

NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY



MUNICIPAL TRANSPORT AND OPERATIONS POLICY

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MUNICIPAL TRANSPORT AND OPERATIONS POLICY

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INTRODUCTION

- 1 This policy is intended for effective and efficient management of transport to improve service delivery of the Municipality.
- 2 This policy entails operational control which explain clearly who can use a vehicle with regards to drives, passengers, authority to use, issuing, parking, log books, fuel management, fuel cards, keys, equipment as well as the no smoking policy in Municipal vehicle policy.
- 3 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 a monthly report form in order to inform the management of departments monthly concerning transport management.
- 4 The Maintenance and Replacement policy is included to ensure that vehicles are serviced on time and properly utilized to support the council in the attainment of its objectives. Emphasis is place in vehicle allocation according to the departmental needs.
- 5 To ensure that all concerned employee are informed about the contents of this policy as violations thereof may lead to disciplinary action against an employee and suspension of municipal vehicle utilization.

1. DEFINITIONS

“Council” means the Council of the Municipality and duly authorized Committee or functionary of the Council.

“Department” means a Department, Division or Section of the Councils operation and includes the office of the Speaker, Mayor any permanent Councilor and the Municipal Manager.

“Depot” means any municipal depot and includes a municipal vehicle depot.

“Department Transport Officer” means that Officer designated by a Head of Department to control the issue of vehicle allocated to a specific Municipal department for official use.

“Employee” means any employee of the Council whether permanent or temporary or casual and includes, where the text so requires a Political Officer Bearer.

“Head of Department” means that the Head of a department of the Council and may acting Head of such department.

“Municipal Manager” means the Municipal Manager appointed by the Council as such and an acting Municipal Manager.

“Municipal Vehicle” means any vehicle owned by or under the control of the Council and where the context requires, any of its employees and Political Officer Bearers.

“Municipal Vehicle Depot” means any place, garage or enclosure where municipal vehicle are stored or parked when not in use.

“Political Office Bearer” includes the Speaker, Mayor, Councilors and members of Ward Committees.

“Passenger” means any employee or person duly authorised to be carried in the municipal vehicle.

“Transport” means any road transport owned by or provided by the Council for official travelling and transportation purpose.

“Transport Officer” means the employee appointed by the Council or Municipal Manager as the case may be to exercise control over the vehicles of the Council and to ensure their effective utilization by employees and office bearers of the Council in terms of this policy.

2. OBJECT OF THIS POLICY

The object of this policy is to co-ordinate the management of Council transport by means of control measures which are applicable to all departments, divisions and sections of the Council’s operation and to prescribe requirements relating to the utilization and maintenance of such transport by employees of the Council and any other user thereof.

3. SCOPE OF THIS POLICY

3.1 This policy is intended to cover:

3.1.1 The use of road transport within the Council

3.1.2 The use of vehicles owned by the Municipality.

3.1.3 The use of vehicles owned by donor organizations.

3.1.4 The use of vehicles hired by the Council from companies in the private sector.

3.1.5 The use of vehicles hired by the Council but managed by other organizations (e.g. ambulances, mobile clinics etc).

3.2 When a vehicle is owned by the Council but managed by other organizations then the recipient organization must be also to

confirm to the satisfaction of the Council that its control systems are as effective as the system contained in this policy. They must also be able to report against the Key Performance Indicators used by the Council under this policy.

- 3.3 Except in the case of employees who travel or required to travel beyond the boundaries of the Municipal area, this policy does not apply to the use of subsidized vehicles which will be the subject of a separate policy document.

4. TRANSPORT MANAGEMENT STRUCTURE

- 4.1 Transport in the Council is a tool by which service is delivered and therefore management of this resource rest with the Municipal Manager.
- 4.2 The council or Municipal Manager as the case may be, shall appoint an employee who shall be designated the Municipal Transport Officer for the purpose of controlling all vehicles to departments of the Council and generally performing such duties as are contained in this policy.
- 4.3 The Municipal Transport Officer shall have a clear understanding of service delivery requirements, possess numerical skills, be enthusiastic and preferably have prior experience of transport management.
- 4.4 The Municipal Transport Officer shall perform other duties as may be required by the Accounting Officer form time to time.
- 4.5 Unless otherwise directed by the Council, the Municipal Transport Officers shall be responsible to and report the Accounting Officer/delegated official.

