

# FLEET MANAGEMENT POLICY



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## **FLEET MANAGEMENT POLICY- CHIEF ALBERT LUTHULI MUNICIPALITY**

### **Definitions**

Unless the context otherwise indicates:

**Fleet Assets** Refers to Council's vehicles and machines;

**Driver and operators** Is the official of the Chief Albert Luthuli Municipality entrusted with a fleet asset at any given time?

**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;

**Asset Management Policy, Procedure and Implementation guide** Refers to the Asset Policy, Procedure and Implementation guide of Chief Albert Luthuli Municipality;

**Issue form** Refers to the trip authority form in the trip authorization book, that allows a driver to drive a municipal vehicle as per the route detailed in such a form;

**Management of Pool Vehicles** Management will include issuing of vehicles, purchasing and disposal thereof;

**Municipal fleet vehicle** shall mean an official municipal vehicle listed in the fleet vehicle register and shall include pool vehicles;

**Municipal lease/hire vehicle** shall, save for contrary stipulations contained in the lease/hire agreement, in which event the lease/hire agreement shall take precedence, for purposes of this policy be regarded to be of the same status as a municipal vehicle and shall include 'vehicles subject to specific arrangements'

**Municipal vehicle** includes fleet vehicles, pool vehicles and vehicles designated to specific SBUs

**Municipal vehicle fleet** shall mean all official, branded vehicles listed in the fleet vehicle register of Chief Albert Luthuli Municipality;

**Official Passenger** shall include all officials and or employees and non-employees who have the necessary prior written authority to be a passenger in an Official Vehicle; Draft Fleet Policy 2017/2018

**Official vehicle Private Passenger** shall mean non-employees who may or may not have the prior written authority to be a passenger in an Official Vehicle;

**Unofficial Passenger** shall mean officials and or employees and non-employees and or private passengers who do not have prior written authority to be a passenger in an Official Vehicle;

**Vehicle on tour** shall mean a vehicle used for out of city trips and stand-over outside the  
Municipal jurisdiction;

**Pool Vehicle** shall mean all Official Vehicles that are not designated to a specific SBU and remain in the pool to be used for official purposes as and when the need arises and the necessary authority obtained;

**Vehicles subject to specific agreements** shall have the same meaning as “Municipal lease/hire vehicle”

## 1. Introduction

- 1.1 Departments of Chief Albert Luthuli Municipality presently manage the Council fleet falling within their respective departments. The size of the fleet managed by the departments varies from one department to another.
- 1.2 The introduction of an efficient fleet management system will ensure the equitable distribution of vehicles across Chief Albert Luthuli Municipality's departments. A component of a pool vehicle system will be entrenched therein. The pool vehicle system will also ensure access to Council vehicles by all departments, as vehicles will be controlled and managed from a central point i.e. Fleet Management Unit within Technical Services Department. 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 traveling on.

## 2. Purpose.

- 2.1 To provide and maintain an effective and efficient fleet of vehicles, list of machinery and equipment, 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 Chief Albert Luthuli Municipality and to ensure that the fleet is used in a safe and efficient manner.
- 2.3 To provide a procedure for accidents and *modus operandi* for conducting an inquiry 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 vehicles with regard to drivers, passengers, authority to use, issuing, 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 objectives.
- 2.7 To co-ordinate the management of Council transport by means of control measures which are applicable to all officials and Councilor's.

## 3. Management, Accountability and Responsibility for CALM's Fleet Asset

- 3.1 The fleet management policy and operational fleet management will be the responsibility of the Administration and will be administered by the Fleet Management Unit of the Department.
- 3.2 Asset Management Unit must maintain a list of vehicles, machinery and equipment.
- 3.3 Fleet assets required on an *ad hoc*, seasonal or temporary basis should be provided from the central pool.
- 3.4 This policy will apply to all Chief Albert Luthuli Municipality officials, who are required to use pool vehicles when conducting their official duties including approved non permanent officials.
- 3.5 This applies to contract/ temporary as well as full time employees.

