



## **DRAFT OPERATION & USE OF MUNICIPAL FLEET**

**2022**

## **OPERATION AND USE OF MUNICIPAL VEHICLES POLICY**

***This vehicle policy applies to all employees of the municipality and contravention of it may lead to withdrawal of municipal vehicle use and/or disciplinary action***

(It is the responsibility of Head of Departments to ensure the prescribes of this policy are enforced)

### **1. DRIVERS LICENCES**

- 1.1 All employees called upon to drive municipal owned or municipal hired vehicles must hold a valid driver's license, with relevant code for the type of vehicle they are requested to drive.
- 1.2 Further to the above, all employees called upon to drive municipal vehicles must obtain a certificate of competency issued by the Municipal Traffic Department, or by an authority appointed by the municipality to conduct such tests. In addition to that, copies of their drivers license, professional driving permit (PDP), if applicable, and certificate of competency, must be submitted to the Office of the Chief Financial Officer before driving any municipal vehicle.
- 1.3 Vehicle Category and License Code in Terms of the Road Traffic Act

<b>Vehicle Category</b>	<b>License Code required</b>
Motor Cycle 125cc and less	A1
Motor Cycle greater than 125cc	A
4 Wheel Motor Cycle	A
Sedans and LDV's-GVM <3500Kg - Trailer < 750 kg	B
Sedans and LDV's Tow Caravan	EB
Minibus 12-Seater or more	Professional Driving Permit
GVM 3400 kg and greater	Professional Driving Permit
Emergency Vehicles	C1 and Professional Driving Permit
Tractor	EB

- 1.4 Any employee whose license is subsequently endorsed or cancelled must inform, the Municipal Manager, the Head of the Department or relevant Supervisor concerned in writing.
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- 1.5 All employees required to hold a professional driving permit are to ensure that timeous action is taken by individual drivers, for renewal of such permit every year by submitting the necessary documents to Assistant Manager Administration
- 1.6 For Workshop record purposes all Head of Departments or a delegated employee by the head of Department are to ensure that copies of Driving Licenses for all employees charged with the use of municipal vehicles are to be forwarded to the Fleet Officer.

## **2. USAGE OF MUNICIPAL FLEET VEHICLES**

- 2.1 No employee of the municipality who receives a vehicle subsidy/allowance is allowed to utilize a municipal vehicle, unless in extreme circumstances, subject to the authority of the Municipal Manager or his delegated representative in writing.
- 2.2 Municipal vehicles will be made available for the transportation of Political Office Bearers for municipal business purposes. These vehicles shall be driven by approved Municipal Drivers only, who will account for the vehicle in terms of this policy.
- 2.3 Only employees who have authority in writing to drive municipal vehicle are allowed to drive municipal vehicles.
- 2.4 Should the need arise for an employee to use the municipal vehicle after hours, for Official municipal work, permission must be given by the Chief Financial Officer or his or her nominee, in the case of the pool vehicles. The Chief Financial Officer or his or her nominee must be satisfied that it is safe to do so.
- 2.5 In the case of other service delivery vehicles allocated to user departments, the Director responsible will assign a vehicle to the driver, in consultation with the Chief Financial Officer. The Fleet Officer will conduct an inspection to check if it is safe to park the vehicle at home and recommend approval.

