

## MSUNDUZI MUNICIPALITY

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## **CHAPTER ONE: FLEET MANAGEMENT**

### **1.1 FOREWORD**

- 1.1.1 The policy super cedes all previous Municipal directives, and ad-hoc arrangements in relation to Municipal vehicle use and management.
- 1.1.2 Implementation of this policy shall be shared by Msunduzi Fleet Management Unit and Business Units.
- 1.1.3 To ensure that all Managers and vehicle custodians are aware of their responsibilities, a copy of this Policy is to be kept in the office of each Head of Department. The document shall be accessible to all vehicle Users and others responsible for vehicle use, including administration staff handling fleet matters.

### **1.2 PURPOSE**

- 1.2.1 The purpose of this document is to set forth the policy to ensure the management and control of Msunduzi Municipality fleet, for effective, efficient use and compliance with relevant Legalisation
- 1.2.2 To outline the responsibilities of the Users, vehicle custodians and Msunduzi Fleet Management Unit.
- 1.2.3 To specify the guidelines on Fleet Management and provide the Users and vehicle custodians with information and advice that shall enable efficient and effective management of Municipal vehicles.
- 1.2.4 To regulate the use of official Municipal vehicles and to ensure that they are used in a safe and efficient manner in order to minimise accidents and abuse of vehicles.
- 1.2.5 To provide a procedure for conducting enquires into accidents involving Municipal vehicles.
- 1.2.6 To provide a framework for remedial actions to be instituted by Management.

### **1.3 POLICY OBJECTIVES**

- 1.3.1 To create standard procedures that are designed to safeguard the interests of the organisation and the organisations employees.
- 1.3.2 This policy shall apply to all Users that are employees of the Msunduzi Municipality. Where an employee of the Municipality is required to drive during the course of his/her duties he/she shall fully subscribe to the conditions of this policy.
- 1.3.3 This policy applies to ad hoc and full-time Drivers.
- 1.3.4 To align vehicle usage and management therof, In terms of section 78 of MFMA (1) "Each senior manager of a municipality and each official of a municipality exercising financial management responsibilities must take all reasonable steps within their respective areas of responsibility to ensure-":

(a) that the system of financial management and internal control established for the municipality is carried out diligently;

(b) that the financial and other resources of the municipality are utilised effectively, efficiently, economically and transparently;

(c) that any unauthorised, irregular or fruitless and wasteful expenditure and any other losses are prevented;

(e) that the assets and liabilities of the municipality are managed effectively and that assets are safeguarded and maintained to the extent necessary;

(f) that all information required by the accounting officer for compliance with the provisions of this Act is timeously submitted to the accounting officer; and

(g) that the provisions of this Act, to the extent applicable to that senior manager or official, including any delegations in terms of section 79, are complied with.

## **CHAPTER 2: DEFINITIONS**

- **AARTO** Administrative Adjudication of Road Traffic Offences Act 46 of 1998 - to promote Road Traffic quality by providing for a scheme to discourage Road Traffic contraventions, to facilitate the adjudication of Road Traffic infringements, to support the prosecution of offences in terms of the National and Provincial laws relating to Road Traffic and implement a points demerit system; to provide for the establishment of a board to represent the agency and to provide for matters connected therewith"
- **Adhoc Usage** irregular use of a vehicle from the Fleet Pool for necessary travel on official duties.
- **Light Vehicles** sedans, light delivery vehicles or minibuses
- **Municipal Business** range of activities constituting official duties performed by Municipal staff; also referred to as official business
- **Driver** all persons engaged in the operation of vehicles and plant.
- **Driver Education:** individual tuition or classes on various aspects of driving; sometimes for remedial purposes.
- **Plant Pool** Vehicles and Plant internally available for hire
- **Fleet Pool** : spare vehicles that are not permanently allocated to a User department and are consolidated into a centralised Fleet Pool.
- **Goods Vehicle** motor vehicle designed or adapted for the conveyance of movable property on a public road, and includes mechanical horse.
- **Head** of any Business Unit; also refers to the Head's nominee.
- **Locomotion Allowance** monthly allowance (commonly referred to as a vehicle subsidy) covering the cost of ownership and running of a vehicle awarded to certain employees who qualify through seniority, retention value or kilometres logged on official business.
- **Municipal Vehicle** all vehicles and civil engineering plant, equipment (self-driven or otherwise), motorcycles, trailers, including externally hired vehicles
- **Plant (incl. heavy plant)** tractors, compactors and similar; not for conveyance of people
- **Private Vehicles** non-subsidised vehicle in the ownership or use of a member of staff
- **Professional Drive** employee specifically employed to drive a Municipal vehicle for general transport purposes.
- **Operator** employee specifically employed to operate civil engineering plant.
- **Subsidised Vehicle** bought and maintained by an employee in terms of a locomotion allowance.
- **Surcharged/ Surchargeable** specific Rand amount due and payable to Municipality by a staff member who incurs this cost in the course of one or other sanctioned activity in relation to the use fleet or plant.
- **User Driver** of fleet vehicle (including plant); can also be the vehicle custodian
- **User Department** Business Unit which has a fleet of vehicles (including plant) to assist in carrying out official business
- **Vehicle Custodian** the Manager upon whom responsibility rests for the control

- **GM** over the use of Municipal vehicles and plant allocated to the Business Unit, this includes internally and externally hired vehicles with or without drivers/operators.  
General Manager

## **CHAPTER 3: ROLES AND RESPONSIBILITIES**

### **3.1 PROBLEM STATEMENT**

- 3.1.1 Operating the Msunduzi Fleet is complex institutionally, has huge budgetary implications, and requires rigorous supervision of Users and vehicles to achieve optimal results. Good management, innovative approaches and attention to all aspects of this service by the Msunduzi Fleet Management Unit are necessary and compulsory for the Municipality to optimise its fleet.
- 3.1.2 Msunduzi Fleet Management Unit has developed this consolidated policy based on standing instructions, regulations and protocol that currently apply to various aspects of operating, using, maintaining and monitoring the Fleet.

#### **inter alia**

- 3.1.2.1 The Constitution of the Republic of South Africa Act 103 of 1996, as amended.
- 3.1.2.2 The Municipal Systems Act No 32 of 2000, as amended.
- 3.1.2.3 The Municipal Finance Management Act No 56 of 2003.
- 3.1.2.4 National Road Traffic Act No 93 of 1996, as amended.
- 3.1.2.5 The Occupational Health and Safety Act, Act 85 of 1993
- 3.1.2.6 The Labour Relations Act No 66 of 1995, as amended.
- 3.1.2.7 The Promotion of Administrative Justice Act No 3 of 2000.
- 3.1.2.8 AARTO Act, Act 46 of 1998
- 3.1.2.9 The National Environmental Management Act, Act 107 of 1998
- 3.1.3 The core of Msunduzi Fleet Management Unit's Management System:
- 3.1.3.1 Implementation of a Fleet Management System;
  - 3.1.3.2 Reduction in repairs and maintenance cost;
  - 3.1.3.3 Ensuring that Msunduzi Fleet Management Unit's customers or end users are satisfied with the level of service in terms of the Service Level Agreements (SLA);
  - 3.1.3.4 Determining Fleet Management Policy, standing instructions and procedures viz:
    - 3.1.3.4.1 Co-ordinating, administering and maintaining the Fleet Management Policy and the more detailed guidelines, procedure and rules/standing orders;
    - 3.1.3.4.2 Identifying and reporting of non-compliance with the Fleet Management Policy.
    - 3.1.3.4.3 Implementation of vehicle monitoring;
    - 3.1.3.4.4 To ensure the provision of cost effective fleet administration to Business Units in support of service delivery.

- 3.1.4 The communication of this policy shall take the form of a Municipal Manager's Circular to all Municipal Business Units, Departments and offices, and details posted on the Intranet.

### **3.2 MSUNDUZI FLEET MANAGEMENT UNIT ROLES AND RESPONSIBILITIES**

- 3.2.1 Develop policies and procedures for the economic acquisition, operation, disposal and administration of the fleet;
- 3.2.2 Review the cost of operation of the fleet and enable Business Unit Managers to address excess cost variances as identified by Fleet Systems and Vehicle Monitoring and Fleet Management.
- 3.2.3 Periodically review the use of authorised vehicles;
- 3.2.4 Determine vehicle/plant hire rates;
- 3.2.5 Prepare budgets that surround the plant/vehicle hire accounts;
- 3.2.6 Enter into a Service Level Agreement (SLA) with Business Units;
- 3.2.7 Ensure compliance of vehicles in terms of Road Traffic Act, Road Transport Quality System;
- 3.2.8 Strategic planning: continuous evaluation of fleet management within the Municipality as well as external organisations in order to formulate plans to improve the efficiency, effectiveness and economy of fleet assets available to the Municipality in the short, medium and long term;
- 3.2.9 Fleet Management Policy: the design, documentation, administration of policies, including standing instructions and procedures in respect of fleet management and the regular review thereof;
- 3.2.10 Ensuring vehicle custodians adhere to the policy instructions detailed in this policy and future/additional instructions issued by the Manager: Msunduzi Fleet Management Unit;
- 3.2.11 Promptly addressing any cost variances regarding the operational and maintenance budgets;
- 3.2.12 Issuing Pool fleet vehicles to properly authorised persons and maintain appropriate Pool usage records;
- 3.2.13 Ensuring that the fleet is properly registered and insured at all times;
- 3.2.14 Providing budget estimates for vehicle replacements and monitor maintenance costs.
- 3.2.15 Acquisition: Recommendation to the Municipality's Executive Committee regarding the acquisition of Fleet assets after evaluating the requirements of the Municipality, based on the motivations and feasibility studies prepared by Msunduzi Fleet Management Unit. This includes the replacement of uneconomical fleet assets, the purchase of additional fleet assets and establishing lease and/ or hiring contracts;
- 3.2.16 The Manager of Fleet Management Unit shall be the vehicle licensing proxy for Msunduzi Municipality and shall also be responsible for the appointment of vehicle licensing representatives;
- 3.2.17 Disposal of Vehicle Plant: Msunduzi Fleet Management Unit undertakes to withdraw fleet assets from service when they approach the end of their functional life and to transfer / replace and/ or scrap the fleet asset concerned to the best advantage to the fleet user and the Municipality.

### **3.3 MANAGER: FLEET MANAGEMENT UNIT ROLES AND RESPONSIBILITIES**

- 3.3.1 Planning and co-ordinating the responsibilities of the Msunduzi Fleet Management Unit.
- 3.3.2 Control of Pool vehicles.
- 3.3.3 Maintaining a comprehensive data base of all vehicle / plant/ equipment licensing, COF/COR.
- 3.3.4 Enter into an external rental contract for the hire of vehicles and plant.
- 3.3.5 Providing of information relating to the rental of fleet assets in respect of the extent and the cost involved, as required.

- 3.3.6 The administration of accidents/ incident reports. In this regard close liaison with the GM/SM, Driver concerned and the Driver's Manager shall be important.
- 3.3.7 Providing regular reports on accidents/incidents.
- 3.3.8 Maintaining individual vehicle records for service, repair, fuel and other costs; odometer readings; vehicle utilisation; tyre usage/ replacement via information provided by Mechanical Workshops and Stores.
- 3.3.9 Preparing tenders for vehicle purchases, aligned to the specifications provided by the Business Unit.
- 3.3.10 Ensuring compliance of the Service Level Agreements with Business Units.

**3.4 MECHANICAL WORKSHOP ROLES AND RESPONSIBILITIES*(The Workshops roles and responsibilities will remain part of the Fleet Policy, until such time as Mechanical Workshops, Infrastructure Services, complete a Policy/Procedure defining responsibilities and workflow).***

- 3.4.1 The efficient operation of the plant/vehicle repair workshops.
- 3.4.2 Management of maintenance contracts, in particular, claims by contractors for repair costs that are outside the conditions of the contract are to be authorised by the Supply Chain Management Unit.
- 3.4.3 Ensuring that the fleet is maintained in a sound operating condition at all times.
- 3.4.4 Validating work requirement and cost, before authority is given, for work to be carried out on servicing, repairs and modification to Municipal vehicles inclusive of Warranties etc.
- 3.4.5 Reporting of any mechanical abuse to the Accident Incident review committee.

**3.5 DEPARTMENTAL RESPONSIBILITY**

- 3.5.1 The GM/SM's shall ensure that the vehicles are available for servicing by due date.
- 3.5.2 The Business Units must provide Manager of Fleet Management Unit with a schedule showing the following:
  - 3.5.2.1 Drivers and the codes for which they are eligible to drive including any Professional Driving Permits, Operator Permits; and
  - 3.5.2.2 Vehicles which are dedicated to the said Driver.
- 3.5.3 Any changes, additions or deletions to this list shall be provided to Manager of Fleet Management Unit on a monthly basis. The Drivers shall belong to the Unit. In this regard, the GM/SM of the User department shall be responsible for any disciplinary matters that are attributed to the Driver.
- 3.5.4 The User department shall be responsible for the Drivers renewing their Professional Driving Permits.
- 3.5.5 The GM/SM shall ensure that the Drivers of the Unit are fully trained and licensed to operate/drive a vehicle/plant item to which he or she is allocated. No employee shall be permitted to operate a Municipal vehicles or Municipal hired vehicles unless that employee is in possession of a valid South African driver's licence with relevant code for the type of vehicle they are requesting to drive. Such licence must be kept on the employee's possession at all times when he or she is in charge of a municipal vehicle.
- 3.5.6. In addition to the licence referred to in 3.5.5, if an employee is required to perform a particular driving-related task or role which requires a particular licence or permit (such as a Professional Driver's Permit), such employee shall not be permitted to perform such task or role unless he or she is in possession of such other licence or permit, which must be kept on his or her possession at all times whilst he or she is performing such task or role. All Employees required to hold a professional driving permit are to ensure that timeous action is taken for renewal of such permit every two years following the date of issue.
- 3.5.7 The GM/SM's shall ensure that operational requirements are met.

- 3.5.8 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 Manufacturers Plate.
- 3.5.9 General Managers will be responsible for action on fleet infringements arising from the misuse of Municipal vehicles by the employees as well as disciplinary action.
- 3.5.10 The General Manager shall report all accidents within 24 hours to the Manager: Fleet Management Unit with the accident report form (Annexure J : Accident Report).

**3.5.11 Vehicle ID Key Procedure:**

**ID Tag Issue**

- 1/. Driver Tag document to be completed, copy of driver licence and ID document/card.
- 2/. Driver Tag document to be signed by Manager/Supervisor.
- 3/. Book for Competency Test.
- 4/. LMV test to be completed first before moving on to HVM test.
- 5/. Failure with LMV test re book for second test, failure with second test, no retest for a period of six months.
- 6/. HVM test can only be completed once a LMV test has been passed.
- 7/. LMV test being passed the ID Tag will be programmed for the LMV Categories only.
- 8/. HVM test being passed the ID Tag will have the additional HVM Categories added.
- 9/. HVM with lifting equipment, ID Tags will be programmed to these Categories once a Competency Certificate has been produced, this is once off, and there after becomes the responsibility of the relevant Manager, to ensure that the Certifications are up to date.

**ID Tag update**

- 1/. Copy of driver licence of updated Drivers Licence to be submitted.
- 2/. ID Tag are to remain static only the Licence/ PrDP dates will be programmed to reflect the new expiry dates.
- 3/. Expired PrDP: The existing PrDP date is to be removed along with all HVM Categories assigned to the ID Tag.
- 4/. Renewed PrDP: The Licence and PrDP dates programmed must be altered to reflect the new Expiry dates.
- 5/. PrDP extension: PrDP extensions are only valid for four (4) months from expiry date of expiry of PrDP as per the Card Licence.

**3.6 FUEL AND TYRES**

- 3.6.1 Fuel for dedicated vehicles shall be at the cost of the User Department. In the regard the User Department must ensure that the correct fuel grade is used for the vehicle.
- 3.6.2 Tyre replacement and management shall be at the cost of the User Department. In this regard the Driver of the vehicle shall be responsible for checking the tyre inflation Following:

- 1 Inflation of tyres – inflation of tyres to the pressures recommended by the manufacturer of the vehicle is of prime importance. Incorrect inflation is probably the main factor contributing to undue wear and premature failure of tyres. To ensure the correct air pressure at all times it is important that the tyres of vehicles be checked at least once a week. In addition, a visual inspection of the tyres should be made daily. The provincial and national laws applicable to minimum tyre tread depths must be adhered to at all times.
- 2 Inspection and rotation of wheels, except as indicated below, the rotation of wheels is not considered absolutely necessary.
- 3 On trucks with dual rear wheels, tyres with approximately the same amount of wear should be paired. Dual wheels should be run in pairs until the difference in wear between the two tyres becomes so great that re-pairing of wheels is advisable.
- 4 In the case of a vehicle with a tandem rear axle it is imperative to systematically inspect the tyres and to maintain a reasonably equal rolling radius of the wheels on the front and the rear axles of the bogie by interchanging them in such a way as to maintain a similar rate of wear between the tyres on the front and the rear axles. Neglect of this aspect of constant rolling radius invariably leads to fight between front and rear axles, which results in heavy wear on tyres and on axle components, except where an inter-axle differential is fitted.
- 5 Care must be taken that the wheel nuts are properly tightened immediately after a wheel has been rotated or replaced for whatever reason.
- 6 Precautionary measures – The following points should not be overlooked:
- 7 The replacement of dust caps on tyre valves.
- 8 The regular inspection of tyres for cuts and bruises and for stone wedged between dual rear wheels.
- 9 The immediate removal of oil or grease on a tyre.
- 10 The proper mounting and removal of tyres.
- 11 The rectification of damage to rims, especially those of tubeless tyres.
- 12 The immediate rectifications of mechanical defects, which cause unequal tyre wear.
- 13 The use of the correct type of tyres in relation to the terrain at which the vehicle operates.
- 14 Avoiding as far as possible any scuffing against or running or backing into a curb and running over projections.
- 15 Avoiding sudden braking and unnecessary acceleration. These factors play an important part in causing excessive tyre wear.

