

NYANDENI LOCAL MUNICIPALITY



FLEET MANAGEMENT POLICY

2012 REVIEW

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CHAPTER ONE

FLEET MANAGEMENT

1. INTRODUCTION

This policy statement is meant to be a guide as to the responsibility of the end user. This policy will define the guidelines on fleet management and will provide the end user with information and advice that will enable efficient and effective management of their transport.

A copy of this policy is to be kept and maintained in the office of each Head Of Department. This policy is also to be accessible to all vehicle, plant and equipment users and others responsible for its use, including administrative staff handling fleet matters.

1.1 Mission Statement

To provide a rationalized Fleet achieving economics of scale and reduced repairs and maintenance charges for Nyandeni Local Municipality

1.2 Core Function: Fleet Management

To ensure the provision of cost effective fleet administration to Council departments in support of service delivery.

1.3 Roles and Responsibilities have been identified as follows:

1.3.1 The Fleet Management Officer

1. To ensure compliance of vehicles in terms of the RTA & RTQS (Road Traffic Act 1996, Road Transport Quality System);
2. Ensure that there is adequate insurance cover for the transport fleet in accordance with policy;
3. The implementation of a Fleet Management System;
4. To ensure that end users are satisfied with the level of service provided;

5. The management of any Maintenance Contracts, including the authorization of all claims from any supplier/contractor for repair costs that are outside of the conditions of any contract and which are the cost responsibility of the council; all such transactions are done after approval of The CFO.
6. Ensuring that the fleet is maintained in a sound operating condition at all times;
7. Prepare tenders and receive quotations from dealers, and pass these, with recommendations, to the Bid Specification Committee;
8. To validate work requirements and costs, before authority is given, for work to be carried out on servicing, repairs and modification to Councils fleet;
9. Provide budget estimates for vehicle replacements and fuel and maintenance costs;
10. For strategic planning by the continuous evaluation of the council's fleet in order to formulate plans to improve the efficiency, effectiveness and economy of fleet assets available to the council in the short, medium and long term;
11. To ensure compliance with any Service Level Agreements (SLAs) with any user department;
12. Training staff in the administration of the fleet management policy and information system, and their various areas of responsibility;
13. Identifying operational cost variances;
14. To inform HODs of any action necessary to reduce fleet operating costs;
15. Advise HODs when vehicles, plant or equipment is due for appraisal for possible replacement;
16. To receive approved capital expenditure information and initiate action to replace retiring vehicles, plant and equipment;
17. Responsible for arranging the washing, cleaning, maintenance and safe keeping of any council vehicle whilst it is not in use;
18. To ensure that all HODs and vehicles custodians/ users/ drivers are aware of their responsibilities;
19. To ensure that a manual is issued to each employee to whom a vehicle, any plant or equipment is to be allocated or who is provided with the temporary use thereof. An acknowledgement of receipt is to be held in the personnel files;
20. For the planning and co-ordination of the responsibilities contained in

this policy;

21. For the management and control of any pool vehicles, plant; equipment including hired vehicles;
22. For maintaining a comprehensive database containing details of vehicle licensing, COR/F, Drivers licences, PDPs, accidents, age of vehicles, plant and equipment etc;
23. Providing of information relating to the rental of fleet assets in respect of the extent and the cost involved, as required;
24. The administration of accident/incident reports in close liaison with The CFO, driver concerned and the drivers manager;
25. Providing regular reports on accidents/ incidents and identifying drivers to whom counseling, training or other action may be appropriate;
26. Maintaining individual vehicle records for:
 1. Service, repair, fuel and other costs;
 2. Odometer readings for fringe benefit taxation;
 3. Vehicle utilization;
 4. Tyre usage and replacement
 5. Exception reports on such matters as:
 - (a) excess maintenance costs;
 - (b) excess fuel costs;
 - (c) advisory reports on vehicle servicing, registration renewal, fringe benefit taxation projection reports.
 - (d) budgeting needs.
27. Responsible for the general supervision over the use of transport services and for directing the attention of The CFO and/or fleet monitoring committee to any unsatisfactory circumstances that come to notice;
28. To ensure that all council's vehicles are maintained in accordance with the manufacturers maintenance schedule and that other repairs identified are attended to without delay, thus underlining the proper preservation of the council's assets;
29. Responsible for administering the re-registration/ licensing of council vehicles as per the Procedure For Licensing of Vehicles annexed to this policy;
30. To manage the maintenance of the fleet information system, which system will be required to:

