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TRANSPORT POLICY

1. PURPOSE

To assist directorates in reaching their transport goals by providing them with the appropriate transport at the lowest cost.

2. AIM

Promote efficient planning of transport activities, effective maintenance of vehicles, co-ordination of trips, and the use of correct vehicles for specific tasks, to limit transport costs to the minimum.

3. AVAILABILITY OF VEHICLES

3.1 Replacement

3.1.1 Before the replacement of a vehicle can be approved, proof of the following must be given:

- That the utilization of the vehicle must be of such a nature that the possession of the vehicle is economically more viable than to rent or lease it;
- that the possession of such a vehicle, is necessary for efficient service delivery;
- that such vehicles are indispensable for the delivery of emergency services and not easy to rent, and
- that similar vehicles in the fleet are fully occupied and that the demand for those vehicles cannot be satisfied through an internal transfer.

3.1.2 the responsibility to budget for the replacement or purchase of additional vehicles rest with the respective directors. The Section Head : Fleet Services will advise and assist Directors during the budget process;

3.1.3 fleet services will facilitate tender specifications, invite tenders, and complete the purchasing process;

3.1.4 the following will be used as guidelines for the replacement of vehicles :

- light motor vehicles and light delivery vehicles - 200 000km or 6 years old, which is first.
- heavy vehicles – 400 000 or be 10 years old, which is first.
- light machinery, 6 000 hours service or 10 years old, which is first.
- heavy machinery, 10 000 hours service or 10 years old, which is first.
- tractors, 5 000 hours services or 10 years old, which is first.

4. RENT

The decision to rent a vehicle must be decided upon by the Section Head: Fleet Services in collaboration with the applicable Director. The Section Head : Fleet Services is responsible for the renting of vehicles. Vehicles will only be rented if:

- 4.1 The council does not own such a vehicle;
- 4.2 the occupation of the council's equipment is as such that the work will be substantially delayed, and
- 4.3 the council does not have enough transport available to complete a project within a given time.

5. RENTAL

A vehicle may only be privately rented out if it is not used for council's purposes and further subject to the following conditions:

- 5.1 Vehicles and equipment may only be used within the municipal area accept if prior arrangements with the Municipal Manager for the use outside the municipal area were made;
- 5.2 all vehicles and equipment will be rented out with a driver/operator of the municipality;
- 5.3 all vehicles rented out will be supplied with fuel by the municipality for the account of the client;
- 5.4 tariffs for renting of vehicles and equipment will be delegated to the Chief Financial Officer. A guideline for the tariffs is cost plus 20%, or market related tariffs;

- 5.5 three monthly reports will be given by the Chief Financial Officer to the Mayoral Committee concerning the rentals of vehicles and equipment;
- 5.6 deposits for rental of vehicles and equipment where necessary, will be determined by the Chief Financial Officer;
- 5.7 vehicles will only be rented out on the conditions as stipulated in **Annexure "A"**;
- 5.8 applications for the use of council vehicles by councillors must be submitted to the Director: Administration and Resource Management, and
- 5.9 no passenger vehicles or light delivery vehicles, will be rented out.

6. ISSUING OF VEHICLES

The following will be applicable when vehicles are issued to an official on a permanent bases:

- 6.1 The decision on permanent allocation of vehicles rests with the relevant Director;
- 6.2 all permanent issues will be done by the Section Head: Fleet Services;
- 6.3 supervisors will be co-responsible for vehicles and must therefore be present during issuing of vehicles and must sign as a witness on the issuing form;
- 6.4 the driver of the vehicle together with the supervisor will be responsible for reporting all damages to the vehicle;
- 6.5 no vehicle will be issued to any official if they are not authorized to drive council vehicles;
- 6.6 the official to whom the vehicle is issued will be held responsible for all loose equipment, which will be issued with the vehicle;
- 6.7 the Section Head: Fleet Services must be informed of any change of driver of a vehicle whether temporary or permanently by at least the Section Head of the relevant Directorate, and

- 6.8 spare keys will be issued with the vehicle to the relevant Section Head and is the responsibility of the relevant directorate.