### **3.7 ALLOCATION/ UTILISATION OF VEHICLES WITHIN THE DEPARTMENT**

- 3.7.1 The allocation/utilisation of vehicles within the User Department and the administration processes regarding internal charge outs (within the User Department) shall be the responsibility of the User Department.
- 3.7.2 The allocation/utilisation of internally hired, or externally hired vehicles, (with or without a driver/operator) within the Business Unit is the responsibility of the Business Unit, this includes operational and administration processes. Day to day management shall be the responsibility of the Business Unit. Fleet are not responsible for the day to day operation or distribution of commodities of the Business Unit.
- 3.7.3 A municipal vehicle may under no circumstances be transferred from one Business Unit to another, requests to transfer a municipal vehicle must be addressed to the Fleet Manager in writing, Section 13.6 Vehicle Replacement Schedule Outline, will serve as a benchmark as to the transfer or retention of the vehicle. The Fleet Manager will approve the transfer, or as per benchmark, mark the vehicle as redundant and withdraw the vehicle from service.

## **CHAPTER 4: INSTRUCTIONS TO VEHICLE CUSTODIANS**

### **4.1 THE VEHICLE CUSTODIAN (USER) IS:**

- 4.1.1 The employee to whom a Municipal vehicle has been allocated for official use or the Manager upon whom responsibility rests for the control over the temporary use of Municipal vehicle/s.
- 4.1.2 Responsible for the care, security and preservation of the Municipal vehicle/s allocated or assigned.
- 4.1.3 Is accountable for the determination of their needs (size and composition) of the fleet in respect of the desirability, affordability, operation and utilization thereof to provide the level of service delivery as required by the Municipality.
- 4.1.4 Fully responsible for the fleet assets concerned in term of the statutory regulations and requirements, i.e. Drivers' competency and operational environment.
- 4.1.5 Responsible for the washing, cleaning, maintenance and safekeeping of the vehicle.
- 4.1.6 Not permitted to utilise a Municipal vehicle for any private travel.
- 4.1.7 Not permitted to utilise a Municipal vehicle outside the KZN225 boundaries without written consent from the Municipal Manager.

### **4.2 COMPLIANCE WITH ROAD TRAFFIC ACT AND OTHER RELATED LAWS**

- 4.2.1 Drivers of all Municipal vehicles are required to comply with all laws of the road and parking restrictions. All Traffic Rules and Regulations under the National Road Traffic Act 93/1996, including any other regulations made applicable to users of municipal vehicles shall at all times be strictly observed and adhered to by official drivers of municipal vehicles.
- 4.2.2 Drivers shall personally be held liable for any fine issued and/or penalty that may be imposed by a court of law for an infringement of the National Road Traffic Act 93/1996 in respect of speeding vehicles and exceeding speed limits. Under no circumstances shall the Municipality be responsible for Traffic or parking infringements.
- 4.2.3 Where infringement notices are received, the Municipality shall require the offending Driver to immediately pay the full amount to the relevant issuing authority.
- 4.2.4 When required, the Municipality shall make available to the authorities the detail of the staff member last known to be in possession of the Municipal vehicle at the time of the offence occurring.
- 4.2.5 Drivers shall not under any circumstance drive Municipal vehicle while under the influence of intoxicating liquor or narcotic drugs or substance.
- 4.2.6 General Managers are responsible to ensure that all appropriate vehicle licences, operator permits are renewed as required by the Road Traffic Act.

### **4.3 FUEL PURCHASE AND ADMINISTRATION**

- 4.3.1 Refuelling of the Municipality's fuel depots is under control of the Finance Business Unit.
- 4.3.2 Msunduzi Fleet Management Unit requires a record from Stores to be kept of the number of litres issued to an individual vehicle, the date of issue and the odometer reading at the time.
- 4.3.3 A reconciliation of the purchases and fuel issues with a dip tank stick is to be completed daily by Stores.
- 4.3.4 Msunduzi Finance Business Unit (Stores) must prepare a report that compares individual fuel consumption against established standards and provide reports to vehicle custodians and Heads on exceptions identified against established standards, excess consumption.

#### **4.4 MUNICIPAL FUEL DEPOTS**

4.4.1	Traffic	petrol
4.4.2	Parks	petrol and diesel
4.4.3	Electricity	petrol and diesel
4.4.4	Doull Road Depot	petrol
4.4.5	Fire Oribi	diesel
4.4.6	AS Chetty Building	(333 Church Street) petrol

#### **4.5 ALLOCATION OF VEHICLES**

- 4.5.1 Fleet differentiates between dedicated vehicles as these are the vehicles that shall be allocated/ leased out to the User Department on a permanent basis.
- 4.5.2 The Manager of Fleet Management Unit shall provide a Pool vehicle facility for the User Departments where ad hoc users can have access to vehicles should they so require.
- 4.5.3 The Pool vehicle facility shall be managed and operated by the Fleet Manager.
- 4.5.4 The Manager of Fleet Management Unit reserves the right to inspect the vehicles allocated to the Business Units.
- 4.5.5 The allocation/utilisation of internally hired, or externally hired vehicles, (with or without a driver/operator) within the User Department is the responsibility of the User Department, this includes operational and administration processes. Day to day management shall be the responsibility of the User Department.

#### **4.6 CONVEYANCE OF PRIVATE PERSONS/ GOODS IN MUNICIPAL VEHICLES**

- 4.6.1 No person other than a Municipal employee in the course of the business of the Municipality may normally be conveyed in Municipal vehicles.
- 4.6.2 No unofficial passengers (this includes all persons whose conveyance in municipal vehicles are not necessary for the execution of official duties, as well as municipal officials or employees who are off duty), shall be allowed to be transported in official vehicles.
- 4.6.2 Private goods may not be transported in Municipal/ hired vehicles, even where the vehicle does not deviate from its intended route. Private property carried in a Municipal/ hired vehicle shall be restricted to the personal effects which may be needed by the occupants during the course of the day on which the trip is made, e.g. raincoats and reasonable refreshment for the day.
- 4.6.3 In the event of it being established that a Municipal vehicle has been used for reasons other than the aforementioned, disciplinary action shall be taken against the employee by the HOD, and cost of lost time and transport shall be recovered from the employee.

#### **4.7 CONVEYANCE OF STAFF MEMBERS IN OPEN VEHICLES**

- 4.7.1 The relevant regulation regarding the carrying of passengers in goods vehicles, now applies to all persons being carried in goods vehicles, whether in the course of their employment or not, except persons being carried for the purpose of refuse removal.
- 4.7.2 The portion of the vehicle in which such persons is carried must be enclosed with suitable material to height of at least 350mm above the surface upon which person is seated (if such person is seated) and at least 1250mm above the surface of which such person is standing (if such person is standing).
- 4.7.3 It is the responsibility of the driver of the vehicle to ensure that passengers are confined to the safety area of the vehicle and, when the height of the enclosed area is limited to

350 mm (seated passengers), and to instruct them to remain seated when the vehicle is in motion.

- 4.7.4 It is illegal to transport staff and goods and equipment together unless there is a partition separating staff from the goods and equipment being carried.
- 4.7.5 Furthermore, no person shall drive a goods vehicle while passengers are being conveyed in the goods compartment thereof at a speed exceeding 80km/h (or less, subject to prevailing speed limits).

#### **4.8 PROVISION OF TRANSPORT TO THE FUNERAL OF A MUNICIPAL EMPLOYEE**

- 4.8.1 One kombi and/ or one car are supplied at departmental cost. The kombi driver must have PrDP as per relevant Legislation.
- 4.8.2 Indemnity forms must be completed for the driver and passengers (*Annexure H : Use of Municipal Vehicle to Convey Passengers to a Funeral of an Employee*).
- 4.8.3 The number of people transported to the funeral must be limited to the transport available.
- 4.8.4 The distance to be travelled must be within the Municipal boundaries. If an employee's funeral is beyond the Municipal boundaries, motivation must be submitted to the Municipal Manager for approval within reasonable time.
- 4.8.5 If attendance exceeds four hours, during normal working time, the employee shall be required to take leave.
- 4.8.6 Supervisors are to monitor the above and this policy shall be reviewed annually.

#### **4.9 PERMISSION TO OBTAIN TRANSPORT FOR A FUNERAL**

- 4.9.1 The attached form to be completed with all necessary documentation and submitted to the relevant DMM for approval by the Municipal Manager. All copies of approvals are to be submitted to Msunduzi Fleet Management Unit (*Annexure H : Use of Municipal Vehicle to Convey Passengers to a Funeral of an Employee*).

#### **4.10 GARAGING AND PARKING OF MUNICIPAL TRANSPORT**

- 4.10.1 Vehicles must be parked or garaged at designated Municipal premises. Vehicles should, **preferably be parked at the depot where the driver/operator is based at the respective depot, designated depots define**).
- 4.10.2 A member of staff, who has been allocated a Municipal vehicle for their use, may apply for permission to garage the vehicle at their private address, provided it can be accommodated off street, and only under the following conditions:
  - a) The staff member is on 24 hour call; or
  - b) The staff member is required to work weekends, holidays or outside normal working hours.

### **CHAPTER 5: USE OF MUNICIPAL VEHICLES**

#### **5.1 USE OF MUNICIPAL VEHICLES**

- 5.1.1 Municipal vehicles shall only be used for authorised and essential trips on Municipal business
- 5.1.2 The use of municipal vehicles for purposes such as proceeding home for meals, making social calls, doing personal shopping, taking relatives for outings and making detours for any private purpose whatsoever is strictly prohibited.
- 5.1.3 Drivers are expected to route their vehicles so as to secure maximum operating efficiency at a minimum expense.

- 5.1.4 Employees driving a Municipal vehicle shall ensure that the Logbook, provided for the vehicle, is properly completed after each trip. Logbooks shall be returned to the Departmental Manager or his/her designated on the end of the month.
- 5.1.5 A daily trip authority is to be completed and approved by the Manager and each Department prior to the employee taking possession of the vehicle (*Annexure N : Trip Authority*).
- 5.1.6 Municipal Officials, Councillors on transport allowance schemes shall comply with the provisions of Transport Allowance Scheme.
- 5.1.7 Municipal or hired vehicles are used for municipal purposes. No person receiving a Transport allowance is entitled to drive a Municipal vehicle unless, under certain Circumstances, written permission may be obtained from the Municipal Manager for staff receiving transport allowances to use a vehicle to carry out their official duties. Examples for such cases will be where several officials tour the Municipal Wards in a kombi, on a visit to projects or where officials travel to neighbouring states for Municipal Business.
- 5.1.8 Office workers with transport allowances are not permitted to drive with operational staff to site in a municipal vehicle.
- 5.1.9 Members are not allowed to drive vehicles that are not allocated to them No employee who has been granted a motor vehicle subsidy or is entitled to a motor vehicle allowance or locomotion allowance may drive a municipal vehicle, the intention being that such persons shall drive their own vehicles for business purposes.

## **5.2 AFTER HOURS STANDBY**

- 5.2.1 Where it is required for municipal vehicles to be used after working hours and over weekends for purposes of official standby duties, and such vehicles have to be garaged and parked on private premises when not in use, such parking and garaging arrangements have to be approved in writing by the relevant SBU Manager on the Trip Authority form. Parking and garaging under such circumstances shall mean that the official vehicle is parked in a secure and properly lockable area or garage. A full description of the address and the facility where the vehicle is to be garaged and parked in these instances shall be recorded on the form or on an annexure to the Trip Authority form for purposes of insurance.
- 5.2.2 The onus is on the Senior Manager to ensure that the municipal vehicle under the circumstances pertaining to sub-paragraph 5.2.1 is garaged and parked under conditions covered and approved by the Municipal Insurance. Business Units are at all times responsible for the cost of official vehicles and any municipal property, equipment and tools carried thereon.

## **CHAPTER 6: DRIVERS' RESPONSIBILITIES & GENERAL INSTRUCTIONS**

### **6.1 RESPONSIBILITIES**

- 6.1.1 The full co-operation of all employees concerned is required to ensure that the Municipal Transport System 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 Document.
- 6.1.2 Municipal transport is provided strictly for official services only and is not to be used for private purposes.
- 6.1.3 When a Municipal vehicle is to be used, the Driver must ensure that a copy of the Trip Authority, duly authorised and signed, is held in the vehicle.
- 6.1.4 All Municipal vehicles and mobile plant must be issued with a daily logbook. The Driver/Operator is required to record all his/her daily trips in the logbook.
- 6.1.5 All Municipal vehicles shall be driven in a SAFE and COURTEOUS manner, which shall promote the Municipality's PUBLIC IMAGE. Municipal Drivers and vehicle/ work

teams are constantly in public view. Their behaviour shapes the public concept of Municipal efficiency in general.

- 6.1.6 Municipal vehicles shall at all times be 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 must be reported to the Msunduzi Fleet Management Unit. The Msunduzi Fleet Management Unit shall inform the relevant HOD of infringements or abuse which may result in suspension from driving and disciplinary action.
- 6.1.7 Pre-drive inspections of vehicles/plant are to be carried out by Drivers/ operators on a daily basis, as required in terms of the attached Vehicle Inspection Sheet (*Annexure C : Vehicle Inspection Sheet*).
- 6.1.8 Every Driver of the Municipal motor vehicle must at all times ensure that the vehicle is in a roadworthy condition, failing which he/she shall be responsible for the payment of any Traffic fines that may be imposed.
- 6.1.9 The last user of the vehicle shall be held responsible for any unreported damage/defects/loss. The onus is therefore on each driver to thoroughly inspect a vehicle prior to acceptance. Any damage or defects found by the Driver must be reported to the Msunduzi Fleet Management Unit prior to taking possession of the vehicle. A vehicle must not be driven prior to all damages/defects being attended to.
- 6.1.10 All Municipal vehicles must be inspected periodically by designated staff appointed by the Msunduzi Fleet Management Unit to ensure that a proper state of cleanliness, repair and efficiency is being maintained by the Driver/person responsible for the vehicle. All instances of poor upkeep of Municipal vehicles must be investigated and disciplinary action taken which may result in all costs incurred recovered from the Driver/person responsible for the vehicle.

## **6.2 THEFT / HIJACKING OF MOTOR VEHICLES**

- STEP 1** Report vehicle information to Public Safety Control Room as soon as possible, to telephone number (033-3923754/2945) and supply the details as listed below.
- STEP 2** Provide the following information:
  - a) NPC number
  - b) Vehicle make
  - c) Vehicle type
  - d) Colour
  - e) Driver's name and if available, number and names of passengers
- STEP 3** Provide location of theft or hijacking of vehicle:
  - a) Street name
  - b) Suburb
  - c) Building
  - d) Time
- STEP 4** Inform Public Safety Division should you require assistance with transport.
- STEP 5** Report theft and hijacking to the nearest Police Station as soon as possible (but within 24 hours) and obtain the Case Reference Number.
- STEP 6** Supply the Public Safety Division and your Supervisor with the Police Case Number.
- STEP 7** In the case of hi-jacking, the employee must report to the Occupational Health Clinic for counselling.

### **6.3 PROHIBITION ON USE OF COMMUNICATION DEVICE WHILE DRIVING (Regulation 308 A)**

#### **6.3.1 No person shall drive a vehicle on a public road –**

- 6.3.1.1 While holding a cellular or mobile telephone or any other communication in one or both hands or with any other part of the body.
- 6.3.1.2 While using or operating a cellular or mobile telephone or other communication device unless such a cellular or mobile telephone or other communication device is affixed to the vehicle and remains so fixed while being used or operated, or is specially adapted or designed to be affixed to the person of the Driver as head gear, and is so used, to enable such Driver to use or operate such telephone or communication device without holding it in a manner contemplated in paragraph (a), and remains so affixed while being used or operated.

#### **6.3.2 For the purpose of this regulation –**

- 6.3.2.1 The phrases “cellular or mobile telephone or any other Communication device” and “cellular or mobile telephone or other communication device”, excludes land mobile radio transmission and reception equipment operating in the frequency band 2 megahertz to 500 megahertz that is affixed to the vehicle or is part of the fixture in the vehicle.

### **6.4 MOTOR VEHICLE ACCIDENTS/INCIDENTS AND REPORTING**

- 6.4.1 An accident to a Municipal motor vehicle and/or damage to some other property caused by the Municipal vehicle, no matter however slight, shall be reported to the Msunduzi Fleet Management Unit (*Annexure J : Accident Report*).
- 6.4.2 All Municipal Drivers are required to comply with the laws relating to reporting accidents/incidents to South African Police Service (SAPS).
- 6.4.3 Because insurance claims are complex, a Driver involved in an accident/incident shall not enter into a discussion about the accident with other people involved in the accident/incident.
- 6.4.4 Drivers are to report the accident/incident to the Msunduzi Fleet Management Unit within 24 hours, and copies of the accident report to be made available to the driver's immediate supervisor as well within the 24 hour period.
- 6.4.5 Where Drivers receive notice that the police are to proceed against the driver because of the accident/incident, the details are to be provided to Msunduzi Fleet Management Unit

### **6.5 REGISTERED VEHICLES**

- 6.5.1 Each Municipal Driver is to ensure that the vehicle they are driving is at all times properly registered.
- 6.5.2 If a Licence Disc is lost, destroyed or illegible, the fact shall be reported without delay to the Fleet Management Unit. Expired Licence Discs must be removed from the vehicle.
- 6.5.3 The relevant Business Unit must obtain a renewed Licence Disc from Fleet Management. Failure to display a current Licence Disc the Vehicle shall constitute an infringement against Provincial and National Road Traffic Regulations, for which the Driver shall be held responsible.

- 6.5.4 Official vehicles shall not be used until a valid license is obtained, as failure to display licence discs constitutes an offence in terms of the National Road Traffic Act, 1996 (Act No 93 of 1996) (NRTA).

## **6.6 APPEARANCE OF MUNICIPAL VEHICLES/EQUIPMENT**

- 6.6.1 Every Driver/Operator must keep his/her vehicle in a clean and hygienic condition. The littering of vehicle interiors with papers, bottles, is not allowed. The Msunduzi Fleet Management Unit shall inform the relevant HOD of infringements which may result in disciplinary action.
- 6.6.2 Drivers/Operators can make use of designated areas provided by Msunduzi Fleet Management Unit to wash and clean their vehicles.
- 6.6.3 No smoking shall take place inside Municipal vehicles.

