

2016/2017

KGATELOPELE LOCAL MUNICIPALITY

VEHICLE MANAGEMENT POLICY



KGATELOPELE LOCAL MUNICIPALITY

USE OF MUNICIPAL EQUIPMENT AND VEHICLES

1.1 INTRODUCTION

The Municipality is obliged to protect municipal assets from abuse, loss and damage.

Part 1: Municipal Fleet Management

The Municipal Manager shall appoint or designate an official for the purpose of the fleet management administration for the municipality.

1.2 OBJECTIVES

1.2.1 The objectives of this policy are-

- (a) To regulate the use of municipal vehicles;
- (b) To ensure that municipal vehicles are used in a safe and efficient manner in order to minimise abuse, loss and damage and decrease expenditure; and
- (c) To provide procedures for reporting and investigating abuse and loss of and damage to vehicles

1.3 DRIVER'S LICENCES

18.3.1 Every employee who is required to drive a municipal vehicle from time to time must furnish the Municipality with a certified copy of his/her driver's licence and every renewal thereof. Only the credit card type driver's licence is acceptable.

1.4 USE OF VEHICLES AND AUTHORITY TO USE VEHICLES

1.4.1 No employee may use a vehicle of the Municipality without the express prior approval of her/his immediate supervisor, Departmental Managers or the Municipal Manager.

1.4.2 Approval of a person to use a vehicle must be signified in writing in the logbook of the vehicle concerned.

1.4.3 Nobody may-

- (a) Authorise or permit an employee who does not have a valid driver's license to drive a vehicle of the Municipality;
- (b) Authorise or permit an employee who is apparently under the influence of a stupefying or intoxicating substance, including alcohol, to drive a vehicle or operate a machine of the Municipality;
- (c) drive a vehicle or operate a machine of the Municipality whilst under the influence of an intoxicating or stupefying substance, including alcohol, or any drug that induces drowsiness;
- (d) Use, or allow a municipal vehicle to be used for any purpose other than undertaking an authorised trip;
- (e) Use, or allow a municipal vehicle to be used by any person that is not an employee or councillor of the Municipality without the express prior approval of the Fleet Official;
- (f) Use, or allow a municipal vehicle to be used to transport persons other than employees or councillors of the Municipality without the express prior approval of the Fleet Officer;
- (g) Use, or allow a municipal vehicle to be used if that vehicle is not roadworthy or properly licensed and insured;
- (h) Use, or allow a municipal vehicle to be used for any purpose other than the purpose for which it was designed;
- (i) Use, or allow a municipal vehicle to be used to carry a heavier load than the load that it may safely carry according to the manufacturer's specifications;
- (j) Use, or allow a municipal vehicle to be used when that vehicle has some or other mechanical or electrical fault that may affect the safety of its users or that of other road users or pedestrians; and

- (k) Use, or allow a municipal vehicle to be used to transport employees of the Municipality from their residences/work to work/residences except with the express prior written approval of the Departmental Manager concerned.

1.4.4 The authorised user of a vehicle or machine-

- (a) Is responsible and accountable for the proper and safe use of the vehicle or machine she/he uses;
- (b) Must at all times comply with the prescribed traffic rules, including any speed limits that may be imposed;
- (c) Must before her/his journey or work commences, ensure-
 - (i) That the engine oil and water levels, including the water level of the window washer and battery is correct;
 - (ii) That the tyres, including the emergency/spare wheel, are correctly inflated;
 - (iii) That the tread on the tyres, including the spare/emergency wheel, is within legal limits;
 - (iv) That its windshield is clean and free of cracks and its wipers working properly;
 - (v) Its exhaust pipe does not have holes in it and is complete;
 - (vi) That the jack and tools necessary for jacking the vehicle up and to loosen and tighten its wheel nuts are in the vehicle;
 - (vii) That it has a valid and legible license; and
 - (viii) That it has enough fuel for the journey to be undertaken.
- (d) May use such vehicle or machine only in accordance with the manufacturer's specifications and the conditions of any warranty, if any;

- (e) May not authorise, permit or instruct any other employee, a councillor or member of the public to use a vehicle or machine assigned to her/him;
- (f) Whilst he/she is using a vehicle or machine undertake any other journey not stipulated in the trip authorisation except with the express prior approval of her/his immediate supervisor;
- (g) Transport any person who is not a councillor or an employee or any property that is not the Municipality's property or that of the user of the vehicle or machine or her/his passengers, if any;
- (h) Diligently complete the logbook of the vehicle or machine after finishing the journey;
- (i) Must switch off any lights and other electronic equipment, ensure that all windows and doors are properly closed and properly lock the vehicle or machine and when she/he leaves it; and
- (j) Immediately upon her/his return report any damage or mechanical and electronic problems experienced with the vehicle or machine during the journey.

