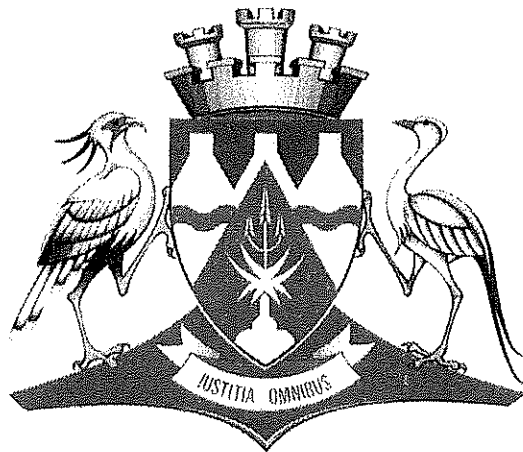


PIXLEY ka SEME DISTRICT MUNICIPALITY



FLEET MANAGEMENT POLICY

Definitions

Unless the context otherwise indicates:

- (i) **Fleet Manager:** refers to the Pixley ka Seme District Municipality's Support and Social Services Manager;
- (ii) **Fleet Assets:** refers to Council's vehicles, plant and each moving equipment;
- (iii) **Useful Life:** is either
- The period of time over which an asset is expected to be used by the municipality, or
 - The number of production or similar units expected to be obtained from the asset by the municipality;
- (iv) **Residual value:** is the net amount that the municipality expects to obtain for a fleet asset at the end of its use full life after deducting the expected costs of disposal;
- (v) **Depreciation:** is the systematic allocation of the depreciable amount of a fleet asset over its useful life;
- (vi) **Depreciable amount:** is the cost of a fleet asset, or other amount substituted for cost in the financial statements, less its residual value;
- (vii) **Driver:** is the official of the Pixley ka Seme District Municipality entrusted with a fleet asset at any given time;
- (viii) **Asset Policy:** refers to the Asset Policy of Pixley ka Seme District Municipality;
- (ix) **Issue form:** refers to the trip authority form, that allows a driver to drive a municipal vehicle as per the route detailed in such a form;
- (x) **Management of Pool Vehicles:** management will include servicing, maintenance issuing of vehicles, purchasing and disposal thereof;
- (x) **Log Book:** give details of the route traveled by the driver including the kilometer reading of the vehicle used for the authorized purpose, and any comments;

1. Problem statement

- 1.1 The Pixley ka Seme District Municipality does not have a fleet management policy for the use and management of Council vehicles. The current situation makes it possible for council vehicles to be misused because of the lack of policy that will regulate the use of council vehicles.
- 1.2 The introduction of an efficient fleet management system will ensure an equitable distribution of vehicles across Pixley ka Seme District Municipality's departments, component of a pool vehicle system will be entrenched therein. The pool vehicle system will also ensure easy access to Council vehicles by all departments as vehicles will be controlled and managed from a central point i.e. Support and Social Services. It will contribute to the effective and efficient use of Council resources in that the number of vehicles required will be reduced and the official will be allocated the type of vehicle required for the road and purpose he/she is travelling on.

2. Purpose

- 2.1 To provide and maintain an effective and efficient fleet of vehicles, equipment and machines, and manage such fleet in a manner that the Municipality's mission and fleet user's aspired goals are met in a cost effective way.
- 2.2 To regulate the management and use of pool vehicles by the officials of the Pixley ka Seme District Municipality and to ensure that the fleet are used in a safe and efficient manner.
- 2.3 To provide a procedure for accidents and *modus operandi* for conducting any enquiry into vehicle accidents involving Municipal vehicles.
- 2.4 To provide a framework for remedial actions to be instituted by Management.
- 2.5 To introduce operational controls which explain clearly who can use a Vehicle with regard to drivers, passengers, authority to use, issuing, parking, log books, fuel management, fuel cards, keys and equipment.
- 2.6 To ensure that vehicles are serviced on time and properly maintained to Support the Council in the attainment of its objects.
- 2.7 To co-ordinate the management of Council transport by means of control measures which are applicable to all officials and Councilors.