## **6.7 PRE-AND POST-DRIVER ACTIVITIES**

- 6.7.1 Before a vehicle is driven, the Driver must ensure that the following activities have been carried out (*Annexure C : Vehicle Inspection Sheet*).
- Pre-trip activities:
- 6.7.1.1 Carry out an inspection of the vehicle and complete the Pre-drive Inspection Form
- 6.7.1.2 Enter details of the trip to be undertaken in the Log Book (*Annexure O : Log Book*).
- Post-trip activities:
- 6.7.1.3 Enter the odometer reading, distance covered and time in the Daily Log Book.
- 6.7.2 Every trip undertaken by the driver must appear as a separate entry in the Log Book.
- 6.7.3 Inspection Forms and Log Book entries must be checked by Managers and Supervisors at least once every week. All instances of irregular/unauthorised use of motor vehicles must be investigated by the Msunduzi Fleet Management Unit and disciplinary action be taken where necessary.

## **6.8 MECHANICAL APPRECIATION**

- 6.8.1 Whilst a Municipal 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.
- 6.8.2 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 driven further under its own power until the matter has been rectified.
- 6.8.3 The “revving” up of the engines is detrimental at the cold starting-up stage. Until normal operating temperatures are achieved; high speed engine operation must be avoided.
- 6.8.4 Where a vehicle is subjected to extended periods of waiting in dense traffic the neutral gear position must be selected and hand brake applied, in order to avoid unnecessary wear on the clutch components.
- 6.8.5 Travelling with a foot on the clutch pedal must be avoided, as this causes premature failure of the clutch assembly and the release bearing.
- 6.8.6 A smooth balance must be maintained between the clutch and accelerator pedal to avoid damage to the vehicles drive train.
- 6.8.7 Diesel engines fitted with turbo chargers must be allowed to idle for two minutes before switching off. This waiting period allows the turbine to slow down with sufficient lubrication.
- 6.8.8 Brake air tanks fitted to heavy commercial vehicles are to be drained daily.

## **6.9 VEHICLE KEYS**

- 6.9.1 Employees in charge of vehicles must ensure at all times that the ignition, door lock, fuel cap; gear lock and other keys of the vehicle in use are suitably safeguarded against loss or theft.
- 6.9.2 In the event of vehicle's keys being lost or mislaid, the Driver must not attempt to open the locking system of the vehicle, but must obtain assistance from the Mechanical Workshops.
- 6.9.3 A thorough investigation must be conducted by the Business Unit in order to establish the causes for vehicle keys being lost. Where it is found that the loss of keys is due to negligence on the part of the Driver/operator, all costs to recover/replace the keys must be recovered from the Driver/operator.
- 6.9.4 At no time shall a Driver leave his/her vehicle unattended without switching off the engine and removing the ignition key, engaging the gear-lock and removing the key.

## **6.10 SAFETY**

- 6.10.1 All employees must be fully aware that it is a criminal offence to disobey the general safety instructions issued by their employer. Persons guilty of failing to observe safety instructions are liable not only to disciplinary action in terms of the Municipality's Conditions of Service, but also to prosecution by the Department of Labour.

## **6.11 LOAD ON VEHICLES**

- 6.11.1 The driver of a municipal vehicle may not permit the load of the vehicle to exceed the limits recommended by the manufacturer 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 Manufacturers Plate.
- 6.11.2 The load on any municipal vehicle may not exceed the maximum recommended by the manufacturer of the referred vehicle which can be determined by subtracting the tare of the vehicle from the GVM (gross vehicle mass) indicated on the Manufacturers Plate.
- 6.11.3 Due attention must be given to the correct distribution of the load over the vehicle's axles.
- 6.11.4 Loads transported on or in a municipal vehicle, shall be properly safeguarded at all times in order to prevent any potential damage or loss.
- 6.11.5 All loads must be firmly secured in a manner that will prevent the load from moving while the vehicle is mobile.
- 6.11.6 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.
- 6.11.7 Drivers must not allow any loose papers, sand, dirt, refuse, etc. to spill from or blow off the rear of the vehicle, this constitutes an offence in terms of the National Road Traffic Act of which Drivers shall personally be held liable.
- 6.11.8 Damage or loss caused by overloading or negligence in the control over a load on municipal vehicles will be recovered from the Business Unit of the municipal vehicle.
- 6.11.9 Drivers shall personally be held liable for any penalty that may be imposed by a court of law for an infringement of the National Road Traffic Act 93/1996 in respect of overloads and unsafe loads carried.
- 6.11.10 When a towed unit is used, the total mass of this unit may not exceed the mass of the towing vehicle concerned and as prescribed by the manufacturers.

## **6.12 HAZARDOUS LOADS**

- 6.12.1 Only drivers who have been specially trained and who are in possession of the necessary medical clearance are permitted to operate vehicles engaged in the conveyance of hazardous substance.

## **6.13 SWAPPING OF VEHICLE PARTS AND ACCESSORIES PROHIBITED**

- 6.13.1 Under no circumstance shall vehicle parts and accessories (e.g. tyres, alternators, batteries, jacks etc) be swapped with those of other vehicles.

## **6.14 GOVERNORS, RETARDERS AND ENGINE MANAGEMENT UNITS**

- 6.14.1 Where a governor is fitted to any municipal vehicle or plant, it is there for the specific purpose of providing protection against over speeding/overloading/abuse of the mechanical systems. Governors are not to be tampered with.
- 6.14.2 Where an Engine Management Unit is fitted to any municipal vehicles or plant, it is there for the specific purpose of providing protection against over heating/low oil/low water. Engine Management Units are not to be tampered with..
- 6.14.3 Where a retarder is fitted to any municipal vehicle or plant, it is there for the specific purpose of assisting with braking. Retarders are not to be tampered with.

## **6.15 CHANGE IN REGULATIONS GOVERNING MEDIUM TRUCK SPEED**

- 6.15.1 Draft Road Traffic Regulations amendments for comment were contained in Government Gazette No 37542 of 9 April 2014 amending regulation 293 - the implementation a specific speed limit for goods vehicles over 3 500 kg of 100 km/h.
- Reg 293: Goods vehicles with a GVM of more than 3 500 kg up to 9 000 kg are now limited to a maximum speed of 100 km/h – Implementation date – 11/11/2016. The maximum general speed limit of 120 km/h was applicable to the vehicles up to 11/11/2016.
- Note the provisions on speed governors that will come into force on 1 December 2016 (Reg 215, as published in GG 38142 on 31 Oct 2014).

The 80 km/h speed limit for goods vehicles over 9000 kg GVM and over 9000kg GCM to remain in place with 80km/h speed limiters installed from 1 December 2016.

The Department of Transport (DoT) - announced to the NAAMSA heavy vehicle Technical Committee that all trucks over 3500kg GVM and up to 9000kg GVM will now be subject to the Regulation amendment mentioned above, also with effect from 1 December 2016.

- This includes the installation of 100 km/h speed limiters for all new medium trucks leaving production on the 1 of December 2016
- Any homologated bus is allowed to do 100km/h even though it may exceed 9000kg GVM
- This also demands that all trucks under 9000kg GVM carry the 100 km/h speed limit decal on the rear Body

### **Speedometers**

- Reg 215. (1) No person shall operate on a public road a motor vehicle which is designed for or capable of reaching a speed of 60 kilometres per hour or more on a reasonably level road, unless such vehicle is equipped with a speedometer which is in a good working order.

(1A) No person shall operate a–

- (a) minibus;

- (b) midibus;
- (c) bus, or
- (d) goods vehicle the gross vehicle mass of which exceeds 3 500 kilograms,

first registered after 1 December 2016, unless such minibus, midibus, bus or goods vehicle is fitted with a speed governor, restricting the speed of such motor vehicle to the speed limits as contemplated in regulation 293.

## **CHAPTER 7: REGISTRATION AND LICENSING OF VEHICLES**

### **7.1 RE-REGISTRATION RESPONSIBILITIES (LICENCE RENEWALS)**

- 7.1.1 Msunduzi Fleet Management Unit is responsible for administering the re-registration of Municipal vehicles.
- 7.1.2 Drivers must ensure the vehicles that they are driving are at all times properly registered. Driving an unlicensed vehicle shall constitute an infringement against Provincial and National Road Traffic regulations, for which the driver of the vehicle shall be held responsible.

### **7.2 LICENCE RENEWAL WHEN A REMINDER HAS NOT BEEN RECEIVED:**

- 7.2.1 The following document must be handed to the Licensing Bureau: Complete AVL form (green) together with all the necessary certified documents.

### **7.3 PROCEDURE FOR LICENCING OF NEW VEHICLES (*FORMS ARE AVAILABLE FROM THE MOTOR LICENCING BUREAU*)**

- 7.3.1 Obtain and allocate ID Number
- 7.3.2 Give the Dealer the following:
  - 7.3.2.1 Complete RLV (blue) form with the Msunduzi Municipality number and letter of licence confirmation
  - 7.3.2.2 Certified copy of proxy and representative forms including identity documents
  - 7.3.2.3 Certified copy of the existing title holder and Traffic register number.
- 7.3.3 Receive renewal notices and also keeps a list of licence expiry and renewal dates.
- 7.3.4 Prepares a schedule of Vehicle Numbers indicating the licence fees and total amount due to Licensing Bureau, RTI (Road Traffic Inspectorate).
- 7.3.5 Forwarding schedule to Branch Manager/Officer and thereafter to Finance Section for a cheque.
- 7.3.6 Complete RVL (blue form) showing Msunduzi Municipality as the Title Holder.
- 7.3.7 Submit RVL forms and Cheque together with:
  - 7.3.7.1 The Vehicle Number
  - 7.3.7.2 Certified copy of existing proxy and representative forms including identity documents
  - 7.3.7.3 Certified copy of the existing title holder and registration number
  - 7.3.7.4 COF certificates where applicable (for vehicles with GVM exceeding 3500kg).

## **CHAPTER 8: LICENCE CODES AND VEHICLES CLASSES**

### **8.1 DRIVER'S LICENCES**

- 8.1.1 All employees who are called upon or required by virtue of their designation (job) to drive a Municipal vehicle must have the appropriate valid Driver's Licence.
- 8.1.2 All newly appointed employees that their job description involves driving of Municipal vehicle shall undergo compulsory municipal driver assessment before driving a Municipal vehicle. This shall apply to internally promoted, acting and existing employees in a position that requires driving of a Municipal vehicle. This assessment will be carried out by the Msunduzi Traffic Unit.
- 8.1.3 The Municipal Manager may, after consultation with the General Manager Human Resources, withdraw a certificate of proficiency from any employee if satisfied that such employee is no longer sufficiently proficient to drive a municipal vehicle.
- 8.1.4 It is the Employee's responsibility to ensure that his/her licence is renewed and a copy of the updated licence is submitted to the Human Resources Department. The Human Resources Department shall forward a copy to the Manager: Fleet Management Unit. Copies of Driver's Licence shall be kept on the employee's personal file.
- 8.1.5 It is incumbent upon the employee to renew his/her Driver's Licence on the expiry date indicated on his/her Driver's Licence
- 8.1.6 Departmental Managers shall ensure that new employees are competent before handing over a vehicle to a new employee
- 8.1.7 It is incumbent upon the employee to inform his/her superior of all endorsements or other restrictions placed on his/her Driver's Licence to the Head HR Manager and Fleet
- 8.1.8 If it is discovered that the Driver's Licence was fraudulently acquired, disciplinary proceedings shall be instituted.
- 8.1.9 Licence to drive is controlled by Road Traffic Legislation and regulations in each South African Province.
- 8.1.10 Only Drivers in possession of a full valid licence issued by one of the Provincial Authorities are permitted to drive a Municipal motor vehicle.
- 8.1.11 Where specifically required by road Traffic Legislation, no Driver may drive without a Professional Driver's Permit.
- 8.1.12 Only drivers who have been specially trained and who are in possession of the necessary medical clearance are permitted to operate vehicles engaged in the conveyance of hazardous substances.
- 8.1.13 No employee shall be permitted to operate a Municipal vehicles or Municipal hired vehicles unless that employee is in possession of a valid South African driver's licence with relevant code for the type of vehicle they are requesting to drive. Such licence must be kept on the employee's possession at all times when he or she is in charge of a municipal vehicle.
- 8.1.14. In addition to the licence referred to in 8.1.12, if an employee is required to perform a particular driving-related task or role which requires a particular licence or permit (such as a Professional Driver's Permit), such employee shall not be permitted to perform such task or role unless he or she is in possession of such other licence or permit, which must be kept on his or her possession at all times whilst he or she is performing such task or role. All Employees required to hold a professional driving permit are to ensure that timeous action is taken for renewal of such permit every two years following the date of issue.

### **8.2 PROFESSIONAL DRIVING PERMITS**

- 8.2.1 The law requires anyone wishing to drive a motor vehicle on a public road to hold & carry with him/her valid license entitling him/her to drive the relevant class of vehicle. It

is also an offence for a license holder to allow someone else the use of his/her license. Furthermore, it is illegal to employ or permit any unlicensed or improperly licensed person to drive a vehicle on a public road

- 8.2.2 The Municipality has a legal obligation to ensure that all employees required to drive (irrespective of their function or status) is correctly licensed to drive Municipal vehicles. The fact that a Driver holds an illegal licence, is disqualified, or allows his/her licence/permit to lapse without his/her employers knowledge is no defence for the employer in the event of prosecution. Also, because driving illegally invalidates insurance cover, it could result in any accident or damage claim being refused.
- 8.2.3 Health requirements for a PrDP are far more stringent. A medical practitioner must attest the applications ability to drive is not affected by Thrombosis or any other coronary disease, respiratory dysfunction and high blood pressure.

### 8.3 THE PROFESSIONAL DRIVING PERMIT (PRDP)

- 8.3.1 Drivers of the following class of vehicles must have professional driving permits appropriately endorsed on the bottom right corner of the face of the new licence:

- 8.3.1.1 Heavy goods vehicle (above 3500kg GVM)
- 8.3.1.2 Breakdown vehicles
- 8.3.1.3 Buses
- 8.3.1.4 Mini-buses, designed to seat more than 12 including the Driver
- 8.3.1.5 Any vehicle that is carrying more than 12 including the driver axis or any vehicles used to carry paying passengers. (e.g. an ambulance) PrDP expiry date.

- 8.3.2 Unlike the public driving permit, which it replaced, the need for PrDPs is not restricted to Drivers of public carrier vehicles. It is needed whether or not the vehicle is carrying for reward and the Drivers of the private carrier vehicles are not exempt. Even previously exempt Drivers employed by local authorities are affected and ambulance Drivers, too, if carrying paying passengers. The requirement also applies to a truck salesperson, diesel mechanics or anyone else, even if he/she is merely delivering a vehicle or taking it for a test drive. A truck or bus driving instructor also needs one. Of particular note, is that a PrDP is also needed to drive any vehicle which is carrying more than 12 people at the time. This shall include a bakkie.

### 8.4 EXEMPTIONS

- 8.4.1 The need for a professional driving permit does not apply in case of:

- 8.4.1.1 A traffic officer or examiner of vehicles performing their duties
- 8.4.1.2 A hearse
- 8.4.1.3 A tractor
- 8.4.1.4 Fire fighting vehicles
- 8.4.1.5 Special vehicle such as road construction and farming equipment
- 8.4.1.6 A Learner Driver accompanied by a qualified PrDP Driver

### 8.5 PERIOD OF VALIDITY

- 8.5.1 A professional driving permit is valid for two years with a further 21 days period of grace after the date of expiry. **Applications for PrDP must also be accompanied by a police report.**
- 8.5.2 Professional driving permit applicants who have, within the last five years, been convicted of driving under the influence or with an alcohol level above the legal limit, or of reckless or dangerous driving shall be refused a permit. Also, a Driver who has committed an offense involving violence during this period cannot be granted a P category permit. In order to ascertain whether a driver has any such convictions all applications are subject to a report from the local police station and the police may

take finger prints for this purpose. Normally, to save time, the applicant is required to obtain report (on a form supplied by the testing station) and submit it with his/her application.

## **8.6 SPECIAL CONSIDERATION IN CERTAIN CASES**

- 8.6.1 Where an applicant for PrDP fails to pass the medical or police report mentioned above mentions a disqualifying offence, he may ask the test centre to refer his application to the Provincial Authorities giving reasons why his application shall be reconsidered.

## **8.7 SUSPENSION OR CANCELLATION**

- 8.7.1 A permit maybe suspended or cancelled if the circumstances arises which shall have justified the refusal of a permit on the grounds of a disqualifying conviction or health condition.

- 8.7.2 Minimum age limit for driving:

8.7.2.1	Motor cycle up to 125cc.....	16 years
8.7.2.2	For light motor vehicle.....	17 years
8.7.2.3	Licence with PrDP.....	21 years
8.7.2.4	Other licences.....	18 years

## **8.8 DURATION OF VALIDITY**

- 8.8.1 Learners licences are valid for a period of 18months. Driving licence is to be renewed every five years, while the PrDP authorization expires after 24 months. Providing a Driver applies to renew a PrDP before it expires, his/her existing Prdp remains valid until he/she receives his/her new card.

## **8.9 TEMPORARY DRIVING LICENCE**

- 8.9.1 While a qualified Driver is awaiting the production of his/her licence card or where his/her licence has been lost, destroyed or stolen he/she can obtain a temporary licence from a testing centre. The licence, valid only until he/she receives a proper licence, can be used for this purpose for up to six months. An affidavit, obtainable from the police or a testing centre, attesting the loss, theft or destruction of a licence excuses the carrying of a licence for a maximum period of three days.

## **8.10 DISABILITIES DISQUALIFYING DRIVING**

- 8.10.1 Because sufferers of the following conditions may not hold a licence of any kind, all application forms include a signed declaration the applicant does not have:

- |          |  |
|----------|--|
| 8.10.1.1 | Uncontrolled epilepsy  |
| 8.10.1.2 | Sudden attacks of disabling giddiness or fainting  |
| 8.10.1.3 | Any form of mental illness requiring detention and treatment in terms of the <i>Mental Health Act</i> .                |
| 8.10.1.4 | Any conditions causing muscular in coordination  |
| 8.10.1.5 | Uncontrolled diabetes mellitus   |
| 8.10.1.6 | Defective vision   |
| 8.10.1.7 | Any condition rendering him/her incapable if safety controls the vehicle (deafness is not considered such a condition) |
| 8.10.1.8 | Any addiction to narcotic drug or alcohol problems   |

## **8.11 RANDOM ALCOHOL/ DRUG TESTING**

8.11.1 The National Road Traffic Act and Occupational Safety Act gives the employer a legal right to test for alcohol and drug problems by virtue of the Municipality's responsibility to exercise proper control over its Drivers and ensure public safety.

