



CAMDEBOO MUNICIPALITY
FLEET MANAGEMENT POLICY

TABLE OF CONTENTS

- SECTION 1: DEFINITIONS
- SECTION 2: OBJECTIVES
- SECTION 3: DRIVER CODE OF PRACTICE
- SECTION 4: PROPER USE OF MUNICIPAL VEHICLES
- SECTION 5: VEHICLE KEYS
- SECTION 6: DAMAGE, LOSSES AND THEFT
- SECTION 7: SAFE CUSTODY OF MUNICIPAL TRANSPORT AND OTHER
MUNICIPAL PROPERTY
- SECTION 8: GARAGING AND PARKING OF MUNICIPAL TRANSPORT
- SECTION 9: GOVERNORS
- SECTION 10: SPEEDOMETERS, ODOMETERS AND HOUR METER
- SECTION 11: FUEL AND OIL
- SECTION 12: MAINTAINING THE APPEARANCE OF MUNICIPAL
VEHICLES/EQUIPMENT
- SECTION 13: SERVICING AND REPAIR OF MUNICIPAL VEHICLES
- SECTION 14: BREAKDOWN PROCEDURES
- SECTION 15: ROADWORTHINESS OF VEHICLES
- SECTION 16: LOAD ON VEHICLES
- SECTION 17: IDENTIFICATION OF MUNICIPAL TRANSPORT AND EQUIPMENT
- SECTION 18: DUTIES OF DRIVER IN THE EVENT OF AN ACCIDENT
- SECTION 19: INSURANCE OF MUNICIPAL VEHICLE
- SECTION 20: SAFE DRIVING

SECTION 1: DEFINITIONS

For the purpose of this policy and procedures document as well as Code of Practice, the following definitions shall apply:

1.1 MUNICIPAL VEHICLE

All vehicles and civil engineering plant, equipment (self-driven or otherwise), motorcycles, boats, trailers, stationary engines, etc.

1.2. DRIVER

All persons engaged in the operation of vehicles and plant, being:

- i) OCCASIONAL DRIVER: Is not a permanent driver but is required to use a municipal vehicle on an *ad hoc* basis to perform his/her duties.
- ii) PROFESSIONAL DRIVER: Employed specifically to drive municipal vehicles for general transport purposes.
- iii) OPERATOR: Employed specifically to operate civil engineering plant.

1.3. SAFE PARKING

- i) Designated municipal parking
- ii) Enclosed premises

SECTION 2: OBJECTIVES

- 2.1 To ensure that the users of the municipal vehicle fleet comply with a uniform code of good practice in respect of fleet management.
- 2.2 To ensure that municipal vehicles are optimally and effectively used for the rendering of municipal services.
- 2.3 To ensure cost effective and efficient usage of available funding in respect of fuel and maintenance.
- 2.4 To minimize possible abuse/misuse of municipal vehicles.
- 2.5 To ensure safe driving and usage practices in respect of vehicle fleet.

SECTION 3: DRIVER CODE OF PRACTICE

Knowledge and responsible handling of the numerous pieces of machinery at the work site mean less downtime, reduced maintenance and less frustration to site supervisors, drivers and operators, all factors contributing to improved efficiencies and increased productivity within the various functional areas.

3.1 Responsibility of drivers and operators

The full cooperation of all employees concerned is required to ensure that the municipal fleet management system functions efficiently at all times. All drivers and operators are expected to accept and exercise the responsibilities associated with the operation of vehicles, as described in this policy. Employees receiving car allowance are not allowed to drive a municipal vehicle but may be transported in a council vehicle, in exceptional cases, after obtaining authorization in writing from the relevant director or Fleet Manager.

3.2 Usage

- 3.2.1 The vehicle shall only be driven by an appropriately licensed and duly authorized employee on official duty.
- 3.2.2 The driver must be licensed in terms of the National Road Traffic Act (NRTA) for the particular class of vehicle under his/her control.
- 3.2.3 Before authorization is given to drive a municipal vehicle, the driver must complete the vehicle policy acceptance form.
- 3.2.4 All municipal vehicles and mobile plant must be issued with a logbook. The driver/operator is required to record all his/her daily trips in the logbook.
- 3.2.5 When appointed, nobody may operate a Council vehicle unless the person has been tested and passed by the Traffic Division of Council and such report on the ability of the driver is in the possession of the Departmental Head and the Personnel Division.

