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FLEET MANAGEMENT POLICY

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The signatories hereof, confirm acceptance of the contents, recommendation, and adoption hereof.

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1.1 Statutory and Regulatory

This Procedure applies to the following meanings and interpretations:

#	TERM	DESCRIPTION
1.1.1	Accounting Officer	means a person appointment in terms of section 82(l)(a) or (b) of the Municipal Structures Act.
1.1.2	Council	the municipal council of Thulamela Local Municipality.
1.1.3	Driver	means all employees engaged in the operation of vehicles and plant, being: 1. occasional driver: a person who is not a permanent driver but is required to use a municipal vehicle on an ad hoc basis to perform his/her duties; (b) professional driver: a person employed specifically to drive municipal vehicles for general transport purposes. (c) operator: a person employed specifically to operate civil engineering plant;
1.1.4	Employee	means all permanent, part-time or contract employees who are in the employment of the municipality.
1.1.5	Municipality	means the Municipality of Thulamela established in terms of Section 12 of the Municipal Structures Act, 117 of 1998, and includes any political structure, political office bearer, councillor, duly authorised agent or any employee acting in connection with this policy by virtue of a power vested in the municipality and delegated or sub-delegated to such political structure, political office bearer, councillor, agent or employee.
1.1.6	Municipal manager	means the person appointed as municipal manager for the municipality in terms of section 54A of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), or his or her delegate; "municipal vehicle" means all vehicles, engineering plant, equipment, motorcycles, trailers, etc. utilised for municipal purposes.
1.1.7	Administrative Adjudication of Road Traffic Offences Act 46 of 1998	to promote Road Traffic quality by providing for a scheme to discourage Road Traffic contraventions, to facilitate the adjudication of Road Traffic infringements, to support the prosecution of offences in terms of the National and Provincial laws relating to Road Traffic and implement a points demerit system; to provide for the establishment of a board to represent the agency and to provide for matters connected therewith.
1.1.8	Adhoc Usage	means irregular use of a vehicle from the Fleet Pool for necessary travel on official duties.

#	TERM	DESCRIPTION
1.1.9	Driver	Means all persons engaged in the operation of vehicles and plant.
1.1.10	Driver Education:	individual tuition or classes on various aspects of driving; sometimes for remedial purposes.
1.1.11	Fleet Pool	spare vehicles that are not permanently allocated to a User department and are consolidated into a centralized Fleet Pool.
1.1.13	Locomotion Allowance monthly allowance	(commonly referred to as a vehicle subsidy) covering the cost of ownership and running of a vehicle awarded to certain employees who qualify through seniority, retention value or kilometres logged on official business.
1.1.14	Municipal Vehicle	Means all vehicles and civil engineering plant, equipment (self-driven or otherwise), motorcycles, trailers, including externally hired vehicles.
1.1.15	Plant	(incl. heavy plant) tractors, compactors and similar; not for conveyance of people.
1.1.16	Private Vehicles	Means non-subsidised vehicle in the ownership or use of a member of staff.
1.1.17	Professional Drive employee	Means specifically employed to drive a Municipal vehicle for general transport purposes.
1.1.18	Operator employee	Means specifically employed to operate civil engineering plant.
1.1.19	Surcharged/ Surchargeable specific	Subsidised Vehicle bought and maintained by an employee in terms of a locomotion allowance.
1.1.20	User Driver of fleet vehicle	(including plant) can also be the vehicle custodian

1.2 ACRONYMS

#	TERM	DESCRIPTION
2.1	AARTO	Administrative Adjudication of Road Traffic Offences Act 46 of 1998 - to promote Road Traffic quality by providing for a scheme to discourage Road Traffic contraventions, to facilitate the adjudication of Road Traffic infringements, to support the prosecution of offences in terms of the National and Provincial laws relating to Road Traffic and implement a points demerit system; to provide for the

#	TERM	DESCRIPTION
		establishment of a board to represent the agency and to provide for matters connected therewith.

1. POLICY STATEMENT

- 1.1 Thulamela Local municipality is committed to implementing the policy in order to improve effective and efficient transportation management that will contribute and ensure delivery of services within the Municipality. With the policy, operational controls are clearly outlined as to who can use a vehicle with regard to drivers, passengers, authority to use, issuing, parking, logbooks, fuel management, fuel cards, keys, equipment as well as the no smoking policy in the municipal vehicles.

