



# **NEWCASTLE LOCAL MUNICIPALITY**

## **FLEET MANAGEMENT POLICY**



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<b>Date:</b>	

### Amendment Record

## 1. INTRODUCTION

- 1.1 Departments of Newcastle Municipality presently manage the Council fleet falling within their respective departments. The size of the fleet managed by departments varies from one department to another.
- 1.2 The introduction of an efficient Fleet Management System will ensure the equitable distribution of vehicles across the Newcastle Municipality's departments. A component of a pool vehicle system will be entrenched therein. The pool vehicle system will also ensure easy access to Council vehicles by all departments, as vehicles will be controlled and managed from a central point i.e Fleet Manager. It will contribute to the effective and efficient use of Council resources in that the number of vehicles required will be reduced and the official will be allocated the type of vehicle required for the road and purpose s/he is travelling on.

## 2. PURPOSE

- 2.1 To provide and maintain an effective and efficient fleet of vehicles, list of machinery and equipment, and manage such fleet in a manner that the Municipality's mission and fleet user's aspired goals are met in a cost effective way.
- 2.2 To regulate the management and use of pool vehicles by the officials of the Municipality and to ensure that the fleet is used in a safe and efficient manner.
- 2.3 To provide a procedure for accidents and *modus operandi* for conducting an inquiry into vehicle accidents involving Municipal vehicles.
- 2.4 To provide a framework for remedial actions to be instituted by Management.
- 2.5 To introduce operational controls which explain clearly who can use a vehicle with regard to drivers, passengers, authority to use, issuing, parking, logbooks, fuel management, fuel cards, keys and equipment.
- 2.6 To ensure that vehicles are serviced on time and properly maintained to support the Council in the attainment of its objectives.
- 2.7 To co-ordinate the management of Council transport by means of control measures which are applicable to all officials and Councillors,

## 3. FLEET MANAGEMENT OBJECTIVES

### Management, Accountability and Responsibility

- 3.1 The fleet management policy and operational fleet management will be the responsibility of Fleet / Asset Manager

- 3.2 The Fleet / Asset Manager must maintain a list of vehicles, machinery and equipment
- 3.3 Fleet assets required on an *ad hoc*, seasonal or temporary basis should be provided from a central pool.
- 3.4 This policy will apply to all Newcastle Municipality officials, who are required to use pool vehicles when conducting their official duties.
- 3.5 This applies to contract / temporary as well as full time employees.
- 3.6 Heads of Departments of Newcastle Municipality will be accountable for the vehicles which are allocated to officials within their respective Departments.
- 3.7 Authorisation for the usage of vehicles will only be approved by Heads of Departments, except where the HOD has delegated such a power to the Senior Official within his / her Department.
- 3.8 Such an official referred to in 3.7 must be from the level of a Manager or higher.
- 3.9 HOD's are responsible for the management of fleet assets that have been allocated to their respective departments
- 3.10 HOD's are required to budget in their operational budget for the usage of vehicles by the employees within their departments
- 3.11 The Director: Corporate Services is responsible for the disciplinary action arising from the misuse of Council vehicles by the employees

### **Policy**

- 3.12 This policy covers the use and management of pool vehicles within the Newcastle Municipality
- 3.13 Transport to a department of the Municipality is supplied as a tool to support the department in the delivery of its objectives. It must therefore be used in the most cost-effective manner.
- 3.14 The Fleet / Asset Manager is responsible for the ongoing development of a policy framework and an operational management system for the use of all vehicles.
- 3.15 The Fleet / Asset Manager will co-ordinate the Municipality's fleet management and consolidate management reporting.

#### 4. DEFINITIONS

4.1 For the purpose of this policy, the following words will be defined as follows:

<b>Fleet Manager</b>	Refers to the designated Fleet / Asset Manager of Newcastle Municipality
<b>Fleet Assets</b>	Refers to Council's Vehicles
<b>Driver</b>	Refers to the official of Newcastle Municipality, entrusted with a fleet asset at any given time
<b>Issue Form</b>	Refers to the trip authority form that allows a driver to drive a Municipal vehicle as per the route detailed in such a form.
<b>Management of Pool Vehicles</b>	Management will include servicing, maintenance, issuing of vehicles, purchasing and disposal thereof
<b>Logbook</b>	Gives details of the route travelled by the driver, including the kilometre reading of the vehicle used for the authorised purpose and any comments

#### 5. UTILISATION OF FLEET VEHICLES

5.1 The Council's fleet assets should be utilised in a responsible manner, which will ensure the valuable and long-term use of such assets

5.2 Negative deviations must be reported, followed up and corrected on a continuous basis.

##### **Allocation of Vehicles**

5.3 All Newcastle Municipality vehicles are considered as property of the Council regardless of the original source of the vehicle

5.4 There are three (3) types of allocations that can be approved by the Heads of Departments of Newcastle Municipality

##### **5.5 Permanent Allocation**

*Permanent Allocation to officials will be due to the nature of the duties performed, frequency of the usage of the vehicle and for emergency services. Permanent allocation will be reviewed annually.*