3. Management, Accountability and Responsibility for Pixley Ka Seme District Municipality's Fleet Assets

- 3.1 The fleet management policy and operational fleet management will be the responsibility of the Corporate Services Department and will be administered by the Senior Support and Social Services Officer of the Department.
- 3.2 Fleet assets required on an *ad hoc*, seasonal or temporary basis should be provided from the central pool.
- 3.3 This policy will apply to all Pixley ka Seme District Municipality officials, who are required to use pool vehicles when conducting their official duties.
- 3.4 This applies to casual workers as well as full-time workers.
- 3.5 Heads of Departments of Pixley ka Seme District Municipality will be accountable for the vehicles which are allocated to officials within their respective Departments.
- 3.6 Authorization for the usage of vehicles will only be approved by Heads of Departments, except where the HOD is not available and has delegated such a power to a senior official within his/her Department.
- 3.7 Such an official referred to in 3.6 must be from the level of a Supervisor or higher.
- 3.8 HOD's will be responsible for the management of fleet assets that have been allocated to their respective Departments.
- 3.9 HOD's are required to budget in their operational budget for the usage of vehicles by the employees within their Departments.
- 3.10 HOD's are responsible for the disciplinary action arising from the misuse of Council vehicles by the employees.

4. Policy statement

- 4.1 This policy covers the use and management of pool vehicles within the Pixley ka Seme District Municipality.
- 4.2 If vehicles are paid for by the Pixley ka Seme District Municipality but managed by other organizations, the recipient organization must ensure that their control systems are as effective as those outlined in the policy. They must report against the key performance indicators used by the Pixley ka Seme District Municipality.
- 4.3 Transport to a department of the Pixley ka Seme District Municipality is supplied as a tool to support the department in the delivery of its objectives. It must therefore be used in the most cost-effective manner.

4.4 The Corporate Services Department is responsible for the ongoing development of a policy framework and an operational management system for the use of pool vehicles.

4.5 The Corporate Services Department will co-ordinate the Pixley ka Seme District Municipality's fleet management and consolidates management reporting.

5. Utilization of fleet assets

5.1 The Council's fleet assets should be utilized in a responsible manner, which will ensure the valuable and long-term use of such assets.

5.2 Negative deviations must be reported, followed up and corrected on a continuous basis.

5.3 Utilization of fleet asset shall be determined as a percentage of the period actually used against the period available and ready for service; and/or the distance or hours covered or applied against the norm set for that class fleet assets, depending on the application.

5.4 Allocation of Vehicles

5.4.1 All Pixley ka Seme District Municipality vehicles are considered as property of the Council regardless of the original source of the vehicle.

5.4.2 An authorization must be obtained from the Head of Department of the employee who intends to have a vehicle allocated to him/her.

5.4.3 There are three (3) types of allocations that can be approved by the Heads of Departments in consultation with the Municipal Manager of Pixley ka Seme District Municipality.

5.4.3.1 **Permanent allocation** to official or Councillor who due to the nature of his/her duties requires a permanent vehicle.

5.4.3.1.1 Officials or Councillors with Council vehicles allocated to him/her will be required to sign a weekly/monthly trip authority, which will be approved by his/her HOD. In the case of a Councillor the Municipal Manager must sign the monthly authorization.

5.4.3.1.2 Monthly logbook in respect of the vehicle permanently allocated to the official/councillor will have to be submitted to Finance Department by the Corporate Services Department for costing purposes.

5.4.3.1.3 The Corporate Services Department where the vehicle has been allocated to will be responsible for the repairs and maintenance of the vehicle permanently allocated to the official.

- 5.4.3.2.1 Vehicles can be allocated to officials for a short term period of a week, two weeks or a month depending on the need.
- 5.4.3.2.2 Short term allocation of vehicles can only be effected subject to the approval by the Head of Department of the official who intends to have the vehicle allocated or MM in the case for Councillors.
- 5.4.3.2.3 Motivation for the allocation referred to in 5.4.3.2.2 must be in writing stating the reason for such an allocation with the signature of the HOD/MM.
- 5.4.3.3 The Corporate Services Department cannot issue a vehicle for either a short-term or long-term allocation without the approval of the HOD of the affected Department or the Municipal Manager in the case of Councillors.
 - 5.4.3.3.1 The policy caters for **regular and daily allocation** of vehicles.
 - 5.4.3.3.2 The regular or daily allocation operates on the basis of day to day need for the use of vehicles as determined by the official's or Councillors operating duties of Pixley ka Seme District Municipality.
 - 5.4.3.3.3 The allocation referred to in 5.4.3.3.1 require a signed trip authority which is approved by the HOD/MM in which the official/Councillor seeking a vehicle is located.

