

**MANGAUNG LOCAL MUNICIPALITY**

**FLEET MANAGEMENT  
POLICY AND PROCEDURES  
INCLUSIVE OF  
CODE OF PRACTICE  
FOR  
ALL USERS, DRIVERS AND OPERATORS  
OF THE MUNICIPALITY'S TRANSPORT FLEET**

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**FLEET MANAGEMENT POLICY AND PROCEDURES INCLUSIVE OF CODE OF PRACTICE FOR ALL USERS,  
DRIVERS AND OPERATORS OF THE MUNICIPALITY'S TRANSPORT FLEET**

**PREPARED BY**

**FLEET MANAGEMENT SERVICES  
OFFICE OF THE CITY MANAGER**

**VISION**

To ensure that Fleet Management Services of Office of the City Manager provides an efficient and most cost-effective service for the provision of municipal transport and plant requirements to the various functional areas of **MANGAUNG** Local Municipality.

**MISSION**

Transport is an essential resource through which services are rendered. The importance having all fleet assets properly managed and utilised can never be overlooked. The Municipality's fleet consists of some two thousand items, comprising vehicles, motorcycles, trailers and construction equipment which need to be operated adequately to ensure cost effectiveness at all times. Driver and operator care in the daily use and basic maintenance of this equipment are extremely important, as it affects the cost and reliability of the fleet operation. Knowledge and the responsible handling of the numerous pieces of machinery at the work site mean less downtime, reduced maintenance and less frustration to site supervisors, drivers and operators; all factors contributing to improved efficiencies and increased productivity within the various functional areas.

This manual has been compiled for the specific purpose of establishing a uniform code of practice and conduct for all users, drivers and operators of the Municipality's fleet. The content is directed at promoting knowledge and understanding of the disciplines important to the Fleet Management Services activities, with the ultimate aim of attaining optimum productivity and cost effectiveness, and eliminating vehicle abuse. Practical application of the guidelines, in conjunction with specific standing instructions issued by respective sub directorates and or Office of the City Manager, will prolong machinery service life and minimize vehicle accidents/losses caused through ignorance and/or negligence.

The Policy and Procedure document addresses most aspects of daily vehicle and plant operations. It also includes information on the "professional" driving techniques necessary to develop "above average" competence. Generally, the various sections in the Policy and Procedure document will be used for courses of instruction presented by the Fleet Management Services. All users of the municipal fleet equipment are required to comply with the contents of this document.

Responsible usage of the fleet will eliminate vehicle abuse; will serve to produce benefits in terms of increased driver/operator safety and status, reduced stress in the working environment, improved public image and a reduced cost for the Municipality. It is therefore imperative that the Office of the City Manager and Management of MLM effectively manage vehicle usage so as to attain the objectives of this Policy and Procedures document.

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## 1. PROPER USE OF MUNICIPAL VEHICLES

The full co-operation of all employees concerned are required to ensure that the municipal fleet system functions efficiently at all times. All drivers are expected to accept and exercise the responsibilities associated with the operation of vehicles, as described in this Policy and Procedures document.

### 1.1. Usage

- Municipal transport is provided strictly for official services only and is not to be used for private purposes.
- 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 vehicles and mobile plant must be issued with a logbook. The driver/operator is required to record all his/her daily trips in the logbook, of which the top sheet is to be detached and handed to his/her Supervisor for checking and retention for record purposes.
- All municipal drivers should be in possession of an identity tag to monitor driving patterns and behaviours of all operators. Tags can be obtained by completing **Annexure B, the Driver Identification Form**, in full. The driver identification must also be accompanied by the driver's copies of the identity book and drivers license.
- Fleet Management Services will facilitate the provision of the tags with Information Technology Management Sub directorate.

### 1.2. Public Image

All municipal vehicles shall be driven in a SAFE and COURTEOUS manner, which will promote the Municipality's PUBLIC IMAGE. Municipal drivers and vehicle/work teams are constantly in public view. Their behavior shapes the public concept of municipal efficiency in general.