5.5.1 An official with a Council vehicle allocated to him/her will be required to sign a weekly trip authority which will be approved by his / her HOD

5.5.2 Keys and logbooks for permanently allocated vehicles should be returned to the Fleet / Asset Manager every Friday by no later than 15h45 and collected on Monday mornings, on completion of the trip authority mentioned in 5.5.1 above

5.5.3 Monthly log sheets in respect of permanently allocated vehicles will have to be submitted to **Budget and Treasury Office** by the Fleet / Asset Manager **for costing purposes**

- 5.5.4 The Fleet / Asset Manager will be responsible for arranging for repairs and maintenance of the vehicle permanently allocated to the official. However, it will be the responsibility of the official / Department to whom the vehicle is permanently allocated to take it in for repairs.
- 5.5.5 Motivation for the permanent allocation of vehicle must be in writing stating the reason for such an allocation with the signature of the HOD.
- 5.5.6 When the vehicle is not in use during the day, the driver must ensure that the vehicle's keys are handed to a designated official for safe-keeping.
- 5.5.7 Keys and logbooks for permanently allocated vehicles should be returned to the Fleet/Asset Manager every Friday by no later than 15h45 and collected on Monday mornings, on completion of the trip authority form.
- 5.5.8 The Heads of Departments shall take responsibility and be accountable for official's allocated vehicles in their respective departments.

#### **5.6 Short-term Allocation**

- 5.6.1 Vehicles can be allocated to officials for a short-term period of a week, two weeks or a month depending on the need.
- 5.6.2 Short-term allocation of vehicles can only be effected subject to an approval by the Head of Department of the official who intends to have the vehicle allocated.
- 5.6.3 The Fleet/Asset Manager cannot issue a vehicle for short-term allocation without the approval of the HOD.

#### **5.7 Pool Vehicles**

*(i.e. vehicles used on a casual basis)*

- 5.7.1 The policy caters for regular and daily allocation of pool vehicles.
- 5.7.2 The regular or daily allocation operates on the basis of day-to-day need for the use of vehicles as determined by the official's operation duties of Newcastle Municipality.
- 5.7.3 The allocations referred to in 5.7.1 require a signed trip authority which is approved by the HOD in which the official seeking a vehicle is allocated.
- 5.7.4 In the event of non-availability of pool vehicles, the Fleet/Asset Manager will make necessary arrangements by approaching departments with permanently allocated vehicles. Departments are under no circumstances allowed to lend vehicles that are permanently allocated to them to users from other departments without consulting the Fleet/Asset Manager.

## **5.8 Who Can Use a Pool Vehicle?**

- 5.8.1 Pool vehicles can be used by any official with the authorised trip authority involved in an activity in line with the objectives of the responsible department within the Newcastle Municipality.
- 5.8.2 Vehicles cannot be used for party political purposes under any circumstances, or to take part in industrial union activities instituted.

## **5.9 Care and Safe Guarding of Council Vehicles**

- 5.9.1 Council vehicles must be kept in a clean and neat condition at all times.
- 5.9.2 Smoking is **NOT** allowed in Council vehicles.
- 5.9.3 Although eating and drinking in Council vehicles is not encouraged, should circumstances dictate otherwise, the driver should remove litter/ left-overs from the vehicle.
- 5.9.4 No intoxicating substance may be consumed before and/or whilst driving a Council vehicle

## **5.10 Exclusions**

- 5.10.1 This policy does not apply to Council's employees who are receiving car allowances, as a separate contract for those employees are in place.

## **5.11 Drivers**

- 5.11.1 A pool vehicle can only be driven by the Newcastle Municipality employees.
- 5.11.2 The driver must have an unendorsed valid driver's license. The Fleet/Asset Manager must check the license for validity and the ability to drive.
- 5.11.3 The driver may not have any outstanding transport related disciplinary action against them at the time of taking the vehicle.
- 5.11.4 Where necessary, drivers must be in possession of a Professional Drivers Permit

## **5.12 Passengers**

- 5.12.1 Passengers carried by a pool vehicle must be authorised to travel in the vehicle.
- 5.12.2 The picking up of casual passengers (i.e. hitchhikers) is not allowed under any circumstances.
- 5.12.3 The driver of the vehicle will be held responsible for ensuring that unauthorised passengers are not conveyed.
- 5.12.4 Indemnification letter must be signed by the HOD authorising the official who intends to carry passengers who are not Council officials. (Refer to Annexure "B")

### **5.13 Authority to use a vehicle**

- 5.13.1 All officials requiring a vehicle must have a signed trip authority from their management before the vehicle is allocated.
- 5.13.2 In normal circumstances a trip authority must be authorised by an official at Manager level or above, who is senior to the person traveling and is in their direct management line.
- 5.13.3 In circumstances where this is not possible, alternate signatories must be identified within the Municipality.
- 5.13.4 If a vehicle is moved in an emergency, a trip authority must be obtained immediately after the event, or within 24 hours of the movement.
- 5.13.5 This process is only to be used in a case of extreme emergency and the manager must be satisfied that the journey was necessary.
- 5.13.6 If a vehicle is based with a member of staff away from the office, then a trip authority can be issued against a weekly or monthly work plan.
- 5.13.7 Trip authorities must not run longer than one week at a time for staff based at the main office.

