



POLICY ON THE USE OF FLEET VEHICLES

Policy: Use of vehicles policy	Effective Date: 25 May 2009
Approved: 22 May 2009	Review Date: 01 June 2012

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary.

SCOPE

This policy applies to all employees of FDDM (both permanent, temporary and casual)

1. OBJECTIVES:

The objective of this policy is to:

- 1.1 Regulate the use of fleet vehicles in order to provide for accountable governance and administration,
- 1.2 Ensure economical use of fleet vehicles in order to support the functionality of the municipality,
- 1.3 Support the fleet official in order to maintain the fleet,
- 1.4 Provide proper procedures for the use of fleet vehicles,
- 1.5 Have proper control over fleet assets.

2. THIS POLICY CONSIST OUT OF THE FOLLOWING:

- 2.1 Procedures for the use of fleet vehicles by permanent/temporary employees.
- 2.2 Group transportation of councillors.

- 2.3 Compliance with traffic regulations & reporting of accidents and incidents.
- 2.4 Storage of fleet vehicles after hours.
- 2.5 Usage of vehicle fleet card.

3. PROCEDURES FOR THE USE OF FLEET VEHICLES BY EMPLOYEES

- 3.1 All authorised permanent/temporary employees of the municipality who have a valid drivers' license will be allowed to use the vehicles of the municipality for official purposes only.
- 3.2 Officials of the municipality who are receiving a car allowance or vehicle subsidy of any sort from the municipality shall not be permitted to drive a council vehicle whatsoever, unless with prior consent of the Municipal Manager and in line with the travel allowance scheme.
- 3.3 All officials who need to use a fleet vehicle for official purpose shall obtain prior written approval, on the prescribed vehicle authorization form, from their respective Director/Deputy or from the Municipal Manager in the absence of his/her Director/Deputy.
- 3.4 The approved request for the usage of a fleet vehicle must reach the Project Management Unit at least one working day prior to the day that the vehicle is needed.
- 3.5 Users are expected to complete the prescribe vehicle check list, and it must be handed to the fleet official prior to the trip.
- 3.6 Any damage on the vehicle that are not of mechanical nature and that was not reported on the vehicle check list prior to the trip, will be considered as inflicted by the vehicle user and be dealt with in accordance with the disciplinary code of the municipality.
- 3.7 Any mechanical defects detected during the trip must be reported immediately.
- 3.8 The user must hand in the completed and updated vehicle log book, together with the vehicle keys, to the fleet official immediately after the trip.
- 3.9 Employees of council will only be allowed to travel as passengers in council vehicles if they are performing official duties and permission was granted on the "Fleet Vehicle Authorisation" form. Any other person will not be ferried in a council vehicle without prior written permission of the Municipal Manager or Director. Such request can be obtained by completing the passenger authorization form.
- 3.10 Fleet vehicles will be allocated on availability by the fleet official in accordance with the nature of the trip as indicated on the vehicle authorization form.

- 3.11 Fleet vehicles will be allocated on a first come first serve basis. It is therefore important that employees plan, get authorisation for their trip and book the vehicle well in advance.

4 GROUP TRANSPORTATION OF COUNCILLORS

- 4.1 In the event of a request from Councillors to make use of a fleet vehicle in order to be transported as a group for an official trip, the District Municipality will designate an employee as a driver.
- 4.2 The policy as pertaining to “PROCEDURES FOR THE USE OF FLEET VEHICLES BY EMPLOYEES” will be applicable.

5 COMPLIANCE WITH TRAFIC REGULATIONS & REPORTING OF ACCIDENTS/INCEDENTS

- 5.1 All vehicle users are expected to observe and comply with all traffic regulations at all times.
- 5.2 All fines due to negligence and or disregard of any traffic regulation will be the responsibility of the vehicle user and shall be deducted from the salary of the employee without any negotiations and a disciplinary action will be conducted.
- 5.3 All accidents must be reported to the SAPS by the vehicle user within 24 hours (twenty four) of their occurrence. Failure to do so will be considered as misconduct on the part of the user and any cost incurred for the repair of vehicles involved in an accident, due to such failure, will be recovered from the vehicle user and resulted in disciplinary action.
- 5.4 In the event of an accident, the vehicle user must fully complete the prescribed Accident Report Form within 2 days after the authorised trip.
- 5.5 All vehicles are equipped with fleet tracking and monitoring devices. These data will be used as evidence as well as to support any enquiring/monitoring and to control the usage of fleet vehicles.
- 5.6 All vehicles are equipped with logo's, name and contact details of the District Municipality and any employee who tampers with it will be subjected to a disciplinary action.
- 5.7 Fezile Dabi District Municipality's mission is among others the setting of standards, being accountable, to have proper systems and procedures and to ensuring sustainable, affordable and effective service delivery, and therefore the behaviour of employees driving its fleet vehicles is of very high importance for its image hence it will

be required from these employees to always act in a very high professional, disciplined and respectful manner while driving or when be transported in the municipality's fleet vehicles.

- 5.8 Any complain received in writing or telephonically from either the public or other employees in regard with misbehaving of employees driving fleet vehicles will be referred to the Department Corporate Support Services for investigation and disciplinary action.

