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CAPE AGULHAS MUNICIPALITY

Fleet Management Policy

The policy was approved on 10 December 2019 as per Council Resolution Nr 209/2019

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PART 1: DOCUMENT DEFINITION

ISSUING CERTIFICATE

Version	
Date	
Summary	This document is the Fleet Management Policy and Procedures applicable to the Cape Agulhas Municipality
Signature	_____ Date: _____ ACCOUNTING OFFICER <i>As delegated in terms of the AO Finance Delegations, item issued in terms of section 79 of the MFMA, dated 31 MAY 2016</i>
Approved by the Council	209/2019 Date: 10/12/2019
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SECTION 1: DEFINITIONS

For the purpose of this policy and procedures document as well as Code of Practice, the following definitions shall apply:

1.1 MUNICIPAL VEHICLE

All vehicles and civil engineering plant, equipment (self-driven or otherwise), trailers, stationary engines, etc. operated on overall management of or on lease or hire from:

- i) The Department of the Director: Financial & ICT Services: SCM & Fleet Management Services Division
- ii) An external service provider

1.2 SERVICE PROVIDER

- i) In respect of municipal-owned vehicles, it shall be the Fleet Management Services.
- ii) In respect of non-owned municipal vehicles, it shall be the relevant external service provider.

1.3 DRIVER

All persons engaged in the operation of vehicles and plant, being:

- i) **OCCASIONAL DRIVER:** Is not a permanent driver but is required to use a municipal vehicle on an *ad hoc* basis to perform his/her duties.
- ii) **PROFESSIONAL DRIVER:** Employed specifically to drive municipal vehicles for general transport purposes.
- iii) **OPERATOR:** Employed specifically to operate civil engineering plant.

1.4. SAFE PARKING

- i) Designated municipal parking
- ii) Enclosed premises

SECTION 2: OBJECTIVES

- 2.1 To ensure that the users of the municipal vehicle fleet comply with a uniform code of good practice in respect of fleet management.
- 2.2 To ensure that municipal vehicles are optimally and effectively used for the rendering of municipal services.
- 2.3 To ensure cost effective and efficient usage of available funding in respect of fuel and maintenance.
- 2.4 To minimize possible abuse/misuse of municipal vehicles.
- 2.5 To ensure safe driving and usage practices in respect of vehicle fleet.

SECTION 3: MANAGERS, FLEET MANAGEMENT & DRIVERS ACCOUNTABILITY AND RESPONSIBILITY

3.1 SECTION 3.1: MANAGERS ACCOUNTABILITY AND RESPONSIBILITY

- i) Managers will be accountable for the vehicles, which are allocated to officials within their respective Departments.
- ii) Authorization for the usage of vehicles will only be approved by Managers.
- iii) Managers are responsible for the management of fleet assets that have been permanently allocated to their respective Departments.
- iv) Managers with the help of the Senior Superintendent Fleet Management are required to budget in their operational budget for the Repairs & maintenance of permanent allocated vehicles by the employees within their Departments.
- v) Management are responsible for the disciplinary action arising from the misuse of the Municipality's vehicles by the employees in their department.
- vi) Managers are responsible to ensure that the logbooks are completed and signed off and handed to the Senior Superintendent Fleet monthly. Refer to driver's responsibility.
- vii) Managers are responsible to ensure that the daily inspection sheets are completed and signed off every week (*all defects to be reported weekly*). Refer to driver's responsibility.
- viii) Managers are responsible to ensure that fuel slips be handed in to the Supervisor Fleet every time the vehicle is re-fueled. Refer to driver's responsibility.
- ix) Managers are responsible to ensure that the Municipality's fleet assets be utilized in a responsible manner, which will ensure the valuable and long term use of such assets.
- x) Managers must implement corrective measures on a continuous basis.
- xi) Managers are responsible to ensure that all small plant operators have the necessary competency training/certificate.
- xii) Managers are responsible to ensure that official drivers who, in terms of prescribed legislation, must be in possession of Public Drivers Permits (PrDP), do meet this requirement and only drive official vehicles accordingly.
- xiii) Managers must ensure that no employee operates an official vehicle without a valid driver's licence.

3.2 FLEET MANAGEMENT ACCOUNTABILITY AND RESPONSIBILITY

The accountability for Fleet Management is delegated to the Fleet Manager/Senior Superintendant Fleet Management who takes responsibility for Fleet maintenance.

3.2.1. Updating of Fleet list

1. From time to time, determine production standards for all units in consultation with the user departments. In determining these standards the age of the unit, its history, the purpose for which it is used and the geographical area in which it is used will be taken in to account.
2. Make annual recommendations with regard to the replacement and/or scrapping of units as well as the possible extension of the municipal fleet and will arrange for the purchase of units as ratified by Council.
3. In liaison with heads of departments, assist with compiling hiring contracts for vehicles, machinery and equipment as needed. Requests for the hiring of private vehicles, machines and equipment must be concluded departmentally.

3.2.2. Tenders

1. Assist the User department in compiling vehicle/plant need analysis per department.
2. Liaise with departments with regard to specific technical requirements.
3. Assist the User department in compiling specifications for new acquisitions.
4. Request Bid specification meetings.
 - Preliminary evaluation & recommendations.
 - Distribution of orders and ensure delivery.

3.2.3. New Vehicles / Plant

- Ensure timeous delivery of items.
- Ensure that items are insured prior to delivery.
- Quality control to ensure compliance to Tender.
- Approve payment of suppliers.
- Issue new vehicles and plant with log books, petrol books, Cape Agulhas Municipal logos.
- Ensure that a Vehicle Monitoring system is fitted to all vehicles if allowed by the budget.
- Ensure that vehicles are distributed to the relevant department and that the department sign for acceptance thereof.

3.2.4. Liaison with Departmental Supervisors/Foreman/Manager

The Fleet Manager/ Senior Superintendent Fleet Management will provide guidance to ensure compliance with regard to.-

1. Daily- and monthly vehicle- & plant inspection schedules
2. Cleanliness of vehicles & plant.
3. Referring vehicles and plant to the Office of the Fleet Manager for timeous lubrication, services and maintenance as prescribed in attached schedules.
4. Drivers discipline with regards to vehicle negligence and unacceptable driving practises
5. Driver's acknowledgement of reception of heavy vehicle and plant operational instructions.
6. Driver's acknowledgement of reception of Technical circulars distributed by the Fleet Manager/ Senior Superintendent Fleet Management.

