

MTHONJANENI MUNICIPALITY



MUNICIPAL POOL VEHICLE POLICY

1. Preamble

1.1 MTHONJANENI LOCAL MUNICIPALITY provides a Pool Vehicle/s.

1.2 The Pool Vehicle is provided for use by:

1.2.1 Councillors, if in the opinion of the Municipal Manager / Director Corporate Services, the use of the Pool Vehicle by the Councillor is warranted, provided however that no Councillor shall utilise a Pool Vehicle for travelling within the area of the Municipality except in abnormal circumstances, as approved by the Municipal Manager.

1.2.2 Officials for official purposes if such official does not receive a travelling allowance and / or is not normally compensated for travelling costs in respect of private transport.

2. Utilization of Pool Vehicles

2.1 The Pool Vehicle shall only be used by Councillors and Officials referred to in 1.2.1 and 1.2.2 above.

2.2 No person, other than a Councillor or an Official in possession of a valid drivers licence may drive a Pool Vehicle and no person other than a Councillor or an Official may be transported in a Pool Vehicle, provided that the Municipal Manager may in exceptional circumstances authorise that other passengers may be transported in such Pool Vehicle.

2.3 The Pool Vehicle may only be used for official purposes.

3. Conduct whilst using pool vehicles

3.1 The Driver shall at all times obey the law and each Driver shall be responsible for any traffic fines and other actions to be imposed upon the vehicle whilst under the control of such driver.

3.2 Each trip in the Pool Vehicle shall be recorded in the logbook of the vehicle, the initial entry to be effected when the vehicle leaves the premises of the Municipality. It shall be incumbent upon any Driver to carry out pre-driving checks before a vehicle is driven, including checking of oil, coolant and fuel levels.

Section 1 Responsibilities of Drivers

The full cooperation of all employees concerned is required to ensure that the municipal transport system functions efficiently at all times. All drivers are expected to accept and exercise the responsibilities associated with the operation of vehicles.

1.1 Usage

1.1.1 Municipal transport is provided strictly for official services only and is not to be used for private purposes.

- 1.1.2 When a municipal vehicle is to be used, the driver must ensure that a copy of the Trip Authorization Form (Annexure A) duly authorized and signed, is held in the vehicle.
- 1.1.3 All municipal vehicles must be issued with a Daily Logbook (Annexure B). The driver is required to record all his/her daily trips in the logbook. The Daily Logbook must be submitted to the Corporate Services Department upon returning the vehicle.
- 1.1.4 Municipal fuel cards may be used only for the purposes of refuelling and purchasing lubricants of municipal vehicles and is not to be used for private purposes.

1.2 Public Image

All municipal vehicles shall be driven in a SAFE and COURTEOUS manner, which will promote the municipality's PUBLIC IMAGE. Municipal drivers are constantly in public view; their behaviour shapes the public concept of municipal efficiency in general.

1.3 Careful handling

Municipal vehicles shall at all times be driven and handled with proper care and attention, to obtain the best mechanical service and avoid infringements of the law. Any evidence of neglect, rough handling or reckless driving must be reported to the Corporate Services Department and will result in disciplinary action.

1.4 Inspection

- 1.4.1 Pre-drive inspection of vehicles are to be carried out by drivers on a daily basis, as required in terms of the attached Vehicle Inspection Sheet (Annexure C)
- 1.4.2 Every driver of a municipal motor vehicle must at all times ensure that the vehicle is in a roadworthy condition, failing which he/she will be responsible for the payment of any traffic fines that may be imposed.
- 1.4.3 The last user of a vehicle will be held responsible for any unreported damage/defects/loss. The onus is therefore on each driver to thoroughly inspect a vehicle prior to acceptance. Any damage/defects found by the driver must be reported to the Corporate Services Department prior to taking possession of the vehicle. A vehicle must not be driven prior to all damages/ defects being attended to.
- 1.4.4 All municipal vehicles must be inspected periodically by designated staff appointed by the Municipality to ensure that a proper state of cleanliness, repair and efficiency is being maintained by the driver/person responsible for the vehicle. All instances of poor upkeep of municipal vehicles must be investigated and disciplinary action taken. All costs incurred in restoring vehicles that were not maintained in a proper state of cleanliness, repair and efficiency are to be recovered from the driver/person responsible for the vehicle.