- (i) Record repair history detail and costs for each vehicle to assist in validating work requests and to identify excess variances against established standards;
 - (ii) Record the detail of fuel usage for each vehicle and identify excess variance against established standards and recommend appropriate remedial action;
 - (iii) Record monthly odometer readings for each vehicle and identify vehicles that are due or overdue for service, registration and replacement;
 - (iv) Record the detail of days that a vehicle is not available for usage;
 - (v) Produce budgets for capital expenditure and operating costs;
 - (vi) Provide reports to managers on variances with advice to what is expected to address the issue;
 - (vii) Get targets for the disposal of retiring vehicles and identify those units that, through lack of care or preparation, have fallen short of the retained value expectation;
 - (viii) Record details of accidents/ incidents so as to provide ready identification, with other excess costs, those drivers that through counseling, may contribute to a reduction in the running costs of the fleet;
31. Responsible to ensure that all appropriate vehicle licenses are renewed as required by the Road traffic Act;
 32. To determine whether a post accident/incident repair inspection should be carried out before the vehicle is accepted back into the fleet;
 33. To aggressively pursue claims against the manufacturer for re-imburement of costs caused through the failure of a component apparently defective at manufacture, and against repairs for faulty workmanship;
 34. For the management and control of any fleet assets that are not permanently allocated to a department which are to be consolidated into a centralized fleet pool, factors to be taken into account including geographical factors, potential shared use of assets and existing utilization statistics;
 35. To allocate a pool vehicle to a staff member on the authority of a HOD;
 36. To keep the following pool vehicle usage records:
 1. To require the driver of a pool vehicle to record the condition of the vehicle as it leaves the pool location;
 2. To record the precise time, date and the odometer reading at the time the vehicle is issued;
 3. To record the precise time, date, odometer reading and condition of the vehicle at the time the vehicle is returned to the pool location;
 4. To record any further relevant information as he deems to be

necessary;

37. To hold separate oil company pins or tags for pool vehicles, making these available to council drivers as required and keeping any records relating hereto as may be required by him/her;
38. To approve use of rental vehicles when pool vehicles are otherwise not available;
39. To ensure that the fleet is properly registered and insured at all times;
40. To produce, for the use of Fleet Management Committee, separate reports as required, to include the following:
 1. Monthly Business Unit Report providing full detail of the cost of running the council's fleet;
 2. Department by department Exception Report indicating any action to be taken on variances identified;
 3. Vehicles overdue for service or re-registration renewal;
 4. Replacement Report;
41. To advise the relevant department relating to a replacement vehicle in circumstances in which a vehicle is off the road for longer than anticipated owing to additional repair or maintenance work to be undertaken on the vehicle allocated to it;
42. To issue to each user department sufficient handbooks for drivers, such Log books to detail the responsibilities of the driver are in so far as the vehicle allocated;
43. To provide a pool vehicle facility for the user department where casual users can have access to vehicles should they require one;
44. To manage and operate the pool vehicle facility;
45. To inspect all vehicles, plant and equipment at any time;

1.3.2 The Fleet Management Committee:

The composition of the committee will be The CFO, all Section 56 managers (second line function managers, the Fleet Management Officer, Internal Auditor and the Manager: Legal Services

Their roles include the following:

1. To ensure that The Fleet Management Officer; HODs, vehicle custodians, and users adhere to the policy and instructions detailed herein or any amendment hereto;

2. Assist The Fleet Management Officer when required with any of his responsibilities and monitor his performance;
3. To develop policies and procedures, as required, for the economic acquisition, operation, disposal and administration of the fleet, and any budget requirements relating hereto;
4. In conjunction with The CFO; The MM, to review the cost of operation of the fleet so as to enable HODs/ The Fleet Management Officer to address excess cost variances as identified by departments and/or the Fleet Management Officer;
5. To periodically review all authorized vehicles (and plant and equipment) forming part of the fleet;
6. Determine, for consideration by council, vehicle/ plant hire rates;
8. To assist with the preparation of budgets relating to plant/vehicle hire accounts;
9. To promptly address any operating cost variances;
10. To work with The Fleet Management Officer/ HODs to ensure the Council Fleet is maintained in an operationally safe and efficient condition at all times and at a minimum cost;
11. Issue pool fleet vehicles to properly authorized persons and maintain appropriate pool usage records.
12. Administer any fuel contracts, including authorizing the issue of fuel and oil vouchers via The Fleet Management section.
13. Maintain record of driving License details for each staff member requiring the allocation of a Council vehicle either on permanent allocation or temporary use of a pool vehicle with the assistance of The Fleet Management Officer.
14. Provide budget estimates for vehicle replacements and fuel maintenance costs.
15. The design, documentation, administration and enforcement of policies including standing instructions and procedures in respect of fleet management and the regular review thereafter;
16. Recommendation to the Supply Chain Management Committee regarding the acquisition of fleet assets after evaluating the requirements of the Council based on the motivations and feasibility studies prepared by the HOD, Fleet Management Officer, and/or fleet

users. This includes the replacement of uneconomical fleet assets, the purchase of additional fleet assets and establishing lease and/or hiring contracts;

17. To monitor and compare the utilization of fleet assets against corporate norms and standards (benchmarks) as determined from time to time. Negative deviations are to be reported, followed up and corrected on a continuous basis by relocation or alienation of fleet assets;
18. To determine utilization benchmarks of fleet assets as a percentage of the period actually used against the period available and ready for service; and/or the distance/hours covered/applied against the norm set for that class fleet asset depending on application;
19. To withdraw fleet assets from service when they approach the end of their functional life and to transfer/replace and/or scrap the fleet asset concerned to the best advantage of the fleet user and the Council;
20. To administer rental contracts for the provision of fleet assets from the private sector and drivers/users or operators where applicable, as required by the user department, to execute major capital projects from start to finish;
21. To establish efficient and economic administrative routines that adequately meets the management requirements for the fleet. Fundamental to this objective is to ensure that only one complete set of fleet information records are maintained which will be under the control of the Fleet Management Officer; HOD;
22. To receive and consider separate reports from the Fleet Management Officer and HOD; containing, at least, the following information:
 1. Monthly Business Unit Report providing full detail of the cost of running the section; fleet;
 2. Section Exception Report indicating the action to be taken on variances identified;
 3. Vehicles overdue for service or re-registration/ renewal;
 4. Replacement Report;
23. To decide on the purchase or sale of a fleet asset to the advantage of the council under circumstances deemed necessary by The Budget and Treasury Department;

1.3.3. The Vehicle Custodian/User/Driver

NOTE: The Vehicle Custodian/User/ Driver is the person to whom a Council Vehicle has been allocated for permanent or temporary use or the manager upon whom responsibility rests for the control over the safekeeping of Council vehicle/s when such vehicle is not in use.