- 3.6 Managers of Departments of Chief Albert Luthuli Municipality will be accountable for the vehicles which are allocated to officials within their respective Departments.
- 3.7 Authorization for the usage of vehicles will only be approved by Managers of Departments, except where the Managers of Departments has delegated such a power to the senior official within his/her Department.
- 3.8 Managers of the Departments are responsible for the management of fleet assets that have been allocated to their respective Departments.
- 3.9 Managers of the Departments are required to budget in their operational budget for the Usage of vehicles by the employees within their Departments.
- 3.10 Manager Corporate Services is 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 Chief Albert Luthuli Municipality.
- 4.2 If vehicles are paid by the other organization but managed by Chief Albert Luthuli Municipality, the control of such vehicle(s) should comply with all control systems as outlined in the policy.
- 4.3 Transport to a department of the Chief Albert Luthuli 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 Asset Manager, within the Finance 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 Assets Services Department will co-ordinate Chief Albert Luthuli Municipality's fleet management and consolidate management reporting.

#### **5. Utilizations 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 Allocation of Vehicles**

- 5.3.1 Fleet differentiates between dedicated vehicles as per Schedule A. These are the vehicles that will be allocated/ leased out to the user department on an annual basis.

5.3.2 The Asset Manager will provide a pool vehicle facility for the user department where casual users can have access to the vehicles should they so require.

5.3.3 The pool vehicle facility will be managed and operated by the asset Manager.

5.3.4 The asset Manager reserves the right to inspect the vehicles on an ongoing basis.

5.3.3 All CALM vehicles are considered as property of the Council regardless of the original source of the vehicle.

5.3.4 There are three (3) types of allocations that can be approved by the Managers of Departments of CALM.

5.3.4.1 **Permanent allocation** to officials will be due to the nature of the duties performed, frequency of the usage of the vehicle and for emergency services. Permanent allocation will be reviewed quarterly.

5.3.4.1.1 An official with a Council vehicle allocated to him/her will be required to sign weekly trip authority which will be approved by Managers of Department.

5.3.4.1.2 Key and Logbooks for permanently allocated vehicles should be returned to the Technical Services Department every Friday by no later than 16h00 and collected on Monday Mornings, on completion of the trip authority mentioned in 5.3.2.1.1. Except the officials on stand-by.

5.3.4.1.3 Monthly log sheets in respect of permanently allocated vehicles will have to be submitted to Asset Manager for costing purposes.

5.3.4.1.4 The Technical Services Department will be responsible for arranging for repairs and maintenance of the vehicle permanently allocated to the official.

5.3.4.1.5 Motivation for the allocation referred to in 5.3.2.1 must be in writing stating the reason for such an allocation with the signature of the Manager of the Department.

5.3.4.1.6 When the vehicle is not in use during the day, the driver must ensure that the vehicle's keys are handed to a designated official for safe-keeping.

5.3.4.1.7 Keys and logbooks for permanently allocated vehicles should be returned to the Fleet Management Unit every Friday by no later than 16h00 and collected on Monday mornings, on completion in the trip authority.

5.3.4.1.8 The Managers of Departments shall take responsibility and be accountable for officials allocated vehicles in their respective departments.

5.3.3.2 **Short term allocation**

5.3.3.2.1 Vehicles can be allocated to officials for a short term period of a week, two weeks or a month depending on the need.

5.3.3.2.2 Short term allocation of vehicles can only be effected subject to an approval by the Managers of Department of the official who intends to have the vehicle allocated.

5.3.3.2.3 The Fleet Management Unit cannot issue a vehicle for short-term allocation without the approval of the Managers of Department.

**5.3.3.3 Pool Vehicles (i.e. vehicles used on a casual basis)**

5.3.3.3.1 The policy caters for regular and daily allocation of pool vehicles.

5.3.3.3.2 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 operation duties of CALM

5.3.3.3.3 The allocations referred to in 5.3.3.3.1 require a signed trip authority which is approved by the Managers of the Department in which the official seeking a vehicle is located.

