vehicles***

Law enforcement, traffic and emergency vehicles may only exceed the speed limits when it is essential to do so. In an emergency, the appropriate alarms, warning devices and warning signals must be used. Extreme caution must be exercised by drivers of emergency vehicles.

#### **21.4. *Rules of the road***

All drivers of municipal vehicles must strictly adhere to the rules of the road.

#### **21.5. *Night driving: Correct use of vehicle lights***

All drivers of municipal vehicles must strictly adhere to Regulation 157 of the National Road Traffic Act No. 93 of 1996 which requires, inter alia, that vehicle lights be operational at any time from sunset to sunrise and "at any other time when, due to insufficient light or unfavourable weather conditions, persons and vehicles upon the public road are not clearly discernible at a distance of 150 metres"..