- 4.6 The Municipal Manager will be the ultimate authority on the implementation of this policy, vehicle allocation and transport related matters of the Municipality.
- 4.7 Each department of the Council shall designate an employee, who shall inter-alia, be responsible for the transport needs of such department, the control of transport allocated to his/her department and for liaising with the Municipal Transport Officer. Such employee shall be regarded as the Departmental Transport Officer. Such employee shall be regarded as the Departmental Transport Officer of the relevant department.

5. DUTIES OF THE MUNICIPAL TRANSPORT OFFICER

The duties of the Municipal Transport Officer shall include the following:

- 5.1 To maintain an inventory of all transport in the ownership or under the control of the Council.
- 5.2 To attend to the licensing of all transport in the ownership or under the control of the Council.
- 5.3 To allocate in consultation with Heads of Departments sufficient transport to meet operational requirements of Departments.
- 5.4 To maintain a full inventory of all transport allocated to Departments of the Council.
- 5.5 To monitor the insurance of all transport in the ownership or under the control of the Council.
- 5.6 To monitor and make arrangements for the regular repair and maintenance of transport of the Council.

- 5.7 To monitor and ensure that log books are maintained in respect of all transport in the ownership or under the control of the Council.
- 5.8 To procure and control the issue of fuel required by all vehicle in the ownership or under the control of the Council
- 5.9 To attend to insurance claims on behalf of the Council in respect of loss or damage to vehicles in the ownership or under the control of the Council.
- 5.10 To attend to accident and other claims submitted against or by the Council arising out of damage to transport of the Council and/or injury to its employees.
- 5.11 To ensure that drives of vehicles are in possession of the required drives' license
- 5.12 To take such measures as are necessary and in consultation with the Municipal Manager and Heads of Department to ensure that transport of the Council is not abused.
- 5.13 To institute in consultation with Head of departments and the Personnel Department or responsible division of the Council disciplinary action against drivers and employees of the Council who contravene this policy or any instruction issued by the Council, the Municipal Manager, any Head of Department in terms of this policy or contravene any road traffic legislation or in any other manner cause or contribute to the damage transport owned by the Council or under the control of the Council or in any manner abuse the transport facilities of the Council.
- 5.14 To recommend through the Municipal Manager, that disciplinary action be taken against any official who contravene the provisions of this policy.

5.15 To submit through the Chief Financial Officer such statistical and other reports as may be required either for Council or Departmental purposes on the utilization and allocation of transport or any other matter associated with transport.

5.16 To manage the Municipal Vehicle storage depot.

6. OPERATIONAL CONTROL

6.1 Who may drive a vehicle?

6.1.1 A Municipal vehicle may only be driven by an employee with the requisite trip authority which must be issued by the Head of Department or Department Transport Officer whom he/she may authorize to issue Trip Authorities on his/her behalf.

6.1.2 The aforesaid trip authority must relate to a trip for the performance of a line functions of a Department or in furtherance of the lawful aims and/or objects of the Council.

6.1.3 The authorization of the municipal Transport Officer shall be recorded in writing.

6.2 Vehicle shall only be used for official purposes

6.2.1 Drivers

6.2.1.1 Subject to paragraph 6.2.1.2 and 6.2.1.3 only an employee of the Council may drive a Municipal vehicle and only for the purposes connected with his/her official duties.

- 6.2.1.2 Employee receiving allowance shall not be allowed to drive any municipal vehicle, unless under extraordinary circumstances and after approval by the Municipal manager. All executive managers including the Municipal Manager must have a motor vehicle available for the performance of their functions and discharge of their duties. In the event such employee's motor vehicle is not available for any reason whatsoever, such employee/executive manager and municipal manager shall arrange alternative vehicle at their own costs, and he/she will be compensated for kilometers travelled, within and as well as outside the municipal area, in excess of 500 km per month, according to the tariffs payable for the for privately owned vehicles as prescribed by the Department of Transport.
- 6.2.1.3 Any person who renders a service for the Council may be permitted to drive a Municipal vehicle with the written permission of the Municipal Manager and upon such terms as the Municipal Manager may determine.
- 6.2.1.4 The driver of a Municipal vehicle must have an unendorsed valid drivers' license must checked for validity by the Municipal Transport Officer on six monthly basis.
- 6.2.1.5 The Municipal transport Officer shall keep a register of all employees authorized to drive Municipal vehicles.