#### 1.2.1. Identification of Municipal Fleet and Equipment

##### l) General

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

Drivers must ensure that the registration plates, fleet numbers and any other markings on the vehicles in their charge are always in good order and that the colour of the plates, letters and figures are at all times clearly visible.

ii) **Mass Information**

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

iii) **License Discs**

If a license disc is lost, destroyed or illegible, the fact shall be reported without delay to the municipality's licensing clerk at Fleet Management Services or reception to arrange for a reprint.

Expired license discs must be removed from the vehicle. Failure to display current licenses constitutes an offence in terms of the National Road Traffic Act, for which the vehicle driver will be held liable.

iv) **Hazardous Substances**

Vehicles engaged in the conveyance of hazardous substances must display hazard and/or warning signs and panels that inform emergency services how to handle the particular substance being carried, in the event of an accident. The users must obtain applicable signs from Fleet Management Services.

**1.3. Careful Handling**

Municipal vehicles shall at all times be driven and handled with proper care and attention, to obtain the best Fleet Management Services Service and avoid infringements of the law. Any evidence of neglect, rough handling or reckless driving shall be reported to the relevant Sub directorate's General Manager concerned and will result in disciplinary action.

**1.4. Payment of Traffic Fines**

Drivers are responsible for all traffic fines imposed on them when executing official business. The municipality will NOT be held responsible for infringement of the road traffic law by drivers.

In a case where details of the driver of the vehicle are not provided before hand by supervisor, Fleet Management Services will transfer the traffic fine to the Supervisor/ Manger who can later transfer it to the responsible driver.

Drivers must notify their immediate superior of defects on vehicles which might contravene the National Road Traffic Act and they should not operate such vehicles.

Not driver will be expected to operate a vehicle of machinery that is not complying with the aforementioned legislation.

#### **1.5. Inspection**

- i) Every driver/operator of a motor vehicle must at all times ensure that the vehicle is in a roadworthy condition, failing which he/she will be responsible for the payment of any traffic fines imposed.
- ii) Should any of the following items be found to be defective, the driver must report such items to his supervisor or Mechanical Services and await further instructions:
  - Lights
  - Brakes
  - Wheel nuts secured
  - Tyre wear and condition
  - Spare wheel condition
  - Speedometer
  - Windscreen wipers
  - Steering
  - Rear-view mirrors
  - Hooter
  - Chevron boards/retro reflectors
  - Side body reflective tape (trucks)
  - Emergency warning triangles
  - Number plates
  - Tow hitch and air couplings

- iii) Any defects discovered, must be reported immediately to Fleet Management Services for the necessary attention.
- iv) The last user of a vehicle will be held responsible for any unreported damage/defects/loss. The responsibility is therefore on each driver to thoroughly inspect a vehicle prior to acceptance.
- v) Basic maintenance/safety checks (pre-drive checks) as prescribed, supplemented by additional checks specific to user requirements, must be carried out daily.
  - The last user of a vehicle will be held responsible for any unreported damage/defects/loss. The onus is therefore on each driver to thoroughly inspect a vehicle prior to acceptance. Any damage/defects found by the driver must be reported to immediate senior.
  - All municipal vehicles will be inspected periodically by designated staff appointed by the Directorate's head to ensure that a proper state of cleanliness, repair and efficiency is being maintained by the driver/person responsible for the vehicle.

#### **1.6 Pre- and Post- Driver Activities**

Before a vehicle is driven, the driver must ensure that the following activities have been carried out:

- Pre-trip activities: Carry out an inspection of the vehicle as per vehicle inspection information in the Log Book.
- Enter details of the trip to be undertaken in the Log Book.
- Post-trip activities: Enter the odometer reading, distance covered and time in the Log Book.

Every trip undertaken by the driver must appear as a separate entry in the Log Book.

Inspection Forms and Log Book entries must be checked by designated staff at least once every week.

#### **1.7. Maintaining the Appearance of Municipal Vehicles/Equipment**

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 Mechanical Services' Fleet Maintenance.

Drivers/Operators can make use of designated areas provided by Fleet Maintenance to wash and clean their vehicles.