### **5.14 Issuing of Vehicles**

- 5.14.1 All vehicles should be issued on the day of travel unless advance authority to park the vehicle at home has been obtained, refer to Clause 5.15 of this policy.
- 5.14.2 The driver must carry his/her license and produce it to the Fleet/Asset Manager upon request.
- 5.14.3 The signed trip authority must be carried in the vehicle with a copy placed on the file with the Fleet/Asset Manager.
- 5.14.4 The intended time of departure and return is to be recorded on to the vehicle issue form and compared against the actual time of return.
- 5.14.5 Continued late return of vehicles may lead to a refusal to allocate vehicles in the future.
- 5.14.6 The Fleet/Asset Manager will complete a vehicle issue form and a visual checklist before and after each trip. (Refer to Annexures "A" and "C")
- 5.14.7 The driver will then sign the issue form.
- 5.14.8 The driver then takes responsibility for the vehicle at this point. The vehicle will be checked using the same procedures.
- 5.14.9 The driver must hand in all petrol/diesel/oil purchase slips to the transport officer for checking and allocation after each trip.



## **5.15 Parking a vehicle overnight**

5.15.1 In normal circumstances vehicles must be parked at official locations (i.e. parking area located at stores).

5.15.2 The Fleet/Asset Manager must allocate an approved parking place for each vehicle.

5.15.3 The parking places should be lockable or with 24 hour security available.

5.15.4 When the vehicle is away from Council's parking, the driver must use a steering or gear lock on the vehicle.

5.15.5 Where secure facilities are not available, the vehicle should be parked at the official property.

5.15.6 The driver of the vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit.

5.15.7 Parking charges for the use of secure parking will be refunded.

5.15.8 Permission may be given for a vehicle to be parked overnight at a home of an official if:

- I. The driver undertakes to keep the vehicle in adequately secured premises i.e. a garage or lockable gates and,
- II. The member of staff will be leaving early morning or returning late at night.
- III. The actual times that this would come into force would be the time when public transport starts / stops. Exceptions can also be made if the personal security of the individual is also at stake, or
- IV. The home of the individual is at a place between the office and their destination such that is not sensible to come into the office (normally a journey saving of at least 25 km would be expected), or
- V. The individual works from home or,
- VI. The individual is on call and there is no means by which they can be transported in event of a call out.

5.15.9 A signed authority form to park a vehicle at home must be issued. (refer to Annexure "D")

5.15.10 The person responsible for signing trip authorities must sign it.

5.15.11 It will normally be issued for each occasion.

5.15.12 However, for those on call, blanket permission can be issued for a specific time period.

5.15.13 The permission is subject to review and can be withdrawn at any time.

5.15.14 Whilst a vehicle is parked at home it may not be used for any private purposes.

5.15.15 If an emergency arises and it becomes necessary to use the vehicle, a signed trip authority for the movement must be obtained within 24 hours of the journey.

- 5.15.16 Private use of the vehicle whilst parked at home will lead to the withdrawal of the privilege and possible disciplinary action.
- 5.15.17 The officer responsible for transport must perform a distance check to determine the reasonableness thereof.

## **6. Log books, petrol cards, vehicle keys, and vehicle equipment**

- 6.1 The driver takes responsibility for the logbook, keys and petrol card once the vehicle issue form has been signed until the vehicle has been returned to the Fleet/Asset Manager at the end of the journey.
- 6.2 All vehicle keys should be safely secured (preferably in a locked container) in the Fleet/Asset Manager's office when the vehicle is not in use.
- 6.3 A spare set of all vehicle keys should be kept in a secure place, e.g. the office safe.
- 6.4 The petrol card is to be treated as cash and the driver will be held responsible for the transactions that take place on it whilst it is in his/her possession.
- 6.5 All fuel receipts must be kept and made available when the vehicle is returned to the Fleet/Asset Manager.
- 6.6 It is the responsibility of the driver to fill in the vehicle logbook legibly and accurately.
- 6.7 It must be possible from the details given for a distance check to be carried out. A distance check must be performed where the vehicle was not parked at official locations. Ad-hoc distance checks should be performed where vehicles are parked at official locations. This should be performed by the Fleet/Asset Manager. The Fleet/Asset Manager must either attach a calculation of the distance check to the "Vehicle Issue Form" or must perform the calculation on the form. Any discrepancies must be investigated.
- 6.8 Loose vehicle equipment, e.g. the spare wheel, toolkit, jack and any other extras will be checked at the time of issuing the vehicle and will remain the responsibility of the driver until such time as the vehicle is returned to the Fleet/Asset Manager.
- 6.9 The Fleet/Asset Manager will make available to the Budget and Treasury Office log sheets at the end of each month for costing purposes.

