

FRANCES BAARD DISTRICT MUNICIPALITY



FLEET MANAGEMENT POLICY

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1. GENERAL

The motor vehicle pool is an operational resource to enable employees to effectively execute the business of the municipality. Planning and usage of vehicles must be coordinated and aimed at achieving maximum asset benefit with minimum asset utilisation. The employees and political office bearers are expected to observe all policy and procedural aspects applicable to the operation of the motor vehicle pool.

Vehicles are the property of the council and are to be used in a responsible manner. The employees and political office bearers are expected to protect the interests of the municipality while using pool vehicles. Adequate controls will be exercised to ensure that council property is not misused.

2. SCOPE OF POLICY

This policy applies to all employees and public office bearers who use vehicles owned by the municipality. This policy and these procedures will be revised when the need arises.

3. QUALIFICATIONS TO DRIVE

The driver must possess a valid driver's license appropriate for the type of vehicle being operated.

4. DRIVING VIOLATIONS

If the person driving the municipal vehicle violates the law, he/she is responsible for all fines. Proper wearing of SEAT BELTS is mandatory for operation of any municipal vehicle.

5. AUTHORITY

5.1 Asset control

Control over pool vehicles is exercised in terms of governing legislation and council policies, within the framework of administrative responsibility. Management of pool vehicles is entrusted to the department of finance. All managerial issues are addressed to the chief financial officer. The operational and administrative control over pool vehicles is vested in the office of the accountant: income and expenditure.

5.2 Authorised users

The municipal employees in possession of an appropriate and valid driver's licence are authorised to drive pool motor vehicles while attending to official duties.

Authorised users may use pool vehicles only upon obtaining the required supervisory authority.

6. POOL VEHICLES

Pool vehicles comprise three basic groups, general usage, dedicated vehicles and restricted use vehicles which are assigned to specific purposes and/or users.

The list of dedicated, general use and restricted use vehicles is as per the municipality's assets register.

All pool vehicles, are subject to this policy and the applicable procedural controls as detailed below.

7. KEY CONTROL

Each motor vehicle has two sets of applicable keys and control instruments. One complete set is kept in a secure facility by the controlling official. The other set is kept by either:

- the controlling official, for routine use; or
- the dedicated user.

No keys may be duplicated other than by the controlling official. Such duplication will be for valid reasons and under authority of the chief financial officer.

Any person found in possession of an unauthorised key for a pool vehicle will be subject to disciplinary procedures.

All keys and control instruments are to be drawn and returned in accordance with the standing instructions applicable to the specific vehicle.

8. MAYORAL VEHICLE

8.1 Authorised Users

The executive mayor and the speaker of the municipality are authorised to use the mayoral vehicle for purposes relating to the activities of the municipality, but may be driven by the dedicated chauffeur.

The executive mayor has precedence for utilisation of the vehicle. The speaker's usage thereof is subject to availability. In cases of non-availability, the speaker will be obliged to use a pool vehicle for the activities of the municipality. All other councillors would be eligible to use the pool vehicles.

8.2 Authorised Driver

Except for routine maintenance needs, only the authorised chauffeur is permitted to drive the mayoral vehicle. The municipality will provide the authorised users with the services of a designated chauffeur.

8.3 Passengers

The passengers may accompany the mayor/speaker in the performance of the activities of the municipality.

Such passengers are borne at the discretion of the authorised users and are afforded the benefit of the municipality's insurance policy coverage.

Passengers shall complete an indemnity form before undertaking such travel.

8.4 Administrative Requirements

A logbook for the *mayoral vehicle*, recording all relevant details, must be kept and submitted to the vehicle control official after completion of each trip.

A request form to use a *pool vehicle* must be duly completed and submitted to the accounting officer for approval. This request form must be duly completed and handed in after completion of the trip.

9. NORMAL USAGE – General Pool Vehicles

Users may request the use of a specific vehicle; such requests will be accommodated within reasonable limits.

