



Municipality Emthanjeni Munisipaliteit

Vehicle Policy

January 2012

1. PREAMBLE

“This Vehicle Policy is applicable to all officials and any other person that may be authorized, from time to time, to drive a Council vehicle”.

2. DEFINITION

All terminology used in this policy shall bear the same meaning as in the applicable legislation.

3. LEGAL FRAME WORK

Road Traffic Act of 1989

4. POLICY CONTENT

4.1 Each Directorate/Division is responsible for the safe keeping, daily utilization, overall control and renewal of license of the vehicles in the Directorate/Division.

4.2 All drivers of Council vehicles should be in possession of a valid driver's license suitable for the type of vehicle which is being driven. (**Section 40 of Road Traffic Act of 1989**)

4.3 Drivers of vehicle should have their drivers license with them at all times when driving a vehicle as it is an offence (**since 1 October 1992**) to drive a vehicle without the license in the possession of the driver.

4.4 Where applicable, a driver of a vehicle with a gross mass of more than 3500kg, must be in possession of a Public Driver's Permit (**PDP**). It will be the responsibility of a driver who must be in possession of PDP to pay for his PDD and ensure that it is valid.

4.5 No driver will be allowed to drive a vehicle under the influence of an intoxicating liquor, drugs or substance.

- 4.6 The driver and responsible person of a directorate must ensure that each vehicle has a valid vehicle license disk, being displayed at the left-hand bottom of the windscreen of the vehicle and is responsible for the renewal thereof.
- 4.7. No person(s) other than a Council official is allowed to drive a Council vehicle and no passenger other than Council officials may be transported.
- 4.8 No Council employee must be transported in a Council vehicle if such an employee is not on duty.
- 4.9 Drivers must complete a daily inspection form in terms of **Annexure A** before the vehicle leaves the parking area, unless circumstances require otherwise.
- 4.10 Inspection forms must be handed to the Supervisor prior the vehicle being used for the daily activities and if no such an inspection is carried out it will be regarded as misconduct which must be handled in terms of the Council's Disciplinary Code.
- 4.11 Vehicles must be inspected by the driver, Supervisor or designated person of each Directorate/Division on a weekly basis.
- 4.12 All vehicles must be equipped with a logbook, in the form of Annexure B, at all times and it may not be removed from the vehicle.
- 4.13 Logbooks must be completed on a daily basis and the logbook should be available for inspection by the Supervisor and other Senior Officials. No person may drive a council vehicle without completing the log book.
- 4.14 The logbooks may also be inspected by the designated official or Superintendent Mechanical Workshop when the vehicles are due for a service.
- 4.15 Fuel will only be issued on presentation of a vehicles logbook and the driver must ensure that the liters of fuel and odometer reading are listed correctly.

- 4.16 No driver will be allowed to take a Council vehicle to his private home except an official on standby duty or where permission has been granted by the Head of the Directorate.
- 4.18 Council vehicles may not be equipped with non-standard accessories for example, aerofoils, special rims, free flow exhausted systems, etcetera unless such equipment are essential for the execution of the officials work and approved by the Mechanical Workshop.
- 4.19 All Council vehicles left unattended or without supervision must be locked unless circumstances require differently.
- 4.20 All defects on a vehicle must be reported to the Mechanical Workshop immediately by completing a Job Card for attention or the necessary arrangements for repair.
- 4.21 A Council vehicle must be parked correctly in a demarcated area on a road or roadway and may not constitute any danger to other traffic.
- 4.22 When driving a Council vehicle in the veld, overgrown grass area or any difficult terrain, the driver must make use of a person to walk ahead of the vehicle to look out for obstructions.
- 4.23 Passengers, being Council officials, traveling on the open loading deck of a vehicle, must be seated on the floor when in motion and not on the sides or back (tailgate) of the truck.
- 4.24 Drivers of Council vehicles must ensure that vehicles are not overloaded during operation.
- 4.25 Only certified hydraulic crane operators (jib crane) are allowed to operate such equipment.
- 4.26 Council vehicles may not be used for the training of individual Council employees to obtain a drivers license, unless where the driver's status to drive a vehicle with a specific code has changed as a result of amended/changed job description per Council Resolution. In such case the

relevant Director must give written permission and inform the relevant officials.

- 4.27 When a vehicle is presented to the Mechanical Workshop for a service or repairs the driver of the vehicle or the supervisor must complete a Job Card which is available from the Workshop. On completion of the work the Mechanical Workshop must give feedback on the cost for the repair either on the Job Card or a copy there-off for budget control purposes.
- 4.28 The Mechanical Workshop will ensure that priority be given to the repair of vehicles of Directorates/Divisions providing an essential service.
- 4.29 The driver is responsible for the cleaning of the vehicle/machine allocated to him for the day's duties and vehicles must be kept clean and in acceptable at all times.
- 4.30 During the service of a vehicle the engine of the vehicle will be cleaned by the Mechanical Workshop with the use of high pressure steam.
- 4.31 All vehicles and equipment must be kept clean as far as reasonably possible and no repair work, by the Mechanical Workshop, will be done to a vehicle not being cleaned.
- 4.32 Drivers can request the Mechanical Workshop to clean the engine of the vehicle on regular intervals.
- 4.33 All vehicles **except** the Mayoral Vehicle(**GDN 887 NC**) and the White Corolla(**BSN 638**) to be provided with the official Council's emblem indicating the name of the municipality and the directorate and or section where the vehicle is being utilized.
- 4.34 No official should attempt to try and remove a stuck vehicle and the Mechanical workshop must be notified immediately.
- 4.35 All Council vehicles utilized for standby as well as new vehicles will be fitted with a Tracking device.

