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VEHICLE POLICY OF !KHEIS LOCAL MUNICIPALITY

Policy Number	!KVP1
Policy Name	VEHICLE POLICY OF !KHEIS LOCAL MUNICIPALITY
Policy Status	Draft
Version	No. 1
Date of Approval	
Date of First Implementation	
Date of Last Amended	09 October 2014
Date of Next Review	09 October 2016
Policy Custodian	Office of the Mayor/ Office of the Municipal Manager
Related Policies and Legislation	The Asset Policy of the Council The acquisition channel policy The Code of Conduct for Councillors, Systems Act Nr. 32 of 2000
Approving Authority	Council
Applicability	This policy and implementation strategy applies to all permanent and contract municipal employees.
Policy Benchmark and References	Siyanda DM Council Vehicle Policy The Asset Policy of the Council The acquisition channel policy The Code of Conduct for Councillors, Systems Act Nr. 32 of 2000
Stakeholders Consulted	Yes

1. **COUNCIL POLICY:** Procedures for the use of Council Vehicles
2. **REFERENCE:** As provided by the Administration
3. **APPROVAL OF POLICY:** To be tabled to council in November 2014.
4. **POLICY OBJECTIVE:** To regulate the effective management and control of the use of Council vehicles by the Municipal Officials as well as Councillors.
5. **PHILOSOPHICAL FRAMEWORK:** Due to the divergent activities of the Council it is sometimes necessary for officials and Councillors to make use of Council vehicles in the execution of their duties. The result is that Council vehicles are being used after hours and in certain cases stored privately.

6. DIRECTIVES

6.1 The person responsible, to whom a vehicle has been allocated or issued, must take care that procedure(s) as included in this policy, are adhered to.

6.2 Own Transport

6.2.1 The Council undertakes to have transport available at all times for official use. No payment is made i.r.o. private vehicles except for subsidised vehicles.

6.3 All vehicles must be stored safely and all reasonable measures must be taken by the persons involved to ensure the safety of the vehicles.

6.3.1 The person involved must submit a requisition and authorisation form, approved beforehand to the fleet official before a vehicle is issued to him/her.

6.3.2 This form must reach the fleet official at least 12 hours before the expected receipt of the vehicle and in the case of local trips it must be received ONE HOUR before commencement of the trip.

6.3.3 The fleet official submits an authorised form to the person involved which must be signed by the department head. The disposal of a suitable vehicle is the responsibility of the fleet official who, at his own discretion, may supply a vehicle according to the need of the official and the availability of a vehicle. In cases of non-pool vehicles the onus will be on the department head concerned in using his discretion in terms of availability.

6.3.4 Before a vehicle is handed over to an official involved, a pre-inspection trip must be made to show defects and both parties must be informed of the condition of the vehicle which is made available to the official.

6.3.5 The fleet officer must constantly take responsibility to the neatness, roadworthiness and licensing of the vehicle.

New point system regarding fines

6.3.5.1 To prevent that the assignee, of the Council be penalised regarding fines (i.r.o. vehicle licences), the onus is placed on the Driver of a vehicle to see:

▫ that any fine received during a trip be paid immediately by the Driver, or the Driver himself asking for extenuation of the fine/withdrawal of the charge.

▫ that, if the said Driver fails to pay the fine, such fine should be paid by the Council and the amount be recovered from the Driver' s salary.

6.3.6 The driver of the vehicle is compelled to be aware that the various necessary items are in the vehicle before the pre-inspection reports are completed.

6.3.7 On return, an after-trip inspection report must be completed to evaluate the condition of the vehicle.

6.3.8 All defects after the trip must be immediately brought to the attention of the fleet official.

6.3.9 All council vehicles must be parked in the parking area of the council on or before half past four. Any divergence in this matter must be approved beforehand by the fleet official in collaboration with the departmental head. If the vehicle is not returned within an hour after the expired time the fleet official must submit a written report to the Municipal Manager in order that disciplinary action can be taken against the driver involved.