Pool vehicle usage is subject to the following procedures:

- **Application Form**
 - The standard application is to be fully completed and duly authorised prior to requesting a vehicle
 - Application forms handed in to the control official will be checked prior to a vehicle being assigned to the user. Vehicle allocation may be refused if the application form is not in order.
- **Logbook, Keys, Card & Vouchers**
 - The logbook and keys for the vehicle will be issued to the user together with the current garage card.
 - These items are the responsibility of and are to be safeguarded by the user.
 - The user shall be responsible for the asset and all purchase vouchers / documentation relevant to the vehicle's usage.
- **Vehicle Use**
 - Vehicles are used in accordance with the approved application form details.
 - No user may bear passengers without prior approval.
 - Vehicles must be inspected and faults recorded prior to departing from the premises.
 - Damage sustained during usage must be reported immediately upon return.
 - Traffic violations will be addressed to the authorised user responsible for the vehicle at the time of the traffic violation.
 - Vehicles will be returned to the municipality's premises immediately after conducting official business and parked at the designated bay.
 - No vehicle may overnight at the user's residence without prior approval.
 - Such approval will only be granted on condition that the vehicle is parked in a lockable garage.
 - Unauthorised use of vehicles is subject to disciplinary procedure.
- **Return**
 - Logbook, keys, garage card and expenditure vouchers shall be returned to the control official upon returning to the premises.
 - Items returned after hours shall not be left unsecured overnight.
 - The application form and logbook shall be duly completed prior to handing in.
- **Incident Report**
 - Damage reports shall be submitted immediately upon return to the control official.

- Incidents shall be referred to the relevant damage assessment authorities and shall be dealt with by the assigned management committee.

10. NORMAL USAGE – Dedicated Vehicles

Vehicles dedicated to a specific service are allocated to a single user or group of users within that service. Dedicated vehicles may be made available to other users as and when the needs arise. Shared usage of dedicated vehicles shall be determined by the relevant supervisor. Dedicated vehicle usage is subject to the following procedures:

10.1 Application Form

- The standard application is to be fully completed and duly authorised prior to utilising a vehicle.

10.2 Logbook, Keys, Card & Vouchers

- The logbook and keys for the vehicle are issued to the user, together with the current garage card.
- These items are the responsibility of and are to be safeguarded by the user.
- The user shall be responsible for the asset and all purchase vouchers / documentation relevant to the vehicle's usage.

10.3 Vehicle Use

- Vehicles are used in accordance with the approved application form details.
- Vehicles must be inspected and faults recorded prior to departing from the premises.
- Damage sustained during usage must be reported immediately upon return.
- Traffic violations will be addressed to the authorised user responsible for the vehicle at the time of the traffic violation.
- Vehicles will be returned to the municipality's premises immediately after concluding official business and parked at the designated bay.
- No vehicle may overnight at the user's residence without prior approval.
- Such approval will only be granted on condition that the vehicle is parked in a lockable garage.
- Unauthorised use of vehicles is subject to disciplinary procedure.

10.4 Return

- Logbook, keys, garage card and expenditure vouchers shall be returned to the control official upon returning to the premises.
- Items returned after hours shall not be left unsecured overnight.
- The application form and logbook shall be duly completed prior to handing in.

10.5 Incident Report

- Damage reports shall be submitted immediately to the control official.
- Incidents shall be referred to the relevant damage assessment authorities and shall be dealt with by the assigned management committee.

11. SPECIAL REQUIREMENTS

Where the special service rendering requirements of the municipality necessitates that a Council vehicle be stored at the residents of an official after normal working hours:

Arrangements to the satisfaction of the head of department for the protection and safekeeping of the vehicle in a lockable garage and the equipment must be made by such official;

- 1) Such use and storing of the vehicle must be authorized by the accounting officer; and
- 2) Such vehicle may not be utilized the next day for transporting other municipal Officials to work.

