

POLICY 047/2015 RAADSBELEID

SUBJECT/ONDERWERP: FLEET MANAGEMENT POLICY

REFERENCE/VERWYSING: 6.2.B

RESOLUTION NO/BESLUIT NR: 17.8/12/2015

DATE/DATUM: 3 Desember 2015

PHILOSOPHY

The purpose of this policy is to ensure the safety of those individuals who drive municipal vehicles and to provide guidance on the proper use of fleet vehicles. Vehicle accidents are costly to the municipality, but more importantly, they may result in injury to employees or others. It is the driver's responsibility to operate the vehicle/equipment in a safe manner and to drive defensively to prevent injuries and property damage. As such, employer endorses all applicable state motor vehicle regulations relating to driver responsibility. The employer expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. Fleet Management is responsible for the general administration of this policy.

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. operated on overall management of or on lease or hire from:

- (i) The Fleet Management Services Division.
- (ii) An external service provider.

1.2 SERVICE PROVIDER

- (i) In respect of municipal-owned vehicles, it shall be the Fleet Management Services.
- (ii) In respect of non-owned municipal vehicles, it shall be the relevant external service provider.

1.3 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.

1.4 SAFE PARKING

- (i) Designated municipal parking.
- (ii) Enclosed premises.

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 minimise possible abuse/misuse of municipal vehicles.
- 2.5 To ensure safe driving and usage practices in respect of vehicle fleet.

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 and procedures document. Participants in other motor schemes 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 and Fleet Management.

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 undergo a competency test by the Traffic Department and complete the vehicle acceptance form at Fleet Management.
- 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 fuel usage in the logbook and submit it monthly to Fleet Management.

3.3 **Professional driving permits**

Professional drivers must ensure that their PrDPs 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. Smoking and drinking in vehicles are prohibited.

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 daily basis (submit forms weekly to Fleet Management).

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 Chief Officer: Workshop / Delegate renders the offending employee liable to disciplinary action.

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 head/manager/director:

- (a) Shifts;
- (b) Overtime;
- (c) Standby;
- (d) Remote sites (Eiland, Sewerage, Waterworks, Security and Fire Services);
- (e) Training courses;
- (f) Meetings;
- (g) Union business (this is just to transport municipal officials for attending an official authorised union meeting);
- (h) Temporary or permanent relocation;
- (i) Emergency use;
- (j) Unplanned road assistance;
- (k) Injuries on duty;
- (l) Employee wellness-related needs;
- (m) Recreational/ sporting events (when representing the municipality).

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

- Heavy goods > 3500 kg GVM;
- Articulated > 3500 kg GVM;
- Mini-bus seating more than 12;
- 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 //Khara Hais municipal area, approval must be authorized by the designated Director and Fleet Management in advance before undertaking a trip.

4.5 Pool vehicles must be booked with responsible official (Fleet Official/ Foreman Workshop).

4.6 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.

4.7 Council vehicles may be used to transport staff for official Council business or official purposes, but no unauthorized passengers are permitted.

4.7.1 When using council vehicles after hours, written authorization by Director and co-signed by Fleet Management is required (after hours form to be completed).

4.7.2 If an employee is required to attend an official meeting (workshop, seminar, etc.) outside the municipal boundaries, he or she needs written authorization by HOD and co-signed by Fleet Management (outside boundaries form to be completed).

4.8 **Inspections**

4.8.1 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.

4.8.2 Any damage/defects found by the driver must be reported to his Supervisor as well as the Mechanical Workshop Foreman. The last user of a vehicle will be held responsible for any unreported damage/defects/loss.

4.8.3 All municipal vehicles must be available for periodical inspection by Fleet management/delegated official.

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

4.8.5 Logbook entries must be checked by Supervisors on a daily/weekly basis.

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.

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/ manager in writing. Unless he/she complies with this instruction, he/she will be deemed to have received the vehicle in good order. Any damage/defects found by the driver must be reported to his Supervisor as well as the Mechanical Workshop Foreman- .
- 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 Conditions of Service.
- 6.3 In the event of a hijacking or armed robbery, the supervisor/manager must ensure that the incident must be reported to Fleet Management.
- 6.4 Any municipal vehicle may be subjected to a search by security personnel/delegated officials.

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 Director and the Fleet Management Division 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.
- 7.3 Just the officials who are on official standby, are permitted to have a vehicle after hours of which the standby schedules must be submitted to Fleet Management.

8. VEHICLE, EQUIPMENT AND TIRE REPLACEMENT

- 8.1. Vehicle and equipment should be replaced, when it is no longer economical to maintain, with a suitable vehicle/equipment.
- 8.2 Replacement guidelines of:
 - 8.2.1 Light delivery vehicles (8000kg and less) - age of 12 years.
 - 8.2.2 Heavy vehicles (8000kg and more) - age of 10 years.
 - 8.2.3 Industrial vehicles (Front end Loaders, Graders, tractors and special equipment) - age of 15 years.
 - 8.2.4 Lawn machinery equipment - age 5 years.
- 8.3 All tires need to be replaced well before they reach the regulatory minimum depth of 1mm.

