



MARULENG MUNICIPALITY FLEET MANAGEMENT POLICY

1. OBJECTIVE OF THIS DIRECTIVE

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- 1.1. Identify the role and duties of certain Officials responsible for control over the Council Fleet or vehicles.
- 1.2. Ensure that effective, economic and efficient use is made of official vehicles.
- 1.3. Ensure that the logbooks are used properly by whoever is driving the vehicle.
- 1.4. Provide rules regarding the use of official vehicles.
- 1.5. Ensure that the proper steps are taken in instances of accidents, loss or damage official vehicles
- 1.6. To ensure that official vehicles are properly maintained and serviced.

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2. DUTIES

- 2.1. The duties of the above official (or his delegate) – thereof
- 2.2. Exercise control over the maintenance of and expenditure involved in the use of official vehicles.
- 2.3. Arrange for the proper completion of forms and regular scrutiny of all records concerning the use of Council vehicles and to ensure that the vehicles are kept in good condition and that they are serviced regularly.
- 2.4. Ensure that all instructions relevant to the use, operation and maintenance of vehicles are complied with.
- 2.5. Act as liaison between the Municipality and service providers in matters related to official vehicles.
- 2.6. Check purchase slip (petrol, oil, toll fees) against the transaction report on monthly basis.

3. ITINERARIES –TRIP AUTHORASATION

Any official who uses an official vehicle of the Municipality must complete the itinerary authorization in advance. Log-sheets shall be carefully completed and the itineraries compared with Log-sheets to regulate and monitor trips.

The official shall obtain the approval of the relevant Manager before undertaking official trip with an official vehicle in order to ensure effective control over the use of official vehicle.

4. LOG-BOOK FOR OFFICIAL VEHICLES

4.1. Completion

4.1.1. The Log-book shall be checked by the driver using the official vehicle before each trip ensure that it is up to date and if not so, report the matter to the Fleet Officer.

4.1.2. Log sheets shall be completed in every detail before and immediately after the completion of each trip.

4.2. Supply

A log book shall be supplied by the Fleet Officer to each official vehicle and it must always be kept in the vehicle.

4.3. Safe custody

The driver of the vehicle shall be responsible for the custody of the log book in use



5. USE OF OFFICIAL MOTOR TRANSPORT

5.1. Official purposes

Official vehicles are made available strictly for official purposes and are not to be used for private or other purposes. When the Fleet Officer finds that improper use has been made of a vehicle, it must be reported to the responsible Manager, with a view to disciplinary action against the offender.

5.2. Standard Conditions.

5.2.1. The following standard conditions apply in respect of all cases mentioned in this policy and must be complied with in all instances.

5.2.1.1. The first step of authorization is to complete a trip authorization for pool vehicle. The most economical vehicle suitable and available for the service must be used.

5.2.1.2. The vehicles must not be overloaded. Keys must never be passed on to a second person without proper authorization.

5.2.1.3. A copy of this policy shall be kept in all official vehicles. The official in charge of vehicle shall be responsible for the safe custody thereof.

5.2.1.4. Nobody other than officials of the Maruleng Municipality is allowed to be transported in any of the official vehicles. Unless so authorized by the Chief Financial Officer or delegated person.

5.2.1.5. No official who is being paid a car allowance shall either drive or be transported in any official vehicle.

5.2.1.6. No official may drive an official vehicle unless he/she has been authorized to do so by the Fleet Officer and unless he/she is properly licensed to drive the particular class of vehicle in which the one under his/her control falls.

5.2.1.7. Special attention is directed to the requirements of the Road Traffic Act with regard to the duty of a driver to report a physical disability which he/she has sustained which has developed after driver's license has been issued to him/her.

5.2.1.8. Drivers must exercise proper care in the use and handling of official vehicles. Incidence of negligence or reckless driving must be reported to the Municipal Manager.

5.2.1.9. All traffic fines issued because of negligence and reckless driving, drivers must pay such by themselves. The council does not accept any responsibility for such traffic fines.

5.3. Compliance with Rules



- 5.3.1. Failure to observe the rules contained in this vehicle Control policy and all instructions issued by the relevant authority or which appears on forms or in used in connection with official travelling and transport will render the offending official liable to disciplinary action and in certain cases to pay damages.

5.4. ACCIDENT REPORTING PROCEDURES

(This section must be read in conjunction with 7.1.)

- 5.4.1. Report the accident to the police station immediately or within 24 hours.
- 5.4.2. Write the report on the accident to the Fleet Officer. There must be drawing with the report.
- 5.4.3. Supervisor or Divisional Head should also report on whether the procedures to use the Municipal

Vehicle has been adhered to or not. Any act of negligence and reckless driving must be reported.

