



LEPHALALE  
MUNICIPALITY

*A vibrant City and the Energy Hub*

## **INFRASTRUCTURE SERVICES DIRECTORATE**

### **Fleet Management Policy and Procedures**

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## **1. VISION**

To ensure that the Fleet Management Division provides an efficient and most cost-effective service for the supply of municipal vehicles and plant requirements to the various functional areas of the Lephalale Local Municipality.

## **2. MISSION**

To establish efficient and effective municipal fleet services by providing Lephalale Local Municipality with safe reliable, economical, environmentally – sound transportation and related support services that are responsive to the needs of the Lephalale community and that conserve vehicle value and equipment investment.

To establish a uniform code of practice and conduct for all users, drivers and operators of the Municipality's fleet to attain optimum productivity and cost effectiveness and eliminate vehicle abuse.

To address most aspects of daily vehicle and plant operations, including professional driving techniques (K53 & defensive driving) necessary to develop knowledge & competence, reduced accident and incidents, less downtime caused by breakdowns and improved efficiencies which results in increased productivity within various functional areas.

To introduce pool vehicle system which will ensure easy access to municipal vehicles by all departments, as vehicles will be controlled and managed from a central point i.e. Fleet Management office and introduction of operational controls which explains clearly who can use the vehicles with regard to drivers, passengers, keys, equipments, issuing, parking, authority to use and fuel management (fuel cards).

## **3. DEFINITIONS:**

Under the context otherwise indicates, the following definitions shall apply:

### **Fleet Manager**

Refers to the Lephalale Local Municipality Fleet Manager

### **Fleet Assets**

Refers to all municipal vehicles and engineering plants, equipments (self-driven or otherwise), trailers, stationery engines, etc leased or hired.

### **Driver/Operator**

Refers to all officials of the Lephalale Local Municipality engaged in the operation of vehicles and plants and entrusted with the fleet assets at any given time.

### **Issue form**

Refers to the trip authority form that allows the driver to operate a municipal vehicle as per the route detailed in such a form.

### **Management of Pool Vehicle**

Referring to the management activities which will include servicing, maintenance, issuing of vehicles, purchasing and disposal thereof.

### **Logbook**

Give details of the route travelled by the driver, including kilometers reading of the vehicle used for the authorized purpose and any comments.

### **Covered Areas**

The following areas are Lephalale Local Municipality's jurisdictions

- ✓ All villages under the Chieftainship of Seleka, Langa and Shongoane
- ✓ Lephalale Town
- ✓ Marapong
- ✓ Lephalale Farmers
- ✓ Leseding.

## **4. ACCOUNTABILITY, MANAGEMENT AND RESPONSIBILITY OF LEPHALALE LOCAL MUNICIPALITY'S FLEET ASSETS:**

The fleet management policy and procedures will be the responsibility of the Infrastructure Services Directorate and will be administered by the Fleet Management Division.

This policy and procedures will apply to all Lephalale Local Municipality (LLM) officials, who are required to use pool vehicles and allocated vehicles when conducting their official duties (temporary as well as fulltime employees).

The HOD of LLM will be accountable for the vehicles allocated to their respective departments.

Authorization for the usage of LLM vehicles will be only approved by HOD, Fleet Manager, MM and senior officials within departments if delegated such powers by relevant HOD.

Director of Corporate Service and/or Human Resource Manager are responsible for the disciplinary action arising from misuse of municipal fleet assets by the employees.

## **5. RESPONSIBILITY OF THE FLEET MANAGER**

Develop uniform policies & guidelines for fleet acquisition, usage, maintenance and disposal.

Keep up to date records on operational vehicle performance evaluations and replacement vehicles.

Screen all requests for additional or replacement of vehicles prior forwarding requests to the Municipal Manager for approval.

Maintain an inventory and register of all Fleet Assets.

Designate and review vehicle assignments

Establish fleet maintenance procedures and ensure adherence & compliance by maintenance staff and accredited service providers.

Authorize the use of Municipal Fleet Assets

Monitor direct & indirect fleet costs.

Evaluate and recommend vehicle procurement needs.

Accident & Incident Management.

Conduct monthly vehicle inspections (random spot checks and / or planned inspections)

Monitor day-to-day fleet assets activities through web-based Fleet Management System.

## **6. RESPONSIBILITY OF DRIVERS**

All drivers are expected to accept and exercise the responsibilities associated with the operation of vehicles as described in this policy and procedure document.

### **6.1 USAGE**

Municipal transport is provided strictly for official services only and is not to be used for private purposes. **Municipal vehicles are also not to be used for party politics or industrial unions activities.**

When a municipal vehicle is to be used, the driver must ensure that a copy of the Trip Authority duly authorized and signed is held in the vehicle.

All municipal fleet assets (vehicles and equipment) must be issued with a logbook.

The driver or operator is required to record all daily trips and / or activities in the logbook of which the top sheet is detached and handed to the supervisor for checking and retention for record purposes on a weekly basis.

All drivers and operators must possess a valid unendorsed driver's license and Professional Driver's Permit where necessary.

