

Fleet Management Policy

2026/2027





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Municipal vehicles are provided as a tool of trade and a means to assist municipal employees to fulfil their duties and for the municipality to fulfil its constitutional mandate of providing services (including essential services) to local communities.

This policy will serve as a guideline on the code of good practice for use and conduct of drivers using official council vehicles to execute their duties and to mitigate misuse of council resources specific to fleet.

AMENDMENTS / UPDATES

New amendments or updates will be added to the Amendments and Updates Listing below.

Proposals for amendment or additions to the text should be forwarded to: -

Fleet Coordinator

Public Safety and Roads Department

Midvaal

P O Box 9

Meyerton

1960

Telephone: +27 (0)16 360 7499



DEFINITIONS:

Municipal Fleet	Midvaal Local Municipality owned vehicles, plant, and mobile equipment – also referred to as “Council Vehicles or Vehicle(s) in general”
Logbook/Trip Sheet	Vehicle trip sheet to record trips for which vehicles are used
Inspection Sheet	A document that includes and validates information about the vehicle condition pre-and-post trip. To certify that the vehicle is roadworthy and/or to indicate whether any of its components require repairing. The sheet is to be completed pre-and-post every trip by the driver of the vehicle at the time of the trip
Emergency Vehicles	Vehicles operated by emergency services (fire and traffic) for emergency response

1 SCOPE OF THE POLICY

- 1.1 This policy is applicable to all municipal fleet vehicles and does not cover the use of subsidized vehicles.
- 1.2 This policy is applicable to all employees and councillors who make use of municipal fleet/plant/equipment owned by Midvaal Local Municipality.
- 1.3 Specifically, to the Department's Sectional Supervisor/s, and drivers operating municipal fleet/plant/equipment to execute their duties.
- 1.4 Applicable to temporary drivers assigned on an ad-hoc basis to operate municipal fleet/plant/equipment.

2 PURPOSE OF THE POLICY

The purpose of this policy is to: -

- 2.1 Assign and hold accountable respective asset custodians (per department) and individual drivers for the use of Municipal Fleet when executing their duties.
- 2.2 Improve and maintain effective and efficient control over fleet maintenance, usage, availability and safeguarding of municipal fleet/plant/equipment.
- 2.3 Promote safe utilization of municipal fleet/plant/equipment.
 - 2.3.1 Ensure that drivers operating municipal fleet/plant/equipment are competent to operate and drive vehicles/plant/equipment and are aware of their responsibility when operating and maintaining such.
 - 2.3.2 To set out the standard operating procedure (s) applicable to municipal fleet/plant/equipment to mitigate any misuse, loss, and damage.

3 APPLICABLE LEGISLATION

- The Constitution of South Africa



- National Road Traffic Act 93 of 1996
- National Road Traffic Amendment Act 21 of 1999
- National Road Regulations of 2000
- Administrative Adjunction of Road Traffic Offenses (AARTO) Act 46 of 1998
- Municipal Finance Management Act 56 of 2003
- Occupational Health and Safety Act 85 of 1993

4 USAGE, INSPECTION AND ACCIDENTS INVOLVING MUNICIPAL FLEET/PLANT/EQUIPMENT

All drivers required to operate municipal fleet/plant/equipment are issued with a monitoring driver tag and are expected to accept and exercise the responsibilities associated with the operation of such municipal fleet/plant/equipment, as prescribed in this policy and the National Road Traffic Act.

4.1 Municipal fleet/plant/equipment usage

- 4.1.1 Municipal fleet/plant/equipment are strictly provided for authorized official business/service delivery purpose(s).
 - 4.1.1.1 En-route stops are permitted under the following conditions:
 - 4.1.1.2 The en-route stop is limited in duration and does not create a negative image of council (employees are not permitted to stop at liquor stores/clubs/pubs/lounges etc, during working hours.)
 - 4.1.1.3 Meal intervals/lunch times where employees stop to purchase lunch from an establishment other than those specified in 4.1.1.2 Such stops shall be aligned to lunch breaks as per the employment contract of the driver/operator or as agreed to by the supervisor.
 - 4.1.1.4 Where an employee is feeling unwell or unable to continue their journey. In these instances, the supervisor must be informed immediately of the driver/operator's condition so as to make alternative arrangements if needed.
 - 4.1.1.5 Stops will be permitted, where an employee makes or answers official calls, noting that the vehicle should then be legally parked.
- 4.1.2 Municipal fleet/plant/equipment are prohibited from being used for personal/private purpose (s).
 - 4.1.2.1 Municipal fleet/plant/equipment may not be used over weekends, public holidays or after hours unless for official work purposes or unless approval was given by the relevant Head of Department or Municipal Manager.
- 4.1.3 Municipal fleet/plant/equipment are prohibited from being used for any political mandate/purposes or used for any union activities including industrial action.
- 4.1.4 Prior to the usage of any municipal fleet/plant/equipment, the driver/operator must ensure the logbook/trip sheet is approved, signed, and always kept in the vehicle.
- 4.1.5 All municipal fleet/plant/equipment must be provided with a logbook/trip sheet and inspection sheet. Prior to the utilization of any municipal fleet/plant/equipment the



driver must ensure that these forms are completed and approved daily and submitted to his/her supervisor on a weekly basis.

