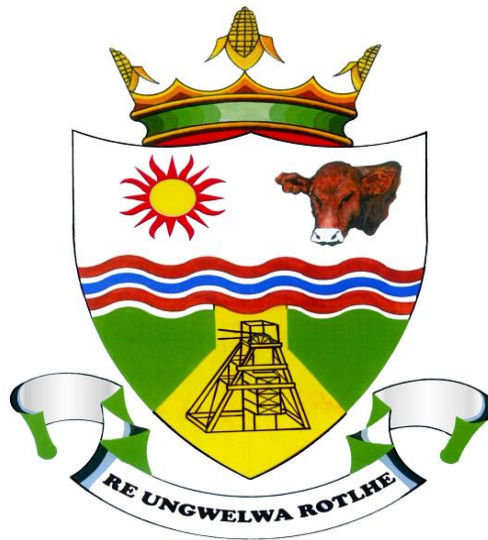


JOE MOROLONG LOCAL MUNICIPALITY



PROPOSED FLEET MANAGEMENT POLICY

POLICY ON MUNICIPAL VEHICLE USAGE

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POLICY ON VEHICLE USAGE

1. PREAMBLE

In terms of the MFMA section 63 (1) - The Accounting officer of a municipality is responsible for the management of:

- (a) The assets of the municipality, including the safeguarding and the maintenance of those assets; and
 - (b) The liabilities of the municipality
2. The accounting officer must for the purpose of the subsection (1) take all reasonable steps to ensure:
- (a) That the municipality has and maintains a management, accounting and information systems that accounts for the assets and liabilities of the municipality
 - (b) That the municipality assets and liabilities are valued in accordance with standards of GRAP
 - (c) That the municipality has maintains a system of internal control of assets and liabilities, including an assets and liabilities register as may be prescribed

Joe Morolong Local Municipality, It's Council and Management has a legal, moral and financial obligation to protect municipal assets from abuse, which could result in a loss to the Municipality

2 PURPOSE OF THE POLICY

- 2.1 To regulate the use of official Municipal vehicles and to ensure that they are used in a safe and efficient manner in order to minimize accidents and abuse of vehicles
- 2.2 To provide a procedure for accidents and for conducting an enquiry into vehicle accidents involving Municipal vehicles

3 APPLICATIONS OF THE POLICY

- 3.1 This policy will apply to all users of Municipal vehicles. Where an employee of Council is required to drive during the course of his/her duties he or she will fully subscribe to the conditions of this policy.
- 3.2 This applies to casual drivers as well as full time drivers.

4 REGULATIONS

4.1 Driver's Licence

- 4.1.1 Every employee required to drive will furnish the Municipality with a certified copy of his/her driver's licence. Only the new cards type driver's licence will be accepted
- 4.1.2 It is the responsibility of the employee to renew his/her driver's licence on the expiry date indicated on his/her driver's licence
- 4.1.3 The Fleet Unit will ensure that new employees are competent before handing over a vehicle to a new employee
- 4.1.4 Copies of the driver's licence will be kept on file at the fleet office
- 4.1.5 It is the responsibility employee to inform his/her superior of all endorsements or other restrictions placed on his/her drivers licence
- 4.1.6 If it is discovered that the drivers licence was fraudulently acquired, disciplinary proceedings shall be instituted

4.2 USE OF MUNICIPAL VEHICLES

- 4.2.1 Municipal vehicles will be used for authorized and essential trips on Council business
- 4.2.2 Employees driving a Municipal vehicle will ensure that the Logbook provided for the vehicle is properly completed after each trip. Logbooks will be returned to the Fleet Officer/Manager or his/her designate before or on the last day of the month
- 4.2.3 Directors will ensure that a vehicle authorisation form is completed for every trip

