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| **TRANSPORT AND FLEET MANAGEMENT POLICY 2020** |

Approved by Council on (Resolution no )

**Effective with effect from 1 July 2020**

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**DR E M RANKWANA**

**MUNICIPAL MANAGER**

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**PREAMBLE**

The Council of Dr Beyers Naudé Municipality hereby adopts this Transport and The Fleet Management Policy 2020 effective from 1 July 2020.

1. **DEFINITIONS AND INTERPRETATION**

For the purposes of this policy, except where clearly indicated otherwise, the words and expressions set out below have the following meaning:-

***“driver”*** means a suitably licensed person engaged in the operation of vehicles and plant or any person who drives or attempts to drive any vehicle or who rides or attempts to ride any motor cycle;

***“driver competency”*** meansnotwithstanding the requirement for a license or PrDP, Dr Beyers Naudé Local Municipal the Fleet Manager reserves the right to require the driver/operator of any vehicle/equipment in the Dr Beyers Naudé Municipal fleet to undergo a competency test to certify his ability to use/operate such vehicle/equipment. The certifying authority for this purpose will be determined by the Fleet Manager;

***“driver ID tag”*** means the electronic identification tags with the driver’s personal details programmed into the tag which must be used to operate all official vehicles/equipment of Dr Beyers Naudé Municipality;

***“fleet manager”*** means the municipal the Fleet Manager (official) tasked with managing all aspects of the Dr Beyers Naudé Municipal fleet;

***“occasional driver”*** means a person who is not a permanent driver, but is required to use a Dr Beyers Naudé municipal vehicle on an ad hoc basis to perform his/her duties;

***“operator”*** means an employee specifically operating civil engineering plant or any person who drives or attempts to drive any vehicle or who rides or attempts to ride any motor or pedal cycle;

***“plant”*** means all civil engineering plant, equipment (self-driven or otherwise), trailers, and stationary engines operated within the Dr Beyers Naudé municipal area irrespective of the purchase costs of such plant including internal and external resources;

***“professional driver”*** means a driver employed specifically to drive Dr Beyers Naudé vehicles where specific permits or qualifications are required for which an operator is registered;

***“professional driving permits and licenses”*** means driving permits and/ or licenses issued by the Traffic Department to a person who is deemed to be competent to operate specific vehicles on a public road. All permits and licenses must be accredited by the South African Transport Authority.

***“road worthy condition”*** means the daily inspection of the water, oil, tyre pressure, tyre condition and fuel levels as well as the inspection and confirmation of the license disc validity;

***“service provider”*** means the Fleet Manager and maintenance in the context in this policy for internal and privately hired vehicles, plant and equipment for Dr Beyers Naudé Municipality;

***“vehicles”*** means all vehicles including motor cycles, sedans, light, delivery vehicles panel vans, buses, trucks (flat bed and tip) and heavy duty trucks fitted with lifting devices i.e. cranes and aerial platforms and operated within Dr Beyers Naudé municipal area and include internal and external resources;

***“vehicle and plant rental schedule”*** means the table of hiring rates per category of vehicles, plant and equipment including internal and external resources;

***“worker”*** means permanent employees currently making use of municipal transport to and from work and also include temporary and or casual workers who are currently making use of municipal transport.

### OBJECTIVES OF POLICY

This Policy is adopted for the specific purpose of:

1. establishing a uniform code of practice and conduct for all users, drivers and operators of the Dr Beyers Naudé Municipal motorised fleet;
2. promoting knowledge and understanding of the disciplines important to Fleet Management activities, with the ultimate aim of attaining optimum productivity and cost effectiveness;
3. minimizing vehicle abuse;
4. prolonging vehicle and machinery service life;
5. minimizing vehicle accidents/ losses caused through ignorance and/or negligence;
6. establishing driver and operator care in the daily use and basic maintenance of vehicles;
7. reducing downtime, maintenance and frustration to site supervisors, drivers, and operators;
8. improving efficient, effective and economical utilization of vehicles and equipment;
9. increasing productivity within the various functional areas; and
10. Holding senior managers, managers, supervisors and drivers/operators responsible and accountable for the effective management of vehicles and equipment under their control.

### REPEAL OF PREVIOUS POLICIES

### This policy document repeals all previous the Fleet Management/Transport policies and procedure documents of the Dr Beyers Naudé Local Municipality. Any deviations from this policy must be sanctioned by the Municipal Manager and documentary proof of such authorization must be submitted to the Fleet Manager.

### GENERAL RESPONSIBILITIES OF DIRECTORS

* 1. It is incumbent upon all Directors to ensure that the vehicles and equipment entrusted to them are operated in a professional and responsible manner. The responsibility remains on the Director to control and manage the day to day running of the fleet and plant under his control efficiently, effectively and economically by ensuring that:
     1. The most economical vehicle suitable for the purpose is used and that any changes in operating conditions are communicated to the Fleet Manager for the assignment of more suitable vehicles to align future CAPEX expenditure with operational functionality;
     2. Drivers / operators in their directorates are trained, competent and correctly licensed as well as kept fully updated with the proper operating procedures of the vehicles and plant that they drive and operate;
     3. Drivers’ license expiry dates of drivers are diarized electronically for timeous renewal;
     4. All vehicles and plant are inspected daily and ensures that inspection reports are submitted weekly to the Director by designated staff appointed by the Directors to ensure that a proper state of cleanliness, repair and efficiency is being maintained by the driver/ person responsible for the vehicle/equipment;
     5. All vehicles and mobile equipment are issued with a logbook which is obtainable from the Fleet Management office and that such logbooks remain with the vehicle and plant and completed on a daily basis;
     6. Section managers weekly inspect the vehicles and plant as well as checking logbook entries to ensure that all defects and damages are reported timeously;
     7. Vehicles and plant are only operated under proper authorization. In this context, the CAR TRACK vehicle monitoring system has been installed on all vehicles as an effective management tool and Directors will report and certify on a weekly basis to the Municipal Manager that they have checked the Car Track report for every vehicle under his/her control for unauthorized use of the vehicle (during and after hours, fuel consumption and deviations in this regard, any Road Traffic Act transgressions and any deviations from instructions or operational requirements;
     8. Full co-operation is given to the Fleet Manager as far as the submission of vehicles and equipment for maintenance and servicing;
     9. A monthly return for all the vehicles under his/her control is submitted to the Fleet Manager indicating all relevant data such as driver’s names, cost centre, the responsible Manager, odometer readings, etc.
     10. Each Director must ensure that the content of this Policy is fully understood by drivers, the responsible Managers and any other affected staff. A copy of the policy must be available for reference at each depot where municipal transport is used. It is the responsibility of each Director to manage and monitor the provision of this Policy
     11. Operational managers are held accountable that all official documentation regulating the operational fleet under their control are processed and submitted in terms of the relevant policies, procedures and guidelines. i.e. theft and loss reports, accident forms, etc.
     12. The responsible Manager must undertake the necessary investigation, and where appropriate, disciplinary action in cases of reckless, negligent or aggressive driving by drivers detected on the management system or reported by Dr Beyers Naudé Municipality staff or members of the public.
     13. No vehicle be utilized outside the boundary of its division without prior written permission from the responsible Manager.
     14. Should the vehicle be required to operate outside the current municipal geographical boundaries, then the responsible Manager from the Division concerned will forward such request, properly motivated and supported by his manager, timeously to the Fleet Manager.
     15. The responsible Manager must ensure that no unauthorised accessories such as radios etc. are fitted to Dr Beyers Naudé municipal vehicles and plant. In this context, any modifications to a vehicle must be authorised by the Fleet Manager in the case of vehicles and the Plant Manager in the case of plant.
     16. Log book entries are checked by designated staff at least once every week.

### CAR ALLOWANCE SCHEMES

1. Employees who partake in car allowances scheme must allow Fleet Management Services to install an entry level vehicle tracking units by the municipality’s approved tracking company, Car Track. This unit will be installed free of charge in the scheme user’s vehicle. After installation, only the scheme user will be provided with a login username and password. The municipality will not have access to the scheme user’s login credentials.
2. The scheme user is to print out their own log sheets to accompany overtime sheets and applicable reports.
3. Employees in receipt of a car allowance scheme must make use of such vehicle for all official business and will not be allowed to make use of a fleet vehicle, except under circumstances stipulated in Travel and Subsistence Policy.
4. Directors are to ensure that the functionality of the vehicles purchased by staff with car allowances are fully aligned with the day to day operational requirements for the job to be performed by the employee concerned. The scheme participant is not allowed to use a Dr Beyers Naudé municipal vehicle to perform his/her duties unless authorized by the Director in terms of the Travel and Subsistence Policy.