## **8.12 EYESIGHT REQUIREMENTS**

8.12.1 With or without the aid of spectacles or contact lenses, the ordinary motorist must meet a minimum standard, according to the Snellen rating of 6/12 for each eye or 6/9 in the better eye, while Drivers of vehicles above 3500kg GVM (Codes C1, C, EC1 and EC) must attain 6/9 in both eyes. Heavy vehicle Drivers must also have a minimum of 70% horizontal visual field in each eye, whereas the ordinary motorist, who is unable to meet this standard because one eye is blind or weak, shall still qualify.

## **8.13 PROCEDURE FOR APPLYING FOR A PrDP**

8.13.1 An employee must apply timeously at a driving licence testing centre for a Professional Driving Permit. A medical certificate and a police clearance of the applicant are required.

8.13.1.1 The Medical Certificate must be obtained from Occupational Health. An employee may use a private registered Medical Practitioner but it shall be noted that Municipality shall not reimburse any employee for the cost of using a private registered Medical Practitioner.

8.13.1.2 Employees shall be reimbursed for the cost of obtaining their PrDP's and shall apply via their Business Unit for the reimbursement.

8.13.1.3 An employee not in possession of a PrDP, which is a requirement for his/her duties, shall follow the following procedure until a PrDP is obtained:-

8.13.1.3.1 He/she shall be put on leave from the date of expiry of his/her PrDP until he/she produces a valid PrDP, for a period not exceeding two months

8.13.1.3.2 Shall his/her vacation leave be or become exhausted, then he/she shall be put on unpaid leave until he/she produces a valid PrDP.

8.13.1.1.3 If after a period of two months the employee fails to produce his/her valid PrDP, then the employee's services may be terminated in accordance with Clause 28.1.3 of the SALGBC-KZN Division condition's of service collective agreement.

8.13.2 Shall an employee fail to apply for a PrDP timeously, he/she shall be disciplined in terms of The Municipality's Disciplinary procedure.

8.13.2.1 If an employee is not granted a PrDP, then:

8.13.2.2 Proof of declining must be provided.

8.13.2.2 Under no circumstance, shall he/she be allowed to drive a vehicle requiring a PrDP.

8.13.2.3 The employee's services may be terminated in accordance with Clause 28.1.3 of the SALGBC-KZN Division condition's of service collective agreement.

## **CHAPTER 9: INSURANCE ACCIDENT REPORTING DAMAGE ASSESMENT AND REPAIRS**

### **9.1 INTERNAL ACCIDENT REPORTING**

- 9.1.1 The Driver of the Municipal vehicle shall, within twenty four hours (24) after the accident, ensure that the accident form (*Annexure J : Accident Report*) is completed including statements by witnesses and other relevant supporting documents e.g. Case Reference numbers are forwarded to the Manager: Fleet Management Unit.
- 9.1.2 The Supply Chain Management Unit shall be responsible for obtaining a minimum of three repair quotations from different repairing agencies or write-off report if applicable. The repairing agencies names shall be available from the Supply Chain Management database.
- 9.1.3 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 Section Clerk.
- 9.1.4 Any accident damage or third party claim received shall immediately be submitted to the Insurance Unit.
- 9.1.5 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 Insurance Section.
- 9.1.6 Upon admission of complete liability in the accident report a Driver of the Municipal vehicle involved in accident shall be given an option to personally bear all repair costs.

### **9.2 PROCEDURES TO BE ALLOWED IN THE EVENT OF ACCIDENTS/INCIDENTS AND INSURANCE CLAIMS**

- 9.2.1 The Driver of a Municipal vehicle involved in an accident/incident is to notify the SAPS (Police) within twenty four (24) hours, inform the third party of personal and Municipal details as well as obtaining like information necessary for the Municipal claim to be completed
- 9.2.2 Under no circumstances is any guilt or liability for the accident/incident to be admitted.
- 9.2.3 The following information is to be provided on the accident/incident form:
  - 9.2.3.1 Municipal vehicle Driver name;
  - 9.2.3.2 Base location/department;
  - 9.2.3.3 Driving licence number;
  - 9.2.3.4 Renewal date;
  - 9.2.3.5 Municipal vehicle number;
  - 9.2.3.6 Model & make of vehicle;
  - 9.2.3.7 Name and address of other parties involved & details of witnesses;
  - 9.2.3.8 Detail of other property/vehicles involved;
  - 9.2.3.9 Place/date/time of the incident;
  - 9.2.3.10 Full detail of injuries to any persons;
  - 9.2.3.11 Damage/loss detail surrounding the Municipal vehicle;
  - 9.2.3.12 Damage/loss detail surrounding other property/vehicle;
  - 9.2.3.13. A description of how the incident occurred, with diagrams as appropriate;
- 9.2.4 Described speed and weather conditions when the incident is a collision;  
Details of South African Police Services involvement, with names, numbers and AR number.
- 9.2.5 Once the report is completed it is then submitted to the Drivers supervisor.
- 9.2.6 The Driver's supervisor must acknowledge the report and thereafter, complete the supervisor investigation report forward it to his/her relevant GM/SM.
- 9.2.7 Municipal Insurance and SCM shall arrange for quotations to have the vehicle repaired and thereafter the Assessor shall approve the repairs.
- 9.2.8 Full details are then to be submitted to Budget and Treasury for Insurance purposes.

### **9.3 ACCIDENT REPAIRS**

- 9.3.1 In the cases where the vehicle remains drivable after the Accident/incident, Fleet is to complete a post-accident/incident inspection, ensuring that the vehicle is within compliance of the NRTA. Business Units must comply with the request for inspection.
- 9.3.2 In cases where the vehicle is not drivable then GM/SM shall arrange for the vehicle to be towed to the Fleet Depot.
- 9.3.3 Insurance is to inform Fleet as to when the repairs can proceed, the detail of which is to be recorded in the vehicle history record.
- 9.3.4 Fleet Management Unit require a post-accident/incident repair inspection be carried out before the vehicle is accepted back into the Fleet.

### **9.4 UNREPORTED DAMAGE**

- 9.4.1 Where on inspection or on return of a vehicle unreported damage is found, the repair costs shall be to the account of the User department.

### **9.5 DAMAGE ASSESSMENT AND REPAIR**

- 9.5.1 The GM/SM shall submit a report on request to the Head: Msunduzi Fleet Management Unit or his/her nominee on the findings of each investigation. The report shall include detail of any earlier incidents involving the Driver under review and what steps are to be taken or are recommended as result of the review.
- 9.5.2 Accident/incident details in the fleet management information system may be used to provide ready identification for Driver education.

### **9.6 VEHICLE BODY REPAIRS**

- 9.6.1 All repairs are to follow the normal Msunduzi Procurement Policy and in the event of an accident only once authority has been obtained from the Insurance Section.

### **9.7 COMPLETION OF MOTOR VEHICLE INSURANCE CLAIM FORMS**

- 9.7.1 Municipality's Motor Insurance Claim form is the official document on which details of all incidents or accidents involving Municipal vehicles must be recorded and reported.
- 9.7.2 The above documents must be reviewed by the Fleet Management Section and submitted to Municipal Insurance for processing, Msunduzi Municipality is self Insured.
- 9.7.3 The Driver/Supervisor of a Municipal vehicle must ensure that a Motor Vehicle Insurance Claim form, including the supervisors investigation report is completed immediately, shall any of the following events occur:
  - 9.7.4 Any accident, theft or hijacking involving a Municipal vehicle.
  - 9.7.5 Any loss or theft of vehicle accessories, including batteries, spare wheels.
  - 9.7.6 Any damage to a Municipal vehicle, even though such damage cannot be related to a specific known accident.
  - 9.7.7 Any incident involving damage to a private or public property, irrespective of whether or not any damage occurred to the Municipal vehicle.
- 9.7.8 The Driver/Supervisor of a Municipal vehicle must ensure that all sections of the Motor Insurance Claim form, including the supervisors investigation report are completed in full, and particular attention shall be given to the following essential information:
  - 9.7.8.1 Date, time and place of accident.
  - 9.7.8.2 Full description of how the accident occurred.
  - 9.7.8.3 Names and addresses of witnesses.
  - 9.7.8.4 Names and addresses of persons injured.
  - 9.7.8.4 Sketch plan of accident.

#### 9.7.9 Other vehicles property:

- 9.7.9.1 Name and address of Driver.
- 9.7.9.2 Name and address of owner.
- 9.7.9.3 Registration number(s).
- 9.7.9.4 Make of vehicle(s).
- 9.7.9.5 Description of damage.
- 9.7.9.6 Expiry date of vehicle's licence disc/permit.

#### 9.7.10 Municipal vehicle:

- 9.7.10.1 Fleet number.
- 9.7.10.2 Registration number.
- 9.7.10.3 Name of Driver and telephone number.
- 9.7.10.4 Business Unit and Section in which Driver is employed.
- 9.7.10.5 Description of damage.

### 9.8 **FORFEITURE OF ACCIDENT COVER BY DRIVER**

The cover and arrangements mentioned in paragraph 9.7.3 will not apply as far as the driver of municipal vehicles is concerned in cases where:

- 1) he/she was under the influence of intoxicating liquor or a drug with a narcotic effect; or
- 2) the concentration of alcohol in his/her blood was more than 0,00 gram per 100 milliliters;
- 3) the vehicle was used without authority for other than strictly official purposes;
- 4) he/she is not in possession of an appropriate legally valid driver's license
- 5) he/she drives or has driven a vehicle without having been properly authorised thereto; or
- 6) he/she allows or has allowed the vehicle to be driven by a person not authorised thereto;
- 7) he/she was an unauthorised passenger in the vehicle;
- 8) he/she is a participant in another motor scheme and is not authorised in writing to be transported in vehicle.
- 9) Unauthorised drivers and passengers will not be covered by the Insurance Fund or the Road Accident Fund.

In the event of any one of the clauses mentioned in 9.8 (1) to 9.8 (9) being applicable, the driver/operator will be liable for all claims and liabilities.

## **CHAPTER 10: SERVICE, MAINTENANCE AND COF (Mandatory Requirement)**

### **10.1 SERVICE AND MAINTENANCE**

- 10.1.1 The vehicle custodians of Fleet vehicles are primarily responsible for ensuring that the vehicles allocated to them are, for the safety of Drivers and passengers in a roadworthy condition at all times and, to represent the good image of the Municipality, are kept clean throughout.
- 10.1.2 HOD's, vehicle custodians and Msunduzi Fleet Management Unit are all required to monitor fleet vehicles to ensure that this policy objective is achieved.
- 10.1.3 Preventative maintenance starts with the Driver who must carry out regular checks and/or report "strange noises" or running problems to Msunduzi Fleet Management Unit.
- 10.1.4 The Daily vehicle checklist must be carried out and any apparent problems referred to the Msunduzi Fleet Management Unit.

### **10.2 MAINTENANCE OF VEHICLES**

- 10.2.1 Manager of Mechanical Workshops (Infrastructure) shall ensure that the vehicles are in good working condition.
- 10.2.2 The repairs and maintenance budget shall reside with Mechanical Workshops (Infrastructure).
- 10.2.3 Given the high average age of vehicles in general, vehicles may be required off the road for a period of time for ongoing maintenance.
- 10.2.4 Shall additional faults be discovered on the vehicle while it is in for servicing the Manager Mechanical Workshops (Infrastructure) shall advise the User department thereof and request additional documentation to complete the repairs

### **10.3 SERVICING AND REPAIR OF MUNICIPAL MOTOR VEHICLES**

- 10.3.1 All motor vehicles shall be serviced and repaired in accordance with the policies and procedures as laid down by Msunduzi Mechanical Workshops and the relevant service provider.
- 10.3.2 Drivers/Operators in charge of vehicles shall be responsible for ensuring that service arrangements are strictly adhered to.
- 10.3.3 Failure to comply with the above shall result in the recovery of all costs as a result of damages from the Driver/operator or the designated person of the Business Unit.
- 10.3.4 Timeous servicing arrangements – When a vehicle needs to be serviced, the vehicle User shall receive an advance notification and then arrange for the vehicle to be delivered to the relevant Msunduzi Mechanical Workshop provider at the stipulated time and day. An alternative service appointment, necessitated by unavoidable circumstances, may be negotiated with Msunduzi Mechanical Workshop or the service provider at least four working days before the original service date.

### **10.4 WARRANTY CLAIMS**

- 10.4.1 Msunduzi Mechanical Workshop shall set up and monitor a warranty alert system for all vehicles.
- 10.4.2 Warranties shall be enforced against any manufacturer for reimbursement of costs caused through the failure of a vehicle component apparently defective at manufacture, and against repairers for faulty workmanship.

## 10.5 BREAKDOWNS

- 10.5.1 An unexpected breakdown is usually a consequence of the failure of the required oversight or maintenance to the high standard demanded by Municipality. Instances of this nature are to be thoroughly investigated by the Msunduzi Fleet Management Unit.
- 10.5.2 In the event of a breakdown, the vehicle custodian is to make immediate contact with the nearest Msunduzi Mechanical Workshop or, when outside business hours, contact the after-hours telephone or take appropriate action; and the vehicle must be secured. Drivers are to remain with their vehicles until assistance arrives.
- 10.5.3 The 24 hours call centre telephone number must be displayed at the rear of the vehicle/plant.
- 10.5.4 For speedy recovery/repair of the Unit, the following information shall be provided:
  - 10.5.4.1 Vehicle registration or Fleet number.
  - 10.5.4.2 Possible causes of breakdown.
  - 10.5.4.3 Whether the vehicle is bogged down.
- 10.5.5 Breakdowns outside normal duty hours shall be reported as follows:
  - 10.5.5.1 Municipal-owned vehicles- Report the breakdown to Fire Control Room.
  - 10.5.5.2 Non-owned vehicles-Report breakdown to the external service provider concerned.

## 10.6 SERVICING MECHANICAL WORKSHOP

- 10.6.1 Example of Types of servicing
  - 1) Vehicle (Car/LVD's/Trucks)
    - Service (A) 3 months/5000km
    - Service (B) 12 months/10 000km
    - Service (C) is required at the workshop 2 months prior to expiry
  - 2. Plant
    - 250 hours or 3 months
    - 1000 hours or 12 months
- 10.6.1.2 Servicing of vehicles shall also be dependent on kilometres travelled in which case the minimum required above, or if high usage is experienced then petrol or diesel vehicles servicing shall be every 5000 or 10 000kms.
- 10.6.1.3 The types and periods of Servicing are also dependent on Service Level Agreement (Mechanical Workshops SLA) entered into with the relevant HOD.
- 10.6.2 All vehicles scheduled for servicing must be booked in at the service provider a day before the scheduled service or before 08h00 on the scheduled service day.
- 10.6.3 It is the fundamental responsibility of each vehicle custodian to ensure the allocated vehicle is maintained in an operationally safe and efficient condition at all times. To meet this responsibility, custodians are to ensure that their allocated vehicle is maintained in accordance with the maintenance schedules laid down by the vehicle manufacturer.
- 10.6.4 Authority for expenditure of Municipal funds to service and repair Municipal fleet is vested with the Manager Mechanical Workshops.
- 10.6.5 Msunduzi Mechanical Workshops is to verify the cost of all work before the repair authority is issued.
- 10.6.6 Where the work requirement is identified by the Driver is other than routine servicing, then the Driver shall first discuss the matter with Manager Mechanical Workshops before the vehicle is taken for repairs.
- 10.6.7 Fundamental to the good care and preservation of the Municipal asset is the regular service of each vehicle in accordance with the recommended schedule provided by the vehicle manufacturer.
- 10.6.8 Supplemental to this is the attention to apparent mechanical problems as they come to notice.

10.6.9 Costs of servicing and repairs can only be properly exercised if consideration is first given to:

- 10.6.9.1 The warranty conditions provided by the manufacturer;
- 10.6.9.2 The service repair history for the vehicle
- 10.6.9.3 The faulty workmanship liability of the repairer
- 10.6.9.4 The distance the vehicle has travelled;
- 10.6.9.5 The age of the vehicle
- 10.6.9.6 The Municipal replacement policy.

10.6.10 If a vehicle has been cared for as described in this policy, then events outside normal working hours shall not occur. In circumstances that do occur outside normal working hours, the custodian is to contact their Supervisor for assistance.

10.6.11 Msunduzi Fleet Management Unit must have access to all repair cost detail, fuel usage and vehicle utilization records. These records are required to produce essential fleet management information reports.

## **10.7 TOPPING UP OF FUEL, OIL**

10.7.1 Drivers of Municipal vehicles are, at all times during which such vehicles are in their charge responsible for ensuring that prior to commencement of, and as and when necessary during their journey, the fuel, oil, radiator coolant and battery are topped up to the correct levels and the correct tyre pressure maintained.

## **CHAPTER 11: MOTOR VEHICLE SELECTION AND ACQUISITIONS**

### **11.1 VEHICLE SELECTION POLICY**

- 11.1.1 The policy is to keep the number and type of vehicles in the fleet to a minimum and, with good management practices, ensure that all Units are utilized to the maximum extent.
- 11.1.2 Vehicles are purchased in accordance with the above and on reaching any of these parameters, general condition of the vehicle is to be considered and, if the Municipality shall not be disadvantaged, the term may be extended by the Fleet Manager.