1.5 Pre- and Post-Driver Activities

- 1.5.1 Before a vehicle is driven, the driver must ensure that the following activities have been carried out:

Pre-trip activities

- a) Carry out an inspection of the vehicle and complete the Pre-drive Inspection Form (Annexure C);
- b) Enter details of the trip to be undertaken in the Log Book (Annexure B).

Post-trip activities

- a) Enter the odometer reading, distance covered and time in the daily Log Book (Annexure B)

1.5.2 Every trip undertaken by the driver must appear as a separate entry in the Log Book.

1.5.3 Inspection Forms and Log Book entries must be checked by designated staff at least once every week. All instances of irregular/unauthorized use of motor vehicles must be investigated by the Corporate Services Department and disciplinary action be taken where necessary.

1.6 Safety

All employees must be fully aware that it is a criminal offence to disobey the general safety instructions issued by their employer. Persons guilty of failing to observe safety instructions are liable not only to disciplinary action in terms of the Municipality's Conditions of Service, but also to prosecution by the Department of Labour.

1.7 Professional Driving Permits

Professional drivers required to drive the following vehicle categories are required to have Professional Driving Permits (PDPs):

- a) Bus seating more than 16
- b) Mini-bus seating more than 12
- c) Refuse compactor
- d) Water tanker
- e) Vacuum tanker
- f) Truck tractor

Professional Drivers must ensure that their PDPs are current at all times and are renewed prior to expiry date.

1.8 Rules

Failure to observe the rules contained herein and any additional instructions issued by the Corporate Services Department will render the offending employee liable to disciplinary action.

1.9 Driver Competency

All drives of municipal vehicles must undergo a Competency Test, which must be administered by the Traffic Management Section. Upon being successful, a certificate must be issued to the employee, which will allow

him/her to drive municipal vehicles. Under no circumstances should an employee be granted permission to use a municipal vehicle without having passed the competency test (Annexure D)

Section 2 Determining the need for vehicles

- 2.1 The heads of departments are responsible for determining the number and types of vehicle(s) that will be required to effectively and efficiently execute the duties and responsibilities for their departments in consultation with the Corporate Services who is to advise as to the suitability of the proposed vehicles as to the envisaged task / duty its intended for.
- 2.2 An annual needs assessment is to be conducted by the Corporate Services Department in consultation with heads of departments.
- 2.3 The physical condition and remaining useful lives of vehicles must be assessed during the needs assessment in order to establish the municipality's need to acquire additional vehicles.
- 2.4 Upon determining the vehicle requirements of the Municipality subsequent to each needs assessment, the Corporate Services Department must submit to the Chief Financial Officer a fully motivated request detailing:
 - a) The type of the vehicle
 - b) Reason for acquisition
 - c) Cost
 - d) Method of funding
- 2.5 The Chief Financial Officer will include the vehicle request in the proposed financial budget, drawn for the following financial year and submit to the municipality for approval.

Section 3 Issue of Vehicles

3.1 Exclusive use of vehicles

- 3.1.1 Authorization is to be obtained from the Municipal Manager prior to an employee taking possession of the vehicle.
- 3.1.2 A daily trip authority is to be completed and approved by the Head of Department prior to the employee taking possession of the vehicle.
- 3.1. Vehicle keys are to be issued to the employee by the Security Officer on a daily basis and stored at the security office at the close of business each day.
- 3.1.4 A physical inspection of the vehicle is to be conducted by the Corporate Services Department subsequent to the vehicle being returned by the employee.
- 3.1.5 A register is to be maintained by the Corporate Services Department, which details the following information on a daily basis:
 - a) Name of employee
 - b) Travel destination for the day

- c) Mileage for the day
- d) Amount of fuel purchased for the day
- e) Time of transfer of vehicle to employee
- f) Name of Security Officer that issued the vehicle keys
- g) Time of return of vehicle keys.