Pre-trip inspections of vehicles and plant/equipment are to be carried out by drivers/operators daily prior to operation. (Pre-trip inspections should be in duplicates; original issued to supervisor for scrutiny and filing and copy retained by driver.)

Every driver of the municipal vehicle must always ensure that the vehicle is in a roadworthy condition, failing which responsibility for the payment of any traffic fines lies with him/her.

The last user of the vehicle will be held responsible for any unreported damage, defects or loss. Therefore, the onus is on each driver to thoroughly inspect vehicle and/ or equipment prior to acceptance.

All municipal vehicles will be periodically inspected by the Fleet Manager or any designated official appointed by the Accounting Officer without prior notice in order to ensure proper state of vehicle condition; cleanliness, repair and efficiency are being maintained by the driver or person responsible for the vehicle.

Municipal fleet assets must be always kept in clean and neat conditions.

**No Smoking is allowed in Municipal Pool/allocated vehicles.**

**No Intoxicating Substances must be consumed before or whilst driving and/or operating municipal fleet assets.**

Passengers carried in pool/allocated vehicles must be authorized to travel in the vehicle and the driver will be held responsible for ensuring that unauthorized passengers are not conveyed.

The picking up of casual passengers (hitch hikers) is strictly prohibited – not allowed under any circumstances.

An indemnification letter must be signed by the HOD authorizing the driver or official who intends to carry passengers who are not municipal employees.

Employees in charge of vehicles shall ensure at all times that the ignition, door lock, fuel cap; gear lock and other items of the vehicle in use are suitably safeguarded against loss or theft.

**At no time shall the driver leave the vehicle unattended without first switching off the engine and removing the ignition key.**

A driver or operator of the municipal fleet assets must ensure that any damage or loss is immediately brought to the notice of the Supervisor and/or Fleet Manager immediately and in writing.

Any person found siphoning or removing fuel or engaged in unauthorized removal and / or exchange of any component from the municipal fleet assets will be subjected to the strictest discipline as prescribed in the prevailing conditions of employment.

## 6.2 DRIVERS TAG

- ❖ Employees who pass the test and obtain authority to drive council vehicles shall obtain a vehicle Driver Auto-remote Tag from Fleet Management.
- ❖ The auto-remote tag shall be programmed with the driver's surname and initials, date of birth, I'd number, contact number and department to which they belong.
- ❖ The tag holder is accountable for the Vehicle Driver Behaviour reports that arise from tagging the vehicle.
- ❖ Tagging a vehicle for another driver is prohibited.
- ❖ Vehicle driver tags are assets as much as the vehicle is, and must be accounted for against loss, damage and misuse.
- ❖ In the event of death, resignations and dismissal, Corporate Support Services Directorates should retrieve or recover the tags and return them to Fleet Management.
- ❖ In the event of loss, the driver must notify Fleet Management through a declaration/affidavit done with South African Police Service.
- ❖ Lost driver tags shall be replaced at a cost price, and such must be paid by the driver.

## 7. FLEET ASSETS SAFETY AND SECURITY

**All municipal fleet assets shall be parked and/or garaged at the designated municipal premises.**

Employees driving a Municipal vehicle will ensure that the Logbook provided for the vehicle is properly completed after each trip. Logbooks will be returned to the Fleet Manager or his/her designate before or on the last day of the month

In respect of municipal vehicles taken home by officials, the following should be noted:

- ✓ Municipal vehicles will be used for authorised and essential trips on Municipal business
- ✓ Directors/Managers/Supervisors will ensure that a vehicle authorisation form is completed for every trip.
- ✓ Municipal vehicles are not to be taken home except with the written permission of their relevant Director (completed garaging authority). In that case an employee will ensure that the vehicle is kept in a lock-up garage or lockable gate with a wall fence. Where such facility is not available, the vehicle will be parked at a Municipal building or Workshops where there is security.

- ✓ Authorisation to take vehicles home will only be granted by Departmental Managers. The standard authorization (garaging authority) form will be completed whenever the vehicle is to be taken home.
- ✓ No municipal vehicle should be repaired externally without the authorisation and approval of the Fleet manager.
- ✓ Only Municipal employees on official duty and work-related passengers will be carried as passengers in Municipal vehicles.
- ✓ Employees undertake to look after municipal vehicles and to keep these vehicles in a clean, safe and roadworthy state at all times.
- ✓ It is incumbent upon directors/managers/supervisors to inspect vehicles in the care of his/her department on a weekly basis.
- ✓ A workshop official (mechanic) may drive a Municipal vehicle to test roadworthiness of such a vehicle until such a time he/she is satisfied that the vehicle is in good condition.
- ✓ Those that do internships and training within fleet management may drive Municipal vehicles in executing their duties and responsibilities aligned to fleet office on the approval of fleet management.
- ✓ When the vehicle is away from the municipal parking, the driver must use all available anti-theft devices which are fitted on the vehicle (I.e. gear lock, steering lock, immobilizer and alarm) and they should be in working condition with the key kept safely.
- ✓ The driver is responsible for the municipal vehicle and all the tools and equipment left on the vehicle when taken home.
- ✓ The driver or employee must take possible and practical precautions for the safeguarding of municipal property and municipal vehicles.
- ✓ To eliminate the possibility of the theft or loss of municipal assets and personal belongings whilst vehicle is being serviced or repaired, all such valuable and/ or items must be removed before the vehicle is delivered to the Fleet Management Office or the relevant external service provider.