### **11.2 STANDARDIZATION OF FLEET ASSEST/OPTIMAL FLEET SIZE**

- 11.2.1 There are no standard vehicles in Municipality's Fleet.
- 11.2.2 The Fleet must be standardized as far as practical and possible within the constraints of the financial regulations. Mechanisms to reach this objective include limitations on the classes and the purchase of makes/models of fleet assets with a proven after sales service record. An optimal fleet size shall be maintained by managing a structured program to dispose of any redundant fleet assets.
- 11.2.3 Ideally, a vehicle shall be replaced at an optimum point in the life cycle of the vehicle when its costs have reached an acceptable maximum level and it shall obtain an acceptable resale value on the used vehicle market.
- 11.2.4 *Before retiring vehicles are presented for appraisal at the Msunduzi Fleet Management Unit workshop, it is the responsibility of the relevant vehicle custodians to thoroughly clean the vehicle and to ensure that all tools/ spare tyres and other relevant parts and accessories are placed in the vehicle concerned.***

### **11.3 PURCHASE PROPOSAL**

- 11.3.1 Generally vehicles are purchased as a replacement of a retiring vehicle. However vehicles shall be purchased and auctioned separately where circumstances as judged by Msunduzi Fleet Management Unit shall be advantageous to the Municipality.
- 11.3.2 Before delivery is accepted, the detail of the order placed with the dealer is to be checked in every aspect against the vehicle being delivered. During this check care is to be taken to identify any deficiency in the high standard of vehicle preparation expected by the Municipality.

### **11.4 PROCEDURE FOR VEHICLE PURCHASE**

- 11.4.1 Periodically Head of Department reviews vehicles due for replacement in the next financial year. List shall be prepared to provide information on the recommended replacement and the estimated changeover costs.
- 11.4.2 HOD's shall confirm with the Finance Unit that funds are to be available at the required time.
- 11.4.3 HOD's to determine the capital expenditure and/or operating expenditure required for the budget purposes.
- 11.4.4 The Head establishes that there is to be no change to the position to which the vehicle is allocated and concurs the purchase/replacement referring to the Fleet Manager.
- 11.4.5 Msunduzi Fleet Management Unit to prepare Tender Documents for submission to the relevant Bid Committees, this will only be done if the vehicle is not available via the RT57 Tender. The Business Unit will allocate a Project Champion to assist Fleet with specifications and compile evaluation reports.
- 11.4.6 The purchase order is to describe in detail the vehicle being ordered, the colour, the equipment and the accessories to be fitted, the price to be paid and the manufacturer's vehicle identification number (the specific vehicle the dealer is to deliver).
- 11.4.7 The purchase order is to be created by the user department as the funding rests with the Unit.

- 11.4.8 A copy of the purchase order is to be submitted to Fleet for record purposes. Project Champions must be allocated from the user department for CAPEX reporting and as liaison to Fleet.
- 11.4.9 The Migo must be completed by the Business Unit, payments must be made within 30 days on confirmation of delivery, as per contract
- 11.4.10 No vehicle will be released to the Business Unit until payment has been concluded.
- 11.4.11 Vehicles purchased to replace exiting or redundant Municipal vehicles will only be released once the replaced or redundant vehicle is returned to Fleet Management.

## **CHAPTER 12: PROCEDURE FOR THE DE-REGISTRATION AND SCRAPING OF OBSOLETE PLANT AND VEHICLES**

- 12.1.1 When the value of the Mechanical Plant and Vehicles has depreciated and, as such, seen as uneconomical to repair and maintain in service, due to condition, the following procedure shall be followed:
  - 12.1.1.1 An appraisal is issued by Msunduzi Fleet Management Unit after having been instructed to do so by the relevant Business Unit (*Annexure K : Vehicle/Plant Appraisal*).
  - 12.1.1.2 This appraisal shall be forwarded to the Msunduzi Fleet Management Unit authorising disposal of the items of plant and vehicles concerned.
  - 12.1.1.3 The necessary licensing forms known as ADV (Application for Deregistration of Vehicles) as well as RLF (Refund of Licence Fee) must be completed. These shall be accompanied by the letters of the Proxy as his/her representative together with a Traffic Register Certificate. (The RLF shall only complete if the licence is still valid and a refund is due.)
  - 12.1.1.4 To obtain a refund, the Licensing Office's form must be completed by Msunduzi Fleet Management Unit, stating the details of the Account to which these funds shall be transferred; such information is supplied by our Finance Department and confirmed/authorized by the bank concerned.
  - 12.1.1.5 Once a Certificate of Deregistration has been issued, the Checklist (where a vehicle is physically checked e.g. whether Engine, Chassis numbers, correspond with the logbook before sending the items to the disposal yard.
  - 12.1.1.6 Appraisal forms as well as a copy of the Deregistration Certificate must be filed for reference. The Original Deregistration Certificate of Plant and Vehicles for disposal is for auction purposes. Asset Management Unit are to receive copies of the Appraisal and Deregistration Certificate, Assets must physically check against the documents confirming the sale of the Municipal Asset, once confirmed the Appraisal document must be signed by Assets.
  - 12.1.1.7 Once the goods have been disposed of, the Asset Management Unit must remove the vehicle/plant from the Asset Register. Insurance must be sent a copy of the completed sale document and update the Insurance Schedule.
  - 12.1.1.8 A copy of the completed sale document detailing the items disposed of, must be captured, Fleet must update Msunduzi Fleet Management Unit's records.
  - 12.1.1.9 The Msunduzi Fleet Management Unit shall ensure that all vehicles beyond economical repair are de-registered within a month.

## **CHAPTER 13: OPTIMAL FLEET (VEHICLE REPLACEMENT, STANDARDIZATION, SIZE)**

### **13.1 FLEET REPLACEMENT**

- 13.1.1 Ideally, a vehicle shall be replaced at an optimum point in the life cycle of the vehicle when its costs have reached an acceptable maximum level and it shall obtain an acceptable resale value on the used vehicle market.
- 13.1.2 Using good management practices, all vehicles shall be utilized to the maximum extent; on reaching any of the replacement parameters, the general condition of the vehicle is to be considered and, if the Municipality shall not be disadvantaged, the term may be extended by a Msunduzi Fleet Management Unit.
- 13.1.3 Before retiring vehicles are presented for appraisal at the Msunduzi Mechanical Workshop, it is the responsibility of the relevant vehicle custodians to thoroughly clean the vehicle and to ensure that all tools/spare tyres and other relevant parts and accessories are placed in the vehicle concerned.
- 13.1.4 An optimal fleet size shall be maintained by managing a structured programme to dispose of any redundant fleet assets.
- 13.1.5 Unless specifically excluded, all commercial vehicles are to be painted white and design that, previously, has been approved by the Msunduzi Municipality.

### **13.2 TRANSMISSION**

- 13.2.1 All Light Motor Vehicles are to be purchased with a manual transmission unless otherwise requested by the Business Unit. Heavy Motor Vehicle are to be purchased with an automatic manual transmission or full automatic transmission. Refuse compactors will be purchased with an automatic transmission.

### **13.3 VEHICLE COLOUR**

- 13.3.1 Municipal vehicles are to be painted white, excluding Fire Engines and Mayoral vehicles.

### **13.4 BRANDING, SIGNAGE, OPTIONAL EQUIPMENT, ACCESSORIES AND COLOUR OF VEHICLES**

- 13.4.1 Msunduzi Fleet Management Unit shall purchase vehicles with standard equipment and accessories.
- 13.4.2 When a vehicle is supplied to a department, the department cannot make any changes to it without the approval of Msunduzi Fleet Management Unit.
- 13.4.3 Any exception to this rule may be approved by the Manager of Fleet Management Unit where the Head of the User department concerned indicates that the work role shall be improved or some other benefit shall flow to the Municipality from the non-standard component.
- 13.4.4 All vehicles must be identified by the fitment of the Municipal logo and the User department's name; action shall be taken by the Vehicle Custodian against staff who remove these identification items.
- 13.4.5 Except for the usual registration number plates, other approved plates or marks to indicate municipal ownership or the use of the vehicle by a particular Business Unit, the manufacturer's name and model inscriptions and licence disc, no private insignia, mascots, stickers or advertising material may be displayed on any Municipal vehicle.
- 13.4.6 Smash and Grab (Tint) may not exceed 35% South Africa's Legal Limit: As per South African National Road Traffic Regulations, 1999.
- 13.4.6 Drivers must ensure that the registration plates, municipal logos 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.
- 13.4.7 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.

### 13.5 VEHICLE REPLACEMENT SCHEDULE OUTLINE

13.5.1 Vehicles are replaced in terms of Municipal's replacement schedule and generally not before the expiration of the periods as indicated in hours/kilometres/years as set out hereunder in the replacement schedule.

### 13.6 REPLACEMENT CRITERIA

13.6.1 If accident repairs are requested and the estimated cost is more than 70% of the original purchase price of the vehicle, then the vehicle shall be scrapped.

13.6.2 If Fleet Management find the vehicle's utilisation to be very low and it cannot be redeployed in a Department where it shall be better utilised then it shall be withdrawn from service. This does not apply to specialised vehicles like Fire Engines.

13.6.3 If the total repair and servicing costs exceed the original purchase price of the vehicle, it shall be disposed of, the estimate for the repair costs established during the condition assessment must be included in this total but accident costs must be excluded from this calculation.

13.6.4 Age of the vehicle. Replacement and disposal of fleet items are to be effected taking into consideration Users; needs and required levels of service.

13.6.5 Replacement cycle:

Type	Kilometres or Hours	Replacement Cycle
Light Motor Vehicle	150 000 km	5 years
Minibus	200 000 km	5 years
Light Delivery Vehicle	200 000 km	5 years
3t trucks	250 000 km	6 years
7t trucks	250 000 km	6 years
10t trucks	300 000 km	6 years
Refuse Compactors	300 000 km	10 years
Tractor Loader Backhoe	8 000 hrs	10 years
Tractors	10 000 hrs	10 years
Graders	10 000 hrs	10 years
Excavators	10 000 hrs	10 years
Dump Trucks	10 000 hrs	10 years
Rollers	8 000 hrs	10 years
Loaders	12 000 hrs	12 years
Dozers/Trailer	12 000 hrs	12 years
Landfill Compactor	10 000 hrs	10 years
Fire Engines	SANS 10090 : 2003	

## **CHAPTER 14: VEHICLE POOL**

### **14.1 POOL VEHICLE**

- 14.1.1 A number of spare vehicles that are not permanently allocated to a User department shall be consolidated into a centralised Fleet Pool and managed and controlled by Msunduzi Fleet Management Unit – this is the Fleet Pool.
- 14.1.2 The use of the Fleet Pool is to be strictly controlled and, under no circumstances, shall vehicles be assigned to staff members other than for official purposes.
- 14.1.3 Requisition for transport must be received by the Pool Controller at least three working days preceding the day on which the vehicle is required.
- 14.1.4 Pool vehicles must be requisitioned on the prescribed form and each requisition must be completed in all respects, delivery of Pool vehicles must be taken during normal working hours of the Municipality.
- 14.1.5 Fleet Pool shall assign a Pool vehicle on receiving the completed request to hire form (*Annexure P : Internal Pool Hire*).
- 14.1.6 Prior to leaving the Fleet Pool location, Msunduzi Fleet Management Unit requires the Pool controller, together with the Driver of the vehicle, to note the vehicle condition on the supplied pro forma (*Annexure L : Vehicle Hire Checklist*).
- 14.1.7 Fleet Pool vehicle usage records (the precise time, date and the odometer reading at the time the vehicle is issued and returned) must be kept at the Fleet Pool.
- 14.1.8 Manager of Fleet Management Unit shall allocate a Pool vehicle to a staff member on the authority of a Head of Department.
- 14.1.9 Msunduzi Fleet Management Unit may approve use of rental vehicles/plant only when Fleet Pool vehicles/plant is otherwise not available.

### **14.2 RETURN OF VEHICLES**

- 14.2.1 Pool vehicles must be returned to their depots immediately on the expiry of the period for which they are requisitioned or on completion of the journey, whichever is the shorter. Shall this prove impossible the official in charge of the vehicle shall, as soon as possible, give notice of the anticipated delay to the designated Pool Controller.
- 14.2.2 In the event of a Pool vehicle being returned after normal working hours, it shall be parked in the most suitable place available at the parking area normally used and thereafter be locked unless other suitable prior arrangements are made the keys to other vehicles shall be returned to Pool on reporting to duty the following day.

### **14.3 EXTERNAL HIRE OF VEHICLES AND PLANT**

- 14.3.1 All external hire of vehicles and plant are to be processed by the Business Unit (Purchase Requisition).
  - 14.3.1.1 An official Request Note is to be completed with all relevant signatures and an electronic or hardcopy sent/handed to Supply Chain Management Unit.
  - 14.3.1.2 Supply Chain Management process schedule of companies listed as per the item you require. The Tender is in order of preference. (Preferential order) Attached are the award letters pertaining relevant contact details, documents to be attached to P/R.
  - 14.3.1.3 The records of the companies contacted by yourself will have to be retained for reference, the P/R and motivation will have to be completed by yourselves as to your requirements below.
  - 14.3.1.4 Funds must be available on the WBS or GL Account to be charged.
  - 14.3.1.5 Inform the Fleet Manager on a monthly basis of plant, equipment and vehicles that were hired, together with costs associated with it.

14.3.1.6 Vehicle and plant Daily Log Sheets are to be completed by the Driver and submitted to the HOD on a daily basis.

14.3.1.7 **The Service entry** must be completed by the **Business Unit**.

#### **14.4 LOGBOOKS**

14.4.1 The Driver of the vehicle is responsible for entering up in the logbook, which shall be found in the vehicle, all mileage incurred, full details of duty undertaken, petrol and oil issues, and the vote to be debited and must also print his name after such entry (*Annexure O : Log Book*).

#### **14.5 PARKING OF VEHICLES**

14.5.1 Parking of Municipal vehicles in a parking bay reserved for the disabled is prohibited. The Driver shall be responsible for the parking fine.

14.5.2 When parking in a road reserve, parking bays or on the pavement to carry out your duties, the safety of other road Users and pedestrians is to be a first consideration.

14.5.3 When parking a Municipal vehicle, it is the Driver's responsibility to ensure the Vehicle's doors and windows are closed and locked securely to avoid theft of equipment from the vehicle.

### **CHAPTER 15: FLEET SYSTEMS AND VEHICLE MONITORING CENTRE**

#### **15.1 VEHICLE MONITORING SYSTEM:**

15.1.1 Msunduzi Fleet Management Unit shall ensure that a Vehicle Monitoring system be installed in all Municipal plant and vehicles. The system shall incorporate an On-board Computer System (*Annexure G : Touch Key Allocation Form*).

15.1.2 Vehicle monitoring System using GPS satellite technology to track the location of fleet vehicles.

15.1.3 Several violations e.g. speeding, over revving, harsh braking. The system shall also be capable of tracking and locating vehicles in the event of hijacking or theft of a motor vehicle. A Driver identification key shall also be issued to all employees that are required to drive a Municipal vehicle.

15.1.4 Msunduzi Fleet Management Unit will monitor all vehicles and heavy plant Driver and any Traffic violations.

15.1.5 Access to the monitoring system will be granted on request, this will assist HOD with compliance of the Fleet Policy.

15.1.6 The audit function shall ensure that all areas of the business are monitored and that Msunduzi Fleet Management Unit's assets are utilized effectively

#### **15.2 MONITORING OF UTILISATION**

15.2.1 Msunduzi Fleet Management Unit shall monitor and compare the utilisation of fleet assets against corporate norms standards (benchmarks) as determined from time to time. Negative deviations shall be reported HOD's, Msunduzi Fleet Management Unit has the right to follow-up and correct re-location or alienating of fleet assets.

15.2.2 Msunduzi Fleet Management Unit shall determine utilisation benchmarks of fleet assets as a percentage of the period actually used against the period available and ready for service; and / or the distance / hours covered / applied against the norm set for that class fleet asset, depending on the application.

15.2.3 Maintaining a record of driving licence details for each staff member requiring the allocation of a Municipal motor vehicle either on permanent allocation or temporary use of a Pool vehicle;

15.2.4 Training staff in the administration of the Msunduzi Fleet Management Unit information system and their various areas of responsibility (access to information systems);

- 15.2.5 Maintaining a comprehensive database of all vehicle, plant, equipment licensing, COF/COR.
- 15.2.6 Providing to the Head: Msunduzi Fleet Management Unit regular reports on accidents/incidents and particularly drawing attention to Drivers to whom counselling, training or other action is apparently appropriate;
- 15.2.7 Maintaining individual vehicle records for:
  - 15.2.7.1 Service, repair, fuel and other costs (reliant on Mechanical Workshop and Municipal Stores data for consolidation);
  - 15.2.7.2 Vehicle utilisation;
  - 15.2.7.3 Tyres usage/replacement (reliant on Mechanical Workshop data for consolidation)

### **15.3 LOSS / THEFT OF O.B.C. IDENTITY KEYS**

- 15.3.1 Lost / stolen keys must be reported to Msunduzi Fleet Management Unit immediately so that the lost/stolen key can be deactivated.
- 15.3.2 Failure to report the theft or loss timeously could result in the employee concerned being held responsible for the unauthorised use of his/her key.
- 15.3.3 On retirement, medical boarding, resignation. The O.B.C. ID key is to be returned to Msunduzi Fleet Management Unit, the ID key will be deactivated and destroyed.
- 15.3.4 The O.B.C touch key has a unique identifying number.
- 15.3.5 O.B.C Keys shall be allocated to a specific individual/Driver for identification purposes.
- 15.3.6 O.B.C Keys cannot be loaned or swapped with another individual/Driver due to the unique identifying number linking the individual/Driver to the vehicle.
- 15.3.7 Responsibility in terms of accident reports and Driver overtime is directly linked to the unique allocation of the O.B.C keys.
- 15.3.8 All ID keys are to be kept in personal safe-custody at all times in order to prevent fraudulent misuse of the keys.
- 15.3.9 Replacement of lost keys, shall be recovered from the official responsible thereof, payments will be made to Budget and Treasury 0124408006, a payment notification will be issued to the official, on return of a receipt from Budget and Treasury a new ID key will be issued.

## **CHAPTER 16: ADMINISTRATION**

### **16.1 ADMINISTRATION DUTIES**

- 16.1.1 Efficient and economic Administrative routines are to be established that adequately meet the management requirements for the Fleet.
- 16.1.2 Efficient and economic Administrative routines must be pursued in a uniform; effective, efficient and economic manner by making use of a computer assisted management information systems.
- 16.1.4 Msunduzi Fleet Management Unit shall produce separate reports on fleet running costs, action on variances, overdue service and registration renewals, replacements for the use of Msunduzi Fleet Management Unit management.