5.5 Who can use a pool vehicle?

- 5.5.1 Pool vehicles can be used by any official/Councillor with the authorized trip authority involved in an activity in line with the objectives of the responsible department within the Pixley ka Seme District Municipality.
- 5.5.2 Vehicles cannot be used for party political purposes under any circumstances, or to take part in industrial union activities.

5.6 Exclusions

- 5.6.1 This policy does not apply to Council's employees who are receiving car allowances, as a separate contract for those employees is in place.

5.7 Drivers

- 5.7.1 A pool vehicle can only be driven by Pixley ka Seme District Municipality employees/councillors.
- 5.7.2 The driver must have an unendorsed valid driver's license. The Fleet Management Clerk must check the license for validity.

5.7.3 The driver must have no outstanding transport related disciplinary action against them at the time of taking the vehicle.

5.7.4 Where necessary, drivers must be in possession of a Professional Drivers Permit.

5.8 Passengers

5.8.1 Passengers carried by a pool vehicle must be authorized to travel in the vehicle.

5.8.2 The picking up of casual passengers is not allowed under any circumstances.

5.8.3 The driver of the vehicle will be held responsible for ensuring that unauthorized passengers are not conveyed.

5.8.4 Indemnification letter will have to be signed by the official/councillor who intends to carry passengers who are not Council officials.

5.9 Authority to use a vehicle

5.9.1 All officials/councillors requiring a vehicle must have a signed trip authority from management before the vehicle is allocated.

5.9.2 In normal circumstances a trip authority must be authorized by an official at Management level or above, who is senior to the person traveling and is in their direct management line.

5.9.3 In circumstances where this is not possible, alternate signatories must be identified within the Municipality.

5.9.4 If a vehicle is moved in an emergency, a trip authority must be obtained immediately after the event, or within 24 hours of the movement.

5.9.5 This process is only to be used in a case of extreme emergency and the manager must be satisfied that the journey was necessary.

5.9.6 If a vehicle is based with a member of staff away from the office, then a trip authority can be issued against a weekly or monthly work plan.

5.9.7 This authority must not run longer than one month at a time.

5.10 Issuing of Vehicles

5.10.1 All vehicles should be issued on the day of travel unless advance authority to park the vehicle at home has been obtained, refer to Clause 5.11 of the policy.

- 5.10.2 The driver must carry his/her license to produce it to the Fleet Management Clerk within the Corporate Services Department upon request.
- 5.10.3 The signed trip authority must be carried in the vehicle with a copy placed on the file at the Corporate Services Department.
- 5.10.4 The intended date of departure and return is to be recorded on to the vehicle issue form and compared against the actual date of return.
- 5.10.5 Continued late return of vehicles may lead to a refusal to allocate vehicles in the future.
- 5.10.6 The Fleet Management Clerk will complete a vehicle form; recording the condition of the vehicle, quantity of fuel in the tank, logbook and petrol card numbers.
- 5.10.7 The driver will then sign the issue form.
- 5.10.8 The driver then takes responsibility for the vehicle at this point. The vehicle will be checked using the same procedures when it is returned.
- 5.10.9 The driver must hand in all petrol/diesel/oil purchase slips to the Fleet Management Clerk for checking and allocation after each trip.

5.11 Parking a vehicle overnight

- 5.11.1 In normal circumstances vehicles must be parked at official location. (Work)
- 5.11.2 The officer responsible for transport must allocate an approved parking place for each vehicle.
- 5.11.3 The parking places should be lockable or with 24 hour security available.
- 5.11.4 When the vehicle is away from Council's parking, the driver must use a steering or gear lock on the vehicle.
- 5.11.5 Where secure facilities are not available, the vehicle should be parked at the nearest official property.
- 5.11.6 The driver of the vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit.
- 5.11.7 Parking charges for the use of secure parking will be refunded as well as tollgate fees.
- 5.11.8 Permission may be given for a vehicle to be parked overnight at a home of an official/councillor if the following conditions are met.