3.3 Professional driving permits

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

3.4 Public image

All municipal vehicles shall be driven in a SAFE and COURTEOUS manner, which will promote the municipality's PUBLIC IMAGE.

3.5 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.

3.6 Inspections of vehicles

Pre- and post-inspections are to be carried out by drivers/operators on a trip and/or daily basis.

3.7 Safety

All users of municipal vehicles must ensure that they comply with the safety prescriptions contained in terms of the National Road Traffic Act (NRTA) and other safety measures set by the municipality.

3.8 Transgressions

Failure to comply with the content of this policy and any other additional instructions issued by the relevant Head of Department renders the offending employee liable to disciplinary action.

SECTION 4: PROPER USE OF MUNICIPAL VEHICLES

4.1 Municipal transport is provided strictly for official services only and is not to be used for private purposes. Council will provide transport to on-duty employees in accordance with its normal operational requirements, as well as in specific circumstances set out below, approved by the relevant manager/director:

- a) Shifts
- b) Overtime
- c) Standby
- d) Remote sites (no public transport)
- e) Training courses
- f) Meetings
- g) Union business
- h) Temporary or permanent relocation
- i) Emergency use
- j) Unplanned roadside assistance
- k) Injuries on duty
- l) Employee wellness-related needs
- m) Recreational/ sporting events

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

- Heavy goods > 3500 kg GVM
- Articulated > 3500 kg GVM
- Breakdown vehicle
- Bus seating more than 55

- Mini-bus seating more than 12
- Refuse compactor
- Water tanker
- Vacuum tanker
- Mechanical horse > 3500 kg GVM

4.3 Passengers, inclusive of municipal staff, are not permitted to ride on or inside any municipal vehicle except for the execution of municipal duties.

4.4 When a municipal vehicle is to be used outside the Camdeboo municipal area, approval must be authorized by the designated manager in advance before undertaking a trip.

4.5 No Council vehicle may be used for informal driver training, such as by other Council drivers, or for the related testing to obtain a driver's license. Assessment for a "Council License" once in possession of a driver's license may be done using a Council vehicle, provided assessment is conducted by an appropriate risk-management official.

4.6 Council vehicles may be used to transport staff, delegates, visitors, students or members of the public for official Council business or official purposes, but no unauthorized passengers are permitted. Authorization for this "deviation" from the norm must be approved by the relevant director.

4.8 Contractors and consultants may not make use of Council transport, unless specifically provided for in their contract with Council.

4.9 Inspections

4.9.1 Pre- and post-inspections are to be carried out by drivers/operators on a trip and/or daily basis in order to ensure that the vehicle is in a roadworthy and clean condition.

4.9.2 Any damage/defects found by the driver must be reported to the line manager/Law Enforcement for investigation. The last user of a vehicle will be held responsible for any unreported damage/defects/loss.

4.9.4 The usage of vehicles must be reflected by entries in the logbooks dedicated to individual vehicles.

4.9.5 Log book entries must be checked by managers on a weekly basis.

SECTION 5: VEHICLE KEYS

- 5.1 Employees in charge of vehicles shall 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.

SECTION 6: DAMAGE, LOSSES AND THEFT

- 6.1 An employee who takes over a municipal vehicle must ensure that any damage or loss is immediately brought to the notice of his/her supervisor/line manager in writing. Unless he/she complies with this instruction, he/she will be deemed to have received the vehicle in good order.
- 6.2 Unlawful fitment/removal or exchange of fuel or any component of a municipal vehicle will be subjected to the strictest discipline, as prescribed in the prevailing Conditions of Service.
- 6.3 In the event of a hijacking or armed robbery, the relevant manager 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/delegated officials from supervisory level upwards.

