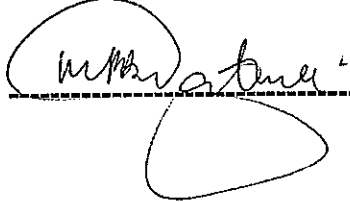




Fleet Management Policy for the John Taolo Gaetsewe District Municipality

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Speaker:  _____

Municipal Manager:  _____

**JOHN TAOLO GAETSEWE DISTRICT
MUNICIPALITY**



FLEET MANAGEMENT POLICY
Review 2014/2015



FLEET MANAGEMENT POLICY FOR THE JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

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1. PURPOSE

The purpose of this policy is to ensure that fleet management provides an efficient and cost effective service for the supply of transport to various functional areas within the John Taolo District Municipality.

To manage the operations of allocated and pool vehicles.

To provide appropriate vehicle for the task, within the allocated budget at the right time and at the minimum cost to the municipality.

Establishing a uniform code of practice and conduct for all users, drivers and operators of the Municipality's Fleet. The content is directed at promoting knowledge and understanding of the disciplines important to the Fleet Management Services activities, with the ultimate aim of attaining optimum productivity and cost effectiveness, and eliminating vehicle abuse.

Practical application of the guidelines in conjunction with specific standing orders/policies/instructions issued by Municipal Manager Head of departments and Managers will prolong service life and minimize vehicle accident/losses caused through ignorance and/or negligence.

2. OBJECTIVE

The objective of this policy is to co-ordinate the management of Municipal Transport by means of control measures which are applicable to all departments, divisions and sections of the Municipality. Operation and to prescribe requirements relating to the utilization and maintenance of such transport by employees of the Municipality .

3. DEFINITIONS

Council means the municipal Council of John Taolo Gaetsewe District Municipality.

Accounting Officer means the Municipal Manager of John Taolo Gaetsewe District Municipality.

Employee means any person excluding an independent contractor or any person whom receives a car allowance, who is employed by and receives remuneration from the Municipality.

Transport Officer means a person in the employ of Council who has been appointed by the Accounting Officer through Council to oversee and manage all the pool vehicles of the Municipality.

4. SCOPE OF THIS POLICY

This policy is intended for:

- The use of road Transport owned by Municipality.
- The use of vehicles owned by the Municipality.
- The use of vehicles owned by donor Organisations.
- The use of vehicles hired by the Council from Companies in the Private Sector.
- Except in the case of employees who travel or required to travel beyond the boundaries of the Municipal area, this policy does not apply to the use of subsidized vehicles which will be subject of a separate policy document.
- **Councillors will be covered by the gazette on the remuneration of public bearers Act**

5. TRANSPORT MANAGEMENT STRUCTURE

- a) Transport in the Council is a tool by which service is delivered and therefore management of this resource rest with the Municipal Manager herewith referred to as Accounting Officer.
- b) The Council or Accounting Officer (Municipal Manager) as the case may be, shall appoint an employee who shall be designated the Municipal Transport Officer for the purpose of controlling all vehicles to the Departments of the Council and generally performing such duties as are contained in this policy.
- c) The Municipal Transport Officer shall have a clear understanding of service delivery requirements, possess numerical skills, be enthusiastic and preferably have prior experience of Transport Management.
- d) The Municipal Transport Officer shall perform other duties as may be required by the Accounting Officer from time to time.
- e) Unless otherwise directed by the Council, the Municipal Transport Officers shall be responsible to and report to the Director Corporate Services and his/her immediate Supervisor official.

- f) The Director of a specific Department or delegated official shall be the ultimate authority on the implementation of this policy, vehicle allocation and transport related matters of the Municipality

6. DUTIES OF THE MUNICIPAL TRANSPORT OFFICER

1. Maintain an inventory of all transport in the ownership or under the control of the Council.
2. To attend to the licensing of all transport in the ownership or under the control of the Council.
3. To allocate in consultation with Heads of Departments sufficient Transport to meet operational requirements of Departments.
4. To monitor the insurance of all transport in the ownership or under the control of the Council.
5. To monitor and make arrangements for the regular repair and maintenance of Transport of the Council.
6. Transport Officials to destinations when instructed to do so by his supervisors, provided such trips are properly authorised.
7. To monitor and ensure that Log books are maintained in respect of all transport in the ownership or under the control of the Council.
8. To procure and control the issue of fuel required by all vehicle in the ownership or under the control of the Council.
9. To attend to insurance claims on behalf of the Council in respect of loss or damage to vehicles in the ownership or under the control of the Council.