## **3. ACCIDENTS**

- 3.1 Under **NO** circumstances must an employee involved in an accident make any admission of liability or give an account of the accident to any person other than a member of the Police or an authorized municipal official.
  - 3.2 An employee driving a municipal vehicle must, in the case of becoming involved in a motor vehicle accident comply with the following:
    - 3.2.1 Safely stop the vehicle, no matter how minor the accident/damage.
    - 3.2.2 Ascertain the nature and extent of any injury sustained, render all possible assistance and, if necessary, call emergency services or nearest ambulance service.
    - 3.2.3 Try to set up warning flags/triangles approximately 90 meters from the accident scene where practical.
    - 3.2.4 Do not move the vehicle if any injury to a person has occurred until authorized by the South African Police or other competent authority.
    - 3.2.6 If no injury has occurred the vehicle may be moved, after clearly marking its position, so as to avoid creating an obstruction and risk of a further accident.
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- 3.2.7 Immediately after the accident do not consume any alcohol or take any drugs or medication until after the police have taken a statement, unless other than directly administered by a medical practitioner.
- 3.2.8 When reporting the accident at the police station the driver is to obtain the SAPS docket reference number for insurance purposes.
- 3.2.9 Any vehicle that has been involved in any form of accident resulting in damage is, in liaison with the Fleet Officer and Workshop Superintendent, to be taken directly to the Mechanical Workshop where the Workshop Superintendent shall attend to the following:
- Not release the vehicle for further operational use or to any third party for repair until it has been confirmed with the Fleet Officer that an accident mode exception report has been generated for the vehicle in question.
  - The Municipal Manager to appoint a Task Team which will include the following: Employee responsible for Asset Management, Fleet Officer, Fleet Clerk, Assistant Manager Administration, **Workshop Superintendent, and a Traffic Officer from Public Safety**. The team will conduct internal investigations and submit recommendations to the Chief Financial Officer who will check the recommendations and seek approval from the Municipal Manager for the implementation of the recommendations.
  - The Workshop Superintendent will then examine the vehicle, photograph accident related damage, and prepare a schedule listing all accident damage to be repaired together with specifications covering all repair work involved.
  - The report should be forwarded to the Fleet Officer for implementation
  - Release the vehicle back into service after having certified the vehicle to be safe, roadworthy and fit for service (*dependent on nature of damage sustained to vehicle, the above could be prior to repair or only once full repair has been effected*).

#### **4. PARTICULARS TO BE RECORDED IN CASE OF ACCIDENTS**

When involved in an accident the driver of the municipal vehicle shall, obtain and record the following details of the accident when applicable:

- 4.1 Make written notes of all injuries to persons or animals.
  - 4.2 Note whether the other driver appears to be under the influence of drugs or alcohol.
  - 4.3 Take down the make and registration number of all other vehicles involved.
  - 4.4 Obtain the names, addresses and contact details of the other driver or drivers as well as names and contact details of any passengers.
  - 4.5 Obtain the name of the other driver's insurance company.
  - 4.6 License disc number of the other vehicle or vehicles and owner details.
  - 4.7 Take as many measurements of the site as possible; and note the state of the weather, the location of the accident and the time of the accident.
  - 4.8 When reporting the accident at police station, the driver of the vehicle is to obtain the SAPS docket reference number for insurance claim purposes.
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- 4.9 Record extent and nature of damage incurred to other vehicle/s as a direct result of the accident.

## **5. REPORTING OF ACCIDENTS AND INSURANCE CLAIMS**

- 5.1 As soon as possible after an accident, the driver of the vehicle is to submit to his/her Supervisor a written report providing full details and clear explanation regarding the circumstances that lead to the accident.
- 5.2 The Supervisor is to immediately (within 24 hours of the accident) forward a copy of this report to the Fleet Officer, who will be responsible to ensure all necessary insurance claim reports and documentation is processed and forwarded to the official in the Finance Department responsible for claims processing.
- 5.3 Should an employee fail to report to the Chief Financial Officer an incident which has resulted in a claim and/or police report; and if the same employee has failed to disclose information involving an accident whilst driving a municipal vehicle and upon investigation and verification of the of the insurance claim, such is discovered and leads to the non-approval of any municipal insurance claims, the said employee shall bear the full costs of the claim and/or any other costs that the municipality may have incurred.
- 5.4 The driver of the vehicle will be liable for the payment of all insurance excess fees required by the Insurer; unless proof is provided by the driver in question that he/she is not responsible for the accident or damages in question; and the driver must provide proof that he/she tried his/her best to avoid the accident in question to protect the Municipal vehicle.

## **6. THEFT OF MUNICIPAL VEHICLE**

- 6.1 Any employee operating a municipal vehicle must in the case of theft of the vehicle, or theft of goods/items from the vehicle, comply with the following:
- In the case of vehicle theft, and after ascertaining that the vehicle has in fact been stolen, the loss is to be immediately reported to the South African Police Services (SAPS), the relevant vehicle tracking company and to the Fleet Office. As soon as possible, within 24 hours, the driver of the stolen vehicle must submit a written report to his/her immediate supervisor and Fleet Officer, giving full details regarding the circumstances of the theft together with an accurate description of the loss.
  - The Fleet Officer is to immediately forward a copy of this report to the responsible official in the Finance Department to ensure that all necessary insurance claim reports and documentation is processed and forwarded to the Insurers, without any delay.
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## **7. VEHICLE DAILY INSPECTION CHECK**

