FLEET MANAGEMENT POLICY FOR THE JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

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SIGNATURE OF THE MUNICIPAL MANAGER

SIGNATURE OF THE SPEAKER

Ms P Q Mogatle

Speaker

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

FLEET MANAGEMENT POLICY

2020/21

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ANNEXURES TO FLEET MANAGEMENT POLICY

Trip Authorisation form / Log sheet
Indemnity form
Vehicle Inspection checklist

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 District Municipality.
- Establishing a uniform and good code of practice and conduct for all employees, 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

2.1 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.

2.2 To ensure that the users of the municipal fleet comply with a uniform code of good practise in respect of fleet management.

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2.3 To ensure that municipal vehicles are optimally and effectively used for the rendering of municipal services.

2.4 To ensure cost effective and efficient usage of available funding in respect of fuel and maintenance.

2.5 To minimalize possible abuse/misuse of municipal vehicles.

2.6 To ensure safe driving and usage practices in respect of vehicle fleet.

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 Allowance: Refers to those employees entitle to a transport allowance which cannot utilise fleet for official purposes.

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

Drivers in case of emergency situation means a person who is not in the Employee of Council who assist with providing emergency services for example fire fighting services in case of fire.

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4. SCOPE OF THIS POLICY

This policy is intended for:

4.1 The use of vehicles owned by the Municipality.

4.2 The use of vehicles owned by donor Organisations.

4.3 The use of vehicles hired by the Council from Companies in the Private Sector.

4.4 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.

5. TRANSPORT MANAGEMENT STRUCTURE

5.1 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.

5.2 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.

5.3 The Municipal Transport Officer shall have a clear understanding of service delivery requirements, possess numerical skills, be computer literate, be enthusiastic and preferably have prior experience of Transport Management.

5.4 The Municipal Transport Officer shall perform other duties as may be required by the Accounting Officer from time to time.

5.5 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.

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5.6 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

6.1 To attend to the licensing of all transport in the ownership or under the control of the Council.

6.2 To allocate in consultation with Heads of Departments sufficient Transport to meet operational requirements of Departments as far as possible.

6.3 To assist Asset unit with input when needed to monitor the insurance of all transport in the ownership or under the control of the Council.

6.4 To monitor and make arrangements for the regular repair and maintenance of Transport of the Council.

6.5 Transport Officer is responsible to conduct the post trip check and to report to his/her Supervisor any damages or deficiencies after a trip has taken place and to correct the vehicle if needed.

6.6 Transport Officer is responsible to check the end reading of the vehicle when conducting the post trip inspection to confirm if the log is filled correctly as well as completed fully.

6.7 To arrange and oversee the repairs as indicated on the completed checklist provided by the drivers after the Transport officer conducted the post inspection of the vehicle.

6.8 Transport Officer is responsible for the safe keeping of all cost incurred invoices on a fleet vehicle as well as orders on monthly basis in order to compile the fleet management reports.

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6.9 Transport Officer is responsible to submit all costs incurred with regard to the maintenance and repair of the fleet vehicles on or before the 14th of every month to the Senior Admin Officer.

6.10 To monitor, checked and ensure that trip authorisation forms / log sheets are maintained and correct.

6.11 Transport Officer responsible to make sure that the kilometre readings on the trip authorisation forms / log sheet and following logs/trip authorisation form is balancing.

6.12 Transport Officer responsible to ensure that there is no missing logs/ missing km readings/authorisation forms or log sheet on the vehicles by putting in start km reading on trip authorisation forms before issuing the vehicle.

6.13 In case logs is not filled completely and /or with needed approval as required on the Fleet Policy the Transport Officer should bring it to the attention to the Driver/Supervisor of the Driver / HOD of the Driver per email or memorandum as well as ensure that it is corrected.

6.14 Transport Officer is responsible for making sure that completed logs/trip authorisation forms is filed at registry after compilation of the reports for audit.

6.15 To procure and control the issue of fuel required by all vehicle in the ownership or under the control of the Council.