12. DUTIES AND RESPONSIBILITIES

Authorised users are held responsible for the pool vehicle for as long as the vehicle is allocated to that user.

12.1 No staff member may use any municipal vehicle

- Without written permission from his/her superior;
- Operate a municipal vehicle without an appropriate valid driver's license.
- While under the influence of alcohol.

12.2 All staff members operating municipal vehicles must

- Only utilize the municipal vehicle for the purpose for which it has been allocated.
- Before and during use, ensure that the vehicle is in a roadworthy condition and display all legally required valid license documents on the vehicle;
- Ensure that passengers and cargo are conveyed in a safe manner and take all necessary precautions in this regard;
- Operate the municipal vehicle in a manner conducive to the good name and image of the council;
- Keep up to date log books of the use of the council vehicle in a manner as prescribed;
- Report all incidents of theft, accidents and damage to the vehicle immediately;
- Operate the municipal vehicle in an economical fashion regarding fuel consumption and tyre wear;
- Store the council vehicle only at its designated parking place;
- Ensure that the vehicle is secured and locked when parked or vacated by the official;

- Before official use, check the tyres and top up to the required level, the oil and other fluid levels of the council vehicle ;
- Report any excessive use of oil and fuel, abnormal behaviour of the vehicle or any indication of a developing defect to the Asset Management Sector;
- Leave the ignition keys at the designated place when the Council vehicle is not in use;
- Ensure that fuel caps of the Council vehicles are locked at all times and secure the safety of any removable fuel containers issued to him/ her, and
- Familiarize him/ her with the contents of this policy.

12.3 No official operating a council vehicle may:

- Carry or convey private persons or cargo in or on a Council vehicle;
- Vacate the Council vehicle without securing it by locking it and activating any security equipment that it may be equipped with;
- Leave any unauthorized persons in charge of such a council vehicle;
- Leave the ignition keys in the Council vehicle or remove the keys from the place of storage when the vehicle is not in use;
- Operate any Council vehicle while not physically competent to do so or in contravention of any law;
- Deviate from the normal shortest route between destinations unless regarded to be in Council's best interest;
- Carry more equipment on the vehicle as is absolutely necessary for the efficient execution of his duties, and
- Utilise it for private purposes.

12.4 Departmental heads must ensure that

- All users of the pool vehicles are in possession of a valid driver's license of the class required to operate the Council vehicle applicable;
- That the log books of vehicles in his/her Department are scrutinized by supervisors at least once a month and that appropriate action is taken when required;
- That all incidents of theft or from a Council vehicle, accidents involving Council vehicles are:
Thoroughly investigated and reported to the Municipal Manager;
 - Promptly reported to the Chief Financial Officer in writing for purposes of submitting the necessary insurance claim.
- That log sheets of Council vehicles under his control are checked on a regular basis
- **That all staff operating Council vehicles, acknowledge receipt of a copy of this policy.**

13. INSURANCE

Council vehicles are adequately insured against operational risks in the performance of official duties. This includes the coverage of passengers (for official or authorised purposes only) and the overnight parking of vehicles away from Council's premises. The insurance coverage will be reviewed yearly in terms of the appropriate legislation.

Insurance may not cover any employee, political office bearer and councillors of FBDM under the following circumstances

- *negligence on the part of the driver,*
- *driving under the influence,*
- *driving without a license,*
- *injury to unauthorized personnel or*
- *unauthorized use of a FBDM vehicle.*

13.1 Contributions to Claims

Damages sustained by Council vehicles shall be investigated by an assigned management committee responsible for the *risk and damage assessment report* and the apportionment of liability and recovery of costs from the responsible user.

Council's contribution costs may be recovered from the responsible user where the assigned management committee has determined that damage to a vehicle has been sustained due to the negligence of that user. The maximum recoverable amount is limited to the contribution amount determined by the insurer.

13.2 Further Losses

Loss of personal or third party assets and items not covered in terms of the insurance policy are excluded from this procedure.

