

Kai! Garib Municipality



COUNCIL VEHICLES POLICY

KAI! GARB MUNICIPALITY

COUNCIL VEHICLES POLICY

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1. COUNCIL POLICY

Procedures for the use of Council Vehicles

2. REFERENCE

As provided by the Administration

3. APPROVAL OF POLICY

Special Mayoral Committee Meeting, 12 January 2006 – Concept Policy

4. OBJECT OF POLICY

To regulate and ensure the effective management and control of the use of Council vehicles by the Officials as well as Councillors.

5. POLICY PHILOSOPHY AND PRINCIPLES

Due to the divergent activities of the Council it is sometimes necessary for officials and Councillors to make use of Council vehicles in the execution of their duties. The result is that Council vehicles are being used after hours and in certain cases stored privately.

6. DIRECTIVES

6.1 The person responsible, to whom a vehicle has been allocated or issued, must take care that the procedure is followed as included in this policy.

6.2 Vehicles are hired only when no council vehicles are available. Any divergence in this matter shall be reported to the Council for disciplinary action. In cases where vehicles are being hired heads of the meeting shall submit a motivation monthly to the Council explaining this action. Condoning the decision to hire vehicles will be taken by the Council only if there is substantial cause.

(a) Own Transport

6.2.1 The Council undertakes to have transport available at all times for official use. No payment is made i.r.o. private vehicles except for subsidised vehicles.

6.3 All vehicles must be stored safely and all reasonable measures must be taken by the persons involved to ensure the safety of the vehicles.

6.3.1 The person involved must submit a requisition and authorisation form, approved beforehand, to the fleet official before a vehicle is issued to him/her.

- 6.3.2 This form must reach the fleet official at least 12 hours before the expected receipt of the vehicle and in the case of local trips it must be received 30 minutes before commencement of the trip.
- 6.3.3 The fleet official submits an authorized form to the person involved which must be signed by the department head. The disposal of a suitable vehicle is the responsibility of the fleet official who, at his own discretion, may supply a vehicle according to the need of the official and the availability of a vehicle. In cases of non-pool vehicles the onus will be on the department head concerned in using his discretion in terms of availability.
- 6.3.4 Before a vehicle is handed over to an official involved a pre-inspection trip must be made to show defects and both parties must be informed of the condition of the vehicle which is made available to the official.
- 6.3.5 Every driver/responsible person of a vehicle is responsible for the neatness, roadworthiness and licensing of the vehicle.

New point system regarding fines

- 6.3.5.1 To prevent that the assignee, of the Council be penalized regarding fines (i.r.o. vehicle licences), the onus is placed on the Driver of a vehicle to see:

that any fine received during a trip be paid immediately by the Driver, or the Driver himself asking for extenuation of the fine/withdrawal of the charge.

that, if the said Driver fails to pay the fine, said fine be paid by the Council and the amount be recovered from the Driver's salary.

- 6.3.6 The driver of the vehicle is compelled to be aware that the various necessary items are in the vehicle before the pre inspection reports are completed.
- 6.3.7 On return an after-trip inspection report must be completed to evaluate the condition of the vehicle.
- 6.3.8 All defects after the trip must be immediately brought to the attention of the fleet official.
- 6.3.9 All council vehicles must be parked in the parking area of the council on or before half past four. Any divergence in this matter must be approved beforehand by the fleet official in collaboration with the departmental head. If the vehicle is not returned within an hour after the expired time the fleet official must submit a written report to the Chief: Finance in order that disciplinary action can be taken against the driver involved.

- 6.3.10 The fleet official must at least be notified, beforehand in writing, in case one department is making use of another departments vehicle. (This applies to the use of non-pool vehicles).
- 6.4 No person, whether official or not, may be given a lift or transported except where authorization was given by the head by means of an indemnity form.
- 6.5 Smoking in all vehicles is prohibited and liable to a fine of at least R500-00 and R100-00 extra for each repeat occurrence.
- 6.6 Officials who, because of working conditions, must make use of council vehicles will be assigned by the departmental head.
- 6.7 The Council shall, as recommended by the heads meeting, grant permission to officials or Councillors who are allowed to drive Council vehicles. In the case of Councillors the request to drive Council vehicles shall be authorized by the Mayor or his/her delegate and in the case of officials by the Municipal Manager or his/her delegate. This authorization may be revised according to circumstances.

7. PROCEDURES

- 7.1 The prescribed incident form must be completed by the authorised driver or delegate, where the driver is unable to complete the documentation, in the case of an incident.
- 7.2 The insurance claim form must be completed within 12 hours after the incident for insurance purposes. The prescribed claim form must be completed and along with a copy of the vehicle licence of the driver, as well as a case number, must be submitted to the Finance Manager i.r.o. damage or accident claims.
- 7.3 All accidents where municipal vehicles are involved must be reported immediately to the police and traffic department while the vehicle is still on the scene of the accident.
- 7.4 Under no circumstances may such a vehicle be removed from the scene of an accident, unless authorised by a traffic officer or member of the SAPD. A vehicle may be removed if it is a danger or causing a traffic pile up, but only if it has been marked clearly on the road.
- 7.5 The fleet official must in all cases where council vehicles are involved in accidents, draw up a comprehensive outline of the scene of the accident and obtain the necessary statements from the drivers and eyewitnesses and submit it to the safety committee.

