



FLEET MANAGEMENT POLICY 2024-2025

FY

THULAMELA MUNICIPALITY FLEET CONTROL POLICY

BACKGROUND:

The municipality currently makes use of transport control that was developed by the Thulamela municipality council during 2005 and that was also focused on the requirements of the municipality in our area of jurisdiction. The need for a revised transport policy that relevant to the new structure has been identified, OBJECTIVES OF THIS POLICY.

THE OBJECTIVES OF THIS POLICY ARE TO:

1. Identify the role and duties of the administrative officer responsible for fleet control;
2. Ensure the effective, economic and efficient use of official transport / vehicle is made by planning itineraries;
3. Ensure that proper use of logbooks are maintained;
4. Provide rules regarding the use of official transport;
5. Ensure that the proper steps are taken in instances of accidents, loss or damage to official transport.
6. To ensure that official vehicles are properly maintained and serviced.

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1. DUTIES OF THE TRANSPORT OFFICER.

1.1. The duties of the Transport officer are to:

1. 1.1. Co- ordinate transport and ensure that the best and most economical use thereof is made at all times.
- 1.1.2. Exercise control over the maintenance of and expenditure involved in the use of official vehicles and other transport.
- 1.1.3. Arrange for the proper completion, regular scrutiny of all records and returns concerning transport and ensure that the vehicles controlled are kept in good condition and that they are serviced regularly
- 1.1.4. Ensure that all instructions relevant to the use, operation and maintenance of vehicles are compiled with; and
- 1.1.5. To act as liaison between the municipality and commercial garage in matters affecting transport.

2. ITINERARIES.

Itineraries should be prepared advance in consultation with the transport officer or other competent officers. Log —sheets shall be carefully compiled and the Transport officer shall compare itineraries with log-sheets to regulate and monitor trips, Head of Departments shall approve official trips to be undertaken on the relevant itineraries to ensure effective control of the use of official vehicles.

3. LOG-BOOKS FOR OFFICIAL VEHICLES.

3.1. Completion

Log —sheets shall be completed in every detail during or immediately upon completion of a trip and disposed of by the official using the official vehicle in accordance with the instructions issued with it,

3.2. Supply

Log books and fuel requisition books are obtainable from the transport officer.

3.3. Safe custody

The official or councillor in charge of the vehicle concerned shall be responsible for the safe custody of the logbook in use.

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4. PROCEDURE FOR THE ISSUANCE OF FUEL AND OIL

4.1. Municipality fleet vehicle driver/Operator completes fuel requisition book signed by authorized official from transport section.

4.2. The head of department will sign, and any other person authorized by the Head of Department, divisional manager, sectional manager, and transport officials to sign requisition prior to the driver/s filling their vehicles.

4.3. No fuel and oil shall be issued without an authorized and signed requisition.

4.4. No fuel and oil shall be distributed in any container other than a fuel tank or engine, as the case may be, of a vehicle.

4.5. Should it be a requirement for fuel to be dispensed to any other container, the requisition shall state accordingly, clearly indicating the quantity of fuel required.

4.6. Separate requisitions shall be required for the 2 and 3 above. Fuel shall not be dispensed for a vehicle and in a container on the same requisition.

4.7. Oil shall only be dispensed directly into a vehicle and again should oil be required in sealed cans, 3 and 4 shall apply.

4.8. No fuel shall be dispensed if the mileage of the vehicle is not recorded.

4.9. The kilometer reading shall be entered on the requisition depicting the registration number of the vehicle.

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4.10. The quality of fuel and oil dispensed to the vehicle shall be entered by the driver and verified by the fuel attendant.

4.11. Officials who use vehicles over weekends or during public holidays must fill their vehicles on Friday or in case of a public holiday on the day before the start of such a holiday.

4.12. The operator submits the fuel requisition to the petrol attendant, two receipts are issued, one for the driver and one for service provider signed by both the driver and petrol attendant.

4.13. The driver submits the receipts immediately to the transport office for reconciliation at the end of the month.

4.14. The service provider submits fuel requisitions, invoices, and receipts for the payment to be processed.

4.2 USE OF OFFICIAL MOTOR TRANSPORT.

4.2.1 (a) All new drivers must be tested by traffic officers and issued with competency certificate during the interview process.

4.2.2 (b) Official motor vehicle is provide for strictly official services and is not to be used for private or other purposes without the necessary authority. Cases, in which official motor vehicle has been used for private purpose without necessary authority, must be reported to the Senior Manager: Corporate Services Department who will be take the matter further.