3.1.6 Unless prior arrangements have been made with the Corporate Services Department, employees who fail to return vehicles at the close of business each day, will be subject to disciplinary action.

3.1.7 If an employee requires to take a vehicle home overnight, an application must be completed by the employee and approved by the Head of Department.

3.1.8 Prior to granting authorization to employees for vehicles to be taken home, the Corporate Services Department must conduct an investigation into the suitability of the employee's premises for the housing of a municipal vehicle.

3.2 Pool Vehicles

3.2.1 Authorization is to be obtained from each Head of Department prior to an employee taking possession of a vehicle.

3.2.2 A daily trip authorization form is to be completed and approved by the Head of Department prior to the employee taking possession of a vehicle.

3.2.3 Vehicle keys are to be issued to the employee by the Security Officer on a daily basis and stored at the security office at the close of business each day.

3.2.4 A physical inspection of the vehicle is to be conducted by the Corporate Services Department subsequent to the vehicle being returned by the employee.

3.2.5 A register is to be maintained by the Corporate Services Department, which details the following information on a daily basis:

- a) Name of employee
- b) Travel destination for the day
- c) Mileage for the day
- d) Amount of fuel purchased for the day
- e) Time of transfer of vehicle to employee
- f) Name of Security Officer that issued the vehicle keys
- g) Time of return of vehicle keys.

3.2.6 Unless prior arrangements have been made with the Corporate Services Department, employees who fail to return vehicles at the close of business each day, will be subject to disciplinary action.

3.2.7 If an employee requires to take a vehicle home overnight, an application must be completed by the employee and approved by the Head of Department.

- 3.2.8 Prior to granting authorization to employees for vehicles to be taken home, the Corporate Services Department must conduct an investigation into the suitability of the employee's premises for the housing of a municipal vehicle.

Section 4: Proper use of Municipal vehicles

The following rules must be observed:

- 4.1 The most economical vehicle suitable for the purpose must be used.
- 4.2 The vehicle shall only be driven by an appropriate licensed and duly authorized employee on official duty.
- 4.3 The driver must be licensed in terms of National Road Traffic Act for the particular class of vehicle under his/her control.
- 4.4 No person shall move, drive or operate any municipal vehicle unless he/she is fully authorized to do so. The unauthorized use of a vehicle will render the person concerned liable for prosecution in a court of law, over and above any internal disciplinary action.
- 4.5 Passengers, inclusive of municipal staff, are not permitted to ride on or inside any municipal vehicle except for the execution of municipal duties. All passengers must sign an indemnity prior to being transported in a municipal vehicle (Annexure E)
- 4.6 The driver shall not deviate any vehicle from the shortest route to the destination to serve the private interest of the driver or his/her passengers, or in connection with the conveyance, loading or unloading of private property or goods.
- 4.7 The driver shall not utilize any municipal vehicle for private purpose.
- 4.8 The driver of any vehicle shall not deviate to any unauthorized routes or destinations and shall not enter any unauthorized premises or areas.
- 4.9 Drivers are expected to route their vehicles so as to secure maximum operating efficiency at minimum expenses.
- 4.10 Logbooks with specific details must be kept up to date and inspected by the Corporate Services Department or designated representatives at least once a week. Any deviation must be investigated and, when necessary, reported to the Municipal Manager for further investigation, so that disciplinary action can be taken against infringing members.
- 4.11 The Corporate Services Department must report all deviations and actions taken to the Municipal Manager on a monthly basis.

Section 5: Vehicle Keys

- 5.1 Employees in charge of vehicles must ensure at all times that the ignition, door lock, fuel cap, gear lock and other keys of the vehicle in use are suitably safeguarded against loss or theft.