- 5.4.4. The report should be submitted to the Director of the directorate before it can be submitted to the Accounting Officer to process the insurance application and further to Chief Financial Officer for investigation.
- 5.4.5. Chief Financial Officer will advise Director Corporate Support Services and Municipal Manager upon receiving the accident reports if the matter would require further investigation or not.

The reporting procedures above will come into effect immediately and the policy will be amended accordingly as the need arises

6. INSURANCE

6.1. Cover

- 6.1.1. Official vehicles are insured by the Municipality's insures. The insures carry the accident risks and accept liability for expenditure arising from third party claims. Officials driving official vehicles and their passengers are covered to the following extent:

- 6.1.1.1. An official who, whilst driving an official vehicles is involved in an accident and thereafter is charged with criminal offense may be defended by the municipality lawyers at municipal expense in accordance with the provisions of section 10 9A of the System Act.



6.1.2. An official who is injured whilst using an official vehicle on official duties either as driver or as a passenger will be dealt with in accordance with the arrangement applicable to injury on duty.

6.2. Forfeiture of cover by the Driver

6.2.1. The cover and arrangements mentioned in paragraph 6.1. Will not apply to the driver of the official vehicle in case where:-

6.2.1.1. He/she is found guilty by the criminal court of having driven a vehicle or of having occupied the driver seat of a motor vehicle the engine of which was running whilst he/she was under the influence of intoxicating liquor or drugs/medicine

6.2.1.2. He /she makes an admission of liability to third parties before the municipality lawyers are consulted in the matter provided that such admission by the driver shall not exclude him/her from the benefit of the arrangements applicable to injuries on duty.

6.2.1.3. The vehicle is or was used for other purposes than strictly official purposes.

6.2.1.4. The driver is not in possession of an appropriate driver's license.

6.2.1.5. He/she drives or has driven a vehicle without having been authorized thereto

6.2.1.6. He/she allows or has allowed the vehicle to be driven by a person not authorized thereto

7. ACCIDENTS

7.1. Procedures

The following procedures shall be followed in the event of an official vehicle being involved in an accident and irrespective of whether or not any person or animal or property or another vehicle is involved.

7.1.1. The driver of the official vehicle shall report the accident to the police as soon as possible, but not later than 24 hours after occurrence of the accident, and furnish details thereof.

7.1.2. If requested to do so, the driver shall supply the name and address of the driver of the official vehicle and the registration number of the vehicle to any person having reasonable grounds for requesting the information.

7.1.3. Should a third party involved admit liability, the driver must Endeavour to obtain statement in writing from him/her to this effect.

7.1.4. Should a driver of a vehicle be suspected of being under the influence of intoxicants or narcotic drugs, this fact should be brought to the notice of the police traffic officer to whom the accident is



reported with the least possible delay, assistance should be rendered to such police or traffic officer in ensuring the suspect is examined by a doctor, or appropriate medical institution , as soon as possible

7.1.5. The driver shall obtain, as soon as possible, preferably at the scene of the accident at least the following particulars which are required for completing the accident report form.

7.1.5.1. Registration number, make and type of the other vehicle(s)

7.1.5.2. Name and address of the driver(s) and owner(s) of the other vehicle(s)

7.1.5.3. License disc number and expiry date on the license of the other vehicle(s)

7.1.5.5. The driver's details obtained from the license.

7.1.5.6. Nature and extent of damages sustained by the other vehicles in the particular accident.

7.1.5.7. Name, address, sex and estimated age of any pedestrians involved in the accident and any persons killed or injured as well as the nature and extent of injuries.

7.1.5.8. Description of animals and fixed objects involved in the case of animals the nature and estimated age of any herdsman (men) who tendered the animals, as well as the nature and extent of injuries and damages.

7.1.5.9. Name and address of each witness, including the occupants of the other vehicle involved.

7.1.5.10. Measurements for the preparation of a sketch of the scene of the accident.

7.1.5.11. Whether or not the road was fenced on either sides or one side only

7.2. Reporting of the accident (other than to the police)

7.2.1. The driver of the official vehicle shall make a suitable endorsement in the log book of **the vehicle and shall without delay complete the accident report form and forward it** together with the statements by witnesses and other relevant supporting documents to the Chief Financial Officer.

7.2.2.1. The Director corporate support Services will attend to the investigation and the divisional Head Income will liaise with the insurance for the repair of the vehicles.