## 8. AUTHORITY TO USE A MUNICIPAL VEHICLE OR EQUIPMENT

- All officials requiring a vehicle must have signed trip authority from their respective management or from the Fleet Manager before the vehicle is allocated.
- Employees driving a Municipal vehicle will ensure that the Logbook provided for the vehicle is properly completed after each trip. Logbooks will be returned to the Fleet Manager or his/her designate before or on the last day of the month.

- The authorizing official must be at Manager Level or above and/ or be a senior to the person requesting transport and is on their direct management line.
- 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. (This process is only to be used in case of extreme emergency and the HOD must be satisfied that the journey was necessary).

## **9. ALLOCATION OF VEHICLES**

All LLM vehicles are considered as property of the Municipality regardless of the original source of the vehicle. An authorisation must be obtained from the Director of the employee who intends to have a vehicle allocated to him/her.

### **9.1 PERMANENT ALLOCATION**

This process will be due to the nature of the municipal official duties performed, frequency of usage of the vehicle and for emergency services. Permanent allocation will be received annually or when the Accounting Officer deems it necessary.

- An official with a council vehicle allocated to, will be required to sign a trip authority monthly which will be approved by the relevant HOD (Head of Division) AND/ or ACCOUNTING OFFICER.
- Logbooks for permanently allocated vehicles should be submitted to the Fleet Manager on a weekly basis.
- Every Month end, trip authorization and logbooks copy for that particular month should be forwarded to Fleet Management for costing purposes and compilation of monthly and quarterly reports.
- The Fleet Management Office will be responsible for arranging for repairs and maintenance of the permanently allocated vehicles to the official. However, it will be the responsibility of the official allocated with the vehicle to notify the Fleet Manager of any defects and to take in the vehicle in for service and repairs.
- HOD shall take full responsibility and be accountable for officials allocated vehicles in their respective departments and/or divisions.
- Departments or divisions are under no circumstances allowed to lend vehicles that are permanently allocated to them to users from other departments or divisions without consulting the Fleet Manager.
- The signed trip authority must be always carried in the vehicle and the copy filed at the respective HOD office and Fleet Management Office.

- The person responsible for signing the trip authority must sign an overnight vehicle parking authorization.

## **9.2 SHORT TERM ALLOCATION**

- All vehicles should be issued on the day of travel unless advance authority to park the vehicle at home has been obtained.
- The Fleet Manager or designated official will complete the issue form and a visual inspection or checklist before and after each trip.
- The driver takes responsibility for the vehicle at this point and signs the issue form.
- The intended time for departure and return is to be recorded on the vehicle issue form and compared against the actual time of return. (Continued late return of vehicles may lead to a refusal to allocate vehicles in future)
- The driver must hand in all the petrol/diesel/oil purchase slip and fuel card to the Fleet Manager for checking and allocation after every trip.

## **10. SUSPENSION OF MUNICIPAL OFFICIALS FROM DRIVING OR OPERATING MUNICIPAL FLEET ASSETS**

- In the event of a municipal fleet assets being or having been subjected to flagrant misuse or irregular use, or the fleet assets being maliciously damaged by the driver and/or operator.
- Where evidence exists that a driver/operator is or was guilty of recklessness or negligent conduct whilst driving or operating municipal fleet assets or such fleet assets were involved in an accident whilst so driven or operated.
- Where a driver or operator of municipal fleet assets has been found guilty of driving or operating such a vehicle or equipment.
- Under the influence of intoxicating liquor or narcotics,
- Whilst the concentration of alcohol in his / her blood was more than 0.02 g/100ml for drivers in possession with Public Driving Permit (PDP) and 0.05g/100ml for other drivers shall immediately be suspended from driving or operating municipal fleet assets until such time as a disciplinary hearing has been concluded.
- In the event of a driver or operator developing any disease or disability which will render him/her incapable of effectively controlling a vehicle and/or equipment and subject to a report from the HEALTH PRACTITIONER, the driver or operator will be suspended temporarily or permanently from operating or driving municipal fleet assets.

- In the event of a municipal fleet being used for private matters whilst parked at home by the allocated municipal official.