2. PREAMBLE

- 2.1 Management of Thulamela Local Municipality's Fleet remains complex in terms of operations as it has a huge budgetary implication and requires rigorous supervision of users and vehicles to achieve optimal results. Good management, innovative approaches and attention to all aspects of this service by the Transport Management Unit are necessary and compulsory for the Municipality to optimize its fleet. Therefore, Transport Management Division has developed this policy based on standing instructions, regulations and protocol that currently apply to various aspects of operating, using, maintaining and monitoring the fleet.
- 2.2 The Municipality currently makes use of transport control that was developed by the Thulamela Local Municipality council during 2005 and that was also focused on the requirements of the municipality in our area of jurisdiction.

3. PURPOSE

- 3.1 The purpose of the Fleet Management Policy is to ensure that to ensure the management and control of Thulamela Local Municipality fleet, for effective, efficient use and compliance with relevant Legislation and regulations. This fleet encompasses vehicles, implements and relevant equipment, as listed on the Fleet Register. Further to that, the policy ensures that the fleet is utilized economically and effectively thereby maintaining roadworthiness to ensure responsible safe operations, for optimal utilization and satisfaction for service delivery. The policy will reduce at-fault accident costs and injuries by promoting responsible and a safe driving culture within the municipality

4. OBJECTIVES

- 4.1 To specify the guidelines on Fleet Management and provide the users and vehicle custodians with information and advice that shall enable efficient and effective management of Municipal fleet.
- 4.2 To regulate the use of municipal fleet and to ensure that they are used in a safe and efficient manner in order to minimize accidents and abuse of vehicles.
- 4.3 To align vehicle usage and management thereof, in terms of section 78 of MFMA (1) where each senior manager of a municipality and each official of a municipality exercising financial management responsibilities must take all reasonable steps within their respective areas of responsibility.
- 4.4 Identify the role and duties of the administrative officer responsible for fleet control;
- 4.5 Ensure the effective, economic and efficient use of official transport / vehicle is made by planning itineraries;
- 4.6 Ensure that proper use of logbooks is maintained;
- 4.7 Provide rules regarding the use of official transport;
- 4.8 Ensure that the proper steps are taken in instances of accidents, loss or damage to official transport.
- 4.9 To ensure that official vehicles are properly maintained and serviced.

5. SCOPE

- 5.1 This policy shall apply to all staff and users of the fleet/vehicles that are employees of Thulamela Local Municipality. Where an employee of the Municipality is required to drive during the course of his/her duties he/she shall fully subscribe to the conditions of this policy. This policy also applies to personal vehicles used for work purposes, ad hoc and full-time Drivers
- 5.2 This policy also excludes Municipal staff that receive car allowance, Section 56 and 57 managers.

6. POLICY CONTENT

- 6.1 This policy will cover the usage, administration and the management of fleet within the municipality.

7. ITINERARIES MANAGEMENT

- 7.1 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.

8. LOGBOOK MANAGEMENT FOR OFFICIAL VEHICLES

COMPLETION

- 8.1 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,

SUPPLY

- 8.2 Logbooks and fuel requisition books are obtainable from the transport officer.

SAFE CUSTODY

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

9. PROCEDURE FOR THE ISSUANCE OF FUEL AND OIL

- 9.1 Municipality fleet vehicle driver/Operator completes fuel requisition book signed by authorized official from transport section.
- 9.2 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.

- 9.3 No fuel and oil shall be issued without an authorized and signed requisition.
- 9.4 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.
- 9.5 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.
- 9.6 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.
- 9.7 Oil shall only be dispensed directly into a vehicle and again should oil be required in sealed cans, 3 and 4 shall apply.
- 9.8 No fuel shall be dispensed if the mileage of the vehicle is not recorded.
- 9.9 The kilometre reading shall be entered on the requisition, depicting the registration number of the vehicle.
- 9.10 The quality of fuel and oil dispensed to the vehicle shall be entered by the driver and verified by the fuel attendant.
- 9.11 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.
- 9.12 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.
- 9.13 The driver submits the receipts immediately to the transport office for reconciliation at the end of the month.
- 9.14 The service provider submits fuel requisitions, invoices, and receipts for the payment to be processed.

10. WINDSCREEN REPAIR

- 10.1 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. USE OF OFFICIAL MOTOR TRANSPORT

- 11.1 All new drivers must be tested by traffic officers and issued with competency certificate during the interview process.
- 11.2 Official motor vehicles are provided 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 purposes without necessary authority, must be reported to the Senior Manager: Corporate Services Department who will be take the matter further.