- 4.1.6 Any driver that utilizes municipal fleet/plant/equipment must carry out a pre and post vehicle inspection and fill out the relevant inspection sheet before and after using a council vehicle and conduct a 360-degree walk-around prior to moving a vehicle from a parked location whilst on a trip.
 - 4.1.6.1 Loose vehicle equipment viz, spare wheels, tool kits, jacks, and other extras, will be checked at the time of issuing the vehicle to the other user department and shall remain the user department's responsibility.
 - 4.1.6.2 The National Road Traffic Act prescribes that drivers/operators must ensure that loads are secured prior to moving the vehicle.
 - 4.1.6.3 All objects, including equipment inside the vehicle, must be securely stored.
 - 4.1.6.4 All objects carried on the exterior of the vehicle/plant/equipment (viz, ladders, tools, etc) must be secured in such a way that they cannot fall or come loose whilst the vehicle is in transit. Equipment carried on the exterior of vehicles/plant/equipment must be secured by brackets aligned to road traffic prescript or manufacturer's guidelines.
 - 4.1.6.5 Any problem/defect observed must be clearly noted and specified on the inspection sheet immediately and reported to the supervisor who will report the problem/defect to the mechanical workshop.
 - 4.1.6.6 The mechanical workshop shall assess the problem/defect and advise whether to withdraw the vehicle/plant/equipment from use until such time it is repaired, or
 - 4.1.6.7 Advise whether the vehicle is operational, and the problem/defect does not impede functioning or contravenes legislative prescript of road worthiness and may be booked at a later stage for repairs of minor problems or defects.
 - 4.1.6.8 Vehicles that are deemed not fit for purpose due to the defects and cannot be repaired immediately, will be withdrawn from service and the user department may utilize a borrowed vehicle from another department to continue duties.
 - 4.1.6.9 Once repairs are completed on the reported vehicle, the Mechanical workshop will inform the user department to collect the vehicle accordingly.
 - 4.1.6.10 Employees driving/operating municipal vehicles/plant/equipment must always take necessary precautions when parking or reversing out of parking bays to prevent incidents and/or running into stationary or oncoming objects/vehicles.
 - 4.1.6.11 Under no circumstances may a vehicle that is not roadworthy be used by any driver in the execution of duties.



- 4.1.6.12 The driver of the vehicle issued to him/her shall be liable, among others for any damages, negligent driving, accidents, traffic fines/offenses/violations or loss of council property that may occur during his/her trip.
- 4.1.6.13 In the event of any traffic violation, the employee shall be liable for payment of any traffic fine issued against the vehicle or in person.
- 4.1.6.14 Traffic fines are issued in the name of the proxy for municipal vehicles/plan/equipment.
- 4.1.6.15 Traffic fines received will be marked out for the relevant department who is responsible for the vehicle/plant/equipment.
- 4.1.6.16 Supervisors will be responsible to ascertain/identify the employee responsible for using the municipal vehicle/plant/equipment and inform the employee about the traffic fine.
- 4.1.6.17 Employees have the option to make a representation to reduce the fine.
- 4.1.6.18 Outstanding traffic fines not paid, where an employee has identified, may be deducted from the employee's salary after 30 days of being informed of the fine.

4.2 Vehicle/Plant/Equipment accident and accident reporting

In the event of an accident, the employee should report the accident, aligned to the legislative prescript, obtain a case number, and await traffic to arrive on scene prior to removing the vehicle from the scene, irrespective of whether the employee deems themselves to be innocent or guilty of causing the accident. (Refer to SOP for Departmental Inquiries)

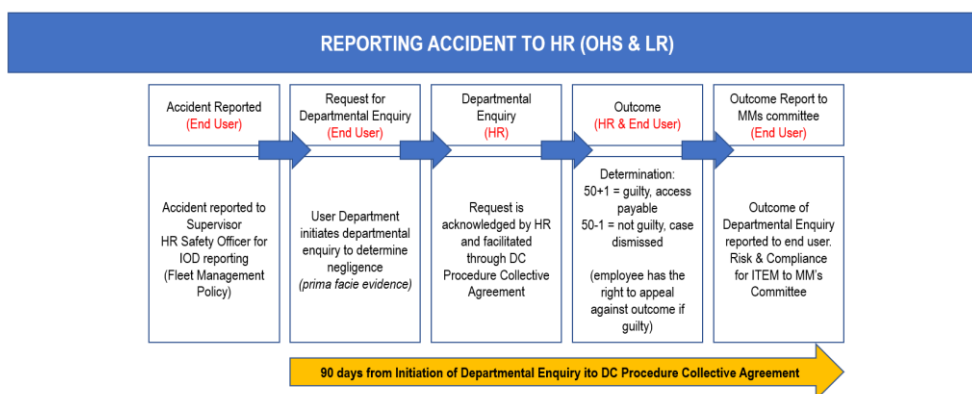
4.3 Accidents must immediately be reported as per the accident procedure.

- 4.3.1 The following procedure shall be followed in the event of a municipal owned vehicle involved in an accident, no matter how trivial and irrespective of whether or not any person or animal or property, other than the Municipal vehicle is involved.
- 4.3.2 The municipal vehicle should not be removed from the accident scene before the supervisor and Midvaal Traffic Officer have arrived at the scene. In the event where the vehicles are causing an obstruction, or are a source of danger, positions should be marked on the road surface before they are removed.
- 4.3.3 The official's Sectional Head, HOD and Safety Officer to be notified immediately.
- 4.3.4 Sectional Heads are responsible for all documentation and should indicate if the accident was preventable or was caused by the negligence of the driver.
- 4.3.5 Under no circumstances should an official admit liability or make unguarded statements to any person nor offer any payment to a third party.
- 4.3.6 Should any third party involved admit liability, endeavours should be made to obtain a statement in writing from him/her to this effect.
- 4.3.7 The driver involved in an accident whilst operating a municipal vehicle, must as soon as possible obtain, preferable at the scene of the accident, details required to complete the accident report form:



- 4.3.7.1 Registration number, make and type of other vehicles.
- 4.3.7.2 Name(s) and address(es) of driver(s) of the other vehicle.
- 4.3.7.3 Name(s), address(es) of person(s) involved in the accident albeit he/she/they was/were passenger(s) of the municipal vehicle's driver or the third-party or pedestrian(s).
- 4.3.7.4 Names and addresses of the third party's insurance company.
- 4.3.7.5 Name, occupation, address, and age of any pedestrians involved in the accident or any pedestrian(s) killed or injured.
- 4.3.7.6 Description of animals and fixed objects involved in the accident and the name and addresses of the owner.
- 4.3.7.7 Name and addresses of witnesses including the occupants of the other vehicle(s) in their capacities as witnesses.
- 4.3.7.8 Measurements for the preparation of a sketch of the scene of the accident (pace off the distance if there is no scientific tape measure).
- 4.3.7.9 Note the geographical landscape of the place of the accident, type of road, accident-related obstructive objects or substances on or around the road, road make-up (fences) and weather conditions at the time of the accident.
- 4.3.8 The official responsible for the vehicle at the time of the accident must report the accident to their immediate Supervisor as soon as possible, but within 24 hours, to a police station obtain a case number thereafter and furnish full particulars.
- 4.3.9 All documentation regarding the claim must be submitted to the Finance Department.
- 4.3.10 All documentation regarding any injuries sustained by either party must be submitted to HR.
- 4.3.11 The sectional head, in consultation with the Midvaal Traffic Department, must determine whether the vehicle must be towed or loaded or not. Only accredited service providers in respect of towing and or panel beaters must be utilized.
- 4.4 The accident will be referred to the Accident Committee for deliberation, and the finding will be communicated to the CFO and relevant Department.
- 4.5 Officials suspected of negligence by the Accident Committee will be subject to disciplinary action and may be held liable for the financial costs, repairs or replacement costs "*if found guilty at a disciplinary hearing*". Deductions for financial costs, repairs or replacement will be deducted from the Employee's salary over a period not exceeding 12 months. The employee must sign an acknowledgement of debt form in which the time frame for the payment of the fine shall also be captured.
- 4.6 An employee should be prevented from operating Municipal vehicles if involved in more than three accidents where negligence was proven. In such instances, the employee shall be demoted or re-deployed depending on the availability of alternative positions.
- 4.7 After an accident, re-testing of drivers will be done immediately - based on the outcome of the Accident Committee.

- 4.7.1 The accident must be reported immediately, or before the end of the shift (if the employee sustained injury) to the supervisor. In the event where the employee is hospitalized, safety section shall report incident accordingly.
- 4.7.2 The accident report must be submitted for departmental investigation, through a departmental enquiry to determine liability. Liability will be determined if an employee is involved in an accident and negligence is on the part of the employee. A 50 + 1 principle shall apply.
- 4.7.2.1 The outcome of the departmental enquiry should serve at the accident committee, comprising the Municipal Manager and Heads of Departments, for noting.
- 4.7.2.2 The disciplinary committee may determine financial liability based on the merit of the case.
- 4.7.2.3 Recuperation of costs shall not exceed the amount calculated in terms of section 34 of the Basic Conditions of Employment Act and may be deducted in equal monthly instalments.
- 4.7.2.4 Drivers/Operators who have been involved in an accident must be re-evaluated to mitigate the risk of future incidents and record of such re-evaluation must be kept on the employee's file.



HR provides support specific to Injuries on Duty and Departmental Inquires. Both processes are initiated by the user department as asset custodian responsible for the asset and supervisory roles with regard to maintenance of discipline of staff.

- 4.7.2.5 Municipal fleet/plant/equipment may not be used over weekends, public holidays or after hours unless so authorized by the relevant Head of Department.

5 COMPLETION OF ACCIDENT REPORT FORMS

The Transport Office must ensure that the Head of Department responsible is notified and furnished with the completed incident report. The Transport Office must arrange for a technical report to be completed with respect to the vehicle concerned. All completed forms must be



submitted to the Fleet Coordinator. The Transport officer, after ensuring that the necessary forms have been completed, must send the original report forms and all the supporting documentation to the Finance Department which should be directed to the Municipal Insurers. A copy of the report forms and supporting documentation must be appropriately filed in.

6 MOTOR CLAIMS PROCEDURES

- 6.1 Make arrangements to safeguard the vehicle following an accident or, in the event of theft, notify the Police immediately.
- 6.2 In the case of an accident, please record full details of Third Party, i.e. name, address, model and registration number of vehicle, Employer, Insurers, etc. This will assist greatly in recovering damages should the Third Party be responsible for the accident, as will contact names, addresses and telephone numbers of witnesses.
- 6.3 Notify the councils insurance brokers immediately by phone, fax, email or visit.
- 6.4 Submit the following documents:
 - 6.4.1 Fully completed claim form signed by an authorized official of the company.
 - 6.4.2 Quotations / repair estimates.
 - 6.4.3 Certified copy of both sides of driver's license.
 - 6.4.4 Police report where a third party is involved.
 - 6.4.5 Original Motor Vehicle Cancellation Certificate (In the event of Theft / Write-off).
 - 6.4.6 Vehicle keys (In the event of Theft).
 - 6.4.7 Confirmation of any outstanding fines.
 - 6.4.8 SAP letter confirming non recovery of vehicle.
 - 6.4.9 Copy of the original purchase invoice (In the event of Theft / Write-off).
 - 6.4.10 Documentation substantiating any extra's fitted to the vehicle.
- 6.5 If necessary, the Insurance brokers' Claims Department will arrange the appointment of an Assessor upon receipt of the claim documentation.
- 6.6 Assessor / Insurer will authorize repairs or pay cash in lieu.
- 6.7 Where repairs have been authorized by assessor insurer, the repairer/panel beater will bill insurer direct. However, you will be required to make your own arrangements direct with the repairer for payment of the first amount payable, i.e. policy excess or deductible.
- 6.8 Where a person is injured, notification must be made immediately to the Road Accident Fund (RAF) and the necessary report form must be completed and sent to them. The contact number for the RAF is (011) 223-0000.
- 6.9 Where a third party is at fault, the insurer may pursue recovery from the third party by way of subrogation if they are liable to pay for damage to your vehicle. Guard-risk will assist with the recovery of your costs up to the point where litigation becomes necessary.



- 6.10 Where your driver was to blame for the accident, report the incident immediately to Guard-risk and do not admit liability. The Insurance brokers will arrange for the third party to deal directly with the insurance company.
- 6.11 Where the loss/damage may be ascribed to unrest, the driver and passengers (where applicable) should be requested to provide a full
- 6.12 statement describing the circumstances in detail, so as to facilitate claims against SASRIA / NASRIA.