6 STORAGE OF FLEET VEHICLES AFTHET HOURS

- 6.1 All vehicles must be parked, locked and with their alarm switched on where applicable, at the designated lock-up parking garage of the municipality.
- 6.2 In an event where on return, the vehicle can not be parked in the designated garage due to the inaccessibility after hours, the vehicle must be parked, locked and with their alarm switched on where applicable, within the secured premises of the Main Building in John Vorster Street, Sasolburg.
- 6.3 In an event of a fleet vehicle returned after hours, the user must hand in the completed and updated vehicle log book, together with the vehicle keys, to the fleet official first thing on the very next working day.
- 6.4 The Municipality will provide transport for the driver to his/her home in an event of a fleet vehicle been returned after hours, provided that the arrangements have been made with the fleet department prior to departure on the authorised trip.

7 USAGE OF VEHICLE FLEET CARD

- 7.1 The vehicle fleet card may only be used for re-fuelling and toll gate fees during an authorised trip.
- 7.2 The vehicle odometer reading at the time of payment must be clearly indicated on the proof of payment.
- 7.3 Proof of expenditure in terms of 7.1 must be submitted to the fleet official with the vehicle keys and logbook immediately after the trip.
- 7.4 In an event of emergency repairs, prior telephonically approval needs to be obtained from the Department Project Management Unit.
- 7.5 Only the Department Project Management Unit are authorised to do normal repair and maintenance purchases for a fleet vehicle on its fleet card. The fleet official must also ensure that the vehicle odometer reading at the time of payment must be clearly

indicated on the proof of payment and the documentation must clearly indicate the nature of the repairs.

- 7.6 All fleet card expenditure documentation must be filed by the fleet official on the fleet vehicle expenditure file.
- 7.7 Employees not following the above procedures will be subjected to an investigation by the Department Corporate Support Services that might lead to disciplinary action.



FLEET VEHICLE AUTHORISATION

I the _____
Name & Surname

Municipal Manager	Director Finance	Director PROJEC	Director Corporate Support Services	Director LED & Public Liaison	Director PIMS	Manager Office of Ex Mayor
-------------------	------------------	-----------------	-------------------------------------	-------------------------------	---------------	----------------------------

hereby authorize
Name & Surname

as designated driver to utilize a fleet vehicle from the date

Date to Date

in order to travel to Destination to perform Municipal duties.

• Number of employees to be transported **excluding driver** =
(A complete list of the names and surnames of passengers must accomplish this form.)


• Does the vehicle user need to transport any goods? YES NO

• If YES, please state the type of goods: _____

APPROVED

DATE

NB: THIS FORM MUST BE APPROVED AND SUBMITTED ACORDING TO COUNCIL’S FLEET VEHICLE POLICY, WELL IN ADVANCED, TO THE FLEET OFFICER, WHO WILL BOOK A VEHICLE AND ISSUE YOU WITH A VEHICLE AND LOGBOOK.

		
<u>VEHICLE CHECK LIST</u>		
VEHICLE REGISTRATION NUMBER: _____		
MAKE: _____		
<u>CHECKS</u>	√	X
1. LIGHTS		
- Head		
- Parking		
- Brake		
- Indicators		
2. BRAKES		
- Foot		
- Handbrake		
3. ENGINE		
- Battery		
- Oil		
- Fuel		
- Water		
- Brake fluid		
4. OTHER		
- Tyres		
- Exhaust		
- Steering		
- Tools & Jack		
- Wipers		
- Horn		
- Mirrors		
- License		
- Number plates		
- Windows		
- Radio		
- Steering Lock		
- Body & paint overall		
<u>VENUE:</u> _____		
DATE From: _____ To: _____		
<u>KILOMETER READING:</u>		
Start: _____ End: _____		
I (Initials & Surname of driver) _____ hereby agree that the allocated vehicle will be used by me according to the municipality's Fleet Vehicle Policy. I also acknowledge that I've read and understand the Fleet Vehicle Policy as approved by Council.		
<u>SIGNATURE:</u> _____		
<u>REMARKS:</u>		

IMPORTANT NOTE!!!**Complete and return with keys and logbook.****ANY DEFECTS ON THE VEHICLE MUST BE REPORTED PRIOR TO DEPARTURE.****NOTE:** In case of any accident involving this vehicle, the accident must be reported at the nearest police station within 24 hours and the case number must accompany this checklist.



AUTORIZATION TO TRANSPORT PEOPLE NOT IN THE EMPLOYMENT OF THE MUNICIPALITY

I the _____
Name & Surname

Municipal Manager	Director Finance	Director PROJEC	Director Corporate Support Services	Director LED & Public Liaison	Director PIMS	Manager Office of Ex Mayor
-------------------	------------------	-----------------	-------------------------------------	-------------------------------	---------------	----------------------------

hereby authorize
Name & Surname

as designated driver to transport people from the date

Date to Date

in order to travel to Destination to perform Municipal duties.

- Number of people to be transported **excluding driver** =
(A COMPLETE LIST OF THE NAMES, SURNAMES AND ID NUMBERS OF PASSENGERS MUST ACOMPLISH THIS FORM.)

APPROVED

DATE

NB: THIS FORM MUST BE APPROVED AND SUBMITTED ACORDING TO COUNCIL’S FLEET VEHICLE POLICY, WELL IN ADVANCED, TO THE FLEET OFFICER, WHO WILL BOOK A VEHICLE AND ISSUE YOU WITH A VEHICLE AND LOGBOOK.