3.2.5. Plant Condition

Annually report to Council and relevant committees with regard to plant condition and motivate replacement.

3.2.6. Administrative Responsibilities

1. Record keeping of Maintenance History of Vehicles & Plant.
2. Annual road worthy schedule of heavy vehicles.
3. Annual licensing of all vehicles, trailers, plant & equipment.
4. Record keeping of all trip authorisations outside municipal boundaries.
5. The department will sign a delivery schedule as proof of submitting authorisations to the Fleet Manager/ Senior Superintendent Fleet Management.
6. Complete all documentation requesting maintenance from outside contractors (Requisitions and Scope of work document.)
7. Assist the user department in Compilation of Capital- & Operational Budgets for vehicle maintenance and advise departments' with regard to required need analysis for plant replacement.
8. Compile monthly inspection-, lubrication- and service schedules, distribute schedules to departments and report to Head of Department with regard to non-compliance thereto by supervisors / vehicle control officers.

3.2.8. Contractors

1. Refer maintenance activities to vendors where applicable.
2. Ensure timeous completion of maintenance requests
3. Ensure that contractors are qualified to render the applicable service and premises adhere to Municipal and OHS requirements.
4. Ensure that contractor's administrative documentation adheres to SCM requirements.
5. Ensure that, in case the contractor refers work to other companies, it is authorised by the Fleet Manager prior to the continuation of such action.
6. Ensure quality control on completion of work done.

3.2.9. Control

1. The Fleet Manager/ Senior Superintendent Fleet Management must circulate new laws as published in the Government Gazette to all drivers.
2. The Fleet Manager/ Senior Superintendent Fleet Management must, by means of monthly inspections, ensure that Departments and drivers adhere to all inspection and maintenance schedules of this policy and report any non-conformance to the relevant Departmental Managers.
3. The Fleet Manager/ Senior Superintendent Fleet Management must report unacceptable driving practises and negligent vehicle care to departments and request copies of disciplinary documentation for record purposes.

3.3 DRIVERS ACCOUNTABILITY AND RESPONSIBILITY

Knowledge and responsible handling of the numerous pieces of machinery at the work site mean less downtime, reduced maintenance and less frustration to site supervisors, drivers and operators, all factors contributing to improved efficiencies and increased productivity within the various functional areas.

3.3.1 RESPONSIBILITY OF DRIVERS AND OPERATORS

- 3.3.1.1 The full cooperation of all employees concerned is required to ensure that the municipal fleet management system functions efficiently at all times. All drivers and operators are expected to accept and exercise the responsibilities associated with the operation of vehicles, as described in this policy and procedures document.
- 3.3.1.2 Participants in other motor schemes such as the **essential & perk motor scheme** are not allowed to drive or be a passenger transported in a municipal vehicle while performing his/her duties.
(refer to essential scheme policy)

3.3.1.3 Participants of motor schemes are only allowed to drive specialized vehicles in exceptional cases such as [Trucks/Digger-loaders/ Aerial platforms (Cherry picker), after obtaining authorization in writing from the Municipal Manager.

3.3.2 USAGE

1.3.2.1 The vehicle shall only be driven by an appropriately licensed and duly authorised employee on official duty.

1.3.2.2 The driver must be licensed in terms of the National Road Traffic Act (NRTA) for the particular class of vehicle under his/her control.

1.3.2.3 Before authorisation is given to drive a municipal vehicle, the driver must complete the vehicle policy acceptance form.

1.3.2.4 All municipal vehicles and mobile plant must be issued with a logbook. The driver/operator is required to record all his/her daily trips in the logbook.

3.2.3 PROFESSIONAL DRIVING PERMITS

3.2.3.1 Professional drivers must ensure that their PrDPs are current at all times and are renewed prior to the expiry date.

3.2.3.2 The Cape Agulhas Municipality will bear the costs of all official drivers who in terms of their job requirements must possess a Public Drivers Permit (PrDP).

3.2.3.3 It is the responsibility of the employee to inform his/her supervisor in the event of his/her driver's licence being revoked or suspended.

3.2.4 PUBLIC IMAGE

All municipal vehicles shall be driven in a SAFE and COURTEOUS manner, which will promote the Cape Agulhas municipality's PUBLIC IMAGE. (refer to sections: 23,24,25,26)

3.2.5 CAREFUL HANDLING

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.

3.2.6 INSPECTIONS OF VEHICLES

Pre- and post-inspections are to be carried out by drivers/operators on a trip and/or daily basis.

3.2.7 SAFETY

All authorised drivers users of municipal vehicles must ensure that they comply with the traffic rules, legislation and safety prescriptions contained in terms of the National Road Traffic Act (NRTA) and other safety measures for small tools/plant (competency certificate/license).

Authorised drivers shall ensure that their passengers also adhere to such legislation, including the fastening of seat belts.

SECTION 4: PROPER USE OF MUNICIPAL VEHICLES

4.1 Municipal transport is provided strictly for official services only and is not to be used for private purposes. Council will provide transport to on-duty employees in accordance with its normal operational requirements, as well as in specific circumstances set out below, approved by the relevant **manager/director**:

- a) Shifts
- b) Overtime
- c) Standby
- d) Remote sites (no public transport)
- e) Training courses
- f) Meetings
- g) Union business
- h) Temporary or permanent relocation
- i) Emergency use
- j) Unplanned roadside assistance
- k) Injuries on duty
- l) Employee wellness-related needs
- m) Recreational/ sporting events

4.2 Professional drivers are required to have Professional Driving Permits (PrDPs) to drive the following vehicle categories:

- Heavy goods > 3500 kg GVM
- Articulated > 3500 kg GVM
- Breakdown vehicle
- Bus seating more than 55
- Mini-bus seating more than 12
- Refuse compactor
- Water tanker
- Vacuum tanker
- Mechanical horse > 3500 kg GVM

4.3 Passengers, inclusive of municipal staff, are not permitted to ride on or inside any municipal vehicle except for the execution of municipal duties.

4.4 When a municipal vehicle is to be used outside the Cape Agulhas municipal area, approval must be authorized by the designated manager, director as well as the Municipal manager in advance before

undertaking a trip.