7.1 All municipal employees authorized to operate a municipal vehicle shall perform a basic inspection/check of the vehicle contemplated before leaving on the first trip each day; and any defects found on the vehicle must be entered on the 'Vehicle Daily Check' list which is to be handed to and checked by the respective Supervisors daily. Any defects found after the driver has used the vehicle, before reporting, the current driver will be held liable (Driver)

### Vehicle Checklist:

- Exhaust system
- Engine oil level
- Clutch/brake fluid level
- Battery electrolyte level
- Tyres, - condition and pressure
- Wheel nuts and spare wheel
- Headlights, indicator lights, tail-lights, stop lights, number plate light, and hazard/rotator warning lights
- Reflectors and reflective tapes
- Body which will include the following: dents and scratches, rust, cracked windows, etcetera)
- Hooter and wiper operation
- Brake operation, park brake operation, vacuum brake operation
- Oil pressure and temperature warning device
- Coolant or oil leaks
- Wheel spanner, jack and danger triangles/spare wheel
- Validity of license and COF

7.2. Under no circumstances must an unlicensed, unroadworthy or mechanically defective/unsafe vehicle be used.

7.3. All defects noted and reported to the Supervisor and to the Fleet Officer shall be dealt with by the Supervisor, who shall make arrangements for vehicle to be delivered to the Mechanical Workshop for inspection/repair together with a duly completed 'Work Order Repair Request Form'.

7.4 All operators of municipal vehicles shall bring to immediate attention of the Supervisor or the Workshop Superintendent any of the following:

- Excessive use of oils, coolant, brake/clutch fluids, etcetera
  - Vehicle wandering
  - Uneven braking - vehicle pulls to side
  - Abnormal behavior of the vehicle or any other indication of a developing defect, engine noise, etcetera
  - Uneven tyre wear or excessive wheel vibration
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## **8. TRAFFIC REGULATIONS**

8.1 Drivers must travel within the speed limit applicable to the area in which they are driving, and subject to prevailing speed limit, shall not exceed the recommended speed limit; all fines shall be paid by the driver at the time of the incident.

8.2 Drivers of municipal or municipal hired vehicles are not exempted from any road regulations and must adhere to all Traffic Regulations and Ordinances at all times.

8.3 All drivers of municipal or municipal hired vehicles will be held directly accountable for payment of any fine resulting from any traffic violation committed during the course of operation of municipal vehicles by themselves, unless it can be proven that any such traffic violation was due to no direct neglect, omission or willful action of the driver his/herself. **Failure by the driver to pay a fine on time will result in the amount being deducted from his salary.**

8.4 Repeated contravention of traffic regulations such as over-speeding may lead to disciplinary action being instituted against the vehicle operator/driver concerned.

### **8.5 Traffic Fines and Summonses**

In the event of traffic fines or summons the following procedure shall be followed:

- The Fleet Officer shall print an exception report from the C-Track System providing proof of which vehicle operator was utilizing the vehicle at the time of the contravention taking place.
- This exception report shall be attached to a copy of the traffic fine or summons and forwarded to the Director of the Directorate to whom the vehicle operator reports for information purposes, further investigation and possible disciplinary action as the case may be.
- An entry shall be made on the original copy of the traffic fine or summons clearly stating the full particulars of the vehicle operator responsible for resolving the traffic fine or summons and which together with a copy of the C-Track exception report shall be returned to the authority from which the traffic fine or summons was issued.

## **9. BREAKDOWNS**

9.1. In case of breakdowns, tyre puncture, accident or in the event of a mechanical defect, which in the opinion of the driver renders the municipal vehicle unsafe for use on public roads, the Supervisor or Fleet Office must be immediately contacted by telephone or two-way radio communication whereupon a Mechanic will be dispatched to

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render assistance.