7 WHEN AN EMPLOYEE WILL BE LIABLE TO PAY THE EXCESS AMOUNT

- 7.1 An accident is an occurrence which produces loss, damage, death or injury, and which occurred unintentionally and unexpectedly.
- 7.2 An excess is the amount that must be paid by Midvaal to the Insurance before the Insurance will compensate Midvaal for the rest of the loss.
- 7.3 An employee involved in an accident who are found to have been negligent will be liable to pay the excess amount, subject to 7.5 below.
- 7.4 If Midvaal Local Municipality has paid the excess to the Insurance on the official's behalf, the official remains responsible for the amount which will be deducted from his / her salary at month end, subject to 7.5 below.
- 7.5 Special exclusions on excess: Where the percentage of the official's contributing negligence is less than 50% (fifty percent), the official shall not be liable to pay the excess amount. The contributing negligence shall be deemed to be less than 50% when the official can prove that:
 - 7.5.1 he / she acted in the same way a reasonable person would have acted in the same / similar conditions.
 - 7.5.2 she / he did not act negligently; and
 - 7.5.3 provide adequate documented proof to substantiate the special exclusion, or to substantiate another party's majority of contributory negligence.
 - 7.5.4 In a case where the cost of damages is below the insurers excess thresh-hold, 3 quotations must be sourced by the Fleet Management office to repair the vehicle. The whole cost of the damages to a maximum of R6000 will be recovered from the driver only if found negligent through a departmental enquiry.

8 ACCIDENT REPAIRS

Where repairs are necessary to a vehicle that was involved in an accident, the Transport Office shall, in consultation with the Municipality Insurers, obtain written quotations in terms of Municipality procurement policy and shall arrange the repair of the vehicle where applicable.

9 CARRYING OF PASSENGERS

The carrying of civilians/residents/private/casual persons (viz, any person not employed by the municipality) or the carrying of employees to and from the workplace ("giving unauthorized



colleagues a lift"), outside from approved work-terms, is prohibited, unless so authorized by the relevant Head of Department.

9.1 Carrying of passengers

- 9.1.1 The transportation of civilians where they are expected to provide witness testimony in labour/litigious matters will be permitted subject to approval by the relevant Head of Department.
- 9.1.2 Passengers other than councillors and employees of Midvaal may only be transported in a Municipal vehicle if approval is granted by the relevant Head of Department or Municipal Manager.
- 9.1.3 Drivers are not permitted to pick up casual passengers or transport casual passengers in a municipal vehicle.
- 9.1.4 Drivers are not permitted to carry casual passengers during or after working hours in the goods compartment of light delivery vehicles or trucks.

9.2 Political Principal vehicles (Executive Mayor & Speaker)

- 9.2.1 In general, no passengers other than the Executive Mayor, the Speaker and their spouses shall be transported in the mayoral and speaker's vehicles for official purposes, unless authorized at the discretion of the Executive Mayor.
- 9.2.2 The mayoral and speaker's vehicles shall be the mode of transport for the Executive Mayor and the Speaker to any official function or meeting which the Executive Mayor and Speaker is required or delegated to attend.
- 9.2.3 No person acting or officiating in terms of the Executive Mayor as set out above may utilize the mayoral vehicle without the consent of the Executive Mayor.
- 9.2.4 In principle, no unauthorized person may be transported in a municipal vehicle unless authorized by the Executive Mayor, or in/under extreme/emergency circumstances, in which such action is warranted.

9.3 Using Municipal vehicle/plant/equipment to take home

- 9.3.1 An employee may be authorized to take a municipal vehicle home when:
 - 9.3.1.1 The employees' working hours/conditions of employment is subject to frequent after-hours call outs, unscheduled work or a temporary/seasonal assignment.
 - 9.3.1.2 Such call out arrangements are outside or closer to the employees' home than the normal place of work.
 - 9.3.1.3 Such call out arrangements involve the first response to a real or present threat to life or property requiring immediate response, which cannot stand over for the next working day/shift.
 - 9.3.1.4 Such call outs require a specialized vehicle, tools, or equipment to perform the duties required and may cause an unacceptable delay in the response time if the employee must retrieve such from his/her normal place of work.



- 9.3.2 The Head of Department and Municipal Manager must approve all requests for take-home vehicles.
- 9.3.2.1 The request to take municipal vehicles/plant/equipment home must be motivated and requested for by the driver/operator in writing. Such motivation must be submitted to the HOD for consideration and a recommendation will be made to the Municipal Manager who will approve the request.
 - 9.3.2.2 Approval given to an employee to take a municipal vehicles/plant/equipment home will be valid for a period of 1 year, where-after the employee must re-submit a motivation. Such re-application must be submitted a month prior the expiry of the approval period.
 - 9.3.2.3 Approval of motivation and/or application to take a municipal vehicle/plant/equipment home shall be considered only where the employee/driver/operator lives within the immediate vicinity of the Municipality or resides no further than 20 kilometres from the Council limits/jurisdiction.
 - 9.3.2.4 Any request or motivation outside the prescript of 9.3.2 shall be at the discretion of the HOD and the Municipal Manager to approve.
 - 9.3.2.5 Employees attending training or workshops shall obtain permission from the relevant Head of Department where a trip to the office to collect a municipal vehicle is not feasible when travelling for official business purposes. It is noted that the prescript of the applicable policy for attending workshop, conferences and training shall apply.

10 SUPERVISOR VEHICLE INSPECTION

- 10.1 Sectional supervisors shall conduct weekly vehicle inspections and report defects to Directors and the Fleet Coordinator. These inspections should coincide with the daily reports submitted. This inspection is inclusive of loose equipment as per clause 4.1.6.1 Should any discrepancy exist between the weekly and daily vehicle inspection reports, the driver who submitted the pre and post inspection forms may be subject to disciplinary action.
- 10.1.1 The Fleet Coordinator shall conduct random quarterly vehicle/plant/equipment inspections and report findings and recommendations to the Central Health and Safety Committee. The report that serves at the Central Health and Safety Committee must also be circulated to relevant departments for intervention as required. Failure of management to intervene or adhere to recommendations may be considered non-compliant and in violation of the 16.2 legal appointment, in terms of the Occupational Health and Safety Act, No 85 of 1993.
 - 10.1.2 Heads of Departments shall remain responsible for investigating non-reported accidents, failure to adhere to policy prescript and initiating disciplinary action. This function may be delegated to Directors responsible for respective sections' municipal fleet/plant/equipment.

