

OVERSTRAND MUNICIPALITY

FLEET MANAGEMENT POLICY



Approved by Council

25 November 2020

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1. PURPOSE

- 1.1. Regulate, control and monitor the use of official vehicles of the Overstrand Municipality.
- 1.2. Ensure that the users of official vehicles comply with a uniform policy and procedures in respect of fleet management.
- 1.3. Ensure that official vehicles are optimally and effectively used for the rendering of municipal services.
- 1.4. Ensure cost-effective and efficient usage of available funding in respect of fuel and maintenance.
- 1.5. Prevent possible abuse/misuse of official vehicles.
- 1.6. Enhance safe driving and usage practices in respect of official vehicles.

2. DEFINITIONS

For this Policy and the following definitions shall apply:

Officials

Any person who is permanently or temporary employed or contracted by the Overstrand Municipality.

Official Vehicle

All vehicles registered in the name of Overstrand Municipality and all vehicles from the Provincial Government of the Western Cape made available by way of an official agreement to be utilise by Overstrand Municipality.

Authorised Driver

An authorised driver is an official of Overstrand Municipality who holds the prescribed applicable valid driver's License and are competent to operate such vehicle, and who has been duly authorised to drive an official vehicle from external service prover by a Vehicle Administrator who has the authority to grant such approval.

Vehicle Administrator

Vehicle administrator is a designated Senior-/Manager of Overstrand Municipality who is responsible for the allocation of official vehicles to authorised drivers, in his/her department/directorate.

3. STATURORY AND LEGAL FRAMEWORK

This policy must comply with all relevant legislative requirements including:

- 3.1 The Constitution of the Republic of South Africa, 1996
- 3.2 Municipal Structures, Act 117 of 1998

- 3.3 Municipal Systems, Act 32 of 2000
- 3.4 Municipal Finance Management, Act 56 of 2003
- 3.5 National Road Traffic (NRTA), Act 93 of 1996
- 3.6 Occupational Health and Safety, Act 85 of 1993
- 3.7 Overstrand Municipality: Asset Management Policy

4. SCOPE

- 4.1 This policy applies to all officials and Councillors of Overstrand Municipality and governs the use and maintenance of all the official vehicles of the Overstrand Municipality.
- 4.2 A councilor may, in exceptional circumstances, upon good cause shown, and with the approval of the Mayor or Speaker, utilize the municipal-owned vehicle for official purposes.
- 4.3 If a councilor uses a municipal-owned motor vehicle for official purposes such councilor will not be reimbursed for kilometers travelled.
- 4.4 Members of the public may not operate/drive an official vehicle.
- 4.5 Any employee who receives essential vehicle assistance, car allowance or any other form of transportation allowance, may not operate/drive an official vehicle, subject to approval being granted as stipulated in 4.6 below.
- 4.6 If the requirement arises that an unauthorised driver/operator requires to use an official vehicle to fulfil his/her official duties, prior permission can be granted by the relevant Director in writing, to use an official vehicle. The usage may be required either due to:
 - 4.6.1 His/her vehicle not available, in which case repayment or partial repayment may be required,
 - 4.6.2 A requirement to operate a specialised vehicle, such as a cherry picker, refuse compactor truck, emergency services vehicle.
 - 4.6.3 A group of municipal officials/councillors requires the use of the minibus to conduct their official duties. The minibus can be booked at the Fleet Management offices.
- 4.7 A group of members of a statutory committee(s) of the Municipal Council may be transported for official business in a minibus subject to approval by the relevant Director.
- 4.8 Authorisation from the relevant Director/Manager of an official vehicle shall be submitted to Fleet Management before the use of the official vehicle.

5. VEHICLES OF EXTERNAL SERVICE PROVIDERS (RENTAL VEHICLES)

Where an official of Overstrand Municipality utilised a vehicle from an external service provider, the policies and conditions of the service provider must be accepted and adhered to by such an authorised driver.