- 9.2 Drivers are to avoid, where possible, leaving a municipal vehicle which has broken down unattended whilst awaiting assistance (*this does not apply if the driver considers the area unsafe and is of the opinion that his/her personal safety could be threatened*).
- 9.3 Should a municipal vehicle become stranded in sandy or muddy conditions, then the driver is to immediately summon assistance from the Mechanical Workshop.  
**Under no circumstances is the driver to attempt to release the stranded vehicle by excessive spinning of wheels, clutch operation, etcetera.**

## **10. VEHICLE DAILY ACTIVITY REPORT (LOG BOOK)**

- 10.1 A vehicle 'Daily Activity Report' log-sheet (Travel Log-book) in Council's approved format, is to be completed for each municipal vehicle by the authorized driver
- 10.2 If for any reason a vehicle has not been used, a NIL return must be submitted on which the reason is stated for non-use e.g. in garage for repairs or service, spare vehicle, driver on leave, etcetera.
- 10.3 The Daily Activity Report log-sheets must be completed accurately, and must reflect full details of all trips on a destination stop/start basis throughout the day or night as the case may be.
- 10.4 For audit purposes and accurate vehicle/job costing purposes, particular attention must be given to inserting the correct municipal vote number, job number, tachometer readings and calculation of distance travelled per trip.
- 10.5 Vehicle daily activity report log sheets are to be handed to the section Supervisor daily, who shall check accuracy thereof and authorize for processing. by the costing section.
- 9.6 The vehicle Daily Activity Report Logbook shall be retained in the vehicle for which it is allocated **at all times**. Driver operators of vehicles are under no circumstances to remove the Daily Activity Report Logbook from the vehicle unless instructed by the Supervisor.

## **11. GARAGING OF MUNICIPAL VEHICLES**

- 11.1 Municipal vehicles are under normal circumstances to be parked daily at the depot from which they operate.
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- 11.2 An employee allocated a municipal vehicle for official use may apply for permission to park the vehicle at his/her private address, provided the vehicle is accommodated within the curtilage of the employee's property and only under the following conditions:
- When employee is on 24-hour call; or
  - When employee is required to work weekends, holidays or outside normal working hours; or
  - When employee is required to perform standby duties
- 11.3 In all cases application must be made in writing to the Chief Financial Officer and be approved by the Municipal Manager for authority to garage the vehicle at the employees home address and any waiving of the garaging requirement must be with the written authority of the Municipal Manager.
- 11.4 The time spent in travelling to and from work and home in municipal vehicles on normal working days, does **NOT** form part of the working day and would not qualify for overtime payment outside normal working hours.

## **12. TRANSPORTATION OF PRIVATE PERSONS AND GOODS**

- 12.1 No person other than municipal employees, passengers and facilitators "in the course of the business of the Council" may, save with the approval of Council, be conveyed in municipal or **municipal** hired vehicles; unless approved by the Municipal Manager and an indemnity form must be completed by the passenger/s. **If in doubt as to whether the purpose of the trip will be regarded as official business, seek clarification beforehand. No family member is allowed to be transported in the Council's vehicle unless it has been authorized, in writing, by the HOD.**
- 12.2 Private goods other than tools of trade/vocation may not be transported in municipal or hired vehicles under any circumstances, even where the vehicle does not deviate from the scheduled route.
- Private property carried in a municipal/hired vehicle should be restricted to "the personal means which may be needed by the occupants during the course of the day on which the trip is made e.g. raincoats, lunch box, tools, etcetera.
- 12.3. In the event of it being established that municipal or hired vehicles have been used for reasons/purposes other than those approved, the cost of lost time and transport will become surcharge able to the employee/individual concerned.
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### **13. TRANSPORTATION OF EMPLOYEES IN OPEN VEHICLES**

- 13.1 The portion of the vehicle in which such person is carried must be enclosed with suitable material to a height of at least 350mm above the surface upon which such person is seated (if such person is seated) and at least 1 250 mm above the surface on which such person is standing (if such person is standing).
- 13.2 The definition of a goods vehicle is a motor vehicle designed or adapted for the conveyance of movable property on a public road, and include a mechanical horse.
- 13.3 Any employee required to drive a goods vehicle conveying passengers in the goods compartment shall drive within the speed limit applicable to the zone in which they are driving and subject to prevailing speed limit shall not exceed 100 kilometers per hour.
- Traffic Police, Crime Prevention, and Emergency Services response vehicles are exempt under certain conditions
- 13.4 It is the responsibility of the driver of the vehicle to ensure that his/her passengers are confined to the safety area of the vehicle and, when the height of the enclosure is limited to 350 mm (seated passengers) he/she must instruct all passengers to remain seated whilst the vehicle is in motion.

