

**FINAL**

**FLEET MANAGEMENT POLICY**

**MOHOKARE LOCAL MUNICIPALITY**

**2015/16 FINANCIAL YEAR**

## **TABLE OF CONTENTS**

**Introduction**

**Objectives of the policy Transport Management Structure**

**Duties of Municipal Fleet Officer Operational Controls**

**Who may drive a vehicle?**

**Vehicles shall only be used for official purposes Passengers**

**Authority to use a vehicle Issuing of vehicles**

**Parking of Municipal vehicle**

**LOG books, petrol cards, vehicle keys and vehicles equipment Management System**

**Repairs to vehicles Vehicle replacement Replacement request**

**Provision of secure vehicle storage depot Fuel Management**

**Marking of vehicles Accident Reporting Theft of vehicles Leased vehicles  
Traffic offences Violation of Transport**

**Reports by Municipal Fleet Officer**

# **MUNICIPAL FLEET MANGEMENT POLICY AND OPERATIONAL MANUAL**

## **1. Introduction:**

This policy is intended to improve effective and efficient management of transport to improve delivery in the Municipality.

This policy entails operational controls which explain clearly who can use a vehicle with regard to drivers, passengers, authority to use, issuing, parking, log books, fuel management, fuel cards, keys, equipment as well as the no smoking policy in the municipal vehicles.

The transport management system is included in the policy and consists of the key performance indicators which must be kept for each vehicle and also be calculated on the monthly fleet report form in order to form the management of departments monthly concerning transport management. Monthly fleet report should be compiled

The maintenance and Replacement Policy is included to ensure that vehicles are serviced and properly utilized to support the Council in the attainment of its objectives. Emphasis is placed on vehicle allocation according to the departmental needs.

## **2. OBJECTIVES OF THE POLICY:**

Is to co-ordinate the management of the Council transport by means of control measures which are applicable to all Political Office Bearers, Departments, Division and Section of the Council's operations.

To manage the use of credit cards while utilising hired cars

To prescribe requirements relating to the utilisation and maintenance of such transport by employees and Political Office Bearers of the Council.

## **3. SCOPE OF THIS POLICY**

- a. This policy is intended to cover:
  - i. the use of road transport within the Council the use of vehicles owned by Council;
  - ii. the use of vehicles hired by the Council from companies in the private sector;
  - iii. To differentiate between pool vehicles and vehicles allocated to the various departments.
  - iv. Except in the case employees who travel or are required to

beyond the boundaries of Mohokare Municipality, this policy does not apply to the use of subsidized vehicles which will be subject to a separate policy document.

#### **4. TRANSPORT MANAGEMENT STRUCTURE**

Transport in the Council is a tool by which service is delivered.

The Council or the Municipal Manger as the case may be, shall appoint an employee who shall be designated as the Municipal Fleet Officer for the purpose of controlling all vehicles in the ownership of the Council, allocating such vehicles to departments of the Municipality and generally performing such duties as are contained in this policy.

Unless otherwise directed by the Council, the Municipal Fleet Officer shall be responsible to and shall report to the Chief Financial Officer.

Heads of departments will be held responsible for management of vehicles allocated to their respective departments.

Unit managers will be held responsible for management of vehicles allocated to their respective units.

#### **5. DUTIES OF MUNICIPAL FLEET OFFICER**

- a. The Duties of Municipal Fleet Officer shall include the following:
  - i. To maintain an inventory of all transport in the ownership or under the control of the Council;
  - ii. To differentiate between POOL and ALLOCATED plant and vehicles.
  - iii. To maintain a list of all transport allocated to departments of the Municipality.
  - iv. To allocate in consultation with Heads of departments sufficient transport to meet the operational requirements of departments;
  - v. To attend the licensing of all transport of all transport in the ownership or under the control of the Council.
  - vi. To monitor the insurance of all transport in the ownership or under control of the Municipality.
  - vii. To monitor and make arrangements for the regular repairs and maintenance of transport of Council.
  - viii. To monitor and ensure that log book are maintained in respect of all transport in the ownership or under the control of the Municipality.
  - ix. To procure and control the issue of fuel required by vehicles in respect of the pool vehicles under the control of the Municipality.
  - x. To recommend to Chief Financial Officer with respect to all vehicles that need to be disposed of and any vehicles that need to be replaced or additionally purchased.
  - xi. To attend the insurance claims on behalf of the Municipality

in respect of the loss or damage to transport in the ownership or under the control of the Council.