1. Responsible for the care, security and preservation of the Council vehicle/s, whilst such vehicle is assigned /allocated to him;
2. Accountable for the determination of their needs (size and composition) of the fleet in respect of the desirability, affordability, operation and utilization thereof to provide the level of service delivery as required by the municipality;
3. To ensure that the vehicle allocated/assigned to him or to be used by him is fully roadworthy and functional;
4. Not permitted to utilize council vehicle to travel to his place of residence without authority of his Departmental Head;
5. Responsible for ensuring that he is in possession of all necessary authorization documentation prior to his use of any vehicle allocated to him;
6. Responsible for reporting any damage caused to any vehicle allocated/assigned to him for whatsoever cause and for correctly reporting any accident he or the vehicle is involved in, to the appropriate HOD and relevant Authority (SAPS);
7. Are collectively responsible for the proper use, care and condition of council vehicles which extends to the maintenance and roadworthiness of each vehicle;
8. Shall ensure that the fleet assets in their possession or under their control are utilized to its full potential and for the purpose for which they were acquired;
9. Shall ensure that fleet assets are operated in terms of any formal policy regulating the conduct of drivers and operatives;
10. Are required to comply with all laws of the road and parking restrictions;
11. Are responsible for any traffic or parking infringements;
12. Is responsible for compliance with section **2.7 of**

this policy in its entirety and Annexure K (Vehicle accidents/incidents and reporting);

13. Is responsible for compliance with section **2.8 of this policy unless where otherwise stated (Care and Security of Vehicles);**
14. Is responsible for compliance with section **2.9 of this policy in its entirety. (License to drive Council Vehicles);**
15. Is responsible for compliance with section **2.10 of this policy unless where otherwise stated. (Obtaining Service and Repairs to Council vehicles);**
16. Is to ensure that the vehicle that they are driving is, at all times, properly registered (licensed) as the driving of an unlicensed vehicle is an infringement of the law for which the driver will be held responsible. See also section 7.2.1 of this policy;
17. Is to be aware of and comply with section 9 of this policy unless where otherwise stated. (Service and Maintenance). See section 9.2.2 and Annexure E for a checklist of essential items;
18. Are to ensure that they are in possession of the appropriate fuel pin/tag for the refueling of vehicles if they are to travel distances which are further than the tank range of the vehicle to be used by him/her;
19. Is responsible for checking that tyres are inflated to the specified tyre pressure;

1.3.4 Head of Department

1. Shall be responsible for the misuse and/or abuse of fleet assets in their possession or under their control;
2. Shall obtain authority for the expenditure of council funds to service and repair fleet assets under their control;
3. Are required, prior to committing funds, to validate said fund against records of past repairs, the distance the vehicle has traveled, technical knowledge of the vehicle, manufacturers and repairs warranties, replacement policy and any information provided by the driver;
4. Are to verify the cost of all work before the repair authority is issued;

5. Shall produce for the use of Fleet Management Committee, separate reports as required, to include the following:
 1. Monthly Business Unit Report providing full detail of the cost of running the departments fleet;
 2. Section/Departmental Exception Report indicating the action to be taken on variances identified;
 3. Vehicles overdue for service or re-registration renewal;
 4. Replacement Report;
 5. Is to advise the Fleet Management Officer to renew vehicle licenses and does not mitigate the responsibility of each custodian to ensure that an unlicensed vehicle is not driven;
 6. To ensure compliance with the provisions of section 8.3(Accident/ Incident Repairs) of this policy in so far as these apply to HODs;
 7. Will authorize the Fleet Management Officer to allocate a pool vehicle to a staff member as and when required;
 8. Will advise The Fleet Management Committee on a quarterly basis of all traffic violations issued in respect of each allocated vehicle;
 9. Will ensure that vehicles under their control are available for servicing when the service becomes due;
 10. Must provide the Fleet Management Officer with a schedule showing the various drivers in their department and the license type/code which they are eligible to drive, including any Professional Driving Permits, and details of the vehicle allocated to each driver, and of any changes thereto;
 11. Will be responsible for any disciplinary matters that are attributed to any driver under their control;
 12. Shall be responsible for the renewing of any Professional Driving Permits in respect of drivers under their control;
 13. Will ensure that all drivers under their control are fully

trained and licensed to operate/drive a council asset allocated to them;

14. Will ensure that accidents are reported to the appropriate authorities within 48 hours and that any investigations required are carried out expeditiously;

15. Will be responsible for the allocation/utilization of vehicles within their department and the administration processes regarding internal charge outs for their department;

16. To investigate any unexplained breakdowns as envisaged in section 9.6 in conjunction with the Fleet Management Committee.

1.3.5 Municipal Manager

The Municipal Manager is fully accountable for all the vehicles under the council, be it hired, owned or under the council for various reasons.