### DRIVER RESPONSIBILITIES

6.1 The full co-operation of all drivers concerned is required to ensure that the Dr Beyers Naudé Local Municipal fleet functions efficiently at all times. All drivers are expected to accept and exercise the responsibilities associated with the operation of vehicles, as described in this Policy and Procedures Document as well as to strictly adherence to the requirements of the Road Traffic Act and the Road Transport Act.

### General responsibilities of drivers

### The general responsibilities of drivers include to ensure that:

* + 1. Municipal vehicles and plant are not used for private purposes;
    2. Official vehicles be kept in a clean condition at all times (inside and outside) and be driven in a safe and courteous manner to promote the Dr Beyers Naudé Local Municipality’s public image. The littering of vehicle interiors with papers bottles and the like is not allowed;
    3. Official vehicles are at all times driven and handled with proper care and attention, to obtain the best mechanical service and avoid infringements of the law. Any evidence of neglect, rough handling or reckless driving shall be reported to the Director concerned and could result in disciplinary action;
    4. The daily log sheet is printed by the tracking devise and handed to his/her Supervisor for checking and retention for record purposes;
    5. No municipal vehicle is used after hours without official authority from the Director;
    6. His/her PrDP permit and licences are valid at all times and that arrangements be made for renewal well in advance. Drivers/Operators whose licenses and permits have expired will under no circumstances be allowed to drive official vehicles. When the driver renews his/her licence, the new licence must be presented to the Fleet Manager so that the information can be up-dated on the tracking system for activation of the driver’s ID tag;
    7. No employees are transported to and from work with municipal vehicles; and
    8. Only passengers in an official capacity be transported in a municipal vehicle.

### Pre-trip inspection

1. Pre-trip inspections of vehicles/plant are to be carried out by drivers on a daily basis and vehicle checklists completed accordingly must be handed in to the Mangers daily;
2. Every driver of a municipal vehicle/machine 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 lines that may be imposed unless the driver has indicated any shortcomings on the daily pre-trip inspection and has brought it to the attention of his/her direct supervisor and or manager; and
3. The last user of a vehicle will be held responsible for any unreported damage/ defects/ losses. The onus is therefore on each driver to thoroughly inspect a vehicle prior to acceptance. Any damage / defects found by the driver must be reported in terms of this policy.

### Trip checks, inspection and correct driving procedures

### Warning lights

Whilst a vehicle is in operation, the driver shall regularly check the warning lights, indicators and gauges. Immediate action must be taken should anything untoward be noticed, to prevent damage or further damage to the vehicle or its components.

### Engine overheat

Where there is an indication of excessive engine heat or lack of oil pressure, the engine shall be switched off immediately and the vehicle not be driven further under its own power until the matter has been rectified (refer to paragraph 17 : Breakdown Procedures).

### Over “revving” of engines

Drivers/operators will avoid high speed engine operation until normal operating temperatures are achieved. The "revving" up of engines is detrimental, especially at the cold starting-up stage.

### Driving in heavy traffic

1. Where a vehicle is subjected to extended periods of waiting in dense traffic, the neutral gear position must be selected and the hand brake applied, in order to avoid unnecessary wear on the clutch components.
2. Travelling with a foot on the clutch pedal must be avoided, as this causes premature failure of the clutch assembly and release bearing. A smooth balance must be maintained between the clutch and accelerator pedal to avoid damage to the vehicle's drive train.

### Turbo chargers

Diesel engines fitted with turbo chargers must be allowed to idle for two minutes before switching off after heavy use. This waiting period allows the turbine to slow down with sufficient lubrication.

### Brake air tanks

Brake air tanks fitted to heavy commercial vehicles are to be drained daily.

### Abnormal engine noise

Any abnormal noises emanating from the vehicle whilst in operation requires that the vehicle be stopped and reported immediately to the Operational Manager.

### Governors

Where a governor is fitted to any engine driven machinery, it is not to be tampered with. Where heavy vehicles use lower gear ratios to negotiate down grades, progressive footbrake action must also be used, since the governor will not be able to keep control of the engine speed. Diesel engines can be effectively used as a brake, provided that the engine speed is kept below its rated governed r.p.m.

### Speedometers, odometers and hour-meters

It is important that odometers and hour-meters always reflect the true elapsed distance and times. Any defects should be reported and rectified as soon as possible. No person shall disconnect the speedometer of a vehicle. Where a speedometer is fitted to a vehicle, the National Road Traffic Act requires it to be in good working order. Speedometers and hour-meters should not be tampered with.

### Tyre care

1. The abusive or negligent treatment of tyres must be avoided as any tyre damage caused through abuse or negligence will be for the account of the driver.
2. Drivers / Operators must ensure that the inflation of tyres is in accordance with the pressures recommended by the manufacturer of the vehicle. Incorrect inflation, particularly under-inflation, is the greatest single factor contributing to undue wear, overheating and premature failure of tyres. Any deviation from specified pressures will have adverse effects on steering, braking, road holding and safety.
3. The checking and correction of tyre pressures should be performed on cold tyres only.
4. Scuffing or running into curbs and running over projections must be avoided.
5. Mechanical defects that cause uneven tyre wear must be rectified immediately.
6. Regular inspections should be held for tread wear, cuts, bruises and stones wedged between dual wheels. Tread depth at any point across the entire breadth of the tread and circumference of the tyre must not be allowed to be less than 1 mm. A tyre that does not meet this requirement must be replaced immediately. The fitment of tyres may only be carried out under proper authorisation by the Fleet Manager.
7. Dust caps on tyre valves must be replaced.
8. Sudden or fierce braking, unnecessary acceleration and fast cornering must be avoided.
9. Special care must be taken to avoid driving over sharp objects. Any foreign objects must be removed before they become embedded in the tyre. The removal of any imbedded foreign objects will deflate the tyre, therefore must be reported to the Fleet Manager and not be removed by the driver.
10. A daily check for any loose wheel nuts on all heavy vehicles must be carried out by drivers.

### Post trip activities

1. The odometer reading, distance covered and time must be entered into the logbook. Every trip undertaken by the driver must appear as a separate entry in the Logbook.
2. Any damage to the vehicle or obvious defects noted must be entered into the appropriate section of the logbook and brought to attention of the responsible Manager immediately.

### Vehicle cleanliness

* 1. All vehicles must be kept in a neat state (inside and outside) and should be washed at least once a week. Drivers must clean their municipal vehicles themselves at the Fleet Management Service’s wash bay.
  2. Only cleaning materials and disinfectants that are compatible with automotive finishes may be used. Any advice on this subject can be obtained from the Fleet Manager.

### PROPER USE OF A MUNICIPAL VEHICLE: GENERAL RULES

* + 1. The vehicle shall only be driven by an appropriately licensed and duly authorised employee **on official duty** and who has been issued with an ID tag. The ID tags are not transferable.
    2. The driver must be licensed in terms of the National Road Traffic Act for the particular class of vehicle under his/her control.
    3. No person shall move, drive or operate any Dr Beyers Naudé Municipal vehicle unless he/she is fully authorised to do so. The unauthorised use of a vehicle will render the person concerned liable for prosecution in a court of law, over and above any internal disciplinary action.
    4. Passengers, inclusive of Dr Beyers Naudé Municipal staff, are not permitted to ride on or inside any of the municipality’s vehicles except for the execution of official duties.
    5. The driver shall not deviate from the shortest most practical route to the destination to serve the private interest of the driver or his/her passengers, or in connection with the conveyance loading or unloading of private property or goods.
    6. The driver shall not utilize any municipal vehicle for private purposes.
    7. The driver of any vehicle shall not deviate to any unauthorised routes or destinations and shall not enter any unauthorised premises or areas.
    8. A checklist needs to be completed by the driver prior to driving the vehicle. The checklist forms part of this policy.
    9. Log sheets with specific details must be kept up to date and must be inspected by the Directors or designated representatives at least once a week. Any deviation must be investigated and when necessary apply the appropriate corrective action.
    10. Employees who fail to comply with the above conditions will be charged with misconduct.