- xii. To attend to accidents and other claims submitted against the Municipality arising out of damage to transport to the Municipality and/or injury to its employees and/or Political Office Bearers.
- xiii. To ensure that drivers are in possession of the required driving license;
- xiv. To take such measures as are necessary and in consultation with the Municipal Manger and Heads of Departments to ensure that transport on the Municipality is not abused;
- xv. To institute in consultation with Heads of Departments and Personnel department or responsible Division of Municipal disciplinary action against drivers and employees of the Municipality who contravene this Policy or any instruction issued by the Chief Financial Officer and any head of the department in terms of this policy or who contravene any road traffic legislation or in any manner that causes or contribute to the loss or damage to transport owned by the Municipality or under the control of the Municipality that in any manner abuse the transport facilities of the Municipality.
- xvi. To recommend, through the Municipal Manager, that disciplinary action be taken against Political office bearers who contravene the provision of the policy.
- xvii. To submit through the CFO such statistical and other report as may required either for the Municipality or Departmental purpose on the utilisation and allocation of transport or any other matter associated with transport.

## **6. OPERATIONAL CONTROLS**

## **7. WHO MAY DRIVE A MUNICIPAL VEHICLE?**

### **a. POOL VEHICLES**

- i. A Municipal vehicle may only be driven by a Municipal Employee with the requisite trip authority and signed by Head of Department or an official designated by the Municipal Manager.
- ii. The aforesaid trip authority must relate to a trip necessary for the performance of a line function of a Department or in furtherance of the lawful aims and or objectives of the Municipality.

### **b. ALLOCATED VEHICLES**

- i. A Municipal vehicle may only be driven by a Municipal Employee with the requisite trip authority and signed by the unit manager or an official designated by the Municipal Manager.
- ii. The aforesaid trip authority must relate to a trip necessary for the performance of a line function of a Department or in furtherance of the lawful aims and or objectives of the Municipality.

## **8. VEHICLES SHALL ONLY BE USED FOR OFFICIAL PURPOSES.**

### **i. VEHICLES**

1. Only an employee of the Municipality may drive a Municipal vehicle and only for purposes connected with his or her official duties.
2. A councilor in receipt of a travelling allowance may not use a municipal vehicle for the performance of his/duties as a councilor.
3. The driver of a Municipal vehicle must have an unendorsed driver's license and this license and this license must be checked for validity by the Municipal Fleet Officer on a six months basis.
4. The Municipal Fleet Officer shall keep a register for employees to drive Municipal vehicles.
5. Councilors should be allowed to use Council vehicles to assist them on Council duties. Municipal vehicles

## **9. DRIVERS**

10. Only employees of the Municipality including Section 57 Managers and the person performing duties associated with the activities of the Municipality may be conveyed as a passenger in a vehicle of the Council and such travel must be work-related.
11. The conveyance of casual or unauthorized passengers in a vehicle of the Municipality is not permitted under any circumstances.
12. Family members of employees of the Municipality may not be conveyed in official transport.

## **13. AUTHORITY TO USE A VEHICLE**

#### 14. POOL VEHICLES

#### 15. Zastron Unit

16. Two Cars – Must be stored at the municipal offices. Any deviation – eg. Return from trip after 18h00, verbal authority to be obtained from officer in charge.

17. All vehicles must be issued on the day of travel unless prior approval to park the vehicle at the home of the driver has been obtained. Report to the Municipal and Fleet Officer or any other HOD with consultation of HOD if not available.

18. The original of the trip authority must be carried in the vehicle and a copy thereof shall be retained by the Municipal Fleet Officer for accounting and reporting purposes.

#### 19. OTHER VEHICLES

20. To be stored at the municipal offices and kragstasie. Any deviation – eg. Return from trip after 18h00, verbal authority to be obtained from the unit manager.

#### 21. Rouxville & Smithfield units

22. If a vehicle is allocated to an employee of the Municipality the employee may store the vehicle in a safe location at his home.

