

# BA-PHALABORWA LOCAL MUNICIPALITY



## FLEET MANAGEMENT POLICY

---

PROCEDURES AND PRINCIPLES ON FLEET MANAGEMENT

**2026-2027**

# 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 Internal Accidents Reporting/Traffic Fines.....	
5. Enforcement.....	

## 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

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 maintains a system of internal control of assets and liabilities, including 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 urgent basis such as Water and Sanitation, Traffic vehicles.

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 Manager Fleet or and 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, Artisans and Artisans.
- 3.3 Directors of Departments, Managers and supervisors of sections have the responsibility to ensure that drivers comply with the contents of this policy.

## **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 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 Competency to drive should be tested by Municipal Traffic Department in consultation with Fleet Management, and in some instances with Human Resource Department.
- 4.1.5 Copies of the drivers licence will be kept on the employee's personal file
- 4.1.6 It is incumbent upon the employee to inform his/her superior of all endorsements or other restrictions placed on his/her drivers licence
- 4.1.7 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 Manager or his/her designate before or on the last day of the month
- 4.2.3 Failure by the driver to submit logbook at the end of the month and at least two days after the end of the month shall be treated as misconduct.
- 4.2.4 Directors will ensure that a vehicle authorisation form is completed for every trip outside municipal jurisdiction.
- 4.2.5 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 municipal premises where there is municipal security personnel.
- 4.2.6 Authorization to take vehicles home will only be granted by Departmental Managers and or supervisors in consultation with the Fleet Manger.
  - 4.2.7 No municipal vehicle should be repaired externally without the authorization and approval of the Fleet manager.
  - 4.2.8 Only Municipal employees on official duty and work-related passengers will be carried as passengers in Council vehicles.
  - 4.2.9 Employees undertake to look after municipal vehicles and to keep these vehicles in a clean, safe and roadworthy state at all times.
  - 4.2.10 General workers are not allowed to drive council vehicles, unless under extreme work-load on authorization by sectional manager when the incumbent (Driver-Artisan-Assistant Artisan) is on leave or retired.
  - 4.2.11 It is incumbent upon the driver to inspect a vehicle allocated to him or her before on daily basis.
  - 4.2.12 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 condition.
  - 4.2.13 Those that do internships and training within fleet management may drive council vehicles in executing their duties and responsibilities aligned to fleet office on the approval of fleet manager.
  - 4.2.14 All vehicles should be driven with due care at all times.
  - 4.2.15 No intoxicating substance may be consumed whilst driving a municipal vehicle
  - 4.2.16 Smoking inside council vehicles is prohibited.
  - 4.2.17 A driver of council vehicle shall be held liable for the loss of vehicle keys and shall bear the costs of replacement.
  - 4.2.18 All damages to vehicle, or need for repairs, this includes the windscreen and mechanical repairs/services, should be reported to fleet management by the driver.
  - 4.2.19 Itinerary book should be filled by all drivers on daily basis and record all trips
  - 4.2.20 No submission of Log sheet or Itinerary sheet by drivers should be viewed as a transgression and necessary disciplinary measures should be taken.

- 4.2.21 Collection of employees using municipal vehicles between Monday to Friday, in the morning to work is strictly prohibited, this includes collection of those who are on standby and overtime assignment.
- 4.2.22 Municipal vehicles allocated to the Mayor, Speaker and Chief Whip shall primarily be utilized for official municipal duties, responsibilities, programmes, stakeholder engagements, oversight functions, intergovernmental relations activities, and any other municipal-related assignments aligned to the functions of the Municipality.
- 4.2.23 All trips undertaken by the Mayor, Speaker and Chief Whip using municipal vehicles must be directly linked to municipal business, official events, council-related activities, community engagements, governmental meetings, workshops, conferences, or officially approved municipal programme
- 4.2.24 Use of municipal vehicles for private, personal, family, political party activities, or non-municipal related purposes is strictly prohibited unless otherwise approved in writing by the Municipal Manager in exceptional circumstances.
- 4.2.25 Proper trip records and logbooks shall be maintained for all trips undertaken by the Mayor, Speaker and Chief Whip, clearly indicating:
- Date and time of travel;
  - Destination;
  - Purpose of the trip;
  - Kilometres travelled; and
  - Name of the authorised driver.
- 4.2.26 Drivers assigned to the Mayor, Speaker and Chief Whip shall ensure compliance with this policy, including safe driving, safeguarding of municipal assets, and proper completion of all vehicle registers and logbooks.
- 4.2.27 Municipal vehicles allocated to the Mayor, Speaker and Chief Whip shall at all times be used in a manner that promotes accountability, transparency, cost containment, and protection of municipal resources.
- 4.2.28 Any misuse or abuse of municipal vehicles by any authorised user shall constitute misconduct and may result in disciplinary processes, recovery

of costs incurred by the Municipality, and any other action deemed appropriate by Council or the Municipal Manager.

#### **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 the soon as possible or be subjected to a legally

permissible Alco-test or breathalyzer by the doctor 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
- 4.3.8 An accident involving Council vehicle should be reported to the Fleet Manager immediately after occurrence.
- 4.3.9 The driver of the vehicle involved in an accident should make available a police report of the accident to the Fleet manager at least 24 hours after the accident would have occurred, and that the internal accident report should also be handed simultaneously within such a period.
- 4.3.10 In an event, the insurance company refuses to pay for damages of an accident to council vehicle because the police report was submitted late

to them, the driver of such a council vehicle will be held liable for the costs of repairs.

- 4.3.11 When a shared council vehicle has dents or damages that were not reported, with no specific driver claiming responsibility, All employees who would have driven the vehicle within that period will be held liable for costs of repairs.

#### **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. Accident Reports 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.

## **5. ENFORCEMENT**

This Policy shall be treated as law governing the vehicles and use of council vehicles and it is enforceable.

## **6. POLICY APPROVAL**

This policy was formulated by Budget and treasury Management in consultation with the Treasury.

## **7. REVIEW AND AMENDMENT OF THE POLICY**

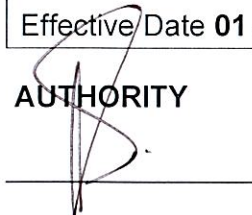
- This Policy must be reviewed periodically in order to ensure continued alignment with the MFMA, applicable regulations, National Treasury guidance, audit findings and the operational needs of the municipality.
- In addition to periodic review, the municipality must review this Policy where:
- Legislative or regulatory amendments affect Fleet Management processes;
- Audit findings or oversight recommendations indicate weaknesses in fleet management;
- Institutional changes require clarification of roles, procedures or reporting lines; or
- Practical implementation challenges reveal gaps or ambiguities in the Policy.

- The Council must approve any amendment to this Policy following consideration of a formal submission setting out the reasons for the amendment, the proposed changes and the implications for financial governance and oversight.
- Until amendments are approved by Council, the existing provisions of this Policy remain binding on all officials and councillors.

#### 8. ADOPTION BY THE COUNCIL

Resolution NO: <b>461/26</b>	Approved date: <b>27 May 2026</b>
Effective Date <b>01 July</b>	Review date: <b>Annually</b>

**AUTHORITY**



**MUNICIPAL MANAGER**

**MS MOKOBI ST**



**COUNCIL SPEAKER**

**MR. NO MABUNDA**