- 4.2.4 Council vehicles are not to be taken home except with the written permission of their relevant Director. In that case an employee will ensure that the vehicle is kept in a lock-up garage or yard with lockable gate
- 4.2.5 Authorization to take vehicles home will only be granted by Departmental Directors. The standard authorisation form will be completed whenever the vehicle is to be taken home.
- 4.2.6 Only Municipal employees on official duty and work-related passengers will be carried as passengers in Council vehicles.
- 4.2.7 Employees undertake to look after municipal vehicles and to keep these vehicles in a clean, safe and roadworthy state at all times.
- 4.2.8 It is incumbent upon directors/supervisors to inspect vehicles in the care of his/her department on a monthly basis.
- 4.2.9 A fleet manager may drive a council vehicle to test roadworthiness of such a vehicle until such a time he/she is satisfied that the vehicle is in good .
- 4.2.10 All vehicles will be driven with due care at all times.
- 4.2.13 No intoxicating substance may be consumed whilst driving a municipal vehicle

4.3. VEHICLE ACCIDENTS

The following procedure shall be followed in the event of a municipality owned vehicle being 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:

- 4.3.1 Immediately stop the vehicle at the scene or as close to it as possible, making sure the vehicle is not obstructing traffic. Ensure own safety first.
Help any injured people and call for assistance if needed call the 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 requesting this information.
- 4.3.2 If police or a traffic officer is not available, report the accident to a police station as soon after the occurrence of the accident as practicable
- 4.3.3 In no circumstances shall liability be admitted or unguarded statements are made to any person or payment offered or made to third party

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- 4.3.4 Should any third party involved admits liability, endeavours should be made to obtain a statement in writing from his/her to this effect
- 4.3.5 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 Alco-test or
Breathalyzer

4.3.6 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:

- Registration number, make and type of the other vehicle
- Names and address of the drivers of the other vehicle
- Names and addresses of persons involved in an accident be it she /he/they was/were passengers of the Municipal vehicles driver or the third party or pedestrians
- Name and address of the third party's insurance company
- Name, occupation and address and age or estimated age of any pedestrians involved in the accident and of any pedestrians killed or injured
- Description of the animals and fixed objects involved in the accident and the name and address of the owner
- Name and address of witnesses including the occupants of the vehicles in their capacities as witnesses
- Measurements for the preparation of a sketch of the scene of the accident (place of the distance if there is no scientific tape measure)
- Note the geographical landscape of the place of the accident, type of the road, accident-related obstructive substance of object on or around the road, road make-up including any fencing and weather condition at the time of the accident

4.3.7 Drivers will be held liable for negligent damages on council vehicles

4.4 INTERNAL ACCIDENT REPORTING

4.4.1 The driver of the municipal vehicle shall within 24 hours after the accident, ensure that the accident report form is completed by the Claims Officer and also ensure that statement by witnesses and other relevant supporting documents e.g. Case reference numbers are forwarded to the Fleet Manager or his/her superior in the event of his absence

4.4.2 The Claims (official dealing with municipal claims form insurance) or her superior shall make endeavours (in addition to obtaining a mechanical report

on the condition of the vehicle after the accident) to obtain a minimum of three repair quotations from different repairing agencies or write-off report if applicable and trade-in value of the vehicle

4.4.3 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 Fleet Manager or his superior so that the Municipality's insurer may be approached

4.4.4. Any accident damage or third-party claim received shall immediately be submitted to the Fleet Manager within 24 hours

4.4.5 Any damage made to the Municipal vehicle as a result of an accident involving another vehicle or animals or any object, shall be reported to the Fleet Manager within 24 hours

4.4.6 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

4.4.7 Traffic fines resulting from negligence of drivers are fully payable by drivers involved.

4.6 FRAMEWORK FOR REMEDIAL ACTIONS

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

5 IMPLEMENTATION PROVISIONS

5.1 In the event of misconception, misinterpretation and misunderstanding of this policy, or any clause contained in this policy, the municipality reserves the right to give an objective interpretation subject to appeal to Management, which shall give a final judgement of the case

5.2 Any amendment or annulment of this policy shall be done upon submission of a comprehensive motivation by Management to the municipality which will be entrusted with absolute powers of amending or annulling this policy

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- 5.3 It shall be incumbent upon the municipality to take proper action that does not deviate from the enshrined order of this policy where this policy falls short, or does not provide a mechanism or a framework for addressing any matter or issue pertaining to the mission of this policy, in order to give effect to the objectives of this policy in particular and to the interest of the municipality in general
- 6.4 Notwithstanding the contents of this policy the Municipal Manager shall have discretionary authority to waive any clause of this policy provided that it is the best interest of the municipality to do so.