The Municipal Manager is the vehicle licensing proxy for the Nyandeni Local Municipality and will be responsible for the appointment of vehicle licensing representatives

1.3.6 Fleet Management Committee

NOTE: A Monitoring Committee will be convened by The Chief Financial Officer (CFO) as required. The composition of the committee will be all Section 56 managers (second line function managers, the Fleet Management Officer, Internal Auditor and the Manager: Legal Services. The committee will be chaired by The CFO that will also provide the committee support.

User departments shall be responsible for the misuse and/or abuse of fleet assets in their possession or under their control.

Primary functions of Fleet Monitoring Committee

The Fleet Management Committee will meet monthly and its main functions will be inter alia the following:-

1. Serve as a basis to establish sound interaction between fleet users (User Departments) and Fleet Manager to promote a mutual understanding of fleet management, issues to the advantage of all stakeholders concerned;
2. Strive to establish a standardized information management

system on fleet utilization and availability;

3. Continuously strive to standardize types of vehicles, equipment and machinery for similar functions across the various departments;
4. Lay down corporate policies to promote efficient utilization of vehicle, equipment & machinery in Nyandeni Local Municipality;
5. Continuously seek means to obtain the necessary funds to acquire vehicles
6. Monitoring of compliance of this policy by anyone involved with the use of driving, operation of, maintenance or safekeeping of any fleet vehicle, equipment or machinery;
7. Investigation of any incidents of breaches of this policy by anyone involved with the use, driving, operation of, maintenance or safekeeping of any fleet vehicle, equipment or machinery and recommendation relating to disciplinary action to the appropriate HOD, in conjunction with the M.M or HOD;
8. To ensure that vehicles are replaced in general accord with the replacement schedule contained in section 2.13.1 of this policy;
9. To perform the functions of the Accident Review Committee as envisaged in section 8.4 and 8.5 of this policy;
10. To investigate any unexplained breakdowns as envisaged in section 9.6 in conjunction with the relevant HOD;

CHAPTER TWO

FLEET MANAGEMENT

2. INSTRUCTIONS TO VEHICLE CUSTODIANS/USERS/DRIVERS

2.1 The Council Fleet

2.1.1 Council vehicles are provided to certain employees in order that they may better perform their duties, generally referred to as tool of trade vehicles.

2.1.2 The availability of fleet assets owned or under lease shall be optimized on a regular basis. Fleet Management endeavors to maintain the fleet in an effective, efficient and economic manner over its economic useful life and, if circumstances warrant it, arrange for the renting of a substitute to maximize the availability to the user department.

2.2 Responsibility for Control of vehicle usage

2.2.1 Managers and vehicle custodians have a collective responsibility for the proper use, care and condition of Council Vehicles. This responsibility extends to the maintenance and roadworthiness of each vehicle.

2.2.2 Utilization by User Departments

1. Fleet user shall ensure that fleet assets in their possession or under their control are utilized to its potential and for the purpose for which they had been obtained,
2. Fleet assets shall further be operated in terms of a formal policy which regulates the conduct of drivers and operators;

2.3 Use of and Garaging of Council Vehicles at Private Addresses

2.3.1 Council vehicles must normally be garaged at the municipal premises (Libode and Ngqeleni)

2.3.2 An employee, who has been allocated a Council vehicle for his/her use may apply for permission to garage the vehicle at his/her private address, provided he/she can accommodate it within the cartilage of the property and only under the

following conditions:

1. When he/she is on 24 hour call; or
 2. When he/she is required to work weekends, outside normal working hours; or
 3. When the distance from his/her home to the work site is less than the distance from the office to the work site;
- 2.3.3. In cases when standby duties necessitate an employee being allocated a vehicle overnight in order to perform this function, any waiving of the garaging requirements must be authorized by the relevant Head of department.
- 2.3.4 In all cases, application in writing should be made by the relevant Supervisor/Manager to the HOD concerned for authority to garage the vehicle at the employee's home. Any queries to the required procedures should be referred to the Fleet Management Officer.
- 2.3.5 The time spent in traveling to and from work and home in Council vehicles on normal working days, does NOT form part of the working day and would generally not qualify for overtime payment outside normal working hours.

2.4 **Conveyance of Private Persons/ Goods in Council Vehicles**

- 2.4.1 No person other than Municipal employees in the course of the business of the Council may normally be conveyed in Council Vehicles. If in doubt as to whether the purpose of the trip will be regarded as official business, clarification is to be sought beforehand.
- 2.4.2 If the trip cannot be so regarded, the HOD may, in his/her discretion, approve the trip, provided the necessary indemnity and Waiver forms protecting the Council from any claim for injury or damage which may be suffered by private passengers, have been completed.
- 2.4.3 Private goods with the exclusion of personal effects may not be transported in Council/hired vehicles, even where the vehicle does not deviate from its intended route. Private property carried in a Council/hired vehicle should be restricted to the personal effects which may be needed by the occupants during the course of the day on which the trip is made, e.g. Raincoats and reasonable refreshments for the day.
- 2.4.4 In the event of it being established that Council vehicles have been used for reasons other than the aforementioned,

the cost of lost time and transport will become surchargeable and will result in disciplinary action.