### **14. LOADING/OVERLOADING**

- 14.1 Loading  
No employee shall operate a municipal vehicle carrying any goods or things unless such goods or things are safely contained in the body of the vehicle, or securely fastened to such vehicle or covered in such a way as will effectively prevent any such goods or things falling from or being spilled or blown off such vehicle.
- 14.2 Overloading  
Employees who are responsible for the use of vehicles, which carry loads, must check such vehicles from time to time to ensure that vehicles are not overloaded.

The carrying capacity (payload) of the vehicle can be calculated by subtracting the tare weight of the vehicle (T) from the legal permissible mass (V).

The (T) and (V) will be on the manufacturer's data plate in the cab of the vehicle or on the weight plate located on the left-hand side of the vehicle.

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## **15. FUEL ISSUES**

- 15.1 The Workshop Superintendent together with Fleet Office and the head of Department concerned will propose fuel estimates based on the advised from fuel masters for the approval by EXCO which will be based on the new task included other than the previous task of the vehicle in question.
  - 15.2 On a daily basis no vehicle is to be parked unless such vehicle contains more than half a tank of petrol/diesel.  
It is the duty of the driver of the vehicle to refuel the vehicle prior to parking off, if less than half a tank is registered.
  - 15.3 At close of business on Fridays and prior to public holidays, drivers are to ensure that all 'essential services' vehicles are fully refueled in anticipation of responding to any eventuality as may arise over weekends or holiday periods.
  - 15.4 When refueling it is the responsibility of the driver to also check all other fluid levels such as water, oil, battery electrolyte, brake/clutch fluid, windscreen washer as well as tyre pressure.
  - 15.5 It is the responsibility of the driver to ensure that the fuel filler cap has been replaced and locked, radiator cap has been securely replaced, oil filler cap and dip stick have been securely replaced before moving off.
  - 15.6 It is the responsibility of the driver to bring to the notice of the Fleet Clerk as well as the Workshop Superintendent any faulty or malfunction of the odometer immediately this becomes apparent.
  - 15.7 It is the responsibility of the driver to ensure that the correct entries are made on the petrol sheet compiled by the Fleet Clerk in respect to liters taken on and kilometer reading at time and date issued.
  - 15.8 All municipal vehicles are to be fitted with 'anti-siphon' devices to the fuel tank inlet and such fuel tank inlets are to be secured with independent lock on fuel caps.
  - 15.9 Spare keys for all fuel filler caps shall be controlled by the Mechanical Workshop and the **Fleet Office** only.
  - 15.10 It is the responsibility of the driver to report any excessive use of oil, fuel, water, clutch/brake fluid, hydraulic fluid or abnormal behaviour of the vehicle; or any indication of a developing defect to his/her Supervisor; who shall immediately make arrangements for the vehicle to be delivered to the Mechanical Workshop
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for inspection/repair, together with a duly completed 'Works Order' Repair Request Form.

**16. ALL EMPLOYEES OPERATING MUNICIPAL VEHICLES SHALL**

- 16.1 When taking acceptance of a new vehicle, duly complete and sign the Vehicle Acceptance Declaration form presented for such purposes by the Fleet Officer.
- 16.2 Receive a copy of the Council Policy: Operation and Use of Municipal Vehicles for which such employees shall complete and sign the Declaration by Employee – Operation and Use of Municipal Vehicles.
- 16.3 Present logbook of the vehicle under his or her control to the section Supervisor for inspection once a week.
- 16.4 Operate the municipal vehicle in an economical fashion regarding fuel consumption and tyre wear.
- 16.5 Ensure that the exterior and interior of the vehicle is washed and cleaned at least once a week.  
Particular care is to be taken to ensure that all sand and grit is washed out from underside of body and wheel arches/mud guards to counter onset of rust.
- 16.6 Ensure that arrangements for the servicing of the municipal vehicle are made timeously.
- 16.7 Ensure that the vehicle is secured and locked when parked and that all anti-theft devices fitted to the vehicle are correctly engaged/activated.

