

MBHASHE LOCAL MUNICIPALITY

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HUMAN RESOURCE POLICY

FLEET MANAGEMENT POLICY

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FLEET MANAGEMENT POLICY

CORE BUSINESS AREA	CORPORATE SERVICES DIRECTORATE
OPERATIONAL AREA	ALL DIRECTORATES
VERSION	
DATE	
FILE NAME	FLEET MANAGEMENT POLICY
FILE NUMBER	
BUSINESS OWNER	MBHASHE LOCAL MUNICIPALITY

OWNER: CORPORATE SERVICES

CLIENT: MBHASHE LOCAL MUNICIPALITY

DOCUMENT CLASSIFICATION: CONFIDENTIAL

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1. INTRODUCTION

- 1.1 Departments of Mbhashe Municipality presently manage the Council fleet failing 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 vehicle across Mbhashe Municipality's departments. A 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. Fleet Manager. It will contribute the effective and efficient use of Council resources in that the number 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 vehicle, 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 vehicle by the officials of the 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 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 objectives.
- 2.7 To co-ordinate the management of Council transport by means of control measures which are applicable to all officials and Councillors.

3. FLEET MANAGEMENT OBJECTIVES

Management, Accountability and Responsibility

- 3.1 The fleet management policy and operational fleet management will be the responsibility of the Fleet Manager.
- 3.2 The Fleet Manager must maintain a list of vehicle, 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 Mbhashe Municipality officials, whom are required to use pool vehicle when conducting their official duties.
- 3.5 This applies to contracts / temporary as well as full time employees.
- 3.6 Heads of Department of Mbhashe Municipality will be accountable for the vehicles which are allocated to officials within their respective Departments.

- 3.7 Authorisation for the usage of vehicle will only be approved by Heads of Departments, except where the HOD has delegated such powers to the senior officials within his /her Department.
- 3.8 Such an official referred to in 3.7 must be from the level of a manager or higher.
- 3.9 Corporate Services is responsible for the management of fleet assets
- 3.10 The Director: Corporate Service is responsible for the disciplinary action arising from the misuse of Council vehicle by the employees.

Policy

- 3.11 This policy covers the use and management of pool vehicles within the Mbhashe Municipality.
- 3.12 Transport to a department of the 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.
- 3.13 The Fleet Manager will co-ordinate the Municipality's fleet management and consolidate management reporting.

4. DEFINITIONS

4.1 For the purpose of this policy, the following words will be defined as follows:

Fleet Manager	Refers to the designated Fleet Manager of Mbhashe Municipality
Fleet Assets	Refers to the Council's vehicles
Driver	Refers to the official, of the Mbhashe Municipality, entrusted with fleet asset at any given time
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
Management of pool Vehicles	Management will include servicing, maintenance, issuing of vehicles purchasing and disposal thereof
Log book	Gives details of the route travelled by the driver, including the kilometre reading of the vehicle used for the authorisation purpose, and any comments

5. UTILISATION OF FLEET VEHICLES

- 5.1 The Council's fleet assets should be utilised 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.

ALLOCATION OF VEHICLE

- 5.3 All Mbhashe Municipality vehicles are considered as property of the Council regardless of the original source.

5.4 There are two (2) types of allocations that can be approved by the Heads of Departments of Mphashe Municipality.

5.4.1 Short-term Allocation

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

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

5.4.1.3 The Fleet Manager cannot issue a vehicle for the short-term allocation without the approval of the HOD.

5.7 Pool Vehicles

(i.e. vehicle used on a need basis for a day or less).

5.7.1 The policy caters for regular and daily allocation of pool vehicle.

5.7.2 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 Mphashe Municipality.

5.7.3 The allocations referred to in 5.7.1 require a signed trip authority which is approved by the HOD in which the official seeking a vehicle is allocated.

5.7.4 In the event of non-availability of pool vehicles, the Fleet Manager will make necessary arrangements by approaching departments with permanently allocated vehicle.

5.8 Who can use a Pool Vehicle?

5.8.1 Pool vehicle can be used by any official with the authorised trip authority involved in an activity in line with the objectives of the responsible department within the Mphashe Municipality.

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

5.9 Care and Safe Guarding of Council Vehicle

5.9.1 Council vehicle must be kept in a clean and neat condition at all times

5.9.2 Smoking is **NOT** allowed in Council vehicle.

5.9.3 Although eating and drinking in Council vehicles is not encouraged, should circumstances dictate otherwise, the driver should remove litter/left-overs from vehicle?