- 5.2 In the event of a vehicle's keys being lost or mislaid, the driver must not attempt to open the locking system of the vehicle, but must obtain assistance from the Corporate Services Department or the relevant external service provider.
- 5.3 A thorough investigation must be conducted by the Corporate Services Department in order to establish the causes for vehicle keys being lost. Where it is found that the loss of keys is due to negligence on the part of the driver, all costs to recover/replace the keys must be recovered from the driver.
- 5.4 At no time shall a driver leave his/her vehicle unattended without first switching off the engine and removing the ignition key, engaging the gear-lock and removing the key.

Section 6: Damage, Losses and Thefts

Damage, losses and thefts, other than those arising from accidents, are dealt with under this section.

- 6.1 An employee who takes over a municipal vehicle must ensure that any damage or loss is immediately brought to the notice of the Corporate Services Department in writing. Unless he/she complies with this instruction, he /she will be deemed to have received the vehicle in good order.
- 6.2 Any person found unlawfully removing fuel from a municipal vehicle or engaged in an unauthorized removal or exchange of any component on a municipal vehicle will be subjected to the strictest discipline, as prescribed in the prevailing Conditions of Service.
- 6.3 In the event of losses, thefts and hijacking, the employee operating the vehicle must immediately report the matter to the Corporate Services Department for further investigation and follow up
- 6.4 In the event of a hijacking or armed robbery, the Corporate Services Department must ensure that the affected staff member (s) is/are given the necessary counselling.
- 6.4 Any municipal vehicle may be subjected to a search by Security Personnel, or by an official from the Corporate Services Department.

Section 7: Safeguarding of vehicles at employees private residences

In respect of official vehicles taken home by employees, the following must be noted:

- 7.1 Specific authority form from the Corporate Services Department must be obtained before an employee will be permitted to safeguard any official vehicle at a private residence (Annexure H).
- 7.2 Such vehicle shall be parked on the premises of the employee, preferably in a lockable garage, but in the event of this being impossible, the vehicle must be kept out of sight of road users and/or passers-by, behind a locked gate/fence. The Corporate Services Department must not permit any employee to take vehicles home if the above cannot be satisfied.

- 7.3 All such vehicles shall be equipped with insurance approved anti-theft devices (e.g. gear lock and immobilizer). Such devices should be in operation at all times.
- 7.4 The driver must ensure that the gear-lock is engaged and the key is removed when the vehicle is not in use.
- 7.5 The driver is responsible for any tools and equipment left on or in the vehicle when taken home. The driver will be held liable should these be stolen from a vehicle not kept in a locked garage. Where vehicles are not kept in a locked garage, loose equipment must be securely locked away in the house, flat or garage.
- 7.6 The driver/employee must take possible and practical precautions for the safeguarding of municipal property in municipal vehicles when he or she temporarily absents himself/herself from the vehicle. The non-observance of this directive will render the driver/employee liable for any loss to the Municipality.
- 7.7 To eliminate the possibility of the theft or loss of municipal assets, personal belongings and radio microphone whilst a motor vehicle is being serviced or repaired, all such items must be removed before the vehicle is delivered to external service provider. If vehicles are left at the service provider with such items still in the vehicle, the driver will be held responsible for any subsequent loss in this regard.

Section 8: Garaging and parking of municipal transport

8.1 Overnight parking

- Vehicles must be parked or garaged at designated municipal premises.
- Under no circumstances should municipal vehicles be parked outside designated premises without the authorization of the Corporate Services Department.

8.2 Parking meters and parking lots

Where an employee in a municipal vehicle makes use of parking meters or parking lots, the driver is NOT exempted from the payment of the necessary fees. All fines and penalties in this regard will be for the employee's account.

8.3 Reserved areas

The casual garaging or parking of municipal vehicles in garages or parking areas specially set aside for specific persons or purposes is not permitted, except by special arrangement. All fines and penalties in this regard will be for the employees account.