**17. NO EMPLOYEE OPERATING A MUNICIPAL VEHICLE SHALL:**

- 17.1 Operate a municipal vehicle while not physically competent to do so or in contravention of any law.
  - 17.2 Deviate from the normal shortest route between destinations without acceptable justification.
  - 17.3 Carry more equipment on the vehicle than is absolutely necessary for the efficient execution of his/her duties.
  - 17.4 Leave any unauthorized person in charge of such municipal vehicle.
  - 17.5 Vacate any municipal vehicle in a private or public place other than its allocated place
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of storage for longer than is absolutely necessary.

- 17.6 Permit or instruct any unlicensed employee of Council to drive or operate any municipal vehicle placed in his or her charge.
- 17.7 Smoke or permit any passenger to smoke whilst occupying or driving a municipal vehicle.
- 17.8 Partake in cellular phone conversations whilst driving a municipal vehicle and with the vehicle in motion.

## **18. ABUSE OF MUNICIPAL VEHICLES**

18.1 When and if a municipal vehicle is used in the following manner:

- Reckless driving;
- Abuse, misuse or damaged

It will be viewed in a serious light and disciplinary actions will be taken against the official or employee and prosecution in accordance with the Disciplinary Code.

18.2 Where official vehicles are being used without authorization, the official or employee will be held accountable for the following costs:

- The distance travelled per kilometer (as per AA tariffs);
- Damage repairs incurred to repair the vehicle and all costs pertaining to Third Party claims that might be imposed due to an accident;
- Any other disciplinary action that the municipality deems fit.

## **19. KEYS**

- 19.1 It is the responsibility of all employees who operate municipal vehicles to ensure the safe custody of keys for vehicles allocated to them.
  - 19.2 It is the responsibility of all employees who operate municipal vehicles to ensure that ignition and other keys for vehicle allocated are returned to the designated place specified by the Head of the Department /Director or immediate Supervisor daily and also when the vehicle is not in use.
  - 19.3 Spare keys for all municipal vehicles shall be held in safekeeping by the Mechanical Workshop Superintendent save for circumstances where alternative arrangement has been made by Director of the Department concerned.
  - 19.4 It is the responsibility of all employees who operate municipal vehicles to ensure the keys for vehicles are never left in the ignition or anywhere else in the vehicle when unattended and furthermore that any vehicle to be left unattended is securely locked.
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## **20. VEHICLE MANAGEMENT SYSTEM**

- 20.1 All municipal vehicles where practicable shall be equipped with an approved Vehicle Management/Monitoring device.
- 20.2 The C-Track System Administrator shall perform a weekly functionality scan of the entire municipal fleet C-Track Solo System and shall report immediately to Digicore Fleet Management the details of any defective units identified.
- 20.3 All employees, who have frequent access to the use of municipal vehicles for official purposes, shall be issued with a 'personal issue driver ID key' or vehicle-enabling device which shall be for the sole use only of the person to whom issued.
- 20.4 Such driver ID key or enabling device is to be issued from the office of the Director: Technical Services by the C-Track System Administrator where a register of all keys issued shall be maintained.
- 20.5 Should a key become faulty or be stolen or mislaid, then the employee to whom key was issued is to report any such occurrences to the office of the head of the department / Director or immediate supervisor immediately and shall provide a written report detailing the circumstances surrounding the loss or theft.
- 20.6 Driver ID keys or enabling devices shall only be issued to employees who have received written authorization to operate municipal vehicles from the Director of the respective Department concerned.
- 20.7 Driver ID keys or enabling devices shall only be issued to employees who satisfy the following criteria:
- a) Produce a valid copy of the letter of authorization to operate a municipal vehicle and such authorization to be signed by the Director.
  - b) Produce for file copy purposes, the original valid driving license for the category of vehicle for which authorization has been granted.
  - c) Produce for file copy purposes their original ID document.
  - d) Where applicable, produce the original PRDP driving permit valid for a 2 year period for file copy purposes.
- 20.8 No employee to whom a driver ID key or enabling device has been issued shall loan such device to any other person.
- 20.9 Should a municipal vehicle become involved in any form of incident bearing investigation, then the responsibility will rest with the employee in whose name the
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ID key or enabling device at the time of use was registered unless the contrary may be proven.

