

NEW INCLUSIONS IN THE FLEET MANAGEMENT POLICY

- 4.2.19 Itinerary book should be filled by all drivers on daily basis and record all trips
- 4.2.20 None submission of Logsheet by drivers should be viewed as a transgression and necessary disciplinary measures should be taken.
- 4.2.21 The total number of Kilometres to be driven on monthly basis on council vehicles shall be 2400, exception shall be given to the vehicle of the mayor and the speaker of the municipality.
- 4.2.22 In cases of exceptional circumstances which may necessitate the kilometres of the council vehicle to exceed 2400, a request by the user department must be made to fleet management, entailing such circumstances and a further number of kilometers required as at that month.
- 4.2.23 Exceeding of allocated kilometres without written supporting reasons by the director of the department shall be viewed as misconduct.
- 4.2.24 Managers and Supervisors mechanical section shall be allowed to drive council vehicles in the course of executing their duties.
- 4.2.25 Only the mayoral driver, the mayor and an alternative driver appointed by the municipal manager are allowed to drive the mayoral vehicle (This shall also apply to the vehicle of the speaker of the municipality).
- 4.2.26 The Mayor or and the speaker may use his/her discretion in using the vehicle to fulfill his/her official duties and duties relevant to his /her office as political officials allocated municipal vehicles.
- 4.2.27 The spouse of the mayor and or the speaker of the municipality are allowed to board the official vehicle in functions and events where spouses are also invited to attend.