11 VIOLATIONS WHILE DRIVING/OPERATING MUNICIPAL FLEET/PLANT/EQUIPMENT



The following violations will result in disciplinary action, demerit points deducted or demotion of a driver when driving/operating municipal fleet/plant/equipment:

11.1 Suspended, cancelled, conviction or revoked driver's licence/operating certificate.

11.1.1 All employees driving/operating a municipal vehicle/plant/equipment must have a valid driver's license for the corresponding code/vehicle classification.

11.1.1.1 All employees driving/operating a municipal vehicle/plant/equipment must, within 24 hours, inform the employer of any suspension, cancellation, conviction, or revocation of their driver's license/operating certificate.

11.1.1.2 Any employee who drives a municipal vehicle/plant/equipment exceeding 3500kg or carries more than 12 passengers, must be in possession of a valid Public Driving Permit (PDP). It is the driver's/operator's supervisor's responsibility to ensure that a driver without a valid PDP does not drive/operate council vehicles/plant/equipment.

11.1.2 Employees, as per 11.1.1, may not drive/operate a municipal vehicle/plant/equipment until driving/operating privileges has been restored by the Department of Transport.

11.1.3 Notwithstanding, employees guilty of any suspension, cancellation, conviction, or revocation of a driver's license/operating certificate may temporarily be demoted, when driving is suspended, for any reason recognized in law. If it is a job requirement, employment will be terminated.

11.1.4 Being under the influence of alcohol as defined by the National Road Traffic Act.

11.1.5 Being under the influence of a controlled substance as defined by the National Road Traffic Act.

11.1.6 Refusing to take an alcohol test as required by an authorized official.

11.1.7 Leaving the scene of an accident involving municipal fleet/plant/equipment.

11.1.8 Driving/operating a municipal vehicle/plant/equipment to commit a criminal act or breaking the law.

11.1.9 Driving/operating a municipal vehicle/plant/equipment negligently or recklessly as defined by the National Road Traffic Act.

11.1.9.1 Drivers must refrain from any negligent, reckless or dangerous action whilst driving or operating any municipal vehicle/plant/equipment, as this will affect the image of the council.

11.1.9.2 Drivers should refrain from:

- Speeding
- Tailgating
- Failing to signal for lane changes or when turning
- Going through a red light or stop sign
- Weaving in and out of traffic
- Cutting off other drivers
- Intentionally slowing down in front of another vehicle



- Passing over barrier lines
- Yelling/making obscene gestures at other drivers (road rage)
- Excessive use of the vehicle/plant/equipment's horn.

11.1.10 Driving/operating a municipal vehicle/plant/equipment negligently or recklessly, as defined by the National Road Traffic Act, resulting in a fatality.

11.1.11 DEMERITS FOR ACCIDENTS AND TRAFFIC VIOLATIONS:

Demerit points are intended to discourage drivers from disobeying the law, the demerit points shall apply to driver/operators utilizing municipal vehicles/plant/equipment. If the maximum demerit points are reached, the driver/operator shall be subjected to a disciplinary hearing. Notwithstanding, drivers/operators may be demoted for continued transgressions.

11.1.11.1 Demerit points recorded against an employee:

- A driver/operator will commence with a zero-scale recorded against their driving record. Driver's will be capped at 15 demerit points, where after the provisions of 11.1.9.2 shall apply.
- Demerit points will be added to the driver's record upon:

Being involved in an accident where the employee is negligent	10 points
Any recorded bump, dent or scratch reported, where the employee was negligent	5 points
Traffic violation for speeding/parking illegally	5 points
Any violation related to clause 11.1.9.2	5 points

11.1.12 Driving/operating a municipal vehicle/plant/equipment without having/obtaining authority to drive/operate such.

11.1.13 Any other transgression defined by the National Road Traffic Act or reason recognized in law.

11.2 Pre driving test for new employees

11.2.1 New employees expected to drive/operative a municipal vehicle/plant/equipment, on a routine basis (viz. outside normal duties), must be tested by Midvaal Traffic before authorization to drive a municipal vehicle is granted. A copy of the outcome of the driver's test must be submitted to Human Resources to be kept on the employee's file.

12 CODE OF CONDUCT

12.1 While driving municipal vehicles or own vehicles for work purposes, staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.



- 12.2 All drivers must adhere to all their responsibilities as a driver licence holder, i.e. the actions listed in this section are not exhaustive and all traffic laws and conditions of vehicle driver licenses will apply.
- 12.3 The following actions in council vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:
 - 12.3.1 Being under the influence of drugs or alcohol while driving.
 - 12.3.2 Driving while disqualified or not correctly licensed.
 - 12.3.3 Reckless or dangerous driving causing death, injury or damage.
 - 12.3.4 Failing to stop after an accident; or
 - 12.3.5 Any actions that warrant the suspension of a license.

13 RESPONSIBILITIES AS AN EMPLOYEE

- 13.1 Every driver of a municipal vehicle must:
 - 13.1.1 ensure they hold a current driver license for the class of vehicle they are driving, including a PDP if required, and this license is carried when driving a municipal vehicle.
 - 13.1.2 within 24 hours, notify their supervisor or manager if their driver license has been suspended or cancelled, or has had limitations placed upon it.
 - 13.1.3 be responsible and accountable for their actions when operating a municipal vehicle or driving for the purposes of work.
 - 13.1.4 display the highest level of professional conduct when driving a municipal vehicle.
 - 13.1.5 regularly check the oil, tyre pressures, radiator and battery levels of municipal vehicles they use.
 - 13.1.6 comply with traffic legislation when driving.
 - 13.1.7 assess hazards while driving and anticipate 'what if' scenario.
 - 13.1.8 drive within the legal speed limits, including driving according to the prevailing conditions (emergency vehicles to drive at the appropriate speed based on circumstances).
 - 13.1.9 wear a safety belt at all times.
 - 13.1.10 never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness.
 - 13.1.11 avoid distraction when driving – the driver will adjust car stereos / mirrors etc. before setting off, or pull over safely to do so.
 - 13.1.11.1 report any near-hits, crashes and scrapes to the vehicle to their manager, including those that do not result in injury, and follow the accident procedures outlined in this policy.
 - 13.1.12 report infringements to a manager at the earliest opportunity; and



13.1.13 report vehicle defects to a manager before the next vehicle use.