12. STANDARD CONDITIONS

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

- 12.1 The most economical vehicle suitable and available for the service must be used;
- 12.2 The vehicles must not be overloaded;
- 12.3 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;
- 12.4 No official or councilor may drive an official vehicle unless he/she been authorized to do so by an officer who has the necessary power to exercise such authority and furthermore 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;
- 12.5 Vehicles may be parked overnight at all government Institutions e.g Government Offices, Hospital

- 12.6 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;
- 12.7 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 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.
- 12.8 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;
- 12.9 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.

13. COMPLIANCE

- 13.1 Failure to observe the rules contained in this fleet management 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.

PUBLIC DRIVING PERMIT

- 13.2 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.

14. INSURANCE

14.1 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:

14.1.1 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.

14.1.2 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.

FORFEITURE OF COVER BY DRIVERS

14.2 The cover and arrangements mentioned in paragraph 14.1:

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

14.2.2 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;

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

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

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

14.3 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 'PA' this policy, which must accompany any documents relative to the matter when they are forwarded to the municipality's lawyer's.

15. ACCIDENTS

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:

15.1 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;

15.2 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;

15.3 In no circumstances shall liability be admitted or unguarded statements made to any police or Traffic Officer;

15.4 Should any third-party involved admit liability endeavors should be made to obtain a statement in writing from he/her to this effect;

- 15.5 Should a driver of vehicle be suspected 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;
- 15.6 Obtain as soon as possible, preferably at the scene of the accident, at least the following particulars which are required for completing:
- 15.6.1 Registration number, make and type of the other vehicle(s)
 - 15.6.2 Name and address of driver's and of owners of the other vehicle(s)
 - 15.6.3 Licence disc number and expiry date of other vehicle;
 - 15.6.4 Whether the other driver acted in his/her own interests or in the interests of the owner of the vehicle;
 - 15.6.5 Nature and extent of damages sustained by other vehicle(s) killed or injured as well as the nature and extent of injuries;
 - 15.6.6 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;
 - 15.6.7 Animals, as the nature and extent injuries and damages;
 - 15.6.8 Name and address of each witness, including the occupants of the other vehicle(s) involved;
 - 15.6.9 Measurements for the presentation of a sketch of other scene of the accident;
 - 15.6.10 Measurements for the presentation of a sketch of the scene of the accident;
 - 15.6.11 Driver/ operator shall not move from scene of accident until police/ traffic officer avail themselves.
 - 15.6.12 Whether or not the road was fenced on either sides or one side

REPORTING OF THE ACCIDENT (OTHER THAN TO THE POLICE)

- 15.7 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.

DISPOSAL OF ACCIDENT REPORT FORM.

- 15.8 Officers will liaise with the Asset control officer /insurance clerk for the repair of the vehicle.
- 15.9 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 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.

16. IRREGULAR / IMPROPER USE AND ACCIDENTS OF MUNICIPAL VEHICLES

- 16.1 There 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.
- 16.2 All Vehicles will be inspected before and after every trip by the relevant official to check for damages.
- 16.3 All accidents involving Municipal vehicles must be reported to the South African Police Services within 24 hours.
- 16.4 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.

- 16.5 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.
- 16.6 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.
- 16.7 In case where damages to repair municipal/third party vehicle falls within municipal excess structures, all cost will be liable from responsible driver after investigation for negligence.

17. SERVICING OF OFFICIAL VEHICLES

- 17.1 All official vehicles are serviced in accordance with the policy and specifications laid down by relative manufacturers. Administrative officers and officials in charge of official arrangements set out below are strictly observed.
- 17.2 As a center where there is an appointed garage, the servicing of official vehicles shall be entrusted to the appointed garage or local agent.

OTHER CENTERS

- 17.3 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.

ALL SERVICING SUBJECT TO PAYMENT

- 17.4 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.

WARRANTY

- 17.5 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.

SERVICING INTERVALS

17.6 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 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.

TIMEOUS ARRANGEMENT

17.7 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.

FUEL AND OIL ADDITIVES

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

COMPLAINT AGAINST LOCAL AGENTS

17.9 Where an official 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.

USE OF SERVICE OF COMPETENT OFFICIALS

17.10 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.

WASHING AND POLISHING

17.11 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.

18. FUEL, REPAIRS TYRES, OTHER SPARE PARTS AND ACCESSORIES

18.1 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 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.

18.2 Fuel for dedicated vehicles shall be at the cost of the User Department. The user Department must ensure that the correct fuel grade is used for the vehicle.