10. To attend to accident and the claims submitted against the Council arising out of damage to transport of the Council and/or injury to its employees.
11. To ensure that drivers of vehicles are in possession of the required driver's license for the specific type of vehicle and to ensure the license has not expired.
12. To take such measures as are necessary and in consultation with the Accounting Officer and Heads of Departments to ensure that the transport of the Council is not abused (e.g. repossessing a car from a location which is unauthorised and or possess a threat to the safety of the car like Taverns, shopping malls, social gatherings etc)
13. To institute in consultation with the Head of Departments and the personnel department or responsible division of the Council disciplinary action against drivers and employees of the Council who contravene this policy or any instruction issued by the Council, The Accounting Officer and any Head of Department in terms of this policy or contravene any Traffic Legislation or in any other manner causes or contribute to the damage transport owned by the Council or under the control of the Council or in any manner abuse the transport facilities of the Council.
14. To recommend through the Municipal Manager, that disciplinary action be taken against any official who contravenes the provisions of this policy.
15. To submit through the Chief Financial Officer such statistical and other reports as may be required either for Council or Departmental purposes on the utilization and allocation of transport or any other matter associated with transport.
16. To allocate a vehicles ONLY with the 2 authorising signatures of the Director or delegated official and immediate Supervisor.

17. To manage the Municipal Vehicle storage depot.

OPERATIONAL CONTROL

17.1 A municipal vehicle may only be driven by an employee with a valid driver's license, Trip Authority with all three signatures of required officials;

- i. The immediate Supervisor
- ii. The Head of Department/Delegated official
- iii. The Municipal Transport officer

17.2 Any signature that is missing from the above signatures shall render a trip unauthorised.

17.3 The above mentioned trip authority must be for a trip for the performance of a line function of a Department or in furtherance of the lawful aims and/or objects of the Council, proof of programmes to be attended must be attached to the trip authorisation at all times especially with programmes that run over weekends or 2 or more days.

17.4 Should an employee arrive after hours, he or she will make (prior) arrangements with the supervisor, to go home with the car. The transport should be returned the following day at ten, if it is during the weekend, or 7:30 if it is during the week.

18 Vehicles shall only be used for official purposes and councillors will be covered by the Act on the remuneration on the public bearers.

19 PARKING

- All Vehicles shall have a safe, undercover parking space specifically marked for Municipal vehicles.

7. DRIVERS

- a) Only an employee of the Council may drive a Municipal vehicle and only for the purposes connected with his/her official duties.

- b) Employee receiving allowance shall not be allowed to drive any Municipal vehicle, unless under extra ordinary circumstances and after written approval from the Accounting Officer. All executive managers including the Municipal Manager must have a motor vehicles available for the performance of their duties. In the event such employee's or Councillor 's motor vehicle is not available for the performance of the official duty then only can the necessary written approval from the Accounting Officer be accepted.

8. UTILIZATION OF VEHICLES

- 10.1. Official and authorised purposes only.
- 10.2. Legally permitted to drive by a higher ranking employee.
- 10.3. Driver must be in possession of a valid drivers' license.
- 10.4. Must have authorised Trip Authorization form.
- 10.5. Report damage or deficiency in writing before taking over vehicles.
- 10.6. If deficiency not reported the driver responsible for all damages and deficiencies
- 10.7. Report lost or misplaced fuel cards immediately.
- 10.8. The Council resolution regarding the use of official vehicles by officials or Councillors receiving any form of subsidy is re-emphasized. The said resolution stipulates that any person receiving any form of vehicle subsidy is NOT allowed to use official vehicles, with exception where a group has to be transported.
- 10.9. GPS navigators will be bought and allocated accordingly.**