- 7.6 All incidents will serve at the safety committee who shall make a resolution to the meeting of heads for conclusion. In case of negligence it will be reported to the Council and the necessary steps for disciplinary action be put in motion.
- 7.7 The conclusion of the meeting of the heads shall serve as resolution to the Council for approval.
- 7.8 The fleet official shall update every vehicle's logbook weekly. All expenditure slips must be filed in numerical order in the logbook for financial processing of daily expenditure.
- 7.9 The vehicles will be evaluated by the fleet official in regard of body work and engine capacity. Where a vehicle has reached the 100 000 km mark or the mechanical guarantee has expired, replacement will be considered by the Council, depending on the financial state of the Council.
- 7.10 In case of replacing elements in the vehicle as well as the service of a vehicle, the normal procedures such as the purchasing of items, shall be followed, i.e. requisition, order and invoice process. Only in the case of refuelling are the fleet cards to be used. Any divergence in said procedure must be approved by the Head of Department in consultation with the fleet official.
- 7.11 All obsolete material, tyres etc., shall be stored in a suitable place and a report submitted quarterly to the Council for decision making regarding this.

8. ROLE PLAYERS

- 8.1 An Official or Councillor, as approved by the Council, may drive a Council vehicle.
- 8.2 The fleet official is the person responsible to monitor and allocate Council vehicles.
- 8.3 The Department Heads are responsible for the effective managing and monitoring of allocated Council vehicles to the department.
- 8.4 The Municipal Manager
- 8.5 The Council

9. PROCEDURES FOR THE USE OF THE OFFICIAL VEHICLE OF THE EXECUTIVE MAYOR

- 9.1 This vehicle is at all parked in the parking area of Siyanda except at occasions where the Executive Mayor must stay overnight for Council duties outside or within the borders of Kai! Garb Municipality.
- 9.2 A driver, as appointed by the Municipal Manager, shall act as chauffer for the Executive Mayor to Official functions and meetings.
- 9.3 The vehicle must be locked when not in use, for security reasons and the keys must be given to the Municipal Manager.
- 9.4 The appointed chauffer shall be responsible for the managing and maintenance of the vehicle which includes the following:
 - 9.4.1 The keeping of a logbook which must be filled in daily and submitted weekly or monthly to the fleet official.
 - 9.4.2 The appointed chauffer of the official vehicle must complete an authorisation form for all trips to be undertaken by the official vehicle.
 - 9.4.3 This authorisation form must be signed by the Municipal Manager, or his delegate, before the trip is undertaken.
 - 9.4.4 The completion of before and after inspection reports which must be signed by the Municipal Manager for approval.
 - 9.4.5 A report by the fleet official, stating when the vehicle must be serviced as well as the necessary arrangements for service of the vehicle, must be submitted to the Municipal Manager quarterly by the Finance Manager.
- 9.5 An Official with a valid driver's licence, who accompany the Executive Mayor, for whatever purpose, may in certain circumstances act as driver in place of the appointed chauffer. In such circumstances it will take place in joint agreement with the Municipal Manager in writing. This approval must at all times be attached to the logbook for reference.
- 9.6 If such an official, as referred to in paragraph 9.5, must perform late duties or at times return from an occasion during the night, the vehicle may, in such circumstances, be stored at the residence of the official provided it is in a lock-up garage.
- 9.7 If the vehicle is involved in an accident the Municipal Manager as well as the fleet official must be informed immediately and the necessary steps, as included in the policy, be followed.
- 9.8 The Executive Mayor may only be behind the wheel of the vehicle if in purpose of attending official and ceremonial functions within the borders of Kai! Garb Municipality. In such a case the Executive Mayor must be in possession of a valid driver's licence and be prepared to perform all the duties of the chauffer.

- 9.9 In cases where the condition of the road makes it impossible for the Executive Mayor to attend a function by means of the official vehicle, the fleet official, in agreement with the Municipal Manager, shall make another, practical council vehicle available.

10. RELATED POLICY

- 10.1 The Asset Policy of the Council
- 10.2 The acquisition channel policy
- 10.3 The Code of Conduct for Councillors, Systems Act Nr. 32 of 2000

11. ANNULMENTS/REFERENCES

- 11.1 The appropriate legislation regarding Financial Management as well as provision channel legislation and other appropriate financial procedures.

12. ADDENDUM

- 12.1 Authorised Users of Council Vehicles
- 12.2 Official Allocation of Council Vehicles as Managed at Present
- 12.3 Requisition Form
- 12.4 Trip Authorisation Form
- 12.5 Before- and After-trip Inspection Form
- 12.6 Incidents Form
- 12.7 Insurance Claim Form

I hereby confirm that I fully understand the contents of this vehicle policy and undertake to comply with the policy and deem it binding on my conscience.

Signed at UPINGTON **on this day of** **by:**

.....
EMPLOYEE

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DATE