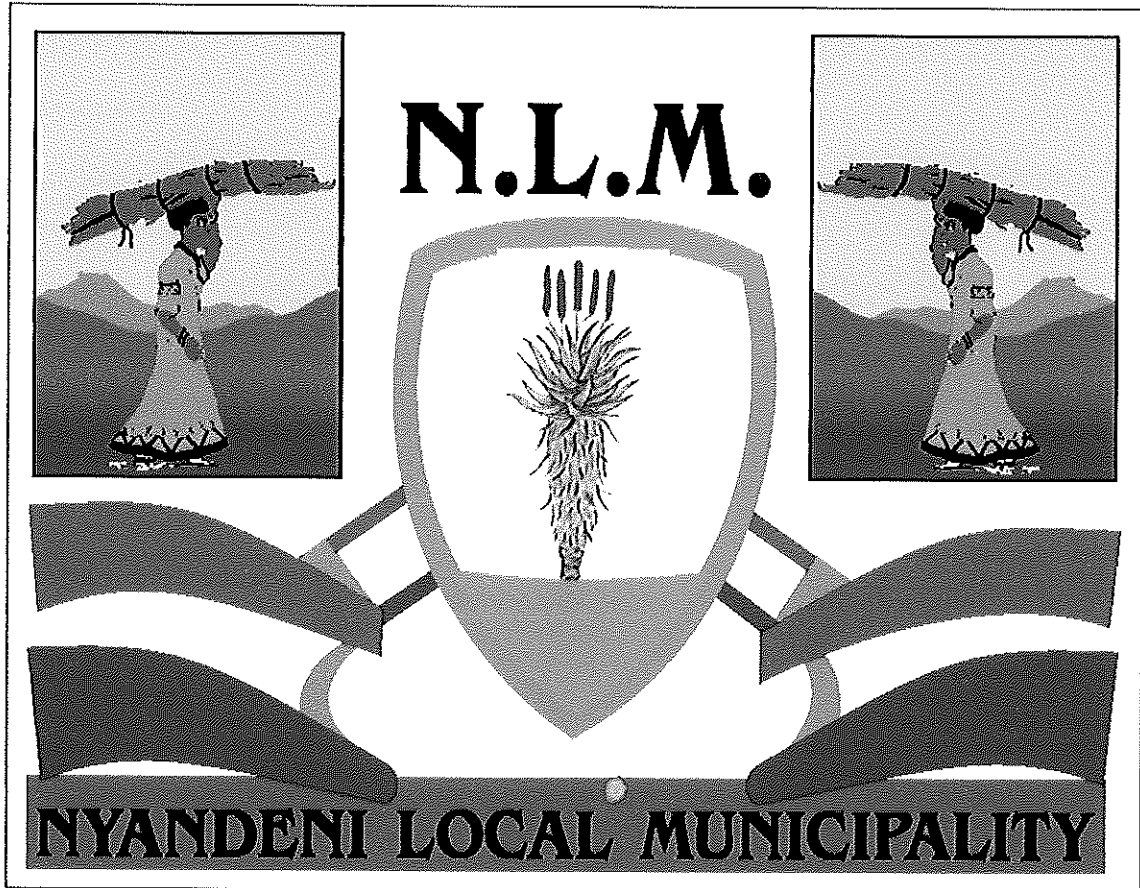


TRANSPORT POLICY



APPROVED BY:


MRS N. NOAMANDELA
MUNICIPAL MANAGER

DATE: 29 July 2013

APPROVED BY:


CLLR T. SOKHANYILE
MAYOR

DATE: 29 July 2013

1. PURPOSE

The purpose of this policy is to provide guidelines that will regulate the allocation vehicle allowance for essential users.

2. PREAMBLE

The Nyandeni Local Municipality is committed to efficient, effective and economic utilisation of its resources, i.e. human, physical and financial. In order to achieve this, the municipality believes that it has to provide its personnel with a motor vehicle scheme that will promote responsibility on their part and contribute to the economic utilisation of the limited resources.

In Chapter 14, Section 164 of the new Municipal Finance Management Act (MFMA), 2003, it states that any loans to employees are a forbidden activity.

3. OBJECTIVES

- 3.1 To promote efficient, effective and economic utilisation of municipal resources.
- 3.2 To provide the municipality with a framework that will be used in determining and allocating incentives to its employees.
- 3.3 To promote the culture of responsibility and accountability when utilising the resources of the municipality.

4. COVERAGE

This policy is intended to regulate the provisioning of the following.

- 4.1 Motor vehicle allowance for essential users.
- 4.2 Transport allowance in respect of the utilisation of private motor vehicles for official duties by certain qualifying employees of the Nyandeni Municipality.
- 4.3 Utilisation of the Mayoral car.
- 4.4 Transportation of councillors while on official business.
- 4.5 Use of public transport.
- 4.6 Use of hired vehicle.
- 4.7 Air travel.