6.3 Passengers

- 6.3.1 Only employee of the Council and persons performing associated activities of the Council may be conveyed in a

vehicle of the Council and the subject to the express consent of the Head of Department and upon such conditions as he/ she may determine. Such approval shall be endorsed on the trip authority.

6.3.2 The Conveyance of casual or unauthorized passengers in a vehicle of the Council is not permitted under any circumstances.

6.3.3 Family members of employees of the Council may be conveyed in official transport only with the prior written approval of the Municipal Manager and upon such terms and conditions as he/she may determine and subject to such family members indemnifying the Council against death, injury, loss or damages they may sustain as a result of their conveyance in terms of this paragraph.

6.4 Authority to use a vehicle

6.4.1 No Municipal transport shall be moved from a depot without the driver being in possession of a duly authorized trip authority.

6.4.2 If a vehicle is moved from a depot because of an emergency, then the driver thereof must obtain a trip authority within 24 hours of such movement. This process may only be used in a case of extreme emergency and the Head of Department must be satisfied that the journey was necessary. The facts on which the Head of Department grants such trip authority shall be endorsed on the authority.

6.4.3 If a vehicle is allocated to an employee who is based at an office of the Council or in close proximity to a Municipal depot i.e. an employee who operated from home, then a trip authority must be issued against a

weekly work plan approved by the Head of Department.
Trip authorities must not be issued longer one week.

6.5 Issuing of Vehicle

- 6.5.1 All vehicles must be issued in the day of travel unless prior authority to park the vehicle at the home of the driver has been obtained.
- 6.5.2 The driver must carry his/her valid drivers' license and produce it to the Municipal Transport Officer upon request.
- 6.5.3 The original trip authority must be carried in the vehicle and a copy thereof shall be retained by the Municipal Transport Officer for accounting and reporting purposes.
- 6.5.4 The Municipal Transport Officer will issue a vehicle to an authorized driver after complying with the following procedures:
 - 6.5.4.1 The Municipal Transport Officer will complete a vehicle issue form and record therein that condition of the vehicle, the quantity of fuel in the tank, log book availability, petrol card number and items of equipment on the vehicle.
 - 6.5.4.2 The driver will sign the vehicle issue form in the presence of the Municipal Transport Officer
 - 6.5.4.3 The driver, by signing the vehicle issue form, certifies thereby that the details contained therein are correct and that she/he assumes responsibility for the vehicle and the items of equipment thereon.

6.5.4.2 The vehicle issue form may form part of the trip authority.

6.5.5 The Municipal Transport Officer will take receipt of a returned vehicle following the same procedure referred to in paragraph 6.5.4 and shall endorse on the vehicle issue form the mileage traveled by the driver and the condition of the vehicle. The Municipal Transport Officer will, furthermore, require the driver to produce all petrol slips for purchased during an extended trip for the purpose of verifying fuel usage and costs incurred in connection with the purchase of fuel by a driver who drives a vehicle on extended trip is not issued with a petrol card.

7. PARKING OF A MUNICIPAL VEHICLE

7.1 Under normal circumstances, vehicles must be parked at the Municipal vehicle depot.

7.2 The Municipal Transport Officer must allocate an approved parking place for each vehicle.

7.3 Whenever and whenever each vehicle is parked, the driver must use a steering or gear lock or activate any anti-theft devices in the vehicle.