2.5 Conveyance of Employees in Open vehicles

- 2.5.1 The relevant regulation regarding the carrying of passengers in goods vehicles, now applies to all persons being carried in goods vehicles, whether in the course of their employment or not, except persons being carried for the purpose of refuse removal.
- 2.5.2 The definition of a goods vehicle is a motor vehicle designed or adapted for the conveyance of moveable property on a public road, and includes a mechanical horse.
- 2.5.3 The portion of the vehicle in which such a person is carried must be enclosed with suitable material to height of at least 350 mm above the surface upon which person is seated (if such person is seated) and at least 1250 mm above the surface of which such person is standing (if person is standing).
- 2.5.4 Furthermore, no person shall drive a goods vehicle while passengers are being conveyed in the goods compartment thereof at a speed exceeding 80 km/h (subject to prevailing speed limits).
- 2.5.5 It is the responsibility of the driver of the vehicle to ensure that his/her passengers are confined to the safety of the vehicles and, when the height of the enclosed area is limited to 350 mm (seated passengers), he/she must instruct them to remain seated while the vehicle is in motion.

2.6 Compliance With Road Traffic Act and Other related Laws

- 2.6.1 Drivers/Users of all Council Vehicles are required to comply with all laws of the roads and parking restrictions.
- 2.6.2 Under no circumstances will the Council be responsible for traffic or parking infringements.
- 2.6.3 Where infringement notices are received, the Council will require the offending driver to immediately pay the full amount to the relevant issuing authority.
- 2.6.4 When required, the Council will make available to the authorities the detail of the staff member last known to be in possession of the Council vehicle at the time of the offence occurring.

2.7 Vehicle Accidents/Incidents and Reporting

- 2.7.1 An accident to a Council vehicle and/damage to some other property caused by the Council vehicle, no matter how slight shall be reported through existing structures.
- 2.7.2 All Council drivers are required to comply with the laws relating to reporting accidents/incidents to the South African Police Services (SAPS).
- 2.7.3 Under no circumstances is responsibility for the accident/incident to be admitted.
- 2.7.4 Drivers are to report the accident/incident to the Fleet Management officer and their HOD by the fastest means and as early as possible after the accident/incident.
- 2.7.5 Where drivers receive notice that the SAPS is to proceed against them as the consequences of the accident/incident, the details are to be provided to the Fleet Management Officer and their HOD.
- 2.7.6 Every accident/incident report requires the driver concerned to complete an accident/incident report form. The Fleet Management on receiving this report may determine to review the accident/incident with the driver involved and the driver's manager. The findings of this review are to be passed to the relevant HOD.
- 2.7.7 The Council's stance with regard to accidents/incidents is as follows:
 - a. when the vehicle is being used on Council business, the Council pays;
 - b. where the use of intoxicating liquor or narcotic drugs is proven by South African Police Services (SAPS), the driver pays;
 - c. Where a person other than a Council staff member drives the vehicle, the vehicle custodian is responsible.

2.8 **Care and Security of Vehicles**

- 2.8.1 The Fleet Management Officer's responsibility is to ensure that all Council vehicles are maintained in accordance with manufacturers maintenance schedules and that other repairs identified are attended to without delay. Underlying this requirement is the proper preservation of the Council's assets.
- 2.8.2 Custodians are responsible for the cleanliness and washing of vehicles.
- 2.8.3 Where vehicles are fitted with fire extinguishers, drivers

are to familiarize themselves with the proper use thereof.

2.8.4 It is the responsibility of each vehicle custodian to ensure that vehicles are properly secured at all times. Where alarms are fitted or steering/gear locking bars provided, they are to be put to proper use when the vehicle is left unattended.

2.8.5 As part of the requirement to preserve the Council asset it is expected that all vehicles will be stored in under-cover garages/ carports overnight, where such structures are provided.

2.9 License to Drive Vehicles

2.9.1 License to drive any vehicle is controlled by legislation in each South African Province and only drivers in possession of a full valid License issued by one of the Authorities is permitted to drive a Council motor vehicle.

2.9.2

(1) All employees who are called upon or required by virtue of their designation (job) to drive a Municipal vehicle must have the appropriate valid driver's license.

(2) It is the official's responsibility to ensure that his/her license is renewed and submit a copy of the updated license to the Human Resources Department and Fleet Management officer.

2.9.3 Professional Drivers Permit Requirements (PrDP) - refer to Annexure K on Page **

2.10 Service and Repairs to Council Vehicles/Plant

2.10.1 It is the fundamental responsibility of each vehicle custodian to ensure the allocated vehicle/plant is maintained in an operationally safe and efficient condition at all time.

To meet this responsibility, custodians are to ensure that their allocated vehicle is maintained in accordance with the maintenance schedules laid down by the vehicle manufacturer.

2.10.2 Authority for the expenditure of Council funds to service and repair the Council fleet is vested with the appropriate Head of Department.

2.10.3 HOD's are required, before funds are committed, to validate such funds against record of past repairs, the distance the vehicle has traveled, technical knowledge of the vehicle, manufacturers and repairers warranty, replacement policy and the information provided by the driver.

- 2.10.4 HODs are to verify the cost of all work before the repair authority is issued.
- 2.10.5 Where the work requirement as identified by the driver is other than routine servicing, then the driver should first discuss the matter with the Fleet Management Officer before the vehicle/plant is taken for repairs.
- 2.10.6 A schematic of the routine for authorizing and recording repair detail and costs is given at Annexure B.