5.9.4. No intoxicating substance may be consumed before and/or whilst driving a Council vehicle.

5.10 Exclusions

5.10.1 This policy does not apply to Councillors and employees who are receiving car allowances.

5.10.11 Drivers

5.11.1. A pool vehicle can only be driven by Mbhashe Municipality employees who have pretested by the Traffic Unit official who are Traffic Officers.

5.11.2 The driver must have an unendorsed valid driver's licence. The Fleet Manager must check the licence for validity and the ability to drive.

5.11.3 The driver may not have any outstanding transport related disciplinary actions against them at the time taking the vehicle.

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

5.12 Passengers

5.12.1. Passengers carried by a pool vehicle must be authorised to travel in the vehicle.

5.12.2 The picking up of casual passengers (i.e. hitchikers) is not allowed under any circumstances.

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

5.12.4 Indemnification letter must be signed by HOD authorising the official who intends to carry passengers who are not Council officials.

5.13 Authority to use a vehicle

5.13.1 All officials requiring a vehicle must have a signed trip authority from their management before the vehicle is allocated.

5.13.2 In normal circumstances a trip authority must be authorised by an official at Senior Manager Level or above, who is senior to the person traveling and is in their direct management line.

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

5.13.4 If a vehicle is required for emergency purposes, a trip authority must be obtained immediately after the event, or within 24 hours of the movement.

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

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

5.13.7 Trip authorities must not run longer than one week at a time for staff based at the office.

5.14 Issuing of Vehicle

5.14.1 All vehicles should be issued on the day of travel unless advanced authority to park the vehicle at home has been obtained.

5.14.2 The driver must carry his /her licence and produce it to the Fleet Manager upon request.

5.14.3 The signed trip authority must be carried in the vehicle with a copy placed on the file with the Fleet Manager.

5.14.4 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.

5.14.5 Continued later return of vehicles may lead to the refusal to allocate vehicles in the future.

5.14.6 The Fleet Manager will complete a vehicle issue form and a visual checklist before and after each trip.

5.14.7 The driver will then sign the issue form.

5.14.8 The driver then takes responsibility for the vehicle at this point. The vehicle will be checked using the same procedures.

5.14.9 The driver must hand in all petrol/diesel/oil purchase slips to the transport officer for checking and allocation after each trip.

5.15 Parking a vehicle overnight

5.15.1 In normal_circumstances vehicles must be parked at official locations.

5.15.2 The Fleet Manager must allocate an approved parking place for each vehicle.

5.15.3 The parking places should be lockable or with 24 hour security available.

5.13.4 When the vehicle is away from Council's parking, the driver must use a steering or gear lock on the vehicle.

5.15.5 Where secure facilities are not, the vehicle should be parked at the official property.

5.15.6 The driver of the vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit.

5.15.7 Parking charges for the use of secure parking will be refunded.

5.15.8 Permission may be given for a vehicle to be parked overnight at a home of an official if:

- i. The driver undertakes to keep the vehicle in adequately secured premises i.e. a garage or lockable gates and,
- ii. The number of staff will be leaving early morning or returning late at night.

- iii. 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 individuals is also at stake, or
- iv. The home of the individual is at 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 25 km would be expected), or
- v. The individual works from home or,
- vi. The individual is on call and there is no means by which they can be transported in event of a call out.

5.15.9 A signed authority form to park a vehicle at home must be issued.

5.15.10 The person responsible for signing trip authority must sign it.

5.15.11 It will normally be issued for each occasion.

5.15.12 However, for those on call, blanket permission can be issued for a specific time period.

5.15.13 The permission is subject to review and can withdraw at any time.

5.15.14 Whilst a vehicle is parked at home it may not be used for any private purposes.

5.15.15 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.

5.15.16 Private use of the vehicle whilst parked at home will lead to the withdrawal of the privilege and possible disciplinary action.

5.15.17. The officer responsible for transport must perform a distance check to determine the reasonableness thereof.

6. LOG BOOKS, PETROL CARDS, VEHICLE KEYS, AND VEHICLE EQUIPMENT

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

6.2 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.

6.3 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 Manager.

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. A distance check must be performed where the vehicle was not parked at official locations. This should be performed by the Fleet Manager. The Fleet Manager must either attach a calculation on the form. Any discrepancies must be investigated.
- 6.8 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.
- 6.9 The Fleet Manager will make available to the budget and Treasury Office log sheets at the end of each month for costing purposes.
- 6.10 A copy of the log sheet will thereafter be filed with the Fleet Manager.