7. USE OF VEHICLES

7.1 Application

7.1.1 Official use

Vehicles issued to workers will only be used for official purposes as approved by the Director of the Directorate or his delegate.

7.1.2 After hours use

Official use of vehicles by employees on standby duty may be done after hours as described by the Director of the Directorate or the relevant Section Head.

- 7.1.3 All trips outside the municipal boundaries with Council vehicles must be reported to the Section Head: Fleet Services, before hand.

- 7.1.4 No employee who receives a transport allowance may use a council vehicle in the execution of his normal duties.

7.2 Driving of vehicles and the transporting of passengers

- 7.2.1 Only employees, who have passed the internal drivers test, as prescribed (**Annexure B**), will be allowed to drive council vehicles after a Municipal Drivers Permit (MDP) has been issued;

- 7.2.2 under normal working conditions, passengers may be transported at the back of a vehicle in which case the passengers must be seated on the inside of the loading body, subject thereto that in the cabs of LDV's and commercial vehicles, only the driver and a maximum of 2 passengers will be allowed;

- 7.2.3 persons failing the internal test twice, will be required to attend a driving school, at own cost. Proof of such training must be furnished before a re-test will be done;

- 7.2.4 no lifts may be given to fellow employees to and from work as this is prohibited by the Road Transport Act, 1996. In the event of an accident, where passengers are transported illegally, the driver of a vehicle carrying passengers will be liable for all costs incurred during such accident, including all medical costs of passengers transported. Failure to comply will be deemed as a misconduct and handled as such in terms of disciplinary procedures;
- 7.2.5 permission to drive council vehicles will only be valid for a period of two years. After a period of two years permission to drive council vehicles expires automatically. Arrangements for re-testing must be made by the relevant directorates;
- 7.2.6 drivers that require a Public Driving Permit (PDP) in the execution of their duties are compelled to obtain the permit in due time. Upon submission of the relevant receipts, the municipality will reimburse the costs of the permit. Drivers driving vehicles without the necessary licences and permits will, in the event of an accident, be responsible for all costs incurred regarding such accident. Failure to comply will be deemed as misconduct and handled as such in terms of disciplinary procedures;
- 7.2.7 where a Public Driving Permit (PDP) is required for a position, no appointments, temporary or permanent, must be made before the required driving tests were passed and licences and other relative documents verified;
- 7.2.8 in the event of an accident, irrespective of cause, the driver involved in such accident must be re-tested;
- 7.2.9 A copy of the driver's license of every employee who drives council vehicles must be submitted to the Section Head: Fleet Services during January of each year by every directorate;
- 7.2.10 written authorization called a "Municipal Drivers Permit" (MDP) to drive council vehicles, will be given on written application from the relevant Director, after the test has been done by the Section Head: Fleet Services;

- 7.2.11 only the employee to whom the vehicle has been issued may drive the vehicle under normal circumstances. Only in cases of emergency or other unusual circumstances may another employee drive the vehicle, if the Director of that Directorate gave prior permission;
- 7.2.12 the spouse or child of the employee, or any other person which is not an employee of the council, may not travel as a passenger in an official vehicle except if prior written permission was given by the Director of the Directorate, and
- 7.2.13 employees have to inform his/her Director without delay, of any endorsement on his/her driver's license. Failure to comply will be deemed as misconduct and handled as such in terms of disciplinary procedures.

7.3 Maintenance and repairs

- 7.3.1 Repairs and services to vehicles will be done by the mechanical workshop of the council where practically possible. No repair work is allowed by any person on a vehicle of the council if it is not authorized by the Section Head: Fleet Services;
- 7.3.2 no tampering with installed components such as tracking devices or tachographs will be allowed;
- 7.3.3 spare wheels for heavy vehicles are kept at the Mechanical Workshop for the use by the tyre contractor when replacing tyres/wheels, and
- 7.3.4 repairs by the mechanical workshop must be done to the satisfaction of the relevant directorate and any queries in this regard must be directed to the Section Head : Fleet Services.