### **1.8. Safety**

All employees must be fully aware that it is a criminal offence to disobey the general safety instructions issued by their employer. Persons guilty of failing to observe safety instructions are liable not only to disciplinary action in terms of the Municipality's Conditions of Service.

### **1.9. Vehicle Keys**

- o Employees in charge of vehicles shall ensure at all times that the ignition, door lock, fuel cap; gear-lock and other keys of the vehicle in use are suitably safeguarded against loss or theft.
- o In the event of a vehicle's keys being lost or mislaid, the driver shall not attempt to open the locking system of the vehicle, but shall obtain assistance from the Mechanical Services reception, if after hours from the standby team.
- o At no time shall a driver leave his/her vehicle unattended without first switching off the engine and removing the ignition key, engaging the gear-lock (if applicable) and removing the key.
- o Vehicle keys will only be replaced on production of a copy of the relevant loss report. All costs for keys will be for the user's account.

### **1.10. Loads on Vehicles**

The load on any motor vehicle must not exceed the load recommended by the manufacturers of the vehicle. Apart from excessive strain imposed on the vehicle itself, with resultant accident risk and high wear, overloading has an adverse effect on the road surface and tyre life and may induce failures that endanger the lives not only of the occupants of the vehicle, but also of other road users. In the case of commercial vehicles, the vehicle's maximum load capacity and gross vehicle mass are clearly displayed on the left side of the unit.

T = Tare mass, kg (unladen vehicle mass).

V = Gross vehicle mass, kg.

D/T = Gross combination mass, kg. (Laden vehicle and laden trailer mass).

Load capacity of vehicle = V - T (kg)

Load capacity of trailer = D/T - V - mass of trailer.





The National Road Traffic Act prohibits transgression of the GVM limit.

- i) Due attention must be given to the correct distribution of the load over the vehicle's axles.
- ii) All loads must be firmly secured in a manner that will prevent the load from moving while the vehicle is mobile.
- iii) Loose tools, equipment or goods must be positioned in a manner that will prevent them from dangerously moving forward in the event of an emergency braking action.
- iv) Drivers must not allow any loose papers, sand, dirt, refuse, etc. to spill from or blow off the rear of the vehicle. Not only does this pollute the city, but also constitutes an offence in terms of the National Road Traffic Act.
- v) When transporting personnel, drivers must ensure that the vehicle is stationary while passengers climb on or off.
- vi) All persons are to be seated before the vehicle moves.
- vii) Passengers must be allowed to emboss and debus only at safe stopping places and not at traffic lights, stop streets etc.

#### **1.11. Log Books**

All MLM official vehicles must have a log book for the recording of trip details undertaken by the vehicle and driver daily.

All entries shall be made by the driver of the vehicle and confirmed by his immediate supervisor or manager daily. The log sheet must be completed in full. Managers or supervisors shall consolidate all the log sheets for all vehicles allocated to his/her unit and forward them to Fleet Management Services for analysis and billing.

Both driver and managers or supervisors are expected to attach their signatures on the provided slots.

Every entry in the log book represents an official, permanent record and is a legal document. Under no circumstances shall any entry in the log book be eliminated. There shall be no erasures or crossed-out. Correctional fluid shall not be used. When a mistake is made, a single line shall be used to cross out the mistake and the employee making the entry shall initial the mistake.

#### **1.12. Fuel & Oil**

Where employees in charge of municipal vehicles require fuel and/or oil, they shall obtain supplies from MLM Filling Main filling stations situated at the regional main filling points or other designated supply points. Drivers and staff at the filling stations

are to ensure that the fleet number, odometer readings and quantity of fuel supplied are entered correctly on the appropriate forms or system.