5.3.3.3.4 In the event of non-availability of pool vehicles, the Fleet Management Unit will make necessary arrangements by approaching departments with permanently allocated vehicles. Departments are under no circumstances allowed to lend vehicles that are permanently allocated to them to users from other departments without consulting the Fleet Management Unit.

**5.4 Who can use a pool vehicle?**

5.4.1 Pool vehicles can be used by any official with the authorized trip authority involved in an activity in line with the objectives of the responsible department within the Chief Albert Luthuli Municipality.

5.4.2 Vehicles cannot be used for party political purposes under any circumstances, or to take part in industrial union activities.

**5.5 Care and Safe Guarding of Council Vehicles**

2.8.1 The Asset Manager's responsibility is to ensure that all Council vehicles are maintained in accordance with manufacturer's maintenance schedules and that other repairs identified are attended to without delay. Underlying this requirement is the proper preservation of the Council's assets.

2.8.2 Custodians are responsible for the cleanliness and washing of vehicles.

2.8.3 Where vehicles are fitted with fire extinguishers, drivers are to familiarize themselves with the proper use thereof.

2.8.4 It is the responsibility of each vehicle custodian to ensure that vehicles are properly secured at all times. Where alarms are fitted or steering/gear locking bars provided, they are to be put to proper use when the vehicle is left unattended.

2.8.5 As part of the requirement to preserve the Council asset it is expected that all vehicles will be stored in under-cover garages/ carports overnight, where such structures are provided.

## **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.
- 5.6.2 Councilors who receive car allowance for the use of CALM vehicles for performing ceremonial functions should comply with Policy on Use of Municipal Vehicles by Councilors Performing Ceremonial Functions.

## **5.7 Drivers**

- 5.7.1 A pool vehicle can only be driven by Chief Albert Luthuli Municipality employees including approved non-permanent employees.
- 5.7.2 The driver must have an unendorsed valid driver's license. The officer must check the license for validity and the ability to drive.
  - 5.7.2.1 The Asset Manager on quarterly basis submits the list of all Chief Albert Luthuli Municipality registered drivers to the Department of Public Safety for endorsement of and 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 (PDP).

## **5.8 Passengers**

5.8.1 No person other than Municipal employees in the course of the business of the Council may normally be conveyed in Council Vehicles. If in doubt as to whether the purpose of the trip will be regarded as official business, clarification is to be sought beforehand.

5.8.2 if the trip cannot be so regarded, the HOD may, in his/her discretion, approve the trip, provided the necessary indemnity and Waiver forms protecting the Council from any claim for injury or damage which may be suffered by private passengers, have been completed.

5.8.3 Private goods with the exclusion of personal effects may not be transported in Council/hired vehicles, even where the vehicle does not deviate from its intended route. Private property carried in a Council/hired vehicle should be restricted to the personal effects which may be needed by the occupants during the course of the day on which the trip is made, e.g. Raincoats and reasonable refreshments for the day.

5.8.4 In the event of it being established that Council vehicles have been used for reasons other than the aforementioned, the cost of lost time and transport will become surchargeable and will result in disciplinary action.

## **5.9 Authority to use a vehicle**

- 5.9.1 All officials requiring a vehicle must have a signed trip authority from their management before the vehicle is allocated.
- 5.9.2 In normal circumstances a trip authority must be authorized by an official at Manager 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 used in an emergency, a trip authority must be obtained immediately after the event, or within 24 hours of the movement/ use.
- 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 Trip authorities must not run longer than one week at a time for staff based at the main office.

