

# **BA-PHALABORWA MUNICIPALITY**



# **FLEET MANAGEMENT POLICY 2015/16**

# **POLICY ON MUNICIPAL VEHICLE USAGE**

## **TABLE OF CONTENTS**

### **CONTENTS**

1. Preamble.....	
2. Purpose of the policy.....	
3. Application of the policy.....	
4. Regulations.....	
4.1 Driver's licences.....	
4.2 Use of Municipal Vehicle.....	
4.3 Vehicle Accidents.....	
4.4 Accident Reporting.....	
4.5 Duties of the safety officer.....	
4.6 Framework for remedial actions.....	
5. Enforcement.....	

## **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

Ba-Phalaborwa 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

It is accepted that the Council has in the past sustained such losses and that this has a negative impact on the Council's Insurance claims experience. *This policy seeks to address these shortcomings*

These assets include vehicles and are extended to include those vehicles, which are used by the Municipality on an agency basis such as Water and Sanitation, Traffic vehicles.

The policy excludes the vehicles, which are used subject to specific agreements such as vehicle used by the Mayor. It is therefore accepted that where an official has access to a vehicle subject to such an agreement an official will not have the automatic right to use an official council vehicle. A decision to allow such an official to use an official vehicle can only be granted by the Municipal Manager.

## **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 modus operandi for conducting an enquiry into vehicle accidents involving Municipal vehicles
- 2.3 To provide a framework for remedial actions to be instituted by Management

## **3 APPLICATION 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 credit cards type driver's licence will be accepted
- 4.1.2 It is incumbent upon the employee to renew his/her driver's licence on the expiry date indicated on his/her drivers licence
- 4.1.3 Directors will ensure that new employees are competent before handing over a vehicle to a new employee
- 4.1.4 Copies of the drivers licence will be kept on the employee's personal file
- 4.1.5 It is incumbent upon the 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 vehicle 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 Director 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. Where such facility is not available, the vehicle will be parked at a police station or Municipal Offices or Workshops where there is security.
- 4.2.5 Authorization to take vehicles home will only be granted by Departmental Managers. 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 road worthy state at all times.
- 4.2.8 It is incumbent upon directors to inspect vehicles in the care of his/ her department on a monthly basis.
- 4.2.9 All vehicles will be driven with due care at all times.
- 4.2.10 No intoxicating liquor may be consumed whilst in charge of 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 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 a 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
- 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 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

#### **4.4 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

#### **4.5 DUTIES OF THE SAFETY OFFICER**

- 4.5.1 Shall investigate all Vehicle accidents and gather all documentary, photographic and other evidence that may be relevant to the case
- 4.5.2 If feasible the Safety Officer/ Designee may conduct an inspection of the accident scene
- 4.5.3 Shall objectively advise the Director on the circumstances of any vehicle accident and based on available evidence, whether any further action is recommended in each case
- 4.5.4 May interview the driver, assessor, third party or any other person with information relevant to the accident
- 4.5.5 Request witnesses to make a verbal/written statement about the accident
- 4.5.6 Probe the nature of the trip and granting of authority to the driver
- 4.5.7 Shall after completing an investigation on each accident case draw and submit a report to the Director formatted as follows:

- Introduction
- Statement of the case
- Findings
- Recommendations
- Signature

#### **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 ENFORCEMENT**

- 5.1 Municipal Officials are charged with enforcement of this policy
- 5.2 Municipal Officials (Level 1-3), Municipal Traffic Officers, Provincial Traffic Officers and the SAPS are authorised to impound/ confiscate vehicles driven without proper authorisation
- 5.3 When the driver fail to produce the required documentation as proof of authorisation to use the vehicle. The vehicle shall be impounded forthwith.

## **6 IMPLEMENTATION PROVISIONS**

- 6.1 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
- 6.2 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
- 6.3 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.