6.16 To assist the Asset unit with details of damages or trips where damages or accidents occurred for 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.

6.17 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 by informing the Municipal Manager, Director Corporate Services, CFO and Supervisor.

6.18 To ensure that drivers of vehicles are in possession of the required and valid driver's license for the specific type of vehicle and to ensure the license has not expired.

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6.19 To take such measures as necessary and in consultation with Supervisor, 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)

6.22 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, 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 as instructed by Management.

6.23 To recommend through the Municipal Manager, that disciplinary action be taken against any official who contravenes the provisions of this policy.

6.24 To submit statistical and monthly reports as may be required either for Council or for Departmental purposes on the utilization, cost, allocation of transport or any other matter associated with transport on specific time as requested by Senior Admin Officer or HOD or Municipal Manager.

6.25 To allocate a vehicles ONLY after the required signatures namely signature of the Director or delegated official or immediate Supervisor and signature of the Transport Officer.

6.26 To manage the Municipal Vehicle storage depot.

6.27 Transport Officer should ensure all the required forms and supporting documents is completed before authorising the trip.

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7. OPERATIONAL CONTROL

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

7.1.1 The Driver

7.1.2 The immediate Supervisor and / Delegated official

7.1.3 The Head of Department / Delegated official

7.1.4 The Municipal Transport officer / Delegated official

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

7.3 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 and especially with programmes that run over weekends or 2 or more days or memorandums to be attached.

7.4 All fleet vehicles and drivers may be monitored by a Tracker device or tracking programme with regard to locations visited, speed travelled, time of trip, speeds travelled, kilometres travelled etc. if the services is deemed necessary and affordable by Management.

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8. PARKING

Fleet Vehicles shall have a safe parking space **as far as possible.**

9. DRIVERS / PERSONS ALLOWED TO USE A FLEET VEHICLE

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

9.2 Employee/s 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 Head of Departments/Managers including the Municipal Manager must have motor vehicles available for the performance of their duties. In the event such employee'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 to use a fleet vehicle.

9.3 Employees receiving an allowance may not make use of fleet transport, except in instances where travelling in a group is more economical.

9.4 Vehicles shall only be used for official purposes.

9.4.1 Only councillors who do not receive travelling allowance will be allowed to use the official vehicle.

9.4.2 Councillors who receives travelling allowance and in need of the transport will be allocated a driver for the duration of the trip.

9.5 Interns are allowed to travel with fleet vehicles with the needed approval of relevant Head of Department / Delegated official and after completing the required forms and submitting the needed supporting documentation.

9.6 In case of emergencies like fire fighting, disasters etc. drivers other than John Taolo Gaetsewe District Municipality staff is allowed to travel with fleet vehicles after providing the required forms

i. Completed and authorised trip authorisation/log form
ii. Memorandum signed by the HOD of the relative Department
iii. Copy of the ID document
iv. Correctly filled indemnity form is provided
v. Copy of valid driver's licence

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9.7 In case of emergencies for example fire fighting etc. the Manager Disaster Management is allowed to travel with a fleet vehicle as per the fleet policy although he /she received a travel allowance with authorisation of the Municipal Manager.

9.8 In case of emergencies for example firefighting, if the needed official is not available for signatures. The signatures will afterwards be supplied as required by Manager of Disaster Management / delegated official.

10 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/log sheet.
10.5. Report damage or deficiency in writing before taking over vehicles by indicating deficiency on the log sheet.
10.6. If deficiency is not reported the driver will be responsible for all damages and deficiencies.
10.7. Report lost or misplaced fuel cards immediately.

11 FUEL AND OIL

11.1 Where an employee is in charge of the Municipal Vehicle and it requires fuel and or Oil to be checked he/she will use the nearest suppliers.

11.2 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.

11.3 The driver is responsible for checking the engine oil and water on every occasion that the vehicle is refuelled.

11.4 Vehicles may not be refilled if not needed or unnecessarily.

12 FUEL SAVING

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12.1 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.