9. FUEL AND OIL

- a) Where an employee is in charge of the Municipal Vehicle and it requires fuel and or Oil to be checked he/she will obtain supplies from the nearest designated supply point.
- b) Driver is to ensure that the registration numbers odometer reading and quantity of fuel supplied are entered correctly on the appropriate forms and that tanks are filled to a constant level.
- c) The driver is responsible for checking the engine oil and water on every occasion that the vehicle is refuelled, if the vehicle does not require oil the driver must write his/her initials in a specific space provided for oil on the fuel requisition. This will act as confirmation that the oil level has been checked.

10. FUEL SAVING

- a) The municipality's computerised fuel control system traces every vehicle fuel consumption in litres consumed per 100 km. personal concern for the consumption obtained over specific distances or periods keeps interest alive and is an incentive towards obtaining better results. Abnormal increases in consumption indicate losses such as those caused by careless driving, theft, leakage, mechanical defects or errors in recording at fuel dispensing points.
- b) Wastage due to the overfilling of the fuel tank must be avoided and vehicles must wherever possible , be parked on level ground and in the shade.
- c) Vehicles must at all times be driven in the gear ratio appropriate to the road conditions.
- d) Road speeds must be kept as constant as possible.
- e) Acceleration and breaking must only be done as and when necessary.

14 RESPONSIBLITIY OF DRIVERS

- a) Driver will be utilising the vehicle only for official purposes.
- b)Adhere to all traffic rules and regulations stipulated in legislation.
- a) Should a driver Contravene any traffic rule or regulations and receive a fine for such contravention, he /she shall be responsible for payment of such fine. Should a driver wish to defend such charge brought against him/her, he/she will do so in his/her personal capacity. Should a driver 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 drivers' earnings and institute disciplinary proceedings against the employee.
- b) Should an employee/Councillor utilize a vehicles for purposes other than official purposes, the necessary disciplinary procedures will be instituted.
- e) The driver is responsible for safekeeping of fuel card.
- f) Safekeeping of keys.
- g) Traffic fines.
- h) Overall conditions of the vehicle allocated.

- l) Correct details are entered on fuel slip when refuelling.
- j) Damages inflicted on the vehicle during use if not reported after use of the vehicle or during post trip inspection.

14 RIVERS RESPONSIBILITY AFTER USE OF A VEHICLE

19.2 After the use of a vehicles, such vehicle shall be parked in its allocated undercover parking at the Municipal building. 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.

19.3 The closing speedometer reading and kilometres travelled are entered on the trip authorisation form. This is done when the vehicle is parked and ignition turned off in the Municipal parking area.

19.4 Once parked 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.

19.5 The driver must ensure that the vehicle is locked properly and should the vehicle have a removable radio/radio cover, she/he shall remove the same and give it to the Fleet Management/ Transport Officer for safe keeping.

19.6 The driver must enter odometer reading and trip kilometre reading on the log book, and lock the vehicle (all doors and boot) and ensure that the fuel tank is at least half full.

19.7 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 to the Transport/Fleet Officer.

19.8 The driver shall return the keys, petrol card, toll gate slips, fully completed authorisation form, petrol slips to the Fleet/Transport Officer.

19.9 Formal reports on accidents or major incidents must be submitted to the Director of Corporate Services within 12 hours.

I Should a vehicle be returned after hours, the keys, logbook, petrol card, toll gate slips, full completed trip authorization form, petrol slips should be given

to the Security Guard on duty the security will note everything he received from the driver. The following day the onus is on the driver to collect all the things left at the Security and hand it in at the Transport Office, because the car will be inspected after every journey, of which the Transport Officer can call the official to be present when doing the post trip inspection. This is not necessary especially when there has been no damage or defects reported by the driver. But discretion lies with the Transport officer to call upon the official to be present during the post trip inspection as he/she is the person overall responsible for the cars.