### TRANSPORTATION OF A MEMBER OF THE PUBLIC

* + 1. Should an employee in the execution of his official duties, make use of a Dr Beyers Naudé municipal vehicle and, in the interest of the Municipality, have need of the services, help or presence of a member of the public, dignitary or a prominent citizen, he may transport such person or persons free of charge with such vehicle, provided that the employee first obtains authorization from his Manager for the necessary travelling arrangements. Instances of this nature include, inter alia, where somebody must act as a guide, where it is desired that a prominent citizen appear at an official function, etc.
    2. The above provisions expressly exclude those instances where the person or institution on whose behalf such person appears, renders the service or help to Dr Beyers Naudé Municipality in return for remuneration or, if such person or institution has entered into a contract or agreement with Dr Beyers Naudé Municipality in terms of which the Municipality is liable for the said person’s or institution’s travelling expenses and Dr Beyers Naudé Municipality in fact pays such expenses.
    3. Any person other than a Dr Beyers Naudé municipal employee, conveyed in a Dr Beyers Naudé Municipality vehicle, must sign an approved indemnity form prior to embarking on the trip.
    4. Official use includes all authorised trips including trips to training venues for staff.

### SMOKING IN OFFICIAL VEHICLES

No smoking is permitted in any official vehicle as such vehicle constitutes a place of work. This applies even when the driver is without passengers.

### DRIVER ID TAGS

* + 1. Every authorised driver will be issued with a driver ID tag,
    2. This driver ID tag is a personalized tag and no driver must lend his driver ID tag to another driver, no matter the circumstances.
    3. Should the driver loose or damage his/her driver ID tag it will be replaced at the driver’s cost.
    4. When the driver leaves the service of Dr Beyers Naudé Municipality, the driver must return the driver ID tag to the Fleet Manager or the cost of such driver ID tag will be deducted from his/her last salary.
    5. When a driver’s PrDP licence expires the Driver’s ID tag will be deactivated.
    6. With the renewal of licences the new licence must be presented to the Fleet Manager so that the Driver ID tag can be reactivated.

### IRREGULAR USE OF OFFICIAL VEHICLES

### Irregular use of vehicle attributed to driver

### Should a vehicle be used by the driver in a manner or for a purpose other than as provided for in this Policy, such use will be deemed to have been irregular. It shall be the prerogative of Dr Beyers Naudé Municipality, notwithstanding any disciplinary procedures taken against the driver, to recover from him/her:

* + 1. The cost of the distance covered during such unauthorized use and, if applicable, the unauthorized driver’s time, calculated in accordance with the relevant tariff;
    2. The cost of repair of damages incurred in any collision and any other expenses incurred by Dr Beyers Naudé Municipality, in the payment of claims arising from any such collision in which the vehicle was involved during such an unauthorized journey, and which cannot be recovered from the other party; and
    3. The loss incurred by Dr Beyers Naudé Municipality as a result of the vehicle being stolen during such irregular or unauthorized journey, irrespective of whether the employee was in any way negligent during the time of such theft of the vehicle. The said loss will be based on the market value of the relevant vehicle, as well as the replacement value of any equipment in or on the vehicle at date of the theft. The employee thus, should he undertake such an irregular or unauthorized journey, may carry the risk of loss as if the vehicle was his private property (refer to paragraph 22.3 - EXTENT OF INSURANCE COVER).

### IRREGULAR USE OF VEHICLE ATTRIBUTED TO MANAGEMENT

7.2.1 The responsible manager becomes responsible for irregular use of vehicles and plant when he/she sanctions/or fails to take action regarding the following:-

* + 1. Supervisors or managers exceeding their designated authority by giving staff permission to use vehicles after hours;
    2. Allowing staff to park Dr Beyers Naudé Municipality vehicles overnight at unsafe locations;
    3. Supervisors / Management allowing staff to use municipal transport for excessively long periods when seconding staff to other offices (usual limit 6 months);
    4. Supervisors granting staff transport when offices are relocated, normally from the old office to the new one, without prior negotiated, written agreement;

* + 1. Staff with valid permission to use Dr Beyers Naudé Municipality vehicles to transport passengers illegally and fails to take action against such staff;
    2. Employees making unauthorised trips on the instruction/request of another Council official or Councillor without the approval of the responsible Manager. Such an instruction is invalid and must be refused by the employee.

1. **USE OF OFFICIAL VEHICLES AFTER HOURS**
   1. **Overtime - planned**

Staff must make use of or provide their own transport arrangements to and from the workplace unless the work is during the period 18:00 to 6:00, in which case, the responsible Manager may authorise the use of official transport in terms of the provisions of section 17(2)(b) of the Basic Conditions of Employment Act, as amended.

### Overtime – unscheduled

Permission may be granted by the responsible Manager to use a Dr Beyers Naudé Municipality vehicle and to park it in a secured parking at the driver’s residence or at a suitable Dr Beyers Naudé Municipality premises close by (refer to paragraph 11).

### Standby

If the nature of the standby duty necessitates quick access to a vehicle and equipment in the vehicle, permission may be granted by the responsible Manager to park the vehicle at home if secure parking is available, or at a secure municipal depot/ complex close to the standby person’s residence (refer to paragraph 12).

### TRANSFER OF VEHICLES

A request for transfer of vehicles must be approved in writing by the Fleet Manager. For this purpose each Director must appoint coordinators to manage the department’s fleet.

### HIRED VEHICLES

Vehicles hired by Dr Beyers Naudé Municipality are subject to all the applicable guidelines and procedures contained in this policy during the period of hire by Dr Beyers Naudé Municipality. The hiring of vehicles/ plant from outside entities may only be arranged by the Fleet Manager after it has been authorised by the Municipal Manager on recommendation of the relevant Director. Motivated requests for hiring of vehicles and plant must be addressed to the Fleet Manager who will be responsible for evaluating requests and making recommendations to the relevant Director for obtaining approval to procure the resource.

### VEHICLE ABUSE

Vehicle abuse refers to the reckless, aggressive or malicious treatment of a vehicle which causes or has the potential to cause damage or premature wear and /or failure to the vehicle’s components. Abuse includes over “revving” of an engine, habitual harsh braking, excessive clutch slipping, excessive overloading, ignoring engine warning systems (over-heating, low oil) and generally subjecting the vehicle to harsh treatment beyond the manufacturer’s recommendations. Vehicles which are not made available for scheduled maintenance in terms of proactive maintenance standards also constitute vehicle abuse. The responsible Managers must ensure that drivers and other staff do not abuse official vehicles. Where such abuse is evident and can be proven, the Fleet Manager will arrange to recover the costs of such abuse from the user department concerned and action will be instituted against the relevant Director, Manager, Supervisor and driver/staff member.

### VEHICLE KEYS

* 1. Employees in charge of vehicles shall ensure at all times that the ignition key, door lock, fuel cap; gear-lock, driver tags, OTI fuel tags and other keys of the vehicle in use are suitably safeguarded against loss or theft.
  2. In the event of a vehicle's keys and tags being lost or mislaid, the driver shall not attempt to open the locking system of the vehicle, but shall obtain assistance from the Fleet Manager.
  3. At no time shall a driver leave his/her vehicle unattended without first switching off the engine and removing the ignition key, engaging the gear-lock, any immobilizing system and removing the key and tags.
  4. All official vehicles shall be equipped with insurance-approved anti-theft devices (e.g. gear-lock and immobilizer). Such devices must be in operation at all times.
  5. Vehicle keys will only be replaced on production of a copy of the relevant loss report. All costs for keys will be for the Department’s account or the driver, if negligence is proved.

### DAMAGE, LOSSES AND THEFT

Damage, losses and theft, other than those arising from accidents, are dealt with under this section.

* 1. An employee who takes over a Dr Beyers Naudé municipal vehicle must ensure that any damage or loss is immediately brought to the notice of his/her supervisor in writing. Unless he/she complies with this instruction, he/she will be deemed to have received the vehicle in good order.
  2. Any person found unlawfully removing fuel from a Dr Beyers Naudé Municipality vehicle or engaged in the unauthorised removal or exchange of any component on a Dr Beyers Naudé Municipality vehicle will be subjected to the strictest discipline, as prescribed in the prevailing disciplinary code (Disciplinary Code Collective Agreement) and the Code of Conduct, Schedule 2 to the Systems Act.
  3. In the event of loss, theft or hijackings, the employee operating the vehicle shall immediately report the matter to his/her Supervisor, who shall, in turn, ensure that the incident is reported to the Manager and Director so that is can be dealt with in terms of any applicable law.
  4. In the event of a hijacking or armed robbery, the relevant Director concerned must ensure that the affected staff member(s) is/are given the necessary counselling through Corporate Services.
  5. Any Dr Beyers Naudé Municipality vehicle may be subjected to a search any time by Security Personnel or by any official from supervisory level upwards.