12.2 Vehicles must at all times be driven in the gear ratio appropriate to the road conditions.

12.3 Road speeds must be kept as constant as possible.

12.4 Acceleration and breaking must only be done as and when necessary.

13. RESPONSIBLITIY OF DRIVERS (OR CODE OF CONDUCT OF DRIVERS)

13.1 A fleet vehicle shall only be driven by an appropriately licenced and duly authorised employee on official duty and is not to be used for private purposes.

13.2 The driver must be licensed in terms of the National Road Traffic Act (NRTA) for the particular class of vehicle under his/her control.

13.3 The driver is responsible to conduct a pre and post check on the fleet vehicle before the trip is undertaken and fill the checklist and attached the petrol slips should the vehicle be refuelled after the trip as well as provide all the **required** completed documents to the Transportation Officer.

13.4 The driver is required to record all his/her trips on the transport requisition / log sheet form.

13.5 Adhere to all traffic rules and regulations stipulated in legislation.

13.6 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.

13.7. Should an employee/Councillor utilize a vehicles for purposes other than official purposes, the necessary disciplinary procedures will be instituted as advised by Management.

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13.8 The driver is responsible for safekeeping

13.8.1 of fuel card,
13.8.2 the trip authorisation forms / log sheet,
13.8.3 the keys,
13.8.4 Traffic fines, and
13.8.5 All Fuel slip

13.9 The driver is responsible to provide the vehicle in the same condition back as when the vehicle was allocated to him/her.

13.10 Driver must make sure that the correct details are entered on fuel slip when refuelling and attaching the printed petrol slips to the trip authorisation form/log form and also write in the details of fuel on the log.

13.11 Driver is responsible for damages inflicted on the vehicle during use if not reported after use of the vehicle or during post trip inspection.

13.12 All municipal vehicles shall be driven in a safe and courteous manner, which will promote the District Municipality's public image.

13.13 Drivers shall at all times drive and handle municipal vehicles with proper care and attention to obtain the best mechanical service and avoid infringements of the law.

13.14 All drivers / users of municipal/fleet vehicles should ensure that they comply with the safety prescriptions contained in terms of the National Road Traffic Act (NRTA) and other safety measures set by the District Municipality.

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14 DRIVERS RESPONSIBILITY AFTER USE OF A VEHICLE

14.1 After the use of a vehicle , such vehicle shall be parked in its allocated 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. With exception of the Driver of the Municipal Manager.

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

14.2 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 the District Municipality.

14.3 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.

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

14.5 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. The last driver/user of a vehicle will be held responsible for any unreported damage/defects/loss.

14.6 The driver shall return the keys, petrol card, toll gate slips, fully completed authorisation form or logbook, petrol slips and completed checklist to the Fleet / Transport Officer.

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

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14.8 Should a vehicle be returned after hours, the keys, logbook, petrol card, toll gate slips, fully completed trip authorization form / log book, petrol slips should be given to the Disaster Management official on duty. The official 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 Disaster Management unit 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.

14.9 The usage of vehicles must be reflected by entries on the authorisation forms/log forms dedicated to individual vehicles.

15. IRREGULAR, IMPROPER AND UNATHORISED USE

15.1 Consequence management will be applied when the Municipal vehicle is :

15.1.1 Driven recklessly
15.1.2 Neglected and misused

15.2 Where vehicle is used without authority the driver will be responsible for:

15.2.1 Cost of the distance travelled
15.2.2 Incorporated drivers tariffs
15.2.3 Fuel purchased for the trip
15.2.4 Where vehicle is involved in an accident, for the cost of repairing any damage
15.2.5 Instances where there is a third party, the amount expended in settling third-party claims.

16. REPORTING OF ACCIDENTS AND INCIDENTS

That the Standard Operating Procedures be followed in cases of accident and incidents.