2.11 **Re-Registration responsibilities**

- 2.11.1 The Fleet Management Officer is responsible for administering the re-registration of Council vehicles.
- 2.11.2 Each Council driver is to ensure that the vehicle they are driving is at all times properly registered. Driving an unlicensed vehicle will constitute an infringement of the Road Traffic Regulations, for which the driver will be held responsible.

2.12 Fuel Purchase and Administration

- 2.12.1 To provide efficient and economic administration of the fuel usage, The Fleet Management Officer will arrange for each vehicle custodian to be issued with a petrol card.
- 2.12.2 When making each fuel purchase, the vehicle custodians are to ensure that the attendant records the vehicle odometer reading on the relevant document.
- 2.12.3 The Fleet Management Officer will receive from the oil company details of fuel purchases on an electronic format and process to the individual vehicle fuel record and cluster/unit.
- 2.12.4 A fuel consumption calculation will be made each month and matched to the existing standards as per manufacturer. Where an excess is apparent, the manager concerned will be informed with advice from The Fleet Management Officer as to what is likely to correct the problem.

2.13 **Vehicle Replacement**

- 2.13.1 Vehicles are replaced in terms of Council's replacement schedule and generally not before the expiration of the periods as indicated in hours/kilometers/years as set out hereunder in the replacement schedule.

TYPE	KILOMETERES	REPLACEMENT CYCLE
Cars, LDV_s Vans	200 000 kms	5 years
Motorcycles	75 000 kms	2 years
Trucks and compactors	Dependent on usage and condition	10 years
Trailers	Dependent on usage and condition	10 years
Other Specialised vehicles	Dependent on usage and condition	To be determined

For Kilometres and Replacement Cycle, the Municipality will use whichever comes first of the two

2.13.2 Before retiring vehicles are presented for appraisal, it is the responsibility of each custodian to thoroughly clean the vehicle and to ensure that all tools/spare tyres, etc. are placed in the vehicle concerned.

FLEET MANAGEMENT

3. VEHICLE SELECTION, ALLOCATION AND ACQUISITION

3.1 Vehicle Selection Policy

3.1.1 The policy is to keep the number and type of vehicles in the fleet to a minimum and, with good management practices, ensure that all units are utilized to the maximum extent.

3.1.2 Vehicles are purchased in accordance with 2.13 above and on reaching any these parameters, the general condition of the vehicle is to be considered and, if the Council will not be disadvantaged, the term may be extended by the Fleet Manager.

3.2 Standardization of Fleet Asset/Optimal Fleet size

3.2.1 There are no standard vehicles in the Council's fleet.

3.2.2 The fleet must be standardized as far as practical and possible within the constraints of the financial regulations. Mechanisms to reach this objective include limitations on the classes and the purchase of makes.

3.3 Vehicle Acquisition Approvals

3.3.1 Vehicles may only be purchased in accordance with a pre-determined entitlement for a defined position as determined by the User department.

3.3.2 Acquisition of Fleet Asset

Fleet assets of an appropriate quality must be acquired (purchased, leased or hired) on a corporate basis by HOD_s at the best possible price following a proper needs assessment and taking into account all expected costs over the economic useful lives of assets.

3.4 Purchase and Disposal

3.4.1 Generally vehicles are purchased as a replacement of a retiring vehicle. However vehicles will be purchased and auctioned separately where circumstances as judged by Fleet Management Committee will be advantageous to the Council.

3.4.2 Before delivery is accepted, the detail of the order placed with the

dealer is to be checked in every aspect against the vehicle being delivered. During this check care is to be taken to identify any deficiency in the high standard of vehicle preparation expected by the Council

CHAPTER FOUR

FLEET MANAGEMENT

4. OPTIONAL EQUIPMENT, ACCESSORIES AND COLOUR OF VEHICLES

4.1 General Policy

4.1.1 The organization will usually purchase vehicles with standard equipment and accessories. Exceptions to this rule may be approved by the HOD where the case stated by the Head indicates that the work role will be improved or some other benefit will flow to the Council from the non-standard component.

4.2 Transmission

4.2.1 All Council vehicles are to be purchased with manual transmission unless otherwise requested by the User department.

4.3 Air Conditioning

4.3.1 Usually air conditioning is that specified by the manufacturer. If a non-factory air conditioning is to be supplied, it must be according to SABS standards

4.4 **Mobile Telephones**

4.4.1 Mobile telephones may not be fitted to Council vehicles except with the approval of the Municipal Manager.

4.4.2 The details of the car phone fitted to SABS standards are to be provided to the Fleet Manager and will become the responsibility of the user.

4.5 **Vehicle Colour**

- 4.5.1 Unless specifically excluded, all commercial vehicles are to be painted in the corporate colour and design that has been approved by the Council.
- 4.5.2 Colour selection for cars is at the discretion of the HOD

CHAPTER 5
FLEET MANAGEMENT

5. USE OF PRIVATE VEHICLES

5.1 General Policy

- 5.1.1 As a Policy, the use of private vehicles on Council business is not permitted unless approved by the Municipal Manager
- 5.1.2 The Council will not be liable as a consequence of the employee using their private vehicle on Council business.
- 5.1.3 To avoid any difficulties in this area, it will be necessary that the employee provides evidence that the private vehicle is covered by full comprehensive insurance.