7.4 The driver of the vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit.

7.5 Permission may be granted for a vehicle to be parked at the home of an employee [or any other approved parking area] subject to the conditions contained in paragraph

7.6 A vehicle may be parked at the home of the driver if:

- 7.6.1 The location has been reviewed by the Municipal Transport Officer and security is considered safe and adequate e.g. there is a garage or lockable gates, and
- 7.6.2 The employee will be leaving early in the morning or returning late at night. The actual times applicable for purposes of this clause will be the time when public transport starts/stops and or the sun rises or sets.
- 7.6.3 In the opinion of the Municipal Manager, the personal security of an employee necessitates such employee to park the allocated vehicle at his/her home.
- 7.6.4 The home of the employee is at a place between the Municipal vehicle depot and the end point of the trip such that it is not economical for an employee to return the allocated vehicle to a Municipal depot and collect it the following day.
- 7.6.5 If the employee works from home.
- 7.6.6 The employee is on call and there is no means by which he/she can be transported in the event of a call out or in the event of the provision of official transport proving such circumstances not to be cost effective.

7.7 Authority to park a vehicle at home

- 7.7.1 An employee must apply to the Municipal Transport Officer on the prescribed form to park an allocated vehicle at his/her home. The application must be fully motivated and countersigned by the Head of Department.
- 7.7.2 Should the Municipal Transport Officer be satisfied that the application complies with this policy he/she shall

grant the employee concerned permission to park the allocated vehicle at such Officer's home.

7.7.3 The authority of the Municipal Transport Officer must be contained in writing and will include the conditions contained in this policy as well as any other conditions which the Municipal Transport Officer may consider relevant to protect the allocated vehicle.

7.7.4 The authority will normally be issued occasion by occasion. However, for those employees on call, a blanket authority may be issued for a period of time up to one month. The authority granted will be subject to review and may be withdrawn at any time.

7.8 Special conditions pertaining to vehicles parked at the home of employees:

7.8.1 Whilst vehicle is parked at the home of an employee it may not be used for non-work private purposes.

7.8.2 If an emergency arises whilst a vehicle is parked at the home of an employee necessitating the use of the vehicle, that a signed authority trip for the movement of such a vehicle must be obtained within 24 hours.

7.8.3 The private use of a vehicle whilst parked at the home of an employee will lead to withdrawal of the privilege and possible disciplinary action against the Officer concerned.

7.8.4 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 using this policy.

8. LOG BOOKS, PETROL CARDS, VEHICLE KEYS AND VEHICLE EQUIPMENT

- 8.1 The Municipal Transport Officer shall ensure that every vehicle is provided with a log book for recording of mileage and other information concerning a trip in the vehicle to which such a log book relates. Log books shall be suitably endorsed with the name of the Council and the vehicle description and registration number to which it relates.
- 8.2 The driver takes the responsibility for the log book, key and petrol cards once the vehicle has been accepted and signed as being received and until it has been received back by the Municipality Transport Officer at the end of a trip/journey.
- 8.3 All vehicle keys should be kept in a locked cabinet in the transport office when a Vehicle has not been issued. A spare set of all vehicles should be kept in a theft and fire proof safe.
- 8.4 Petrol cards will only be issued by the Municipality Transport Officer when the planned trip will require more fuel than it is in the fuel tank of the vehicle when issued to the driver.
- 8.5 The petrol card is to be treated as cash and the driver will be held responsible for transactions that take place on it whilst in his/her possession.
- 8.6 All fuels receipts must be kept and made available on request to the Municipal Transport Officer.
- 8.7 It is the responsibility of the driver to complete the vehicle log book legibly and accurately.
- 8.8 Loose vehicle equipment e.g. the spare wheel, toolkit and jack will be checked at the of issuing of the vehicle to the driver and it is the responsibility of the driver to safeguard such equipment

until the vehicle is returned to the Municipal Transport Officers. The driver will be required to replace any items that have been lost whilst the vehicle was under his/her control.

9. NO SMOKING POLICY

In line with Council policy, no smoking will be permitted in any vehicle.

10 MANAGEMENT SYSTEMS

10.1 The following Key Performance Indicators must be kept for each vehicle:

- 10.1.1 Kilometers traveled
- 10.1.2 Fuel utilization km/l
- 10.1.3 Total maintenance cost
- 10.1.4 Maintenance cost per km
- 10.1.5 Running cost per km
- 10.1.6 Availability
- 10.1.7 Utilization
- 10.1.8 Performance

10.2 These key indicators are to be calculated on the fleet monthly summary form. This will be filled by Municipal Transport Officer and a copy will be sent to the Chief Financial Officer on or before the 10th of the following month. On the basis of these indicators, decisions will be taken regarding the future allocation and replacement of vehicles.