Filling stations are the first line of vehicle inspections. Fuel or oil will not be issued to vehicles with:

- Expired vehicle licenses and/or COF
  - No fleet numbers displaying
  - Broken odometers or fuel gauge
  - Broken or missing fuel tank cap
  - Services and annual inspection in arrears
  - Accident damages that haven't been reported and repaired
  - No internal requisition authorised by manager
- i) Vehicles must be filled in the regions they operate in i.e. Botshabelo, Thaba Nchu and Bloemfontein.
- ii) Managers must authorise a fully completed fuel and oil requisition for acquisition of fuel from MLM filling points.
- iii) No vehicles will fill at the designated Fire Station filling stations or Roads construction camps except vehicles allocated to them.
- iv) Where portable containers are to be filled they should also be accompanied by an authorised internal requisition/ fuel requisition and the details of the vehicle utilised for the conveyance of such container should be indicated on the requisition.
- v) No fuel shall be siphoned from vehicles or equipment except for when the clearing of the tank is required for repairs by the Fleet Maintenance Workshop.

#### **1.13. Professional Driving Permits**

The drivers of the following vehicle categories are required to have Professional Driving Permits (PrDP's):

- Heavy goods > 3,5t GVM
- Articulated > 3,5t GVM
- Breakdown vehicle
- Bus seating more than 16
- Mini-bus seating more than 12
- Refuse compactor
- Water tanker
- Vacuum tanker
- Truck Tractor > 3,5t GVM

Drivers must ensure that their PrDP's are current at all times and are renewed prior to the expiry date. The Municipality will not cover the costs for the renewal of an expired PrDP it is entirely the responsibility of the driver and the Directorates should ensure that the PrDP are valid. Heads of directorates are advised to including possession of a PrDP as a prerequisite when they are recruiting heavy vehicle (>3,5t GVM) drivers.

Failure to observe the rules contained herein and any additional instructions issued by City Manager/ Executive Directors/General Managers/ Managers and or Supervisors will render the offending employee liable to disciplinary action.

## 2. RESPONSIBILITIES OF DRIVERS

The following rules must be observed:

- The most economical vehicle suitable for the purpose must be used.
- The vehicle shall only be driven by an appropriately licensed and duly authorized employee on official duty.
- The driver must be licensed in terms of the National Road Traffic Act 93 Of 1996 for the particular class of vehicle allocated to them.
- No person shall move, drive or operate any municipal vehicle unless he/she is fully authorized to do so. The unauthorized use of a vehicle will render the person concerned liable for disciplinary action taken against him/her.
- Passengers, inclusive of municipal staff, are not permitted to ride on or inside any municipal vehicle except for the execution of municipal duties.
- The driver shall not deviate any vehicle from the shortest route to the destination to serve the private interest of the driver or his/her passengers, or in connection with the conveyance, loading or unloading of private property or goods.
- The driver shall not utilize any municipal vehicle for private purposes.
- The driver of any vehicle shall not deviate to any unauthorized routes or destinations and shall not enter any unauthorized premises or areas.
- Drivers are expected to route their vehicles so as to secure maximum operating efficiency at minimum expense.
- Logbooks with specific details must be kept up to date and inspected by the immediate superiors or designated representatives at least once a week. Any deviation must be investigated and, when necessary, reported to the Fleet management Services for further investigation so that disciplinary action can be taken against infringing members.



## **2.1. Damage, Losses and Thefts**

Damage, losses and thefts, other than those arising from accidents, are dealt with under this section.

- An employee who takes over a municipal vehicle must ensure that any damage or loss is immediately brought to the notice of his/her supervisor in writing. Unless he/she complies with this instruction, he/she will be deemed to have received the vehicle in a good condition.
- In the event of losses, thefts or hijackings, the employee operating the vehicle must immediately, (within maximum of 30 minutes) report the matter to his/her Supervisor and Law Enforcement Sub directorate control room situated at no 81 Charles Street, Chris de Wet Building, 04<sup>th</sup> Floor or call 051 405 8771.
- Over and above the aforementioned the employee must still report the accident to South African Police Services (SAPS) within 24 hours and obtain a SAPS case number.
- Failure for the official vehicle operator to report such accidents within the prescribed time frames will result in the employee being subject to disciplinary action.
- Any Municipal vehicle may be subjected to a search by Security Personnel or by any official from supervisory level upwards.
- In case where vehicle was lost due to negligence costs for replacement will be recovered from the official(s) involved