CHAPTER SIX

FLEET MANAGEMENT

6. ADMINISTRATION

6.1 General Policy

- 6.1.1 Efficient and economic administrative routines are to be established that adequately meet the management requirements for the fleet. Fundamental to this objective is to ensure that only one complete set of fleet information records are maintained and these will be under the administrative control of the Fleet Management Officer & Head of Department.

6.2 Fleet Information System

6.2.1 Fleet Management Information

In order for departments utilizing fleet assets to collect, collate and analyze essential fleet management information, the Council shall provide affordable resources (personnel and equipment) to enable them to achieve this objective. The respective departments shall budget for their respective needs to provide the above resources.

6.2.2 Computer Assisted Management Information System

The above shall be pursued in a uniform, effective, efficient and economic manner by making use of a computer assisted management information systems (incorporating an electronic fuel dispensing and control system).

6.2.3 The Fleet Management Officer will manage the maintenance of the fleet information system. The system will be required to:

- a) record repair history detail for each vehicle to assist in validating work requests and to identify excess variances against established standards;
- b) record the detail of fuel usage for each vehicle and identify excess variance against established standards;
- c) record monthly odometer readings for each vehicle and identify vehicles that are overdue for service, registration and replacement;
- d) record the detail of days that a vehicle is not available for usage;
- e) produce budgets for capital expenditure and operating costs;
- f) provide reports to managers on variances with advice as to what is expected to address the issue, where ever possible;
- g) set targets for the disposal of retiring vehicles and identify those units that, through lack of care or preparation, have fallen short of the retained value expectation.

6.3 Reports

6.3.1 The Fleet Management Officer and HODs will produce separate reports for the use of Fleet Management Committee, which reports are to include the following:-

- a) Monthly Business Unit Report providing full detail of the cost of running the Sections fleet
- b) Section Exception Report indicating the action to be taken on variances identified
- c) Vehicles overdue for service or re-registration renewal
- d) Replacement Report

FLEET MANAGEMENT

7. REGISTRATION

7.1 Renewal

- 7.1.1 The Fleet Management Officer is responsible to ensure that all appropriate vehicle licences are renewed as required by the Road Traffic Act.

FLEET MANAGEMENT

8. INSURANCE, ACCIDENT/LOSS REPORTING, DAMAGE AND REPAIR

8.1 **Responsibility of insuring fleet vehicles:**

8.1.1 While the determination of adequate insurance cover and administration of accidents/incidents is the responsibility of the Fleet Management Officer, details of accidents/incidents is to be contained within the fleet management information system so as to provide ready identification, with other excess costs, those drivers that through counseling, may contribute to a reduction in the running of the fleet.

8.1.2 The Fleet Management Officer is to review the accident/incident claim form information with the assessor for the General Insurance Fund and the information concerning the incident is to be reported to The CFO.

8.3 **Accident/Incident Repairs:**

8.3.1 In the cases where the vehicles remains drivable after an accident/incident, the responsible The Fleet Management Officer is to arrange for repair costs to be obtained and passed to the relevant official in Budget and Treasury.

8.3.2 In cases where the vehicle is not drivable then The Fleet Management Officer will arrange for the vehicle to be towed to the nearest Depot.

8.3.3 The Fleet Management Officer is to inform the CFO via his/her HOD to request a repair order when the repairs can proceed, the detail of which is to be recorded in the vehicle history record.

8.3.4 The Fleet Management Officer is to determine whether a post accident/incident repair inspection should be carried out before the vehicle is accepted back into the fleet.

8.4 Accident Reviews

Accident reviews will be undertaken by the Fleet Management Committee, which is to include a Union representative if requested by any employee being reviewed

8.5 Reports to the Municipal Manager: Municipal Fleet

8.5.1 The Fleet Management Committee Chairperson is to submit a report to The Municipal Manager; the report will contain details of the findings of each review. The report is to include history, detail of any earlier incidents involving the person under review, and

what steps are to be taken or are recommended as a result of the review.

FLEET MANAGEMENT

9. SERVICE AND MAINTAINANCE

9.1 General Policy

- 9.1.1 The custodians of Council vehicles are primarily responsible to ensure the vehicle allocated to them is, for the safety of drivers and passengers, in a roadworthy condition at all times and is kept clean throughout, so as to reflect the good image of the council.
- 9.1.2 HODs, vehicle custodians and The Fleet Management Officer are each to monitor fleet vehicles to ensure that this policy objective is achieved.

9.2 Preventative Maintenance & Service Schedule

- 9.2.1 Preventative maintenance starts with the vehicle custodian. Vehicles are not likely to give problems if vehicle custodians carry out some regular checks and report, strange noises, or running problems to their immediate supervisor.
- 9.2.2 For vehicle custodians, the following is a list of checks that should be carried out at least each day, reporting any apparent problems to their immediate supervisor:
- a. Check Proper Operation of:
 - 1) headlights, high/low beam
 - 2) parking, stop, reversing lights
 - 3) traffic indicators
 - b. Check Levels of:
 - 1) brake/clutch fluid
 - 2) automatic transmission fluid (with engine running)
 - 3) power steering fluid (with engine running)
 - 4) engine coolant (do not remove pressure cap if vehicle engine is hot)
 - 5) windscreen washer
 - c. Inspect hoses for leaks, Check:
 - 1) tyre pressures
 - 2) spare tyre, tools/jack
 - 3) windscreen for cracks/chips
 - 4) windscreen wiper operation

d. Generally Scrutinize Vehicle for Damage

9.3 **Authorizing Service and Repairs**

9.3.1 Fundamental to the good care and preservation of the Council asset is the regular service of each vehicle in accordance with the recommended schedule provided by the vehicle manufacturer.