19.9.1.1 IRREGULAR, IMPROPER AND UNATHORISED USE

- a) Action to be taken when Municipal vehicle is used irregularly
 - o Driven recklessly
 - o Neglected and misused

- b) Where vehicle is used without authority the driver will be responsible for:
 - o Cost of the distance travelled
 - o Incorporated drivers tariffs
 - o Fuel purchased for the trip
 - o Where vehicle is involved in an accident, for the cost of repairing any damage
 - o Instances where there is a third party, the amount expended in settling third-party claims.

19.9.1.1.2 REPORTING OF ACCIDENTS AND INCIDENTS

a) Any incident to be reported within 24 hours to the nearest Police Station (unless you are injured and cannot do so timeously, in which event you must report the accident as soon as reasonably and practically possible) and obtaining a reference/case number.

B Report to immediate supervisor and Transport Officer.

- c) The Supervisor to take down details of incident.

- d) A Sticker comprising contact details of ; Director Corporate Services, Administrative Manager, Transport Officer and Administrative officer (the mentioned officials under reasonable circumstances or as the Accounting Officer may instruct, will be expected to avail themselves at the scene of the accident in order to issue instructions accordingly, such as towing arrangements etc

- e) If there is a camera at the time of the collision, the driver may take photographs of the scenes of the collision from various angles. If not, it is always a good idea to return to the scene as soon as possible thereafter to take the necessary photos.
- f) Any accidents to be reported to the SAPS within 24 hours and to immediate Supervisor and Transport Unit.
- g) Accident report to be submitted to transport Office in order for the necessary Insurance documentation to be completed and forwarded to the insurer through.
- h) Copies of everything to remain in the Transport Office.
- i) If there are people and eyewitnesses involved take down their full names addresses, telephone numbers and cell numbers.
- j) Do not admit liability for the collision , whether to the driver of the other car or a bystander or to the Police, as this may prejudice any claim that you may have either against the other driver or in respect of your policy insurance. Do not make any statement, or comment on the cause of the accident or get involved in an argument with anyone regarding the accident. On the other hand, if the other driver apologises for the collision and admits liability, do not hesitate to have him sign a written admission of liability there and then if possible, have that statement witnessed. On the other hand, if he is not prepared to commit his apology to writing, endeavour him to make his admission in the presence of a responsible official, such as a police officer.
- k) Confirm telephonically with the Head of Department or Fleet/Transport Officer for arranging to remove the Municipality's vehicle from the scene of the accident by tow-in service, should the vehicle be in such a condition that it cannot be driven.
- l) If there is a traffic officer at the scene of the collision, provide him with such information as he may require.
- m) Do not take any alcohol or drugs after the accident.
- n) The BTO Department will ensure that necessary claims as the case might be are lodged with applicable institutions, e.g. Pension Funds, Medical Aids, Third Party claims etc in cases of fatalities/injuries.

17.REPAIR AND MAINTENANCE

- a) The transport Office to be alerted for any maintenance, service and/or repair.

- b) Transport Office must keep record and track of vehicles due for service.
- c) No vehicles to be sent for service and/or repaired without the consent of the Transport Office and Director of Corporate Service.
- d) Pre authorisation to be done with the concerned Head of Department for them to be made aware of cost related issues.
- e) Vehicles to be sent only to dealers prescribed by manufactures.

18.PASSENGERS

- 18.1. No unauthorised passengers in Municipal vehicles.
- 18.2. No private individuals are allowed in the Municipal Vehicles.
- 18.3. Only authorised officials of the Municipality may be passengers in the vehicles and their authorization to be reflected in the Trip authorization.
- 18.4. If an unauthorized passenger must have a permission from the Accounting Officer before undertaking a trip.**

19.SUSPENSION OF DRIVERS

- 19.1. Employees may be suspended to drive Municipal Vehicles if:
 - i. Flagrantly misuse or utilise the vehicles irregularly
- 19.2. Guilty of reckless or wilful conduct whilst driving a government vehicle
- 19.3. While under the influence of intoxicating liquor or narcotic drugs
- 19.4. In the event of a driver developing any disease or disability which will render him/her incapable of effectively controlling a vehicle and subject to a report from a qualified and accredited Medical Practitioner, he/she will be suspended temporarily or permanently from driving a municipality.