SECTION 7: SAFE CUSTODY OF MUNICIPAL TRANSPORT AND OTHER MUNICIPAL PROPERTY

- 7.1. In respect of official vehicles taken home by employees, specific authority from the manager/director must be obtained before an employee will be permitted to safeguard any official vehicle at a private residence.
- 7.2. The driver/employee must take all 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.

SECTION 8: GARAGING AND PARKING OF MUNICIPAL TRANSPORT

- 8.1. In the case of overnight parking, vehicles on tour or municipal vehicles being used for official after-hour purposes, the most suitable arrangements must be made for safe parking facilities with the relevant line manager.

SECTION 9: GOVERNORS

9.1 Where a governor is fitted to any municipal power-driven machinery, it is there for the specific purpose of providing protection against over speeding/overloading/abuse of the mechanical systems. Governors are not to be tampered with

SECTION 10: SPEEDOMETERS, ODOMETERS AND HOUR METER

10.1 Speedometers and meters should not be tampered with. Where a speedometer is fitted to a vehicle, the National Road Traffic Act requires it to be in good working order.

SECTION 11: FUEL AND OIL

11.1 Where employees in charge of municipal vehicles require fuel and/or oil, they shall obtain supplies from the contracted filling station.

11.2 Where fuel is required in containers to refuel small plant, the relevant line manager must authorize the request against a separate requisition.

SECTION 12: MAINTAINING THE APPEARANCE OF MUNICIPAL VEHICLES/EQUIPMENT

12.1 Every driver/operator and relevant manager must ensure that the vehicles are in a clean and hygienic condition.

SECTION 13: SERVICING AND REPAIR OF MUNICIPAL VEHICLES

13.1 Drivers/operators in charge of vehicles must ensure that service arrangements are strictly adhered to.

SECTION 14: BREAKDOWN PROCEDURES

14.1 In the event of a breakdown, the relevant manager must be contacted immediately and the processes of the contracted insurance service provider must be adhered to.

SECTION 15: ROADWORTHINESS OF VEHICLES

15.1 All vehicles requiring a Roadworthy Certificate (RWC) are to be delivered to the traffic department prior to expiry date.

- 15.2 Every driver/operator of a 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.
- 15.3 Any defects discovered with regard to the bodywork, engine and accessories of the vehicle must be reported immediately to the relevant manager.
- 15.4 The last driver/operator of a vehicle will be held responsible for any unreported damage/defects/losses.

SECTION 16: LOAD ON VEHICLES

- 16.1 The load on any vehicle must not exceed the load recommended by the manufacturers of the vehicle.
- 16.2 Drivers/operators must familiarize themselves with the maximum load capacity of the particular vehicle they are using.
- 16.3 ***Hazardous loads***
Only drivers who have been specially trained and who are in possession of the necessary medical clearance are permitted to operate vehicles engaged in the conveyance of hazardous substances (refer section 16.4).

SECTION 17: IDENTIFICATION OF MUNICIPAL TRANSPORT AND EQUIPMENT

17.1 *General*

Drivers must ensure that the registration plates, fleet numbers, municipal logos and any other markings on the vehicles are always in good order and clearly visible. Municipal vehicles may not display any private signs, mascots, stickers, advertising or advertising material, unless authorized.

17.2 *Mass information*

Information in respect of carrying capacity is displayed on certain vehicles. In terms of the requirements of the National Road Traffic Act, information relative to the tare mass (T), gross vehicle mass (GVM) and, where applicable, the number of passengers is displayed on buses and goods vehicles.

17.3 ***Hazardous substances***

Vehicles engaged in the conveyance of hazardous substances must display hazard and/or warning signs and panels that inform emergency services how to handle the particular substance being carried, in the event of an accident (refer Section 15.3).

SECTION 18: DUTIES OF DRIVER IN THE EVENT OF AN ACCIDENT

18.1 If the driver of the municipality is involved in an accident, or has contributed to an accident, irrespective of the damage caused on vehicles or properties, such driver shall:

18.1.1 Stop the vehicle immediately. It is a legal and a moral obligation to report collision to the nearest police station, even if you hit a lamp stand or a stationary vehicle and the accident is not witnessed.