7.4 Care

- 7.4.1 Vehicles must always be handled and cared for in a responsible manner. Provision must always be made to protect vehicles against "wind and weather". Vehicles must be kept neat and clean at all times;
- 7.4.2 when a driver of an official vehicle is absent for a period or the vehicle is not used it must be arranged with the Section Head: Fleet Services to have it stored, unless the director opt to re-assign the vehicle to another official for the said period;

- 7.4.3 drivers to whom vehicles are allocated will receive a grant of R40-00 per month to enable them to clean or have their vehicles cleaned. In the case where a driver does not comply to the above, the grant will be forfeited. The Section Head: Fleet Services will inform Directors of vehicle conditions as far as possible. Spot checks must be carried out in the directorates to determine the condition of vehicles;
- 7.4.4 drivers are not allowed to drive council vehicles, equipped with tracking devices, without their own ID keys. The lending of ID keys to fellow employees will be deemed as misconduct and will be handled as such, and
- 7.4.5 all directorates must keep a vehicle key register. The relevant directorates must keep spare keys for all vehicles. Drivers must sign for the receipt of keys. This register must be available for audit purposes at all times.
- 7.5 Supplementary use of vehicles
- 7.5.1 Employees who are authorized to use vehicles to do supplementary work may use the vehicles between home and work. **No lifts may be given to fellow officials.** No detour or other route than the shortest route between their house and work place must be followed;
- 7.5.2 when the driver of an official vehicle uses the vehicle on supplementary service, the vehicle must be handled and looked after in a responsible manner. Care must be taken at all times to protect the vehicle against wind and weather and theft. If a vehicle is used for supplementary service and cannot be stored at a safe place, the official who is responsible for the vehicle, must notify the Director of the Department, so that alternative arrangements can be made;
- 7.5.3 vehicles that are not stored under security supervision or an alarm system, must be stored in the vehicle park at the Fleet Section;
- 7.5.4 full details of all after hour trips must be noted on the log sheet, i.e. address, instructor, etc.;

- 7.5.5 a monthly summary of the above must be sent to the Section Head: Fleet Services for submission to the Municipal Manager on a monthly basis before the seventh working day of each month;
- 7.5.6 law enforcement officers are given permission to stop any council vehicle suspected of misuse, and the following procedure must be followed:
- 7.5.6.1 the "utilization" form (**Annexure C**) must be completed and signed by the complainant as well as the driver of the vehicle;
 - 7.5.6.2 where the driver of the vehicle refuses to sign the "utilization" form, the supervisor of the specific employee or the next most senior person, if the supervisor is not available, must be contacted to witness the situation and countersign the form together with the complainant;
 - 7.5.6.3 the original copy of the "utilization" form must be sent to the Director of the Directorate and the second copy to the Sectional Head: Fleet Services for loss control and disciplinary purposes;
 - 7.5.6.4 the Director of the Directorate must act against the employee according to the Conditions of Service and the Disciplinary Code and Procedures and inform the Section Head: Fleet Services of the actions taken, and
 - 7.5.6.5 that if councillors are involved in the suspected misuse of council vehicles, it be reported to the Municipal Manager and the Speaker for their further attention in accordance with the Code of Conduct.

7.6 Traffic Offences

Drivers of the vehicles will be held responsible for all fines and traffic offences, which may occur during the use of vehicles.

7.7 Relief vehicles

If an official vehicle has been issued to an official and cannot for one or other acceptable reason be used as normal, arrangements must be made by the Director of the Directorate for alternative transport to ensure that the official duties can still continue.

7.8 Termination of service

At termination of service, vehicles will be handed in at least two days before the last working day at the Transport Section with the equipment which was issued to the official. The official will be held responsible for the replacement of all missing vehicle equipment.

7.9 Allocation of vehicles

7.9.1 No driver has a permanent right on a vehicle allocated to him;

7.9.2 a Director may re-allocate a vehicle in accordance with the need/demand for such a vehicle in the directorate;

7.9.3 the above allocation will be done in conjunction with clause 6 above, and

7.9.4 informal swapping of vehicles amongst drivers without the Directors permission is not allowed.

7.10 Roadworthiness

7.10.1 The payment of annual license fees is the responsibility of the Section Head : Fleet Services, and

7.10.2 the driver of a vehicle is responsible to see that his vehicle is licensed and in a roadworthy condition.