1.4.5 The Official responsible for managing the Municipality's vehicle fleet must ensure that a logbook is supplied and maintained in respect of every municipal vehicle. Any employee who drives a municipal vehicle must properly complete the logbook before and at the end of each trip.

1.4.6 The Official responsible for managing the Municipality's fleet must ensure that an adequate supply of trip authorisation forms is available and that every departmental head has a supply of such forms. Departmental Managers must ensure that a trip authorisation form is completed for every trip.

1.5 VEHICLE ACCIDENTS AND DAMAGE TO VEHICLES LEFT UNATTENDED

1.5.1 The driver of a municipal vehicle that was in an accident must, immediately after the accident took place, call a police or traffic officer or request somebody else to make such call. If a police or traffic officer is not available, the driver must as soon as possible report the accident at the nearest police station and obtain the case (MR) number.

1.5.2 The driver of a vehicle may supply her/his particulars and that of her/his immediate supervisor to any person to whom she/he reports an accident and to any other person who may reasonably require such information.

1.5.3 Neither the driver of, nor any passenger in or on, a municipal vehicle that was involved in an accident may admit liability for that accident, neither may she/he make or receive any payment or offer of payment at any accident.

1.5.4 The driver of a municipal vehicle that was involved in an accident or that was damaged whilst left unattended must-

- (a) Obtain the names and contact details (including the work and residential addresses and telephone and mobile phone numbers) of any person who was a witness to the incident (if any);
- (b) Obtain the names and contact details (including the work and residential addresses and telephone and mobile phone numbers) of any person who was involved in the incident and who is not an employee (if any);
- (c) Obtain the vehicle registration numbers of every vehicle involved in the incident (if any);
- (d) As soon as possible after the incident, make a drawing of the scene where the incident took place, paying special attention to the landscape, type of road, incident related obstructive objects on or around the road, road make-up including any fencing and weather conditions at the time of the incident;
- (e) As soon as she/he arrives at her/his ordinary place of work, report the incident to her/his immediate supervisor and thereafter prepare and submit a written report explaining full details of the incident, including statements of any witnesses (if any) and passengers (if any);
- (f) Within twenty-four hours after the incident, ensure that the employee responsible for insurance claims completes the incident report form and
- (g) Submit any statements of witnesses and other relevant documents to her/him (if any);

- (h) Upon receipt of any summons, subpoena or notice to appear in a court in relation to the incident inform the employee responsible for insurance claims of that fact; and
- (i) Submit any notice or claim received from a third party or insurance company in relation to the incident immediately to the employee responsible for insurance claims.

1.5.5 The person responsible for insurance claims must, as soon as she/he completed the incident report form-

- (a) Make arrangements to and obtain a report on the mechanical condition of the vehicle;
- (b) Make arrangements to and obtain at least two quotations from different repairing agencies for the repair of the vehicle;
- (c) Make arrangements to and obtain the sales and trade-in values of the vehicle; and
- (d) Promptly submit an insurance claim.

1.5.6 The Official responsible for managing the Municipality's fleet-

- (a) Must investigate any accident involving a municipal vehicle and any damage sustained by a municipal vehicle left unattended and gather such documentary, photographic and other evidence as may be relevant;
- (b) May conduct an inspection of the scene where the incident happened;
- (c) May interview the driver, assessor, third party or any other person with information relevant to the incident;
- (d) May request witnesses to make written statements regarding the incident;
- (e) Must establish whether, on the face of it, the driver was on official business when the incident occurred;

1.5.7 The Fleet Official must, upon receipt of the report decide whether, on the basis of the report, disciplinary or any other appropriate action must be taken against the driver.

1.6 ADMISSION OR PROOF OF LIABILITY

1.6.1 The Municipality may deduct the amount of damage to a municipal vehicle which was sustained whilst an employee was in control of that vehicle from that employee's salary, if the employee-

- (a) Agrees in writing to the deduction; or
- (b) The damage occurred in the course of the employee's employment and was due to the fault of the employee;
- (c) The Municipality has followed a fair procedure and has given the employee a reasonable opportunity to show why the deduction must not be made; and
- (d) The total amount of the deduction does not exceed the total amount of the damage.

1.6.2 The total amount of any deduction in terms of paragraph 18.6.1 may not exceed one-quarter of the employee's pay.

2. REVIEW AND IMPLEMENTATION PROCESS

This policy will stay into effect from 1 July 2016;

This policy will be reviewed at least annually or when required by way of a Council resolution.

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| POLICY SECTION: | MANAGER: ASSETS |
| CURRENT UPDATE: | 31 May 2016 |
| PREVIOUS REVIEW: | 31 May 2015 |
| APPROVAL BY COUNCIL: | 30 May 2014 |