### **16.2 COMPUTER ASSISTED MANAGEMENT INFORMATION SYSTEM**

- 16.2.1 The above shall be pursued in a uniform, effective, efficient and economic manner by making use of a computer assisted Management information systems.
- 16.2.2 Msunduzi Fleet Management Unit shall manage the maintenance of the fleet information. The system shall be required to:
  - 16.2.2.1 Record repair history detail for each vehicle to assist in invalidating work requests and to identify excess variances against established standards;

- 16.2.2.2 Record monthly odometer readings for each vehicle and identify vehicles that are overdue for service, registration & replacement;
- 16.2.2.3 Record the detail of days that a vehicle, is not available for usage;
- 16.2.2.4 Produce budgets for capital expenditure and operating costs;
- 16.2.2.5 Provide reports to Managers on variances with advice to what is expected to address the issue.
- 16.2.2.6 Get targets for the disposal of retiring and identify those Units that, through lack of care or preparation, have fallen short of the retained value expectation.

### **16.3 MSUNDUZI FLEET MANAGEMENT UNIT REPORTING**

16.3.1 In order to ensure that the provisions of this policy and procedures manual are adequately implemented. The Msunduzi Fleet Management Unit shall prepare monthly Reports for submission to HOD. The following reports shall be compiled and submitted:

- 16.3.1.1 A report of all accidents will be submitted.
- 16.3.1.2 After hours usage of Municipal Vehicles.
- 16.3.1.3 Licencing and COF's for the month, inclusive of vehicles that have failed to complete a COF.
- 16.3.1.4 Highlighting of vehicles that have possibly been abused.

### **16.4 PROCEDURE FOR INSURING MSUNDUZI FLEET MANAGEMENT UNIT ASSETS NEW PLANT AND VEHICLES**

- 16.4.1 Msunduzi Fleet Management Unit shall allocate NPC registration numbers to all new items Plant & Vehicles prior to order.
- 16.4.2 Purchase Orders must be created by the relevant Business Unit where the WBS element and GL Account reside. Msunduzi Fleet Management Unit will require a copy of the Purchase Order to ensure that the ordered vehicle/plant meet specifications.
- 16.4.3 All new items of plant and vehicles shall be received by Msunduzi Fleet Management Unit for PDIs (post-delivery inspection) to be conducted.
- 16.4.4 A schedule of all new vehicles with the relevant information including the engine number, chassis number, make, model and registration number shall be forwarded to the Assets and Insurance Unit.
- 16.4.5 Insurance Unit shall capture all the information on the system and print an updated schedule and forward to Fleet Management.
- 16.4.6 Once confirmation has been received from the Insurance department that the items of plant and vehicles are insured. Msunduzi Fleet Management Unit shall release such items to the relevant Business Units.
- 16.4.7 No vehicle will be released to the Business Unit until payment has been concluded.

## **CHAPTER 17: MAYORAL VEHICLE**

### **17.1 TYPE OF OFFICIAL CAR**

- 17.1.1 The Municipality may identify any of its vehicles they deem fit as an official car for the Mayor or decide to purchase a vehicle particularly for this purpose.
- 17.1.2 If the Municipality decides to purchase an official car for the Mayor, the value and type of that vehicle shall be decided upon by the Municipal Manager of the Municipality in consultation with the Executive Committee.

### **17.2 USE OF OFFICIAL CAR**

- 17.2.1 It is left to the discretion of the Mayor to utilize the vehicle for any reasonable official purpose, provided that such a trip qualifies as an official trip.
- 17.2.2 The rules of usage in respect of usage of Municipal cars shall as far as possible apply for the use of the Mayoral Vehicle, particularly those related to standard operating and maintenance procedures.
- 17.2.3 The Municipality may appoint a person to be the official Driver for the Mayor the conditions of service for the Driver shall be determined by the Municipality.

### **17.3 DUTIES OF THE MAYORAL DRIVER**

- 17.3.1 The Mayoral Driver must ensure that he/she obeys the rules of the road at all times when driving Mayoral vehicle.
- 17.3.2 No Municipal Drivers must drive Municipal vehicles while under the influence of alcohol or any other kind of intoxicants.
- 17.3.3 All the Drivers must ensure that they are in possession of a valid Driver's license at all times and PDP where necessary.
- 17.3.4 Each Driver must keep a record of all official trips, fuel and oil purchases in a logbook.
- 17.3.5 Drivers must ensure that they renew their Driver's Licenses.
- 17.3.6 The Driver must ensure that the Mayoral vehicle is kept in a clean condition at all times.
- 17.3.7 The use of any other Municipal vehicle by the Mayor shall be limited to circumstances where the designated official Mayoral vehicle is not available for use.

### **17.4 PURCHASE OF FUEL FOR MAYORAL VEHICLES (FUEL CARDS)**

- 17.4.1 Offices of the Mayor and the Speaker shall be allocated one fuel card each; drivers from these respective offices shall take the responsibility and accountability for these fuel cards.
- 17.4.2 The fuel cards shall be limited to fuel transactions amounting to R5000.00 each per month.
- 17.4.3 Drivers are encouraged to use Municipal fuel depots, fuel cards are to be treated as cash and only to be used in case of emergencies.
- 17.4.4 Fuel receipts are to be retained and returned, together with the fuel cards to the Manager Office of The Mayor. The Finance Support Service Manager must process for payment and a copy of the fuel receipts sent to the Manager Stores and Materials Management for fuel management.
- 17.4.5 Fuel cards are to be kept in the drivers' safe-custody at all times in order to prevent fraudulent misuse, and drivers shall be responsible for fuel transactions whilst the fuel card/s is in his/her possession.

### **17.5 CONCLUSION**

- 17.5.1 The provisions of the Msunduzi Fleet Management Unit Policy of the Municipality apply to the use of the Mayoral vehicle, where applicable, the Driver of the Mayoral vehicle is obliged to observe all the provisions of such policy.

## **CHAPTER 18: FRAMEWORK FOR REMEDIAL ACTIONS**

### **18.1 REMEDIAL ACTION**

- 18.1.1 All remedial and corrective actions shall be subject to and governed by the Municipality's disciplinary procedure, GM/SM of the User department shall be responsible for any disciplinary matters that are attributed to the Driver.
- 18.1.2 All accident reports will be tabled at the vehicle incidents committee to evaluate each incident in which a Municipal vehicle is involved in line with the Fleet management policy.
- 18.1.3 The Committee will consider all relevant information including information provided by the claim form and supervisor's investigation report, the drivers and managers report, witnesses to the accident, and information contained in any police reports in determining its recommendations.
- 18.1.4 May interview the Driver, assessor, third party or any other person with information relevant to the accident.
- 18.1.5 Request witnesses to make verbal/written statement about the accident.
- 18.1.6 Probe the nature of the trip and granting of authority to the Driver.
- 18.1.7 The committee, shall objectively advise the Business Unit Manager on the circumstances of any vehicle accident and, based on available evidence, whether any further action is recommended in each case, this will be done via the findings document under 18.4 of the policy.
- 18.1.8 To establish consistency, thereby ensuring that the recommendation of the findings of the committee are deemed fair, and without prejudice. The committee will recommend, after a systematic investigation, one of the following:
- Preventable
  - Non-Preventable
  - Incident
  - Misuse
- \*Explanations of Preventable; Non-Preventable; Incident; Misuse are listed under 18.3 of the policy document.**
- 18.1.9 The committee will not recommend, or review remedial/corrective disciplinary action, this will be determined by the head of department of the respective unit on the recommendation of SMC.
- 18.1.10 No further action will be taken on Accidents, Incidents and Misuse by the committee, nor will they be considered in subsequent proceedings involving the same matter.
- 18.1.11 The committee will report the findings.
- Monthly to the Strategic Management Committee;
  - Monthly to the Portfolio Committee: Finance;
  - Monthly to other?

## 18.2 Definitions/ Explanations

A. **Preventable accident** when the driver of the Municipal owned vehicle is found to have been guilty of contributory negligence:

- Driving under the influence of drugs
- Driving under the influence of alcohol
- Driving while drivers licence has been suspended
- Reckless driving
- Violation resulting in fatal accident
- Hit and run/fatal
- Hit and run - injury
- Driving without permission
- The unauthorized use, misuse, abuse or neglect of a Municipal asset
- Driving too fast for conditions
- Failure to observe clearance
- Failure to yield
- Failure to properly lock the vehicle
- Following too closely
- Improper care of the vehicle
- Improper parking
- Improper turn or lane change
- Unsafe driving practices, including but not limited to: the use of electronic equipment or cellular phone while driving, smoking while driving, personal grooming, U-turn.

B. **Not Preventable** when it has been determined that the driver of the Municipal vehicle did not contribute to the accident.

- The Municipal vehicle is struck while properly parked.
- The Municipal vehicle is vandalized while parked at an authorized location.
- Damage to the vehicle occurred during the chase or apprehension of people engaged in or potentially engaged in unlawful activities, this must be supported by documentation confirming the incident.
- Damage to the vehicle occurred in the course of responding to an emergency in order to save or protect the lives, property, health, welfare and safety of the public, this must be supported by documentation confirming the incident.

C. **An Incident** is due to cases resulting from natural forces, from acts by other than human, from a deliberate act, from a non-perceivable object, or while the vehicle is properly parked, shall be classified as and not considered as accidents.

D. **Misuse/Abuse** of a vehicle or equipment is any unauthorized use, operation beyond the specified purpose or capabilities for the vehicle or plant that may result in abnormal wear or damage and any private or unauthorized use of a vehicle or plant.

E. **Private Use:**

- Driving a Municipal vehicle without authority.
- Conveyance of private passengers. Conveying of private goods while on Standby

F. **Unauthorised use:**

- Driving vehicle beyond authorized border and Driving vehicle without a logbook and/or filling in of the logbook
- Driving a vehicle without a trip authority.

- G. Failure to Inspect Vehicle and complete checks (Low fluid levels):**
- Engine oil.
  - Engine water.
  - Continue to drive a vehicle and ignoring the warning gauges.
- H. Incorrect application:**
- Damage caused by incorrect or improper use of ancillary equipment. Improper use, example a TLB being used to excavate concrete, or remove tar, the correct tools should be used to break up the surface and the TLB be used to remove the broken rubble.
- I. Tyres:**
- Underinflated tyres, causing excessive wear.
  - Jumping curbs, and causing side wall damage.
- J. Servicing, maintenance and regulated vehicle compliance inspections**
- Missing prescribed services.
  - Failure to comply with NRTA, relating to CRW's and LMI's.
- K. Drivers Licence**
- Driving when driver's licence or PrDP is expired. – Supervisor/ foreman  
Driver fails to notify supervisor that he/she is not in possession of licence and drives.  
Drives without appropriate class of licence.  
Driver drives contrary to a restriction (EG Code B licence and tows a trailer, when code EB is required).  
Supervisor allows an unlicensed driver to drive.  
Supervisor allows the driver to drive a vehicle without the appropriate class of licence.  
Driving a vehicle without being issued a Driver ID Tag on completion of a competency test.  
Driving a vehicle with an ID tag other than issued to the driver.
- L. Unreported damage:**
- Driver fails to report accident or incident to Fleet and Insurance  
Driver fails to report accident or incident involving a third party to Fleet and Insurance

### 18.3 GUIDING PRINCIPLE – TRANSGRESSIONS RELATED TO VEHICLE ACCIDENTS/INCIDENT AND MISUSE

\* (The guideline should be read together with the collective agreement. Disciplinary action and procedures must be conducted within the scope of council's existing HR policies and procedures)

<b>Conduct</b>	<b>TRANSGRESSION</b>	<b>GUIDING PRINCIPLE</b>
<b>Driving municipal vehicle under the influence of Alcohol and Narcotic drugs.</b>	<b>Driving under the influence (DUI)</b>	1. Suspension from driving. 2. Business Unit to submit a written report to SMC on disciplinary hearing and preventative action to eliminate misuse and accidents
<b>License offences</b>	<b>Driving a motor vehicle without a valid driver's license.</b>	1. Suspension from driving. 2. Business Unit to submit a written report to SMC on disciplinary hearing and preventative action to eliminate misuse and accidents.

<b>Unauthorized use of municipal vehicle</b>	<b>Unauthorized use of municipal Vehicle</b>	1. Suspension from driving. 2. Business Unit to submit a written report to SMC on disciplinary hearing and preventative action to eliminate misuse and accidents.
<b>Non-compliance with a service schedule/ maintenance</b>	<b>Non-compliance with a service schedule/ maintenance</b>	1. Suspension from driving 2. Business Unit to submit a written report to SMC on disciplinary hearing and preventative action to eliminate misuse and accidents.
<b>Traffic Offence Violations</b>	<b>Fine</b>	1. Driver to pay for the fine

	<b>Offence leading to accidents/ incidents due to negligence</b>	1.Suspension from driving 2.Business Unit to submit a written report to SMC on disciplinary hearing and preventative action to eliminate misuse and accidents hearing will determine duration of suspension.
<b>Private Use</b>	<b>Driving vehicle beyond working hours with no overtime/ standby approval</b>	1 Suspension from driving 2. Business Unit to submit a written report to SMC on disciplinary hearing and preventative action to eliminate misuse and accidents
<b>Transporting unauthorized passengers and goods</b>	<b>Transporting unauthorized passengers and goods</b>	1. Suspension from driving 2. Business Unit to submit a written report to SMC on disciplinary hearing and preventative action to eliminate misuse and accidents
<b>Unauthorised Use</b>	<b>Driving vehicle beyond authorized border</b>	1. Suspension from driving 2. Business Unit to submit a written report to SMC on disciplinary hearing and preventative action to eliminate misuse and accidents
	<b>Driving a vehicle without a trip authority</b>	1. Suspension from driving 2. Business Unit to submit a written report to SMC on disciplinary hearing and preventative action to eliminate misuse and accidents
<b>Non-reporting of an Accident to Fleet Management /Insurance (Own and third party)</b>	<b>Non-reporting of an Accident to Fleet Management /Insurance (Own and third party)</b>	1.Written report to be submitted to SMC by BU, GM explaining the reasons for not reporting the accident. 2. Business Unit to submit a written report to SMC on disciplinary hearing and preventative action to eliminate misuse and accidents

<b>Malicious damage to Municipal vehicles</b>	<b>Malicious damage to Municipal vehicles</b>	1.Suspension from driving. 2. Business Unit to submit a written report to SMC on disciplinary hearing and preventative action to eliminate misuse and accidents
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#### 18.4 Recommendation by the Committee

##### Vehicle, Driver and Accident Details

<b>Business Unit</b>		<b>Section</b>	
<b>Name of Employee</b>		<b>Identity Number</b>	
<b>Pay Number</b>		<b>Designation</b>	
<b>Registration Number</b>		<b>Vehicle Type</b>	
<b>Date of Accident</b>		<b>Time of Accident</b>	

<b>PREVENTABLE ACCIDENT:</b>			
	<b>Question</b>	<b>Yes</b>	<b>No</b>
	Valid Driver's Licence?		
	Valid PrDP (HMV)?		
	Valid Category of Licence?		
	Trip Authority Issued?		
	Vehicle Checklist Completed?		
	Was the Driver on Duty?		
	Did the Driver Violate any Instructions?		
	Was the vehicle Roadworthy at time of the accident?		
	Was the Accident caused by an unsafe act?		
	Was the Accident reported to the Supervisor immediately?		
	Was the Accident reported to Fleet/Insurance, or via 3 <sup>rd</sup> party?		
	Was the Accident reported to SAPS? Case Number Case Number: _____		
	Was the accident caused by the driver being under the influence of alcohol or drugs?		
	Did the driver fail to follow defensive driving practices? (Following too closely, improper lane change, reckless driving, etc).		
	Did unsafe driving practices, including but not limited to: the use of electronic equipment or cellular phone while driving, smoking while driving, personal grooming, U-turn, result in the accident?		
	Did the driver fail to adjust speed to conditions of light, weather, road or traffic?		
	Did the driver fail to enter and intersection when safe to do so (e.g. Red robot)?		

Did the driver fail to adjust to clearance at top, sides, front, or rear of vehicle?		
Did the driver fail to observe conditions at rear of vehicle while backing?		
Did the driver fail to yield right of way when necessary to avoid an accident.		
Did the driver fail to control speed so as to be able to stop within assured clear distance ahead?		
Did the driver fail to observe traffic?		
Did the driver fail to properly lock the vehicle?		
Was the accident event a hit and run with fatal injuries?		
Was the accident event a hit and run with injuries?		
Did a traffic violation result in the accident?		
Did the driver fail to observe Municipal operating rules or special instructions?		
Did neglect result in damage to public or private property?		
Did the vehicle collide with stationary object?		
Driving while drivers licence has been suspended Reckless driving		
Driving without permission The unauthorized use, misuse, abuse or neglect of a Municipal asset Driving too fast for conditions		
Improper care of the vehicle Improper parking		
<b>NON-PREVENTABLE:</b>		
Could the accident, not have been reasonably avoided by actions of the driver within operational guidelines?		
Did the accident occur in spite of all reasonable precautions taken by the driver to prevent the accident?		
<b>INCIDENT:</b>		
Did the incident result from natural forces, from acts by other than human, from a deliberate act, from a non-perceivable object, or while the vehicle was properly parked?		
Did the allegations made against the driver, of the Municipal Vehicle have no foundation or basis in fact?		
<b>MISUSE/ABUSE:</b>		
<b>Private Use:</b>		
Was the vehicle driven without authority?		
Were private passengers conveyed in the vehicle?		
While on Standby		
<b>Failure to Inspect Vehicle and complete checks (Low fluid levels):</b>		
Was there Engine oil?		
Was there Engine water?		
Did the driver fail to adhere to warning gauges and continue to drive the vehicle, which resulted in mechanical breakdown?		
Was a vehicle checklist completed?		
<b>Incorrect application:</b>		
Was damage caused by the incorrect or improper use of the vehicle, improper use? Example a TLB being used to excavate concrete, or remove tar, the correct tools should be used to break up the surface and the TLB be used to remove the broken rubble.		
Was damage caused by incorrect or improper use of ancillary equipment? Improper use, example a Truck with a crane that may only pick up a certain numbers of being used to excavate concrete, or		

	remove tar, the correct tools should be used to break up the surface and the TLB be used to remove the broken rubble.		
	<b>Tyres:</b>		
	Underinflated tyres, causing excessive wear.		
	Jumping curbs, and causing side wall damage.		
	<b>Servicing, maintenance and regulated vehicle compliance inspections:</b>		
	Did the vehicle miss prescribed services?		
	Was there failure to comply with NRTA, relating to CRW's and LMI's?		
	<b>Drivers Licence:</b>		
	Did the driver, drive with an expired licence or PrDP?		
	Did the driver fail to notify supervisor that they are not in possession of licence and drives?		
	Did the driver drive, without appropriate class of licence? (Driver drives contrary to a restriction (EG Code B licence and tows a trailer, when code B1 is required).		
	Did the supervisor allow an unlicensed driver to drive?		
	Did the supervisor allow the driver to drive a vehicle without the appropriate class of licence?		
	Did the driver, drive a vehicle without being issued a Driver ID Tag on completion of a competency test?		
	Did the driver, drive a vehicle with an ID tag other than issued to the driver?		
	<b>Unreported damage:</b>		
	Did the driver fail to report the accident or incident?		
	Did the driver fail to report accident of incident involving a third party?		
	Did the supervisor fail to report the accident or incident?		
	Did the supervisor fail to report accident of incident involving a third party?		

