

# **LEKWA-TEEMANE LOCAL MUNICIPALITY “NW396”**



## ***VEHICLE MANAGEMENT AND MAINTAINANCE POLICY***

**ADOPTED BY COUNCIL  
31 MAY 2013  
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1. INTRODUCTION
2. ROLE OF TRANSPORT OFFICER
3. ACQUISITION, DISPOSAL AND AUCTION
4. USE OF VEHICLES
5. OWNERSHIP
6. DRIVING VEHICLES OF COUNCIL
7. LICENCES, REGISTRATION AND INSURANCE
8. FUEL AND OIL
9. DISTANCE RESTRICTION
10. SUBSIDISED VEHICLE SCHEME
11. MAINTENANCE AND REPAIRS
12. ACCIDENTS
13. DAMAGE, LOSSES, DEFICIENCY AND THEFT
14. CARE OF TYRES AND ACCESSORIES
15. IRREGULAR, IMPROPER OR UNATHORISED USAGE
16. SUSPENSION OF OFFICIAL FROM DRIVING COUNCIL VEHICLE
17. LOG BOOK
18. MONTHLY RETURN PROCEDURE
19. DUPLICATE KEYS
20. VEHICLE INSPECTION
21. METHOD OF DEPRECIATION
22. EXCEPTIONS
23. CASES WHEN COUNCILLOR/OFFICIAL IS INVOLVED IN AN ACCIDENT
24. CONCLUSION

## **1. INTRODUCTION**

1.1 Allocated vehicles are applicable to all employees that due to the nature of their work are required to travel an average of more than 1 000 km per month on official duties. The allocation of an official vehicle is the responsibility of the Departmental Head or duly authorised nominee.

1.2 Other Council vehicles allocated to the various departments will be allocated to employees as and when the employee is required to use a vehicle.

## **2. ROLE OF TRANSPORT OFFICER**

The duty of the Transport Officer shall be to:

2.1 Co-ordinate transport and to ensure that the best and economical use thereof is made at all times.

2.2 Exercise control over the maintenance of and expenditure involved in the use of vehicles.

2.3 Arrange for the proper completion and regular scrutiny of all records and returns concerning transport.

2.4 Ensure that all vehicles under his control are kept in a good condition and that they are serviced regularly.

2.5 Ensure that all instructions relevant to the use, operation and maintenance of vehicles are complied with.

## **3. ACQUISITION, DISPOSAL AND AUCTION**

### **3.1 Acquisition**

Three quotations/tenders should be submitted for Council approval. There should be proper segregation of duties between the person

responsible for the purchasing of vehicle and implements, recording and the users thereof.

### 3.2 Disposal and Auction

Council resolution must be sought before disposal and auction of Council vehicles.

### 3.3 Asset Register

Asset register will be kept and updated as the Council dispose, acquire and auction Council vehicles.

## 4. USE OF VEHICLES

4.1 Council vehicle is provided strictly for official duties and are not to be used for private or other purposes.

4.2 An official who is required to attend a social function in his/her official capacity may use Council's vehicle.

4.3 No private persons or family of an official may be transported in Council vehicles.

## 5. OWNERSHIP

5.1 Vehicles will be registered in the Council's name and remain the exclusive property of the Council. All Council vehicles will be marked with Council's logo. Other accessories such as batteries, spare wheel, radio, jack etc. must be marked as Council's property.

## 6. DRIVING COUNCIL'S VEHICLES

### 6.1 Authority and Licence

No employee shall drive Council's vehicle unless he/she has been authorised to do so by the Chief Executive Officer who has the power to exercise such authority.

6.2 The person should be capable in terms of the Road Traffic Legislation and licenced to drive the particular class of vehicle.

6.3 No person shall be allowed to utilise Council vehicle within six months of obtaining his/her drivers' licence.

6.4 Special attention is invited to the conditions contained in the Road Traffic Ordinance in regard to the driving of a vehicle by a person who is in possession of a valid drivers' licence only issued by the South African Transport Service.

**7. LICENCES, REGISTRATION AND INSURANCE**

For the account of the Council.

**8. FUEL AND OIL**

For the account of the Council.

**9. DISTANCE RESTRICTION**

No monthly distance restrictions applies to officials using pool vehicles but all trips must be authorised in advance by the relevant Departmental Head and a log book be completed.

**10. SUBSIDISED VEHICLE SCHEME**

No official owning a subsidised vehicle is allocated to use pool vehicles. An official who is in need of transport and does not have his/her own vehicle available, should obtain permission from the Chief Executive Officer before using a pool vehicle. Driving without permission obtained prior to using the vehicle shall subject the official concerned to disciplinary action and may also result in claims against the said official for unauthorised driving of pool vehicles. In the case of the Chief Executive Officer, permission will be sought from the Mayor.

Officials participating in the Council's car scheme should buy cars in accordance with the nature of their jobs e.g. official in Rural Department should buy bakkies not luxury cars because of the nature of their work.

## **11. MAINTENANCE AND REPAIRS**

Costs incurred under the normal maintenance and repairs of vehicles are for the account of the Council. It is the responsibility of the Transport Officer to see to it that the vehicles are serviced in accordance with manufacturers' service manuals and vehicles are always kept in a good and roadworthy condition.

## **12. ACCIDENTS**

Accidents must be reported to the Police and the Chief Executive Officer within 24 hours.

Accident forms must be completed and submitted to the Transport Officer within 7 days after the accident.