### SAFE CUSTODY OF DR BEYERS NAUDÉ LOCAL MUNICIPAL VEHICLES AND PLANT

* 1. In respect of official vehicles taken home by employees, the following will be strictly enforced:
  2. Specific authority from the Departmental Manager concerned must be obtained before an employee will be permitted to park any official vehicle at a private residence.
  3. Such vehicle shall be preferably parked under cover on the premises of the employee, preferably in a lockable garage or at least behind a locked gate / fence. In the event of this being impossible, the vehicle shall ideally be kept out of sight of road users and / or passers-by i.e. a driveway, designated parking off a public area.
  4. All such vehicles shall be equipped with Dr Beyers Naudé Municipal approved anti-theft devices (e.g. gear-lock and immobilizer). Such devices must be in operation at all times.
  5. The driver must ensure that the gear-lock is engaged and any alarm and immobilizer devices are activated and the key is removed when the vehicle is not in use.
  6. Where vehicles are not kept in a locked garage, loose equipment must be stowed away safely.
  7. The driver/ employee must take reasonable and practical precautions for the safeguarding of Dr Beyers Naudé Local Municipal assets as described.
  8. To eliminate the possibility of the theft or loss of Dr Beyers Naudé municipal assets or personal belongings whilst a motor vehicle is being serviced or repaired, all such items with the exception of the specific tools allocated to the vehicle, must be removed before the vehicle is delivered to the Fleet Manager or the relevant external service provider. An inventory must be taken by the person responsible for receiving the vehicle. Such inventory must be witnessed and signed off by the driver.
  9. If vehicles are left at the service provider with any other items still in the vehicle, the driver will be held responsible for any subsequent loss in this regard.

### GARAGING AND PARKING OF DR BEYERS NAUDÉ LOCAL MUNICIPAL VEHICLES

### Overnight parking

Vehicles shall be parked or garaged on designated Dr Beyers Naudé Local Municipal premises. Under no circumstances should municipal vehicles be parked outside designated premises without the relevant operational Manager's authorization.

### Parking meters and parking lots

Where an employee in a municipal vehicle makes use of parking meters or parking lots, the driver is not exempted from the payment of the necessary fees.

### Reserved areas

The casual garaging or parking of municipal vehicles in garages or parking areas specially set aside for specific persons or purposes other than the vehicle, is not permitted, except by special arrangement. Should such parking be required in the line of official duty, the driver must request via his supervisor for the necessary permission for such parking from the Traffic Department.

### Security

1. Whenever municipal motor vehicle is garaged or parked, every practical precaution shall be taken to safeguard it against damage, theft or irregular use.
2. The handbrake shall be applied, and if the vehicle is parked on a slope, the front wheels shall be turned towards the kerb. In addition, where such vehicle has a manual transmission, either the low or the reverse gear shall be engaged and, in the case of an automatic transmission, the shifting lever shall be placed in the "P" (Parking) position.
3. The windows shall be closed.
4. The ignition key shall be removed, the gear-lock, alarms / security devices, doors and luggage compartment locked and the keys kept in safe custody.
5. If the vehicle is parked in a lockable garage, the doors of the garage shall also be locked.
6. In the event of any of the above security options not being fully operative, the vehicle may not be removed from the council premises and arrangements must be made to have the vehicle repaired and the security system be made fully operative.

### SUSPENSION OF EMPLOYEES FROM DRIVING DR BEYERS NAUDÉ MUNICIPAL VEHICLES

It will be at the discretion of the Fleet Manager as well as the Director, Manager and or Supervisor to suspend drivers under the below mentioned conditions:

* 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
  2. Where prima facie 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
  3. Where a driver of a municipal motor vehicle has been found guilty of driving such a vehicle:-
     1. Under the influence of intoxicating liquor or narcotics, or
     2. Whilst the concentration of alcohol in his or her blood was more than 0,02g per 100 ml for driver in possession of a PrDP and 0,05g per 100 ml for other drivers, such a driver shall be suspended immediately from driving Dr Beyers Naudé Local Municipal vehicles until such time as a disciplinary tribunal has been concluded.
  4. In the event of a driver developing any disease or disability which will render him/her incapable of effectively controlling a vehicle and subject to a report from an approved registered medical practitioner, he/she will be suspended temporarily or permanently from driving a municipal vehicle.

### FUEL AND OIL MANAGEMENT

### Fuelling and oil top up

1. Where employees in charge of vehicles require fuel and top up oil, they shall obtain supplies from appointed garage.
2. The driver is responsible for checking the engine oil and water on every occasion that the vehicle is refuelled. Details of fuel and oil supplied must be entered into the Fuel/ Oil log sections of the fuel data sheet.

### Security of vehicle fuel tanks

Vehicle fuel tanks must be kept locked except when refuelling. Lost/stolen keys must be reported to the Fleet Manager immediately.

### Fuel economy

* + 1. The computerized fuel control system traces every vehicle's fuel consumption in Litres consumed per 100 km. Fuel usage statistics will be monitored by the Fleet Manager and abnormal increases in consumption indicate losses such as those caused by careless driving, theft, leakage, mechanical defects, or errors in recording at fuel dispensing points will be investigated and immediately reported to the responsible Manager and Director.
    2. Wastage due to the overfilling of the fuel tank must be avoided and vehicles must, wherever possible, be parked on level ground and in the shade.
    3. Vehicles must at all times be driven in the gear ratio appropriate to the road conditions and road speeds must be kept as constant as possible.
    4. Acceleration and braking must be executed smoothly and gently. The most uneconomical use of fuel occurs during acceleration and with the engine idling in a stationary vehicle.
    5. Any strong smell of fuel must be investigated immediately, especially if noticed while the vehicle is in motion. Besides causing wastage, petrol leakage is highly dangerous.
    6. The driver should not allow the engine of any vehicle or machine to run unnecessarily.

### Fuel in separate containers

The transporting of additional quantities of fuel in approved containers fitted with electronic fuel management tags will be allowed only for small plant.

### USE OF TRAILERS

* 1. Trailers are designed to meet specific needs and therefore are only compatible with specific vehicles.
  2. **General trailer checks**
     1. The towing vehicle must have sufficient capacity to pull the trailer (refer to paragraph 19.1).
     2. The height of the vehicle tow hitch and trailer draw bar must correspond.
     3. The types of couplings on a vehicle and trailer must correspond.
     4. The brake systems must be compatible.
     5. The electrical systems must be of the same voltage.
     6. When the trailer is coupled, the jockey wheel must be retracted and secured.
     7. The "Park" brake must be released.
     8. If the trailer is fitted with an overriding brake, the reverse lock must be disengaged before moving forward.
     9. Air brake connections must be checked for any air leaks.
     10. The trailer stop lights and indicators must be tested.
     11. The load on a single axle trailer must be placed forward of the axle.
     12. The brakes of the vehicle with trailer must be tested after moving off.
     13. Only the correct type and size of coupling pins must be used and these are to be permanently fastened to tow bar attachments.
     14. Daily pre-drive checks must be done, with particular attention to be directed to signalling lights, brake connections, condition of tow bar, trailer "A" frame and tyres.
     15. Tow hitches and ball pins must be inspected for wear and if found to be defective, the matter should be reported to the Fleet Manager.
     16. Trailers may not be modified unless approved by the Fleet Manager.

### Trailer turning radius

The trailer wheels have a smaller turning radius than those of the towing vehicle. Consequently, when negotiating a turn, the driver must compensate by widening the turning radius of the towing vehicle to prevent the trailer from climbing over kerbs when turning.

### Trailer overhang

When turning from a two or more lane situation, special caution must be exercised, since a trailer with a long overhang can swing out and collide with adjacent traffic. This situation arises where the width of the road compels tight positioning.

