



KANNALAND
MUNISIPALITEIT | MUNICIPALITY

Fleet Management Policy

2024 / 2025



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DEFINITIONS

Unless the context otherwise indicates:

“Department” refers to the Office of the Municipal Manager and any of the directorates of Corporate-, Technical-, Financial-, or Community Services.

“Driver” includes all persons engaged in the operation of vehicles, being:

- *“Occasional Driver”* Is not a permanent driver but is required to use a municipal vehicle on an *ad hoc* basis to perform his/her duties.
- *“Professional Driver”* Employed specifically to drive municipal vehicles for general transport purposes.

“Fleet Management Official” refers to the accountant responsible for Asset & Fleet Management.

“Fleet Assets” refers to Kannaland Municipality’s vehicles and machines.

“Issue form” refers to the trip authority form that allows a driver to drive a municipal vehicle as per the route detailed in such a form.

“Log-Book” gives details of the route travelled by the driver, including the kilometre reading of the vehicle used for the authorized purpose, and any comments.

“Management of Pool Vehicles” will include servicing, maintenance, issuing of vehicles, purchasing and disposal thereof.

“Managers” include the lowest level of supervisors responsible for either staff and or the budget of the relevant unit.

“Municipal vehicle” includes all vehicles operated on, including owed, leased, or rented.

“Responsibility” will be depending on the written delegation and to be responsible have the same meaning.

“Safe Parking” consists of parking within designated municipal parking and enclosed premises.

“Unit” refers to a section or sub-section within a department.

1. PURPOSE OF THE POLICY

- 1.1 To provide and maintain an effective and efficient fleet of vehicles, list of machinery and equipment, and manage such fleet in a manner that the Municipality's mission and fleet user's aspired goals are met in a cost-effective way.
- 1.2 To regulate the management and use of pool vehicles by the officials of Kannaland Municipality and to ensure that the fleet is used in a safe and efficient manner.
- 1.3 To provide a procedure for accidents and system for conducting an inquiry into vehicle accidents involving municipal vehicles.
- 1.4 To provide a framework for remedial actions to be instituted by Management.
- 1.5 To introduce operational controls which explain clearly who can use a vehicle with regard to drivers, passengers, authority to use, issuing, parking, logbooks, fuel management, keys and equipment.
- 1.6 To ensure that vehicles are serviced on time and properly maintained to support the municipality in the attainment of its objectives.
- 1.7 To co-ordinate the management of municipal transport by means of control measures which are applicable to all officials and Councillors.
- 1.8 Transport to a department of the Kannaland Municipality is supplied as a tool to support the department in the delivery of its objectives. It must therefore be used in the most cost-effective manner.

2. APPLICATION

- 2.1 This policy covers the use and management of all municipal vehicles within Kannaland Municipality.
- 2.2 This policy applies to all Kannaland municipal officials, who are required to use municipal vehicles when conducting their official duties.

3. RESPONSIBILITY OF FLEET MANAGEMENT UNIT

- 3.1 The Fleet / Asset Management Department is responsible for the ongoing development of a policy framework and an operational management system for the use of vehicles.
- 3.2 The Fleet Department will co-ordinate the Municipality's fleet management and consolidate management reporting.
- 3.3 The Fleet Management Official have access to all vehicles at any given time for the purpose of inspections.
- 3.4 The Fleet Management Official, although a member on the vehicle allowance scheme, is allowed and able to drive any municipal vehicle for all practical reasons including test driving and to move vehicles from one supplier to another for work purposes.
- 3.5 The Fleet Management Official is responsible for arranging for repairs and maintenance of all municipal fleet vehicles.
- 3.6 After the repairs is done the Fleet Management Official and the driver of the vehicle must inspect the vehicle to make sure that all the defects that were documented and reported have been repaired. A vehicle must remain with the service provider till it has been properly repaired but within reasonable time and cost.
- 3.7 The Fleet Management Official must keep record of defects not properly repaired and report continuous or abnormal defects to the CFO so that the service provider's service can be effectively evaluated. If the service provider is under contract, it must be reported to the official that is responsible for contract management, if other than the SCM Manager.
- 3.8 The Fleet Management Official shall investigate all vehicle accidents and gather all documentary, photos and other evidence that may be relevant to the case and submit to management.
- 3.9 If feasible the Fleet Management Official, may conduct an inspection of the accident scene.
- 3.10 The Fleet Management Official must submit a report on results of the investigation of an accident to the CFO and relevant line manager.