## **2.2. Duties of Drivers in the Event of an Accident**

### **2.2.1. Damage as a result of a Motor Vehicle Accident**

The driver of a vehicle involved in or contributing to any accident in which any other person is killed or injured or that causes damage in respect of property or animal, shall take the following actions:

- Immediately stop the vehicle.
- Ascertain the nature and extent of any injury sustained by any person.
- If a person is injured, render such assistance to the injured person as he/she may be capable of rendering.
- If a person is injured, call an ambulance and the Traffic Department or the South African Police Services (SAPS).
- The vehicle shall not be moved from the position in which it came to rest, until such removal is authorised by a Police Officer. If the vehicle is causing

a complete obstruction, its position should be marked before the vehicle may be moved to a safe place.

- If there are no injuries at the scene of the accident the perimeter of the involved vehicles may be marked, after which they may be moved to a safe area.
- State only what happened to the Police. A brief account of what happened is all that is required.
- Do not take any intoxicating liquor or any drugs unless administered by a doctor.
- Should the driver of the other vehicle be suspected of being under the influence of intoxicating liquor or drugs, this fact should be brought to the notice of the attending Police or Traffic Officer.
- Record the name and address of the other driver, his/her vehicle registration number, the name of the owner of the vehicle, and the vehicle's insurance company. Record the name, license details and address of any independent witnesses, including the occupants of the other vehicle(s) involved in the accident.
- Supply your name, address and Directorate's details to persons having grounds for requesting such information e.g. Police or Traffic Officer.
- Record the nature and extent of damage to all the vehicles involved in the accident and enter this on the accident report form.
- Inform the designated staff of the relevant directorate as soon as possible.
- The accident must then be reported by the driver to SAPS with 24 hours in a case where there are no fatalities' to the SA Police Services or Traffic Police Department within 48 hours.

#### 2.2.2. Completion of Accident Report Form

The Municipality's Accident Report Form is the official document on which details of all incidents or accidents involving Municipal vehicles must be recorded and reported. The driver of a municipal vehicle must ensure that an Accident Report Form is completed immediately should any of the following events occur:

- i) Any accident involving a municipal vehicle.
- ii) Any damage to a municipal vehicle, even though such damage cannot be
- iii) Related to a specific known accident.
- iv) Any incident involving damage to private or public property, irrespective of whether or not any damage occurred to the municipal vehicle.

The aforementioned report must be completed, signed by Manager or General Manager of the affected department. The original form must then be submitted to Corporate Services Directorate, Records Management for an accident file to be created. The driver must bring the damaged vehicle and a copy of the accident report with an accident file number to Fleet Management Services for further procession. See annexure 1.

### 2.2.3. Repairs of Accident Damages

User directorates will have to investigate the cause of accidents and losses if the accident occurred as a result of negligence by the driver, the directorate head will:

- Institute disciplinary measures against the employee
- Ensure that all reparation costs are recovered from the employee in full

In an instance where the third part is liable for the accident the directorate must take necessary measures to recover the damages costs.

Vehicles will not be repaired by Mechanical Services unless:

- the requisition and accident report are submitted
- Letter from directorate indicating steps taken by directorate to recover damage/ losses costs.

### 3. SAFE CUSTODY OF MUNICIPAL TRANSPORT AND OTHER MUNICIPAL PROPERTY

i) In respect of official vehicles taken home by employees, the following should be noted:

- Specific authority from the City Manager/ Director/ General Manager/ Manager and or Supervisor must be obtained before an employee will be permitted to safeguard any official vehicle at a private residence.
- Such vehicle shall be parked on the premises of the employee, preferably in a lockable garage, but in the event of this being impossible, the vehicle shall be kept out of sight of road users and/or passers-by, behind a locked gate/fence.
- All such vehicles shall be equipped with a vehicle monitoring/ tracking and anti theft devices (e.g. gear-lock and immobilizer). Such devices should be in operation at all times.
- The driver must ensure that the gear-lock is engaged and the key is removed when the vehicle is not in use.
- The driver is responsible for any tools and equipment left on or in the vehicle when taken home. The driver will be held liable should these be stolen from a vehicle not kept in a locked garage. Where vehicles are not kept in a locked garage, loose equipment must be securely locked away in the house, flat or garage.