### Recommended course of action: Penalty in terms of Annexure B

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Signature

Chairperson of the Committee

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Date:

## **CHAPTER 19: PROCEDURE WHEN REQUESTING AN APPRAISAL**

### **19.1 WITHDRAWAL OF SERVICE AT END OF FUNCTIONAL LIFE**

- 19.1.1 Msunduzi Fleet Management Unit undertakes to withdraw fleet assets from service when they approach the end of their functional life and to transfer/ replace and / or scrap the fleet asset concerned to the best advantage of the fleet User and the Municipality (*Annexure K : Vehicle/Plant Appraisal*).
- 19.1.2 When plant or a vehicle has reached the end of its economical lifespan and/or becomes a financial burden to the Municipality and where it is no longer justifiable to commit any funds for repairs and maintenance, shall request an appraisal to be conducted on that particular plant or vehicle.
- 19.1.3 Msunduzi Fleet Management Unit shall inform the HOD of the Business Unit when an appraisal is required for a certain item of plant or vehicle
- 19.1.4 The Workshop Manager, or a suitably qualified person at the Mechanical Workshop Unit, shall conduct a full inspection on the item or plant/vehicle and fill out an appraisal form with a recommendation to dispose or repair the item of plant/vehicle.
- 19.1.5 In certain instances, or during routine servicing of an item of plant/vehicle, a major defect may be detected by the Mechanical Workshop Unit; this information must be forwarded to Msunduzi Fleet Management Unit together with an estimated cost for the repair work to be carried out.
- 19.1.6 In the case of a major defect detected during routine servicing. Msunduzi Fleet Management Unit shall consider various factors relating to the item of plant/vehicle such as age, repair and maintenance costs to date and the overall condition of that particular plant/vehicle, and may request for an appraisal to be conducted by Mechanical Workshop Unit or may request for the repair work to be carried out provided that the cost associated in carrying out the repair work is justifiable.

## **CHAPTER 20: AARTO**

### **20.1 MAIN PURPOSE OF AARTO**

- 20.1.1 The main purpose of the act is to promote Road Traffic quality by:
  - a. Providing for a scheme to discourage road User's contraventions
  - b. Facilitating the adjudication of Road Traffic infringements
  - c. Supporting the prosecution of offences in terms of the National and Provincial laws relating to Road Traffic.

### **20.2 POINTS DEMERIT SYSTEM**

- 20.2.1 Any person who has committed an offence or an infringement incurs the number of demerit points prescribed under section 29 (c) in accordance with subsections (2) and (3).
- 20.2.2 Subject to subsection (4), demerit points are incurred on the date on which the penalty and fee, if any, imposed for the infringement are paid, including when partial or dishonoured payments, or arrangements to pay in instalments, are made, an enforcement order is issued or the infringer is convicted of the offence, as the case may be.
- 20.2.3 If a person has committed two or more infringements or is convicted by a court of two or more offences arising out of the same circumstances, demerit points are recorded, subject to paragraph (b), only in relation to one such infringement or offence, being, in any case where the same number of demerit points does not apply to all those

infringements or offences, the infringement or offence to which the greatest number of demerit point applies.

- 20.2.4 The demerit points in respect of offences or infringements by operators and Drivers are recorded separately even if they arise out of the same circumstances.
- 20.2.5 If a person appeals against a conviction by the court for an offence no demerit points are recorded unless the appeal is rejected or abandoned in which case demerit points are incurred in the prescribed manner.
- 20.2.6 For the purpose of recording the demerit points as contemplated in subsection (3) and (4), the clerk of the court must notify the agency of the result of each prosecution and appeal.
- 20.2.7 A printout from the National contraventions register which is verified by the agency is on the face of it evidence of the demerit points incurred by a person, but nothing prevents a person from approaching the court on appeal or review in connection with the demerit points recorded against that person in the said register.

### **20.3 PROHIBITION ON DRIVING OR OPERATING MOTOR VEHICLE**

- 20.3.1 If a person incurs demerit point which, when added to the points previously recorded against that person in the National Contraventions Register and reduced as contemplated in section 28, exceed the total contemplated in section 29(d), that person is disqualified with effect from 32 days after such excess points have been incurred, from driving or operating a motor vehicle.
- 20.3.2 The disqualification period equals in months the number of points by which the total referred to in section 29 (d) is exceeded, multiplied by three or such number as may be prescribed by the Minister.
- 20.3.3 The Minister may prescribe different numbers under paragraph (a) in respect of a Driver and an operator of a motor vehicle.
- 20.3.4 A person who is disqualified in terms of this section –
  - a. Must immediately hand in any driving licence card or professional driving permit in the prescribed manner to the issuing authority contemplated in section 26(2) for retention by such issuing authority during the disqualification period, produce any driving licence contained in an identity document to such issuing authority for endorsement as suspended or must remove the prescribed operator card and deal therewith in the prescribed manner; and
  - b. May not apply for a driving licence, professional driving permit or operator card during the disqualification period.
- 20.3.5 Any person who fails to comply with the provisions of subsection (3) (a) or who drives or operates a motor vehicle during his or her disqualification period is guilty of an offence and liable on conviction to a fine or imprisonment for a period not exceeding one year or both a fine and such imprisonment.
- 20.3.6 Upon expiry of his or her disqualification period, a person referred to in subsection (3) may apply in the prescribed manner to the issuing authority to return his or her driving licence card or professional driving permit or to reissue an operator card.

### **20.4 NOTIFICATION**

- 20.4.1 A notice, as prescribed, must forthwith be sent by Registered mail to a person who has incurred more than the number of demerit points referred to in section 29 (d), which notice must-
  - (a) Inform the person of the number of demerit points incurred by him or her and of the offences or infringements for which those points have been incurred;
  - (b) Inform that person that he or she may not drive or operate any motor vehicle during the disqualification period, and specify the length and expiry date of that period; and

(c) Inform that person of the contents of section 25(3) and (4) or 27, as the case may be.

20.4.2 A notice referred to in subsection (1) must be sent by the agency, who must also notify the issuing authority within whose area of jurisdiction the person in question is resident.

## **20.5 CANCELLATION OF DRIVING LICENCE, PROFESSIONAL DRIVING PERMIT AND OPERATOR CARD**

20.5.1 A person who incurs demerit points resulting in a disqualification in terms of section 25 to drive or operate a motor vehicle for a third time, must immediately hand in his or her driving licence card, professional driving permit or operator card in the prescribed manner to the issuing authority or must submit any driving licence contained in his or her identity document to such issuing authority.

20.5.2 A person who fails to comply with the provisions of paragraph (13.5.1), is guilty of an offence and liable on conviction to a fine or an imprisonment for a period not exceeding one year or both a fine and such imprisonment.

20.5.3 An issuing authority must, upon receipt of a driving licence card, professional driving permit or operator card, as the case may be, take the necessary steps to destroy such licence, permit or card, and must submit any driving licence contained in an identity document to be endorsed as cancelled.

20.5.4 Upon expiry of his or her disqualification period, a person contemplated in subsection (1) may reapply for and be issued with a driving licence, professional driving permit or operator card in terms of the applicable road Traffic laws.

20.5.5 An employee who has had his/her licence withdrawn shall be dealt with in terms of the Conditions of Service Collective Agreement.

## **20.6 REDUCTION OF DEMERIT POINTS**

20.6.1 If demerit points have been incurred by any person, the agency must reduce the total number of points recorded in the National Contraventions Register against that person with one point for every three months, or such other number of points or period as may be prescribed, except for the time that the court has found that the process has been deliberately delayed by that person to obtain a reduction in points.

## **20.7 CATEGORISATION OF OFFENCES, INFRINGEMENTS AND DEMERIT POINTS**

20.7.1 The Minister, acting with the concurrence of the Minister of Justice and the MEC of each province, may for the purpose of this Act-

- (a) Prescribe offences, and categorise them into minor infringements, major infringements and other offences;
- (b) Prescribe the penalty, expressed as a single Unit or multiple Units accorded a monetary value, which must be imposed for each infringement, as contemplated in section 31;
- (c) Prescribe the demerit points which are incurred for each offence or infringement, as contemplated in section 24; and
- (d) Prescribe the total number of demerit points which, if exceeded, disqualified a person from driving or operating any motor vehicle as contemplated in section 25.

## **20.8 ACCESS TO INFORMATION**

20.8.1 Any person may, in the prescribed manner and upon payment of the prescribed fee, ascertain his or her demerit point's position from the National Contraventions Register at the office of any local registered authority or driving licence testing centre.

20.8.2 Any person who employs a person for the purpose of driving a motor vehicle may, with the written permission of such employee granted in the prescribed manner, ascertain the demerit points position of such employee in the manner contemplated in subsection (1).

~~-----CSK & CBA-----~~2012

## **CHAPTER 21: ANNEXURES**



## THE MSUNDUZI MUNICIPALITY

### INDEMNITY FORM

#### USE OF MUNICIPAL VEHICLE TO CONVEY PRIVATE GOODS

#### AND / OR PASSENGERS

I, \_\_\_\_\_ (print full name) do hereby indemnify and hold harmless, The Msunduzi Municipality or its agents and servants, from all and any claim arising out of, or connected in any way with accidental death of an/or any injury which may be sustained by any party associated with the signatory. I also indemnify The Msunduzi Municipality from all or any claims arising out of, or connected in any way with, the loss of or damage to property which may result.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Registration No. Of Vehicle: \_\_\_\_\_

Date Start Trip: \_\_\_\_\_

Start Odo. Reading: \_\_\_\_\_ km      Start Time: \_\_\_\_\_

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Pay Number

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Date



## THE MSUNDUZI MUNICIPALITY

### VEHICLE DEFECTS FORM

NPC \_\_\_\_\_ KM/HR READING \_\_\_\_\_

DRIVER (Name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

SUPERVISOR (Name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

SECTION \_\_\_\_\_

FUEL TANK LEVEL: Full / Half / Empty \_\_\_\_\_ DAMAGE TO BODY WORK \_\_\_\_\_

CONTACT TELEPHONE NUMBER \_\_\_\_\_

### DEFECTS FOR MAINTENANCE / REPAIRS

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_

RECEIVED BY:

WORKSHOP FOREMAN \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

NOTIFIED SECTION OF EXPECTED DATE OF COMPLETION:

DATE \_\_\_\_\_ TIME \_\_\_\_\_ DATE COMPLETED \_\_\_\_\_

WORKSHOP FOREMAN (Name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DRIVER / SUPERVISOR (Name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_



## THE MSUNDUZI MUNICIPALITY

### VEHICLE CHECK LIST

DRIVER NAME \_\_\_\_\_ DATE \_\_\_\_\_

NPC NO. \_\_\_\_\_ ODO./HOUR METER \_\_\_\_\_

VEHICLE MAKE \_\_\_\_\_

**CHECK EACH ITEM PHYSICALLY – DO NOT JUST TICK!**

NO.	CHECKLIST	NO	YES	
1.	Fuel			
2.	Water			
3.	Oil			
4.	Battery Levels			
5.	Brake Fluid			
6.	Lights and indicators			
7.	Hooter and windscreen wipers			
8.	Reflectors and mirrors			
9.	Tyres in good condition			
10.	Engine running smoothly – no oil leaks / no water			
11.	Exhaust system – no leaks			
12.	Brakes, hand brake and clutch			
13.	Steering mechanism functional			
14.	Jack and wheel spanner			
15.	Fire extinguisher – condition			
16.	Accident damage report if applicable			
17.	Spare Wheel			
	<b>TRAILER INSPECTION – NPC NO.</b>			Body Damage details
1.	Chassis in good condition			
2.	Draw gear in good condition			
3.	Braking system functioning (over 750 kg's)			
4.	Trailer stand in good condition and safe			
5.	Indicator, brake and tail lights working			
6.	Tyres in good condition			

DRIVER (NAME) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

SUPERVISOR (NAME) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DEFECTS TO BE NOTED ON "VEHICLE DEFECTS FORM"

**REPORT IMMEDIATELY TO MSUNDUZI FLEET MANAGEMENT UNIT WORKSHOP FOREMAN**



**THE MSUNDUZI MUNICIPALITY**

**MSUNDUZI FLEET MANAGEMENT UNIT**

**PRDP REFUND FORM**

TO : MSUNDUZI FLEET MANAGEMENT UNIT

FROM : GENERAL MANAGER: \_\_\_\_\_

\_\_\_\_\_ (Business Unit) DATE: \_\_\_\_\_

ENQUIRIES: \_\_\_\_\_ NAME: \_\_\_\_\_

TEL NO.: \_\_\_\_\_

I, \_\_\_\_\_ (print full name), do hereby apply for a refund of the cost of the renewal of my Professional Driving Permit. Attached are the receipts and a certified copy of the PrDP.

\_\_\_\_\_  
SIGNATURE PAY NO.. DATE

Registration No. Of Vehicle: \_\_\_\_\_

Current Drivers Licence No. \_\_\_\_\_ Code: \_\_\_\_\_

PrDP: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Vehicle Requires PrDP: \_\_\_\_\_ YES / NO \_\_\_\_\_

Vote number to be charged to: \_\_\_\_\_ Balance on SAP : \_\_\_\_\_

GENERAL MANAGER: \_\_\_\_\_

(Business Unit) Refund Approved:

\_\_\_\_\_  
MSUNDUZI FLEET MANAGEMENT UNIT DATE



**MSUNDUZI MUNICIPALITY**

**REQUEST FOR INSURANCE COVER FOR NEW VEHICLES PURCHASED**

Please provide insurance cover for the following vehicle:

**NPC No.** : \_\_\_\_\_

**BUSINESS UNIT** : \_\_\_\_\_

**DESCRIPTION** : \_\_\_\_\_

**MAKE** : \_\_\_\_\_

**MODEL** : \_\_\_\_\_

**ASSET No.** : \_\_\_\_\_

**PURCHASE DATE** : \_\_\_\_\_

**PURCHASE PRICE** : \_\_\_\_\_

**USER** : \_\_\_\_\_

**INSURANCE VOTE** : \_\_\_\_\_

**CAPITAL VOTE** : \_\_\_\_\_

**SIGNED** : \_\_\_\_\_

**for: HOD**

*Annexure F*

# APPROVAL TO TRAVEL PROVINCIALLY / OUTSIDE THE PROVINCE



## MSUNDUZI MUNICIPALITY PART A: PROVINCIAL TRAVEL

IP&F	FLEET	H&HS	WM	RT&PW	W&S	ELEC
<b>NAME:</b>						
<b>DESIGNATION</b>						
<b>DATE(S) OF JOURNEY:</b>						
<b>DESTINATION:</b>						
<b>REASON AND MOTIVATION:</b>						
<b>Name of Vote</b>	<b>Vote No.</b>	<b>Budgeted Amount</b>	<b>Amount used to date</b>	<b>Amount Applied For</b>	<b>Balance</b>	
<div> <div></div> <div></div> </div>						
<b>APPLICANT</b>			<b>DATE</b>			
<b>APPROVED / NOT APPROVED</b>						
<div> <div></div> <div></div> </div>						
<b>PROCESS MANAGER</b>			<b>DATE</b>			
<b>APPROVED / NOT APPROVED</b>						
<div> <div></div> <div></div> </div>						
<b>HOD</b>			<b>DATE</b>			



Msunduzi Fleet Management Draft Policy: March 2023



### Touch Key Allocation Form

Encrypted No.		Date	
Encrypted No.		Date	
Encrypted No.		Date	
Business Unit			
Section			
Initials & Surname			
Employee No.			
ID Number			
Drivers Licence & Code (copy of licence be submitted)			
PrDP			
Cell phone Number (Driver)			
Cell phone Number (Manager)			

**Conditions of issue of a Touch Key:**

1. The driver touch key has a unique identifying number.
2. Touch Keys shall be allocated to a specific individual / driver for identification purposes.
3. Touch Keys cannot be loaned or swopped with another individual / driver due to the unique identifying number linking the individual / driver to the vehicle.
4. Responsibility in terms of fuelling details, accident reports and driver overtime is directly linked to the unique allocation of the keys.
5. All touch keys are to be kept in personal safe-custody at all times in order to prevent fraudulent misuse of the keys.
6. Replacement of lost touch keys, shall be recovered from the official responsible thereof.

Non-compliance with the abovementioned conditions shall result in the individual being held accountable for fruitless expenditure and the necessary Departmental action shall be taken.

I hereby declare that I have read and fully understand the contents of the above-mentioned conditions, which have been issued to me and acknowledge receipt of the Touch Key as allocated to me.

Signature of Driver \_\_\_\_\_ Date \_\_\_\_\_

Physical Address \_\_\_\_\_

**Authority Granted:**

Manager/Supervisor (Print) \_\_\_\_\_ Designation: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## THE MSUNDUZI MUNICIPALITY

### PERMISSION FORM

### USE OF MUNICIPAL VEHICLE TO CONVEY PASSENGERS TO A FUNERAL OF AN EMPLOYEE

TO : MUNICIPAL MANAGER

FROM : HEAD OF DEPARTMENT

\_\_\_\_\_ (Business Unit) Date: \_\_\_\_\_

Enquiries: \_\_\_\_\_ (Name) \_\_\_\_\_ (Tel. No.) \_\_\_\_\_

Permission is hereby sought to use a Municipal vehicle to convey passengers to a funeral of an employee in terms of Municipal policy.