## 11. INCIDENTS AND ACCIDENTS

The following procedure shall be followed in the event of a Municipality owned motor vehicle becoming involved in an accident, no matter how trivial, and irrespective of whether any person or animal or property, other than the council vehicle is involved: -

- Immediately stop the vehicle.
- Ascertain the nature and extent of any injury sustained by any person.
- Call police or a traffic officer and, if requested to do so, supply name and address of the driver of the motor vehicle to any person having reasonable grounds for requiring this information.
- If a police or traffic officer is not available, report the accident to a police station as soon after the occurrence of the accident as practicable.
- In no circumstances shall liability be admitted or unguarded statements be made to any person or payment offered or made to a third party.
- Should any third - party involved admit liability, endeavors should be made to obtain a statement in writing from him/her to this effect.
- Should a driver of a vehicle be suspected of being under the influence of intoxicating liquor or narcotic drugs, this fact must be brought to the notice of the police or traffic officer present at the scene of the accident, with the least possible delay and every assistance should be rendered to such police or traffic officer in ensuring that the suspected person is examined by a doctor as soon as possible, or be subjected to a legally permissible Alco-test
- Obtain as soon as possible, preferably at the scene of the accident, at least the following particulars, which are required for completing the accident report form and be kept in the vehicle: -
  - Registration number, make and type of other vehicle.
  - Name(s) and address of driver(s) of the other vehicle.
  - Name(s) and address (es) of person(s) involved in an accident be it she/he/they was/were passenger/s of the Municipal vehicle's driver or the third-party or pedestrian(s).
  - Name and address of the third party's Insurance Company.
  - Name, occupation and address and age or estimated age of any pedestrian(s) involved in the accident and of any pedestrians killed or injured
  - Description of animals and fixed objects involved in the accident and the name and address of the owner.
  - Name and address of witnesses including the occupants of the other vehicle(s) in their capacities as witnesses.
  - Measurements for the preparation of a sketch of the scene of the accident (pace off the distance if there is no scientific tape measure).

- Note the geographical landscape of the place of the accident, type of road, accident-related obstructive substances of object on or around the road, road make-up including any fencing and weather condition at the time of the accident.
- The Council's vehicle user should obtain the identity of the third party involved in the accident.

## 12. INTERNAL ACCIDENT REPORTING

The driver of the Municipal vehicle shall, within twenty-four hours after the accident, submit a written report to the officer responsible for transport, who will ensure that the accident report form is completed and forwarded to the Senior Insurance Clerk."

The Senior Insurance Clerk or his/her superior shall make endeavors (in addition to obtaining a mechanical report on the condition of the vehicle after the accident) to obtain a minimum of two repair quotations from different repair agencies or write-off report if applicable and trade-in value of the vehicle.

In the event of institution of a legal action by the third party, the driver concerned shall upon receipt of summons, subpoena or notice to appear in court pass that information to the Fleet Manager or his/her superior so that the Municipality's insurers may be approached.

Any accident, damage or third-party claim received shall immediately be submitted to the Senior Insurance Clerk. Any damage made to the Municipal vehicle as a result of an accident involving another vehicle or animal/s or any object, shall be reported to the officer responsible for transport who will ensure that the accident report form is completed and forwarded to the Senior Insurance Clerk.

Upon admission of complete liability in the accident report a driver of the Municipal vehicle involved in the accident shall be given an option to personally bear all repair costs.

### 12.1 Accident Committee

This is a committee appointed by the **Director: Corporate Support Services** to assist him/her in the investigations of the misuse of Council fleet and motor vehicle accidents. **The committee will consist of officials from Fleet, HRM (OHS), Asset, Risk, Security and Traffic divisions.**

#### 12.1.1 Duties of the Accident Committee (Loss Control Committee):

- ✓ To consider reports on the misuse of Council vehicles.
- ✓ To consider reports on any non-compliance of the Council's Fleet Management Policy and Asset Management Policy.
- ✓ To consider reports on motor vehicle accidents.
- ✓ Interview the driver, assessor, third party or any other person with information relevant to the accident. In addition, the Accident Committee may:

- ✓ Request witnesses to make a verbal/written statement about the accident.
- ✓ Probe the nature of the trip and granting of authority to the driver.
- ✓ Recommend actions to be taken against drivers to the Accounting Officer and/or **Director Corporate Services**.
- ✓ The committee must meet quarterly or 2 weeks (or earlier) after the accident occurred.

#### **12.1.2 Duties of the Fleet Manager:**

- ✓ Shall investigate all Vehicle Accidents and gather all documentary, photographic and other evidence that may be relevant to the case and submit it to accident committee.
- ✓ If feasible the officer responsible for the fleet, with the assistance of any designated official, may conduct an inspection of the accident scene.
- ✓ The officer responsible must submit a report on results and/ or findings to the Accident Committee and / or Accounting Officer.
- ✓ May interview the driver, assessor, third-party or any other person with information relevant to the accident.

#### **12.1.3 Framework for Remedial Actions:**

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

The structure of progressive imposition of fines will be developed for drivers who have been found partly or mainly responsible for the occurrence of the accident involving a Municipal vehicle through direct or indirect means, and shall be adhered to: -

#### **12.1.4 Duties of proxy**

- ❖ The proxy must be appointed by the Municipal Manager.
- ❖ All vehicle related matters must be dealt with via proxy.
- ❖ The proxy should be a person of sufficient standing and authority to legally commit the LLM to a course of action as required by Law.
- ❖ The proxy should also have the authority to implement the needed controls over:
  - ✓ Administrative systems,
  - ✓ Vehicle maintenance procedures, and
  - ✓ Driver actions.
- ❖ The proxy may appoint people under his control, in writing, to assist him with his responsibilities, provided that their tasks are clearly outlined in the letter of appointment.
- ❖ The proxy may introduce rulings that are applicable to specific directorates only.