7.3. Legal Party Claim

7.3.1. Should the driver of the official vehicle be required to appear at an inquest or inquiry, should criminal; or civil proceedings be instituted against him/her, he or she should immediately submit the summons. Subpoena or notice to appear or a copy thereof to the Director Corporate Services in order that the municipality's lawyers may be consulted in the matter.

7.4. Third Party Claim received

7.4.1. Third party claims received shall immediately be submitted to the insurance in the case where an official vehicle has been involved in an accident.

7.4.2. If receipt of the claim is acknowledgement that it is being done without prejudice and that the claim is receiving attention. The letter must contain no statement or admission, which could possible prejudice the municipality's case.

8. DAMAGE, LOSSES, DEFICIENCIES AND THEFT

8.1. Damage, losses, deficiencies and other than damage, Losses and deficiencies arising out of accidents are dealt with under this paragraph.

8.2. Checking

8.2.1. An official who takes over an official vehicle must ensure that any damage deficiency is immediately brought to the notice of the Fleet Officer in writing.

8.2.2. Municipal vehicle shall at all times be kept and or returned to the municipal premises unless authority to park somewhere else has been granted.

8.2.3. The official who accepts and official vehicle without complying with paragraph 8 will be deemed to have received the vehicle in good order.

8.2.4. Quarterly inspection of driver's license and PDP's.

8.2.5. Inspection of vehicles to be conducted on a monthly basis by Fleet Officer

8.2.6. Inspection of vehicles to be conducted by the Fleet Officer as and when allocated to a new driver not securities.

9. SERVICING OF OFFICIAL VEHICLES

All official vehicles shall be serviced in accordance with the policy and specifications down by the relative manufacture. Before any repairs or service to the vehicles can done and order shall be obtained from the Finance Budget and treasury. If any repair or services are done without an order, the person initiating such repair or service shall be held responsible for the repayment of that account. The Driver of the relevant vehicle shall be responsible for ensuring that the arrangements set out below are strictly observed.

9.1. Servicing Intervals

The Fleet Officer shall ensure that the vehicles are serviced as detailed in the relative serving coupon booklet supplied with the vehicle under adverse condition it may be necessary for some of the specified

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services to under taken more frequently than prescribed in such cases the guidance of the appointed garage should be sought . In exceptional circumstance due to weather or other abnormal conditions, servicing may- at times also have to be undertaken more frequent intervals than those normally required. The Superintended Fleet Officer should use his/her discretion in these instances.

Superintendent Mechanical Workshop entrust repairs arising out of fair wear and to the local agent for the particular make of vehicle or in the absence of a local agent a reliable local commercial garage. Repairs arising from causes other than fair wear a tear shall be similarly arranged but with the prior approval of the superintendent Mechanical workshop.

9.2. Overnight parking of the municipal vehicles

In the event a municipal vehicle must be parked overnight other than at the municipality. The vehicle must be parked at a government institution where there is sufficient security. Both Municipal Vehicles keys and fleet cards should be kept in the fleet officer, and only those who came late can hand them over to the security. **Drivers who knocked off very late where they can't park the car/s in the municipal office such driver should report to the fleet officer to obtain permission to park at their homes but only if he/she knocked off very late in the evening or night.**

9.3. Standby employees: (midnight)

The following sections should have municipal vehicles full time after hours in order for them to be able to respond in case of emergencies: (incidences/accidents)

- Disaster management unit.
- Fleet management unit.
- Traffic.
- Water and sanitation.
- Electricity.

Fleet Officer and Chief traffic shall conduct Inspections at the respective residential areas for those who have mentioned above, to check if they have garages and forward the report to municipal manager for approval before official authorization can be made.

9.4. Mileages/lifespan of Municipal vehicles


The lifespan of all Municipal vehicles must be five years or two hundred and fifty thousand (250 000)

Kilometers, whatever comes first and there after the Municipality should auctioned the car/s.

9.5 Municipal Garage Cards

Municipal garage cards are strictly for municipal vehicles. They should be issued out as and when a municipal vehicle is to be used and be returned to the fleet officer with the necessary receipts if any transaction was done.

9.6 Misuse of fuel cards or fuel theft



It is against the Municipal Fleet Management Policy for officials or drivers to misuse fleet cards in a form fraud. In case of such incident the person responsible will be liable for disciplinary hearing and if he/she can be found guilty of fraud or stealing fuel the municipality will determine the sanction that which could lead to dismissal from work based on the seriousness of the case.

Signed by Acting Municipal Manager


Date
29/5/2025