18.1.2 Check the nature and extent of any injury to another person.

18.2 If a person has been hurt, help in any way possible and contact the police and ambulance as soon as possible.

18.3 Determine the nature and extent of any damage suffered.

18.4 If required by an entitled person for information one can provide them with the following:

18.4.1 Name, address, telephone and cell number of the other driver

18.4.2 Name, address, telephone and cell number of the owner of the other vehicle

18.4.3 Names of the driver/owners insurance company or insurance broker

18.4.4 Full details of the place and time of the collision and the road conditions and visibility at the time.

18.4.5 License number and its expiry date

18.4.6 ID number

18.5 If a person or animal has been injured, do not move the vehicle, even if it obstructs the traffic until you are given permission to do so by a traffic officer or unless the vehicle completely obstructs the road. Where the vehicle is perceived to be obstructing the traffic, place the hazard triangle 25 metres ahead or behind the vehicle to warn other road users and switch on the hazard lights.

18.6 Confirm telephonically with the supervisor/manager/director for arranging to remove the municipality's vehicle from the scene of the accident by a tow-in-service, should the vehicle be in such a condition that it cannot be driven.

18.7 If there is a traffic officer at the scene of the collision, provide him with as much information as he/ may require. The accident must be reported within 24 hours to the police station or at an authorized office of a traffic officer (unless you are

SECTION 19: INSURANCE OF MUNICIPAL VEHICLE

19.1 *Municipal vehicles*

The municipality provides comprehensive cover through its insurance service providers which administers legitimate claims arising from accidents involving municipal vehicles and equipment. Suitably licensed municipal employees driving municipal vehicles are covered to the following extent:

- a) The municipality will provide all-risk cover of loss or damage for its vehicles. Coverage is not included for the loss of or damage to any items owned or possessed by the employee or by any person or body other than the municipality.
- b) The municipality will provide third-party liability insurance covering any driver's liability arising out of the use of the vehicle.
- c) Unauthorized drivers and passengers will not be covered by the Insurance Fund or the Road Accident Fund.

19.2 ***Forfeiture of cover by driver***

The insurance cover will not apply as far as the driver of municipal vehicles is concerned in cases where:

- a) he/she was under the influence of intoxicating liquor or a drug with a narcotic effect; or
- b) the concentration of alcohol in his/her blood was more than 0,05 gram per 100 milliliters;
- c) the vehicle was used without authority for other than strictly official purposes;
- d) he/she is not in possession of an appropriate legally valid driver's license;
- e) he/she drives or has driven a vehicle without having been properly authorized thereto; or
- f) he/she allows or has allowed the vehicle to be driven by a person not authorized thereto;
- g) he/she was an unauthorized passenger in the vehicle;
- h) he/she is a participant in another motor scheme and is not authorized in writing to be transported in vehicle.

In the event of any one of the clauses mentioned in 18.4(a) to 18.4(h) being applicable, the driver/operator will be liable for all claims and liabilities.

19.3 ***Exclusion of third-party cover***

In terms of the Road Accident Fund, passengers transported IN A MUNICIPAL VEHICLE without authority will NOT BE COVERED.

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 limit*

Apart from the necessity of observing the speed limits laid down by the government and local authorities, municipal 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, traffic 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.

20.5 *Night driving: Correct use of vehicle lights*

All drivers of municipal vehicles must strictly adhere to Regulation 157 of the National Road Traffic Act No. 93 of 1996 which requires, inter alia, that vehicle lights be operational at any time from sunset to sunrise and “at any other time when, due to insufficient light or unfavorable weather conditions, persons and vehicles upon the public road are not clearly discernible at a distance of 150 meters”..

20.6 *Penalties*

Transgressions in respect of this policy will be dealt with in accordance with the Council’s collectively agreed disciplinary code.

SECTION 21: POLICY APPROVAL

This policy was approved by the Council resolution number _____
_____ dated the _____ day of _____ 20____ and it will be
effective from this day onwards until the next review.