- ❖ The responsibilities of the proxy are as follows:
  - ✓ Evaluate and review Fleet Management policy as and when is required.
  - ✓ Ensure that all LLM vehicles are operated within the parameters of the Act.
  - ✓ Place orders for new vehicles.
  - ✓ Do a pre-delivery inspection before any vehicle is accepted.
  - ✓ See to it that all vehicles are registered and that the necessary registration plates are fitted.
  - ✓ Arrange for annual inspections on RTQ's vehicles.
  - ✓ Hand all licenses, operator's cards and certificates of fitness to the responsible person.
  - ✓ Do regular inspections on LLM vehicles.
  - ✓ Assist personnel when a new driver is appointed.
  - ✓ Visit all accident scenes and do a proper investigation.
  - ✓ Evaluate all accidents through the accident committee.
  - ✓ Address the abuse of LLM vehicles.
  - ✓ Keep record of all driver's licenses and addresses.
  - ✓ Organise driver evaluation and training on a regular basis.
  - ✓ Check all driver's licenses at least once a year.
  - ✓ Verify driver's addresses at least once a year.
  - ✓ Ensure that all vehicle plating is in order.
  - ✓ Control all repairs and service.
  - ✓ Keep a record of all repair and maintenance costs.
  - ✓ Evaluate fuel consumption.
  - ✓ Keep record of kilometres travelled each month.
  - ✓ Check daily inspection forms on a regular basis.
  - ✓ Check log sheets on a monthly basis.

### **12.1.5 Duties of the managers**

The responsibilities of the Managers are as follows:

- ✓ Explain this policy to all drivers under his/her control and make sure that it is understood.
- ✓ Report on all transport-related matters on the proxy.
- ✓ Ensure that any person driving an LLM vehicle under his/her control has a valid applicable licence or professional driving permit.

- ✓ Ensure that all LLM vehicles under his/her control are operated within the parameters of the Act.
- ✓ Ensure that all licenses, operator's cards and certificates of fitness are on the vehicles under his/her control.
- ✓ Do a weekly inspection on all vehicles under his/her control.
- ✓ Notify the proxy immediately of any accidents.
- ✓ Visit the accident scene if possible.
- ✓ Report on the abuse of LLM vehicles.
- ✓ Identify the training needs of the drivers.
- ✓ See to it that all services are performed at the right intervals.
- ✓ Have all repairs done promptly.
- ✓ Arrange for the vehicles under his control to be washed at least once a week.
- ✓ Keep record of fuel, kilometre reading and date.
- ✓ Keep record of kilometres travelled each month.
- ✓ Send fuel and kilometres data to proxy before the 5<sup>th</sup> of each month.
- ✓ Check daily inspection forms before a vehicle is used and rectify any problems.
- ✓ Check log sheets on a weekly basis.

### **13. BREAK DOWN PROCEDURES:**

In the event of a breakdown, all care should be taken that the vehicle and its load are in the safest position possible and that warning triangles be placed at a distance of 45 metres in line with the centre of the vehicle and in the direction of approach. If the breakdown results in a traffic hazard, assistance must be requested from the Traffic Authorities.

In the event of a breakdown involving suspected brake failure, *THE VEHICLE MUST REMAIN STATIONARY*, to be moved only by the mechanic and/ or breakdown crew.

Breakdowns during normal working hours must be reported to the Fleet Manager, who would then notify external service provider if recovery vehicle were needed.

In order to guide the breakdown crew regarding the choice of equipment best suited for the speedy repair or recovery of the vehicle / equipment, the following information should be provided:

- Names of driver and department or division
- Vehicle registration and make
- Exact location where the vehicle has broken down
- Possible causes of breakdown

- Any evidence of leaks (oil, water, hydraulic fluid, air etc...)
- Where suspected fault is located (e.g. front, rear, side, engine, etc...)
- Whether the vehicle is bogged down

Breakdowns outside normal working hours should be reported to the mechanic on standby and the Fleet Manager: **DRIVERS ARE TO REMAIN WITH THE VEHICLES / OR EQUIPMENT UNTIL THE ASSISTANCE ARRIVES.**

## 14. TRAFFIC OFFENCES

The driver of the municipal vehicle shall diligently obey all traffic laws and shall be responsible for the payment of all traffic fines which may be attributed to his or her negligence.

Lephalale Local Municipality, at its sole discretion, financially assists a driver convicted of a road traffic offence with the payment of a fine or private legal assistance to enable a driver to defend a criminal or civil claim against him / her in a court of law.

The Fleet Management Office will direct traffic fines to relevant users / drivers for payment by the offenders. The logbook or trip authority (Issue form) will be used as a source document to ascertain the offenders of traffic rules.

Should the fine remain unsettled after the thirty (30) days stipulated in Section 24.3, the Fleet Management Office will submit the fine to pay office for deduction from the offender's salary to settle the fine in accordance with Section 32(2) of the Municipal Finance Management Act that provides that a municipality must recover unauthorised, irregular or fruitless and wasteful expenditure from the person liable for that expenditure.