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17. DAMAGE, LOSSES AND THEFT

17.1 An employee who takes *over* a municipal vehicle must ensure that any damage or loss is immediately brought to the attention of the Transport officer, Senior Admin Officer and Director Corporate Services in writing. Unless he/she complies with this instruction, he/she will be deemed to have received the vehicle in good order.

17.2 Unlawful fitment/removal or exchange of fuel or any component of a municipal vehicle will be subjected to be discipline as per the instruction of management.

17.3 Any municipal vehicle may be subjected to a search by security service provider/delegated officials from supervisory level upwards.

18. SAFE CUSTODY OF MUNICIPAL VEHICLES

18.1 In respect of official vehicles taken home by employees, specific authority from the line manager and the Fleet Management Division must be obtained before an employee will be permitted to safeguard any official vehicle at a private residence.

18.2 The driver/employee must take all possible and practical precautions for the safeguarding of municipal property in municipal vehicles when he or she temporarily absents himself/herself from the vehicle. The non-observance of this directive will render the driver/employee liable for any loss to the Municipality.

19. REPAIR AND MAINTENANCE

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19.1 The Transport Office to be alerted for any maintenance, service and/or repair needed by drivers.

19.2 Transport Officer should keep record and track of vehicles due for service and ensure that the service arrangements are to be adhered to and ensure that all services books are stamped as far as the budget allows.

19.3 No vehicles to be sent for service and/or repaired without the consent of the Transport Office and Director of Corporate Service.

19.4 Pre authorisation to be done with the Senior Admin Officer and Head of Department for them to be made aware of cost related issues.

19.5 Vehicles to be sent only to dealers prescribed by manufactures or local prescribed suppliers certified by insurances or manufactures if vehicles are not covered by the motor plans

20. PASSENGERS

20.1 No unauthorised passengers in Municipal vehicles.

20.2 No private individuals are allowed in the Municipal Vehicles.

20.3 Only authorised officials of the Municipality may be passengers in the vehicles and their authorization to be reflected in the Trip authorization / log sheet.

20.4 All unauthorized passengers must have a permission from the Accounting Officer before undertaking a trip and sign an indemnity form before undertaking a trip.

21. SAFE DRIVING

21.1 Traffic regulations

Traffic fines arising from neglect on the part of the driver will not be paid by the District Municipality. The driver will be held personally responsible and will not receive any financial assistance from the District Municipality.

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21.2 Speed limit

Apart from the necessity of observing the speed limits laid down by the government and local authorities, municipal vehicles must not be driven at speeds that may endanger the lives of occupants and other road users. Speed must be adjusted to suit weather conditions, road conditions and particular type of vehicle being used.

21.3 Rules of the road

All drivers of municipal vehicles must strictly adhere to the rules of the road.

21.4 Night driving: Correct use of vehicle lights.

All drivers of municipal vehicles must strictly adhere to Regulation 157 of the National Road Traffic Act no 93 of 1996 which requires, inter alia, that vehicle lights be operational at any time from sunset to sunrise and "at any other time when, due to insufficient lights or unfavourable weather conditions, persons and vehicles upon the public road are not clearly discernible at a distance of 150 meters

22. SUSPENSION OF DRIVERS AND PROHIBITION TO USE A MUNICIPAL FLEET VEHICLE

22.1 Employees may be suspended to drive Municipal Vehicles if:

In event of a municipal vehicle being or having been subjected to flagrant misuse or irregular use, or the vehicle bring maliciously damaged by the driver;

22.2 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.

22.3 Where evidence exists that a driver is or was guilty of recklessness or negligent conduct whilst driving a municipal vehicle, or such a vehicle was involved in an accident whilst so driven, or

22.4 Where a driver of a municipal vehicle has been found guilty of driving such a vehicle –

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22.4.1 -While under the influence of intoxicating liquor or narcotic drugs,

22.4.2 -Guilty of reckless or wilful conduct whilst driving a municipal vehicle, or

22.4.3 -Whilst the concentration of alcohol in his or her blood was more than that allowed according to legislation, such a drivers shall not be allowed a fleet vehicles until such time as a disciplinary tribunal has been concluded.