14. DAMAGE REPORTS

14.1 Pre-Departure Inspections

Users are required to inspect tyres, lights and bodywork of vehicles prior to departure. Such an inspection is restricted to a superficial examination of the visible condition of the vehicle.

Users are required to report on substandard vehicle conditions (such as worn tyres, faulty lights, scratches, cracks or minor dents) noted during this inspection. This report shall be recorded under Part 5 of the travel authorisation form.

14.2 Damages Sustained in Usage

Any damage sustained during usage is to be reported immediately upon return:

- Minor damage is to be noted on the trip authorisation form and followed up with the control official as soon after return as possible. Minor damages shall be attended to as a routine maintenance priority.
- Major damage shall be reported immediately to enable suitable action to be taken. All insurance claim procedures shall be duly followed up.

14.3 Accident procedures

When an accident occurs, the driver of a FBDM vehicle must:

- Stop the vehicle.
- Obtain the -
 - name(s) and address(es) of the other driver(s);
 - name(s) and address(es) of the owner(s);
 - registration number(s) of the other vehicle(s) involved;
 - sight other drivers licence/licence number;
 - names and addresses of any witnesses to the accident (if possible);
- Not admit liability for the accident, even if they think it was their fault.
- Report such accident to his/her Head of Department as soon as possible;
- Not move the Council vehicle from the scene of the accident before an official on-site inspection has been carried out by the South African Police Service (SAPS) or other competent authority;
- Ensure that he/she does not consume any alcohol or drugs other than that administered by a doctor, after the accident;
- As soon as possible, submit a report regarding the circumstances that led to the accident to his/her Head of Department;
- In the case of sustaining any injury, complete the relevant injury on duty form and subject himself/herself to a medical examination by a Medical Practitioner as directed.
- If applicable, complete the necessary documentations at the nearest police station and provide the Chief Financial Officer with the SAPS docket number.

14.4 Theft of or from a council vehicle procedures

- Report the theft to the South African Police and the relevant Head of Department immediately.
- As soon as possible, submit a written report to his/her Departmental Head regarding the circumstances of the theft.
- Provide the Chief Financial Officer with the SAPS docket file reference number.

14.5 Managerial Assessment of Damages

All damage reports having consequential insurance costs will be submitted to the *assigned management committee* for assessment and evaluation of action to be taken.

This managerial committee consists of the Director Administration (Chairperson), the Chief Financial Officer, Disaster Management Manager, Senior Manager Internal Audit and the Manager: Human Resources and any other official designated by the Municipal Manager.

The assigned management committee shall assess the damages sustained, the circumstances in which the incident occurred and other factors pertaining to such damages, and shall make suitable recommendations for recovery or other action to be taken. Recommendations shall be referred to the Municipal Manager for action, with reference to applicable labour laws.

15. MAINTENANCE

15.1 Routine Maintenance of Pool Vehicles

Routine maintenance of pool vehicles is the responsibility of the control official, who shall maintain checklists evidencing weekly inspections and recording of maintenance needs. Vehicles shall be maintained in roadworthy condition.

General pool vehicles shall be inspected weekly to ensure that brakes, tyres and all lights are in proper working condition, and that oil and water levels are adequately maintained. All bodywork; including panels, mirrors and hubcaps, shall be inspected to ensure that the vehicle is in good running order.

Cleaning of vehicles (both interior and exterior) is the assigned responsibility of and will be attended to by administrative support personnel assigned to this duty.

15.2 Dedicated Vehicles

Maintenance of dedicated vehicles will be the responsibility of the control official. These vehicles may be referred to the control official for weekly inspection purposes. The onus remains upon the responsible person to ensure that routine inspections are performed.

A checklist evidencing such weekly inspections shall be kept by the responsible user and submitted to the control official on the last working day of each month.

15.3 Scheduled Services

All vehicles shall undergo scheduled services according to the manufacturer's instruction. The control official shall ensure that all pool vehicles undergo prescribed services.