18.REMOVAL OF DECALS/BRANDING & VISIBILITY

- a) Under no circumstances must decals be removed from vehicles.
- b) If discovered it may lead to disciplinary measures considered.

c)All Municipal vehicles must be white and branded with logos of the Municipality on front doors of both sides of the vehicle for visibility.

d)All Municipal Vehicles must have personalised number plate for members of the public to be able to report incidents of abuse.

21. LOGBOOKS

a)Logbook must have the car registration number on it.

b)A Sticker comprising contact details of ; Director Corporate Services, Administrative Manager,Transport Officer and Administrative officer(the mentioned officials under reasonable circumstances or as the Accounting Officer may instruct ,will be expected to avail themselves at the scene of the accident in order to issue instructions accordingly, such as towing arrangements etc

c)Logbook must be kept in the car at all times.

d)Original logsheet will be taken out after every month but duplicate to remain in the Logbook.

e)Logbooks are removed from cars by; Transport Section, Accounting Officer or Head of Department

22.SUBMISSION OF LOGS

a)Officials must understand and be shown how to properly and correctly complete a Log sheet.

b)Log sheet to be closed off by the 30th/31st of every month.

c. After an official trip the following must be submit by the driver:

d. All petrol slips to be properly and neatly attached to the Log sheet.

- **Petrol card**
- **keys**

e. All fuel transactions to be properly recorded in the logbook.

23.ECONOMIC LIFE ASSESSMENTS

- a) Economic life assessments should be performed in order to determine the economic life expectancy of vehicles under their specific operation conditions. The resale and trade-in values should be also taken into consideration as well as the ever-increasing new vehicle costs.
- b) In terms of the generally accepted municipal accounting practices, vehicles are required to be depreciated over their respective life expectancies. The Chief Financial Officer must ensure that vehicle assets are depreciated annually and have their appropriate values entered in the asset register.
- c) Vehicles will be scrapped when they become redundant or get beyond economical repair.
- d. A vehicle with engine capacity of 1300cc to 1800cc should be disposed at 150 000 kilometres and a vehicle with engine capacity of 2000cc and above should be scrapped at 180 000 kilometres. However before decision to dispose the vehicle is taken proper technical evaluation should be done to determine whether the vehicle can still be used.
- e. The following should be taken into consideration during the disposal process:
- ✓ The necessity of the vehicle and its effect on services which are rendered.
 - ✓ The service history of the vehicle
 - ✓ The appropriate norms to be complied with before the vehicle can be replaced or scrapped.
- f. Disposal should be done according to the Council's Supply Chain Management Policy and the Council should receive maximum benefit from the disposal process.

24.CONTRAVENTION OF THE FLEET MANAGEMENT POLICY

- Any driver who contravenes this vehicle policy will be subjected to a disciplinary hearing
- Continuous minor offences of this policy will also result in disciplinary action being taken
- The following penalties could be involved for non-compliance with this policy:
 - ✓ REFUSAL of permission to drive Municipal vehicles

- ✓ Payment of excess amount for insurance purposes, or full amount where the cause of an accident is due to negligence on the part of the driver.
- Councillors who contravene this policy will be reported to the EXCO for institution of the necessary disciplinary action.

IMPORTANT THINGS THAT NEED TO BE NOTED:

1. All vehicles belonging to the Municipality should be marked with a Logo of the Municipality and personalised number plates, for visibility and easy ways to report for the public in instances of misuse and abuse.
2. All keys and spare keys must reside with the Municipal Transport Officer at all times, under no condition whatsoever may the keys be given or taken from the Transport Office by any other person except for the Director of Corporate Services or the Accounting Officer.
3. Asset Register to be compiled of all the vehicles containing all information and service dates of all the vehicles.
4. All officials who will be utilising the vehicles of the Municipality must each make copies of their licenses, ID, Address and Contact details , this information must be handed in to the Transport Office