In a case where the LLM must settle outstanding traffic fines that are prohibiting the LLM from renewing vehicle licenses, the municipality will follow the same process as stated in Section 24.4 to recover fruitless and wasteful expenditure.

## 15. TYRE MAINTENANCE AND MANAGEMENT:

Drivers/Operators are to ensure that the inflation of tyres is in accordance with the pressures recommended by the manufacturer of the vehicle. Incorrect inflation, particularly under inflation, is the greatest single factor contributing to undue wear, overheating and premature failure of tyres. Any deviation from the specified pressures will have adverse effects on steering, braking, road holding and safety.

### 15.1 PRECAUTIONARY MEASURES:

- The checking and correction of tyre pressures should be performed in cold tyres only.
- Scuffing or running into kerbs and running over projections should be avoided.

- Mechanical defects that cause uneven tyre wear should be rectified immediately.
- Regular inspections should be held for tread wear, cuts, bruises and stones wedged between dual wheels. Tread depth at any point across the entire breadth of the tread and circumference of the tyre must not be allowed to be less than 1mm. A tyre that does not meet this requirement must be replaced immediately.
- Dust caps on tyre valves must be replaced.
- Sudden or fierce braking, unnecessary accelerations and fast cornering should be avoided.
- Dumping sites are always littered with sharp projections, which causes an ongoing puncture problem. Special care must be taken to avoid sharp obstacles in the final approach to dumping. When the vehicle is clear of the dumping area, the tyres must be inspected immediately and any foreign objects removed before they become embedded in the tyre.
- The removal of any imbedded foreign objects will deflate the tyre, therefore must be reported to the Fleet Management Office and not be removed by the driver.
- The abusive or negligent treatment of tyres should be avoided as any tyre damage caused through abuse or negligence will be for the account of the driver / operator.
- A daily check for any loose nuts on all vehicles and heavy vehicles must be carried out by drivers and / or operators.

## **16. LOGBOOKS, PETROL CARDS, VEHICLE KEYS AND VEHICLE EQUIPMENT**

- The driver takes responsibility for the logbook, keys and petrol card once the vehicle issue form has been signed until the vehicle has been returned to the Fleet officer at the end of the journey.
- When vehicles are not in use, their keys must be kept in a lockable cabinet under the control of the Fleet Management Division. Spare keys must be kept in a separate lockable place.
- Each vehicle must have a fleet management policy, trip authorisation and logbook which must be in the vehicle when in use.
- Logbook pages will be numbered.
- The driver must complete the trip authorisation and log sheets with a point-to-point description of each trip. More than one line in the logbook may be used for this purpose, if necessary.
- The logbook must be handed in to the official controlling LLM vehicles (Fleet Division) after each trip.
- When the vehicle is fueled, the driver must enter the relevant data onto the fuel log sheet e.g., litter, price, etc.
- A copy of the log and fuel sheets must be sent to the proxy (Manager: Fleet & Workshop) before the 5<sup>th</sup> of each month.

- All vehicle keys should be safely secured (preferably in a locked container) in the Fleet Management office when the vehicle is not in use.
- A spare set of all vehicle keys should be kept in a security place, e.g. the office safe.
- The petrol card is to be treated as cash, and the driver will be held responsible for the transactions that take place on it whilst it is in his/her possession.
- Petrol cards may be used only for purchasing fuel and for the payment of toll fees and not to repair tyres or other items.
- All fuel receipts must be kept and made available when the vehicle is returned to the Fleet Officer.
- It is the responsibility of the driver to fill in the vehicle logbook legibly and accurately.
- It must be possible for the details given for a distance check to be carried out.
- Loose vehicle equipment, e.g. spare wheel, toolkit, jack and any other extras, will be checked at the time of issuing the vehicle and will remain the responsibility of the driver until such time as the vehicle is returned to the Fleet Officer.
- The Fleet officer will make available to the Manager: Fleet and Workshop log sheets at the end of each month for costing purposes. The copy of the log sheet will thereafter be stored in the electronic data system of the LLM.
- No keys may be left in an unattended vehicle.
- All security devices must be armed and locked when a vehicle is unattended.
- Removable radios and radio faceplates may not be left in an unattended vehicle.
- Keys must be signed back to the person responsible directly after each trip.
- When a vehicle arrives after normal working hours and the person responsible is not available, the keys, logbook and radio must be handed to the security officer who must log the time in his/her visitors' register. If a drop safe is available, the keys must be dropped under the supervision of the security officer. The key must be signed back by the security officer on duty.
- When a driver needs to take a vehicle after hours, prior arrangements must be made for the keys to be kept by the security officer who must log the time of departure in his/her visitors register. The key must be signed out to the security officer on duty.
- The Fleet Management Office must approve all requisitions for service and repairs.
- Invoices must be handed to the proxy for approval.