8.4 Security

Whenever a municipal motor vehicle is garaged or parked, every precaution must be taken to safeguard it against damage, theft or irregular use. To this end:

- 8.4.1 The handbrake shall be applied, and if the vehicle is parked on a slope, the front wheels shall be turned towards the kerb. In addition, where such vehicle has a manual transmission, either the low or the reverse gear shall be engaged and, in the case of an automatic transmission, the shifting lever shall be placed in the “P” (Parking) position.
- 8.4.2 The windows shall be closed.
- 8.4.3 The ignition key shall be removed, the gear-lock, doors and luggage compartment locked and the keys kept in safe custody.
- 8.4.4 If the vehicle is parked in a lockable garage, the doors of the garage shall also be locked.

Section 9: Suspension of employees from driving municipal vehicles

- 9.1 In the event of a municipal motor vehicle being or having been subjected to flagrant misuse or irregular use, or the vehicle being maliciously damaged by the driver, or
- 9.2 Where evidence exists that a driver is or was guilty of recklessness or negligent conduct whilst driving a municipal vehicle, or such a vehicle was involved in an accident whilst so driven; or
- 9.3 Where a driver of a municipal motor vehicle has been found guilty of driving such a vehicle –
 - 9.3.1 Under the influence of intoxicating substances, or
 - 9.3.2 Whilst the concentration of alcohol in his or her blood was more than 0.02 g per 100 millilitres for driver in possession of a PDP and 0.05 g per 100 millilitres for other drivers, such a driver shall be suspended immediately from driving municipal vehicles until such time as a disciplinary tribunal has been concluded.
- 9.4 In the event of a driver developing any disease or disability which will render him/her incapable of effectively controlling a vehicle and subject to a report from a Health Practitioner, he/she will be suspended temporarily or permanently from driving a municipal vehicle.

Section 10: Mechanical Appreciation

- 10.1 Whilst a municipal vehicle is in operation, the driver shall regularly check the warning lights, indicators and gauges. Immediate action must be taken should anything untoward being noticed, to prevent damage or further damage to the vehicle or its components.
- 10.2 Where there is an indication of excessive engine heat or lack of oil pressure, the engine shall be switched off immediately and the vehicle not driven further under its own power until the matter has been rectified.
- 10.3 The “revving” up of engines is detrimental, especially at the cold starting-up stage. Until normal operating temperatures are achieved, high speed engine operation must be avoided.
- 10.4 Where a vehicle is subjected to extended periods of waiting in dense traffic, the neutral gear position must be selected and the hand brake applied, in order to avoid unnecessary wear on the clutch components.

- 10.5 Travelling with a foot on the clutch pedal must be avoided, as this causes premature failure of the clutch assembly and release bearing.
- 10.6 A smooth balance must be maintained between the clutch and accelerator pedal to avoid damage to the vehicle's drive train.
- 10.7 Diesel engines fitted with turbo charges must be allowed to idle for two minutes before switching off. The waiting period allows the turbine to slow down with sufficient lubrication.
- 10.8 Brake air tanks fitted to heavy commercial vehicles are to be drained daily.

Section 11: Speedometers, Odometers and Hour-meters

- 11.1 It is important that odometers and hour-meters always reflect the true elapsed distance and times. Any defect in a speedometer, odometer or hour-meter should be rectified as soon as possible.
- 11.2 No person shall disconnect the speedometer of a municipal vehicle. Where a speedometer is fitted to a vehicle, the National Road Traffic Act requires it to be in good working order.
- 11.3 Speedometers and hour-meters should not be tampered with.

Section 12: Care of Tyres

12.1 Tyre pressures

Drivers are to ensure that the inflation of tyres is in accordance with the pressures recommended by the manufacturer of the vehicle. Incorrect inflation, particularly under inflation, is the greatest single factor contributing to undue wear, overheating and premature failure of tyres. Any deviation from specified pressures will have adverse effects on steering, braking, road holding and safety.