6.4 No person, whether official or not, may be given a lift or transported except where authorisation was given by the head by means of an indemnity form.

6.5 Smoking in all vehicles is prohibited and liable to a fine of at least R500-00 and R1000-00 extra for each repeat occurrence.

6.6 Officials who, because of working conditions, must make use of council vehicles will be assigned by the departmental head.

6.7 The Council shall, as recommended by the heads meeting, grant permission to officials or Councillors who are allowed to drive Council vehicles. In the case of Councillors the request to drive Council vehicles shall be authorised by the Mayor or his/her delegate and in the case of officials by the Municipal Manager or his/her delegate. This authorisation may be revised according to circumstances.

7. PROCEDURES

7.1 The prescribed incident form must be completed by the authorised driver or delegate, where the driver is unable to complete the documentation, in the case of an incident.

7.2 The insurance claim form must be completed within 12 hours after the incident for insurance purposes. The prescribed claim form must be completed and, along with a copy of the vehicle licence of the driver as well as a case number, must be submitted to the Municipal Manager i.r.o. damage or accident claims. The Municipal Manager will then assign the task for claims to the relevant official(s).

7.3 All accidents where municipal vehicles are involved must be reported immediately to the police and traffic department while the vehicle is still on the scene of the accident.

7.4 Under no circumstances may such a vehicle be removed from the scene of an accident, unless authorised by a traffic officer or member of the SAPD. A vehicle may be removed if it is a danger or causing a traffic pile up, but only if it has been marked clearly on the road.

7.5 The fleet official must in all cases, where council vehicles are involved in accidents, draw up a comprehensive outline of the scene of the accident and obtain the necessary statements from the drivers and eyewitnesses and submit it to the safety committee.

7.6 All incidents will serve at the safety committee who shall make a resolution to the meeting of heads for conclusion. In case of negligence it will be reported to the Council and the necessary steps for disciplinary action to be put in motion.

7.7 The conclusion of the meeting of the heads shall serve as resolution to the Council for approval.

7.8 The fleet official shall update every vehicle's logbook weekly. All expenditure slips must be filed in numerical order in the logbook for financial processing of daily expenditure.

7.9 The vehicles will be evaluated by the fleet official in regard of body work and engine capacity. Where a vehicle has reached the 100 000 km mark or the mechanical guarantee has expired, replacement will be considered by the Council, depending on the financial state of the Council.

7.10 In case of replacing elements in the vehicle as well as the service of a vehicle, the normal procedures such as the purchasing of items, shall be followed, i.e. requisition, order and invoice process. Only in the case of refuelling are the fleet cards to be used. Any divergence in said procedure must be approved by the Head of Department in consultation with the fleet official.

7.11 All obsolete material, tyres etc., shall be stored in a suitable place and a report submitted quarterly to the Council for decision making regarding this.

8. ROLE PLAYERS

8.1 An Official or Councillor, as approved by the Council, may drive a Council vehicle.

8.2 The fleet official is the person responsible to monitor and allocate Council vehicles.

8.3 The Department Heads are responsible for the effective managing and monitoring of allocated Council vehicles to the department.

9. RELATED POLICY

9.1 The Asset Policy of the Council

9.2 The acquisition channel policy

9.3 The Code of Conduct for Councillors, Systems Act Nr. 32 of 2000

10. ANNULMENTS/REFERENCES

10.1 The appropriate legislation regarding Financial Management as well as provision channel legislation and other appropriate financial procedures.

11. FORMS TO BE USED IN CONJUNCTION WITH THIS POLICY

11.1 Authorised Users of Council Vehicles

11.2 Official Allocation of Council Vehicles as Managed at Present

11.3 Requisition Form

11.4 Trip Authorisation Form

11.5 Before- and After-trip Inspection Form

11.6 Incidents Form

11.7 Insurance Claim Form

I hereby confirm that I fully understand the contents of this vehicle policy and undertake to comply with the policy and deem it binding on my conscience.

Approved by Council at GROBLERSHOOP on _____201____

Signed on behalf of the Council:

Cllr P Vries (Mayor)