### a. **ISSUING OF VEHICLES**

## **23. POOL VEHICLES**

i. The Fleet Officer – or other delegated person, will issue a vehicle to an authorized driver after complying with the following procedures:

1. The person issuing the vehicle will complete a pre-trip-inspection form.
2. The driver will sign the pre-trip-inspection form in the presence of the officer issuing the vehicle.
3. The driver, by signing the vehicle issue form, certifies thereby that the details contained therein are correct and that he/she assumes the responsibility for the vehicle and the issue items of equipment thereon.
4. The vehicle issue form part of the trip authority.

5. The officer issuing the vehicle will take a receipt of a returned vehicle by following same procedure referred to in 6.5.5 and shall endorse on the vehicle issue form mileage traveled by the driver and condition of the vehicle.
6. The Issing officer shall furthermore, require the driver to produce all petrol slips for petrol purchased during an extended trip for the purpose of verifying fuel and costs incurred in connection with the purchase of fuel by a driver who drives a vehicle on an extended trip and is not issued with petrol card.

#### **24. PARKING OF A MUNICIPAL VEHICLE**

- a. Under normal circumstances vehicles must be parked at the Municipal office – or where applicable the home of the official.
- b. The Fleet Officer must allocate an approved parking place for each vehicle.
- c. The driver of the Municipal vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit.
- d. Permission may be granted for a vehicle to be parked at home of an employee subject to the conditions contained in paragraph 7.6.

#### **25. A vehicle may be parked at home of a driver if:**

- i. The employee will be leaving early in the morning or returning late at night.
- ii. The home of the employee is at a place between the municipal office or place of work and the end point of the trip such that it is not economical for an employee to return the allocated vehicle to a municipal vehicle depot and collect it the following day.

#### **26. Employee on Stand-by**

- i. The employee is on stand-by and there is no means by which he/she can be transported in official transport in the event of a call out or in the event of the provision of official transport proving in such circumstances not to be cost effective.

#### **b. SPECIAL CONDITIONS PERTAINING TO VEHICLES PARKED AT THE HOME OF EMPLOYEES:**



- i. Whilst the vehicle is parked at the home of an employee, it may not be used for any non-work or private purposes.
  - ii. If an emergency arises whilst a vehicle is parked at the home of an employee necessitating the use of vehicles, then a signed trip authority for the movement of such vehicles must be obtained within 24 hours of the journey.
  - iii. The private use of a vehicle while parked at the home of an employee will lead to withdrawal of the privilege and possible disciplinary action against the officer concerned.
- 27.7.7.4. Upon acceptance of this policy by the Council all previously agreed rights granted to employees to park vehicles at their homes are withdrawn and they must reapply for such permission in terms of this policy.
- i. Applications will be directed to the fleet officer who will pass it to the CFO and relevant steps will be followed until it reaches the Council for resolution.

**28. LOG BOOK, PETROL CARDS, VEHICLE KEYS, AND EQUIPMENT:**

- a. The Municipal Fleet Officer will ensure that every vehicle is provided with a log book for the recording of mileage and other information concerning a trip in the vehicle in which such log book relates. Log Book shall be suitably endorsed with the name of the Council and the vehicle description and the registration number to which it relates.
  - b. The driver takes the responsibility of the log book, keys and petrol cards once the vehicle has been accepted and signed for as being received and until it has been received back in by the Municipal Fleet Officer. At the end of trip.
29. 8.3. All vehicles keys should be kept in a locked cabinet in the office of the issuing officer when a vehicle has not been issued. A spare set of keys of all vehicles should be kept in a theft and fire proof office safe.
- a. The petrol card is to be treated as cash and the driver will be held responsible for transactions that take place on it whilst it is in his/her possession. All receipts must be made available.
  - b. All fuel receipts must be kept and made available upon request to the FLEET officer.
  - c. It is the responsibility of the driver to complete the vehicle log book legibly and accurately.
  - d. Loose vehicle equipment e.g. the spare wheel, toolkit and jack will be checked at the time of issuing of the vehicle to the driver

and it is the responsibility of the driver to safeguard such equipment until the driver is returned to the Municipal Fleet Officer. The driver will be required to replace any items that have been lost whilst the vehicle is under his/her control.