12.2 Precautionary measures

- 12.2.1 The checking and correction of tyre pressures should be performed in cold tyres only.
- 12.2.2 Scuffing or running into kerbs and running over projections should be avoided.
- 12.2.3 Mechanical defects that cause uneven tyre wear should be rectified immediately.
- 12.2.4 Regular inspections should be held for tread wear, cuts, bruises and stones wedged between dual wheels. Tread depth at any point across the entire breadth of the tread and circumference of the tyre must not be allowed to be less than 1 mm. A tyre that does not meet this requirement must be replaced immediately.
- 12.2.5 Dust caps on tyre valves must be replaced.
- 12.2.6 Sudden or fierce braking, unnecessary acceleration and fast cornering should be avoided.

- 12.2.7 Dumping sites are always littered with sharp projections, which cause an ongoing puncture problem. Special care must be taken to avoid sharp obstacles in the final approach to dumping. When the vehicle is clear of the dumping area, the tyre must be inspected immediately and any foreign object removed before they become embedded in the tyre.
- 12.2.8 The removal of any imbedded foreign objects will deflate the tyre, therefore must be reported to the Corporate Services Department and not be removed by the driver.
- 12.2.9 The abusive or negligent treatment of tyres should be avoided as nay tyre damage caused through abuse or negligence will be for the account of the driver.

Section 13 Fuel and Oil

13.1 Supply

Where employees are in charge of municipal vehicles require fuel and/or oil, they shall obtain supplies from the nearest designated supply point. Drivers are to ensure that the fleet number, odometer reading and quantity of fuel supplied are entered correctly on the appropriate forms. Tanks are to be filled to a constant level.

- 13.1.1 The driver is responsible for checking the engine oil and water on every occasion that the vehicle is refuelled. If the vehicle does not require any oil, the driver must write his or her initials in the space provided for oil on the fuel requisition. This will act as confirmation that the oil level has been checked.

13.2 Fuel saving

Some factors that have a major bearing on fuel economy are set out below for the guidance of all concerned:

- 13.2.1 Wastage due to the overfilling of the fuel tank must be avoided and vehicles must, wherever possible, be parked on level ground and in the shade.
- 13.2.2 Vehicles must at all times be driven in the gear ratio appropriate to the road conditions.
- 13.2.3 Road speeds must be kept as constant as possible.
- 13.2.4 Acceleration and braking must be executed smoothly and gently. The most uneconomical use of fuel occurs during acceleration and with the engine idling in a stationary vehicle.
- 13.2.5 Any strong smell of fuel must be investigated immediately, especially if noted while the vehicle is in motion. Besides causing wastage, petrol leakage is highly dangerous.
- 13.2.6 The driver should not allow the engine of any vehicle or machine to run unnecessarily.

13.2 Fuel in separate containers

The transporting of additional quantities of fuel in separate containers will be allowed only for the generator and issued against a separate requisition. Fuel cards may not be used for purchasing fuel in containers.

Section 14: Servicing and repair of municipal motor vehicles

- 14.1 All motor vehicles shall be serviced and repaired in accordance with the policies and procedures as laid down by Corporate Services Department and the relevant service provider.
- 14.2 Drivers in charge of vehicles shall be responsible for ensuring that service arrangements are strictly adhered to.
- 14.3 Failure to comply with the above will result in the recovery of all costs as a result of damages from the driver or the designated person of the Corporate Services Department.
- 14.4 Timeous servicing arrangements - When a vehicle needs to be serviced, the vehicle user will receive an advance notification and then arrange for the vehicle to be delivered to the relevant Fleet Management service provider at the stipulated time and day. An alternative service appointment, necessitated by unavoidable circumstances, may be negotiated with Corporate Services or the service provider at least four working days before the original service date. Whenever possible, a replacement unit will be provided. However, servicing is not to be delayed due to the non-availability of a substitute vehicle.
- 14.5 Adjustments and repairs - When handing the vehicle over for servicing or repair, the driver in charge of the vehicle shall report to the relevant service provider any adjustments or repairs that he/she considers necessary. A brief description of the repair required should be recorded in the vehicle log book, which must accompany the vehicle when presented for service/repair.
- 14.6 All vehicles requiring a Certificate of Fitness (COF) must be presented to Fleet Management or the relevant external service provider at least six weeks prior to expiry of the COF. Failure to observe this directive will result in additional costs/penalties imposed in respect of expired COF's being charged to the driver/Business Unit concerned.