- 20.10 At the recommendation of the Director to whom the employee reports any employee who loses his/her ID immobilizer key may face disciplinary action should an acceptable explanation for any such loss/theft not be provided. **Employees shall be responsible for costs incurred for the replacement of lost touch-keys allocated to him/her.**

## **21. DUTIES AND RESPONSIBILITIES OF HEAD OF DEPARTMENTS**

HOD must ensure:

- 21.1 That indications that any staff member required to use a municipal vehicle may no longer be medically fit to operate a vehicle are investigated and reported on by a Medical Practitioner immediately.
- 21.2 That all staff allowed to operate a municipal vehicle is in possession of a valid driving license of the class required to operate the vehicle.
- 21.3 That where there is due cause to doubt the competence and experience of an official to operate a vehicle, conduct a practical test to evaluate the driving skills of an official in respect of a class of vehicle and the required use thereof.
- 21.4 That the logbooks of vehicles in his/her Department are scrutinized by Supervisors at least once a week and that appropriate action is taken where required.
- 21.5 That all incidents of theft off or from a municipal vehicle and/or accidents involving municipal vehicles are:
- a) Thoroughly investigated with the minimum delay and a report in this regard is submitted to the Municipal Manager and Director of the Directorate concerned.
  - b) Are promptly reported to the Chief Financial Officer (**within 24 hours**), in writing for purposes of submitting the necessary insurance claim.
  - c) That all vehicles involved in accidents is presented to the Workshop Superintendent for assessment before further use (all repairs to damaged vehicles will be arranged by the Workshop Superintendent.
- 21.6 That log sheets of municipal vehicles under his/her control are checked on a regular basis.
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- 21.7 That equipment kept in municipal vehicles is restricted to essentials.
- 21.8 That all vehicles, drivers and operators in his/her Department have the required valid Certificate of Fitness, Public Drivers Permit or other required authority.
- 21.9 That all staff in his/her Department operating municipal vehicles acknowledge receipt of a copy of the 'Rules Relating to Operation and Use of Municipal Vehicles', where appropriate.
- 21.10 That all Supervisors, Superintendents, Technical Assistants, Engineering Technicians, Works Foreman, Divisional Officers, Beach Managers, etcetera, who have direct control over vehicle allocation and usage within their respective Directorates, carry out a 'Once Monthly' Departmental/Section vehicle fleet/plant inspection for purpose of the following:
- (a) Identify and follow-up on any unreported vehicle/plant damage or condition of disrepair noted.
  - (b) Monitor cleanliness, general care and condition of vehicles which may be attributed directly to Driver/Operator good/bad habits and where necessary implement corrective measures.
  - (c) Monitor vehicles for any indication of overload in those instances
  - (d) where vehicles are permanently stocked with materials and other goods for standby/emergency purposes.
  - (e) To ensure that all such goods as described are neatly stored and secured within lock up compartments of all such vehicles.
  - (f) To process and submit a monthly Departmental Fleet Inspection report to Director/Assistant Director of each respective Directorate concerned.
- 21.11 That in order to avoid irregular expenditure concerning the operation of vehicles within the fleet of respective Directorates, they review vehicle expenditure reports and C-Track Solo exception reports on a monthly basis to monitor and measure abnormal vehicle operating costs/unauthorized utilization/poor driving habits/over speeding and institute corrective measures when necessary.
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## **22. ALLOCATION OF FLEET**

- 22.1 In terms of this policy all fleet will be assigned to the relevant department and the implementation of this policy will be the responsibility of the head of Department concern.
- 22.2 On recommendation from the Chief Financial Officer and approval by the Municipal Manager Service Level Agreements will be finalized with the head of the Department concern detailing some aspect of this policy.

## **23. GENERAL MAINTENANCE**

- 23.1. All vehicles must be kept clean, neat and washed at least once per week, by the employee authorized to operate the municipal vehicle
- 23.2 Vehicles must be washed immediately after conveying harmful substances, e.g. cement, concrete, fertilizer, etc.
- 23.3 All faults encountered on the municipal vehicle must be reported promptly, in writing, to the Fleet Office
- 23.4 When a vehicle or plant/equipment needs to be repaired, the responsible Supervisor must ensure that it goes to the Technical Workshop as soon as possible.
- 23.5 No logos, stickers, accessories or ornaments may be affixed to municipal vehicles without the written authorization of the Municipal Manager.
- 23.6 Fuel may only be obtained at the fuel pumps or at the petrol stations approved by Council
- 23.7 No tyres or batteries may be removed from vehicles without permission of the Fleet Office

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**PREPARED BY : NZ GUZANA**

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