- 4.36 A Director/Manager in consultation with Corporate Services must institute disciplinary action against a driver in his Directorate/Division if negligence or abuse of a vehicle is suspected and report the outcome of such action to the Council.
- 4.37 Arrangements must be made in advance with the Mechanical Workshop to have the vehicles services at regular intervals as prescribed by the dealers.
- 4.38 That only the official on standby duty be allowed to take the Council vehicle to his/her home after hours. Such vehicles must be parked or locked in a safe and secured area.
- 4.39 That all Council vehicles including pool vehicles shall where possible be fitted with a tracking device.
- 4.40 All drivers of Council vehicles must at ALL times be in position of a permission letter signed by the Municipal Manager, allowing them to drive a Council vehicle.
- 4.41 The Portfolio Committee on Technical Services will inspect vehicles once a month.

5. FIRE FIGHTING VEHICLES

The following will be applicable to all Fire Fighting vehicles

- 5.1 Only trained Firefighters or as determined by the Municipal Manager, with a valid drivers license, will be allowed to drive a fire fighting vehicle and must be in possession of his/her drivers license at all times.
- 5.2 The logbook must be completed as a standard item after each and every trip.

5.3 Drivers that are booked for the day on the vehicle will be responsible for the inspection and checklists on the vehicle and report all defects.

5.4 All defects on the vehicle must be reported to the Mechanical Workshop with immediate effect.

5.5 All loose equipment and tools must be checked regularly for **“in working order”** and must be cleaned regularly.

5.6 Where a vehicle was involved in an accident the driver must not remove or move the vehicle from the place of accident before the Division: Traffic Directorate and Mechanical workshop or his representative been notified.

5.7 If a vehicle is found not to be clean and or equipment not in place it must be reported to the Human Resource Manager immediately who will ensure that disciplinary steps are taken for failure to vehicle or equipment clean.

5.8 Vehicles must never be left unattended at any circumstances unless parked at the Fire Station and not working.

5.9 When driving a Council vehicle in the veld, overgrown grass area or any difficult terrain, the driver must make use of a person to walk ahead of the vehicle to look for obstruction

6. ACCIDENTS

6.1 Where a vehicle was involved in an accident the driver must not remove the vehicle from the place of accident before the traffic directorate,

Mechanical Workshop or his representative and the Directorateal Head or his representative, of the directorate involved, have been notified.

6.2 The accident must also be reported to the South African police within 24 hours to obtain a case number of insurance purposes.

6.3 Such a vehicle may only be moved or re-used after permission has been obtained from the Mechanical Workshop unless circumstances require otherwise.

6.4 The Head the Directorate/Division, who's vehicle was involved in an accident must complete and submit the necessary quotations for the repair of the vehicle.

6.5 The driver and or supervisor of a Council vehicle involved in an accident must complete a statement or report as to how the accident/collision occurred within 24 hours to Director Corporate Services or to the Municipal Manager.

6.6 The driver and or supervisor of a Council vehicle involved in an accident must complete and submit the necessary claim forms to the Chief Financial Officer within 48 hours for insurance purposes.

6.7 The driver or supervisor must submit a copy of all relevant information pertaining to the accident to the Mechanical Workshop.

6.8 The Manager or designated official: Mechanical Workshop must report all accidents to the Vehicle Investigation Committee on monthly bases.

6.9 The Vehicle Investigation Committee must investigate all accidents deemed necessary and make recommendations to the Director of the effected Directorate/Division for taking the necessary steps, if any, against the driver.

6.10 The Vehicle Investigation Committee must report on a monthly basis to the Council on recommendations made to Directorates/Divisions and action to be taken.

6.11 The Vehicle Investigation Committee will consist of the following:

Director Corporate Services

Mechanical Workshop

Chief Traffic Officer

Manager Corporate Services(HR)

Relevant Director

6.12 The Mechanical Workshop will inform the Directorate Financial Services of which quotation is being recommended by the Workshop with regard to the standard of workmanship.

6.11 The Chief Financial Officer will notify the Mechanical Workshop which Quotation was accepted by the Insurers for the repair of the vehicle by issuing the necessary order.

6.12 The mechanical Workshop will notify the driver of the vehicle or the Supervisor where and when the vehicle should be taken to the place of repair.

6.13 After the vehicle has been repaired the vehicle may only be removed after It had been inspected by the Mechanical Workshop.

6.14 In the event of a vehicle being stolen or in a scrapped condition after an Accident, a report by the relevant directorate/division must be submitted to Council in order to remove the vehicle from the Asset Register and to obtain permission from Council for the replacement of the vehicle.

7. IMPLEMENTATION AND MONITORING

This policy will be implemented and effective once recommended by the Rules Committee and approved by Council.

8. COMMUNICATION

This policy will be communicated to all Municipal employees using the full range of communication methods available to the Emthanjeni Local Municipality.

9. ROLES AND RESPONSIBILITIES

The Municipal Manager or his/her delegate assignee accepts overall responsibility for the implementation and monitoring of the policy.

10. PENALTIES

Non-compliance to any of the stipulations contained in this policy will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code.

11. POLICY REVIEW

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary.

12. AUTHORITY

Formulation Policy : Director: Corporate Services

Authorization Policy : Council

Ownership & Maintenance Manager : Director: Corporate Services

This shall be called the Emthanjeni Vehicle Policy and shall be effective from the date of Approval by Council . This policy replaces the previous policy on the use of Council Vehicles