- 5.11.8.1 The location has been reviewed by the Senior Support and Services Officer and is considered adequate, e.g. there is a garage or lockable gates and,
- 5.11.8.2 The member of staff will be leaving early morning or returning late at night.
- 5.11.8.3 The actual times that this would come into force would be the time when public transport starts / stops. Exceptions can also be made if the personal security of the individual is also at stake or
- 5.11.8.4 If the home of the individual is at a place between the office and their destination such that it is not sensible to come into the office (normally a journey saving of at least 5 km would be expected), or
- 5.11.8.5 If the individual works from home or
- 5.11.8.6 The individual is on call and there is no means by which they can be transported in event of a call out.
- 5.11.9 A signed authority to park a vehicle at home must be issued.
- 5.11.10 The person responsible for signing trip authorities must sign it.
- 5.11.11 It will normally be issued for each occasion.
- 5.11.12 However, for those on call, blanket permission can be issued for a specific time period.
- 5.11.13 The permission is subject to review and can be withdrawn at anytime.
- 5.11.14 Whilst a vehicle is parked at home it may not be used for any private purposes.
- 5.11.15 If an emergency arises and it becomes necessary to use the vehicle, a signed trip authority for the movement must be obtained within 24 hours of the journey.
- 5.11.16 Private use of the vehicle whilst parked at home will lead to the withdrawal of the privilege and possible disciplinary action.

6. Log books, petrol cards, vehicle keys, and vehicle equipment

- 6.1 The driver takes responsibility for the logbook, keys and petrol card once the vehicle issue form has been signed until the vehicle has been returned to the Fleet Management Clerk at the end of the journey.

- 6.2 All vehicle keys should be safely secured (preferably in a locked container) in the office when the vehicle is not in use.
- 6.3 A spare set of all vehicle keys should be kept in a secure place, e.g. the office safe.
- 6.4 The petrol card is to be treated, as cash and the driver will be held responsible for the transactions that take place on it whilst it is in his/her possession.
- 6.5 All fuel receipts must be kept and made available when the vehicle is returned to the Fleet Management Clerk.
- 6.6 It is the responsibility of the driver to fill in the vehicle logbook legibly and accurately.
- 6.7 It must be possible from the details given for a distance check to be carried out.
- 6.8 Loose vehicle equipment, e.g. the spare wheel, jack and any other extras will be checked at the time of issuing the vehicle and will remain the responsibility of the driver until such time as the vehicle is returned to the Fleet Management Clerk.
- 6.9 The Senior Manager Corporate Services will make available to the Finance Department log sheets at the end of each month for costing purposes.

7. Management systems

- 7.1 The following key indicators will be kept for each vehicle by the Fleet Management Clerk:
 - 7.1.1 Actual kilometers traveled
 - 7.1.2 Fuel utilization (km/l)
 - 7.1.3 Utilization
 - 7.1.4 Vehicle Performance versus other similar vehicles within the fleet.

8. Vehicle Accidents

- 8.1 The following procedure shall be followed in the event of a Municipality-owned motor vehicle becoming involved in an accident, no matter how trivial, and irrespective of whether or not any person or animal or property, other than the council vehicle is involved: -
 - 8.1.1 Call a police or a traffic officer and, if requested to do so supply name and address of the driver of the motor vehicle to any person having reasonable grounds for requiring this information.
 - 8.1.2 If a police or traffic officer is not available, report the accident to a police station as soon after the occurrence of the accident as practicable.

- 8.1.3** In no circumstances shall liability be admitted or unguarded statements be made to any person or payment offered or made to a third party.
- 8.1.4** Should any third – party involved admit liability, endeavors should be made to obtain a statement in writing from him/her to this effect.
- 8.1.5** Should a driver of a vehicle be suspected of being under the influence of intoxicating liquor or narcotic drugs, this fact must be brought to the notice of the police or traffic officer present at the scene of the accident, with the least possible delay and every assistance should be rendered to such police or traffic officer in ensuring that the suspected person is examined by a doctor as soon as possible, or be subjected to a legally permissible alcohol-test.
- 8.1.6** Obtain as soon as possible, preferably at the scene of the accident, at least the following particulars, which are required for completing the accident report form: -
- 8.1.6.1** Registration number, make and type of other vehicle.
 - 8.1.6.2** Name(s) and address of driver(s) of the other vehicle.
 - 8.1.6.3** Name(s) and address (es) of person(s) involved in an accident be it she/he/they was/were passenger/s of the Municipal vehicle's driver or the third-party or pedestrian(s).
 - 8.1.6.4** Name and address of the third party's insurance company.
 - 8.1.6.5** Name, occupation and address and age or estimated age of any pedestrian(s) involved in the accident and of any pedestrians killed or injured
 - 8.1.6.6** Description of animals and fixed objects involved in the accident and the name and address of the owner.
 - 8.1.6.7** Name and address of witnesses including the occupants of the other vehicle(s) in their capacities as witnesses.
 - 8.1.6.8** Measurements for the preparation of a sketch of the scene of the accident (pace off the distance if there is no scientific tape measure).
 - 8.1.6.9** Note the geographical landscape of the place of accident, type of road, accident related obstructive substances of object on or around the road, road make-up including any fencing and weather condition at the time of the accident.
 - 8.1.6.10** The Council's vehicle user should obtain identity of the third party involved in the accident.