Section 15: Municipal Fuel Cards

- 15.1 Each vehicle will be assigned a Municipal Fuel Card.
- 15.2 Municipal fuel cards may be used only for purchasing fuel and lubricants for the vehicle to which the card relates and for the payment of toll fees, and not for repairs, tyres, or other items.
- 15.3 Employees may not use their own funds for purchasing fuel and lubricants, as this will not be refunded by the Municipality.
- 15.4 All purchases made with a petrol card must be supported by receipts which, in the case of a pool vehicle, the user of the vehicle must submit to the Corporate Services Department when the vehicle is returned, and, in the case of an exclusive use vehicle, the user must submit to the Corporate Services Department on the Monday following the week in which the purchase was made. Should any such purchase not be supported by a receipt, the Municipality may recover the amount of the purchase from the user of the vehicle.

- 15.5 The user of the vehicle is responsible for the safekeeping of a petrol card whilst the vehicle is under his control.
- 15.6 If a petrol card is lost or stolen, that fact must be reported immediately by the user of the vehicle concerned to the Director: Corporate Services.

Section 16: Vehicle Tracker Reports

- 16.1 The Corporate Services Department must conduct a detailed review of all vehicle tracker reports on a monthly basis in order to establish the following information which are available on the tracker reports:
 - 16.1.1 Excessive speeds travelled with vehicles.
 - 16.1.2 Total mileage travelled with vehicles.
 - 16.1.3 Excessive idling time of vehicles.
 - 16.1.4 Harsh use of vehicle brakes.
- 16.2 The actual fuel purchases for each month must be compared to the mileages travelled as per the tracker reports in order to evaluate the reasonableness of fuel consumed.
- 16.3 All exceptions identified during the above review must be investigated and disciplinary action must be instituted against defaulting employees.

Section 17: Fleet Management Reporting

In order to ensure that the provisions of this policy and procedures manual are adequately implemented, the Corporate Services Department will prepare monthly reports for submission to the Chief Financial Officer and Municipal Manager. The following reports will be compiled and submitted:

- 17.1 A report of all employees who have failed to update vehicle logbooks together with the actions that were taken against such employees.
- 17.2 Unauthorised use of municipal vehicles by employees together with the actions that were taken against such employees.
- 17.3 Employees who have failed to exercise care of municipal vehicles together with the actions that were taken against such employees.
- 17.4 Employees who have not submitted receipts for fuel and lubricants purchased with municipal fuel cards. A summary of the amounts must be forwarded to the Payroll Division in order for the amounts to be deducted from employee salaries.
- 17.5 Suspected fraud with regards to the use of municipal fuel cards.
- 17.6 Any other non adherence to the Municipality's Fleet Management Policy and Procedure Manual.

Section 18: Roadworthiness of Vehicles

18.1 Every driver of a motor vehicle must at all times ensure that the vehicle is in a roadworthy condition, failing which he/she will be responsible for the payment of any traffic fines imposed.

18.2 Should any of the following items be found to be defective, the driver may not drive the vehicle, but must report such items in writing to the Corporate Services Department or the external service provider and await further instructions:

- Lights
- Brakes
- Wheel nuts secured
- Tyre wear and condition
- Spare wheel condition
- Speedometer
- Windscreen wipers
- Steering
- Rear-view mirrors
- Hooter
- Chevron boards/retro reflectors
- Side body reflective tape (trucks)
- Emergency warning triangles
- Number plates
- Tow hitch and air couplings

18.3 Any defects discovered, must be reported immediately to Corporate Services or the relevant external service provider, for the necessary attention.