## **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 this policy.
- 5.10.2 The driver must carry his/her license and produce it to the Fleet Manager within the Technical Services upon request.
- 5.10.3 The signed trip authority must be carried in the vehicle with a copy placed on the file at the Fleet Management Unit.
- 5.10.4 The intended time of departure and return is to be recorded on to the vehicle issue form and compared against the actual time 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 Assets Manager or delegates: Asset Management Unit will complete a vehicle issue form and a visual checklist before and after each trip.
- 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.
- 5.10.9 The driver must hand in all petrol/diesel/oil purchase slips to the Assets Manager 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 locations.
- 5.11.2 The Department Finance must allocate an approved parking place for each vehicle within the CALM.
- 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 or police station.
- 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.
- 5.11.8 Permission may be given for a vehicle to be parked overnight at a home of an official if:
  - 5.11.8.1 The driver undertakes to keep the vehicle in adequately secured premises i.e. 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 The home of the individual is at place between the office and their destination such that it is not sensible to come into office (normally a journey saving of at least 25km would be expected) or
  - 5.11.8.5 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 even of a call out.
- 5.11.9 A signed authority form to park a vehicle at home 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 any time.
- 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.

5.11.17 The Asset Manager must perform a distance check to determine the reasonableness thereof.

## **6. CONTROL MEASURES: MUNICIPAL DIESEL BOWSER.**

**6.1** The department 's official authorizing the re-fuelling should ensure that an odometer reading is entered on the requisition form.

**6.2** HOD's must ensure that the speedometers of the vehicles under their control are in a working condition as inoperative speedometers make it impossible to exercise control over fuel consumption.

### **6.3 Procedure for Weekends and Public Holidays.**

**6.3.1** Officials who use vehicles over weekends or during public holidays must fill their vehicles on Fridays or in the case of a public holiday on the day before the holiday. Refueling through municipal bowers during weekends/ on public holidays will be allowed on authorization by the respective Head or Deputy Head only .

### **6.4 Log books, petrol cards, vehicle keys, and vehicle equipment**

6.4 .1The 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 Asset Manager at the end of the journey.

6.5 All vehicle keys should be safely secured (preferably in a locked container) in the Fleet Manager's office when the vehicle is not in use.

6.6 A spare set of all vehicle keys should be kept in a secure place e.g. the office safe.

6.7 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

6.8 All fuel receipts must be kept and made available when the vehicle is returned to the transport officer. .

6.9 It is the responsibility of the driver to fill in the vehicle logbook legibly and accurately.

6.10 It must be possible from the details given for a distance check to be carried out. A distance check must be performed where the vehicle was not parked at official locations. Ad hoc distance checks should be performed where vehicles are parked at official locations. This should be performed by the Fleet Manager. The Fleet Manager must either attach a calculation of the distance check to the "Vehicle Issue Form" or must perform the calculation on the form. Any discrepancies should be investigated and reported to Council for cognizance

6.11 Loose vehicle equipment, e.g. the spare wheel, toolkit, 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 Manager.

6.12 The Asset Manager will make available to the Department of Finance log sheets at the end of each month for costing purposes.

The copy of the log sheet will thereafter be stored in our electronic data system.

## 7. Management systems

7.1 The following key indicators will be kept for each vehicle by the Asset Manager: Assets and Archives:

- 7.1.1 Actual kilometers traveled
- 7.1.2 Fuel utilization (km/1)
- 7.1.3 Total maintenance cost
- 7.1.4 Maintenance cost per kilometer
- 7.1.5 Running cost per kilometer
- 7.1.6 Availability
- 7.1.7 Utilization
- 7.1.8 Vehicle Performance Vs other similar vehicles within the fleet
- 7.1.9 Accidents

## 8. Vehicle Accidents

8.1 A copy of the accident report form should be kept in the vehicle.

8.2 Accident must be reported within 24hours to South African Police Station and Management of the Municipality

8.3 An accident report form must be completed within 7 days of the accident if possible pictures may be taken of the accident.

8.4 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

8.4.1 Accident must be reported within 24 to South African Police Station and Management of the Municipality

8.4.2 An accident report form must be completed within 7 day of the accident if possible pictures may be taken of the accident.

8.4.3 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.

8.4.4 If a police or traffic officer is not available, report the accident to a police station as soon as after the occurrence of the accident as practicable.

8.4.5 In no circumstances shall liability be admitted or unguarded statements be made to any person or payment offered or made to a third party.

8.4.6 Should any third-party involved admit liability, endeavors should be made to obtain a statement in writing from him/her to this effect.

