

# Municipality Emthanjeni Munisipaliteit



## **POLICY ON THE MAYORAL VEHICLE**

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## 1. Introduction

The Mayor is required to perform and attend to official duties and functions on behalf of the Municipality and therefore deserves to be provided with the necessary transportation to assist him/her to perform such duties.

Therefore this policy serves to regulate the use of the vehicle provided for the Mayor for his/her official purposes.

## 2. Type of Official Car

- a. The Municipality may identify any of its vehicles they deem fit as an official car for the Mayor or decide to purchase a vehicle particularly for this purpose;
- b. If the Municipality decides to purchase an official car for the Mayor, the value and type of that vehicle shall be decided upon by the Municipal Manager of the Municipality in consultation with the Executive Committee.

## 3. Use of Official Car

- a) It is left to the discretion of the Mayor to utilize the vehicle for any **reasonable official** purpose, provided that such a trip qualifies as an official trip.
- b) The rules of usage in respect of usage of Municipal cars shall as far as possible apply for the use of the Mayoral Vehicle, particularly those related to standard operating and maintenance procedures.
- c) The vehicle shall be parked at the Mayor's place given the awkwardness of the Mayoral duties and responsibilities.
- d) The Municipality may appoint a person to be the official driver for the Mayor the conditions of service for the driver shall be determined by the Municipality.
- e) The driver shall be provided with the requisite training and equipment necessary to enable him/her to carry out his duties and responsibilities.
- f) The Municipality shall assign a responsibility to any official in case the Mayor's driver is unable to perform his duties due to ill-health or any family responsibility reason.

#### **4. Duties of the Mayoral Driver**

- a) The Mayoral Driver must ensure that he/she obeys the rules of the road at all times when driving Mayoral vehicle.
- b) No Municipal Drivers must drive municipal vehicles while under the influence of alcohol or any other kind of intoxicants.
- c) All the drivers must ensure that they are in possession of a valid driver's license at all times and PDP where necessary.
- d) Each driver must keep a record of all official trips, fuel and oil purchases in a logbook
- e) The driver must ensure that the Mayoral vehicle is kept in a clean condition at all times
- f) Under adverse operating conditions these may be undertaken more frequently but only when absolutely necessary.

#### **Completion of the Logbook**

- a) A logbook shall be supplied by the Manager: Mayors Office with each official vehicle and must always be kept in the vehicle.
- b) The driver shall be responsible for the safe custody of the logbook in use.
- c) The logbook shall be checked by the driver using the Mayoral vehicle before each trip.
- d) Log-sheets shall be completed in every detail before and immediately after the completion of each trip.

#### **5. Use of any other Municipal Vehicles**

The Municipality may assign any appropriate Municipal vehicle to the Mayor if the Mayoral car is not available due to repairs or service. The use of any other Municipal vehicle by the Mayor will be limited to circumstances where the designated official mayoral vehicle is not available for use.

### **Spare parts and accessories**

All spare parts and accessories essential for the roadworthiness, operation and maintenance of an official vehicle shall be obtained from the local agent for the particular make of vehicle, or in the absence of such agent from a reliable local commercial garage. Where the spare parts or accessories are not available, the local agent, if any, shall be requested to obtain them without delay or if this will take too long the driver will refer the matter in writing under normal circumstances and telephonically only in cases of urgency to the nearest commercial garage.

### **6. Repairs other than accident repairs**

In the case of an official vehicle stationed at a centre where there is no appointed garage, the official in charge of the vehicle shall with prior arrangements with the Manager in the Mayors Office, entrust repairs arising out of fair wear and tear to the local agent for the particular make of vehicle or in the absence of a local agent, to a reliable local commercial garage. Repairs arising from causes other than fair wear and tear shall be similarly arranged but with prior approval of the Manager in the Mayors Office.

### **7. Conclusion**

The measure stated in this policy seeks to regulate the use of the vehicle designated for the use of the Mayor. It is however, important that it be read with other transport and remuneration related regulations for Councillors.

The provisions of the USE OF COUNCIL VEHICLES POLICY of the Municipality apply to the use of the Mayoral vehicle, where applicable, the driver of the Mayoral vehicle is obliged too observe al the provisions of such policy.

**8. Approval of the policy**

a) Date of Approval by Council

15 NOVEMBER 2011