### MAINTENANCE / SERVICING

### Servicing and repair of motor vehicles

* + 1. All motor vehicles shall be serviced and repaired in accordance with the policies and procedures as laid down by the Fleet Manager. The sectional Manager will be accountable for ensuring compliance.
    2. Drivers / Operators in charge of vehicles shall be responsible for ensuring that service arrangements are strictly adhered to.
    3. Damages arising from a lack of compliance will result in the recovery of all costs from the responsible cost centre manager and responsible Director. Appropriate action in terms of the current policies regulating losses / unnecessary expenditure needs to be recommended by the Fleet Manager to the Asset Manager in the Finance Department.

### Timeous servicing arrangements

* + 1. The Fleet Management Services unit will determine the schedule for servicing of vehicles and the facility where the work will be executed. It is the responsible Manager’s responsibility to ensure that the vehicle is released for servicing timeously and that the vehicle is delivered to the identified workshop.
    2. Arrangements must be made to service vehicles within ± 500km of the predetermined scheduled service interval. In the case of statutory inspections as with crane trucks, aerial platform trucks, fork-lifts or any other vehicles/ plant and equipment fitted with lifting devices no deviations will be tolerated.
    3. The sectional Manager will receive an advance notification that the vehicle needs to be serviced or prepared for Certificate of Roadworthiness. Arrangements will then need to be made for the vehicle to be delivered to the relevant Fleet Management service provider at the agreed upon time and date.
    4. An alternative service appointment, necessitated by unavoidable circumstances, may be negotiated with the Fleet Manager or the service provider at least four working days before the original service date.
    5. A replacement unit will be provided where possible in terms of the service level agreement. However, servicing is not to be delayed due to the non-availability of a substitute vehicle.
  1. **Handing over vehicle for repairs / certificate of fitness**

i. When handing the vehicle over for servicing or repair, the driver/operator in charge of the vehicle shall report to the Fleet Manager any adjustments or repairs that he/she considers necessary. A brief description of the fault or repair required should be recorded in the vehicle logbook, which must accompany the vehicle when presented for service/repair.

ii. All vehicles requiring a Certificate of Fitness (COF) must be presented to the Fleet Manager timeously in terms of the proactive maintenance schedule. Failure to observe this directive will result in additional costs imposed in respect of expired COF's being charged to the operational cost centre concerned.

iii. A checklist covering the general condition of the vehicle as well as an inventory of all tools and equipment in the vehicle must be completed by the person receiving the vehicle and signed off by the driver.

* 1. **Breakdown procedures &contact details**

a. In the event of a breakdown, all care should be taken that the vehicle and its load are in the safest position possible and that warning triangles be placed at a distance of 45 meters in line with the centre of the vehicle and in the direction of approach. If the breakdown results in a traffic hazard, assistance must be requested from the Traffic Authorities.

1. In the event of a breakdown involving suspected brake failure, THE VEHICLE MUST REMAIN STATIONARY, to be moved only by the breakdown crew.
2. Breakdowns need to be reported to the Fleet Management Call Centre telephone number 049 807 5785 or emergency services after normal working hours.
3. In order to guide the breakdown crew regarding the choice of equipment best suited for the speedy repair/ recovery of the unit, the following information should be provided:
   * 1. Name of driver and telephone number;
     2. Vehicle registration number and fleet number;
     3. Exact location where the vehicle has broken down;
     4. Description of fault condition;
     5. Evidence of leaks (oil, water, hydraulic fluid, air, etc.);
     6. Where the fault is located (e.g. front, rear, side); and
     7. Whether the vehicle is bogged down.
4. The driver is to remain with the vehicle until assistance arrives.

### ROADWORTHINESS OF VEHICLES

* 1. Every driver / operator of a motor 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.
  2. Should any of the following items be found to be defective, the driver must immediately inform the Supervisor and Fleet Manager, but must log such defects in the logbook and report such items in writing to the supervisor who in turn will inform the Fleet Manager:-
     1. Lights
     2. Brakes
     3. Wheels – loose nuts, spare wheel
     4. Tyre wear and condition (at least 1mm of tread over full width of tyre)
     5. Speedometer
     6. Windscreen wipers
     7. Steering
     8. Rear-view mirrors
     9. Hooter
     10. Chevron boards/retro reflectors
     11. Side body reflective tape (trucks)
     12. Emergency warning triangles
     13. Number plates
     14. Tow hitch and air couplings

### LEGAL LOADING ON VEHICLES

* 1. The load on any motor vehicle must not exceed the load recommended by the manufacturers of the vehicle. Apart from excessive strain imposed on the vehicle itself, with resultant accident risk and high wear, overloading has an adverse effect on the road surface and tyre life and may induce failures that endanger the lives not only of the occupants of the vehicle, but also of other road users. In the case of commercial vehicles, the vehicle's maximum load capacity and gross vehicle mass are clearly displayed on the left side of the unit.

T = Tare mass, kg (unladen vehicle mass).

V = Gross vehicle mass, kg.

GCM = Gross combination mass, kg. (Laden vehicle and laden trailer mass). Load capacity of vehicle = V - T (kg).

Load capacity of trailer = GCM - V – Tare mass of trailer. The National Road Traffic Act prohibits any overloading.

### Vehicle loading practice

* + 1. Due attention must be given to the correct distribution of the load over the vehicle's axles.
    2. All loads must be firmly secured in a manner that will prevent the load from moving while the vehicle is mobile.
    3. Loose tools, equipment or goods must be positioned in a manner that will prevent them from dangerously moving forward in the event of an emergency braking action.
    4. Drivers must not allow any loose papers, sand, dirt, refuse, etc. to spill from or blow off the rear of the vehicle. Not only does this pollutes the environment, but also constitutes an offence in terms of the National Road Traffic Act.
    5. When transporting personnel, drivers must ensure that the vehicle is stationary while passengers climb on or off.
    6. All persons are to be seated and secured safely by seat belts (where provided) before the vehicle moves.
    7. Passengers must be allowed to embark and alight only at safe stopping places and not at traffic lights and stop streets.
    8. No loose tools, material or equipment to be transported with passengers.

### Hazardous loads

Only drivers who have been specially trained and who are in possession of the necessary PrDP Category D (Dangerous Goods) permits are permitted to operate vehicles engaged in the conveyance of hazardous substances.

### IDENTIFICATION OF VEHICLES PLANT AND EQUIPMENT

### CORPORATE IDENTIFICATION

Except for the usual number plates, official crests and fleet numbers, manufacturers' mascots, name and model inscriptions and licence tokens, vehicles may not display any private insignia, mascots, stickers, advertising or advertising material unless approved by Council.

* + 1. Every motor vehicle will be identified with an individual fleet number.
    2. Drivers must ensure that the number plates, fleet numbers, official crests and any other markings on the vehicles in their charge are always in good order and that the colour of the plates, letters and figures are at all times clearly visible.
    3. The unauthorised removal of approved corporate decals, number plates or fitting of unauthorised decals/stickers to fleet items is not permitted and constitutes misconduct. The removal / replacement of official decals must be authorised by the Fleet Manager.

### VEHICLE PLATING

Information in respect of carrying capacity is displayed on certain vehicles. In terms of the requirements of the National Road Traffic Act, information relative to the Tare Mass (T), Gross Vehicle Mass (GVM) and, where applicable, the number of passengers, is displayed on buses and goods vehicles.

### CLEARANCE CERTIFICATES

* + 1. If a clearance certificate (licence token) is lost, destroyed or illegible, the fact shall be reported without delay to the Fleet Manager Services or the relevant external service provider. In the case of lost tokens the relevant cost centre will be liable for the cost of the replacement token.
    2. Expired tokens must be removed from the vehicle. 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.

### 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 (refer Section 19.3). Refer to Chapter 8 section 54 of The Road Traffic Act No 93 of 1996 as well as to the following SANS specifications related to the transportation of dangerous goods:-

1. SANS 10228:2003: The identification and classification of dangerous goods for transport.
2. SANS 10229-1:2005: Packaging of dangerous goods for road and rail transport.
3. SANS 10230:1997: Inspection requirements for road vehicles
4. SANS 10231:2006: Operational requirements for road vehicles.