13.2 In addition, it is required that all drivers:

13.2.1 take regular and adequate rest breaks.

13.2.2 stop when tired.

13.2.3 plan their journeys, considering pre - journey work duties, the length of the trip and post-journey commitments.

13.2.4 must adhere to these rules when driving their own vehicle for the purposes of work.

13.2.5 must seek the employer's agreement before using their private vehicle for work.

13.2.6 must ensure that the vehicle is legally registered, warranted and insured for the purposes of work – the employee must show evidence of this on request.

13.2.7 must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for which there are seat belts in the relevant vehicle; and

13.2.8 may not use the vehicle in conditions for which it was not designed (such as off-road).

13.2.9 may not transport any private person in council vehicles, unless authorized otherwise by the Municipal Manager or his / her

13.3 delegated nominee and with an indemnity. Failure to adhere to this clause will result in disciplinary action being taken against the employee.

14 RESPONSIBILITIES AS AN EMPLOYER

14.1 The employer will take all steps to ensure council vehicles are as safe as possible and will not require staff to drive under conditions that are unsafe and / or likely to create an unsafe environment, physical distress, fatigue, etc. The employer will do this by undertaking the following tasks:

14.1.1 Giving priority to safety features when selecting new vehicles.

14.1.2 Giving authorization to take Council vehicles home where appropriate – a yearly schedule must be prepared by the fleet coordinator which will include details of all vehicles and drivers authorized to take Council vehicles home – taking home of Council vehicles is subject to the following:

14.1.2.1 the vehicle must be behind locked gates; and

14.1.2.2 The schedule must be signed by the relevant Head of Department to acknowledge and authorize the fact that the vehicle will be on private premises.

14.1.3 Through the fleet coordinator ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:

14.1.3.1 servicing vehicles according to manufacturers' recommendations.

14.1.3.2 setting up procedures where employees check vehicles' oil, water, Tyre pressures and general cleanliness monthly, then record the inspections; 6



- 14.1.3.3 keeping maintenance schedules in the glove compartments of all vehicles, which are completed each time the vehicles are serviced.
- 14.1.3.4 following the maintenance schedules in the vehicles' manuals; and
- 14.1.3.5 setting up a procedure to identify and rectify faults as soon as practicable.
- 14.1.4 Regular checking of tracking reports. Regular checking of tracking reports and consistent disciplinary action where noncompliance with policy is observed.
- 14.1.5 Collecting and collecting statistics on incidents, accidents and their causes, including:
 - 14.1.5.1 the number of accidents.
 - 14.1.5.2 who was thought to be at fault.
 - 14.1.5.3 the probable causes of the accidents and other.
 - 14.1.5.4 contributors, such as unrealistic work schedules.
 - 14.1.5.5 the financial cost of all accidents.
 - 14.1.5.6 the number of prosecutions; and
 - 14.1.5.7 the number of near-miss events
- 14.1.6 Considering individual drivers' needs by requiring staff to keep driving logs that are regularly checked by a supervisor / manager.
- 14.1.7 Identifying driver training needs and arranging appropriate training or retraining, including providing a thorough induction to the municipality's road safety policies and procedures.
- 14.1.8 2 driver training opportunities for all staff.
 - 14.1.8.1 driver assessment and required training as part of all staff inductions requiring driving duties.
 - 14.1.8.2 advanced driver training or specific practical training as required and identified.
 - 14.1.8.3 regular staff seminars or refresher meetings on safety features, fatigue, driver responsibility, drink-driving and fuel-efficient driving; and
 - 14.1.8.4 driver training log updates on personnel files.
- 14.1.9 Encouraging better fuel efficiency by:
 - 14.1.9.1 Promoting a carpool scheme for work car use.
 - 14.1.9.2 promoting a workplace travel plan.
 - 14.1.9.3 providing training on, and circulating information about, travel planning and efficient driving habits; and
 - 14.1.9.4 encouraging the use of other transport and / or remote conferencing whenever practical.

15 TOWING OF MUNICIPAL VEHICLES

- 15.1 In the event of an accident within the Midvaal area of jurisdiction which necessitates the towing of a Municipal vehicle, for whatever reason, the driver must, without delay, contact



the Fleet Coordinator or Direct Supervisor who will contact the approved merchant, and a towing vehicle will be dispensed to the location of the vehicle.

15.2 The driver of the Municipal vehicle must provide the Fleet Coordinator with the following information:

- 15.2.1 His / her name.
- 15.2.2 The Registration number of the Municipal vehicle.
- 15.2.3 The make and type of Municipal vehicle.
- 15.2.4 The location of the breakdown or accident.
- 15.2.5 The personal cellular number of the driver, if available.
- 15.2.6 The Kilometer reading of the Municipal vehicles.
- 15.2.7 The nature of the incident.

15.3 In the event of an accident outside of the Midvaal area of jurisdiction which necessitates the towing of a Municipal vehicles, the driver shall follow the steps above.

16 USE OF CELL PHONES AND OTHER DISTRACTING ACTIVITIES

16.1 The following activities are prohibited while driving/operating municipal vehicles/plant/equipment:

- 16.1.1 Using or holding communication/entertainment devices such as cell phones, laptops, tablets, etc. (This is applicable whilst operating or driving municipal vehicles/plant/equipment as well as when stopping at a red light or stop sign.) Using these devices is only permitted when the vehicle is legally parked.
- 16.1.2 Reading, writing, applying make-up, styling hair, clipping nails, shaving, etc.
- 16.1.3 Drivers/operators using municipal vehicles/plant/equipment are not allowed to eat, drink or smoke in any municipal vehicle/plant/equipment.

16.2 Exemptions:

- 16.2.1 Using a hands-free device will not be considered a violation, but employees should exercise caution whilst on a call and always avoid distracting practices.
- 16.2.2 Radio communications (two-way radios) will be allowed.
- 16.2.3 Drivers will only be allowed to use hand-held devices to contact emergency services, and this policy will not interfere with the official duties of emergency service personnel including law enforcement, fire, and other emergency services.

17 FUEL MATTERS

17.1 All municipal vehicles/plant/equipment must be refuelled at the end of a shift to ensure that service delivery can commence the following day and that in case of emergencies, vehicles/plant/equipment are not delayed.