4.3 Standard Conditions.

4.3.1 The following standard conditions apply in respect of all cases mentioned in this policy and must be compiled with in all instances:

4.3.2 The most economical vehicle suitable and available for the service must be used;

4.3.3 The vehicles must not be overloaded;

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- 4.3.4 A copy of this policy shall be kept at all official vehicles. The official or Councilor in charge of the vehicle shall be responsible for the safe Custody;
- 4.3.5 No official or councilor may drive an official vehicle unless he/she 4.een authorized to do so by an officer who has the necessary power to exercise such authority and further more unless he is capable in term as of the road Traffic Act and is properly licensed to drive the particular class of vehicle in which the one under his/her control falls;
- 4.3.6 Vehicles may be parked overnight at all government Institutions e.g Government Offices, Hospital
- 4.3.7 Special attention is directed to the requirements of the Road Traffic Act in regard to the duties of a driver in connection with the reporting of physical disabilities from which he/she may suffer or which he/she sustained or which have developed after issue of a driver's license. Cases where it is deemed necessary to modify the standard driving controls of a vehicle before the issue of special driver's license to such a person law be possible shall first be referred consideration;
- 4.3.8 The head of department that has the power to authorize an official or councilor to drive an official vehicle shall satisfy himself/herself that any competence or doubtful ability on the part of the official or councilor is to such a nature as to expose the council to great risk. Where such official or councilor must of necessity drive official vehicles and it is considered necessary, he/she should be subjected to a retest by the authority concerned even though it has to be obtained at the municipality's expense.
- 4.3.9 Drivers must exercise proper care in the use and handling of official vehicles. Any evidence or neglect through handling or reckless driving must be reported to the head of department;
- 4.3.10 Where an official or councilor whilst on official duties come across an accident or breakdown he/she must not use the official vehicles to push or tow a privately-owned vehicle involved in the accident or breakdown with a view or starting or getting it back on the road or removing it from the road.

4.4 Compliance.

- 4.4.1 Failure to observe the rules contained in this Transport Control Policy and also any instructions issued by the head of a department or which appear on forms or in books used connection with official travelling and transport will render the offending official or councillor liable to disciplinary action and in certain cases to making good any loss which the municipality may offer.

4.4.2 Public Driving Permit

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For Compliance purpose all Drivers must have valid Public Driving Permits. The Municipality will bear the cost of all expenses related to Doctors. The employee will be responsible for PRDP fees and the Department concerned will reimburse the total amount spent by the Employee.

5. INSURANCE.

5.1. COVER.

5.1.1. Official vehicles are insured by the municipality's insurers who carry the accident risks and accepts liability for any expenditure arising from third Party claims, including claims by authorized official passengers against the official driver in respect of personal injuries or damage to the official vehicles or the loss damage to municipal property. Officials or councillors driving official vehicles and their passengers are covered to the following extent:

5.1.1.1. An official or councillor who, whilst driving an official vehicle is involved in an accident and thereafter is charged with a criminal offence or against whom civil claims by third parties are instituted may be defend through the municipality's lawyers at municipal expense in accordance with the provisions of section 47A of Ord No.17 Of 1939.

5.1.1.2. An official or councillor who is injured whilst using an official vehicle on official duties as a driver or as a passenger will be regarded as having been injured on duty and the matter will be dealt with in accordance with the arrangements applicable to injury on duty.

5.2. Forfeiture of cover by driver

5.2.1. The cover and arrangements mentioned in paragraph 5.1;

5.2.1.1. Will not apply as far as the driver of an official vehicle is concerned in a case where;

5.2.1.2. She/he is found guilty by a criminal court of having occupied the driver's seat of a motor vehicle the engine of which was running while he/she was under the influence of intoxicating liquor or drug having a narcotic effect or the concentration of alcohol in his/her blood of the arrangements applicable to injuries on duty;

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5.2.1.3. The vehicles are or were used without authority for other than strictly official purposes;

5.2.1.4. The driver is not in possession of an appropriate driver's license;
5.2.1.5. She/he drivers or was has craven a vehicle without having been properly authorized thereto; or

5.2.1.6. He/she allows or has allowed the vehicle to be driven by a person not authorized thereto:

Provide further that if in a case mentioned in sub-paragraphs the municipality's lawyer's undertakes the defense of the official or councilor concerned in the interest of the reservation of the municipality's right to cover from official or councilor concerned all costs arising out of such defense and the amount of any third-party claimed paid, and in this connection the official or councilor will be required to give the written undertaking contained in Annexure 'P A' this policy, which must accompany any documents relative to the matter when they are forwarded to the municipality's lawyer's.

