



EHLANZENI  
DISTRICT MUNICIPALITY

# **FLEET MANAGEMENT POLICY**

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## **1. OBJECT OF THE POLICY**

- 1.1 To ensure there is effective internal processes and systems in relation to fleet management in the municipality in accordance with section 63 of the Municipal Finance Management Act, 56 of 2003.
- 1.2 To ensure effective and efficient utilisation of the motor vehicles, including the safeguarding and the maintenance of municipal motor vehicles of the municipality.

## **2. APPLICATION OF THE POLICY**

All users of the municipal motor vehicles must adhere to the provisions of this policy.

## **3. PRINCIPLES OF THE POLICY**

### **3.1 Eligibility to use a municipal vehicle**

- 3.1.1 Every employee using a municipal motor vehicle must a valid driver's licence meeting the requirements and conditions of the assigned municipal motor vehicle.
- 3.1.2 It is responsibility of the employee to renew his/her driver's license on the expiry date indicated on his/her driver's licence.
- 3.1.3 The General Manager - Corporate Services must ensure all employees assigned to use municipal motor vehicles are eligible to use such motor vehicles.
- 3.1.4 Copies of the driver's license will be kept on the employee's personal file.
- 3.1.5 It is incumbent upon the employee to inform his or her superior of all endorsements or other restrictions posed his or her driver's licence.
- 3.1.6 If it is discovered that the driver's license was fraudulently acquired, disciplinary proceedings shall be instituted.
- 3.1.7 It is incumbent upon the employee to be in possession of a Public Drivers Permit, if and when required.
- 3.1.8 The municipality may bear cost related to assisting employees to renew Public

Drivers Permits.

### **3.2 Use of a municipal vehicle**

- 3.2.1 Municipal motor vehicle must be used for authorised municipal business.
- 3.2.2 Employees driving a municipal motor vehicle must ensure that they have a trip authority.
- 3.2.3 Employees must return the trip authority once the trip has been completed to the General Manager - Finance and Supply Chain Management or his/her delegate together with invoices for fuel and other related expenditure receipts.
- 3.2.4 All General Managers must ensure that trip authorisation forms are completed by the respective employees in their respective department for every trip to be undertaken.
- 3.2.5 Municipal motor vehicles are not to be taken home except with the written permission of the Municipal Manager or General Manager - Corporate Services.
- 3.2.6 In that case where the municipal vehicle is authorized to be taken home, the employee must ensure that the vehicle is kept in a lock-up garage. Where such facility is not available, the vehicle must be parked at a police station or municipal offices where there is adequate security service.
- 3.2.7 When not out on an authorised trip, municipal vehicles must be parked at the municipal offices in the parking spaces reserved for the specific vehicles.
- 3.2.8 Only municipal employees on official duty and work-related passengers will be carried as passengers in municipal vehicles.
- 3.2.9 Municipal employees that receives fixed motor allowances as part of their remuneration package are not allowed to drive municipal motor vehicles or be a passenger in a municipal vehicle.
- 3.2.10 Employees undertake to look after municipal vehicles and to keep these vehicles in a clean, safe and road worthy state at all times
- 3.2.11 It is incumbent upon respective General Managers to inspect municipal motor vehicles assigned to their on a monthly basis.

3.2.12 No intoxicating beverages or drugs may be consumed whilst in use of a municipal motor vehicle.

3.2.13 The driver of vehicle shall not use any communication device that must be held with one or both hands whilst the vehicle is moving.

### **3.3 Refueling of a municipal vehicle**

3.3.1 It is a responsibility of the driver to verify whether a municipal motor vehicle uses petrol or diesel before refueling.

3.3.2 Each municipal motor vehicle will be issued with a bank fuel card and the bank fuel card must not be used for any personal purpose.

3.3.3 All original invoices and slips in respect of fuel, oil and other expenses must be submitted to the Finance and Supply Chain Management Department every Monday or first working day of every week in respect of the previous week.

### **3.4 Inspection of a municipal vehicle**

3.4.1 The driver of the vehicle must inspect the vehicle prior to each trip.

3.4.2 All defective parts and visible damages on the vehicle must be reported to the Supervisor or official responsible for the daily control and management of the vehicle concerned.