8.4.7 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 officers in ensuring that the suspected person is examined by a doctor as soon as possible, or be subjected to a legally permissible Alco-test.

8.4.8 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 and be kept in the vehicle:-

8.4.8.1 Registration number, make and type of other vehicle

8.4.8.2 Name(s) and address of driver(s) of the other vehicle

8.4.8.3 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).

8.4.8.4 Name and address of the third-party's insurance company

8.4.8.5 Name, occupation and address and age or estimated age of any Pedestrian involved in the accident and of any pedestrian killed or Injured.

8.4.8.6 Name and address of witnesses including the occupants of the other Vehicle in their capacities as witnesses.

8.4.8.7 Measurements for the preparation of a sketch of the scene of the Accident (pace off the distance if there is no scientific tape measure)

8.4.8.8 Note the geographical landscape of the place the accidents, type of Road, accident related obstructive substances of objects on or around The road ,road make-up including any fencing and weather condition at the time of the accident.

8.4.8.9 The Council vehicle user should obtain identity of the third party involved in the accident

## **9. Internal Accident Reporting**

9.2.1 An accident to a Council vehicle and/damage to some other property caused by the Council vehicle, no matter how slight shall be reported through existing structures.

9.2.2 All Council drivers are required to comply with the laws relating to reporting Accidents/incidents to the South African Police Services (SAPS) .

9.2.3 Under no circumstances is responsibility for the accident/incident to be admitted.

9.2.4 Drivers are to report the accident/incident to the Asset Manager and their HOD by the fastest means and as early as possible after the accident/incident.

9.2.5 Where drivers receive notice that the SAPS is to proceed against them as the Consequences of the accident/incident, the details are to be provided to the Asset Manager and their HOD.

9.2.6 Every accident/incident report requires the driver concerned to complete an Accident/ incident report form. The Asset Manager on receiving this report may Determine to review the accident/incident with the driver involved and the driver's Manager. The findings of this review are to be passed to the relevant HOD.

9.2.7 The Council's stance with regard to accidents/incidents is as follows:

- a. when the vehicle is being used on Council business, the Council pays;
- b. where the use of intoxicating liquor or narcotic drugs is proven by South African Police Services (SAPS), the driver pays;
- c. Where a person other than a Council staff member drives the vehicle, the vehicle custodian is responsible.

## **10. Accident Committee**

This is a Committee appointed by the Director Corporate Services to assist him in the investigations of misuse of Council fleet and motor vehicle accidents.

### **10.1 Duties of the Accident Committee**

10.1.1 To consider reports on the misuse of Council vehicles

10.1.2 To consider reports on motor vehicle accidents

10.1.3 To consider reports on any non-compliance of Council's Fleet Management Policy and Asset Management Policy

10.1.4 Interview the driver, assessor, third party or any other person with information relevant to the accident. In addition, the Accident Committee may:

- Request witnesses to make a verbal/written statement about the accident
- Probe the nature of the trip and granting of authority to the driver

10.1.5 Recommend actions to be taken against drivers to the Municipal Manager and Council for noting.

10.1.6 The committee must meet 2 weeks (or earlier) after the accident occurred

## 11. Duties of the Asset Manager

1. To ensure compliance of vehicles in terms of the RTA & RTQS (Road Traffic Act 1996, Road Transport Quality System);
2. Ensure that there is adequate insurance cover for the transport fleet in accordance with policy;
3. To ensure that end users are satisfied with the level of service provided;
4. Provide budget estimates for vehicle replacements and fuel and maintenance costs;
5. For strategic planning by the continuous evaluation of the council's fleet in order to formulate plans to improve the efficiency, effectiveness and economy of
6. fleet assets available to the council in the short, medium and long term;
7. To ensure compliance with any Service Level Agreements (SLA's) with any user department;
8. Training staff in the administration of the fleet management policy and Information system and their various areas of responsibility;
9. To inform HOD's of any action necessary to reduce fleet operating costs;
10. Advise HOD's when vehicles, plant or equipment is due for appraisal for possible replacement;
11. Shall investigate all vehicle accidents and gather all documentary, photographic and other evidence that may be relevant to the case and submit to accident committee.
12. If feasible the Assets Manager, with the assistance of the Senior Safety Officer, may conduct an inspection of the accident scene.
13. The Assets Manager, must submit a report to the office of Municipal Manager for investigation of the accidents.
14. To receive approved capital expenditure information and initiate action to replace retiring vehicles, plant and equipment;