Name of deceased employee: \_\_\_\_\_ Pay No. \_\_\_\_\_

Registration No. of Municipal vehicle/s: \_\_\_\_\_ Number of seats: \_\_\_\_\_

Date of Funeral: \_\_\_\_\_ Time: \_\_\_\_\_ Venue: \_\_\_\_\_

Distance (one way): \_\_\_\_\_

Driver's Name: \_\_\_\_\_ Pay No. \_\_\_\_\_

Driver's Licence Number: \_\_\_\_\_ Code: \_\_\_\_\_ Valid PrDP : \_\_\_\_\_ YES/NO \_\_\_\_\_

Vehicle requires a PrDP : \_\_\_\_\_ YES/NO \_\_\_\_\_ Vehicle requires a licence code : \_\_\_\_\_

Vote number to be charged to: \_\_\_\_\_ Balance on SAP \_\_\_\_\_

Names of Employee	S.B.U.	Pay No.	Signature

By virtue of my signature hereto, I do hereby indemnify and hold harmless The Msunduzi Municipality or its Agents and Servants, from all and any claim arising out of, or connected in any way with accidental death of and/or any injury which may be sustained by any party associated with the signatory. I also indemnify The Msunduzi Municipality from all or any claims arising out of, or connected in any way with, the loss of or damage to property which may result.

STRATEGIC EXECUTIVE: \_\_\_\_\_ (Business Unit)

**Permission Granted:**

\_\_\_\_\_

\_\_\_\_\_

**MUNICIPAL MANAGER**

**DATE**

C.c. Copy of approved Permission Form to Msunduzi Fleet Management Unit



## MSUNDUZI MUNICIPALITY

## FLEET

**COMPUTERISED ASSET MANAGEMENT INFORMATION SYSTEM –**  
**PLANT/VEHICLE DISPOSAL AND REPLACEMENT DOCUMENT**

Registration Number (Disposal)	NPC		
Section			
Make			
Model			
Type			
Vote	/215/3200		
Replacement	Yes		No
Write Off			
Beyond Economical Repair			
Redundant/Obsolete			
Section			
New Vote			
Date Of Transfer			
KMS/HOURS (at date of transfer)			
Make			
Model			
Type			
LICENCED (if applicable)	YES /NO		
Vote	/215/3200		

Comments:

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AUTHORISED BY: (print) \_\_\_\_\_ DESIGNATION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCEPTED BY: (print) \_\_\_\_\_ DESIGNATION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CAPTURE DATE: \_\_\_\_\_

CAPTURED BY: \_\_\_\_\_



# The Msunduzi Municipality

## FINANCIAL SERVICES

### Insurance Department

Telephone / uCingo: 033 392 2227  
Private Bag / Isikhwama: X 321  
Pietermaritzburg/ePietermaritzburg 3201

#### MOTOR ACCIDENT CLAIM FORM

Name of department					
Date of accident		Time		Place	
Vehicle	Make	Year	Registration	Value	
Damage	Damage to Municipal Vehicle				
	Repair to quote	R	R	R	
	Repairer Name				
	Where can the damaged vehicle be inspected ?				
Details of the driver	Full Name				
	Pay Number		ID Number		
	Drivers licence (attach Copy)	Date	Place	Code	Full/Learner
	Occupation and Date of Birth				
	State fully the purpose for which the vehicle was being used				
	Was he/she driving with your permission				
	Details of any conviction for motoring offences				
	Has licence ever being endorsed?				
	Has he/she any physical disability?				
	Passengers	Passengers In Municipal Vehicle		Name	Address
Other party	For what purpose were they being transported		Are they Municipal Employees?		
	Damage to Other Vehicles	Registration	Make	Name and address of owner driver	Details of damage
	Damage to Property other than vehicles	Name and address of owner		Details of damage	
	Personal injuries (other than in insured vehicles )	Name of injured persons	Driver /Passenger	Details of injuries	Name of hospital if applicable
Witness	Name, Address and phone number				
	Name, Address and phone number				
Details of the accident	Speed	Before the accident			Moment of accident   kph
	a) Weather conditions				
	b) Visibility				
	a) Road Surface				
	b) Width of road				

	a) Which vehicle lights were on?		
	b) Street lighting		
	Was any warning given by you e.g. hooter, indicator.		
	Police details	Name of the police/traffic office who recorded details of the accident	Police station and reference no.
	Was the driver tested for alcohol and drugs?		
	Description of the accident		
Sketch of the accident (If needed use a separate page)	Please show clearly the point of impact and indicate the direction of travel by arrows. Give details of any road safety signs or warning signs in the vicinity of the accident scene.		
Declaration	<p>I understand that the issue of this form is not an admission of Liability. I hereby declare the foregoing particulars to be true in every aspect and that I have not withheld from the Msunduzi Municipality any information with my/our knowledge connected with the loss.</p> <p> Signature of Driver _____ Name of Driver _____ Date _____  Telephone number (work) _____ Cell Number _____ </p>		
	<p>I understand that the issue of this form is not an admission of Liability. I hereby declare the foregoing particulars to be true in every aspect and that I have not withheld from the Msunduzi Municipality any information with my/our knowledge connected with the loss.</p> <p>I Certify an internal investigation will/will not be held in terms of the Municipal Disciplinary code to determine employee negligence and the Insurance Section will be informed of the outcome within three weeks of signature of this form.</p> <p> Signature of GM/Senior Manager _____ Name _____ Date _____ </p>		



**MSUNDUZI MUNICIPALITY**  
**FLEET MANAGEMENT UNIT**  
**VEHICLE / PLANT APPRAISAL**

**Section 1: Vehicle / Plant Appraisal requested by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section 2: Vehicle Details:**

Registration No.: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Business Unit: \_\_\_\_\_ Year \_\_\_\_\_ Purchased: \_\_\_\_\_

Type of Vehicle: \_\_\_\_\_

Mileage: \_\_\_\_\_ kms Original Cost: R \_\_\_\_\_

Maintenance Cost from \_\_\_\_\_ to date: \_\_\_\_\_ R \_\_\_\_\_

Estimated Replacement Costs: \_\_\_\_\_ R \_\_\_\_\_

Engine No.: \_\_\_\_\_

Chassis No.: \_\_\_\_\_

**Section 3: Vehicle Condition:**

1. Body: \_\_\_\_\_

2. Engine: \_\_\_\_\_

3. Transmission: \_\_\_\_\_

4. Interior: \_\_\_\_\_

5. Spares Availability: \_\_\_\_\_

6. General: \_\_\_\_\_

7. Remove the following parts before disposal: \_\_\_\_\_

8. Other: \_\_\_\_\_

**Section 4: Recommendation**

Appraisal Done By: \_\_\_\_\_ Location: \_\_\_\_\_

Dispose of Vehicle / Plant: \_\_\_\_\_ Date: \_\_\_\_\_ Sign: W/Shop Man : \_\_\_\_\_

**Section 5:**

Service Unit request to replace vehicle: \_\_\_\_\_


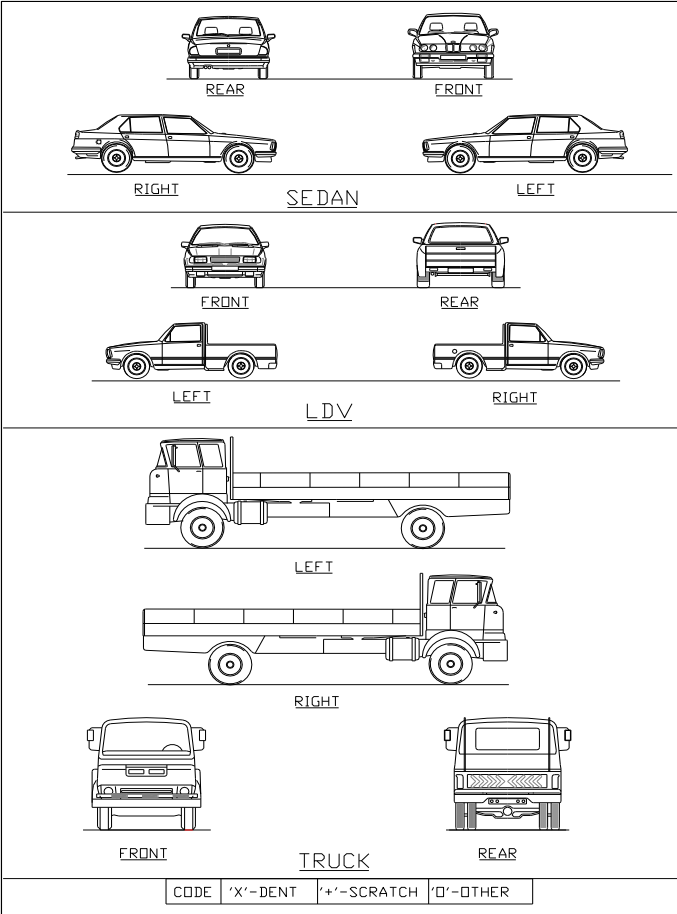
Type of vehicle required: \_\_\_\_\_

Approved by Manager : Fleet Management 1.) Retention: \_\_\_\_\_ Disposal: \_\_\_\_\_

Approved By: \_\_\_\_\_

\_\_\_\_\_  
 Manager: Fleet Management

\_\_\_\_\_  
 Date

VEHICLE HIRE CHECKLIST				
Kilometer Out:		Kilometer In:		
<b>INTERIOR</b>	Out	In	<b>Reg No.</b>	
Carpets Vacuumed / Clean			<b>Date &amp; Time:</b>	
Dashboard			<b>Business Unit:</b>	
Ashtray				
Windows Clean				
Valid Licence Disc				
Rear View Mirrors				
<b>ELECTRICAL</b>				
Brake Lights				
Indicators				
Head Lights / Spot Lamps				
Oil Pressure Light				
Fuel Tank Gauge				
Wind Screen Wipers				
Radio / Tape / CD Player				
Speakers				
<b>EXTERIOR</b>				
Side Mirrors				
Wheel Caps & Rims				
Aerial				
Fuel Cap				
Number Plates				
Decals				
<b>ACCESSORIES</b>				
Spare Wheel, Jack, Wheel Spanner				
Tow Bar Hook			<p style="text-align: center;"><b>Commencement of Hire</b></p> <p>I / we acknowledge that the vehicle has been supplied to us in good working order and that the information recorded in this form is true and correct, and all operating procedures have been explained to us.</p> <p>Customer: _____</p> <p>Service No: _____ Date: _____</p>	
Other				
<b>ENGINE</b>				
Oil Level Checked			<p style="text-align: center;"><b>Termination of Hire</b></p> <p>I / we acknowledge that I / we shall be responsible for any damages or loss arising from any cause whatsoever, which is not visible at the time this vehicle appraisal report is prepared.</p> <p><b>Subject to full inspection on report to depot</b></p> <p>Damages: _____</p> <p>_____</p> <p>_____</p> <p>Date &amp; Time: _____</p> <p>Customer: _____ Pay No: _____</p>	
Radiator Full				
Water Bottle Full				
Fuel Out E---\--- ---/---F				
Fuel In E---\--- ---/---F				
Cost of Fuel on Return R	Litres			

If I, the Customer / Driver, am not present at the time of termination. I shall acknowledge liability for the damages recorded on this report. Customer / Driver \_\_\_\_\_



## MSUNDUZI MUNICIPALITY

### **AUTHORITY TO HIRE PLANT & VEHICLES EXTERNALLY**

#### **PART A**

**(Plant Pool to complete Part A)**

VEHICLE AVAILABLE INTERNALLY: YES \_\_\_\_\_ / NO \_\_\_\_\_

COST OF HIRE: R \_\_\_\_\_

SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

#### **PART B**

**(Requesting Business Unit to complete Part B)**

BUSINESS UNIT: \_\_\_\_\_

VOTE: \_\_\_\_\_

AVAILABLE BALANCE R \_\_\_\_\_ DATE: \_\_\_\_\_

AVAILABILITY OF FUNDS CERTIFIED BY:

SUPPORT SERVICES MANAGER: FINANCE (Name): \_\_\_\_\_

SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

TYPE OF PLANT & VEHICLE REQUIRED: \_\_\_\_\_

DURATION OF HIRE: \_\_\_\_\_

REASON FOR HIRE: \_\_\_\_\_

REQUESTED BY (Name): \_\_\_\_\_ SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_ TEL NO: \_\_\_\_\_

AUTHORISED BY PROCESS MANAGER (Name): \_\_\_\_\_

SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

DMM (Name & Signature): \_\_\_\_\_ DATE: \_\_\_\_\_

CFO (Name & Signature): \_\_\_\_\_ DATE: \_\_\_\_\_

MM (Name & Signature) \_\_\_\_\_ DATE: \_\_\_\_\_

The authorizing officer has agreed to monitor the usage of this vehicle.

**The driver shall notify City Fleet immediately of any accident and traffic fines to vehicle/s.**



## Msunduzi Municipality



### Trip Authority Trip Sheet

Name of Driver		Date:	
NPC		Mileage	
Business Unit		Sub-section	

Driver on Standby	
Duration of Authority	
Start Date	Stop Date

Driver on Call	
Duration of Authority	
Start Date	Stop Date

Purpose of Trip and Destination					
Job No.		Project No.		Ward No.	

**The use of Council Owned and Council Hired vehicle is restricted to Official use only**

Special Authority to convey Municipal Staff			
Special Authority to convey Municipal Staff	Funeral	Yes	No
Purpose of trip e.g Special Event/Training/Sport			
Number of Passengers			
The Driver of this vehicle is permitted to carry Private Passengers	Yes	No	

*Please be advised that all Council owned and Council Hired vehicles are not permitted to carry private passengers unless Special Permission/Authority is obtained from the Municipal Manager or his/her representative. (i.e. Special event, Visiting Delegates, Councilors and to Funerals) An indemnity form must be completed in all cases.*

Requested By	
Designation	
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div>	
Print Name	Signature

Authorised by Process Manager	
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div>	
Print Name	Signature



**MONTH OF**..... **20**.....

[illegible]

**REF: MUN.PMB-333 Church St. N201**



## MSUNDUZI MUNICIPALITY

### INTERNAL POOL HIRE

FROM: \_\_\_\_\_

TO: **VEHICLE POOL CONTROLLER**

Please supply Mr/Mrs/Miss with a vehicle from the Vehicle POOL for official purpose \_\_\_\_\_

Department: \_\_\_\_\_

Time required \_\_\_\_\_ On date \_\_\_\_\_

Approximate return time \_\_\_\_\_ On date \_\_\_\_\_

No. of passengers: \_\_\_\_\_

Destination(s) \_\_\_\_\_

Reason for journey \_\_\_\_\_

***I confirm that the person named above is in possession of a valid relevant driver's licence.***

***If a pool vehicle is not available immediately authorize / do not authorize the use of a private vehicle.***

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**HOD**

Name and pay number of person signing the requisition (Please print) \_\_\_\_\_

### **FOR USE OF VEHICLE POOL CONTROLLER**

Vehicle Allocated NPC \_\_\_\_\_ Log Sheet No. \_\_\_\_\_

Time out \_\_\_\_\_ Time in \_\_\_\_\_ Time in use \_\_\_\_\_

Opening km \_\_\_\_\_ Closing km \_\_\_\_\_ km Added \_\_\_\_\_ km

Date \_\_\_\_\_ Vehicle Pool Controller

*No official vehicle was available and the driver was authorised by his / her HOD to use his/her private vehicle.*

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Vehicle Pool Controller**



### **Msunduzi Municipality**

### **SUPERVISOR'S MOTOR VEHICLE ACCIDENT REPORT**

**NB:** The Supervisor's Report must be completed and submitted with the Motor Accident Claim Form. The completed document will assist in gathering information for investigating accidents and their causes so that corrective action can be taken and future accidents avoided. Every accident must be investigated and causes corrected.

#### **1/. Vehicle, Driver and Accident Details**

<b>Business Unit</b>		<b>Section</b>	
<b>Name of Employee</b>		<b>Identity Number</b>	
<b>Pay Number</b>		<b>Designation</b>	
<b>Registration Number</b>		<b>Vehicle Type</b>	
<b>Date of Accident</b>		<b>Time of Accident</b>	

#### **2/. PLEASE ANSWER THE FOLLOWING:**

Mark the appropriate box with an X

	<b>Question</b>	<b>Yes</b>	<b>No</b>
<b>1</b>	Valid Driver's Licence?		
<b>2</b>	Valid PrDP (HNV)?		
<b>3</b>	Trip Authority Issued?		
<b>4</b>	Vehicle Checklist Completed?		
<b>5</b>	Was the Driver on Duty?		
<b>6</b>	Did the Driver Violate any Instructions?		
<b>7</b>	Was the vehicle at time of the accident?		
<b>8</b>	Was the Accident caused by an unsafe act?		
<b>9</b>	Was the Accident reported to the Supervisor immediately?		
<b>10</b>	SAPS Case Number Case Number: _____		

#### **3/. ACCIDENT:** (Describe what the employee was doing at the time of the accident, who was involved, nature of Work)



4/. **WITNESSES’ NAMES CONTACT DETAILS:**

Name	Contact Details

5/. **UNSAFE ACTS:** (Did the employee or another person do something incorrectly which contributed to the accident?)


6/. **UNSAFE CONDITIONS:** (Examples unsafe road conditions or vehicle)


7/, **REMEDIES:** (What should the employer do to prevent other accidents of this nature?)


8/. **AS SUPERVISOR, DO YOU FEEL THAT THERE HAS BEEN NEGLECT ON THE PART OF THE DRIVER?**

YES	NO

**Reasons why or why not?**


9/. **SUBMITTED BY:**

<p>_____</p> <p><b>Report Generator:</b></p> <p>_____</p> <p><b>Designation:</b></p> <p>Contact No. Ext: .....</p> <p>Date:</p>	<p>_____</p> <p><b>Manager:</b></p> <p>_____</p> <p><b>Designation:</b></p> <p><b><i>Supported/ Not Supported</i></b></p> <p>Contact No. Ext: .....</p>
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