22.4.4 In event the driver does not correct errors/faults or provide fuel slips, invoices paid by with fuel card on previous trip authorisation forms as requested by the Fleet unit such a driver is subject to disciplinary action.

23. REMOVAL OF DECALS/BRANDING & VISIBILITY

23.1 Under no circumstances must decals be removed from vehicles except for the Mayoral Vehicle and vehicles often used by Political office for safety purposes.

23.2 If discovered it may lead to disciplinary measures considered.

23.3 All District Municipal vehicles *must* be white and preferably branded with logos of the Municipality on front doors of both sides of the vehicle for visibility except for the Mayoral Vehicle and vehicles often used by Political office for safety purposes.

23.4 All Municipal Vehicles must have personalised number plate for members of the public to be able to report incidents of abuse except for the Mayoral vehicle.

24. TRACKING DEVICES

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If tracking devices is fitted to any municipal vehicle/trailer/machinery, it is not to be tampered with.

25. ROAD WORTHINESS OF VEHICLES

25.1 Every driver of a municipal vehicle must at all times ensure that the vehicle is kept in the same roadworthy condition as it was provided to him/her, failing which he/she will be responsible for the payment of any traffic fines imposed.

25.2 Any defects discovered with regard to the bodywork, engine and accessories of the vehicle must be reported immediately to the Transport Officer in writing or on the checklist provided on the log sheet .

25.3 The last driver of a vehicle will be held responsible for any unreported damage / defects / losses.

26 STICKERS

A Sticker compromising contact details of; Director Corporate Services or Senior Admin Officer and Transport Officer to appear on all the vehicles. The above-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.

27. SUBMISSION OF LOGS/TRIP AUTHORISATION FORMS

27.1 Officials should request assistant if he or she does not understand how to properly and correctly complete a Log/ trip authorisation form from the Transport Officer.

27.2 Logs/ Trip Authorisation forms to be closed off by the **14th** of every month.

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

a) All petrol slips to be properly and neatly attached to the trip authorisation forms.
b) Petrol card
c) Vehicles keys
d) All fuel transactions to be properly recorded on the log sheet / trip authorisation forms
e) The completed and fully filled trip authorisation / log sheet forms to be supplied to Transport officer after a trip

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28 ECONOMIC LIFE ASSESSMENTS

28.1 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 and budget constraints experienced by the District Municipality.

28.2 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.

28.3 Vehicles will be scrapped when they become redundant or get beyond economical repair.

28.4 A vehicle with engine capacity of 1300cc to 1800cc consideration to be given to 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. Disposal and purchases is dependable on available funds.

28.5 The following should be taken into consideration during the disposal process:

28.5.1 The necessity of the vehicle and its effect on services which are rendered.

28.5.2 The mechanical condition history of the vehicle

28.5.3 The appropriate norms to be complied with before the vehicle can be replaced or scrapped.

28.6 Disposal should be done according to the Council's Supply Chain Management Policy and the Council should receive maximum benefit from the disposal process.

29. USAGE OF DISASTER VEHICLES BY VOLUNTEERS

Fire fighting volunteers will be allow to drive Council vehicles only in emergencies under the following conditions:

29.1 A volunteer who will be utilizing the vehicles of the Municipality must submit to the Transport Office the following:

a) copy of a valid driver's license,
b) copy identification document and address and
c) contact details.

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29.2 Handle all disaster equipment with care.

29.3 Must complete and sign a trip authorization form / log sheet before any trip is undertaken. (When incidents occur after hours and or over weekends and public holidays or in cases when no Directors / Delegated officials is available for signatures the trip authorization the signatures can be provided when office are open.)

29.4 Trip authorization must be duly signed.

29.5 All disaster vehicles must be used in line with the requirements outline in the policy

29.6 An indemnity form must be completed and signed by the driver before leaving the premises. The completed indemnity from must be provided to the Transport Officer before the trip commences. When incidents occur after hours and over weekends and public holidays or when Directors or Delegated officials is not available for signatures the indemnity form can be completed when the office is open.