### **12.1 ACCIDENT PROCEDURE**

The following procedure shall be followed in the event of Council vehicle being involved in an accident no matter how trivial and irrespective of whether or not any person, animal or other vehicle is involved:

12.1.1 Call the Police or Traffic Department, if possible or report the accident to the Police Station within 24 hours and furnish full details thereof.

12.1.2 Supply the name and address of the driver of the Council's vehicle and the registration number of the vehicle to any other person having reasonable grounds for requesting the information.

12.1.3 In no circumstances shall liability be admitted or unguarded statements made to any person at all or at any given time or payment officer made to a third party.

12.1.4 Should any third party involved admit liability, endeavour should be made to obtain a statement in writing from him/her to this effect.

12.1.5 Should a driver of a vehicle be suspected of being under the influence of intoxicating liquor or drugs, this fact should be brought to the notice of the Police or Traffic Officer in ensuring that the suspected person be examined by a doctor as soon as possible.

12.1.6 Obtain as soon as possible (preferably at the scene of the accident) at least the following particulars which are required for completing the accident report:

- Registration number make and type of other vehicle.
- Name and address, contact number if any, driver and owner of the other vehicle.
- Name of Third Party Insurance Company of the other vehicle and insurance token number.
- Nature and extent of damage sustained by the other vehicle in the particular accident only.
- Name, address and estimated age of any pedestrian involved in the accident and of persons killed or injured as well as the nature and extent of injuries.

- Name and address of each witness, including the occupant of the other vehicle involved.
- Measurements for the preparation of a sketch of the scene of the accident.
- Whether or not the road was fenced in on either both sides or one side only or not at all.

**13. DAMAGE, LOSSES, DEFICIENCIES AND THEFT**

13.1 An official who takes Council vehicles must fill in an inspection form.

13.2 The official who takes over unless he/she complies with par. 13.1 above will be deemed to have received the vehicle in good condition.

**14. CARE OF TYRES AND ACCESSORIES**

14.1 PROCEDURE CARE TYRE

14.1.1 Inflation of tyres to the pressure recommended by the manufacturer of the vehicle is of prime importance. Incorrect inflation is probably the greatest factor contributing to undue wear and premature failure of tyres. To ensure that the correct pressure is maintained, it is essential that the tyres of vehicles be checked at least once a week. In addition a visual inspection of all tyres should be made daily.

14.1.2 The rotation of wheels is not an exception as indicated hereunder considered absolutely necessary.

14.1.3 In the case of a vehicle with a tandem rear axle it is absolutely necessary to systematically inspect the tyre and to maintain a reasonable equal rotting radius of the wheel of the front and rear axle of the bogie by interchanging them in such a way to maintain a similar rate of wear.



14.2 Tyres must be changed only on condition that they are worn out or damaged (tyre burst).

14.3 Worn out / damaged tyres should be returned to Council.

14.4 Spare wheels, batteries, jacks, etc. must under no circumstances be removed from the Council vehicle.

**15. IRREGULAR, IMPROPER OR UNAUTHORISED USAGE**

15.1 If Council's vehicles are used irregularly, driven recklessly, neglected or misused, disciplinary action against the offending employees will be taken.

15.2 Where Council vehicle is used without authority the employee concerned will be held liable for costs incurred.

**16. SUSPENSION OF OFFICER FROM DRIVING COUNCIL'S VEHICLES**

16.1 In the event of Council's vehicle being or having been subjected to irregular use.

16.2 Where positive proof exists that a driver is or was guilty of reckless or wilful conduct whilst driving Council's vehicle or such vehicle involved in an accident whilst so driven.

16.3 Where a driver of Council's vehicle has been found guilty of driving such vehicle:

- Under the influence of intoxicating liquor or drugs;
- Whilst the concentration of alcohol in his blood was not less than 0,04 gram per ml;

Such driver shall immediately be suspended from driving Council's vehicle until the case has been resolved.

**17. LOG BOOK**

- 17.1 Log sheets shall be completed in detail upon completion of a trip.
- 17.2 Supplies of log books are obtained from the Transport Officer and must be signed for.
- 17.3 The employee in charge of the vehicle concerned shall be responsible for the safe custody of the log book in use.
- 17.4 Monthly returns should be kept for each pool vehicle and submission shall be made seven days after every month end to the Transport Officer, checked by the Director: Finance.

**18. MONTHLY RETURN PROCEDURE**

Monthly returns should entail the following:

- (a) Date of trip
- (b) Destination or trip
- (c) Purpose of trip
- (d) Total kilometres travelled for the month
- (e) Log books should be comprehensively completed and signed.

**19. DUPLICATE KEYS**

All duplicate keys will be kept in safe custody by the Transport Officer. Under no circumstances should an official have spare keys to pool vehicles.

**20. VEHICLE INSPECTION**

- 20.1 All vehicles (including Regional Offices) shall be inspected on a monthly basis by designated personnel.
- 20.2 Major inspection will be done quarterly by the Transport Officer.
- 20.3 Monitoring of these inspections will be subjected to the Internal Audit Inspection.

**21. METHOD OF DEPRECIATION**

Council vehicles will be depreciated using the straight line method taking the useful life of the vehicle into account as stipulated in the GAMAP.

**22. EXCEPTIONS**

The official vehicle of the Mayor will be at his disposal for 24 hours per day for official purposes only.

**23. CASES WHEN COUNCILLORS/OFFICIALS ARE INVOLVED IN AN ACCIDENT**

If Councillors/Officials are involved in an accident and found guilty due to negligence, unauthorised use, and use on private matter, the Officials/Councillors will have to pay the full access fee to the insurance.

**24. CONCLUSION**

The aim of this guide is to exercise control on all pool vehicles.