- 4.5 **Pool vehicles must be booked with responsible official (retain bookings to compare with log sheets). All bookings must be done in writing, at least a week in advance to eliminate double bookings.**
- 4.6 No Council vehicle may be used for informal driver training, such as by other Council drivers or for the related testing to obtain a driver's license. Assessment for a "Council License" once in possession of a driver's license may be done using a Council vehicle, provided assessment is conducted by an appropriate risk-management official.
- 4.7 Council vehicles may be used to transport staff, delegates, visitors, students or members of the public for official Council business or official purposes, but no unauthorized passengers are permitted. The relevant Director and Municipal Manager must approve authorization for this "deviation" from the norm.
- 4.8 Contractors and consultants may not make use of Council transport, unless specifically provided for in their contract with Council.

4.9 INSPECTIONS

4.9.1 Monthly Inspections – Vehicle Control Officer / Supervisor

- 4.9.1.1 All vehicles and plant must be inspected monthly by the supervisor / vehicle control officer, appointed by the Departmental Manager, to ensure that a proper state of cleanliness, services, repair and maintenance procedures are being maintained by the driver / person responsible for the vehicle.
- 4.9.1.2 The department must ensure that vehicles & plant are inspected according to Monthly inspection register, provided by the Office of the Fleet Manager.
- 4.9.1.3 Monthly inspection registers must be filed by the department as proof of evidence.
- 4.9.1.4 Any non-conformance towards failure of inspections must be disciplined.
- 4.9.1.5 All defects must be referred to the Office of the Fleet Manager on a weekly basis.
- 4.9.1.6 Managers / Supervisors must ensure that defects are repaired before the next monthly inspection, unless arranged alternatively with the Fleet Manager who will sign the inspection form as confirmation thereof.
- 4.9.1.7 The Fleet Manager may at any time inspect registers and report non-conformance to the Departmental Manager.

4.9.2 Pre – Trip inspections – Drivers

- 4.9.2.1 All vehicles must be inspected PRIOR to the start of a shift.
- 4.9.2.2 Check all schedules as contained in the Log book prior to starting any vehicle / machine.

- 4.9.2.3 Ensure that radiator and fuel tank caps are properly replaced after refilling / inspection.
- 4.9.2.4 The completion of the logbook serves as pre – trip inspection and all schedules must be completed.
- 4.9.2.5 Take note, when checking engine water, that the water level of the heater tank (auxiliary bottle) and the radiator must be checked.
- 4.9.2.6 Log sheets must be reconciled by the department and delivered to the Fleet Management Officer.
- 4.9.2.7 The last user of a vehicle will 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/ defects found by the driver must be reported to the Supervisor and Office of the Fleet Manager.

4.9.3 Post – Trip inspections – Drivers

- 4.9.3.1 After the completion of a shift, vehicles must be parked and safe custody ensured.
- 4.9.3.2 All km’s travelled, oil- & fuel additions and defects must be recorded in the log book
- 4.9.3.3 Ensure that the vehicle is locked. Keys must be handed over to the supervisor if driver is not on standby.
- 4.9.3.4 Log Sheets must be handed over to the Vehicle control officer, who will in return capture fuel- & oil consumption, check kilometres travelled, approve- and deliver log sheets to the Fleet Management Officer after reconciliation thereof.
- 4.9.3.5 Inspect the vehicle for any unreported damage.

4.9.4 During Trip Inspections and vehicle hand over

- 4.9.4.1 If vehicles are transferred from one driver to another during a shift, it is compulsory for the new driver to complete a new log sheet and complete all log book requirements, before starting the vehicle.
- 4.9.4.2 Whilst a vehicle is in operation, the driver must regularly check the warning lights, indicators, gauges, wheel nuts, tyres and be observant for any oil- and water leaks.
- 4.9.4.3 Immediate action must be taken should anything abnormal be noticed, in order to prevent damage, or any further damage, to the vehicle or its components.
- 4.9.4.4 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.

SECTION 5: VEHICLE KEYS & ID TAGS

- 5.1 Employees in charge of vehicles shall 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.
- 5.2 At no time must a driver leave his/her vehicle unattended without first switching off the engine and removing the ignition key, engaging the gear-lock, any immobilizing system (If equipped).

- 5.3 Drivers are responsible for safekeeping of vehicle keys when vehicles are parked at private premises during stand by, over time or call outs. (Refer to safe custody and parking).
- 5.4 Vehicle keys must always remain at the station / premises where the vehicle is parked.
- 5.5 The driver of the vehicle will be accountable for the loss of any keys and will be responsible for the replacement thereof if found guilty of negligence.
- 5.6 The owner of a lost ID tag will be held accountable for the replacement thereof.
- 5.7 The driver must ensure that a spare key for his/her vehicle is available in the locker at the Office of the Workshop. The Fleet Manager/ Senior Superintendent Fleet Management will ensure that all spare keys are safe guarded and controlled.
- 5.8 If keys are lost or locked inside the vehicle after hours, the driver will bear the cost for the call out of a locksmith to remove the key.
- 5.9 If keys are lost or locked inside a vehicle during office hours, the **Fleet Manager/ Senior Superintendent Fleet Management** will issue a spare key, only if the incident is reported to the applicable department and a report is signed by the Departmental Manager.
- 5.9.10 ID tags will be issued by the Fleet Management department only if a driver produces a copy of an ID document, Driver's license and proof of Municipal Drivers Test, accompanied by a written request from the Departmental Manager.
- 5.9.11 ID tags are not transferable. Under no circumstances may ID tags be shared with other drivers. **All transgressions reflected on the ID tag are for the account of the ID Tag owner.**
- 5.9.12 Always remove ID tags when vehicle is not in use. **Never leave an ID tag in a parked vehicle.**

SECTION 6: DAMAGE, LOSSES AND THEFT

- 6.1 An employee who takes over a municipal vehicle must ensure that any damage or loss is immediately brought to the notice of his/her supervisor/line manager in writing. Unless he/she complies with this instruction, he/she will be deemed to have received the vehicle in good order.
- 6.2 Unlawful fitment/removal or exchange of fuel or any component of a municipal vehicle will be subjected to the strictest discipline, as prescribed in the prevailing Conditions of Service.
- 6.3 In the event of a hijacking or armed robbery, the line manager must ensure that the affected staff member(s) is/are given the necessary counselling.
- 6.4 Any municipal vehicle may be subjected to a search by security personnel/delegated officials from supervisory level upwards.