18.4 The last user of a vehicle will be held responsible for any unreported damage/defects/loss. The onus is therefore on each driver to thoroughly inspect a vehicle prior to acceptance.

18.5 Basic maintenance/safety checks (pre-drive checks) as prescribed, supplemented by additional checks specific to user requirements, must be carried out daily.

Section 19: Duties of Drivers in the event of accidents

19.1 Damages as a result of a motor vehicle accident

The driver of a vehicle involved in or contributing to any accident in which any other person is killed or injured or that causes damage in respect of property or animal, shall take the following actions:

19.1.1 Immediately stop the vehicle.

19.1.2 Ascertain the nature and extent of any injury sustained by any person.

- 19.1.3 If a person is injured, render such assistance to the injured person as he/she may be capable of rendering.
- 19.1.4 If a person is injured, call an ambulance and the Traffic and Licensing Services or the SA Police Services.
- 19.1.5 If any person is injured or killed the vehicle shall not be moved from the position in which it came to rest, until such removal is authorised by a Police Officer. If the vehicle is causing a complete obstruction, its position should be marked before the vehicle may be moved to a safe place.
- 19.1.6 If there are no injuries at the scene of the accident the perimeter of the involved vehicles may be marked, after which they may be moved to a safe area.
- 19.1.7 **DO NOT ACCEPT ANY LIABILITY.** Under no circumstances shall a municipal official admit liability or make any statements to any person.
- 19.1.8 State only what happened to the Police. A brief account of what happened, is all that is required. **DO NOT SIGN ANY STATEMENTS.**
- 19.1.9 Do not take any intoxicating liquor or any drugs unless administered by a doctor.
- 19.1.10 Should the driver of the other vehicle be suspected of being under the influence of intoxicating liquor or drugs, this fact should be brought to the notice of the attending Police or Traffic Officer.
- 19.1.11 Record the name and address of the other driver, his/her vehicle registration number, the name of the owner of the vehicle, and the vehicle's insurance company. Record the name, licence details and address of any independent witnesses, including the occupants of the other vehicle(s) involved in the accident.
- 19.1.12 Supply your name, address and Business Unit details to persons having grounds for requesting such information.
- 19.1.13 Record the nature and extent of damage to all the vehicles involved in the accident.
- 19.1.14 Inform the designated staff of the relevant Business Unit as soon as possible.

Section 20: Safe Driving

20.1 Traffic Regulations

Traffic fines arising from neglect on the part of the driver will not be paid by the Municipality. The driver will be held personally responsible and will not receive any financial assistance from the Municipality.

20.2 Speed Limits

Apart from the necessity of observing the speed limits laid down by the government and local authorities, municipal motor vehicles must not be driven at speeds that may endanger the lives of occupants and other road users. Speed must be adjusted to suit weather conditions, road conditions and the particular type of vehicle being used.

20.3 Emergency Vehicles

Law enforcement and emergency vehicles may only exceed the speed limits when it is essential to do so. In an emergency the appropriate alarms, warning devices and warning signals must be used. Extreme caution must be exercised by drivers of emergency vehicles.

20.4 Rules of the road

All drivers of municipal vehicles must strictly adhere to the rules of the road. Some of the more important guidelines in this regard are as follows:

20.4.1 Maintain a thorough knowledge of traffic regulations and signs applicable to streets, main roads, through roads, etc.

20.4.2 Overtake or pass other traffic only when the road is clear and safe.

20.4.3 Always use safety belts.

20.4.4 Stop or park off the road surface only where it is safe to do so.

20.4.5 Do not communicate on any handheld communication devices while driving a vehicle.