4. MANAGERS ACCOUNTABILITY AND RESPONSIBILITY

To be read with the responsibility of the driver.

- 4.1 Managers will be accountable for the vehicles which are allocated to officials within their respective Departments.
- 4.2 Authorization for the usage of vehicles will only be approved by Managers.
- 4.3 Managers are responsible for the management of fleet assets that have been permanently allocated to their respective Departments.
- 4.4 Managers are required to budget in their operational budget for the usage of permanent allocated vehicles by the employees within their departments.
- 4.5 Managers are responsible for the disciplinary action arising from the misuse of the Municipality's vehicles by the employees in their department.
- 4.6 Managers are responsible to ensure that the logbooks are completed and signed off weekly and handed to the Fixed Asset Official monthly. Refer to driver's responsibility.
- 4.7 Managers are responsible to ensure that the daily inspection sheets are completed and signed off every week. Refer to driver's responsibility.
- 4.8 Managers are responsible to ensure that fuel slips be handed in to the Fixed Asset Official every time the vehicle is re-fuelled. Refer to driver's responsibility.
- 4.9 Managers are responsible to ensure that the Municipality's fleet assets be utilized in a responsible manner, which will ensure the valuable and long-term use of such assets.
- 4.10 Managers must implement corrective measures on a continuous basis.

5. SECURITY DEVICES

All municipal vehicles must be fitted with tracking devices when the budget allow.

6. ALLOCATION OF VEHICLES

- 6.1 All Fleet vehicles are considered as the property of the Kannaland Municipality regardless of the original source of the vehicle.

- 6.2 Permanent allocation to officials will be according to the nature of the duties performed and frequency of the usage of the vehicle. Permanent allocation must be reviewed annually by the respective Managers or whenever may be deemed necessary.

7. RESPONSIBILITY OF DRIVERS

- 7.1 A municipal / pool vehicle may only be driven by Kannaland Municipality employees.
- 7.2 The driver must have an unendorsed valid driver's license.
- 7.3 The driver must have authorization to drive a Municipal vehicle.
- 7.4 Where necessary, drivers must be in possession of a professional driver's permit, when transporting people.
- 7.5 The driver of a vehicle must keep the vehicle allocated to him/ her in a clean, neat, and tidy condition at all times – washed at least once bi-weekly if water restrictions allow.
- 7.6 The driver takes full responsibility for the vehicle including the logbook and keys once the vehicle issue form has been signed until the vehicle has been returned to the fleet management official at the end of the journey. Loose vehicle equipment, e.g., the spare wheel, toolkit, jack, safety kit and any other extras will be checked at the time of issuing the vehicle and will remain the responsibility of the driver.
- 7.7 The driver is responsible to keep a logbook and record each individual trip.
- 7.8 The driver is responsible to keep record of the fuel slips and submit it on a daily basis to his/ her supervisor.
- 7.9 The driver must submit a monthly log sheet to the fleet management official.
- 7.10 The driver must keep record on the prescribed form of the daily and weekly inspection of the vehicle and hand same to his/ her supervisor on a weekly basis who must countersign the form and hand a copy to the fleet management official.
- 7.11 The driver must ensure that the vehicle keys be kept in secure place and not in the vehicle.

8. FORBIDDEN ACTIVITIES

- 8.1 No smoking is allowed in Municipal vehicles.
- 8.2 Although eating and drinking in Municipal vehicles is not encouraged, but should circumstances dictate otherwise, the driver should remove litter / left-overs from the vehicle.
- 8.3 No intoxicating substance must be consumed before and/or whilst driving a Municipal vehicle.
- 8.4 Utilisation of any Municipal vehicles for private use.