9.3.2 Supplementary to this is the attention to apparent mechanical problems as they come to notice.

9.3.3 The costs of servicing and repairs can only be properly assessed if consideration is first given to:

- a) the warranty conditions provided by the manufacturer
- b) the service repair history for the vehicle
- c) the faulty workmanship liability of the repairer
- d) the distance the vehicle has traveled
- e) the age of the vehicle
- f) the Council replacement policy

9.3.4 Under normal circumstances the responsibility for issuing authority to perform service, repairs, replacement or modify vehicles is vested in the department.

9.3.5 If a vehicle has been cared for as described in this policy, then events outside normal working hours should not occur. In circumstances that do occur outside normal working hours, the custodian is to contact their supervisor for assistance.

9.4 **Individual Vehicle History Records**

9.4.1 The Fleet Management Officer will maintain all repair cost detail, fuel usage, utilization electronic generated Fleet Management Information within individual vehicle records. These records are required to produce essential fleet management information reports.

9.5 **Warranty Claims**

9.5.1 The Fleet Management Officer is to aggressively pursue claims against the manufacturer for reimbursement of costs caused through the failure of a component apparently defective at manufacture and against repairers for faulty workmanship.

9.6 **Breakdowns**

9.6.1 An unexpected breakdown is usually as the consequence of the failure of either the custodian not fully carrying out fortnightly checks or the workmanship failing to carry out a service to the high standard demanded by Council. Instances of this nature are to be thoroughly investigated by the relevant HOD and appropriate action taken.

9.6.2 In the event of a breakdown, the custodian is to make immediate contact with their manager or, when outside business hours contact the after- hours telephone centre. As it is most unlikely that major repair work can be carried out until normal working hours, the vehicle must be secured.

9.7 **Vehicle Body Repairs**

9.7.1 All repairs are to follow the normal Nyandeni Local Municipality Supply Chain Management Policy and in the event of an accident be attended to only once authority has been obtained from the Chief Financial Officer, or his representative.

10. **VEHICLE POOL**

10.1 General Policy

10.1.1 A number of spare vehicles, referred to as the Pool Fleet, are to be at certain base stations for the use of staff members attending to Council business away from their usual place of activity.

10.1.2 Centralized Fleet Pool

Fleet assets that are not permanently allocated to a department shall be consolidated into a centralized fleet pool which will be managed and controlled by the Fleet Management Officer.

Factors taken into account include geographical factors, potential shared use of assets and existing utilization statistics.

10.2 **Use of Pool Vehicles**

10.2.1 The use of the Pool Fleet is to be strictly controlled and, under no circumstances are the vehicles to be assigned to individuals other than for the purpose intended.

10.2.2 Fleet Management Officer will allocate a Pool vehicle to a staff member on the authority of a Head of Department

10. **Pool Vehicle Usage Records**

10.3.1 The Fleet Management Officer will require the driver of the Pool vehicle to record the vehicle condition as it leaves and returns to the Pool location.

10.3.2 The Fleet Management Officer will record the precise time, date and the odometer reading at the time the vehicle is issued.

10.3.3 The Fleet Management Officer will record the precise time, date and odometer reading at the time

11. FUEL SUPPLIES

11.1 Issue of Petrol cards

11.1.1 Custodians of allocated vehicles will each be provided with a petrol card which is to be used for fueling Council vehicle only.

11.1.2 Under **no circumstances** the petrol card will be used for private or personal use.

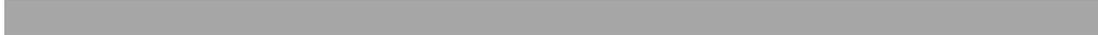
11.1.3 All petrol cards must be treated as cash and needs to be kept safe at all times and supposed to be locked of a drop safe when not in use.

11.1.4 At every refueling it will be necessary for the vehicle custodian to provide to the fuel station attendant the odometer reading.

11.3 Fuel Usage Reports

11.3.1 The Fleet Management Officer will prepare a report that compares individual fuel consumption against established standards.

11.3.2 The Fleet Management Officer will provide advice to custodians and HODs on action to be taken when excess consumption is noted.



12. **TAXIS AND RENTAL VEHICLES**

12.1 General Policy

12.1.1 As a principle, the use of taxis and rental vehicles is to be avoided.

12.2 Authorization and Monitoring

12.2.1 The HOD of the staff member using a taxi is to endorse the voucher required for payment or reimbursement.

12.2.2 The Fleet Management Officer is required to approve use of rental vehicles/plant only when Pool vehicles/plant is otherwise not available.

13.1 **PENAL**

Anyone involved in the use, driving, operation of, maintenance or safekeeping of, or as a passenger in, a fleet vehicle, fleet equipment or machinery, who is found to be in breach of any provision of this policy, may be charged with misconduct in accordance with the council's disciplinary procedures and relevant labour legislation, and/or sanctioned appropriately in accordance therewith.

13.2 **GENERAL**

Matters not covered or provided in this policy shall be determined at the discretion of the Head of Department or in terms of other approved council policies.

14. AMENDMENTS

From time to time amendments may be made in respect of this policy in which case it will be the responsibility of the HODs to ensure that the relevant amendments are cascaded to all their staff.