- 17.1.1 Service Departments may have a separate arrangement for refuelling to ensure 17.1 is complied with.



17.2 Drivers/operators must observe all safety rules when refuelling municipal vehicles/plant/equipment:

17.2.1 The use of cell phones is not permitted.

17.2.2 No smoking.

17.2.3 The engine must be off.

17.2.4 Report any fuel spillage immediately and use appropriate means to clean up any spills.

17.3 Fuel purchases (refuelling)

17.3.1 All fuel purchases must be recorded for each vehicle/plant/equipment.

17.3.1.1 This includes recording refuelling in the appropriate book/record, system purchased or dispensed from Council owned bulk tanks or any other fuel purchases made where an agreement exist between the employer and a service provider.

17.3.1.2 In the event where fuel is purchased from a service provider the driver/operator must retain transaction receipts and submit these to their supervisor and/or the Fleet Coordinator.

17.3.1.3 Fuel data required when refuelling or purchasing fuel:

- Number of litters dispensed
- Rand cost of fuel transactions
- Odometer reading at the time of purchase
- Vehicle registration number and fleet number
- Name of the driver/operator
- Authorization/approval of refuelling request slip, date approved, and date refueler

17.3.2 Supervisors are responsible for checking and signing all fuel requests and for receipt of transaction receipts. Fuel may not be issued to any driver/operator if the fuel request slip is not approved by a supervisor.

17.3.3 All fuel transactions must be captured on the financial system of the employer and monthly reports must be submitted to Heads of Departments by the Fleet Coordinator.

18 BRANDING OF MUNICIPAL VEHICLES/PLANT/EQUIPMENT

18.1 All municipal vehicles/plant/equipment shall be branded with identification markings, including the Midvaal Logo, aligned to the Corporate Identity Manual of the municipality.

18.1.1 Branding shall conform to the prescript of the National Road Traffic Act and may not obscure driving/operating ability or visibility.

18.1.2 Exemptions/exceptions will only be applicable to municipal vehicles/plant/equipment used for law enforcement, political vehicles, fire engines, emergency vehicles (other than traffic vehicles), and other special vehicles as prescribed by National Road Traffic Act or manufacturer, including off-road vehicles.



18.1.3 Fire engines, law enforcement and emergency vehicles shall have special branding.

18.1.4 Any special vehicles, including off-road vehicles/plant/equipment, shall have the fleet number and Midvaal Logo displayed at an appropriate location.

19 MODIFICATIONS OF MUNICIPAL VEHICLES/PLANT/EQUIPMENT

19.1 Employees are prohibited from modifying, changing, adding or removing accessories, parts or components to any municipal vehicle/plant/equipment.

19.2 Any modification, addition or removal of accessories will be done by the Mechanical Workshop and recorded by the Foreman: Mechanical Workshop.

19.3 "out-of-service-vehicles" may only be "stripped" of parts with written approval by the Head of Department responsible for the vehicle or with approval by the Mechanical Workshop Foreman authorized by the Fleet Coordinator.

19.4 Employees are not permitted to work on private vehicles on council property and may not deliver/receive/exchange/purchase parts for vehicles at the Mechanical Workshop.

20 SERVICE INTERVALS GENERAL MAINTENANCE (MECHANICAL WORKSHOP)

20.1 Tyre replacement and spare tires

20.1.1 The Mechanical Workshop will provide all replacement tires and do all tires maintenance.

20.1.2 Drivers/operators or any other employee(s) are prohibited from changing tires on municipal vehicles/plant/equipment.

20.1.3 All municipal vehicles/plant/equipment shall be taken to the mechanical workshop for Tyre replacements, unless a Tyre is damaged and the vehicle is not derivable, where the mechanical workshop will then attend to the replacement on-site.

20.1.4 The mechanical workshop shall keep record of all Tyre replacements and disposal of tires. Recorded information should include:

20.1.4.1 Reason for replacement

20.1.4.2 The date the tires were replaced

20.1.4.3 Odometer reading

20.1.4.4 Tyre manufacturer/brand, size and position (front or rear)

20.1.4.5 Serial numbers on tires (for heavy duty vehicles/plant/equipment)

20.2 The Fleet Coordinator shall be responsible for informing user departments when municipal vehicles/plant/equipment are due for a service.

20.2.1 All vehicles will be taken to the mechanical workshop to be booked for services at the assigned/warranty/manufacturers prescript service interval.

20.2.1.1 Notwithstanding 20.2.1, vehicles transporting political principals will be serviced by engagement with the Office of the Executive Mayor and Office of the Speaker, who will be responsible for booking of vehicles for servicing as well as the collecting of vehicles.



- 20.2.1.2 Upon receipt of these vehicles as stated in 20.2.1.1 a security search may be performed.

20.3 TRACKING UNITS AND DASH CAMERAS

- 20.3.1 All municipal vehicles/plant/equipment must be fitted with an electronic tracking device linked to a tracking system except for the Mayoral and Speaker's vehicles.
- 20.3.2 Dashboard cameras may also be installed in municipal vehicles/plant/equipment.
- 20.3.3 User departments shall have access to the electronic tracking system to monitor municipal fleet movements.

20.4 ISSUING MUNICIPAL VEHICLES/PLANT/EQUIPMENT

- 20.4.1 Any municipal vehicle/plant/equipment shall be issued to the responsible/appointed driver/operator who shall be responsible for the inspection, maintenance, and general upkeep of the vehicle/plant/equipment.

20.5 FIREARMS

- 20.5.1 The carrying of personal firearms is prohibited in any municipal vehicle/plant/equipment.
- 20.5.2 Only employees who, as part of their duties, are required to carry a firearm will be allowed to carry a firearm in an official municipal vehicle/plant/equipment.