ii) The driver/employee must take possible and practical precautions for the safeguarding of municipal property in municipal vehicles when he or she temporarily absents himself/herself from the vehicle. The non-observance of this directive will render the driver/employee liable for any loss to the Municipality.

iii) To eliminate the possibility of the theft or loss of municipal assets, personal belongings and other accessories whilst a motor vehicle is being serviced or repaired, all such items must be removed by the driver BEFORE the vehicle is delivered to Mechanical Services for service or maintenance.

If vehicles are left at the service provider with such items still in the vehicle, the driver will be held responsible for any subsequent loss in this regard.

### **3.1. Garaging and Parking of Municipal Fleet**

#### **3.1.1. Parking**

- Vehicles shall be parked safely at designated municipal premises when not in use.
- Under no circumstances should municipal vehicles be parked outside designated premises without the relevant manager or supervisor authorization.
- In the case of vehicles on tour, the most suitable arrangements must be made for safe garaging facilities.
- Where an employee in a municipal vehicle makes use of parking meters or parking lots, the driver is *NOT* exempted from the payment of the necessary fees. Drivers need to pay the required fee, provide proof of payment and be reimbursed accordingly.
- The casual garaging or parking of municipal motor vehicles in garages or parking areas specially set aside for specific persons or purposes is not permitted, except by special arrangement.

#### **3.1.2. Security**

Whenever a municipal motor vehicle is garaged or parked, every precaution shall be taken to safeguard it against damage, theft or irregular use. To this end:

- The handbrake shall be applied, and if the vehicle is parked on a slope, the front wheels shall be turned towards the kerbs. In addition, where such vehicle has a manual transmission, either the low or the reverse gear shall be engaged and, in the case of an automatic transmission, the shifting lever shall be placed in the "P" (Parking) position.
- The windows shall be closed.
- The ignition key shall be removed, the gear-lock, doors and luggage compartment locked and the keys kept in safe custody.
- If the vehicle is parked in a lockable garage, the doors of the garage shall also be locked.

#### 4. SUSPENSION OF EMPLOYEES DRIVING MUNICIPAL MOTOR VEHICLES

Employees shall be exempt from driving municipal motor vehicles:

- i) In the event of a municipal motor vehicle being or having been subjected to obvious misuse or irregular use, or the vehicle being maliciously damaged by the driver, or
- ii) Where evidence exists that a driver is or was guilty of recklessness or negligent conduct whilst driving a municipal vehicle, or such a vehicle was involved in an accident whilst so driven; or
- iii) Where a driver of a municipal motor vehicle has been found guilty of driving such a vehicle
  - Under the influence of intoxicating liquor or narcotics, or
  - Whilst the concentration of alcohol in his or her blood was more than 0,02 grams per 100 milliliters for driver in possession of a PrDP and 0,05 grams per 100 milliliters for other drivers, such a driver shall be suspended immediately from driving municipal vehicles until such time as a disciplinary tribunal has been concluded.
- iv) In the event of a driver developing any disease or disability which will render him/her incapable of effectively controlling a vehicle and subject to a report from the Occupational Health Practitioners he/she will be suspended temporarily or permanently from driving a municipal vehicle.

#### 5. VEHICLE MONITORING SYSTEM

##### 5.1. Installation of Vehicle Monitoring Device

All directorates will provide a requisition to Mechanical Services, Technical Support Services for the facilitation of installation of the tracking device on their fleet. No directorate will install the device on their fleet without engaging with Mechanical Services.

All vehicles not older than five years must be fitted with the vehicle monitoring device/system. All new vehicles in the categories of passengers or goods belonging to the municipality should be fitted with the device.

The system can be installed on some vehicles beyond the aforementioned categories where there is a sufficient reason to do so.