7.11 Monthly report (Annexure D)

Monthly reports must be submitted to the Director : Administration & Resource Management by the 7th working day of the month, under the signature of each Director.

8. RESPONSIBILITY OF USE

8.1 All trips are to be noted by the driver on a prescribed log sheet, which is to be kept for audit purposes;

- 8.2 all “pre-trip inspections” and “after use record” must be noted by the driver in a prescribed log sheet, which is to be kept for audit purposes;
- 8.3 all fuel intakes will be noted by the driver on a prescribed log sheet, which is to be kept for audit purposes;
- 8.4 all changing of drivers will be noted in the logbook of the vehicle;
- 8.5 the Head of the Department/section will check the logbook, pre-trip inspection- and after use record sheets on a regular basis for honesty, promptness and follow-ups of defaults, which have been logged, and
- 8.6 all damages or losses must be noted in the logbook of the vehicle.

9. ACCIDENTS AND DAMAGE TO VEHICLES AND MACHINERY

The following procedures must be followed if a vehicle is damaged or involved in an accident:

9.1 Vehicle driver

- 9.1.1 The vehicle may not be removed;
- 9.1.2 no admission of guilt may be put forward;
- 9.1.3 inform the following:
 - 9.1.3.1 the control room (submit vehicle registration and address);
 - 9.1.3.2 SAPS (within 24 hours in collaboration with the traffic department. Get case number and notify the investigation officer);
 - 9.1.3.3 remove the vehicle after collaboration with the traffic department and the mechanical workshop personnel to the mechanical workshop for quotations;
 - 9.1.3.4 complete the accident claim form at the Chief Financial Officer within 24 hours after the accident occurred, and
 - 9.1.3.5 in the case of windshield damage the necessary claim form must be submitted within 36 working hours to the Chief Financial Officer and the Section Head:

Fleet Services. Three quotations must be obtained by Fleet Services and handed in at the Chief Financial Officer.

9.2 Mechanical workshop

- 9.2.1 Ensure that the removal of the vehicle does not cause any further damage, and
- 9.2.2 obtain the necessary quotations, complete the notification of the accident form and submit it to the Section Head: Fleet Services, for recommendation to the Chief Financial Officer.

9.3 Supervisor

- 9.3.1 Notify the Director of the Department of the accident and Sectional Head: Fleet Services within 12 working hours;
- 9.3.2 ensure that the correct procedure is followed, and
- 9.3.3 ensure that the incident report in connection with the accident (loss control) is completed within 3 working days and sent to the Section Head: Fleet Services.

9.4 Control Room

- 9.4.1 Inform the traffic department of the accident;
- 9.4.2 inform the Section Head : Fleet Services of the accident. After hours, the person on standby must be contacted;
- 9.4.3 inform the Supervisor of the applicable section of the accident;
- 9.4.4 in the case of death or serious injuries, inform the Director of the Directorate, and
- 9.4.5 have the accident noted in the incident register.

9.5 Traffic department

- 9.5.1 Make an evaluation of the scene;
- 9.5.2 take the necessary steps to ensure that the scene is safe and assist where possible;
- 9.5.3 take the necessary and relevant information;

- 9.5.4 take statements of eyewitnesses and drivers where possible;
 - 9.5.5 take measurements of the accident scene;
 - 9.5.6 complete accident form SAPS352 and submit it to the SAPS;
 - 9.5.7 make arrangements with the driver of the vehicle and passengers where possible to complete the necessary documentation regarding:
 - notification of accident;
 - incident report (loss control);
 - 9.5.8 supply the completed documentation, statements and a sketch of the scene, within 3 working days to the Director of the Directorate, Section Head: Fleet Services and the Chief Financial Officer, and
 - 9.5.9 immediately inform the Section Head: Fleet Services of the accident.
- 9.6 Accidents outside municipal area
- 9.6.1 In the case of a serious accident, or where 3rd party damage is caused, the procedures must be followed as if the accident occurred in the municipal area;
 - 9.6.2 in the case of a smaller accident:
 - 9.6.2.1 a drawing of the scene of accident must be made as accurately as possible;
 - 9.6.2.2 names, addresses and telephone numbers of eye witnesses must be taken;
 - 9.6.2.3 on returning to the workplace, the accident must immediately be reported to the Control Room Operator, Section Head : Fleet Services and to the SAPS within 24 hours of the accident occurring;
 - 9.6.2.4 the control room must follow the procedures as set out in 9.4 above;
 - 9.6.3 the Traffic section must follow the following procedures:

- 9.6.3.1 take statements from eye witnesses and drivers if possible;
- 9.6.3.2 visit and take measurements of the accident scene if necessary;
- 9.6.3.3 arrange with the driver of the vehicle to report the case to the SAPS within 24 hours and write the case number on the loss control form;
- 9.6.3.4 make arrangements with the driver of the vehicle and passengers to submit the following documentation: Notification of accident and incident report. (loss control);
- 9.6.3.5 complete the applicable documentation within 2 working days and submit to:

Chief Financial Officer;
Section Head: Fleet Services, and
The applicable Director.

9.7 Accident Investigation Committee

- 9.7.1 A committee comprising of the following will be established to investigate all accidents:
 - 1. Section Head: Fleet Services;
 - 2. Sectional Head: Traffic;
 - 3. Health and Safety Officer;
 - 4. Relevant Section Heads of directorates;
- 9.7.2 the purpose of the committee is to advise the relevant directors on possible causes, corrective action, and other relevant information regarding all vehicle accidents;
- 9.7.3 a monthly report must be submitted to the Municipal Manager on progress, findings and recommendations and will be included in the monthly report of the Director : Administration and Resource Management;
- 9.7.4 the committee has the right to co-opt persons in an advisory capacity if it deems fit, and

- 9.7.5 it is compulsory, according to the Occupational Health and Safety Act, 1993, for the municipality to lodge a full investigation into all accidents. Drivers and witnesses must make statements and appear at the Accident Committee, if needed, to assist with investigations. These investigations will be deemed as such and is not a Disciplinary Hearing but should malpractice/negligence be discovered to be the cause, disciplinary action will be ensued by the relevant directors.

9.8 Director of the Department

- 9.8.1 Take the necessary actions against the employee in accordance with the Conditions of Service, Disciplinary Code and Procedures, and
- 9.8.2 inform the Section Head: Fleet Services of the steps being taken and future plans to prevent the same situation.

10. POOL VEHICLES

To enable the orderly usage of "pool" vehicles, the following shall apply:

- 10.1 Request for pool vehicles must be made at least two working days in advance;
- 10.2 the use of "pool" vehicles shall be authorized by at least a Section Head on the "Pool Vehicle" form. In the case of councillors, the authorization to use council vehicles shall be by prior council resolution to be administered by the Director: Administration and Resource Management only, and
- 10.3 keys of the "pool" vehicles shall be handed back to the Secretary of the Director : Administration & Resource Management within 30 minutes from arrival back to base during working hours, or when arrival back is after hours, within 30 minutes after commencement on the following working day.

11. USE OF COUNCIL TRANSPORT BY COUNCILLORS

- 11.1 The use of Council vehicles to attend City Council meetings, Mayoral Committee meetings, other committee meetings and to do ward inspection by councillors is not permitted;
- 11.2 councillors are granted permission to use Council vehicles in the following instances:

- 11.2.1 when the Mayor officially represents the Council at meetings or functions, and
 - 11.2.2 to conduct in loco inspections as per Portfolio Committee requirements, and
- 11.3 that the cost of transportation to attend meetings, workshops, training courses etc. outside the Emalahleni Municipal border, be accommodated under section 79(33) of the Local Government Ordinance, 1939, by payment of travelling in the usual way.

COUNCIL RESOLUTIONS

Council Resolution A. 86(17) dated 15 June 1989
Council Resolution C. 105 dated 27 November 1990
Council Resolution C. 71 dated 31 January 1994
Council Resolution A. 23 dated 28 November 1995
Council Resolution A. 231 dated 29 October 1996
Council Resolution A. 4 dated 28 January 1997
Council Resolution D. 4 dated 1 January 1999
Council Resolution A. 231 dated 29 July 1999
Council Resolution C.94 dated 26 October 1999
Council Resolution A. 420 dated 30 August 2001

Transport policy/db (2004/witbank/fleet management)