7. MANAGEMENT SYSTEMS

- 7.1 The following key indicators will be kept for each vehicle by the Fleet Manager.
- 7.1.1 Actual kilometres travelled
 - 7.1.2 Fuel utilisation (km)
 - 7.1.3 Total maintenance cost
 - 7.1.4 Maintenance cost per kilometre
 - 7.1.5 Running cost per kilometre
 - 7.1.6 Availability
 - 7.1.7 Utilisation
 - 7.1.8 Vehicle performance against other similar vehicle within the fleet
 - 7.1.9 Accidents

8. VEHICLE ACCIDENTS

- 8.1 The following procedure shall be followed in the event of the Municipal-owned motor vehicle becoming involved in accidents, no matter how trivial, and irrespective of whether or not any person or animal or property, other than council vehicle is involved:
- 8.1.1 Call a police / traffic officer and if requested to do so supply name and address of the motor vehicle to any person having reasonable grounds for the requiring this information.
 - 8.1.2 If a police /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 are made to any person or payment offered or made to a third party.
 - 8.1.4 Should any third-party involved admit liability, endeavours 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 and be kept in the vehicle:

- i. Registration number, make and type of the vehicle(s);
- ii. Name(s) and address of the driver(s) of the vehicle(s);
- iii. Name(s) and address(es) of the 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);
- iv. Name and address of the third party's insurance company;
- v. Name, occupation and address and age or estimated age of any pedestrian(s) involved in the accident and any of pedestrians killed or injured;
- vi. Description of animals and fixed objects involved in the accident and the name and address of the owner;
- vii. Name and address of the witnesses including the occupants of the other vehicle(s) in their capacities as witnesses;
- viii. Measurements for the preparation of the sketch of the scene for the accident (pace off the distance if there is no scientific tape measure);
- ix. 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 conditions at the time of the accident; and
- x. The council's vehicle user should obtain the identity third party involved in the accident.

9. INTERNAL ACCIDENT REPORTING

- 9.1 The driver of the Municipal vehicle shall, within twenty-four hours after the accident, submit a written report to the Fleet Manager, who will ensure that the accident report form is completed and forwarded to the Senior Manager Corporate Service who will subsequently forward it to the CFO.
- 9.2 The CFO shall make endeavours to notify the insurance company that covers 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 Municipal Manager.
- 9.4 Any accident, damage or third party claim received shall immediately be submitted to the CFO. 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 Fleet Manager who will ensure that the accident report form is completed and forwarded to the Senior Manager Corporate Services.

9.5 Upon admission of the complete liability in the accident report a driver of the Municipal vehicle is involved in accident shall be given an option to personally bear all repair costs.

10. DUTIES OF THE FLEET MANAGER

10.1 The Fleet Manager shall:

10.1.1 Investigate all vehicle accidents and gather all documentary, photographic and other evidence that may be relevant to the case and submit to accident committee;

10.1.2 If feasible, conduct an inspection of the accident scene; and

10.1.3 Submit a report on results of points 10.1.1 to 10.1.3 to the Senior Manager Corporate Services.

11. DRIVERS' RESPONSIBILITIES

11.1 During the use of allocated vehicle and pool vehicle

11.1.1 Council vehicles will only be used for official's purposes.

11.1.2 No passengers, other than officials and councillors on duty should be transported in or on council vehicles, unless prior permission has been obtained from the Municipal Manager or the Head of Department and an indemnity form has been completed and signed.

11.1.3 Passengers are not allowed on the back of light delivery vehicle (LDVs).

11.1.4 A driver shall adhere to all traffic rules and regulations stipulated in legislation.


11.1.5 A driver will ensure that he/she is in a mentally and physically healthy condition before driving.

Should a driver contravene any traffic rule or regulations and receive a fine for such contravention, he/she shall be responsible for payment of such fine. Should a driver wish to defend such a charge brought against him/her, will do so in her/his personal capacity. Should a driver fail to pay a fine or fail to appear in court and summons is served on the municipality as owner of the vehicle, the Municipality will deduct such.

12 REVIEW OF THE POLICY

The policy shall be reviewed yearly and when necessary.

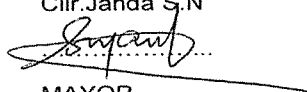
APPROVED BY THE COUNCIL AND SIGNED BY:-



MR NAKO M
ACTING MUNICIPAL MANAGER

31/10/2017

DATE:

Cllr. Janda S.N

MAYOR

CLLR JANDA S N

31/10/2017
DATE