6. ACCIDENTS.

6.1. Procedure.

The following procedure shall be followed in the event of an official vehicle being involved in an accident, no matter how and irrespective of whether or not any person or animal or property or other vehicles is involved:

- 6.1.1. Call a police or traffic officer if possible or if such officer is not available report the accident to a police station or a police traffic officer as soon as possible and furnish full details thereof;
- 6.1.2. If requested to do so, supply the name and address of the driver, the official vehicle and the registration number of the vehicles to any other person having reasonable grounds for requesting the information;
- 6.1.3. In no circumstances shall liability be admitted or unguarded statements made to any police or Traffic Officer;
- 6.1.4. Should any third-party involved admit liability endeavors should be made to obtain a statement in writing from he/her to this effect.
- 6.1.5. Should a driver of vehicle be suspended of being under the influence of intoxicating liquor or narcotic drugs, this fact should be brought to the notice of the police or traffic officer called to 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 be examined by a doctor as soon as possible;

6.1.6. Obtain as soon as possible, preferably at the scene of the accident, at least the following particulars which are required for completing:

- 6.1.6.1. Registration number, make and type of the other vehicle(s)
- 6.1.6.2. Name and address of driver's and of owners of the other vehicle(s)
- 6.1.6.3. Licence disc number and expiry date of other vehicle;
- 6.1.6.4 Whether the other driver acted in his/her own interests or in the interests of the owner of the vehicle;
- 6.1.6.5. Nature and extent of damages sustained by other vehicle(s) killed or injured as well as the nature and extent of injuries;
- 6.1.6.6. Description of animals and fixed objectives involved. In the case of animals the name and estimated age of any herdsman (men) who tendered or drove the;
- 6.1.6.7. Animals, as the nature and extent injuries and damages;
- 6.1.6.8. Name and address of each witness, including the occupants of the other vehicle(s) involved;
- 6.1.6.9. Measurements for the presentation of a sketch of other scene of the accident;
- 6.1.6.10. Measurements for the presentation of a sketch of the scene of the accident;
- 6.1.6. 11. Whether or not the road was fenced on either sides or one side

6.1. Reporting of the accident (other than to the police).

6.2.1. The driver of the official vehicle shall make a sustainable endorsement in the logbook of the vehicle and shall without delay complete the accident report form and forward it together with statements by witnesses and other relevant supporting documents all in triplicate to the administrative officer.

6.2.1. Disposal of accident report form.

Officers will liaise with the Asset control officer /insurance clerk for the repair of the vehicle.

6.2.2. When damage, loses, deficiency or thefts occur whilst a vehicle is on tour the officer or employee concerned shall immediately report the matter to the nearest police station and on his/her return to head office to administrative officer who shall than advise the Chief Financial Officer. Further in the case of the loss or theft of any official order book for the procurement of suppliers and services the official or councillor concerned shall in the event of it not being possible to immediately deliver his/her written report to the

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administrative officer by hand, immediately advise that officer by fax of the loss or theft, at the same time quoting the unused order forms. The administrative officer shall than immediately advice the Chief Officer of the details.

7. IRREGULAR / IMPROPER USE AND ACCIDENTS OF MUNICIPAL VEHICLES.

7.1. Where Municipality Vehicles are used without authority the official concerned will be liable for the cost of the distance covered and disciplinary measures may be taken against the employee.

7.2. All Vehicles will be inspected before and after every trip by the relevant official to check for damages.

7.3. All accidents involving Municipal vehicles must be reported to the South African Police Services within 24 hours.

7.4. In case of an accident, the verdict /outcome of the court or the accident report will determine the person who will be held liable for the costs incurred by the Municipality.

7.5. Where a Municipal Vehicle involved in an accident and the official found guilty of negligence, he or she will be liable for the costs for repairing the damage sustained.

7.6. The Municipal Manager will establish a committee which will investigate and determine if the accident is due to negligence or not, whether there is a court verdict or not.

7.7. Where the accident is caused by the negligence of the Municipal driver, such shall be dealt with in terms of the Municipal Disciplinary Code and Procedure.

8. SERVICING OF OFFICIAL VEHICLES.

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8.1. All official vehicles are serviced in accordance with the policy and specifications laid down by relative manufacturers. Administrative officers and officials or councillors in charge of official arrangements set out below are strictly observed.

8.2. As a center where there is an appointed garage, the servicing of official vehicles shall be entrusted to the appointed garage or local agent.

8.3. Another centers.

In the case of an official vehicle requiring servicing whilst on tour it shall be taken for attention to the local agent for the making of vehicle concerned or in the absence of a local agent to a reliable commercial garage, provided that prior arrangements for such service had been made by the administrative officer.