### DUTIES OF DRIVER IN THE EVENT OF AN ACCIDENT

### DAMAGES AS A RESULT OF A MOTOR VEHICLE ACCIDENT

The driver of a vehicle involved in or contributing to any accident in which any other person is killed or injured or that causes damage in respect of property or animal, shall take the following actions:

* + 1. Immediately stop the vehicle if it is safe to do so. Ascertain the nature and extent of any injury sustained by any person and render such assistance to the injured person as he/she may be capable of rendering.
    2. If a person is injured, call an ambulance and the SA Police Services. The relevant telephone numbers will be found in the appropriate section of the logbook.
    3. If any person is injured or killed the vehicle shall not be moved from the position in which it came to rest, until such removal is authorised by a police officer. If however, the vehicle is causing a complete obstruction or causes a safety hazard; its position should be marked before the vehicle may be moved to a safe place.
    4. If there are no injuries at the scene of the accident, the perimeter of the involved vehicles may be marked, after which they may be moved to a safe area. Call the municipal traffic department and request assistance.
    5. Under no circumstances shall a driver admit liability or make any statements to any person. A brief account of the accident may be given to the police. **No statements are to be signed.**
    6. Do not take any intoxicating liquor or any drugs at the scene of an accident unless administered by a doctor.
    7. Should the driver of the other vehicle be suspected of being under the influence of intoxicating liquor or drugs, this fact should be brought to the notice of the attending Police or Municipal Traffic Officer.
    8. Record the name and address of the other driver, his/her vehicle registration number, the name of the owner of the vehicle, and the vehicle's insurance company. Record the name, licence details and address of any independent witnesses, including the occupants of the other vehicle(s) involved in the accident, utilizing the appropriate cards located in the envelope at the back of the logbook.
    9. Supply your name, address and Divisional details to persons having grounds for requesting such information utilizing the appropriate cards in the logbook.
    10. Under no circumstances must the driver (or designated person if the driver is injured) leave the accident scene until the above steps have been followed:-
        1. The nature and extent of damage have been determined regarding all the vehicles involved in the accident that has to be entered onto the Motor Insurance Claim Form.
        2. Inform the designated staff of the relevant Division as soon as possible who in turn informs the Fleet Manager.
        3. The driver's licence must be produced to the SA Police services or Traffic Police Department within 48HRs.
    11. Complete a Motor Insurance Claim form per Section 26.

### DRIVER ASSISTING AT ACCIDENT SCENE

Should an employee, whilst driving a Dr Beyers Naudé Local Municipal vehicle in the execution of his/her official duties, arrive at the scene of a collision or where a vehicle has broken down, he / she must render all reasonable help to injured persons, if any.

The Dr Beyers Naudé Local Municipal vehicle may not be used to tow or push the vehicle which has broken down, or which is involved in such collision, with the aim of either restarting such vehicle, replacing such vehicle on the road or removing such vehicle from the road, unless the latter act is necessary in the interests of road safety.

The driver may undertake to deliver a message for assistance via cell phone or radio contact with emergence room or at an address, such as that of a garage or tow-in service, which is on his/her authorized route, on condition that it is not possible to make arrangements for the use of suitable private vehicles; Dr Beyers Naudé Local Municipal vehicle is not unnecessarily delayed.

### MOTOR VEHICLE INSURANCE

### MOTOR VEHICLE INSURANCE CLAIM FORMS

* + 1. The Motor Insurance Claim form (refer to the Transportation Manual) is the official document in which details of all incidents or accidents involving vehicles must be recorded and reported. The driver of a vehicle must ensure that a Motor Vehicle Insurance Claim form is completed immediately should any of the following events occur i.e:-
       1. Any accident, theft or hijacking.
       2. Any loss or theft of vehicle accessories, including batteries, spare wheels, etc.
       3. Any damage to a vehicle, even though such damage cannot be related to a specific known accident.
       4. Any incident involving damage to private or public property, irrespective of whether or not any damage occurred to the official vehicle.

### COMPLETION OF MOTOR VEHICLE INSURANCE CLAIM FORMS

The driver of a vehicle must immediately report the accident to his supervisor. The supervisor concerned must ensure that all sections of the insurance claim form is completed, signed, dated and submitted to the Fleet Manager Accident Section within 48 hours of the accident/incident. Particular attention should be given to the following essential information:

### GENERAL INFORMATION

Date, time and place of accident. / Full description of how the accident occurred.

Names and addresses of witnesses. / Names and addresses of persons injured.

Sketch plan (accident).

### OTHER VEHICLES / PROPERTY

Name and address of driver. / Name and address of owner. Registration number(s).Make of vehicle(s). / Description of damage. Expiry date of vehicle's licence disc/permit.

### DR BEYERS NAUDÉ LOCAL MUNICIPAL VEHICLE

Fleet number. / Registration number. / Name of driver and staff number. Business Unit and Section in which driver is employed.

Description of damage.

### EXTENT OF INSURANCE COVER

### VEHICLE INSURANCE OVERVIEW

The insurance fund provides comprehensive cover, which administers legitimate claims arising from accidents involving official vehicles and equipment. Suitably licensed employees driving official vehicles are covered to the following extent i.e. all-risk cover of loss or damage for its vehicles, tools and equipment. Coverage is not included for the loss of or damage to any items owned or possessed by the employee or by any other person. Third Party liability insurance covering any driver's liability arising out of the use of the vehicle is provided.

### TRANSPORTATION OF PASSENGERS

* + 1. No persons, including an employee who is not on duty or in respect of whom there is no specific justification for his/her presence in an official vehicle, may be transported, except in circumstances as described in paragraph 3.2 above.
    2. Not withstanding the fact that strict disciplinary measures may be taken against a driver of a Dr Beyers Naudé Local Municipal vehicle who transports unauthorized passengers, he runs the risk of a claim against him in his personal capacity by such passengers or their next of kin, should he be involved in an accident as a result of his/her sole or contributory negligence wherein those are injured or killed.
    3. Dr Beyers Naudé Municipality accepts no responsibility for any third party or other claims arising from such cases and which are instituted by such unauthorized passengers or their next of kin.
    4. In terms of the Road Accident Fund, passengers transported in a Dr Beyers Naudé Local Municipal vehicle without authority shall not be covered.

### NON-DR BEYERS NAUDÉ LOCAL MUNICIPAL EMPLOYEES

The comprehensive motor vehicle insurance cover provides cover for any Dr Beyers Naudé Local Municipal vehicle driven by a person not in the employ of Dr Beyers Naudé Municipality but WHO is qualified to do so, if such action relates to the maintenance or repair of the vehicle involved.

### EXTERNAL VEHICLES FROM SERVICE PROVIDERS

Insurance claims in respect of vehicles provided by service providers will be dealt with in the same way as with Dr Beyers Naudé Local Municipal owned vehicles. The reporting structure as with Municipal owned vehicle is therefore to be followed.

### FORFEITURE OF COVER BY DRIVER

The cover and arrangements mentioned in paragraphs 22.3.1 will not apply as far as the driver of Dr Beyers Naudé Municipality motor vehicles is concerned in cases where:

* + 1. he / she were under the influence of intoxicating liquor or a drug / medication with a narcotic effect;
    2. the vehicle was used without authority for other than strictly official purposes;
    3. he/she is not in possession of an appropriate legally valid driver's licence;
    4. he / she drives or has driven a vehicle without having been properly authorised thereto; or
    5. he / she allows or has allowed the vehicle to be driven by a person not authorised thereto.
    6. he driver / operator will be liable for all claims and liabilities if negligent or using the purpose in contravention to this Policy.

### SAFE DRIVING PRACTICE

### TRAFFIC REGULATIONS

Traffic fines arising from negligence on the part of the driver will not be paid by Dr Beyers Naudé Local Municipality. The driver will be held personally responsible and will not receive any financial assistance from Dr Beyers Naudé Municipality. If the responsible driver cannot be identified, the traffic fine will be amended to reflect the controlling officer's details thereby making him / her responsible for the fine.

### SPEED LIMIT

Apart from the necessity of observing the speed limits laid down by the government and local authorities, Dr Beyers Naudé Municipality 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. ALL SPEED VIOLATIONS WILL BE PAYABLE BY THE DRIVER OF THE MUNICIPAL VEHICLE.

### RULES OF THE ROAD

All drivers of Dr Beyers Naudé Local Municipal vehicles must strictly adhere to the rules of the road. Some of the more important guidelines in this regard are as follows:

* + 1. Maintain a thorough knowledge of traffic regulations and signs applicable to streets, main roads, through roads, etc.
    2. Overtake or pass other traffic only when the road is clear and safe.
    3. Always use safety belts.
    4. Stop or park off the road surface only where it is safe to do so.
    5. Do not communicate on any handheld communication devices while driving a vehicle.