- 6.10 A copy of the log sheet will thereafter be filed with the Fleet/Asset Manager.

## **7. Management Systems**

- 7.1 The following key indicators will be kept for each vehicle by the Fleet/Asset Manager:
  - 7.1.1 Actual kilometres travelled
  - 7.1.2 Fuel utilisation (km/l)
  - 7.1.3 Total maintenance cost
  - 7.1.4 Maintenance cost per kilometre

- 7.1.5 Running cost per kilometre
- 7.1.6 Availability
- 7.1.7 Utilisation
- 7.1.8 Vehicle performance Vs other similar vehicles within the fleet
- 7.1.9 Accidents.

## **8. Vehicle Accidents**

- 8.1 The following procedure shall be followed in the event of a Municipal-owned motor vehicle becoming involved in an accident, no matter how trivial, and irrespective of whether or not any person or animal or property, other than the council vehicle is involved:
- 8.1.1 Call a police / traffic officer and, if requested to do so supply name and address of the driver of the motor vehicle to any person having reasonable grounds for requiring this information.
  - 8.1.2 If a police / traffic officer is not available, report the accident to a police station as soon after the occurrence of the accident as practicable.
  - 8.1.3 In no circumstances shall liability be admitted or unguarded statements be made to any person or payment offered or made to a third party.
  - 8.1.4 Should any third-party involved admit liability, endeavors should be made to obtain a statement in writing from him/her to this effect.
  - 8.1.5 Should a driver of a vehicle be suspected of being under the influence of intoxicating liquor or narcotic drugs, this fact must be brought to the notice of the police or traffic officer present at 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 is examined by a doctor as soon as possible, or be subjected to a legally permissible alcohol test.
  - 8.1.6 Obtain as soon as possible, preferably at the scene of the accident, at least the following particulars, which are required for completing the **accident report form** and be kept in the vehicle:
    - i. Registration number, make and type of other vehicle(s);
    - ii. Name(s) and address of driver(s) of the other vehicle(s);
    - iii. Name(s) and address(es) of person(s) involved in an accident be it she/he/they was/were passenger/s of the Municipal vehicle's driver or the third-party or pedestrian(s);
    - iv. Name and address of the third party's insurance company;
    - v. Name, occupation and address and age or estimated age of any pedestrian(s) involved in the ,accident and of any pedestrians killed or injured;

- vi. Description of animals and fixed objects involved in the accident and the name and address of the owner;
- vii. Name and address of witnesses including the occupants of the other vehicle(s) in their capacities as witnesses;
- viii. Measurements for the preparation of a sketch of the scene of the accident (pace off the distance if there is no scientific tape measure);
- ix. Note the geographical landscape of the place of accident, type of road, accident related obstructive substances of object on or around the road, road make-up including any fencing and weather condition at the time of the accident; and
- x. The Council's vehicle user should obtain identity of the third party involved in the accident

## **9. Internal Accident Reporting**

- 9.1 The driver of the Municipal vehicle shall, within twenty-four hours after the accident, submit a written report to the Fleet/Asset Manager, who will ensure that the **accident report form** is completed and forwarded to the Accountant: Expenditure / Manager: Expenditure.
- 9.2 The Accountant: Expenditure or his/her superior shall make endeavors (in addition to obtaining a mechanical report on the condition of the vehicle after the accident) to obtain a minimum of two repair quotations from different repairing agencies or write- off report if applicable and trade-in value of the vehicle.
- 9.3 In the event of institution of a legal action by the third party, the driver concerned shall upon receipt of summons, subpoena or notice to appear in court pass that information to the Accountant: Expenditure / Manager: Expenditure or his/her superior so that the Municipality's insurers may be approached.
- 9.4 Any accident, damage or third party claim received shall immediately be submitted to the Accountant: Expenditure / Manager: Expenditure. Any damage made to the Municipal vehicle as a result of an accident involving another vehicle or animal/s or any object, shall be reported to the Fleet/Asset Manager who will ensure that the accident report form is completed and forwarded to the Accountant: Expenditure / Manager: Expenditure.
- 9.5 Upon admission of complete liability in the accident report a driver of the Municipal vehicle involved in accident shall be given an option to personally bear all repair costs.

## **10. Accident Committee**

- 10.1 A Committee shall be appointed by the Municipal Manager in order to assist in the investigations of misuse of Council fleet and motor vehicle accidents.

### **10.2 Duties of the Accident Committee:**

- i. To consider reports on the misuse of Council vehicles.
- ii. To consider reports on motor vehicle accidents.

- iii. To consider reports on any non-compliance of Council's Fleet Management Policy and Asset Management Policy.
- iv. Interview the driver, assessor, third party or any other person with information relevant to the accident. In addition, the Accident Committee may:
  - Request witnesses to make a verbal/written statement about the accident.
  - Probe the nature of the trip and granting of authority to the driver.
- v. Recommend actions to be taken against drivers to the Municipal Manager.
- vi. The committee must meet 2 weeks (or earlier) after the accident occurred.