### **30.MANAGEMENT SYSTEMS:**

31.The following key performance indicators must be kept for each vehicle:

- i. Kilometers traveled
- ii. Fuel utilization
- iii. Total maintenance costs
- iv. Running cost per kilometer
- v. Performance

- b. These key indicators are to be calculated on the fleet monthly summary form. This will be filled by Municipal Fleet Officer and a copy sent to the CFO on or before the 10<sup>th</sup> working day of the following month.

### **32.REPAIRS TO VEHICLES**

- a. It shall be the responsibility of the driver to report any mechanical or other defects to the Municipal Fleet Officer when a vehicle is returned to him/her at the end of a trip.
- b. While a vehicle is under warranty of the Manufacturer only dealers approved by the manufacturer will be used for the repair of a vehicle. All warranty work must be claimed from dealers.
- c. The Municipal Fleet Officer must make arrangements with the Municipal Garage/ or privately owned garages where no municipal garage exist or where a municipal garage cannot repair a vehicle for regular repairs.
- d. The Municipal Fleet Officer shall retain copies of the job cards and invoices issued in respect of vehicles maintained or repaired so that maintenance and repairs on vehicles may be monitored at regular intervals. Repairs and maintenance costs also should be reported quarterly to the Council in any report which the Municipal Fleet Officer may prepare for consideration by the Municipal Manager or Council.

### **33.VEHICLE REPLACEMENT**

- a. The Municipal Fleet Officer shall be responsible for the identification of vehicles requiring replacement according in

compliance with Supply Chain Management.

- b. If a vehicle is considered to be beyond economic repair all supporting information should be sent to the CFO for submission by way of report to the Council for consideration.
- c. In determining whether or not a vehicle should be replaced, the Municipal Fleet Officer shall take the following guidelines into account:
  - i. Both time and distance are often used to determine the need to replace vehicles, but the most accurate factor to be used is vehicle cost. There are two elements for vehicle cost namely the capital purchase of the vehicle and the running cost per kilometer.
  - ii. The best simplest method to allocate capital cost is to split the cost of replacing the vehicle over the number of kilometers traveled. Conversely the running cost per kilometer will increase as more kilometers are traveled and more complex maintenance is required.
  - iii. The vehicle should be replaced if the running cost per kilometer of the old vehicle is higher than the full cost per kilometer of the new vehicle.
  - iv. Running cost per kilometer of the old vehicle is calculated by adding fuel cost per kilometer and the maintenance cost per kilometer. These will be both available from the vehicle's file and the monthly fleet report form and should be averaged over a three to six months period. The overall cost per kilometer of a new vehicle can be calculated by taking the capital cost per kilometer and adding this to the expected running cost per kilometer. The expected life of the vehicle can be estimated using management data for vehicle of given type and the expected running cost can also be taken from current data for vehicles of this type.

#### **34.REPLACEMENT REQUESTS**

- a. The Council shall annually budget for the replacement of vehicles.
- b. Requests for new or replacement vehicles should be submitted by the Municipal Fleet Officer to the Chief Financial Officer not later than the 30<sup>th</sup> November of each year. The Chief Financial Officer should be provided with full details pertaining the need to replace a vehicle including the running cost per kilometer of the current vehicle, utilization, availability and needs satisfaction indicators for fleet as a whole.

#### **35.FUEL MANAGEMENT**

- a. The Municipal Fleet Officer will be responsible for the maintaining all records regarding the purchase of the fuel and oil requirements of the Council and the recording, allocation and control over such requirements.
- b. The Municipal Fleet Officer must ensure that fuel and oil supplies received are accurate in accordance with official order instructions.
- c. Fuel and oil may only be issued to drivers of official vehicles and an accurate record of all supplies shall be maintained and recorded in the fleet management report.

**36. 13.6. MARKING OF VEHICLES**

37.The Municipal Fleet Officer shall ensure that all vehicles belonging to or under the control of the Council are properly marked and identifiable as vehicles of the Council.