18.3 Tyre replacement and management shall be at the cost of the User Department. In this regard the Driver of the vehicle shall be responsible for checking the tyre inflation Following:

- 18.4.1 Inflation of tyres – inflation of tyres to the pressures recommended by the manufacturer of the vehicle is of prime importance. Incorrect inflation is probably the main factor contributing to undue wear and premature failure of tyres. To ensure the correct air pressure at all times it is important that the tyres of vehicles be checked at least once a week. In addition, a visual inspection of the tyres should be made daily. The provincial and national laws applicable to minimum tyre tread depths must be adhered to at all times.
- 18.4.2 Inspection and rotation of wheels, except as indicated below, the rotation of wheels is not considered absolutely necessary.
- 18.4.3 On trucks with dual rear wheels, tyres with approximately the same amount of wear should be paired. Dual wheels should be run in pairs until the difference in wear between the two tyres becomes so great that re-pairing of wheels is advisable.
- 18.4.4 In the case of a vehicle with a tandem rear axle it is imperative to systematically inspect the tyres and to maintain a reasonably equal rolling radius of the wheels on the front and the rear axles of the bogie by interchanging them in such a way as to maintain a similar rate of wear between the tyres on the front and the rear axles. Neglect of this aspect of constant rolling radius invariably leads to fight between front and rear axles, which results in heavy wear on tyres and on axle components, except where an inter-axle differential is fitted.
- 18.4.5 Care must be taken that the wheel nuts are properly tightened immediately after a wheel has been rotated or replaced for whatever reason.
- 18.4.6 Precautionary measures should not be overlooked, this includes the following:
- 18.4.6.1 The replacement of dust caps on tyre valves.
 - 18.4.6.2 The regular inspection of tyres for cuts and bruises and for stone wedged between dual rear wheels. The immediate removal of oil or grease on a tyre.
 - 18.4.6.3 The proper mounting and removal of tyres. The rectification of damage to rims, especially those of tubeless tyres.

18.4.6.4 The immediate rectifications of mechanical defects, which cause unequal tyre wear. The use of the correct type of tyres in relation to the terrain at which the vehicle operates.

18.4.6.5 Avoiding as far as possible any scuffing against or running or backing into a curb and running over projections. Avoiding sudden braking and unnecessary acceleration. These factors play an important part in causing excessive tyre wear.

19. FUEL PURCHASE AND ADMINISTRATION

19.1 Refuelling of the Municipality's fuel depots is under control of the Finance Business Unit. Thulamela Local municipality Transport Management Unit requires a record from Stores to be kept of the number of liters issued to an individual vehicle, the date of issue and the odometer reading at the time.

19.2 A reconciliation of the purchases and fuel issues with a dip tank stick is to be completed daily by Stores.

19.3 Transport Management Unit must prepare a report that compares individual fuel consumption against established standards and provide reports to vehicle custodians and Heads on exceptions identified against established standards and excess consumption.

20. LICENSING TRUCKS

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

EMPLOYER

20.2 The employer will take all reasonable steps to ensure council vehicles are as safe as possible and will not require staff to drive under conditions that are unsafe and / or likely to create an unsafe environment, physical distress, fatigue, etc. The employer will do this by undertaking the following tasks:

20.2.1 giving priority to safety features when selecting new vehicles;

20.3 giving authorisation to take Council vehicles home where appropriate – a monthly schedule must be prepared by the fleet co-ordinator which will include details of all vehicles and drivers authorised to take Council vehicles home – taking home of Council vehicles is subject to the following:

20.3.1 the vehicle must be behind locked gates; and

20.3.2 the schedule must be signed by the delegated authority to acknowledge and authorise the fact that the vehicle will be on private premises.

20.4 Through the fleet mechanical section ensures that all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:

20.4.1 servicing the vehicles according to manufacturers' recommendations;

20.4.2 setting up procedures where employees check vehicles' oil, water, tyre pressures and general cleanliness on a monthly basis, then record the inspections;

20.4.3 keeping maintenance schedules in the glove compartments of all vehicles, which are completed each time the vehicles are serviced;

20.4.4 following the maintenance schedules in the vehicles' manuals; and

20.4.5 setting up a procedure to identify and rectify faults as soon as practicable.

20.4.6 Regular checking of tracking reports. Regular checking of tracking reports and consistent disciplinary action where non-compliance with policy is observed.