## **11. Duties of the Fleet/Asset Manager**

### **11.1 The Fleet/Asset Manager shall:**

- 11.1.1 investigate all vehicle accidents and gather all documentary, photographic and other evidence that may be relevant to the case and submit to accident committee;
- 11.1.2 if feasible, conduct an inspection of the accident scene; and
- 11.1.3 Submit a report on results of points 11.1.1 to 11.1.3 to the Accident Committee referred to 10.

## **12. Drivers' Responsibilities**

### **12.1 DURING THE USE OF ALLOCATED VEHICLE AND POOL VEHICLES**

- 12.1.1 Council vehicles will only be used for official purposes.
- 12.1.2 No passengers, other than officials and Councillors on duty should be transported in or on council vehicles, unless prior permission has been obtained from the Municipal Manager or the relevant Head of Department and an indemnity form (**Annexure C**), has been completed and signed.
- 12.1.3 Passengers are not allowed on the back of light delivery vehicles (LDVs).
- 12.1.4 A driver will ensure that he/she is in a mentally and physically healthy condition before driving.
- 12.1.5 A driver shall adhere to all traffic rules and regulations stipulated in legislation.
- 12.1.6 Should a driver contravene any traffic rule or regulation and receive a fine for such contravention, he/she shall be responsible for payment of such a fine. Should a driver wish to defend such a charge brought against him/her, he/she will do so in his/her personal capacity. Should a driver fail to pay a fine or fail to appear in court and summons is served on the municipality as owner of the vehicle, the Municipality will deduct such amount from the driver's earnings and institute disciplinary proceedings against the employee.
- 12.1.7 Should an employee / councillor utilise a vehicle for purposes other than official purposes, the necessary disciplinary procedures will be instituted.

## **12.2 AFTER USE OF A VEHICLE**

- 12.2.1 After the use of a vehicle, such vehicle shall be parked in its allocated parking at the Municipal parking area (stores). This applies even if a vehicle is used for more than once a day and such vehicle may under no circumstances be parked on the street or anywhere other than in its allocated parking.
- 12.2.2 The closing speedometer reading and kilometers travelled are entered on the trip authorisation form.
- 12.2.3 Once parked, the driver shall ensure that the logbook is completed properly.
- 12.2.4 The driver shall ensure that the vehicle is in a clean and tidy condition. If the vehicle got dirty while in use, the driver must arrange for it to be cleaned by car washers used by council.
- 12.2.5 The driver will ensure that the vehicle is locked properly and should the vehicle have a removable radio/radio cover, he/she shall remove the same and give it to the Fleet/Asset Manager for safe keeping.
- 12.2.6 The driver must enter the odometer reading and trip kilometre reading on the log book, and lock the vehicle (all doors and boot) and ensure that there is sufficient fuel in the fuel tank for the next use.
- 12.2.7 The driver shall undertake a visual post-inspection of the vehicle to ensure that no dents, scrape marks, cracked windows, worn-out tyres, etc. appear. In the event of any visible damage, the driver shall endorse the inspection sheet accordingly and shall immediately submit a written report in that regard to his/her Head of Department and Fleet/Asset Manager.
- 12.2.8 The driver shall return the keys, petrol card, toll gate slips, fully completed trip authorisation form, pre-drive inspection sheet and petrol slips to the Fleet/Asset Manager and report verbally and in writing any observations or defaults.
- 12.2.9 Formal reports should be submitted to the Fleet/Asset Manager within 12 hours.
- 12.2.10 Should a vehicle be returned after office hours, the keys, logbook, petrol card, toll gate slips, fully completed trip authorisation form, pre-drive inspection sheet and petrol slips should be left with the Security Guard on duty.

## **13. Framework for Remedial Actions**

- 13.1 All remedial and corrective actions will be subject to and governed by the Municipality's disciplinary procedure.
- 13.2 The following structure of progressive imposition of fines on drivers who have been found partly or mainly responsible for the occurrence of the accident involving a Municipal vehicle through direct or indirect means, shall be adhered to:

TABLE OF FINES	
RATE OF DAMAGE (%)	RATE OF FINE (R)
0 – 5	R 250
6 – 10	R 500
11 – 15	R 750
16 – 20	R 1 000
21 – 25	R 1 250
26 – 30	R 1 500
31 – 35	R 1 750
36 – 40	R 2 000
41 – 45	R 2 250
46 – 50	R 2 500
51 – 55	R 2 750
56 – 60	R 3 000
61 – 65	R 3 250
66 – 70	R 3 500
71 – 75	R 3 750
76 – 80	R 4 000
81 – 85	R 4 250
86 – 90	R 4 500
91 – 95	R 4 750
96 – 100	R 5 000

- 13.3 The above table represents minimum fines. Should the cost of repairs be less than the amounts shown above, the amount of the fine will not exceed the total cost of repairs. The rate of damage shall be determined as follows:

$$\frac{\text{Approved Cost of Repairs}}{\text{Trade-in Value}} \times \frac{100}{1}$$

- 13.4 These fines may be imposed in addition to any sanction, which a Disciplinary Hearing may decide upon.