### NIGHT DRIVING

It is the driver's responsibility to ensure that vehicle lights are working, when necessary, and that the lenses are kept clean for maximum visibility.

### CORRECT USE OF VEHICLE LAMPS

Regulation 157 of the National Road Traffic Act No. 93 of 1996, requires, inter alia, that vehicle lights be operational at any time from sunset to sunrise and at any other time when, due to insufficient light or unfavourable weather conditions, persons and vehicles that may be on a public road would not be clearly discernible at a distance of 150 m ahead.

During the abovementioned periods and/or the conditions stated, minimum mandatory lighting requirements for various modes of vehicle operation apply as follows:

### MOVING VEHICLE ON PUBLIC ROAD

* + - 1. Headlamps on main beam or on dipped beam, as necessary (Reg. 160, 161).
      2. Rear lamps visible from a distance of at least 150 m (Reg. 168).
      3. Registration plate lamp to render every letter and figure on the registration plate clearly visible from a distance of at least 20 m (Reg. 170).

### STOPPED OR PARKED VEHICLE ON PUBLIC ROAD

* + - 1. Headlamps on dipped beam (Reg. 161); or
      2. Two fog lamps or parking lamps emitting light to the front of the vehicle (Reg. 163 and 164); and
      3. Rear lamps visible from a distance of at least 150 m (Reg. 168)
      4. Stopped or parked vehicle off public road.

### VEHICLE PARKED OFF THE ROADWAY OF A PUBLIC ROAD

Regulation 157 (1)(b) provides further that vehicle lights need not be displayed if a vehicle is parked off the roadway of a public road or in a parking place demarcated by appropriate road traffic signs, or within a distance of 12 m from a lighted street lamp illuminating the public road on which such a vehicle is parked. However, even under these conditions, drivers are urged to use their discretion and switch on at least their parking lamps and rear lights if the safety of their person, the public or the vehicle is at risk.

### REVERSING AND MANOEUVERING

The driver shall not move any vehicle with limited rear viewing capability unless he/she is sure that there is sufficient clear space around and above the vehicle to permit the man oeuvre. Extreme care must be exercised when manoeuvring in a confined space or when reversing. Where difficulties are such that guidance is necessary, the driver is responsible for safety. If there are any doubts as to the signals given, the driver must stop the vehicle, alight and check the position of the vehicle.

### ENTERING OR LEAVING PREMISES WITH GATEKEEPERS

Drivers must come to a distinct stop when entering or leaving all enclosed premises and where applicable, must not proceed until given the right of way by the gatekeeper. Where a boom or chain is placed across the entrance or exit, it is the driver's responsibility to ensure that the obstruction is moved entirely before he/she proceeds on his/her way.

### BRAKING EFFICIENCY

A vehicle's brakes cannot stop it instantly. The efficiency of the braking system depends on:

* + 1. The type of brakes / the condition of the brakes / the condition of the tyres;
    2. The speed of the vehicle / the size and load of the vehicle;
    3. Condition of the road surface.

### STOPPING DISTANCES

The total stopping distances for an average-size vehicle with good tyres, on a dry level tarmac road, are given in the following table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Speed (km/h)** | **A - Reaction Distance (m)** | **B - Braking Distance (m)** | **A+B) Stopping Distance** |
| 20 | 4 | 3 | 7 |
| 40 | 8 | 12 | 20 |
| 60 | 13 | 23 | 36 |
| 80 | 17 | 38 | 55 |
| 120 | 25 | 80 | 105 |

This danger zone is in the total stopping distance of the vehicle. If any vehicle, object or person is within this danger zone, a collision will occur, unless either party changes direction.

### TRAINING

All drivers are to be trained and regularly retrained in aspects such as safe driving, first aid, proper radio usage, driver assistant training in health and safety. The Training Officer at HR is to be approached in this regard.

### UPDATING OF FLEET POLICY

The Fleet Manager, with the support of all roll players will be responsible for the maintenance and monitoring of this policy and code of practice document. Any proposed changes are to be discussed with the Fleet Manager.

### LIST OF SUPPORTING DOCUMENTATION

This Transport and Fleet Management Policy should be read in conjunction with the following documentation:

* 1. PrDP Administrative Guidelines
  2. Indemnity Form
  3. Log book
  4. SALGBC Disciplinary Code and Procedure
  5. Code of Conduct for Municipal Staff
  6. Vehicle checklist
  7. Pickup and Drop off points

### PENALTIES

Non-compliance with the provisions of this The Fleet Manager Policy will lead to disciplinary action. Where a penalty / sanction are not covered in this document, and a clause is infringed, disciplinary action will be taken in terms of the Dr Beyers Naudé Municipality Disciplinary Code and Code of Conduct. Where an employee is found to be guilty a sanction to pay for the access of the insurance cover can be issued. If an employee accepts responsibility for the accident/damage, he/she will be responsible to pay for the access of the insurance cover. In case where a claim is not covered by the insurance and an employee was found to be guilty, the full amount of damages can be recovered from the employee.

### TRANSPORT OF WORKERS

### RESPONSIBILITIES

* + 1. The responsibility to apply (enforce) all the conditions of this policy lies with the Municipal Manager or his authorised representative.
    2. The responsibility to comply with all the conditions of this policy lies with each worker that makes use of municipal vehicle/s to and from work. It is the responsibility of each Directorate to make a copy of this policy available, explain and educate workers that make use of municipal vehicle/s to and from work about the contents of this policy.
    3. Only workers of a relevant directorate shall make use of the vehicle allocated by relevant directorate to travel the shortest route between A residential area and the workplace and only on agreement between Directors of specific directorates shall workers of another directorate make use of the vehicle allocated by another directorate to travel the shortest route between A residential area and the workplace.
    4. It is irregular to transport workers to and from their residences (except between 18:00 and 06:00) however pick-up points for groups of workers may be determined where pick-ups will take place approximately 45 minutes before reporting for duty and after knock off time 16:30.
    5. Only workers as defined in this policy shall be transported in a municipal vehicle to and from work.
    6. Employees who participate in the Scheme as defined, and employees who work in the various offices of the Municipality, shall not be transported or travel on a municipal vehicle to and from work.

### PICKUP AND DROP OFF POINTS

* + 1. Pick up and drop off points per area are contained in a document supporting this policy.
    2. All workers allowed to be picked-up will wait at the pickup point at least forty five minutes before the normal time on which they commence with their duties.
    3. The driver will not pick workers up or drop workers off at any other points other than the specified pick up points or drop off points.
    4. All workers shall familiarize themselves with the pick-up points to prevent confusion.
    5. Should a worker not be at the pick-up point on the time as specified above, it will be his/her own responsibility to report for duty timeously.
    6. After knock-off workers will be dropped off at the specified pick-up points.
    7. Should a worker arrange with his/her supervisor to knock-off earlier than the prescribed working hours, he/she shall be responsible for their own travel arrangements.
    8. The driver shall only be allowed to use a municipal vehicle within the specified times in the morning to pick up workers.
    9. The driver may park a municipal vehicle at his/her residence only if the property is appropriately enclosed with a fence and provided with locked gates, on condition that the Municipal Manager or his delegate have authorised such arrangement in writing after considering the safety of the municipal vehicles.

### TRAFFIC OFFENCES

Each driver of a municipal vehicle shall be responsible for any traffic offence committed by him/her. The vehicle driver shall be held liable for any accident, or damage or claim made against council as result of his/her negligence.

### DISCIPLINARY ACTION

Disciplinary action with respect to non-compliance to the contents of this policy shall be conducted in accordance with Council’s disciplinary procedure.

### SCHEME A: ESSENTIAL CAR SCHEME USERS

* 1. This scheme is regulated by the South African Local Government Bargaining Council. Claims are dealt with in terms of the Travel and Subsistence Policy.

### CRITERIA FOR PARTICIPATION

* + 1. The post must require the daily use of a vehicle to ensure a high level of service delivery.
    2. The Director must ensure that sufficient funds have been budgeted for to pay for all approved allowances.
    3. Transport arrangements and transport needs of the municipality are to be considered along the following criteria:

How is the department currently dealing with the transport need? Is there an existing council vehicle in use?