8.4 Replace all industrial equipment ((Front end Loaders, Graders, tractors, special equipment, low beds and carriers) tires with retreads.

8.5 The consideration of early replacement of vehicle/ equipment often arises when major expenditures are necessary.

8.6 All vehicles, equipment and tires disposals will require a resolution of Council.

9. SUSPENSION OF EMPLOYEES FROM DRIVING MUNICIPAL VEHICLES

9.1 In the event of a municipal vehicle being or having been subjected to flagrant misuse or irregular use, or the vehicle being maliciously damaged by the driver; or

9.2 where evidence exists that a driver is or was guilty of recklessness or negligent conduct whilst driving a municipal vehicle, or such a vehicle was involved in an accident whilst so driven; or

9.3 where a driver of a municipal vehicle has been found guilty of driving such a vehicle -

(a) under the influence of intoxicating liquor or narcotics; or

(b) whilst the concentration of alcohol in his or her blood was more than that allowed according to legislation,

such a driver shall be suspended immediately from driving municipal vehicles until such time as a disciplinary tribunal has been concluded.

9.4 In the event of a driver developing any disease or disability which will render him/her incapable of controlling a vehicle effectively and subject to a report from a medical practitioner, to the satisfaction of the Municipal Manager, he/she will be suspended temporarily or permanently from driving a municipal vehicle.

10. SPEEDOMETERS, ODOMETERS HOUR METER AND TRACKING DEVICES

10.1 Speedometers, odometers, hour meters and tracking units 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.

11. FUEL AND OIL

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

11.2 Where fuel is required in containers to refuel small plant (mobile pumps, chain saws etc), the relevant supervisor must collect the fuel from the municipal fuel depot.

12. MAINTAINING THE APPEARANCE OF MUNICIPAL VEHICLES / EQUIPMENT

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

13. SERVICING AND REPAIR OF MUNICIPAL VEHICLES

- 13.1 All vehicles shall be serviced and repaired in accordance with the procedures stipulated in the workshop service plan.
- 13.2 Drivers/operators in charge of vehicles must ensure that service arrangements are strictly adhered to.
- 13.3 Every driver is responsible for his/her vehicle/equipment weekly greasing. Workshop personnel will assist when needed.

14. BREAKDOWN PROCEDURES

- 14.1 In the event of a breakdown, the particular driver must inform the Foreman: Workshop (after hours - Fire Station Control Room).

15. ROADWORTHINESS OF VEHICLES

- 15.1 All vehicles requiring a Roadworthy Certificate (RWC) are to be delivered to the fleet mechanical workshop 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 Foreman: Workshop to generating a job card for repairs.
- 15.4 The last driver/operator of a vehicle will be held responsible for any unreported damage/defects/losses.

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 familiarise 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 transporting hazardous substances.

17. IDENTIFICATION OF MUNICIPAL TRANSPORT AND EQUIPMENT

17.1 General

Drivers must ensure that the registration plates, fleet numbers(UM), municipal logos and any other markings on the vehicles are always in good order and clearly visible.

17.2 Clearance certificates

If a clearance certificate (license token) is lost, destroyed or illegible, the fact shall be reported without delay to the Fleet Management Division. Expired tokens must be removed from the vehicle's window. The relevant department must obtain a renewed clearance certificate from Fleet Management. Failure to display current tokens constitutes an offence in terms of the National Road Traffic Act, for which the vehicle driver will be held liable.

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.

18. DUTIES OF DRIVER IN THE EVENT OF AN ACCIDENT

18.1 In the event of an accident, drivers/operators must:

- Stop.
- Help anyone who is hurt.
- Call the Police, Fire Department, Traffic Department and Fleet Management.
- Get all relevant information (parties involved).
- Find out what the extent of the damage is.
- Do not interfere with the evidence.
- Supervisors must ensure that accidents are reported to Fleet Management within 48 hours. (Report with SAPS no, third party details and hand report to Fleet Management A.S.A.P.
- If a vehicle needs to be towed by a recovery vehicle, Fleet Management will arrange for quotations on site.
- Fleet Management will conduct an investigation for negligent and referred to Human Resources Department for disciplinary actions.
- Fleet Management will report the accident to Assets Department to report it to the Insurance Company.
- Do not accept the blame..

19. INSURANCE OF MUNICIPAL VEHICLE

19.1 Municipal vehicles

The municipality provides comprehensive cover through an insurance policy which administers legitimate claims arising from accidents involving municipal vehicles and equipment.

19.2 **Forfeiture of cover by driver**

The cover and arrangements mentioned in paragraph 19.1 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 the vehicle.

In the event of any one of the clauses mentioned in 20.2(a) to 20.2(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.

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. The driver will be held personally responsible for all speed fines.

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, 1996 [Act 93 of 1996] which requires, 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.

21. **DOCUMENTS**

21.1 Pre-Trip inspection.

21.2 Daily vehicle inspection.

21.3 After hour's use of vehicles.

21.4 Outside boundaries form to be completed.