- The registration number of vehicles must be engraved on the batteries and stamped on the rims.
- Where employees in charge of municipal vehicles require fuel and/ or oil, they shall obtain supplies from designated supply point.
- Drivers are to ensure that the vehicle registration number, odometer reading and quantity of fuel supplied are entered correctly on the appropriate forms and correspond with details on the fuel card. Tanks are to be filled to a constant level.
- Wastage due to overfilling of the fuel tank must be avoided and vehicles / equipments must wherever possible, be parked on level ground and in the shade.
- The fuel card is to be treated as cash and the driver / operator will be held liable and responsible for the transactions that take place on it whilst it is in their possession.
- All fuel receipts must be kept and handed in to the fleet management office when the vehicle is returned (short term allocations) fortnightly (permanent allocation).
- Fuel cards are not to be loaned out to other vehicles for fuelling purposes.
- The driver is responsible for immediately notifying the Fleet Management Office to report loss or theft of fuel cards and a full-written report covering circumstances of the fuel card loss or theft shall be forwarded to the Fleet Manager and respective HOD.
- Replacement costs of the lost card or damaged card will be in an individual driver's account.
- Municipal employees found responsible for unauthorized purchases will be subject to cash reimbursements to the municipality and subject to penalties in accordance with the municipality disciplinary code of practice as per conditions of employment.

Fuel cards are vehicle specific, **should not be used for additional or separate containers.**

## **17. IDENTIFICATION AND MAINTAINING THE APPEARANCE OF MUNICIPAL FLEET ASSETS**

Except for the usual number plates, municipal crests, manufacturers' mascots, name and model inscriptions and license tokens, municipal vehicles may not display any private insignia, mascots, stickers, advertising or advertising material.

Information in respect of carrying capacity is displayed on certain vehicles. In terms of the requirements of the National Road Traffic Act, information related to the Tare Mass(T), Gross Vehicle Mass (GVM) and, where applicable, the number of passengers, is displayed on buses and goods vehicles.

Every driver / operator must keep his/her vehicle in a clean and hygienic condition. The littering of vehicle interiors with papers, bottles, etc. is not allowed.

Only cleaning materials and disinfectants that are compatible with automotive finishes may be used. Any advice on this subject can be obtained from the Fleet Management Office.

## **18. SERVICING AND REPAIR OF MUNICIPAL VEHICLES**

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 Fleet Management Office or relevant service provider at the stipulated time and day. An alternative service appointment, necessitated by unavoidable circumstances, may be negotiated with the Fleet Management Office or the relevant service provider at least two working days before the original service date.

When handing the vehicle over for servicing or repair, the driver or operator in charge of the vehicle shall report to the Fleet Management Office or the relevant service provider any adjustments or repairs that need attention. A brief description of the repair required should be recorded in the vehicle logbook which must accompany the vehicle due for service.

All vehicles requiring a Certificate of Fitness (COF) must be presented to the Fleet Management or relevant 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 being charged to the driver / department.

All municipality fleet assets shall be serviced and repaired in accordance with manufacturer's specifications and recommendations.

Drivers and Operators in charge of the municipality's fleet assets shall be responsible for ensuring that service arrangements are strictly adhered to.

## **19. ROADWORTHINESS OF MUNICIPAL FLEET ASSETS:**

Every driver / operator of a motor vehicle must at all times ensure that the vehicle or equipment is in roadworthy condition, failing which he/she will be responsible for the payment of any traffic fines imposed.

Should any of the following safety features be found to be defective, the driver may not drive the vehicle and must report them in writing to the Fleet Management Office, Supervisor or external service provider and await further instructions, Brakes, lights, wipers, wheel nuts, steering, hooter, tow hitch and coupling, mirrors tyre wear and condition and speedometer.

Any defects discovered must be reported immediately to the Fleet Manager, Supervisor and / or relevant external service provider.

## **20. ACQUISITION AND DISPOSAL OF FLEET ASSETS BY LEPHALALE LOCAL MUNICIPALITY**

Fleet Assets will be acquired and disposed of in line with the Supply Chain Management regulations as per the MFMA.

Vehicles would be replaced every 5-10 years or 200 000 km, and subject to the overall condition of the vehicle.

For every vehicle that falls outside the warranty period, the municipality would require a Certificate of Fitness (COF) annually from a reputable organization.

## **21. HIRED FLEET ASSETS:**

In the case when no pool vehicles or equipment are available the HOD must approve the hire of vehicles or equipment and confirm funding.

It will be the responsibility of the Fleet Manager to hire such vehicles or equipment without delay.

Hired Fleet Assets should be treated as municipal fleet assets as per the contents of this manual.

## **22. SAFE DRIVING AND DEFENSIVE DRIVING**

- ✓ Municipal fleet assets 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.
- ✓ All drivers of the Municipal fleet assets must strictly adhere to the rules of the road;
- ✓ Maintain a thorough knowledge of traffic regulations and signs applicable to streets, main roads, thorough roads etc.
- ✓ Overtake or pass other traffic only when the road is clear and safe.
- ✓ Always wear safety belts.
- ✓ Stop or park off the road surface only where it is safe to do so.
- ✓ Do not communicate on any handheld communication devices such as cell phones while driving the vehicle.
- ✓ The driver shall not move any vehicle unless he/she is sure that there is sufficient clear space around and above the vehicle to permit the maneuver. Extreme care must be exercised when reversing and /or maneuvering
- ✓ Defensive driving is a term used for system of vehicle control to prevent accidents in spite of adverse conditions and the incorrect action of others. It is a practical system or drill, each feature of which is to be considered in sequence by the driver at the approach of any hazard.