9. PASSENGERS

- 9.1 Passengers carried by a municipal / pool vehicle must be authorized to travel in the vehicle.
- 9.2 The picking up of hitchhikers is not allowed under any circumstances.
- 9.3 The driver of the vehicle will be held responsible for ensuring that unauthorized passengers are not conveyed.

10. AUTHORITY TO USE A VEHICLE

- 10.1 All officials requiring a vehicle must have a signed trip authority from their management before the vehicle is allocated.
- 10.2 A trip authority must be authorized by the relevant line manager.
- 10.3 If a vehicle is moved in an emergency, a trip authority must be obtained within 24 hours of the movement and the manager must be satisfied that the journey was necessary.
- 10.4 If a vehicle is based with a member of staff away from the office, then a trip authority can be issued against a weekly or monthly work plan.
- 10.5 Trip authorities must not run longer than one week at a time for staff based at the main office except for permanent allocated specialised vehicles.

11.ISSUING OF VEHICLES

- 11.1 All vehicles should be issued on the day of travel unless advance written authority to park the vehicle at home has been obtained.
- 11.2 The driver must carry his/her license and produce it to the supervisor within the Fleet Department upon request.
- 11.3 The signed trip authority must be carried in the vehicle with a copy placed on the file at the Fixed Asset Official.
- 11.4 The intended time of departure and return is to be recorded on to the vehicle issue form and compared against the actual time of return.

12.PARKING A VEHICLE OVERNIGHT

- 12.1 In normal circumstances vehicles must be parked at official locations as arranged per department.
- 12.2 The supervisor fleet must allocate an approved parking place for each vehicle.
- 12.3 The parking places should be within a secure area that is lockable or with 24-hour security available.
- 12.4 When the vehicle is parked away from the official parking, the driver must park the vehicle in a secure area. Where secure facilities are not available, the vehicle should be parked at the nearest official property.
- 12.5 The driver of the vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit.
- 12.6 Permission may be given for a vehicle to be parked overnight at a home of an official if:
 - 12.6.1 The driver undertakes to keep the vehicle in adequately secured premises i.e., a garage or lockable gates;
 - 12.6.2 The member of staff will be leaving early morning or returning late at night; and

12.6.3 The home of the individual is at a place between the office and their destination such that it is not sensible to come into the office.

12.7 However, for those on call (Stand-by), blanket permission can be issued for a specific time period.

12.8 The permission is subject to review and can be withdrawn at any time.

12.9 Whilst a vehicle is parked at home it may not be used for any private purposes.

12.10 If an emergency arises and it becomes necessary to use the vehicle, the Stand-by personnel may use these specialised vehicles.

12.11 Private use of the vehicle whilst parked at home will lead to the withdrawal of the privilege and possible disciplinary action.

13. MANAGEMENT SYSTEMS

13.1 The following key indicators will be kept for each vehicle by the Fleet Management Official:

- a) Actual kilometres travelled;
- b) Fuel utilization (km/l);
- c) Total maintenance cost;
- d) Maintenance cost per kilometre;
- e) Running cost per kilometre;
- f) Availability;
- g) Utilization;
- h) Vehicle Performance against other similar vehicles within the fleet; and
- i) Accidents.

14. VEHICLE ACCIDENTS

A copy of the accident report form should be kept in the vehicle. The following procedure shall be followed in the event of a Municipality-owned motor vehicle becoming involved in an accident, no

matter how trivial, and irrespective of whether or not any person or animal or property, other than the Municipality's vehicle is involved: -