SECTION 7: SAFE CUSTODY OF MUNICIPAL TRANSPORT AND OTHER MUNICIPAL PROPERTY

- 7.1. In respect of official vehicles taken home by employees, specific authority from the line manager or the Fleet Management Division must be obtained before an employee will be permitted to safeguard any official vehicle at a private residence.
- 7.2. The driver/employee must take all possible and practical precautions for the safeguarding of municipal property in municipal vehicles when he or she temporarily absents himself/herself from the vehicle. The non-observance of this directive will render the driver/employee liable for any loss to the municipality.

SECTION 8: USE OF MUNICIPAL POOL VEHICLE

- 8.1. Pool vehicles can be used by any official, **not participating in the motor schemes** with the authorized trip authority involved in an activity in line with the objectives of the responsible department within the Cape Agulhas Municipality.
- 8.2. Vehicles cannot be used for party political purposes under any circumstances, or to take part in industrial union activities
- 8.3. Vehicles can not be used for any private use of whatsoever reason.
- 8.4. **EXCLUSIONS**
 - 8.4.1. This policy does not apply to Municipal employees who are receiving car allowances, as a separate policy for those employees is in place.
 - 8.4.2. Councillors who receive car allowance for the use of OWN vehicles for performing ceremonial functions should comply with Policy.
- 8.5. **DRIVERS**
 - 8.5.1. A pool vehicle can only be driven by Cape Agulhas Municipality employees.
 - 8.5.2. The driver must have an unendorsed valid driver's license. The officer must check the license for validity and the ability to drive.
 - 8.5.3. The driver must have no outstanding transport related disciplinary action against them at the time of taking the vehicle.
- 5.7.4. Where necessary, drivers must be in possession of a Professional Drivers Permit.
- 5.8. **PASSENGERS**
 - 5.8.1. Passengers carried by a pool vehicle must be authorized to travel in the vehicle.
 - 5.8.2. The picking up of casual passengers (i.e. hitchhikers) is not allowed under any circumstances.
 - 5.8.3. The driver of the vehicle will be held responsible for ensuring that unauthorized passengers are not conveyed.

5.8.4 Indemnification letter must be signed by the HOD authorizing the official who intends to carry passengers who are not Municipal officials. (refer to Annexure “B”)

5.9 AUTHORITY TO USE A VEHICLE

5.9.1 All officials requiring a vehicle must have a signed trip authority from their management before the vehicle is allocated.

5.9.2 In normal circumstances a trip authority must be authorized by an official at Manager level or above, who is senior to the person travelling and is in their direct management line.

5.9.3 In circumstances where this is not possible, alternate signatories must be identified within the Municipality.

5.9.4 If a vehicle is moved in an emergency, a trip authority must be obtained immediately after the event, or within 24 hours of the movement.

5.9.5 This process is only to be used in a case of extreme emergency and the manager must be satisfied that the journey was necessary.

5.9.6 If a vehicle is based with a member of staff away from the office, then a trip authority can be issued against a weekly or monthly work plan.

5.9.7 Trip authorities must not run longer than one week at a time for staff based at the main office.

5.10 ISSUING OF VEHICLES

5.10.1 All vehicles should be issued on the day of travel unless advance authority to park the vehicle at home has been obtained, refer to Clause 5.11 of this policy.

5.10.2 The driver must carry his/her license and produce it to the transport officer within the Technical Services Department upon request.

5.10.3 The signed trip authority must be carried in the vehicle with a copy placed on the file at the Technical Services Department.

5.10.4 The intended time of departure and return is to be recorded on to the vehicle issue form and compared against the actual time of return.

5.10.5 Continued late return of vehicles may lead to a refusal to allocate vehicles in the future.

5.10.6 The person responsible for fleet will complete a vehicle issue form and a visual checklist before and after each trip. (refer to Annexures “A” and “C”)

5.10.7 The driver will then sign the issue form.

5.10.8 The driver then takes responsibility for the vehicle at this point. The vehicle will be checked using the same procedures.

5.10.9 The driver must hand in all petrol/diesel/oil purchase slips to the transport officer for checking and allocation after each trip.

SECTION 9: OVERNIGHT PARKING OF MUNICIPAL TRANSPORT

- 8.1. In the case of overnight parking, vehicles on tour or municipal vehicles being used for official after-hour purposes, the most suitable arrangements must be made for safe parking facilities with the relevant line manager.

SECTION 10: SUSPENSION OF EMPLOYEES FROM DRIVING MUNICIPAL VEHICLES

- 9.1. In the event of a municipal vehicle being or having been subjected to flagrant misuse or irregular use, or the vehicle being maliciously damaged by the driver; or
- 9.2. Where evidence exists that a driver is or was guilty of recklessness or negligent conduct whilst driving a municipal vehicle, or such a vehicle was involved in an accident whilst so driven; or
- 9.3. Where a driver of a municipal vehicle has been found guilty of driving such a vehicle –
- a) under the influence of intoxicating liquor or narcotics, or
 - b) whilst the concentration of alcohol in his or her blood was more than that allowed according to legislation, such a driver shall be suspended immediately from driving municipal vehicles until such time as a disciplinary tribunal has been concluded.
- 9.4. In the event of a driver developing any disease or disability which will render him/her incapable of controlling a vehicle effectively and subject to a report from a medical practitioner, to the satisfaction of the Municipal Manager, he/she will be suspended temporarily or permanently from driving a municipal vehicle.

SECTION 11: GOVERNORS/TRACKING UNITS

- 10.1 Where a governor is fitted to any municipal power-driven machinery, 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.

SECTION 12: SPEEDOMETERS, ODOMETERS AND HOUR METER

- 11.1 Speedometers and meters should not be tampered with. Where a speedometer is fitted to a vehicle, the National Road Traffic Act requires it to be in good working order.

SECTION 13: REFUELING

- 12.1 Where employees in charge of municipal vehicles require fuel and/or oil, they shall obtain supplies as per rotational plan.
- 12.2 Where fuel is required in containers to refuel small plant, the relevant line manager must

authorize the request against a separate requisition.

- 12.3 Fuel cards are issued By the Workshop as and when needed. After refueling at any of the authorised local garages, the invoice/card slip handed to you as driver by the petrol attendant, should be handed in at the workshop immediately or as soon as possible.