10.3 Efficient management of transport is dependant on good quality information at the planning stage; Transport users should supply the Municipality Transport Officer, by the 25th of the each month, an outline plan of their vehicle

requirements for the next month. The Municipal Transport Officer must then make a preliminary plan for transport for the month, identify problem areas and make suitable recommendations for consideration by the Municipal Manager or the Council as the case may be in order to address these problems.

11. REPAIRS TO VEHICLES

- 11.1 It shall be the responsibility of the driver of a vehicle to report any mechanical or other defect to the Municipal Transport Officer when a vehicle is returned to him/her at the end of a trip.
- 11.2 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 the dealers.
- 11.3 The Municipal Transport Officer must make arrangements with the Municipal garage and/or privately owned garages where no Municipal garage exists or where a Municipal garage cannot repair a vehicle for the regular repair of vehicles.
- 11.4 Before a vehicle is repaired by a privately owned garage, the Municipal Transport Officer shall obtain two quotations for the work required. This requirement may be waived where there is only one privately owned garage in a town. Upon receipt of quotations, the Municipal Transport Officer shall liaise with chief Financial Officer of the Council to determine whether funds are available, then an officer order shall be issued for the work to be carried out at the most favorable quotations.

11.5 The Municipal Transport Officer shall retain copies of job cards and invoices issued in respect of vehicle maintained or repaired so that maintenance and repairs on vehicles may monitored at regular intervals. Repair and Maintenance costs shall also be reported monthly to the Council in any report which the Municipal Transport Officer may prepare for consideration by the Municipal Manager of the Council.

12. VEHICLE REPLACEMENT

12.1 The Municipal Transport Officer shall be responsible for the identification of vehicles requiring replacement.

12.2 If a vehicle is considered to be beyond economic repair before its expected replacement date, all supporting information should be sent to the Municipal Manager for submission by way of report to the Council for consideration.

12.3 In determining whether or not a vehicle should be replaced, the Municipal Transport Officer shall take the following guidelines into account:

12.3.1 Both time and distance are often used to determine the need to replace vehicles, but the most accurate factor to be used is the vehicle cost. There are two elements to vehicle cost namely the capital purchase of the vehicle and the running cost per kilometer. The best time to replace a vehicle is at the point which the overall cost per kilometer is at the minimum.

12.3.2 The simplest method to allocate capital cost is to split the cost of replacing the vehicle over the

number of kilometers traveled. This amount per kilometer decreases when more kilometers are traveled. Conversely, the running costs per kilometer will increase as more kilometers are traveled and more complex maintenance is required, it is possible to set an average life span of a vehicle by using management information to determine the point at which cost per kilometer is at its lowest.

12.3.3 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.

12.3.4 Running cost per kilometer of the old vehicle is calculated by adding fuel cost per kilometer and the maintenance cost per kilometer. These will both be available from the vehicles file and the monthly fuel report form should be average over a three to six month period. The overall cost per kilometer of a new vehicle can be calculated by taking the expected running cost per kilometer. The expected life of the vehicle can be estimated using management data for vehicles of the given type and the expected running cost can also be taken from current data for vehicles of this type.

13. REPLACEMENT REQUESTS

13.1 The Council shall annually budget for the replacement of vehicles.

13.2 Request for a new or replacement vehicle should be submitted by the Municipal Transport Officer to the Chief Financial Officer no later than 30 November 2002 any year. The Financial officer should be provided with full details pertaining to the need to replace a vehicle,

availability and needs satisfaction indicators for the fleet as a whole. The service that any vehicle is expected to support should be highlighted.

13.3 The Council shall, when approving a budget allocation for a new replacement, vehicle indicate in its budget approval the vehicle to be replaced and the nature of the replacement vehicle to be purchased.