29.7 A pre – and post inspections checklist must be completed by the driver and submitted to the Transport Officer.

29.8 Accidents must be handled in line with this policy.

29.9 No driver swopping will be allowed.

29.10 All vehicles and disaster equipment must be returned the same day to the Disaster centre, unless otherwise there are valid reasons why the vehicle cannot be returned, i.e. when the fire incident confronted is so strong to an extend that it needs to be extinguished for long hours, overlapping to the next day. If such scenario is experienced the Manager Disaster Centre and the Head of Department must be informed and must give permission.

29.11 That disaster management volunteer drivers with valid driver licenses be authorized to drive the disaster management emergency vehicles to veld fires adhering to the above mentioned conditions in the Fleet Management Policy.

30 CONTRAVENTION OF THE FLEET MANAGEMENT POLICY

30.1 Any driver who contravenes this vehicle policy will be subjected to a disciplinary hearing

30.2 Continuous minor offences of this policy will also result in disciplinary action being taken

30.3 The following penalties could be involved for non-compliance with this policy:

30.3.1 Refusal of permission to drive Municipal vehicles

30.3.2 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.

30.3.3 Councillors who contravene this policy will be reported to the EXCO for institution of the necessary disciplinary action.

31. IMPORTANT THINGS THAT NEED TO BE NOTED:

31.1 All vehicles belonging to the Municipality should preferably 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.

31.2 All keys and spare keys must reside with the 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.

31.3 The Asset Register of all the fleet vehicles **will be managed by BTO (Asset unit).**

Ms P Q Mogatle

Speaker

ANNEXURES

TO

THE

FLEET

MANAGEMENT

POLICY

Ms P Q Mogatle

Speaker

Annexure B **JOHN TAOLO GAETSWE DISTICT MUNICIPALITY**

INDEMNITY FORM

I, the undersigned (names in full) ..... ID Number ..... acknowledges and declare that I am a passenger and or driver in a municipality-owned vehicle for official purposes from (place).....to ..... on the following date(s) ..... to ..... .

I acknowledge and understand that I am passenger/driver at my own risk.

I further acknowledge that there are risks, hazards and danger involved to which I might be subjected to.

I voluntarily assume the risks, hazards and dangers inherent in travelling by the municipal vehicle and I hereby exonerate the John Taolo District Municipality, its driver or representative against any civil or other claim that might be instituted by me or any other person on my behalf.

Furthermore, I acknowledge that any injury or death resulting from an accident under the given authority to travel will be limited to the award made by the Road Accident Fund (Road Safety Act (Act 130 of 1993).

I accept the conditions as stated above

Signed at .....day of .....

20....

Ms P Q Mogatle

Speaker

_____

PASSENGER

Approval by Municipal Manager for transportation of person as indicated above.

_____ _____

MUNICIPAL MANAGER DATE

ANNEXURE C

John Taolo Gaetsewe District Municipality

P.O. Box 1480, Kuruman, 8460

Tel: 053-7128700 Fax: 053-7122502

E-mail: info@taologaetsewe.gov.za

INTERNAL MEMORANDUM

To: The Transport Officer

ATTACHMENT TO OFFICIALTRIP

This memo should be attached to the Trip authorisation form if no official invitation has been received

DETAILS		
Employee		
Date of official trip		
Purpose of the trip		
Destination		
Date when vehicle return and time	Date:	Time

Yours faithfully

DIRECTOR / DELEGATED OFFICIAL

DATE

P Q Mogatle

Speaker

Ms P Q Mogatle
Speaker

ANNEXURE D JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

FLEET MANAGEMENT POLICY

VEHICLE INSPECTION CHECK LIST

PRE-TRIP INSPECTION : ☐ **POST-TRIP INSPECTION:** ☐

	Yes	No		Yes	No
License Disk			Number plates		
Water			Oil		
Engine coolant			Brake fluid		
Battery			Mirrors		
Wipers			Windows		
Brake Lights			Brakes		
Head Lights			Tail light		
Hazards			Indicators		
Tyres			Shock Absorbers		
Clutch Fluid			Hooter		
Car Radio			Safety Belt		
Spare Wheel			Wheel Spanner		
Jack			Body (dents, scratches		
Triangle					
Key with petrol					

VEHICLE REGISTRATION NUMBER: .....MAKE :.....