SECTION 14: USE OF TRAILERS

Trailers are designed to meet specific needs. They are therefore only compatible with specific vehicles.

- 13.1 When coupling up a trailer to a towing vehicle, the following checks apply:
- 13.1.1 The towing vehicle must have sufficient capacity to pull the trailer (refer Section 19).
 - 13.1.2 The height of the vehicle tow hitch and trailer draw bar must correspond.
 - 13.1.3 The types of couplings on a vehicle and trailer must correspond.
 - 13.1.4 The brake systems must be compatible.
 - 13.1.5 The electrical systems must be of the same voltage.
 - 13.1.6 When the trailer is coupled, the jockey wheel must be retracted and secured.
 - 13.1.7 The "Park" brake must be released.
 - 13.1.8 If the trailer is fitted with an overriding brake, the reverse lock must be disengaged before moving forward.
 - 13.1.9 Air brake connections must be checked for any air leaks.
 - 13.1.10 The trailer stop lights and indicators must be tested.
 - 13.1.11 The load on a single axle trailer must be biased forward of the axle.
 - 13.1.12 The brakes of the vehicle with trailer must be tested after moving off.
 - 13.1.13 Only the correct type and size of coupling pins must be used and these are to be permanently fastened to towbar attachments.
 - 13.1.14 Daily pre-drive checks are essential, with particular attention to be directed to signalling lights, brake connections, condition of towbar, trailer "A" frame and tyres.
 - 13.1.15 Tow hitches and ball pins must be inspected for wear and if found to be defective, the matter should be reported to Fleet Management.
 - 13.1.16 Municipal trailers may not be modified to fit external service providers vehicles/plant.

13.2 TURNING RADIUS

The trailer wheels have a smaller turning radius than those of the towing vehicle. Consequently, when negotiating a turn, it is necessary for the driver to compensate by widening the turning radius of the towing vehicle. This will prevent the trailer from climbing over kerbs when turning.

13.3 OVERHANG

When turning from a two or more lane situation, special caution must be exercised, since a trailer with a long overhang can swing out and collide with adjacent traffic. This situation arises where the width of the road compels tight positioning.

SECTION 15: MAINTAINING THE APPEARANCE OF MUNICIPAL VEHICLES/EQUIPMENT

- 14.1 Every driver/operator and relevant line manager must ensure that the vehicles are in a clean and hygienic condition. The littering of vehicle interiors with papers, bottles, etc. is not allowed.
- 14.2 Only cleaning materials and disinfectants that are compatible with automotive finishes may be used. Any advice on this subject can be obtained from Fleet Management Services.
- 14.3 Drivers/Operators can make use of designated areas provided by Fleet Management to wash and clean their vehicles.

SECTION 16: SERVICING AND REPAIR OF MUNICIPAL VEHICLES

- 15.1 All vehicles shall be serviced and repaired in accordance with the procedures stipulated in the operational plan for fleet management. (refer to Fleet SOP)
- 15.2 Drivers/operators in charge of vehicles must ensure that service arrangements are strictly adhered to.
- 15.3 Failure to comply with 15.2 will result in the recovery of all costs as a result of damages from the driver/operator or the designated person of the Business Unit.

15.4 TIMEOUS SERVICING ARRANGEMENTS

When a vehicle needs to be serviced, the vehicle user will receive an advance notification and then arrange for the vehicle to be delivered to the relevant Fleet Management service provider at the stipulated time and day. An alternative service appointment, necessitated by unavoidable circumstances, may be negotiated with Fleet Management or the service provider at least four working days before the original service date.

Whenever possible, a replacement unit will be provided. However, servicing is not to be delayed due to the non-availability of a substitute vehicle.

15.5 ADJUSTMENTS AND REPAIRS

When handing the vehicle over for servicing or repair, the driver/operator in charge of the vehicle report to Fleet Management or the relevant service provider any adjustments or repairs that he/she considers necessary. A brief description of the repair required should be recorded in the vehicle log book, which must accompany the vehicle when presented for service/repair.

- 15.6 All vehicles requiring a Certificate of Fitness (COF) must be presented to Fleet Management or the relevant external service provider at least six weeks prior to expiry of the COF. Failure to observe this directive will result in additional costs/penalties imposed in respect of expired COF's being charged to the driver/Business Unit concerned.
- 15.7 All earthmoving plant equipment (digger-loaders, front-end loaders, and tractors, etc.) in or outside of warranty periods should be serviced (every 1000Hrs), and also specialised repair work should be done by or at the Authorised Agents.
- 15.8 All major services on trucks (4 to 7 Ton) should be serviced at the authorized agents. Lubricant services will be done at our workshop, except for specialized repairs.

SECTION 17: BREAKDOWN PROCEDURES

- 16.1 In the event of a breakdown, vehicles must be handled in accordance with the procedures stipulated in the operational plan for fleet management.

SECTION 18: ROADWORTHINESS OF VEHICLES

- 17.1 All vehicles requiring a Roadworthy Certificate (RWC) are to be delivered to the fleet mechanical workshop prior to expiry date.
- 17.2 Every driver/operator of a vehicle must at all times ensure that the vehicle is in a roadworthy condition, failing which he/she will be responsible for the payment of any traffic fines imposed.
- 17.3 Any defects discovered with regard to the bodywork, engine and accessories of the vehicle must be reported immediately to the relevant line manager by generating a job card for repairs.
- 17.4 The last driver/operator of a vehicle will be held responsible for any unreported damage/defects/losses.

SECTION 19: LOAD ON VEHICLES

- 18.1 The load on any vehicle must not exceed the load recommended by the manufacturers of the vehicle.
- 18.2 Drivers/operators must familiarize themselves with the maximum load capacity of the particular vehicle they are using.

18.3 *Hazardous loads*

Only drivers who have been specially trained (hazmat competency training) and who are in possession of the necessary medical clearance are permitted to operate vehicles engaged in the conveyance of hazardous substances (refer section 16.4).

SECTION 20: IDENTIFICATION OF MUNICIPAL TRANSPORT AND EQUIPMENT

19.1 General

Drivers must ensure that the registration plates, fleet numbers, municipal logos and any other markings on the vehicles are always in good order and clearly visible. Municipal vehicles may not display any private signs, mascots, stickers, advertising or advertising material, unless authorized.