Is there a replacement or additional vehicle?

Is participation in the Essential Care Scheme the most economical option for Council to deliver a service?

### WHO QUALIFIES FOR THE SCHEME?

* + 1. All posts that require the regular use of transport to deliver service and it is not economical for Council to provide a municipal vehicle. The incumbent may apply via the supervisor to the relevant Director for admittance to the essential user scheme. Approval will only be given if the driver agrees to the following:-

1. The applicant permits the installation of an entry level Car Track tracking unit. The unit will be installed free of charge. The unit will only track Ignition On – Start – Distance – Time – Speed and Ignition off.
2. The monthly monitoring fee will also be paid by Dr Beyers Naudé Municipality.
3. The applicant will be able to make use of the free vehicle recovery should the vehicle be stolen.
4. The applicant will receive from Car Track a letter confirming that Car Track is an approved service provider. This letter may be used to negotiate better insurance rates with the applicant’s service provider.
5. Should the applicant’s vehicle become faulty after the installation of the tracking unit and it is found that it is the tracking unit that has because the damage, Car Track will repair/replace all damages at their cost.
   * 1. Where an employee must make use of transport to perform his/her official duties, the Employer may decide to offer a transport allowance to such employee for the use of his/her private vehicle.
     2. The scheme makes provision for participation by employees who are not entitled to participate in the Perk Scheme but it shall be restricted to those employees who:
        1. Are permanently employed by Council,
        2. In order to perform their official duties efficiently, need the continuous daily use of motor transport.
        3. Operate under circumstances where the regular use of an official Council pool vehicle becomes impractical or not economical.
        4. Travel a minimum of 300 km per month on official duties which have been monitored over a period of six months, prior to application.

### MONITORING OF SCHEME VEHICLES

* + 1. The Departmental Heads are responsible for the monitoring of the essential user scheme.
    2. Logbooks such a vehicle tracking printouts will be used to monitor the kilometres.
    3. Each directorate shall indicate those posts that qualify for participation in the scheme. The number of kilometres that are requested shall be verified and a final decision shall be made by the competent authority.
    4. The type of vehicle and relevant restrictions in terms of engine capacity etc purchased/ used in terms of the scheme shall be determined by the applicant’s Director and must be suited to the nature of the employee’s post, e.g. if the job content enquires the use of an LDV, the employee cannot purchase a sedan.
    5. Directors are responsible for the monitoring of scheme vehicle at 6 months intervals. Head of Departments are therefore required to ensure that records, reflecting official trips and distances travelled of vehicle participating in the scheme are in use and kept up to date at all times.
    6. Employees participating in the scheme shall be required to meet the maintenance/ repair costs of their vehicles.
    7. No employee in any post shall be entitled to claim participation in the scheme as a right.
    8. If an employee participating in the scheme is promoted or appointed to a post, which does not qualify for such benefits, a new contractual relationship is created and the employee concerned will not be able to claim a continuation of benefits.
    9. If nature of the employee’s duties has changed to such an extent that participation to the scheme is no longer justified in terms of the qualifying criteria, the employee concerned will likewise not be able to claim continuation of these benefits and the employer will have the right to serve notice to terminate the employee’s participation to the scheme.
    10. Private vehicles, including vehicles of subsidized employees, shall not be permitted in the municipal workshop and that personnel of the municipal workshop shall not work on such vehicles. If an employee participating in the scheme is promoted to a post which does qualify for participation in the scheme, the current cycle as per contract in the previous post must be completed.
    11. All vehicles are required to be equipped with a vehicle monitoring system (for example, Car Track Vehicle tracking system).
    12. The information obtained from the monitoring system may be used as management information for the purpose of overtime, stand-by monitoring and investigating accidents or other damage, breakdown damage on, and misuse of the vehicle/s by driver and or employee.
    13. Trips to and from any other town in municipal boundaries will not be included in the normal kilometre allocation but will be claimed as ad-hoc kilometres per trip and must be approved by the Director or an authorised representative.

### SCHEME B: PERK SCHEME ALLOWANCE

### CRITERIA FOR PARTICIPATION

Employees at the Dr Beyers Naudé Municipality from Task Grade 15 upwards shall qualify for participation in the vehicle allowance scheme.

### CALCULATION OF ALLOWANCE

* + 1. Council shall pay to participating employees in the scheme an allowance based upon scheme rules to be calculated on running costs and fixed costs;
    2. The Dr Beyers Naudé Municipality pays an employee a monthly vehicle allowance based upon distances travelled within the municipal area, without any proof of kilometres although it is a requirement of SARS that a monthly log book acceptable to SARS must be kept and copies of such log book must be attached monthly for payment of travel claims.
    3. The level of the allowance for each post level shall be based upon the following table:

|  |  |
| --- | --- |
| **TASK GRADE** | **KILOMETERS** |
| 17 - 20 | 850 |
| 16 | 750 |
| 15 | 650 |

* + 1. The fixed cost is determined by the rules of the scheme.
    2. The Dr Beyers Naudé Municipality pays an employee only running costs for any official distances travelled outside the municipal area.
    3. Payment will be restricted to 2.0 liter – 3.0 liter engine capacity.

### EXCLUSIONS

* + 1. Travelling from home to work station will not be calculated as official travelling unless on standby;
    2. The employee may not utilize official transport;
    3. NO private vehicle shall be permitted in the municipal workshop and personnel of the municipal workshop may not work on private vehicles;
    4. Claims must be submitted regularly on a monthly basis (before the 10th) and must be recommended by the relevant Manager and authorized by the relevant Director;
    5. Accessories that would normally have been installed in a vehicle by the council, e.g. two-way radio, shall be installed and removed at the cost of council;
    6. The employee is responsible for any extra payments occurred during the purchase of the vehicle, repairs, maintenance, petrol and all other expenses incurred during the use of the vehicle, including traffic fines.

### INSURANCE

* + 1. The employee must supply proof of updated insurance to Council;
    2. The employees shall be responsible for their own insurance;
    3. Where the employee makes use of the insurance of Council, the monthly instalment will be deducted from the employee’s salary in accordance with the rules and regulations of the insurer. The employee will be liable to pay any excess amounts arising out of any claims in respect of such insurance cover.

### AVAILABILITY OF VEHICLES

* + 1. Participating in the scheme binds the employee contractually to provide his own transport in order to fulfil his duties as employee of the Dr Beyers Naudé Local Municipality;
    2. If his vehicle breaks down and as a result is unavailable for use, it shall be the employee’s responsibility to provide a suitable replacement vehicle at his own cost.

### PROCEDURES FOR PARTICIPATION

* + 1. The employee applies to the Director for participation in the scheme who will consider the application in terms of this Policy for recommendation of approval to the Municipal Manager.
    2. Human Resources enter into consultation with the employee regarding rules and regulations of the policy;
    3. The head of the department is responsible that provision is made on the budget to the Municipal Manager.
    4. The employee shall provide the following relevant information:
       1. Letter of acceptance including description of vehicle (provided by financial institution)
       2. Valid driving license
       3. Copy of registration certificate
       4. Proof of insurance including insurance amount and value
       5. Copy of roadworthy certificate (if applicable)
       6. Other information requested by HR

### CONDITIONS OF CLAIMS OF SCHEME B USERS

* 1. Travelling from home to the work station will not be calculated as official travelling unless on standby;
  2. The employee may not utilize official transport;
  3. No private vehicle shall be permitted in the municipal workshop and personnel of the municipal workshop may not work on private vehicles;
  4. Claims must be submitted regularly on a monthly basis (before the 10th) and must be authorized by the supervisor (delegations);
  5. Accessories that would normally have been installed in a vehicle by the council, e.g. two-way radio, shall be installed and removed at the cost of council;
  6. Employees participating in the vehicle allowance scheme will not be entitled to official parking facilities as result of their participation in this scheme, but will be dealt with in accordance with Council’s Parking Policy.
  7. Standby kilometres will be claimed as ad-hoc kilometres as per the vehicle tracking system supplied by the Municipality.

**36. ADOPTION AND IMPLEMENTATION**

This Transport and Fleet Management Policy is adopted by Council (Resolution no. )and will be implemented with effect from 1 July 2020.

Any deviations from this policy must be sanctioned by the Municipal Manager of Dr Beyers Naudé Municipality and documentary proof of such authorization must be submitted to the Fleet Manager.