20.5 Collecting and collating statistics on incidents, accidents and their causes, including:

20.5.1 the number of accidents;

20.5.2 who was thought to be at fault;

20.5.3 the probable causes of the accidents and other;

20.5.4 contributors, such as unrealistic work schedules;

- 20.5.5 the financial cost of all accidents;
 - 20.5.6 the number of prosecutions; and
 - 20.5.7 the number of near-miss events
- 20.6 Taking into account individual drivers' needs by requiring staff to keep driving logs that are regularly checked by a supervisor / manager.
- 20.7 Identifying driver training needs and arranging appropriate training or retraining, including providing:
- 20.7.1 a thorough induction to the municipality's road safety policies and procedures;
 - 20.7.2 driver training opportunities to all staff;
 - 20.7.3 driver assessment and required training as part of all staff inductions requiring driving duties;
 - 20.7.4 advanced driver training or specific practical training as required and identified;
 - 20.7.5 regular staff seminars or refresher meetings on safety features, fatigue, driver responsibility, drunk-driving and fuel-efficient driving; and
 - 20.7.6 driver training log updates on personnel files
- 20.8 Encouraging better fuel efficiency by:
- 20.8.1 promoting a car pool scheme for work car use;
 - 20.8.2 promoting a workplace travel plan;
 - 20.8.3 providing training on, and circulating information about travel planning and efficient driving habits; and
 - 20.8.4 encouraging the use of other transport and / or remote conferencing whenever practical.

21. LEGISLATIVE AND REGULATORY FRAMEWORK

This policy should be read in conjunction with the following legislation and policies:

- 21.1 The Municipal Finance Management Act, 2003, (Act 56 of 2003);
- 21.2 The Occupational Health and Safety Act, 1993, (Act 85 of 1993);
- 21.3 The National Road Traffic Act, 1996, (Act 93 of 1996);
- 21.4 Thulamela Local Municipality's Supply Chain Management Policy;
- 21.5 Thulamela Municipality's Asset Management Policy;
- 21.6 The GRAP 17 Standards

22. IMPLEMENTATION: ROLES AND RESPONSIBILITIES

- 22.1 All the respective employees within the municipality who ensure compliance in line with the policy must ensure adequate implementation of this policy. Transport Management section is responsible for enforcing this policy and continuously ensuring monitoring, compliance and to ensure that the corrective steps are taken where necessary.

TRANSPORT OFFICERS

- 22.2 The Administrative Officer shall be responsible that repairs and replacement required are carried out timeously.
- 22.3 Co-ordinate transport and ensure that the best and most economical use thereof is made at all times.
- 22.4 Exercise control over the maintenance of and expenditure involved in the use of official vehicles and other transport.
- 22.5 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

22.6 Ensure that all instructions relevant to the use, operation and maintenance of vehicles are compiled with; and

22.7 To act as liaison between the municipality and commercial garage in matters affecting transport.

AT OFFICIAL GARAGES AND DEPARTMENTS' WORKSHOP

22.8 In the case of an official vehicle stationed at a center where there is no appointed garage, the official 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.

23. MONITORING AND EVALUATION

23.1 On a continuous basis this policy will be accessed to determine its relevance and effectiveness and to assess whether it has achieved the intended objectives.

24. CONCLUSION

24.1 In conclusion, the Fleet Management Policy outlines critical matters raised in the purpose and the objectives. The provisions in the policy contents highlights the need for municipality to adhere to the key issues narrated which will address challenges encountered and lead to effective and efficient implementation of the policy.

24.2 The Municipality commits to make resources available, monitor and evaluate the effectiveness of the policy, thus encouraging all relevant stakeholders to familiarise themselves with the policy and take necessary actions to fully participate and ensure compliance of the policy. This policy must be adhered to and fully implemented by all the municipal staff. Non-compliance to any of the stipulations contained in this policy will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code procedure.

25. EFFECTIVE AND REVISED DATE

This policy shall be reviewed on an annual basis and as on when the needs arise.

26. ANNEXURES

26.1 Business Process Map

26.2 Standard Operating Procedures

26.3 Log Book

26.4 Use of Municipal Vehicle to Convey Private Goods /Passengers 5form

26.5 Vehicle Defects Form

26.6 Vehicle inspection sheet

26.7 Request for Insurance Cover

26.8 Trip Authority Approval Form to Travel Provincially / Outside the Province

26.9 Accident Report Form

26.10 Vehicle Hire Check List

26.11 Authority to Hire Plant and Vehicles Externally