ADDITIONAL INFORMATION/COMMENTS:.....

.....

EMPLOYEE	SIGNATURE	DATE
DRIVER		
TRANSPORT OFFICER		

Ms P Q Mogatle

Speaker

TRIP AUTHORISATION FORM FOR THE USE OF MUNICIPAL OWNED VEHICLES

REGNUMBER	DRIVER NAME	TRANSPORT OFFICER NAME	SUPERVISOR/MANAGER NAME
		TRANSPORT OFFICER SIGNATURE	SUPERVISOR/MANAGER SIGNATURE
MAKE / MODEL	DRIVER SIGNATURE By signing the trip authorisation form, I acknowledge that I do understand the contents of the form as well as the implications thereof as indicating in fleet management Policy of Council.	DRIVER ID NUMBER	HOD NAME
		DRIVER CELL PHONE NUMBER	HOD SIGNATURE
DATE	DESTINATION		START READING
	PURPOSE		END READING
PASSENGER NAME		PASSENGER ID	TOTAL KM READING

Ms P Mogatle
Speaker

CHECKLIST

LISENCE DISK		WATER		WIPERS		BRAKE LIGHTS		LIGHTS		HOOTER		WHEEL SPANNER	
OIL		TYRES		SPARE WHEEL		JACK		TRIANGLE		INDICATOR		HAZARDS	

DRIVER TO TURN OVER THE PAGE AND COMPLETE PAGE 2 OF THE TRIP AUTHORISATION FORM

On undertaking an official trip with a Municipal Vehicle all drivers will be subjected to the following conditions:

1. Vehicles may not be refuelled unnecessarily
2. Vehicles are only issued to licensed drivers and driven in gear appropriate to road conditions. (Fleet Management Policy Clause 10.3)
3. Drivers who do not adhere to traffic signs and rules will be held responsible for traffic violation fines (driver Clause 21.1).
4. Driver responsible for safety of vehicle, trip authorisation forms, keys and petrol card and fuel slips and traffic fines while in possession of the vehicle (Clause 13.9 and 13.10)
5. Authorised private passengers MUST sign indemnity forms when in Municipal Vehicle (Clause 20.4)
6. Councillors will be covered by the Gazette on the remuneration of public bearer Act
7. After Hours arrival and weekends allows for authorised arrangements with Supervisor for driver to go home with the vehicle and Driver to take full responsibility for safe keeping of vehicle and returned it the following working day by 07:30 (Clause 18.1)
8. All Petrol slips should be attached to the transport requisition form and filled on the form as indicated on Fleet Policy clause 13.3 and 13.9)
9. 11. After an official trip all the required documentation must be submitted by the driver (Fleet Policy clause 13.3 and 13.9)

DRIVER

DATE

TRIP AUTHORISATION FORM FOR THE USE OF MUNICIPAL OWNED VEHICLES

COMMENTS / REPORT OF DENT/DAMAGE OR DEFICIENCY/ROAD WORTHINESS

BY SIGNING THE TRIP AUTHORISATION FORM THE DRIVER AGREES THAT HE / SHE IS OBLIGED INDICATE IF ANY FUEL IS POURED AND ATTACH THE FUEL SLIP TO THE TRIP AUTHORISATION FORM

FUEL	GARAGE		LITER		AMOUNT	
FUEL	GARAGE		LITER		AMOUNT	
FUEL	GARAGE		LITER		AMOUNT	

Ms P Q Mogatle

Speaker