6. RESPONSIBILITIES OF FLEET MANAGEMENT

The Fleet Management Section is largely responsible for the management and control of the vehicle fleet regarding:

- 6.1 Procurement of vehicles and related fixtures;
- 6.2 Maintenance and servicing of vehicles and related fixtures;
- 6.3 Safeguarding of vehicles;
- 6.4 Financial and other administrative record-keeping related to vehicles;
- 6.5 Inspection of all vehicles on at least a quarterly basis;
- 6.6 Ensure allocation of vehicles to vehicle administrators/authorized drivers;
- 6.7 Deal/assist with investigations regarding any incidents related to misuse/in appropriate use and accidents; with regard to the vehicle fleet;
- 6.8 Financial and other administrative duties (including record-keeping) related to the vehicles fleet, and
- 6.9 Ensure timely communication regarding matters related to fleet management to all affected stakeholders.

7. RESPONSIBILITIES OF AUTHORISED DRIVERS

- 7.1 The full cooperation of all employees that make use and are dependent on the vehicle fleet to execute their official duties are always required to ensure that Overstrand Municipality's Fleet Management System functions in an effective and efficient manner.
- 7.2 All authorised drivers/ and vehicle administrators are expected to accept and exercise the responsibilities associated with the operation of vehicles, as prescribed in this policy.
- 7.3 The authorised drivers shall be held accountable for the vehicle in his/her possession.
- 7.4 **Authorised usage**
 - 7.4.1 The vehicles shall only be driven by appropriately licensed and duly authorised officials on official duty who must ensure that

their driving licenses are always valid and are renewed before the expiry date.

- 7.4.2 All employees shall travel in one official vehicle as far as reasonably possible.
- 7.4.3 All authorised drivers shall sign the Fleet Management Policy before they are permitted to drive an official vehicle.
- 7.4.4 All official vehicles must be issued with a logbook (hard copy or electronic). The authorised driver is responsible to record all his/her trips in the logbook on a daily basis.
- 7.4.5 Officials shall use the official vehicles only for execution of official duties.
- 7.4.6 Officials may not tamper with the speedometer or any part of an official vehicle.
- 7.4.7 Official vehicles may only be utilised as per the applicable prescribed license requirements.
- 7.4.8 No official vehicle shall be used for unofficial training.
- 7.4.9 When an official vehicle requires fuel/oil, the official vehicle shall obtain the supplies on route, or at the closest filling station if it is safe to do so.
- 7.4.10 Authorised drivers shall adhere to the manufacturer's specifications and the National Road Traffic, Act 93 of 1996 (NRTA) to prevent overloading or incorrect load distributions.
- 7.4.11 All loads shall be properly secured.
- 7.4.12 Authorised drivers shall accept responsibility for the official vehicle and its load, and for safe driving practices.
- 7.4.13 Authorised drivers shall adhere to all traffic regulations whilst supporting green band driving. (Green band driving is a measure of the use of the most efficient range of the engine).
- 7.4.14 No water shall be used to top up engine coolant. Only pre-mix antifreeze shall be used that can be obtained from the Municipal Stores.

7.5 Valid Driver's License

- 7.5.1 Officials who are authorised to drive an official vehicle must have of a valid driver's license in terms of the National Road Traffic, Act 93 of 1996 (NRTA) for the particular class of vehicle utilised by him/her.
- 7.5.2 It is the responsibility of the official to inform his/her dedicated vehicle administrator in the event of his/her driver's license being revoked or suspended.
- 7.5.3 Vehicle administrators must ensure that no official operates an official vehicle without a valid driver's license.

7.6 Public Drivers Permit

- 7.6.1 Authorised drivers who in terms of prescribed legislation must have of Public Drivers Permits (PDP) must ensure that their Public Drivers Permits (PDP) are always valid and are renewed before the expiry date.

- 7.6.2 Overstrand Municipality will bear the costs of all authorised drivers who in terms of their job requirements must possess a Public Drivers Permit (PDP).

7.7 Public Image

- 7.7.1 All official vehicles shall be driven safely and courteously, which will promote the Overstrand Municipality's public image.
- 7.7.2 All official vehicles must be branded with an identifiable approved official logo, excluding official vehicles utilised by Councillors.

7.8 Tidiness

- 7.8.1 Official vehicles should at all times be kept in a neat and tidy condition by employees.
- 7.8.2 Upon returning from each trip, official vehicles must be cleared of all items not belonging in the vehicle (refuse, personal items, etc.).
- 7.8.3 Vehicle administrators shall ensure that all official vehicles are washed and vacuumed at least on a bi-weekly basis.