19.2 Mass information

Information in respect of carrying capacity is displayed on certain vehicles. In terms of the requirements of the National Road Traffic Act, information relative to the tare mass (T), gross vehicle mass (GVM) and, where applicable, the number of passengers is displayed on busses and goods vehicles.

19.3 Clearance certificates

If a clearance certificate (license token) is lost, destroyed or illegible, the fact shall be reported immediately to the Fleet Management Division. Expired tokens must be removed from the vehicle. The relevant department must obtain a renewed clearance certificate from Fleet Management. Failure to display current tokens constitutes an offence in terms of the National Road Traffic Act, for which the vehicle driver will be held liable.

19.4 Hazardous substances

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 (refer Section 15.3).

SECTION 21: PROCEDURES IN THE EVENT OF AN ACCIDENT

20.1 In the event of an accident, drivers/operators must follow the procedures set out in the operational plan for fleet management.

1. Stop immediately if it is safe to do so.
2. Never move your vehicle or allow others to move it or allow other vehicles to be moved when a person is seriously injured or died in the accident. Move vehicles only:-
 - when instructed as such by a Traffic Control- or Police Officer
3. Ascertain the nature and extent of any injury sustained by any person and render such assistance to the injured person as he/she may be capable of rendering. Do not attempt to move persons with back and neck injuries. Contact the Paramedical Services in case of serious injuries.
4. Immediately inform the supervisor/manager and request him/her to contact the Fleet Manager/ Senior Superintendent Fleet Management, Police, Traffic Department and ambulance (if necessary). State:

- your position,
 - the type of vehicle involved,
 - the nature of the load being carried,
 - whether the police/traffic department have been called,
 - the telephone number from where you are phoning,
 - whether your vehicle will need to be towed in.
5. Place warning triangles at least 45 metres from your vehicle to warn approaching traffic.
 6. If there are no injuries at the scene of the accident, the perimeter of the involved vehicles may be marked, after which they may be moved to a safe area.
 7. Under no circumstances shall a driver admit liability or make any statements to any person. A brief account of the accident may be given to the police. No statements are to be signed.
 8. Do not take any intoxicating liquor or any drugs at the scene of an accident unless administered by a doctor.
 9. Should the driver of the other vehicle be suspected of being under the influence of intoxicating liquors or drugs, this fact should be brought to the notice of the attending Police- or Traffic Officer.
 10. Record the name and address of the other driver, his/her vehicle registration number, the name of the owner of the vehicle, and the vehicle's insurance company. Record the name, license details and address of any independent witnesses, including the occupants of the other vehicle(s) involved in the accident.
 11. Supply your name, driver's license, address and Departmental details only to persons having grounds for requesting such information (Police, Law enforcement/traffic officials or Departmental Management official).
 12. Under no circumstances must the driver leave the accident scene until the above steps have been followed and only after approval is granted by Police- or Traffic officials after consulting his/her supervisor.
 13. In case of damage to a Cape Agulhas municipal vehicle, do not attempt to move the vehicle before authorization has been obtained from the Fleet Manager/ Senior Superintendent Fleet Management or Supervisor, except if traffic flow is seriously impaired.
 14. Complete an Accident Report and submit a copy to Asset & Insurance Officer.
 15. The Fleet Management Department and relevant Manager, is responsible for preparing and recommending precautionary measures that need to be implemented.
 16. Departments must ensure that a Tracking Device report accompanies the accident report.

SECTION 22: ACCIDENT COMMITTEE

21.1 Accident Committee

This is a Committee appointed by the Municipal Manager to assist him/her in the investigations of misuse of Municipal fleet and motor vehicle accidents. The duties of the Accident Committee entails the following:

21.1.1 To consider reports on the misuse of Municipal vehicles.

21.1.2 To consider reports on motor vehicle accidents.

21.1.3 To consider reports on any non-compliance of the Municipality's Fleet Management Policy.

21.1.4 Interview the driver, assessor, third party or any other person with information relevant to the accident. In addition, the Accident Committee may:

21.1.4.1 Request witnesses to make a verbal/written statement about the accident.

21.1.4.2 Probe the nature of the trip and granting of authority to the driver.

21.1.5 Make Recommendation to Management regarding the investigations.

21.1.6 The committee must meet 2 weeks (or earlier) after the accident occurred.

SECTION 23: INSURANCE OF MUNICIPAL VEHICLE

22.1 Municipal vehicles

The municipality provides comprehensive cover through its insurance policy, which administers legitimate claims arising from accidents involving municipal vehicles and equipment. Suitably licensed municipal employees driving municipal vehicles are covered to the following extent:

- a) The municipality will provide all-risk cover of loss or damage for its vehicles, as described and provided for in terms of the currently accepted form of automobile/vehicle insurance policies as issued and agreed upon by municipal insurers. Coverage is not included for the loss of or damage to any items owned or possessed by the employee or by any person or body other than the municipality.
- b) The municipality will provide third-party liability insurance covering any driver's liability arising out of the use of the vehicle.
- c) Unauthorized drivers and passengers will not be covered by the Insurance Fund or the Road Accident Fund.

22.2 Non-municipal employees

The comprehensive vehicle insurance cover provided by the municipality's Self-insurance Fund provides cover for any municipal vehicle driven by a person qualified to do so and not employed by the municipality, if such action relates to the maintenance or repair of the vehicle involved.

22.3 External vehicles from service providers

Insurance claims in respect of vehicles provided by service providers will be dealt with by the

relevant external lease agreements.

22.4 Forfeiture of cover by driver

The cover and arrangements mentioned in paragraphs 18.1 and 18.2 will not apply as far as the driver of municipal vehicles is concerned in cases where:

- a) he/she was under the influence of intoxicating liquor or a drug with a narcotic effect; or
- b) the concentration of alcohol in his/her blood was more than 0,05 gram per 100 milliliters;
- c) the vehicle was used without authority for other than strictly official purposes;
- d) he/she is not in possession of an appropriate legally valid driver's license;
- e) he/she drives or has driven a vehicle without having been properly authorized thereto; or
- f) he/she allows or has allowed the vehicle to be driven by a person not authorized thereto;
- g) he/she was an unauthorized passenger in the vehicle;
- h) he/she is a participant in another motor scheme and is not authorized in writing to be transported in vehicle.