5. GUIDING PRINCIPLES

- 5.1 The vehicle that has been purchased through the municipal essential user's allowance shall be used for official trips and must always be available to the official if he/she has to undertake an official trip.
- 5.2 The vehicle will be registered in the name of the official and he/she is expected to provide optimum care for the vehicle.
- 5.3 A private vehicle for which the owner/official a fixed monthly locomotion allowance must always be available for official trips by the same official.
- 5.4 Car allowance and running expenses shall be determined in terms of the Department of Transport rates, unless otherwise determined by the Council.
- 5.5 Car allowance will depend on the availability of funds and council's approval.

6. ESSENTIAL USERS' VEHICLE ALLOWANCE

6.1 Qualifying employees

- 6.1.1** All those employees whose nature of their job requires that they have a vehicle to pursue their daily work. These employees are expected to travel in excess of 600 km on a monthly basis.

6.2 Application

- 6.2.1** An application shall be submitted to the Department Head in a form of a letter. If the Department Head supports the application, he/she will forward the necessary motivation to the Municipal Manager.
- 6.2.2** The employee is entitled to choose between new and second hand vehicle. The second hand vehicle must not be older than 3 years.

6.3 Determination/Calculation of allowance

- 6.3.1** Benchmarked vehicles shall be allocated to each grade and shall be used as the basis for calculating allowance.
- 6.3.2** A fixed cost and running allowance shall be paid to all qualifying employees on the pay day of each month.
- 6.3.3** Running costs and travelling expense
 - 6.3.3.1** Participants of this scheme can claim back the fuel for official kilometres beyond 500 km monthly.
 - 6.3.3.2** Participants need to keep a log book where all the official trips are recorded in order to claim for official kilometres.
 - 6.3.3.3** The claims shall be submitted on the 15th day of the month to the Corporate Services Department.

6.4 Insurance

The official concerned must arrange a comprehensive insurance cover for the vehicle.

7. USE OF PRIVATE VEHICLES

- 7.1** Employees using their private vehicles for business (Municipality) purposes must get authorisation from their supervisors.
- 7.2** Claims made by employees in respect of use of their private vehicles must first get the signature of their supervisors.
 - 7.2.1** The claims must also be accompanied by a report of the trip
 - 7.2.2** Rates per km to be used as per Department of Transport

9. MUNICIPAL POOL VEHICLES

- 9.1 The management and utilisation of Municipal pool vehicles are covered extensively by the Nyandeni Fleet Management Policy.

10. THE MAYOR'S VEHICLE

- 10.1 A Mayoral vehicle shall be acquired by means of a special Council Resolution as recommended by the Transport Committee. This shall include its replacement, the type and amount.
- 10.2 Should the Mayor choose to accept the travel allowance, the Mayor's vehicle will only be used for ceremonial purposes.

11. TRANSPORTATION OF COUNCILLORS

- 11.1 Provisions contained in clauses 9 (use of private vehicles) and 12 (use of public transport) will also be used to cover councillors.
- 11.2 With regard to use of municipal vehicles the municipality is to make available a pool of vehicles (2 or more) for use by councillors.
- 11.3 The council shall pay a transport allowance in respect of the utilisation of the private transport in an official capacity.
- 11.4 In the case where a municipal driver is not available, any official of the Municipality who is allowed to municipal pool vehicles, may drive councillors in the course of their duty provided that the officer is available, has the approval of his/her supervisor and the trip is/may be quite relevant to his/her job profile.
- 11.5 All councillors may be provided with a travel allowance which should be equivalent to 25% of their salary.
- 11.6 Councillors making use of car allowance provided in clause 11.2 above cannot make use of pool vehicle and /or claim for public transport. Rates applicable for claims will be as section 9 above.

12. USE OF PUBLIC TRANSPORT

Where the use of public transport is authorised, the employee will be entitled to an amount not exceeding expenditure actually and necessarily incurred in order to meet the travelling expenses involved in making the forward and return journeys concerned, by means of the transport so authorised.

13. CAR HIRE

- 13.1 Where a car hire is required, the Municipal Manager and the Mayor may use the minimum of a 1.8 Litre Engine Vehicle.
- 13.2 All other managers and Councillors may use a maximum of 1.6 litre engine vehicle
- 13.3 All other employees not covered in clause 13.1 & 2above shall use a maximum of 1.4 litre engine vehicle.
- 13.4 Deviation from these provisions can be done after approval from the Municipal Manager has been obtained

14. AIR TRAVEL

14.1 When using air travel, all officials and members of the Nyandeni Council are to travel economy class.

14.2 The Mayor and the Municipal Manager may use business class.

15. APPOINTMENT OF A TRANSPORT OFFICER

The Municipality must appoint a Transport Officer who will be located at the Budget and Treasury Office whose responsibility will be the implementation of this Transport Policy. This official will report to the Chief Financial Officer with a dotted line to the Municipal Manager. The functions and responsibilities of the municipal transport officer are outlined in the Fleet Management Policy.