7.9 Careful Handling

Official vehicles shall at all times be driven and handled with proper care and attention to obtain the best mechanical service and avoid infringements of the law.

7.10 Inspections of Official Vehicles

- 7.10.1 Pre- and post-inspections of official vehicles are to be carried out by each authorised driver before embarking on a trip and after completion of a trip and/or daily to ensure that the vehicle is in a roadworthy, safe working and clean condition, by also completing the prescribed pre- and post-inspection form.
- 7.10.2 All yellow machines (i.e. diggers, loaders, graders, excavators, compactors) must be greased as per manufacturer's specifications by the relevant authorised driver.
- 7.10.3 Refuse compactors will be greased weekly by the relevant authorised driver, based on the schedule provided by the vehicle administrator.
- 7.10.4 The abovementioned inspection forms must be presented to his/her vehicle administrator on a weekly basis.
- 7.10.5 Any damage/defects found by the authorised driver during the course of the inspection must be reported in writing the same day to his/her vehicle administrator who must report it to the Fleet Management Department for further action.
- 7.10.6 The last authorised driver of an official vehicle will be held responsible for any unreported damage/defects/loss.
- 7.10.7 If during an inspection it is found by an authorised driver that a license disc and/or number plate is lost, destroyed, expired or illegible, matter(s) must be reported without delay to his/her

vehicle administrator who must report it to the Fleet Management Department for further action. The vehicle shall not be utilised until at such a time that the vehicle is deemed roadworthy.

- 7.10.8 All official vehicles must be available for periodical inspection upon the instruction of the Fleet Management Department.
- 7.10.9 Employees may not display and/or affix any private signs, mascots, stickers or advertising material, on an official vehicle.
- 7.10.10 All vehicles fitted with a turbocharger must be idled for 2 minutes after start-up, and before switching the engine off the engine must also be idled for 2 minutes.

7.11 Safety

- 7.11.1 Authorised drivers shall adhere to traffic rules and legislation and ensure that their passengers also adhere to such legislation, including the fastening of seat belts.
- 7.11.2 Any vehicle that is not deemed to be roadworthy will not be allowed to be operated and must be reported to the Fleet Management office by the vehicle administrator immediately.
- 7.11.3 All hydraulic lifting equipment shall annually be safety tested by an authorised load testing facility as prescribed by the Occupational Health and Safety, Act 85 of 1993. Lifting equipment not tested will be deemed unsafe and will not be used.
- 7.11.4 Cell phones shall not be used (including texting) whilst the authorised driver is operating an official vehicle.

8. SAFE DRIVING

8.1 Traffic Fines

- 8.1.1 Overstrand Municipality will not pay any traffic fines and the authorised driver of the official vehicle, as specified on the vehicle requisition form, will be held liable for all traffic fines issued while the said official vehicle has been entrusted to him/her.
- 8.1.2 No employee will receive any financial assistance from Overstrand Municipality for payment of any fines and the official driver must ensure that the traffic fine(s) is paid on or before the due date as stipulated in the Fine Notice.
- 8.1.3 Traffic fines shall be transferred to the authorised driver.

8.2 Speed Limit

- 8.2.1 In terms of section 59(4) of the National Road Traffic, Act 93 of 1996 (NRTA) no person shall drive a vehicle on a public road at a speed in excess of the general speed limit which applies in terms of that road, or at a speed in excess of a speed limit indicated by an appropriate road traffic sign or in excess of the speed limit prescribed by the Minister in respect of the class of vehicle concerned.

- 8.2.2 Official vehicles may not be driven at a speed limit that may endanger the lives of passengers and/or other road users.
- 8.2.3 The speed must be adjusted to suit weather conditions, road conditions and the particular type of vehicle being used.

8.3 Night Driving: Correct use of Vehicle Lights

All authorised drivers of official vehicles must strictly adhere to Regulation 157 of the National Road Traffic, Act 93 of 1996 (NRTA) which requires, inter alia, that vehicle lights be operational at any time from sunset to sunrise and “at any other time when, due to insufficient light or unfavorable weather conditions, persons and vehicles upon the public road are not clearly visible at a distance of 150 meters”.

