



FLEET POLICY AND PROCEDURES

**MAKHUDUTHAMAGA  
LOCAL  
MUNICIPALITY**

FLEET POLICY  
AND PROCEDURES

FINAL

**2022/23**



## FLEET POLICY AND PROCEDURES

### 1. PURPOSE

In order to ensure that the Municipality exercise its internal transport function in an efficient and effective manner, Makhuduthamaga Municipal Council ("the Council") adopted this Transport Policy.

### 2. SCOPE

This policy and procedure governs:

- (a) The use of vehicles owned and or administered by the Council;
- (b) The operational access, control and use of vehicles by permanent employees of the of the Municipality for office use; and
- (c) Further specific matters related thereto.

### 3. APPLICATION FOR USE OF VEHICLES

3.1 Except in rare special instances, only permanent employed staff members without car allowance or which includes light motor sedan vehicles or graders or trucks, (referred to as " vehicle" or "vehicles") in accordance with the directives as stipulated in this policy document and legislation.

3.2 All applications to use a vehicle must be submitted by the applicant/User on the 'the car requisition book in the advance

No vehicle may be used before such application was done and approved

All applicants or users/drivers of any vehicle must have a current, valid and unendorsed driver's license for the specific class of vehicle, which were issues to the driver in terms of applicable legislation.

3.3 Before any vehicle is used, the applicant or driver must comply with the following procedure.

- a) The car requisition book must be completed and signed by the applicant/driver and must be submitted to the Head of the Department of the applicant/driver for consideration;
- b) If the trip is confirmed and approved, the application is forwarded to the Manager: SCM or delegated official in the assets unit for authorization. If authorized by the manager: SCM or the delegated official in the asset unit, the application form is



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forwarded to the relevant official at the assets Section for the preparation of the vehicle before the day of the trip unless it is an emergency.

The driver of the vehicle must on request submit as proof his/her driver's license to the relevant manager

If any application is not approved, the relevant manager or Head of Department informs the applicant/User accordingly and, if applicable, a new application must be made

3.4 On the relevant day and time of use of the vehicle:

a) Fleet Officer must collect the keys, log book, petrol card and together with the applicant/diver inspect the vehicle

b) The fleet Officer, upon return of the vehicle, must:

i) Inspect the vehicle and complete, in the presence of the applicant/driver, the "control inspection" (IN) section of the applicant form; and

ii) Place the vehicle; keys, petrol card and log book in the custody of the Manager in charge of the fleet or lock them in a safe.

3.4 An official driving a municipality owned vehicle must exercise proper care in the use and handling of the vehicle. Any evidence, rough handling or reckless driving must be reported to the line facility, Fleet Management Officer who must act upon the complainant

Traffic and any other regulations applicable to road user must be strictly observed at all times. Where these rules are not observed, the Municipality will not pay any penalties imposed. It is incumbent upon the driver at all times to observe the traffic rules and regulations. The municipality is not involved of any such transgressions.

#### 4. Terms of use

4.1 The use, custody of and control over the vehicle by the applicant/driver and/or passengers are subject to the provisions of this policy, the application form, any National legislation, any Provincial legislation, by-laws of the Council and/or other applicable legislation



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The driver and all passengers of a vehicle must exercise proper care and handling of any vehicle. All accidents damage or otherwise must be reported within 24 hours in writing to the relevant manager of the Municipality and the necessary action taken.

While in his/her custody/control, the control, the driver or other person ,as the case may be is responsible for any fine or penalty issued by any authority as a result of the contravention of legislation

No person shall contravene terms and conditions of the council's insurance policy on vehicles.

Only the driver of the vehicle is authorized to use and present the petrol card solely for the approved application and the specific vehicle and trip, which use is limited to the purchase of petrol/diesel, oil and lubricants for the vehicle as well as for the payment of toll gate fees. The driver of the vehicle is responsible for all authorized purchases and payments made on the petrol card. Any lost or stolen card must immediately be reported immediately to the relevant Manager.

4.2 All passengers travelling in the vehicle are under the control and supervision of driver of the vehicle. The names of passengers must be recorded in the requisition book.

4.3 After use, as stated and approved on the application form, the vehicle must be returned by the driver to the transport section at the Municipality only, and the driver must:

- a) Return the vehicle in good order and condition to the transport officer for inspection;
- b) Lock and Park the vehicle as directed;
- c) Submit the keys, completed log book and the petrol card to the transport officer;
- d) Report in writing any defects, losses or otherwise.
- e) All Municipal owned vehicles must be parked safely in the municipal premises



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f) Authority for parking a Municipal owned vehicle overnight on private property maybe granted by the Manager: SCM/Municipal Manager or his/her delegate with prior arrangements made and the following conditions are met. The property has adequate security (lockable gates and garage)

The condition for private packing applies on the following:

- Late arrival for the delegated destination
- If the time for use of public transport renders the official unsafe

g) If the private property of the official does not satisfy the security requirements in (f) above the Municipality owned vehicle must be parked on any state property near the official residence and arrangement with the institution concerned have been made.

### **5. SPECIFIC USES PROHIBITED**

5.1 No person shall use any vehicle or allow it to be used:

- a) For party political or associated purpose or activities;
- b) To transport any unauthorized passengers and/or family members or other persons;
- c) For any private use, whether during or part of official use or not;
- d) In contravention of any policy, by-law, ordinance or legislation;
- e) For any other purpose other than explicitly stipulated in this policy.

### **6. MAINTANANCE AND SERVICE**

The Transport Section of the Council is responsible for:

- a) The custody and safe keeping of all vehicles on the municipal property;
- b) Ensuring that all vehicles are in good condition and order as well as roadworthy;
- c) The maintenance and servicing of the vehicles;
- d) The control and disposal of any parts and/or accessories of any vehicle as directed by the Head of the Department;



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- e) Any other directives as indicated by Council

### **7. IDENTIFICATION**

The Fleet section is responsible for:

- a) Affixing the approved coat of arms or logo of the council on both the passengers doors or such other appropriate place on each vehicle;
- b) Numbering of all logbooks, petrol cardholders and key holders.
- c) All vehicles must be allocated fleet cards and reconciliation done on monthly basis.

### **8. BREACH**

Any contravention of the act or omission by a driver and/or other person of the specific legislation and/or this policy and/or insurance policy must be dealt with in terms of the disciplinary code and procedures of the Municipality and/or legal action.

### **9. AMMENDMENTS**

Any or all of the provisions of the policy may only be amended and/ or repealed by resolution of the council.

### **10. DEFINITIONS**

In any policy, unless the context indicates otherwise, all words and/or expressions shall have the same meaning assigned thereof in the Local Municipal Systems Act, 2000, except:

- a) "Council" means the "municipal council" as defined in the Local Government Structures Act, 1998;
- b) Municipality means 'Municipality' as defined in the Local Government Municipal Systems Act, 2000.