



LEPHALALE MUNICIPALITY

A vibrant City and the Energy Hub

MAYORAL VEHICLE POLICY

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1. Introduction

The Mayor is obligated to execute and attend official responsibilities and functions on behalf of the Municipality, necessitating access to appropriate transportation to effectively fulfill these duties. This policy is established to govern the provision and use of the vehicle allocated to the Mayor exclusively for official municipal purposes.

2 Legislative Framework

This policy must be read in conjunction with the –:

- 2.1 Municipal Systems Act, 23 of 2000;
- 2.2 The Municipal Finance Management Act, 56 of 2003 (read in conjunction with Municipal Finance Management regulations);
- 2.3 Basic Conditions of Employment ACT, 2002;
- 2.4 Labour Relations Act, 1995;
- 2.5 Remuneration of Public Office Bearers Act, 1998;
- 2.6 Occupational Health and Safety Act, Act 85 of 1993;
- 2.7 SALGBC Main Collection Agreement
- 2.8 Municipal Financial Misconduct Regulations, Procedure and, 2019
- 2.9 Municipal Cost Containment Regulations, 2019;
- 2.10 National policies are subjects to amendments from time to time:
- 2.11 Lephalale Local Municipality's Travelling and Subsistence Policy;
- 2.12 Lephalale Local Municipality's Supply Chain Management Policy;
- 2.13 Lephalale Local Municipality's Overtime policy;
- 2.14 Lephalale Local Municipality's Leave Policy;
- 2.15 Lephalale Local Municipality's Assets Management policy.

3 Type of Official Vehicle

- 3.1 The Municipality may identify any of its vehicles deem fit as an official car for the Mayor or decide to purchase a vehicle particularly for this purpose.
- 3.2 If the Municipality decides to purchase an official car for the Mayor, the value and type of vehicle shall be within the determined threshold limit relating to official use by political office-bearers which may not exceed seven hundred thousand rand (700 000) or 70% of the total annual remuneration package for the municipal grade, whatever in greater.
- 3.3 The Accounting Officer, in consultation with the Executive Committee shall decide on the purchase subject to the following
 - 3.3.1 The Accounting Officer must provide the council with information relating to the following criteria that must be considered:
 - i. Status of current vehicle

- ii. affordability of procurement options
- iii. extent of service delivery backlogs,
- iv. terrain for effective usage of vehicles and any other policy of council or applicable legislation

- 3.4 The procurement of the vehicle must be undertaken using national government transversal mechanism and any of the cost does not exceed the threshold set out in 3.2
- 3.5 The car should be used only for official municipal business and should be tendered after the Mayor ceases to be one.

4 Use of Official Car

- 4.1 It is left to the discretion of the Mayor to utilize the vehicle for any reasonable official purpose, provided that such a trip qualifies as an official trip.
- 4.2 The rules of usage in respect of usage of Municipal cars shall as far as possibly apply for the use of the Mayoral Vehicle, particularly those related to standard operating and maintenance procedures.
- 4.3 The vehicle should be parked at the municipal offices if it is not in use.
- 4.4 The vehicle could only be parked at the Mayor's place where the awkwardness of the Mayoral duties and responsibilities does not allow him/her to park it at municipal offices.
- 4.5 The Municipality may appoint a person to be the official driver for the Mayor; the conditions of service for the driver shall be determined by the Municipality.
- 4.6 The driver shall be provided with the requisite training and equipment necessary to enable him/her to carry out assigned duties and responsibilities.
- 4.7 The Municipality shall assign responsibility to any official in case the Mayor's driver is unable to perform his duties due to ill-health or any family responsibility reason.
- 4.8 The Mayor may, on unforeseen circumstances, drive the Mayoral vehicle.
- 4.9 Regardless of their usage, vehicle for official use by public office bearers may only be replaced with the completion of 120 000 kilometres.
- 4.10 Notwithstanding 3.9 A municipality may replace vehicle for official use by the public office bearers at the completion of 120 000 kilometres only in instances where the vehicle experiences mechanical problems and is in a poor condition, and subject to obtaining a detailed mechanical by the vehicle manufacturer or approved dealer.

5 Completion of the Logbook

- 5.1 A logbook shall be supplied by the Fleet Officer with each official vehicle and must always be kept

in the vehicle.

- 5.2 The driver shall be responsible for the safe custody of the logbook in use.
- 5.3 The logbook shall be checked by the driver using the Mayoral vehicle before each trip.
- 5.4 Log-sheets shall be completed in every detail before and immediately after the completion of each trip.

6 Duties of the Mayoral Driver

- 6.1 The Mayoral driver must ensure that he/she obeys the rules of the road at all times when driving municipal fleet.
- 6.2 Drivers must not drive municipal vehicles while under the influence of alcohol or any other kind of intoxicants.
- 6.3 The driver must ensure that he/she is always in possession of a valid driver's license and PDP where necessary.
- 6.4 The driver is responsible for the safekeeping of petrol card.
- 6.5 All drivers must report lost/stolen petrol cards to the Fleet Officer or the responsible official within 24 hours.
- 6.6 Drivers must ensure that they renew their driver's licenses when it is due
- 6.7 The driver must ensure that the Mayoral vehicle is always kept in clean condition. Under adverse operating conditions these may be undertaken more frequently but only when necessary.

7 Use of any other Municipal Vehicles

The Municipality may assign any appropriate Municipal vehicle to the Mayor if the Mayoral car is not available due to repairs or service. The use of any other Municipal vehicle by the Mayor will be limited to circumstances where the designated official mayoral vehicle is not available for use.

8 Spare parts and accessories

- 8.1 All spare parts and accessories essential for roadworthiness, operation and maintenance of an official vehicle shall be obtained from the local agent for the make of vehicle, or in the absence of such agent from a reliable local commercial garage.
- 8.2 Where the spare parts or accessories are not available, the local agent, if any, shall be requested to obtain them without delay or if this will take too long the Fleet Officer or the driver will refer the matter in writing under normal circumstances and telephonically only in cases of urgency to the nearest commercial garage.

9 Repairs other than accident repairs

- 9.1 In the case of an official vehicle stationed at a centre where there is no appointed garage, the official in charge of the vehicle shall, with prior arrangements with the Fleet Officer, entrust repairs arising out of fair wear and tear to the local agent for the make of vehicle or in the absence of a local agent, to a reliable local commercial garage.
- 9.2 Repairs arising from causes other than fair wear and tear shall be similarly arranged but with prior approval of the Transport Officer.

10 Conclusion

The measures stated in this policy seek to regulate the use of the vehicle designated for the use of the Mayor. It is however important that it be read with other transport and remuneration related regulations for Councillors.

The provisions of the Fleet Management Policy of the Municipality apply to the use of the Mayoral vehicle, where applicable, the driver of the Mayoral vehicle is obliged to observe all the provisions of such policy.

11 Approval of the policy

Council Approval Date **30 January 2026** Item **A06/2026[1]**