3.4.3 The driver of the vehicle must ensure that there are no loose objects lying in the vehicle and secure the spare wheel, spanners, equipment and so on issued for the vehicle.

### **3.5 Service and maintenance of a municipal vehicle**

3.5.1 Vehicles under warranty shall be serviced at an authorised dealer in respect of that vehicle, and any repairs and maintenance will only be carried by an approved dealer or supplier.

3.5.2 The supply chain management process must be followed to obtain quotes and purchase orders and so on.

3.5.3 The vehicle must be kept clean at all times and no smoking permitted in the

vehicle.

3.5.4 The relevant Head of Department, Supervisor or person responsible for the daily control and management of the vehicle concerned, is responsible for arranging the regular servicing and repair of the vehicle concerned.

3.5.5 In case of a breakdown, the vehicle may not be towed without authorisation nor may be used to tow any other vehicle.

## **4. ACCIDENT REPORTING PROCEDURES**

### **4.1 External accident reporting**

4.1.1 The driver must report any accident involving a municipal vehicle resulting in a cause of a damage of a municipal vehicle or contributes to an injury to a person, property or animal or object or to another vehicle caused by the municipal vehicle to a police or traffic officer or to the nearest police station within a reasonable time that must exceed 24 hours unless the driver is incapable of doing so by reason of injuries sustained in the accident.

4.1.2 The driver must provide all information and details required by the police or traffic officer regarding the accident involving a municipal vehicle.

4.1.3 In no circumstances shall liability be admitted, or statements be made to any person who is not a police or traffic officer or make any offer of payment to a third any person.

4.1.4 The driver must adhere to all procedures relating to accident or incident involving a motor vehicle in accordance with the National Road Traffic Act, 1996.

### **4.2 Internal accident reporting**

4.2.1 The driver of the municipal vehicle must within reasonable time not exceed 24 hours after the accident unless the driver is incapable of doing so by reason of injuries sustained in the accident, ensure that the accident reported to his or her Supervisor and the accident form is submitted to the Asset Management Officer.

4.2.2 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 submit that information to his Supervisor and Asset Management Officer.

- 4.2.3 Upon investigation by the police or traffic officer or internally of the accident with the outcome of the investigation indicate that driver was negligent or did not exercise reasonable judgement or care, internal disciplinary proceedings will be instituted against the driver.

#### **4.3 Processing of reported accident**

- 4.3.1 The General Manager - Finance and Supply Chain Management or his or her delegate shall investigate all municipal vehicle accidents and gather all information and details that maybe relevant to the accident.

- 4.3.2 If feasible the General Manager - Finance and Supply Chain Management or his or her delegate may conduct an inspection in *loco* of the accident scene.

- 4.3.3 The General Manager – Finance and Supply Chain Management or his or her delegate shall report and submit a claim to the insurer of the municipality.

- 4.3.4 The General Manager – Finance and Supply Chain Management shall objectively advise the Municipal Manager on the circumstances of any vehicle accident and based on the outcome of the investigation recommended what appropriate action should be taken.

### **5. TRAFFIC OFFENCE**

- 5.1 Any fine imposed regarding an offence in terms of the National Road Traffic Act, 1996 and its Regulations or any Municipal By-law relating to a traffic offence, will be responsibility of the driver in using of the vehicle, unless the traffic fine imposed is withdrawn by the issuing authority.

- 5.2 Should the driver fails to pay the traffic fine, the municipality may pay such traffic fine and recovery any cost related to the traffic fine from the driver.

### **6. TRACKING AND RECOVERY SYSTEM**

All municipal vehicles must be equipped with satellite tracking and recovery devices.

**7. IMPLEMENTATION AND REVIEW OF THE POLICY**

- 7.1 The implementation of the policy shall come into effect immediately approved by the Municipal Council.
- 7.2 The policy will be reviewed on an annual basis as part of the budget related policies or whenever it is appropriate to review the policy, and the reviewed policy shall come into effect immediately after approval by the Municipal Council.