## 12 Service and Repairs of Council Vehicles

12.1 It is the fundamental responsibility of each vehicle custodian to ensure the allocated vehicle/plant is maintained in an operationally safe and efficient condition at all time. To meet this responsibility, custodians are to ensure that their allocated vehicle is maintained in accordance with the maintenance schedules laid down by the vehicle manufacturer.

12.2 Authority for the expenditure of Council funds to service and repair the Council fleet is vested with the appropriate Head of Department.

12.3 HOD's are required, before funds are committed, to validate such funds against record of past repairs, the distance the vehicle has traveled, technical knowledge of the vehicle, manufacturers and repairers warranty, replacement policy and the Information provided by the driver.

12.4 HOD's are to verify the cost of all work before the repair authority is issued.

12.5 Where the work requirement as identified by the driver is other than routine , then the driver should first discuss the matter with the Fleet Manager before the vehicle/plant is taken for repairs.

### 13 Framework for remedial Actions

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

13.1.2. The following structure of progressive imposition of fines on drivers who have been found partly or mainly responsible for the occurrence of the accident involving a Municipal vehicle through direct or indirect means, shall be adhered to:-

**TABLE OF FINES**

<b>RATE OF DAMAGE (%)</b>	<b>RATE OF FINE ®</b>
0-5	250
6-10	500
11-15	750
16-20	1 000
21-25	1 250
26-30	1 500
31-35	1 750
36-40	2 000
41-45	2 250
46-50	2 500
51-55	2 750
56-60	3 000
61-65	3 250
66-70	3 500
71-75	3 750
76-80	4 000
81-85	4 250
86-90	4 500
91-95	4 750
96-100	5 000

13.1.3 These represent minimum fines. Should the cost of repairs be less than the amounts shown above, the amount of the fine will not exceed the total cost of repairs. The rate of damage shall be determined as follows:-

$$\frac{\text{Approved cost repairs}}{\text{Trade-in value}} \times \frac{100}{1}$$

13.1.4 These fines may be imposed in addition to any sanction, which a Disciplinary Hearing may decide upon.

13.1.5 The fine is payable by means of deduction from an employee's salary over a period not longer than 12 months. A motivation letter must be submitted to the Municipal Manager where an employee requires the period to exceed 12 months.

13.1.6 The Municipal employee shall sign an acknowledgement of debt in which the time frame for the payment of the fine shall also be captured.

13.1.7 In the case where the employee refers to 12.1.5 resign before the settlement, the outstanding balance shall be deducted from the employees' pension fund in full.

#### **14. Hired Vehicles**

14.1 In the case when no pool vehicles are available, the Manager of Department must approve the hire of vehicle and confirm funding. It will be the responsibility of the Asset Manager to hire such a vehicle without delay.

14.2 The policy will apply to all hired vehicles.

#### **15 .Disposal and acquisition of fleet assets by Chief Albert Luthuli Municipality**

15.4.1 Generally vehicles are purchased as a replacement of a retiring vehicle. However vehicles will be purchased and auctioned separately where circumstances as judged by Corporate Management will be advantageous to the Council.

15.4.2 Fleet Assets will be disposed in line with the Supply Chain Management regulations and the Asset Management Policy.

15.4.3 Before delivery is accepted, the detail of the order placed with the dealer is to be checked in every aspect against the vehicle being delivered. During this check care is to be taken to identify any deficiency in the high standard of vehicle preparation Expected by the Council

#### **16. Traffic Offences**

16.1 The driver and operators 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

16.2 Council may, at its sole discretion, 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.

16.3 The Asset Manager 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.