In the event of any one of the clauses mentioned in 18.4(a) to 18.4(h) being applicable, the driver/operator will be liable for all claims and liabilities.

22.5 Exclusion of third-party cover

In terms of the Road Accident Fund, passengers transported IN A MUNICIPAL VEHICLE without authority will NOT BE COVERED.

SECTION 24: SAFE DRIVING

23.1 Traffic Fines

Drivers who commit traffic offences with a Municipal vehicle will be held responsible for the payment thereof without being referred to a disciplinary hearing. The GPS information confirming the driver transgressing the law at the certain time will be accepted as concrete evidence.

The driver must at all times have his / her valid driver's license or permit with him when operating a Municipal vehicle.

23.2 Speed limit

Apart from the necessity of observing the speed limits laid down by the government and local authorities, municipal vehicles must not be driven at speeds that may endanger the lives of occupants and other road users. Speed must be adjusted to suit weather conditions, road conditions and the particular type of vehicle being used.

23.3 Emergency vehicles

Law enforcement, traffic and emergency vehicles may only exceed the speed limits when it is essential to do so. In an emergency, the appropriate alarms, warning devices and warning signals must be used. Extreme caution must be exercised by drivers of emergency vehicles.

23.4 Rules of the road

All drivers of municipal vehicles must strictly adhere to the rules of the road.

23.5 Night driving: Correct use of vehicle lights

All drivers of municipal vehicles must strictly adhere to Regulation 157 of the National Road Traffic Act No. 93 of 1996 which requires, inter alia, that vehicle lights be operational at any time from sunset to sunrise and “at any other time when, due to insufficient light or unfavorable weather conditions, persons and vehicles upon the public road are not clearly discernible at a distance of 150 meters”..

SECTION 25: UNAUTHORISED USE OF VEHICLES

24.1 Unauthorised use of vehicles attributed to the driver

Unauthorized use of vehicles compiles of the usage of vehicles in contradiction with this policy.

Should a vehicle be used by the driver in a manner or for a purpose other than as provided for in this Code, such use will be deemed to have been irregular. It shall be the prerogative of the Municipality, notwithstanding any disciplinary procedures taken against the driver, taking in consideration:-

1. The cost of the distance covered during such unauthorized use and, if applicable, the unauthorized driver’s time, calculated in accordance with the relevant tariff;
2. The cost of repair of damages incurred in any collision and any other expenses incurred by the Municipality, in the payment of claims arising from any such collision in which the vehicle was involved during such an unauthorized journey, and which cannot be recovered from the other party; and
3. The loss incurred by The Municipality as a result of the vehicle being stolen during such irregular or unauthorized journey, irrespective of whether the employee was in any way negligent during the time of such theft of the vehicle. The said loss will be based on the market value of the relevant vehicle, as well as the replacement value of any equipment in the vehicle at date of the theft. The employee thus, should he undertake such an irregular or unauthorized journey; he may carry the risk of loss as if the vehicle was his private property.

24.2 Unauthorised use of vehicles attributed to Management

Vehicle Control Officers become responsible for irregular use of vehicles and plant when they sanction the following:-

1. Supervisors or managers exceeding their designated authority by giving staff permission to use vehicles after hours.
2. Allowing staff to park Cape Agulhas Municipal vehicles overnight at unsafe locations.

3. Instructing staff with permission to use Cape Agulhas Municipal vehicles to transport passenger illegally.
4. Instructing staff to make unauthorized trips on the instruction/request of another Council official or Councillor. Such an instruction is invalid and must be refused by the employee.

SECTION 26: VEHICLE ABUSE

- 25.1 Vehicle abuse refers to the reckless or malicious treatment of a vehicle, which causes or has the potential to cause damage or premature wear and /or failure to the vehicle's components.
- 25.2 Abuse includes over "revving" of an engine, habitual harsh braking, excessive clutch slipping, excessive overloading, ignoring engine warning systems (over-heating, low oil) and generally subjecting the vehicle to harsh treatment beyond the manufacturer's recommendations.
- 25.3 Management are responsible for ensuring that drivers and other staff do not abuse official vehicles. Where such abuse is evident and can be proven, Fleet Management will recover the costs of such abuse from the user department.
- 25.4 Abusive practices results damage to vehicles and plant and will be disciplined.

SECTION 27: UNACCEPTABLE VEHICLE USAGE

26.1 Driving under the influence of intoxicating substances

- 26.1.1 Under No Circumstances Is A Driver/Operator Allowed To Operate Any Vehicle, Machine Or Plant Under The Influence Of Intoxicating Liquors Or Narcotics.
- 26.1.2 According to National Roads Authority Legislation, permissible percentage of alcohol count is 0.02mg/100ml blood for all drivers. The minimum permissible percentage for a Cape Agulhas Municipal employee driving a Municipal vehicle is 0.00. Any count above 0.00 may lead to disciplinary action.
- 26.1.3 Any employee, including drivers, may at any time be required to undergo a breathalyzer test, executed by the Traffic or Police Department, General Practitioner/Doctor or appointed delegate.
- 26.1.4 If the supervisor or any fellow worker suspects that a driver is under the influence of intoxicating liquor or narcotics, the supervisor may rightfully refuse that the driver continue his/her duties. The supervisor will then immediately contact the Traffic or Police Department, General Practitioner/Doctor or appointed delegate or and request that the driver undergo an intoxication test.
- 26.1.5 Refusal to be tested would result admission of guilt and will be treated as such pending a disciplinary hearing.

26.2 Reckless driving and vehicle negligence

26.2.1 Reckless and negligent driving will not be tolerated and may lead to disciplinary action.

26.2.2 Reckless driving includes:

- The transgression of any Road Traffic Legislation
- Over Speeding
- Harsh braking and acceleration
- Spinning of tyres
- Overloading
- Aggressive driving.
- Not responding to warning lights and –gauges.

26.2.3 If the supervisor suspects that a driver is guilty of reckless driving practices, the supervisor may rightfully refuse that the driver continue his/her duties until further investigation is executed.

26.2.4 The supervisor must obtain statements of witnesses, gain the necessary GPS evidence as proof, and request disciplinary action.