- 13.5 The fine is payable by means of deduction from an employee's salary over a period not longer than 6 months. A motivation letter must be submitted to the Chief Financial Officer where an employee requires the period to exceed 6 months.

- 13.6 The Municipal employee shall sign an acknowledgement of debt in which the time frame for the payment of the fine shall also be captured.

#### **14. Hired Vehicles**

- 14.1 In the case when no pool vehicles are available, the Head of Department must approve the hire of vehicle and confirm funding. It will be the responsibility of the Fleet/Asset Manager to hire such a vehicle without delay.
- 14.2 The Policy will apply to all hired vehicles.

#### **15. Disposal and acquisition of fleet assets**

- 15.1 Fleet Assets will be disposed in line with the Supply Chain Management regulations and the Asset Management Policy.
- 15.2 Vehicles will be replaced every 5-7 years or 200 000km, subject to the overall condition of the vehicle.
- 15.3 Council will require a *Certificate of Fitness* annually from a reputable organisation, for every vehicle that falls outside the warranty period.
- 15.4 The Asset Management Policy outlines the procedures to be followed in acquiring Council's assets, and the same will apply to the fleet assets.
- #### **16. Traffic Offences**
- 16.1 The driver of a Council vehicle shall diligently obey all traffic laws and shall be responsible for the payment of all traffic fines which may be attributable to his or her negligence.
- 16.2 Council may, at its sole discretion, financially assist a driver convicted of a road traffic offence with the payment of a fine or private legal assistance to enable a driver to defend a criminal or civil claim against him or her in a court of law.
- 16.3 The Fleet/Asset Manager will direct traffic fines to relevant users for payment by the offender. The logbook will be used as a source document to ascertain the offenders of traffic rules.



## ANNEXURE A – TRIP AUTHORITY / VEHICLE ISSUE FORM

SECTION A: DETAILS OF DRIVER			
Name of Driver:			<b>Mileage</b>
Driver's ID Number:			Out:
Name of Passenger (1)			In:
Name of Passenger (2)			Total:
Name of Passenger (3)			Licence Code:
Name of Passenger (4)			Time Out:
Name of Passenger (5)			Time In:
SECTION B: PARTICULARS OF TRIP			
From:		To:	Date of Trip:
From:		To:	Date of Trip
Provide a brief explanation of the intended use of the vehicle:			
SECTION C: DETAILS OF ALLOCATED VEHICLE			
Trip Approved by HOD / Designate:			
Signature:		Date:	
Vehicle issued by:			
Signature:		Date	
Vehicle Received by:			
Drivers Signature:		Date	
Vehicle returned on		Condition	
Comments:			
Signature of Fleet / Asset Manager			Date:

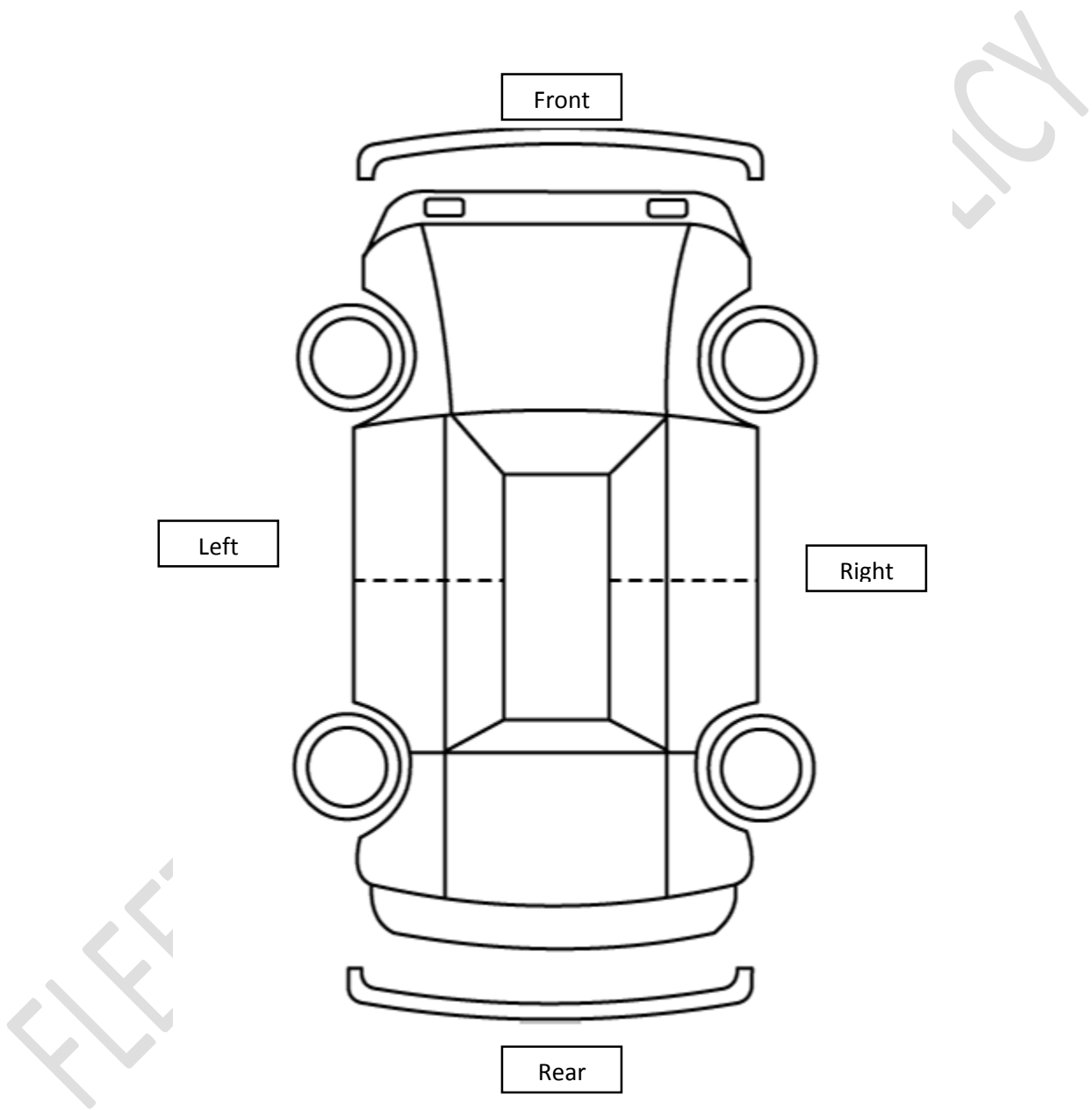
## ANNEXURE B – VEHICLE CHECKLIST

**THIS DOCUMENT MUST BE COMPLETED PRIOR TO THE VEHICLE BEING HANDED OVER TO THE DRIVER**

Driver's Name:	Date:
Vehicle Make:	Reg. No:
Time Issued:	Time Returned:

**I AM AWARE OF THE FLEET MANAGEMENT POLICY AND PROCEDURES AND WILL ADHERE TO ALL CONDITIONS PRESCRIBED. I AM AWARE THAT IF I LOSE THE FUEL CARD AND PARKING DISK I WILL BE RESPONSIBLE FOR THE REPLACEMENT COST.**

ACCESSORIES AND PARTS	YES	NO	REMARKS								
Unendorsed Credit Card Driver's Licence											
Radio fitted or supplied											
Petrol level Full _ ¾ _ ½ _ ¼ _											
Oil level checked											
Spare wheel, Jack and Spanners											
Check Licence disk for validity Expiry Date <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td>C</td><td>C</td><td>Y</td><td>Y</td><td>M</td><td>M</td><td>D</td><td>D</td> </tr> </table>	C	C	Y	Y	M	M	D	D			
C	C	Y	Y	M	M	D	D				
Check fuel cap for security											
Rubber mats											
Logbook issued											
Fuel card issued											
Parking disc issued											
Tyre check											
Further comments											



Vehicle Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Vehicle Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Fleet / Asset Manager

## Annexure C – Authority to Travel as Passenger in Council Vehicle

### ACCEPTANCE BY PASSENGER:

I \_\_\_\_\_ hereby acknowledge that I understand that I shall travel as a passenger in the municipal vehicle referred to herein solely at my risk and hereby agree to indemnify the Council, its agents, employees or contractors against any loss, damage or injury which I may suffer as a result of my conveyance in the said vehicle.

**Signature of passenger:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### AUTHORITY TO TRAVEL AS PASSENGER IN COUNCIL VEHICLE:

Authority is hereby given for the above mentioned individual to travel as a passenger in Municipal Vehicle Registration Number \_\_\_\_\_ on \_\_\_\_\_ for the purpose of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By travelling as a passenger in the aforesaid vehicle, you hereby agree that neither the Council nor any of its agents, employees or contractors, shall be liable for any injury, loss or damage to you whatsoever arising from your conveyance in the said vehicle and you hereby waive any claim you may have against the Council in this regard.

**Signature of HOD:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Annexure D – Application to Park Vehicle at Home or Other Secure Area

To: Head of Department

I hereby apply for authority to park the municipal vehicle (*Registration Number* \_\_\_\_\_) at **my residence** / **secure area** situated at the following address:

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The reason(s) for this application are as follows:

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In the event of my application being approved, I agree to abide by the provisions of the Council's policy with regard to the parking of the vehicle at my home or other secure area.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Designation: \_\_\_\_\_ Department: \_\_\_\_\_

Authority is hereby granted to \_\_\_\_\_, to park the municipal vehicle (Registration number \_\_\_\_\_) at **his/her residence** / **secure area** situated at the address indicated above, subject to the following conditions:

1. The authority contained herein being valid for the period \_\_\_\_\_ to \_\_\_\_\_.
2. The authority contained herein being subject to review or withdrawal at any time subject to prior consultation with the employee where necessary.
3. That whilst the vehicle is parked at home of the employee or at the approved parking area, it may not be used for any non-work or private purpose.
4. That if an emergency arises whilst the vehicle is parked at the home of the employee or the approved parking area necessitating the use of the vehicle, then a signed trip authority for the movement of such vehicle must be obtained within 24 hours of the journey.
5. The private use of a vehicle whilst parked at the home of the employee or the approved parking area will lead to the withdrawal of the privilege and possible disciplinary action against the employee at hand

Signature of Head of Department: \_\_\_\_\_ Date: \_\_\_\_\_

## ANNEXURE E – VEHICLE ACCIDENT REPORT FORM

1. PARTICULARS OF THE DRIVER OF THE VEHICLE	
Name(s): <input type="text"/>	Physical Address: <input type="text"/>
Surname: <input type="text"/>	<input type="text"/>
ID Number / Passport Number <input type="text"/>	Postal Address: <input type="text"/>
Citizenship: <input type="text"/>	<input type="text"/>
Telephone Number: <input type="text"/>	Driver's Licence Number: <input type="text"/>
Fascimile: <input type="text"/>	Date Issued: <input type="text"/>
Cellphone number: <input type="text"/>	Endorsements (if any): <input type="text"/>
Email Address: <input type="text"/>	Physical / Mental Defects (if any): <input type="text"/>

2. PARTICULARS OF THE OWNER OF THE VEHICLE (Complete where Driver is not the Owner)	
Name(s): <input type="text"/>	Cellphone Number <input type="text"/>
Surname <input type="text"/>	Email Address <input type="text"/>
ID Number / Passport Number <input type="text"/>	Physical Address <input type="text"/>
Citizenship <input type="text"/>	<input type="text"/>
Telephone Number <input type="text"/>	Postal Address <input type="text"/>
Fascimile <input type="text"/>	<input type="text"/>

### 3. PARTICULARS OF MOTOR VEHICLE

Registration Number

Make

Body (i.e sedan, truck, bus, etc.)

Model

Colour

year

### 4. PARTICULARS OF OTHER MOTOR VEHICLES INVOLVED IN THE ACCIDENT

#### Vehicle 1

Registration Number

Name(s) and Surname of Driver

Telephone Number / Cell Number

Name(s) and Surname of Owner

Physical Address


Postal Address


#### Vehicle 2

Registration Number

Name(s) and Surname of Driver

Telephone Number / Cell Number

Name(s) and Surname of Owner

Physical Address


Postal Address


## 5. PARTICULARS OF THE ACCIDENT

Date of Accident

Police Station at which the Accident was reported

Time of Accident

Police Reference Number

Location / Place of accident



## 6. PARTICULARS OF WITNESS(ES) TO THE ACCIDENT

### Witness 1:

Name(s)

Cellphone Number

Surname

Email Address

ID Number / Passport Number

Email Address

Citizenship

Physical Address

Telephone

Fascimile

Postal Address

### Witness 2:

Name(s)

Cellphone Number

Surname

Email Address

ID Number / Passport Number

Email Address

Citizenship

Physical Address

Telephone

Fascimile

Postal Address

**PARTICULARS OF WITNESS(ES) TO THE ACCIDENT (continued)****Witness 3:**

Name(s)

Cellphone Number

Surname

Email Address

ID Number / Passport Number

Email Address

Citizenship

Physical Address

Telephone

Fascimile

Postal Address

**PARTICULARS OF PERSON(S) INJURED / DECEASED (continued)****Person 2:**

Name(s)

Email Address

Surname

Physical Address

ID Number / Passport Number

Citizenship

Postal Address

Telephone

Fascimile

Postal Address

CellPhone Number

State whether the injured / deceased was a driver,  
passenger, cyclist or pedestrian

**PARTICULARS OF PERSON(S) INJURED / DECEASED (continued)****Person 3:**

Name(s)

Email Address

Surname

Physical Address

ID Number / Passport Number

Citizenship

Postal Address

Telephone

Facsimile

Postal Address

CellPhone Number

State whether the injured / deceased was a driver, passenger, cyclist or pedestrian

**7. CONDITIONS AT THE TIME OF THE ACCIDENT**

Time of day (i.e. dawn, day, dusk, night)

Streetlights (if any) – on or off

 On  Off 

Weather conditions (i.e. sunny, misty, cloudy, raining, etc.)

Own Vehicle's Lights – Off, Dim, Bright:

 Off  Dim  Bright 

Visibility (i.e. good, reasonable, bad, etc.)

Other Vehicle's Lights – Off, Dim, Bright

 Off  Dim  Bright 

Road Surface (i.e. gravel, sand, tar, etc.)

Speed of Own Vehicle at Time of Accident

**8. SETCH PLAN OF THE SCENE OF THE ACCIDENT**

Indicate the following in the sketch

1. The point of impact
2. Direction of travel by arrows
3. Distances
4. Any road signs

9. DETAILED DESCRIPTION OF THE ACCIDENT