**38.ACCIDENT REPORTING**

39.In the event of an accident involving a municipal vehicle, the following procedures must be followed by the driver:

40.The driver shall obtain :

41.The full name of the driver of the other vehicle

42.The address of the driver of the other vehicle

43.The telephone number of the driver of the other vehicle

44.The place of employment and telephone number of employer

45.The registration number of the other vehicle

46.Names, addresses and telephone numbers of witnesses, if any

47.Location details of the accident scene(street, suburb, town)

48.The driver must report the accident to the nearest office of the SAPS immediately and a C.R number must be obtained, unless the driver is unable to report due to death or otherwise.

49.The driver must furthermore report the accident to Municipal Fleet Officer within a period of 24 hours from time of the accident and complete the prescribed accident report.

50.The Municipal Fleet Officer shall be responsible for the completion of all insurance claim forms, accident reports and the processing and monitoring of insurance claims.

51. Under no circumstances may driver of the municipal vehicle involved in an accident admit responsibility for the accident or sign acknowledgement in this regard.
52. Under no circumstances may the driver of municipal vehicle authorize repairs to the other vehicle of the other party involved in accidents with municipal vehicle.
53. The driver involved in an accident should contact Fleet Officer / unit manager for towing of the vehicle.
54. The security manager will investigate on issues of paying back damages.

#### **55. THEFT OF VEHICLES / HI JACKING**

56. In the event of municipal vehicle, the driver is required to notify the South African police Services and Municipal Fleet Officer immediately or whenever possible;
57. The driver shall also be responsible for obtaining a C.R. reference number from SAPS which will be conveyed to the Municipal Fleet Officer for insurance purposes.
58. The driver of a municipal vehicle is not entitled to compensate from the Council in respect of personal property stolen from or conveyed in a Municipal vehicle and shall bear the sole responsibility for such loss.
59. All monies received by the Council as a result of an insurance claim shall be paid into Revenue Fund of the Council and may not be used to purchase replacement vehicles unless the Council directs otherwise and after obtaining all approvals to incur such expenditure.

#### **60. TRAFFIC OFFENCES**

- a. The driver of the vehicle shall diligently obey all traffic laws and shall be responsible for the payment of all traffic fines which may be attributed to his/her negligence.

#### **61. PROHIBITED ACTS**

62. No employee of the Council not in possession of a valid driver's license of the required code shall drive or be permitted to drive a Municipal vehicle.
63. No employee shall drive or be permitted to drive an unlicensed vehicle of the Council.
64. No employee shall drive a municipal vehicle under the influence of liquor or drugs.
65. No employee shall be permitted to convey or transport the goods /

property of other persons in a municipal vehicle.

## **66.VIOLATION OF TRANSPORT POLICY**

- 67.A violation of this policy may lead to disciplinary action being instituted against an employee or Political Office Bearer of the Council.
- 68.An employee found guilty of violating this policy may also be suspended from using a Municipal vehicle.
- 69.Traffic Officers or law enforcement officers of the Council are hereby authorized to apprehend and charge employees and Political Office Bearers of the Council who contravene the contents of this policy in cases where such contravention amounts to a criminal offence and in particular theft, fraud, misuse of vehicle include negligent driving.

## **70.REPORTS BY MUNICIPAL FLEET OFFICER**

- 71.The Municipal Fleet Officer shall, on a monthly basis provide the Municipal Manager with written report containing details of:
- a. The vehicles in the ownership or control of the Council
  - b. Vehicle allocated to various departments of the Council
  - c. The mileage traveled by each vehicle during the previous month.
  - d. The fuel consumption of the vehicles used during the month and the cost of such fuel.
  - e. The cost of repairs and maintenance to vehicles which cost shall be itemized per vehicle.
  - f. Accident involving municipal vehicles
  - g. Incidents of theft involving municipal vehicles
  - h. Problems associated with provision of official transport by the Council
  - i. Disciplinary actions taken against employees and Political Office bearers in respect of a contravention of this policy.

## **72.CONCLUSION**

73. Please ensure that all concerned employees are informed about this policy and contents thereof as violation may lead to disciplinary action against an employee and suspension of municipal vehicle.
74. The municipal Manger, Heads of Departments, municipal official and middle management, members of the traffic department have a right to ask for trip authority at any time and anywhere they see municipal vehicle and submit a report to the Fleet Officer