## **23. ABC OF DEFENSIVE DRIVING (ATTITUDE, BACK DOWN AND CLEAR SPACE)**

**Attitude** is a mental condition combining action and behavior toward the job, fellow employees, and life in general. Attitude is determined by the way a person talks, acts and works. Wrong attitudes cause problems, whilst right attitudes are important contributors to success.

“Don’t Care Attitude”

*Many drivers run into constant difficulty because of their “Don’t Care” attitude. This attitude results in damage to vehicles and / or equipment and can lead to accidents by negligence.*

“Temper”

*When a person is angry, he loses sense of judgment and values. Temper must be controlled; a good driver has learnt the best means of temper control is to evaluate the relative importance of events.*

“Over-confidence”

*It is necessary for all drivers to have a certain amount of self-confidence. When a driver reaches the expert stage where he/she is good and knows that he/she must become wary of over-confidence. This leads to increasingly poor driving habits.*

“Poor Judgment”

*Driving involves using good judgment in knowing when to move and when to stop. Over-confidence plays its part in urging a driver to go ahead, even under unfavorable conditions. Over-confidence promotes poor judgment.*

“Irresponsibility”

*The irresponsible driver has no regard for his/her vehicle or other road users. He/she has no clear concept of the possible consequences of his/her behavior and therefore projects a poor image.*

## **24. HOW TO AVOID ACCIDENTS**

### **24.1 ACCIDENTS**

A motor vehicle accident can be defined as an unintentional, chance event often resulting in damage and sometimes causing injury or death. Accidents are costly in terms of lost productivity and vehicle repair costs.

A large number of motor accidents contain an element of driver negligence and whilst it is impossible to completely eradicate pure accidents, it is possible to minimize the incidence of motor accidents in the municipal fleet assets on two fronts by:

- ✓ Eliminating driver negligence as a contributing factor.
- ✓ Reducing the chance factor to below the national average.

These objectives can be achieved if each municipal driver/operator strove to attain the proficiency of a “Professional Driver”.

## 24.2 AVOIDANCE OF ACCIDENTS

There are only two ways in which accidents can be avoided. These are either a change in speed, or a change in direction, or a combination of both. The three methods applicable are BRAKING, STEERING AND ACCELERATION.

### BRAKING

A vehicle can only be stopped in order to avoid an accident if it is travelling at a speed that will enable it to stop within the available clear space.

### STEERING

A driver can only change direction to avoid an accident if the vehicle has sufficient clear space in which to move.

*Two objects cannot occupy the same clear space at the same time. A driver must surround himself with enough clear space to cope with unexpected.*

### ACCELERATION

If it is necessary to accelerate out of a danger situation, the engaged gear ratio must be able to provide sufficient power and speed to move the vehicle into safety.

## 25. USE OF TRAILERS

- ❖ Trailers are designed to meet specific needs. They are therefore only compatible with specific vehicles and/or tractors and equipments.
- ❖ When coupling up a trailer to a towing vehicle or equipment, the following checks apply.
- ❖ The towing unit must have sufficient capacity to pull the trailer.
- ❖ The height of the tow hitch and trailer drawbar must correspond
- ❖ The types of coupling on a prime mover and trailer must correspond.
- ❖ The brake system must be compatible
- ❖ The electrical systems must be of the same voltage
- ❖ When the trailer is coupled, the jockey wheel must be retracted and secured.
- ❖ The park brake must be released.
- ❖ If the trailer is fitted with an overriding brake, the reverse lock must be disengaged before moving forward.

- ❖ Air brake connections must be checked for any air leaks
- ❖ The trailer rear lights, stop lights and indicators must be tested.
- ❖ The brakes of the vehicle with the trailer must be tested after moving off.
- ❖ Only the correct type and size of coupling pins must be used, and these are to be permanently fastened to tow-bar attachments.
- ❖ Daily pre-drive checks are essential, with particular attention to be directed to signaling lights, brake connections, conditions of towbar, trailer “A” frame and tires.
- ❖ Tow hitches and ball pins must be inspected for wear and if found to be defective, the matter should be reported to Fleet Management
- ❖ Municipal trailers may not be modified without approval by Fleet Manager and/ or Accounting Officer.
- ❖ 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/equipment. This will prevent the trailer from climbing over kerbs/pavements when turning.
- ❖ When turning from a two or more-lane situation, special caution must be exercised, since a trailer with a long overhang can swing and collide with adjacent traffic. This situation arises where the width of the road compels tight positioning.

## **26. EXCLUSIONS**

This policy does not apply to the mayor’s vehicle and to all LLM’s employees who are receiving car allowances, as a separate contract for those employees is in place.

## **27. REVIEW OF THE POLICY**

The Fleet Management Policy will be reviewed after three years or when it is required.

### **Conclusion**

**It is trusted that this document will facilitate a safe and pleasant driving experience and reduce municipal fleet assets abuse and misuse by all municipal officials.**