13.4 New vehicles shall be purchased only in accordance with its prescribed procurement procedures.

14 VEHICLE ALLOCATION

14.1 All vehicles are considered as property of the Council regardless of the original source of the vehicle.

14.2 The Municipal Manager has the ultimate decision-making authority over allocation of vehicles.

14.3 Municipal vehicles will not be allocated to Officers because of their ranks or any other criteria including the following:

14.3.1 The condition of the vehicle in relation to the distance to be traveled.

14.3.2 The type of vehicle in relation to its intended use.

14.4 An employee in possession of a subsidized vehicle or Municipal Officer may be granted an official vehicle to undertake a trip outside the Municipal areas. Alternative and depending on cost implications such an employee may be paid an additional allowance in accordance with the motor vehicle scheme or subsistence policy of the Council.

Where the provision of Municipal transport or the payment of an addition allowance cannot be warranted due to time and cost restraints or implication, the employee will be provided with air, rail, taxi and bus transport to reach his/her destination.

Applications for the provision of transport for trips outside the Municipal area shall be made by the employee on the prescribed form and such applications will be dealt with by the Municipal Transport Officer before a trip is under taken.

15. PROVISIONS OF SECURE VEHICLE STORAGE DEPOT

- 15.1 The Council must provide a secure area which must be suitably fenced and provided with 24 hour security for the storage of all Municipal vehicles not in use.
- 15.2 The Council must also provide the Municipal Transport Manager with a suit a an office in which he may perform his duties and such office must be provided with theft and fireproof safe for the storage of duplicate keys of vehicles and registers/records required to be kept in terms of this policy.

16. FUEL MANAGEMENT

- 16.1 The Municipal Transport Officer will be responsible for the purchase of the fuel and oil requirements of the Council and the recording, allocation and control over such requirements.
- 16.2 Fuels and oils shall be purchased in accordance with normal Procurement procedures of the Council.
- 16.3 Only sufficient fuels and oils to meet the short-term requirement of the Council shall be purchased at a given time.

- 16.4 The Municipal Transport Officer must ensure that all fuel and oil supplies received are accurate and in accordance with official order instructions.
- 16.4 Fuel pumps must be adequately protected against fire and Theft and be provided with sufficient locking devices to prevent unauthorized access to and withdrawal of fuel supplies of the Council.
- 16.6 Fuel and oil may only be issued to driver's official vehicles and an accurate record of all supplies issued shall be maintained and recorded the Fleet Management Report.
- 16.7 A fuels purchases and issues register shall also be maintained on a daily basis and the amount of fuel in fuel tanks shall be checked against the balance in the fuel register on a weekly basis any discrepancies shall immediately be reported to the Financial/Office of the Council.

17. MARKING OF VEHICLES

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

18. ACCIDENT REPORTING

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

18.1 The driver shall obtain:

18.1.1 The full names of the driver of the other vehicle or vehicles.

- 18.1.2 The address of the driver of the vehicle or other vehicles.
- 18.1.2 The telephone number of the driver of the other vehicle or vehicles.
- 18.1.3 The place of employment and telephone number of the employer of the driver of the vehicle or vehicles.
- 18.1.4 The registration number of the vehicle or vehicles.
- 18.1.5 Names, addresses and telephone contact numbers of witnesses, if any.
- 18.1.6 Location details of the accident scene (street, suburb, and town).
- 18.2 The driver must report the accident to the nearest office of the S.A Police service and a case registration (C.R) number receipt must be obtained.
- 18.3 The driver must report the accident to the Municipal Transport officer within a period of 12 hours from the time of the accident and complete the prescribed accident report.
- 18.4 The Municipal Transport Officer shall be responsible for the completion of all insurance claim forms, accident reports, the processing and monitoring of insurance claims.
- 18.5 Under no circumstances should the driver of a Municipal vehicle involved in an accident admit responsibility for the accident or sign any acknowledgement in this regard.
- 18.6 Under no circumstances may drivers of Municipal vehicles

authorize repairs to vehicles or the other parties involved in accidents with Municipal vehicles.

18.7 Should circumstances so necessitate, the driver of a vehicle involved in an accident may authorize the towing of a damaged vehicle to the nearest police station or other safe vehicle storage area.

19. THEFT OF VEHICLES

19.1 In the event of a theft of a Municipal vehicle, the driver is required to notify the S.A Police Service and Municipal Transport immediately there thereof.