8.4 Unattended Official Vehicles

The authorised driver of an official vehicle must turn off the ignition, close all windows and lock the doors and, if applicable, close and lock the boot or canopy windows and doors of the vehicle, whenever the vehicle is left unattended, excluding emergency vehicles when operationally active.

8.5 Testing of Authorised Drivers

Any authorised driver can at any time be instructed by Fleet Management to pass a competency test at the Traffic Department.

9. DUTIES OF VEHICLE ADMINISTRATORS

- 9.1 When an official vehicle is issued to an authorised driver, the vehicle keys vehicle logbook and, if applicable, fuel card must be handed over to the driver and care must be exercised that all the issued items are returned to the vehicle administrator.
- 9.2 The authorised driver must, at the end of his/her trip record the details as required in the official vehicle logbook and sign off the logbook, before handing the logbook back to the vehicle administrator.
 - 9.2.1 On receipt of the vehicle logbook, the vehicle administrator must check that all trips that were undertaken by the authorised driver are recorded on the vehicle log sheet to ensure accuracy and completeness.
 - 9.2.2 If the vehicle administrator is satisfied that the information on the vehicle log sheet is correct, he/she must sign off the vehicle log sheet(s) as evidence that the information is correct, where after it must be submitted to the Fleet Management Department by no later than the 7th working day of each month.
 - 9.2.3 The vehicle administrator must submit to the Fleet Management Department, by no later than the 7th working day of each month, fuel slips, attached to the relevant copies of the vehicle log sheets for fuel/oil and tolls.

9.2.4 Vehicle inspection sheets will be kept on file by the vehicle administrator and shall be made available to the Fleet Management Department for inspection from time to time.

9.3 It is the responsibility of the vehicle administrator to ensure that all vehicles are timeously cleaned, greased, booked for services and repairs with the Fleet Management Department.

10. VEHICLE LOGBOOKS

Each authorised driver shall record in the vehicle logbook legibly and accurately details of the trip, as well as the closing kilometer reading of the odometer upon return of the official vehicle to establish the distances travelled per journey.

11. VEHICLE KEYS

11.1 All official vehicle keys must be safely secured in a lockable storage facility (provided by the vehicle administrator) when the vehicle is not in use.

11.2 A designated driver to whom an official vehicle is entrusted must personally and at all times ensure that the vehicle keys are in safe custody and that they are not lost or do not fall into the hands of unauthorised persons.

11.3 Should vehicle keys be lost, measures should immediately be taken by the authorised driver to safeguard the vehicle against theft or unauthorised usage. The loss of the vehicle keys must be reported immediately to the vehicle administrator and Fleet Management.

12. SAFEGUARDING OF VEHICLES

The authorised driver of the official vehicle of Overstrand Municipality must take all reasonable steps to ensure the safeguarding of municipal property in official vehicles (i.e. fuel, accessories, and tools) against theft and/or damage, even in instances when the official vehicle is vacated by the authorised driver.

13. FUEL, OIL AND TOLL GATE SLIPS

The fuel, oil and toll gate slips must be attached to the trip sheet and must be handed in by the relevant authorised driver of an official vehicle to the vehicle administrator, for dispatch to the Fleet Management Department as prescribed in this policy.

14. AFTER HOUR USAGE

14.1. Authorised drivers of Overstrand Municipality may be approved to utilise official vehicles after normal working hours or over weekends based on operational requirements.

14.2. Where official vehicles have to be utilised after normal working hours the applicable vehicle administrator must authorise the prescribed official vehicle for overnight usage.

14.3. The authorised driver shall ensure that the official vehicle is parked at a secure location, as the authorized driver will be held accountable for any damages or loss whilst the vehicle is in his/her possession.

15. IRREGULAR USE OF OFFICIAL VEHICLES

15.1 Alcohol/Drugs/Prescribed Medicine/Personal Gain

15.1.1 Authorised drivers may not drive an official vehicle when under the influence of alcohol or drugs.

15.1.2 Authorised drivers may not smoke any tobacco products while in an official vehicle.

15.1.3 Authorised drivers may not drink any liquor and/or take any illegal drugs while being in or on an official vehicle.

15.1.4 Authorised driver who are on any form of prescribed medication which may affect his/her driving capabilities must notify his/her supervisor accordingly by providing a letter from a registered medical practitioner.