The control official may be requested to assist with such arrangements. Scheduled services should be planned to coincide with times when the vehicle is not required for operational use.

15.4 Major Inspections

All pool vehicles shall undergo thorough *roadworthiness* inspections at quarterly intervals. Roadworthiness inspection reports shall be submitted to the Chief Financial Officer.

A complete vehicle test, at AA standards, shall be conducted on all vehicles once a year. This test should indicate whether a vehicle shall continue in operation or motivate replacement.

16. ADMINISTRATION

Pool vehicle administration covers the full spectrum of control documentation and reporting on the management and maintenance of motor vehicles. Each aspect mentioned below has prescribed administrative requirements to enable the effective management of pool vehicles.

16.1 Documentation and administrative processing includes:

- Logbook
- Travel authorisation form
- Fleet Card system
- Purchase vouchers
- Maintenance and service records
- Daily costing allocations
- Monthly cost analysis and fleet card reports
- Monthly management reports.

16.2 Fleet Card System

- For purchases of fuel and minor goods for routine operational needs;
- Purchases are recorded by vendors on credit transaction vouchers;
- Users shall ensure that all purchase details are correct;
- Users are to prevent loss or fraudulent use of fleet cards;
- Users shall return vouchers to the control official on a daily basis.

16.3 Maintenance and Service Records

- Maintenance and service cost records are kept for each vehicle.
- Operational continuation and replacement decisions will be supported by these records.

16.4 Daily Costing Allocations

- Trip authorisation forms are the basis of daily costing allocations and shall be handed in for processing upon completion of each trip.
- Forms must be correctly completed in every respect to facilitate effective costing.

17. MONTHLY REPORTS

Reports outlining the following must be submitted to the CFO monthly:

- Maintenance costs incurred on individual vehicles,
- Kilometres travelled by department, and
- Number of incidence reported.

18. PROCESSING INVOICES

The Finance department will allocate and process all expenditure incurred by Council vehicles to the appropriate vote. After processing to the financial system the Asset Management Section will receive the vehicle invoices, and capture it to the asset system.

19. REPLACEMENT

19.1 Assessment of Condition

Before any vehicle will be replaced or written-off, the CFO must do an assessment of the current condition of the vehicle. The CFO will bear in mind the following during assessment:

- The market value of the vehicle
- The mileage on the vehicle
- The maintenance cost on the vehicle compared to the benefit derived from the use of that specific vehicle
- Minimum level of basic municipality services
- Vehicle assessment report from the Workshop Manager

The procedures for acquisition, disposal or replacement of any vehicle will be done according to the Asset Management Policy and the Supply Chain Management Policy of the FBDM.

20. MISCELLANEOUS

20.1 Card declined

If it so happens that a fleet card is declined or rejected for any reason, the user may have to endure the cost of the expense. If the user is unable to pay the expense, alternative methods of payment must be communicated with the user's supervisor. All proof of such expenditure paid by the user must be produced to the control officer before any claim will be processed.

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IF YES: NAMES OF
PASSENGERS

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SECTION 3: AUTHORISATION OF DEPARTMENTAL HEAD OR PROXY

DEPARTMENTAL HEAD OR
PROXY

DATE

**SECTION 4 VEHICLE
AND ABSA**

**FLEET
CARD ISSUED**

FABRICATE

REGISTRATION NO.

SECTION 5: DECLARATION

PRELIMINARY TRIP
READING

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READING AFTER
TRIP

--	--	--	--	--	--	--

I HEREBY DECLARE THAT ALL THE TYRES, OIL AND WATER WERE INSPECTED AND THAT NO DAMAGE WAS CAUSED TO THE VEHICLE WHILE UNDER MY SUPERVISION. THE ABSA FLEET CARD WAS RETURNED ,
UNDAMAGED.

IN CASE OF ANY DAMAGE, GIVE A BRIEF DESCRIPTION:

.....

SIGNATURE OF USER

DATE