9. Internal Accident Reporting

- 9.1.** The driver of the Municipal vehicle shall, within 24 hours after the accident, ensure that the accident report form is completed by the Fleet Management Clerk and also ensure that statements by witnesses and other relevant supporting documents e.g. Case Reference numbers are forwarded to the Fleet Management Clerk or his/her superior in the event of his/her absence
- 9.2** The Transport Clerk or his/her superior shall make endeavors (in addition to obtaining a mechanical report on the condition of the vehicle after the accident) to obtain a minimum of two repair quotations from different repairing agencies or write-off report if applicable and trade-in value of the vehicle.
- 9.3** In the event of institution of a legal action by the third party, the driver concerned shall upon receipt of summons subpoena or notice to appear in court pass that information to the Transport Clerk or his/her superior so that the Municipality's insurers may be approached.
- 9.4** Any accident damage or third party claim received shall immediately be submitted to the Claims Clerk.
- 9.5** Any damage made to the Municipal vehicle as a result of an accident involving another vehicle or animal/s or any object, shall be reported to the Transport Clerk.
- 9.6** Upon admission of complete liability in the accident report a driver of the Municipal vehicle involved in accident shall be given an option to personally bear all repair costs.
- 9.7** The Fleet Management Clerk will direct traffic fines to relevant users for payment by the offender.
- 9.8** The logbook will be used as a source document to ascertain the offenders of traffic rules.

10. Duties of the Fleet Management Clerk

- 10.1** Shall investigate all Vehicle Accidents and gather all documentary, photographic and other evidence that may be relevant to the case.
- 10.2** If feasible the Senior Services Officer may conduct an inspection of the accident scene.
- 10.3** Shall objectively advise the Departmental Manager on the circumstances of any vehicle accident and, based on available evidence, whether any further action is recommended in each case.
- 10.4** May interview the driver, assessor, third party or any other person with information relevant to the accident.

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- 10.4.1 Request witnesses to make a verbal/written statement about the accident.
- 10.4.2 Probe the nature of the trip and granting of authority to the driver.
- 10.4.3 Shall after completing an investigation on each accident case and draw and submit a report to the Departmental Manager formatted as follows: -
 - 10.4.3.1 Introduction
 - 10.4.3.2 Statement of case
 - 10.4.3.3 Findings
 - 10.4.3.4 Recommendations
 - 10.4.3.5 Signature

11. Framework for remedial Action

- 11.1 All remedial and corrective actions will be subject to and governed by the Municipality's disciplinary procedure

12. Hired Vehicles

- 12.1 In the case when no pool vehicles are available, the Municipal Manager must approve the hire of vehicle and confirm funding. It will be the responsibility of the Fleet Management Clerk to hire such a vehicle without delay.

13. Disposal and acquisition of fleet assets by Pixley ka Seme District Municipality

- 13.1 Fleet Assets will be disposed in line with the Council's Asset management Policy. Two ways can be used in disposing of assets i.e. By auctioneering and by donating.
- 13.2 The straight- line method for the depreciation of fleet assets will be used.
- 13.3 Supply Chain Management policy outlines the process to be followed in acquiring Council's assets, and the same will apply to the fleet assets.

14. Traffic Offences

- 14.1 The driver of a Council vehicle shall diligently obey all traffic laws and shall be responsible for the payment of all traffic fines, which may be attributable to his or her negligence.
- 14.2 Council may, in exceptional cases, financially assist a driver convicted of a road traffic offence with the payment of a fine or private legal assistance to

enable a driver to defend a criminal or civil claim against him or her in a court of law.

- 14.3 The Fleet Management Clerk will direct traffic fines to relevant users for payment by the offender. The logbook will be used as a source document to ascertain the offenders of traffic rules.



EXECUTIVE MAYOR

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