

SIYATHEMBA LOCAL MUNICIPALITY

FLEET MANAGEMENT POLICY

PURPOSE

To ensure that there is proper control of Council Vehicles, that Council Vehicles are not misused, and to ensure that they are used in a cost effective manner and for **Municipal Purposes Only**.

1. VEHICLE USAGE

Whenever an official needs a vehicle for Municipal Business Purposes, he/she needs to fill out a **Request for transport form** at the Budget, Treasury and Compliance Office. A copy of the filled out Request for transport form (RFTF) should be kept on file in the respective Departmental Heads' Office until the official brings back the original RFTF after usage of the vehicle. Councillors can also make use of Municipality vehicles by filling in the RFTF, and handing it in at the Mayor's Office for recommendation and thereafter forwarded to the respective Departmental Heads Office for approval and allocation of a vehicle.

All officials with valid drivers' license and not receiving a travel allowance may use the Council Vehicles. A list of authorized drivers must be kept and revised regularly from where requisites are verified. Approval for usage of Council Vehicles should be done by the HOD or Municipal Manager who must indicate approval on the RFTF before the official is allowed to make use of a vehicle.

The keys should be kept on the specific file of the relevant vehicle. The HOD will then hand over the keys of the vehicle after approval is granted. At weekends the keys must be safe kept by each HOD.

The Vehicle Logbook must be signed by the relevant HOD as an indication of receipt of the vehicle before usage of the vehicle. The RFTF requires the official making use of the vehicle to do an inspection of the car and to fill out the vehicles end Odometer reading on the RFTF and return the form to the relevant HOD. If the original RFTF is not returned in due time a reminder is sent to the official and acknowledgement of receipt of the reminder must be signed. If the official does not comply after two reminders the matter must be handed over to management for disciplinary action.

The original RFTF must be kept in the file.

2. STORAGE OF VEHICLES

Vehicles must be stored at the Municipal Premises during the night and at weekends. Vehicles may not be stored at the official's home unless prior arrangement has been agreed to by Municipal Manager.

3. FUEL AND MAINTENANCE

Petrol slips need to be attached to the RFTF upon returning from a trip.

A list of all the petrol slips must be drawn up by each HOD and then given to the Finance Department together with the petrol slips. The Finance Department must sign the list as an indication of receipt of all the petrol slips.

Finance Department must satisfy itself that no variance between the distance traveled and the amount of fuel put in the vehicle. If that variance can not be reconciled then proper disciplinary measures should be taken against the driver.

Each vehicle has its own maintenance plan and is serviced after a specific amount of kilometers. Vehicles under **warranty** are serviced at the specific manufacturer's garage. If a vehicle is too old or not under any warranty anymore it is serviced at a garage much cheaper and much closer to municipal offices. **Requisitions/orders** are made out for each service and requisitions/orders for each repair must be **authorized** by the relevant HOD.

A **monthly vehicle report** is drawn up by each HOD for each vehicle setting out the total kilometers per user of vehicles, fuel used, department and dates of use. The report must be sent to the Municipal Manager. The Municipal Manager should then submit the monthly trip reports to the Council.

4. **ACCIDENTS**

When ever a driver is involved in an accident the driver must draw up a **report** setting out the details of the accident. The report is filed and sent to Senior Management.

In circumstances where it is found that the driver was negligent he/she will be held accountable and the necessary disciplinary procedures will be instituted.

Quotations for the repair of the vehicle must be requested and sent to the Finance Department who together with the relevant HOD must handle all **claims** to the insurance company.

5. **DISPOSAL OF VEHICLES**

The disposal of vehicles is a **Council decision** after an indication by the Municipal Manager, or the Mayor that there is a need for a vehicle replacement because of costs being too high or the age of the vehicle.

The Municipal Manager should ensure compliance with all applicable legislation in respect of the above.

6. **ADDITIONS**

Acquisition of vehicles must be a **Council decision** after an indication by the Municipal Manager, or the Mayor that there exists a need for a specific type of vehicle or an old vehicle needs replacement.

The Municipal Manager should ensure compliance with all applicable legislation in respect of the above.

7. **INDEMNITY FORM**

An **Indemnity form**, which indemnifies the Municipality from any claims in case the vehicle is in an accident, must be filled out for all passengers by the official making use of the Council vehicle.

8. **BALANCE AND CHECKS**

Background

It is apparent that there has been gross misuse of Council vehicles. Few of Council vehicles have been involved in accidents.

On several occasions vehicles have been taken out without proper authorization and approval procedures being adhered to, and upon their return the distance traveled could not be accounted for nor reconciled with the purpose and destination for which the vehicle was booked out for. This misdemeanor occurs regularly and in some instances on weekends or overnight on weekdays.

Councillors and officials receiving traveling allowance are not supposed to use Council Vehicles. Ward Councillors are expected to be residing within their respective wards and do receive traveling allowance. Councillors are only eligible to use council vehicles when they are performing municipal ceremonial functions, and therefore use of Council vehicles to attend to ward issues is tantamount to contravention of Government statutes.

Consequently, the following rules, guidelines and respective disciplinary measures should be strictly adhered to so as to ensure that council vehicles are not misused.

ACT	DISCIPLINARY MEASURE
1. Use of Council vehicle without approval.	1. Six (6) months suspension from use of council vehicles.
2. Use of Council vehicle without approval and you get involved in an accident.	2. Twelve (12) month's suspension from use of council vehicles. If it is found that the driver was negligent he/she will be held liable for the total costs of repair of all the vehicles being involved in the accident.
3. Use of Council vehicle and upon return of vehicle distance traveled cannot be reconciled with the distance from office to the destination specified on the RFTF.	3. Two (2) months suspension from use of council vehicles for every 100 kilometers that cannot be reconciled/accounted for.
4. Use of Council vehicle and upon return some parts of the vehicle is missing or if it can be reasonably deduced that some parts of the vehicle have been swapped for old ones or for defective ones.	4. Six (6) months suspension from use of Council vehicles and replacement of any parts on his/her costs.

All Council vehicles' keys should be safe kept by each HOD.

It should be emphasized that it is a strict prohibition that Council vehicle are not supposed to be booked out over the weekend or overnight unless the Municipal Manager and the HOD are satisfied that there is no other alternative.

It should also be noted that under no circumstances should any Council vehicle be booked out without a proper filling out of both the RFTF as well as the vehicle inspection form, otherwise this act will result in "Use of council vehicle without approval".

There is no need to deliberate on what action should be taken with regard to misdemeanor acts alluded above, Each HOD after being satisfied that indeed such acts have occurred will just notify the Municipal Manager who will in turn notify the Mayor to summon the guilty party to appear before the disciplinary committee for a hearing and to be told about disciplinary action to be taken against him/her.

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