26.3 Vehicle negligence

25.3.1 Vehicle negligence includes a transgression of any section of this policy w.r.t. vehicles and plant.

25.3.2 If the Fleet Manager/ Accountant: Assets & Fleet Management suspects any vehicle defects due to negligence, he may rightfully request a departmental report of explanation and remedial action from the relevant department.

SECTION 28: DISCIPLINARY MEASURES

Failure to comply with the content of this policy and any other additional instructions issued by the Fleet Manager /Senior Superintendent Fleet Management renders the offending employee liable to disciplinary action.

27.1 For quick reference, serious transgressions are summarized in this section, bearing in mind that any transgression of any section of this policy may result in disciplinary action.

27.1.1 The following transgressions may result immediate dismissal if found guilty in a disciplinary hearing:

27.1.1.1 Driving under the influence of intoxicating substances (Alcohol, drugs & narcotics).

27.1.1.2 Responsible for killing or injuring people as a result of negligent driving.

Note that above-mentioned are transgressions of National Roads Authority Legislation and can also lead to civil prosecution with applicable penalties including murder and manslaughter. This misconduct is also covered under the Code of Conduct for Municipal Employees (Systems Act) and

the Disciplinary Code of Council.

27.1.2 Non-compliance to any section of this memorandum and the Fleet Management Policy will be regarded as a contravention of the Standard Conditions of Employment and may lead to disciplinary action, as determined by Council.

27.1.3 The following serious transgressions will be treated with the strictest possible disciplinary measures.

27.1.3.1 Driving a vehicle without a valid license and PDP for the appropriate Vehicle/Plant.

27.1.3.2 The unauthorized use of any Cape Agulhas Municipal vehicle or the use of a Cape Agulhas Municipal vehicle after hours without authorization of the Head of Department.

Please note that the Municipality deems the unauthorized use of a Municipal vehicle as equal to “stealing Municipal property or resources” and may therefore mandate prosecuting officials to request dismissal if found guilty.

27.1.4 The transportation of private individuals.

27.1.5 The utilization of Cape Agulhas Municipal vehicles for private use and non-work related purposes.

27.1.6 The transportation of goods for private purposes incl. the towing of private vehicles, boats, caravans and trailers.

27.1.7 Travelling outside the Municipal Boundaries without a Trip Authorization, approved by the Municipal Manager.

27.1.8 The parking of vehicles at private residences, public facilities, rural and urban zones when not utilized in line of duty.

27.1.9 Leaving vehicles abandoned (“Verlate”) at any place except at Municipal depots or reserved Municipal parking’s. (Note that parking in the parking area of a public road in front of a Municipal Building IS NOT CLASSIFIED AS A MUNICIPAL RESERVED PARKING and a vehicle parked at such an area after hours will be assumed abandoned).

27.1.10 The use of vehicles after hours without permission of Line Management, including Stand by, Call outs or in case of emergencies.

27.1.11 The failure to ensure safe garaging and parking at private residences after hours when on standby, call outs and emergencies.

27.1.12 The failure to ensure safe custody and parking at a Cape Agulhas Municipal depot after hours.

27.1.13 Removing vehicle and Plant keys from the premises if vehicles and plant are parked at a reserved Municipal Parking area (Depot) – e.g. taking keys home.

27.1.14 Reckless and negligent driving.

27.1.15 Over speeding.

27.1.16 Negligent practices and damage towards vehicles, equipment and tyres.

- 27.1.17 Driving a vehicle with obvious, visible mechanical- and electrical defects.
- 27.1.18 Driving a vehicle that is not road worthy.
- 27.1.19 Any unsafe driving practice.
- 27.1.20 Driving vehicle without oil and/or water.
- 27.1.21 Failure to report defects of vehicles and plant.
- 27.1.22 Failure to complete logbook before and after each trip.
- 27.1.23 Failure to do pre-, post- and during trip inspections.
- 27.1.24 Failure to check oil, water and other fluids prior to starting the vehicle.
- 27.1.25 Failure to inspect loose wheel nuts.
- 27.1.26 Failure to execute monthly inspections – Supervisors.
- 27.1.27 Failure to refer vehicles and plant for scheduled services. - Drivers and Supervisors.
- 27.1.28 Failure to clean the vehicle.
- 27.1.29 Tampering with the working parts of a vehicle or implement, causing failure or abnormal wear of municipal equipment eg. Fuel pumps and GPS systems.
- 27.1.30 You will be held responsible for all traffic offences committed by you.
- 27.1.31 You may be held responsible for damage that may be caused by negligence or omission in terms of all sections of the transport policy.
- 27.1.32 Disciplinary steps may be instituted against you if you deliberately damage or degrade/misuse a vehicle.
- 27.1.33 You may be held liable for the excess insurance payment if found the guilty party as a result of an accident / incident.
- 27.1.34 You may be held responsible for all damages to a vehicle resulted by negligence or omission i.t.o. the Fleet Management Policy, including failure to complete log books and execute pre trip inspections.

SECTION 29: DISPOSAL AND ACQUISITION OF FLEET ASSETS

- 28.1 Vehicles are disposed of in line with the Supply Chain Management policy and regulations and the Asset Management Policy on public auction, tender or written off by means of an accident or theft. Vehicles written off by accident will be collected by the applicable insurance company.
- 28.2 When vehicles are disposed of, the following process will be implemented:
 - Ensure that vehicles / Plant are de-registered or a change of ownership form has been completed and processed by the Traffic department prior to removing vehicle from Municipal premises.
 - A schedule of disposed vehicles/plant must be compiled.
 - Remove items from the Fleet list and Asset Register.

- In case vehicles are lost due to theft or written off by the insurance company, the Assets & Insurance Officer will notify the Fleet Manager/ Senior Superintendent Fleet who will ensure that the applicable documentation are completed and the items removed from the Fleet list.

SECTION 30: DRIVERS RIGHTS

29.1 In fulfilling your duties as driver of a municipal vehicle, you have the right to:-

29.1.1 Refuse to drive an unsafe or un-roadworthy vehicle;

29.1.2 Refuse to drive or refuse to let someone else drive a municipal vehicle allocated to you without the necessary authorization and valid license and

29.1.3 Refuse to use a vehicle for work or loads for which the vehicle is not suited or designed.

SECTION 31: EFFECTIVE DATE

The usage of the Fleet Management Policy will become effective from the 10 December 2019 upon approval thereof by the Council of Cape Agulhas Municipality.