19.2 The driver shall also be responsible for obtaining a C.R reference number from the S.A Police Service which number shall conveyed to the Municipal Transport Officer for insurances purposes.

19.3 The driver of a Municipal vehicle is not entitled to compensation from the Council in respect of personal property stolen from conveying a Municipal vehicle and shall bear sole responsibility for such loss.

19.4 All moneys received by the Council as a result of an insurance claim shall be paid into the Revenue Fund of the Council and may not be used to purchase a placement vehicle unless the Council directs otherwise and after obtaining approvals to incur such expenditure.

20. LEASED VEHICLES

20.1 In the event of the Council not being in a position to satisfy the

transportation needs of any Departmental, suitable transport may be leased from a private vehicle lease company or agency at the most competitive rate and on a short-term basis.

20.2 The driver of a leased vehicle shall treat such a vehicle as a vehicle owned by the Council or under its control and shall exercise due diligence to ensure that operating and other costs are kept to a minimum.

21. TRAFFIC OFFENCES

21.1 The driver of a Council 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.

21.2 The Council may, in its sole discretion, financially assist a driver convicted of a road traffic offence with the payment fine or provide legal assistance to enable a driver to defend criminal or civil claim against his/her in a court of law.

22. PROHIBITED ACTS

22.1 No employee of the Council not in possession of a valid driver's of the required/ code shall drive or be permitted to drive a Municipal vehicle.

22.2 No employee of the Council shall drive or be permitted to drive a Municipal vehicle whilst under the influence of liquor or drugs.

22.3 No employee the Council shall driver or be permitted to drive an unlicensed vehicle of the Council.

22.4 No employee of the Council shall be permitted to convey or transport the goods and/or property of other persons whether for reward or not in Municipal vehicle.

22.5 Fuel and oils supplies of the Council may only be issued to State, Provincial and other governmental or non governmental bodies with the express consent of the Chief Financial Officer and on a full cost recovery basis and with due regard to legal requirements.

23. VIOLATION OF TRANSPORT POLICY

23.1 A violation of this policy may lead to disciplinary action being instituted against an employee of the Council.

23.2 An employee found guilty of violating this policy may also be suspended from using a Municipal vehicle.

23.3 Members of the S.A Police Service and/or Traffic Officers and or law enforcement officers of the Council are hereby authorized to apprehend and charge employee of the Council who contravene the contents of this policy in cases where such contravention amounts to a criminal offence in particular theft and fraud.

24. REPORTS BY MUNICIPAL TRANSPORT OFFICER

24.1 The Municipal Transport Officer shall, on a monthly basis provide the Municipal Manager with a written report containing the details of:

24.1.1 Of the vehicles in the ownership or control of the Council.

24.1.2 The vehicles allocated to various departments of the Council

24.1.3 The mileage traveled by vehicles during the previous month.

- 24.1.4 The fuel consumption of the vehicles used during the month and the cost of such fuel.
- 24.1.5 The cost of repairs and maintenance to vehicles, which costs, shall be itemized per vehicles.
- 24.1.6 Accidents of theft of Municipal vehicles.
- 24.1.7 Incidents of theft of Municipal vehicles.
- 24.1.8 Problems associated with the provision of official transport by the Council.
- 24.1.9 Disciplinary action taken against employees in respect of a respect contravention of this policy.
- 24.2 The Municipal Transport Officer shall on a monthly basis provide the Financial a Officer with a return containing the details of the trips undertaken by employee in Municipal vehicles allocated to Departments of the Council, the mileage traveled, the costs involved and the purpose of such trips.
- 24.3 The financial Officer shall, on the basis of the information provided by the Municipal Transport Officer in terms of paragraph charge the various expenditure votes of the Council with the transportation charges by the Departments of the Council.
- 24.4 Unless otherwise directed by the Council, charges allocated to the Departments shall be at Department of Transport rates.

25. Amendments

This policy shall be subjected to an annual review.

Recommendations

1. that petrol card system be introduced and they be from one central point controlled
2. that all political bearers be removed from the policy.
3. that all council vehicle be attached with a council sticker/logo.
4. passenger be defined under the definition clause
5. how does the policy cover the exceptions
6. Clause 6.3 be reviewed to cover other possible scenario's