All supervisors, managers and general managers should ensure that all drivers in their respective directorates are provided with an identification tag prior to operating any vehicle allocated to them. Only the supervisor and or his/her seniors or his delegate can



authorize a driver from operating a certain vehicle by completing and signing the Driver Authorization form. See Annexure B

**5.2. Software Access**

All employees occupying supervisory levels and upwards must install the software on their computers by making use of the provided installation file placed on the Intranet. Supervisors must manage and monitor the use of all fleet assets allocated to them.

**5.3. Theft and Recovery**

The municipality's Security sub directorate is provided with the system to assist with recovery of either stolen or hijacked vehicles. All theft and hijack cases should be reported to the supervisor of that vehicle by the driver and to security by the driver and or the supervisor.

**5.4. Maintenance**

Fleet management Services will coordinate issues of maintenance of both the hardware and software with Information Technology Management Sub directorate of the City Manager's Office. The tracking devices installed in the vehicles should not be tampered with.

**CONCLUSION:**

This document will provide users of MLM fleet with guidelines for proper use and management of fleet resources allocated to them. It has been developed to facilitate and encourage accountability, monitoring of usage and costs, provide internal control and to serve as a management tool for better decision making. Management of fleet resources in any organization is expensive. Vehicles are valuable assets and critical for business continuity. They therefore require adequate attention.

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**APPENDIX A**

**ACCIDENT REPORT FORM**

FILE NUMBER :

<b>DEPARTMENT: INFRASTRUCTURAL SERVICES</b>	
<b>PARTICULARS OF DRIVER ON FLEET:</b>	
SURNAME AND INITIALS: _____	
CONTACT ADDRESS: _____	
OFFICE NUMBER: _____	TEL NO: _____
CELL NO.: _____	
<b>PARTICULARS OF PASSENGER(S) ON FLEET / VEHICLE:</b>	
*SURNAME & INITIALS: _____	
CONTACT ADDRESS: _____	
OFFICE NUMBER: _____	TEL NO: _____
CELL NO.: _____	
<b>PARTICULARS OF INDEPENDENT EYE-WITNESS:</b>	
*SURNAME & INITIALS: _____	
RESIDENTIAL ADDRESS: _____	
TEL NO: _____	
*SURNAME & INITIALS: _____	
RESIDENTIAL ADDRESS: _____	
TEL NO: _____	
<b>PARTICULARS OF PASSENGERS / PEDESTRIANS</b>	
(a) KILLED:	
(b) INJURED:	
MUNICIPAL VEHICLE: _____	VEHICLE TYPE: _____ MAKE: _____
FLEET NUMBER: _____	THIRD PARTY NUMBER: _____
BRIEF DESCRIPTION OF DAMAGE TO FLEET: _____	
DRIVER NAME: _____	AGE: _____
LICENCE NUMBER: _____	DATE OF ISSUE: _____
WHO IS RESPONSIBLE FOR THE ACCIDENT? _____	

**APPENDIX A Cont:**

OTHER VEHICLE INVOLVE: REGISTRATION NUMBER: _____	
TYPE: _____	MAKE: _____
BRIEF DESCRIPTION OF DAMAGE: _____	
SURNAME & INITIALS AND CONTACT ADDRESS OF DRIVER: _____	
BUSINESS ADDRESS OF DRIVER: _____	
ID. NO. OF DRIVER: _____	
TEL. NO. OF DRIVER: _____	
TEL NO. OF EMPLOYER: _____	
<b>INCASE DRIVER IS NOT THE OWNER OF THE VEHICLE:</b>	
OWNER OF VEHICLE: _____	
SURNAME & INITIALS AND CONTACT ADDRESS: _____	
TEL NO. OF OWNER OF THE VEHICLE: _____	
WAS THE ACCIDENT REPORTED AT THE SAPS? Yes	CASE NO: _____
AT WHICH S.A. POLICE STATION REPORTED: _____	
TRAFFIC INSPECTOR ON SITE: _____	
TRAFFIC INSPECTOR NAME: _____	
<b>SUMMARY OF ACCIDENT DETAILS AND LOCALITY:</b>	
DATE OF ACCIDENT: _____	TIME: _____
WAS THE VEHICLE ON THE LEFT HAND SIDE OF THE ROAD: _____	
COMPASS DIRECTION OF TRAVEL: _____ METRE _____	
ESTIMATE SPEED BEFORE ACCIDENT: _____ KM/H	
MOMENT OF ACCIDENT: _____ KM/H	
DID YOU GIVE ANY WARNING SIGNS e.g HOOT: _____	
GIVE A COMPLETE DESCRIPTION OF THE ACCIDENT: SEE ATTACHEMENT	
DRIVER: _____	DATE: _____