15.2 Passengers

15.2.1 Any passenger who is not in the employment of Overstrand Municipality must be authorized by the relevant Director (Departmental Head) to be transported for the purposes of official business of the Municipality.

15.2.2 The last-mentioned approved passenger must sign the prescribed indemnity form before embarking on a journey.

16. PROHIBITION OF EMPLOYEES FROM DRIVING OFFICIAL VEHICLES

The Municipal Manager reserves the right to prohibit an employee from driving an official vehicle, either on a temporary or permanent basis, should circumstances deem it necessary.

17. LIABILITY FOR LOSS OR DAMAGE

An employee of Overstrand Municipality, who has been found guilty in terms of the Disciplinary Procedure and Code Collective Agreement for the loss of or damage to an official vehicle, may be held liable for such loss or damage.

18. PUBLIC LIABILITY

The use of official vehicles may expose an employee to public liability in the event of an accident if the accident is found to be caused by the driver's negligence.

19. MAINTENANCE OF OFFICIAL VEHICLES

- 19.1 The vehicle administrator must keep a record for the servicing of vehicles to ensure that all official vehicles are released for servicing timeously and that the vehicle is delivered (and collected) to the identified Mechanical Workshop.
- 19.2 Any defects, faults or breakdowns which are experienced on the route during official journeys, must be reported by the authorised driver to the vehicle administrator, who must make the necessary arrangements with Fleet Management Department for repairs to be executed.

20. TRACKING DEVICE

All employees should take cognisance of the fact that official vehicles may be equipped with a tracking device.

21. MECHANICAL OR OPERATIONAL FAILURE

- 21.1 When mechanical or operational deficiencies occur while an official vehicle is being used, the employee must immediately contact the relevant vehicle administrator who must arrange with the Fleet Management Department to attend to the matter.
- 21.2 Under no circumstances may an employee of Overstrand Municipality continue to operate an official vehicle if the operation could endanger any person, property or the vehicle itself.
- 22.3 When official vehicles are experiencing breakdowns or are stuck, the authorised driver of such a vehicle shall inform his vehicle administrator who must arrange with the Fleet Management Department for the recovery of the vehicle. No person is authorised to tow an official vehicle unless approved by the Fleet Management Department.

22. ACCIDENTS

In the event of an accident/ incident the following procedures shall apply, irrespective of the severity of the accident/incident:

- 22.1 Where possible authorised driver/employees on the scene must contact the law enforcement officers for assistance and also inform the Fleet Management Department.
- 22.2 Under no circumstances shall liability be admitted or unguarded statements be made to any person or payment offered or made to a third party.
- 22.3 Obtain as soon as possible the following information:
 - 22.3.1 Registration number, make and type of vehicle involved in accident

- 22.3.2 Names and addresses of persons involved in the accident/incident
 - 22.3.3 Insurance particulars of involved parties
 - 22.3.4 Names and addresses of any person that can act as a witness, including occupants of involved vehicles
 - 22.3.5 Take photos of the accident/ incident with your cell phone if available.
- 22.4 It is the responsibility of the authorised driver of an official vehicle to also immediately report any accident/incident to the relevant vehicle administrator and the South African Police Service, subject thereto that if it is not possible to report the accident immediately, it must be reported within 24 hours.
- 22.5 If involved in any kind of accident/incident the authorised driver where possible, shall submit within 24 hours after the accident to his/her vehicle administrator all documentation as per the Overstrand Municipality: Asset Management Policy.
- 22.6 The vehicle administrator shall within 48 hours submit the documentation as prescribed above (in 22.3) to the Assets Department.
- 22.7 The vehicle administrator shall return the affected vehicle and copies of documentation prescribed above (in 22.3) to the Fleet Management Department within 48 hours.

23. DISCIPLINARY ACTION

An employee who transgresses the prescriptions of this Fleet Management Policy will be subject to the possibly disciplinary action.

24. CRIMINAL PROCEDURES

The Municipal Manager, a third party or the National Prosecuting Authority of South Africa may institute criminal charges against an employee in a court of law should applicable legislation deemed it necessary.

25. EFFECTIVE DATE

The Fleet Management Policy will become effective upon approval by the Council of Overstrand Municipality.

Policy Section	Fleet Management
Current update	25 November 2020
Previous review	27 March 2013
Approval by Council	28 May 2008