

MTHONJANENI MUNICIPALITY

CAR ALLOWANCE POLICY

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1. INTRODUCTION

This document details Mthonjaneni Municipality's Policy and procedures regarding Car Allowance. The Policy applies to some categories of staff employed by Mthonjaneni Municipality as outlined below. Variations to the policy may be considered in special circumstances, but all variations require the prior approval of the Council.

2. PURPOSE OF THE POLICY

- To provide guidelines for issuing employee car allowances by the Municipality to the staff of the Municipality.
- To motivate staff to own vehicles as to perform business of the Municipality effectively.

3. ELIGIBILITY

3.1 Subject to the policy laid out in this document, car allowances will be available to Managers, Traffic Officers and other personnel as determined by the HOD and approved by the Municipal Manager. The car allowance may be extended to Field workers based on the criteria set by the Management Committee.

3.2 Categories of positions to qualify for car allowances are as follows:

- LED OFFICER
- YOUTH OFFICER
- SPORT AND RECREATION OFFICER
- SPECIAL PROGRAMME OFFICER
- SENIOR PUBLIC PARTICIPATION OFFICER
- PMU TECHNICIAN
- BUILDING INSPECTOR
- ELECTRICIAN
- COMMUNICATION OFFICER

3.3 Car Allowances are taxed at the current applicable tax rates and will form part of the employee's salary as an additional item on the pay advice. Employees receiving a car allowance must keep a detailed logbook for taxation purposes.

3.4 The staff receiving Car Allowances are not allowed to drive Municipal Vehicles, unless authorised to do so by the HOD and approved by the Municipal Manager.

4. VEHICLE TYPES AND SPECIFICATION

4.1 All vehicles to be fitted with ABS brakes, dual airbags and air conditioning

4.2 Vehicles may be manual or automatic transmission

4.3 Vehicles may be petrol or diesel

4.4 All vehicles to be comprehensively insured

4.5 It is advised that the vehicle insurance include a courtesy car clause i.e. Courtesy car be supplied in the event of an accident.

- 4.6 Alarm/ immobilizer and tracking system to be fitted to the vehicle
- 4.7 The responsible HOD will ensure that the procured vehicles is aligned to the specification as stipulated above
- 4.8 All vehicle purchased are to be within the specifications listed above.

5. VEHICLE MAINTENANCE

Vehicle owners are responsible for all maintenance and regular servicing of the vehicle. Vehicles are to be cleaned regularly in order to maintain the company's good image.

6. TRAVELLING CLAIMS

The travelling claims will be claimed as per the Subsistence and Travelling Policy of the Municipality.

7. AVAILABILITY OF THIS POLICY

Every staff member upon being appointed in the service of the council with this allowance, shall be supplied with a copy of this policy, and shall acknowledge receipt thereof by signing a duplicate copy thereof.

8. CONSEQUENCE OF NON-COMPLIANCE

A failure to comply with the policy will be viewed as a serious disciplinary transgression, and appropriate disciplinary action could result from such action.

9. POLICY ADMINISTRATION

Responsibility and authority to implement this policy is with Municipal Manager or his/her delegated manager/s. This responsibility includes communication of the policy and related procedures.

10.COMMENCEMENT

This policy will come into effect on the date of adoption by the council.

11. AMENDMENT THIS POLICY

This policy may be amended or repealed by the Council as it may be deemed necessary.

12.ADOPTION AND APPROVAL OF POLICY BY COUNCIL

This policy is adopted and approved by full council of Mthonjaneni Municipality for implementation.

APPROVED ON _____/_____/20167

COUNCIL RESOLUTION NO: _____

SPEAKER

MUNICIPAL MANAGER

DRAFT