I/we declare that the above mention information is according to my/our best knowledge and conviction exact and true. I/we declare that the Mangaung Local Municipality is the only owner of the above mention vehicle.

HEAD OF DEPARTMENT \_\_\_\_\_

DATE: \_\_\_\_\_

**IMPORTANT:**

1. USE A SEPARATE PIECE OF PAPER TO DRAW A ROUGH SKETCH.
2. OTHER REPORTS WITH REFERENCE TO ROADWORTHY, BRAKE TESTS e.g. SHOULD BE TYPE OUT AND ATTACHED TO THE ACCIDENT REPORT.



LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
LEKGOTLA LA MOTSE

**VEHICLE MONITORING SYSTEM**

DRIVER'S DETAILS FORM

DIRECTORATE: \_\_\_\_\_

SUB-DIRECTORATE: \_\_\_\_\_

DIVISION: \_\_\_\_\_

DRIVER'S SURNAME & INITIALS: \_\_\_\_\_

DRIVER'S ID NUMBER: \_\_\_\_\_

FLEET NUMBER (S): \_\_\_\_\_

DRIVER'S DESIGNATION: \_\_\_\_\_

LICENCE CODE: \_\_\_\_\_

PDP EXPIRING DATE: \_\_\_\_\_

SUPERVISOR'S SURNAME & INITIALS: \_\_\_\_\_

SUPERVISOR'S MOBILE PHONE NUMBER: \_\_\_\_\_

OPERATIONAL HOURS: \_\_\_\_\_

AREAS IN WHICH THE VEHICLE SHOULD OPERATE:  
\_\_\_\_\_

ADDRESS OF DEPOT(S) WHERE THE VEHICLE IS STORED OVER NIGHT:  
\_\_\_\_\_  
\_\_\_\_\_

THE TIME THE VEHICLE SHOULD BE IN THE DEPOT FOR STORAGE: \_\_\_\_\_

THE TIME THE VEHICLE IS ALLOWED TO LEAVE THE DEPOT IN THE MORNING: \_\_\_\_\_

PHYSICAL ADDRESS IF THE VEHICLE IS STORED ON PRIVATE PROPERTY:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DRIVER

DATE: \_\_\_\_\_

\_\_\_\_\_  
SUPERVISOR

DATE: \_\_\_\_\_



**DAILY VEHICLE INSPECTION**

NR	ITEM	NR	ITEM
1	Water level & leaks	13	Tread of tyres & red triangles #
2	Oil level & leaks	14	Licence, COF & operators disc #
3	Air cleaner detector	15	Safety hats on vehicle #
4	Hydraulic oil & level	16	Crane folded up & in rest position #
5	Fuel level & leaks	17	Leg rest in UP position #
6	Battery connection clean & tight	18	Front & rear spring U-bolts
7	Tyre pressure, brake fluid, leaks	19	Clutch free play
8	Vehicle/Windscreen clean, undamaged #	20	Free movement of controls
9	Lights, indicators, hooter & wipers #	21	Fan belt tension/serviceable
10	Service brake & handbrake #	22	Gable winded correctly on drum
11	Loose items tightly secured on vehicle #	23a	Accident damage
12	Stoplights #	23b	Accident reported

**NB:** 1. VEHICLE/MACHINE MAY NOT BE MOVED IF THE ABOVE POINTS HAVE NOT BEEN CHECKED  
2. IF ANY DEFECTS ARE MARKED AGAINST COLUMNS # THEN VEHICLE/MACHINE MAY NOT BE DRIVEN ON A PUBLIC ROAD