8.4. All servicing subject to payment.

The municipality is required to pay for all service and the official vehicle for service should deliver the official order to the service provider or ensure that the official order is to the service provider or ensure that the official order is forwarded to the service provider before any work is done.

8.5. Warranty.

Official vehicles in most cases carry a warranty for the first 15 000.00 or 20 000 kilometers. Should any defect (s) occur before reaching this distance reading the Administrative Officer shall, without delay, report such defects to the supplying agent for attention?

8.6. Servicing intervals.

The administrative officer shall ensure that the vehicles are serviced as details in the servicing coupon booklet with the vehicles. Under adverse conditions it may be necessary for some of the specified services to be undertaken more frequently than prescribed. In such cases the guidance of the appointments garage should be sought. In exceptional circumstances due to weather, road or other abnormal conditions servicing may at times also have to be undertaken at more frequent than prescribed. In such cases the guidance of the appointment garage should be sought, in exceptional circumstances due to weather, road or other abnormal conditions servicing may at times also have to be undertaken at

more frequent intervals than those normally required. The Administrative Officer should use his/her discretion in this instance.

8.7. Timeous arrangement.

When a vehicle requires to be serviced the Administrative Officer in charge of the vehicle always Endeavour to arrange timeously with whoever is ton to do the servicing for the vehicle to be delivered at the particular time and day, in order to avoid delays in having the work carried out.

8.8. Fuel and oil additives.

Fuel and oil additive shall not be purchased without the prior authority of the administrative officer.

8.9. Complaint against local agents.

Where an official or councillor in charge of an official or the Administrative Officer has any complaint in regard to the services or quality of the work against the local agent for the make of vehicle concerned, it does not give him/her the right to take or to send the vehicle at any time without authority to another commercial garage for attention but he/she shall report with full details without delay, in writing to the: Administration who will deal with it further.

8.10. Use of service of competent officials.

Where a department employs an employee who possesses sufficient mechanical knowledge and the nature of his /her duties in such that it would not be unreasonable to call upon him/her to undertake the partial servicing of vehicles there will be no objection to such an agreement provided the necessary tools and equipment are available and the vehicles are periodically checked at a commercial garage, as the case may be.

8.11. . Washing and polishing.

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Washing of a vehicle is considered desirable at least once a week and polishing once every months, Under adverse operating conditions these may be undertaken more frequently but only when absolutely necessary. Where arrangements exist in the department that vehicles used by the department may be cleaned, washed and polished by available labourers or similarly graded employees for the purpose of which cleaning materials are obtained at the cost of the department concerned, use shall be made of such arrangements.

9. REPAIRS AND REPLACEMENT OF SPARE PARTS AND ACCESSORIES.

9.1. Responsibility.

The Administrative Officer shall be responsible that repairs and replacement required are carried out timeously,

9.2. At official garages and departments' workshops.

In the case of an official vehicle stationed at a center where there is no appointed garage, the official or councillor in charge of the vehicle shall with prior reference to the Administrative Officer, entrust repairs arising out of fair wear and tear to the local agent for the particular make of vehicle or in the absence to a reliable local commercial garage. Repairs arising from causes other than fair wear and tear shall be similar arranged but with approval of the Administrative Officer.

9.3. Spare parts and accessories.

All spare parts and accessories essential for the roadworthiness, operation and maintenance of an official vehicle shall be obtained from the local agent for the particular make of vehicle or in the absence of such agent from reliable local commercial garage, Where the spare part or accessories are not available, the local agent, if any, shall be requested to obtain them without delay or if this will take too long the Administrative Officer or the official, the official or the councillor in charge of the vehicle will in the case of official vehicles refer the matter in writing under normal circumstances and telephonically only in cases of urgency to the nearest commercial garage.

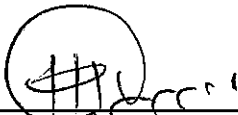
10. WINDSCREEN REPAIRS

Windscreen repairs for all fleet vehicles/ machinery will be reported to the supervisor by the driver concerned and shall obtain recommendations or approval for repairs by senior manager of the relevant department.

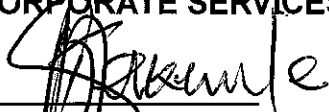
11. LICENCING OF TRUCKS.

For road worthiness transport officials will facilitate advance payment with Finance Department for necessary payment to the service provider concerned.

The policy shall be reviewed after 3 years and revised as necessary



SIKHWIVHILU N.M
ACTING SENIOR MANAGER:
CORPORATE SERVICES



MAKUMULE M.T
MUNICIPAL MANAGER

31/05/2024
DATE

31/05/2024
DATE