- 14.1 The Senior Person on site take charge of the accident scene and if practical the fleet management official;
- 14.2 Call a police officer or a traffic officer and if requested to do so, supply name and address of the driver of the motor vehicle to any person, that might have reasonable grounds for requiring this information;
- 14.3 If a police or traffic officer is not available, report the accident to a police station as soon as possible after the occurrence of the accident;
- 14.4 Under no circumstances shall liability be admitted, or unguarded statements be made to any person or payment offered or made to a third party;
- 14.5 Should any third - party involved admits liability, endeavours should be made to obtain a statement in writing from him/her to this effect.
- 14.6 Should a driver of a vehicle be suspected of being intoxicated (liquor or narcotic drugs etc.) it should be brought to the attention of the police or traffic officer present at the scene of the accident, with the least possible delay and every assistance should be rendered to such police or traffic officer in ensuring that the suspected person is examined by a doctor as soon as possible or be subjected to a legally permissible relevant test.
- 14.7 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 that should be kept in the vehicle:
 - a) Registration number, make and type of other vehicle involved.
 - b) Name(s) and address of driver(s) of the other vehicle.
 - c) Name(s) and address(es) of person(s) involved in an accident be it she/he/they was/were passenger/s of the Municipal vehicle's driver or the third party or pedestrian(s);
 - d) Name and address of the third party's insurance company.
 - e) Name, occupation and address and age or estimated age of any pedestrian(s) involved in the accident and of any pedestrians killed or injured.

- f) Description of animals and fixed objects involved in the accident and the name and address of the owner.
- g) Name and address of witnesses including the occupants of the other vehicle(s) in their capacities as witnesses.
- h) Measurements for the preparation of a sketch of the scene of the accident (pace off the distance if there is no scientific tape measure).
- i) Note the geographical landscape of the place of accident, type of road, accident-related obstructive substances of object on or around the road, road make-up including any fencing and weather condition at the time of the accident.
- j) The Municipality's vehicle user should obtain identity of the third party involved in the accident.

15. INTERNAL ACCIDENT REPORTING

- 15.1 The driver of the Municipal vehicle shall, within seventy-two hours after the accident, submit a written report to the supervisor fleet, who will ensure that the accident report form is completed and forwarded to the relevant manager. The manager will forward the documentation to the relevant Fixed Asset Official and / or CFO.
- 15.2 The Fixed Asset Official or his/her superior shall make endeavours (in addition to obtaining a mechanical report on the condition of the vehicle after the accident) to obtain a minimum of two repair quotations from different repairing agencies or write-off report if applicable and trade-in value of the vehicle.
- 15.3 In the event of institution of a legal action by the third party, the driver concerned shall upon receipt of summons, subpoena or notice to appear in court pass that information to the Insurance Clerk or his/her superior so that the Municipality's insurers may be approached.
- 15.4 Any accident, damage or third-party claim received shall immediately be submitted to the Insurance Clerk / Fixed Asset Official. Any damage made to the Municipal vehicle as a result of an accident involving another vehicle or animal/s or any object, shall be reported to the supervisor transport who will ensure that the accident report form is completed and forwarded to the Insurance Clerk / Fixed Asset Official.
- 15.5 Upon admission of complete liability in the accident report a driver of the Municipal vehicle involved in accident must personally bear all repair costs.

16. FINANCIAL / RISK MANAGEMENT COMMITTEE

This is a committee appointed by the Chief Financial Officer to assist him/her in the investigations of misuse of Municipal fleet and motor vehicle accidents. The duties of the Committee will include the following:

- 16.1 To consider reports on the misuse of Municipal vehicles.
- 16.2 To consider reports on motor vehicle accidents.
- 16.3 To consider reports on any non-compliance of the Municipality's Fleet Management Policy.
- 16.4 Interview the driver, assessor, third party or any other person with information relevant to the accident. In addition, the Accident Committee may:
 - a) Request witnesses to make a verbal/written statement about the accident.
 - b) Probe the nature of the trip and granting of authority to the driver.
- 16.5 Recommend actions to be taken against drivers to Management.
- 16.6 The committee must meet 2 weeks (or earlier) after the accident occurred.

17 FRAMEWORK FOR REMEDIAL ACTIONS

All remedial and corrective actions will be subject to and governed by the Municipality's disciplinary procedures.

18 RESPONSIBILITY OF EMPLOYEES

Employees are responsible to report any deviation from this policy and will be subject to this policy.

DOCUMENT CONTROL

Summary: This document describes the Fleet Management Policy that will be applicable to Kannaland Municipality, with effect from 01 July 2022.

Version 1: 01 July 2022

Version 2: 01 July 2023

Version 3: 01 July 2024

Name: Municipal Manager

Name: Mayor

Signature: Municipal Manager

Signature: Mayor

Date

Date