21 VEHICLE/PLANT/EQUIPMENT ACQUISITION/DISPOSAL

- 21.1 The Fleet Coordinator will, on an annual basis, compile a list of municipal vehicles/plant/equipment that are due for replacement.
 - 21.1.1 The list shall include vehicle/plant/equipment information and the reason for recommending a replacement or disposal of the asset.
 - 21.1.2 Disposed/redundant vehicles/plant/equipment shall be auctioned off.
 - 21.1.3 The list will be recommended by the relevant Head of Department, supported by the Chief Financial Officer and approved by the Municipal Manager.
 - 21.1.4 Procurement of municipal vehicles/plant/equipment shall be in accordance with prescribed Supply Chain Management guidelines for acquisition of municipal fleet.

22 FACTORS TO BE CONSIDERED

- 22.1 Vehicle age: Based on date of procurement evaluated against expected life for the vehicle.
- 22.2 Vehicle utilization: Based on distance and time (availability)
- 22.3 Vehicle cost of repairs: This is expressed as a percentage of the initial purchase value to the vehicle's life up to date operating costs.
- 22.4 Market value: A decision of the economic feasibility to retain the vehicle shall be made by comparing the repair costs to the market value. This information shall be obtained from vehicle national book value.
- 22.5 Fuel consumption: Liters consumed per everyone hundred kilometres travelled. This can be compared against the figure when the vehicle was still new.



23 REPLACEMENT APPROACH

The approach provides information to manage vehicle replacement and to plan for future needs. This approach identifies vehicles meeting specified criteria one year or 30 000km in advance of the actual time that a replacement is required. This allows sufficient time for the departments to identify vehicles due for replacement and budget for replacements required. This allows sufficient time for the departments to identify vehicles due for replacement, budget for replacements, develop specifications, award the tender and allow the supplier to deliver the unit.

The criteria ensures that the optimum combination of age and mileage is reached, taking account of the cost of the repairs and maintenance and level of expenses obtain best value for money.

24 VEHICLE REPLACEMENT GUIDELINE

FACTOR	POINTS
Age	One point for each year of chronological age, based on in-service date.
Km's/Hours	One point for each 25 000km of use 0-50 000km 1 point: 51 00-75 000km 2 points. 76 000-100 000km 3 points. 101 000-125 000km 4 points. 126 000-150 000km 5 points
FACTOR	POINTS
Type of service used	1,3, or 5 points assigned based on the type of service it is assigned for. For instance, an engineering vehicle has a service duty and must be given a 5. In contrast, an administration vehicle must be given a 1.
Reliability	Points assigned as 1,3, or 5 depending on the frequency that the vehicle is in the workshop for repairs. A 5point would be assigned to a vehicle that is in the shop 2 or more times per month, on average while a 1 be assigned to a vehicle in the workshop on average once every three months or less.
Maintenance and repair costs	1 to 5 points are assigned on the total life maintenance and repairs costs (not including repair of accidents). A 5 is assigned to a vehicle with the life, maintenance and repair



	costs equal or greater to a vehicle that has maintenance and repair cost equal to 20% or less of its original purchase cost. 40% = 2; 60% = 3; 80% = 4; 100% = 5
Condition	This category is applicable on the body condition of the vehicle, e.g. rust interior condition, accident history, animated repairs etc. A scale of 1 to 5 points is used, with 5 being a poor condition. Repair costs 5% of book value = 1 point. Repair costs 10% of book value = 2 points. Repair costs 20% of book value = 3 points. Repair costs 50% of book value = 4 points. Repair costs 75% of book value = 5 points.

25 POINT RANGES

Under 18 points	Condition 1	Excellent
From 18 - 22 Points	Condition 2	Good
From 23 - 27 Points	Condition 3	Consider replacement
Above 27 Points	Condition 4	Replace immediately

26 REPLACEMENT PRIORITY

Replacement funds will be used to replace those vehicles that have the highest replacement priority as determined by the vehicle replacement committee chaired by the Director Electrical and Mechanical, to ensure the safety and efficiency of the fleet.

27 REPLACEMENT GUIDE BY TYPE

Passenger vehicles	5 Years	Or 180 000km
LDV's	5 Years	Or 180 000km
Waste truck with compactor	10 Years	Or 250 000km
Light Truck: up to 6 tons	8 Years	Or 170 000km
Trucks: exceeding 6 tons	10 Years	Or 200 000km
Tractors	8 years	Or 120 000hrs
Loaders	10 Years	Or 120 000hrs



Sweeper/bitumen/Patching truck	10 Years	200 000km
Sewer truck	10 Years	Or 200 000km
Other specialized vehicles	To be determined	Dependant on usage & condition

28 DATA TO BE KEPT AND UPDATED FOR EACH VEHICLE

28.1 Manufacturer

28.2 Date of manufacture

28.3 Description of vehicle

28.4 Kilometres or hours of vehicle

28.5 Manufacture and repair cost - Material and labour

28.6 Type of service it renders

28.7 Number of visits to the workshop for maintenance and repairs.

29 KEY ROLES AND RESPONSIBILITIES

Fleet Management and Departmental supervisors are tasked to identify vehicles due for replacement in terms of vehicle condition.

FINANCE	FLEET MANAGEMENT	ASSET CONTROL OFFICE	HEAD OF DEPARTMENTS
Shall be responsible for recommending vehicle replacement annual budget.	Send each vehicle's monthly costs to departments.	To assist fleet with the auction and disposal of vehicles as per departmental requests.	To review the policy annually and present findings to the Council if needed.
Ensure replacement funding is available in advance once approved.	Shall identify and present the list of vehicles to be replaced to vehicle Replacement Committee, HOD, MM and Finance in advance to be conspired for budget process.	To advertise vehicles to be auctioned as soon as it becomes financially and administratively viable to promote financial prudence.	To communicate the policy to their departments.
	Initiate procurement process in consultation with finance and relevant departments.		
	Acquire suppliers and procure vehicles at least		



	two months before replacement date. Shall ensure that accurate and reliable information is presented to all relevant stakeholders. Shall ensure that all required documents and stats are made available. Assist SCM to Integrate the replacement policy with Midvaal Local Municipality's procurement plan.		
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30 POLICY REVIEW

The Midvaal Local Municipality Fleet Management Policy shall be reviewed annually or at least every three years, by the Public Safety and Roads Department.

- 30.1 All policies and procedures contained in this document must be adhered to.
- 30.2 This document is copyrighted and ownership rests with Midvaal Public Safety and Roads Department.
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