

FLEET MANAGEMENT POLICY

OF

MANGAUNG METROPOLITAN MUNICIPALITY

Municipal Council Resolution Number : _____

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Signature of the City Manager : _____

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1.0 RATIONALE FOR THE POLICY

The current Fleet Management policy of the city was adopted in 2012. However with time, it has been overtaken by many developments in the fleet management industry. This has thus exposed the city to numerous risks associated with fleet management, with little or no recourse. Mangaung Metropolitan Municipality has a legal, obligation to protect municipal assets against abuse, which could result in a loss to the Municipality. These assets include the municipal vehicle fleet as well as vehicles, used by the municipality on lease or loan basis.

The utilization and management of vehicles, plant and equipment is the prime mechanism by which a municipality can fulfil its constitutional mandates for: Delivery of sustained services, Social and economic development, Promoting safe and healthy environments and, Providing the basic needs to the community As trustees on behalf of the local community, the municipality has a legislative and moral obligation to ensure it implements policies to safeguard the monetary value and future services provision invested on vehicles.

The fleet management policy deals with the municipal rules required to ensure the enforcement of appropriate stewardship of vehicles. Stewardship has two components being the: Financial administration by the financial officer, and Physical administration by the fleet management managers Statutory provisions are being implemented to protect public property against arbitrary and inappropriate management or disposal by a local government.

2.0 KEY DEFINITIONS

Municipal fleet vehicle shall mean an official municipal vehicle listed in the fleet vehicle register and shall include pool vehicles;

- Municipal lease/hire vehicle shall, save for contrary stipulations contained in the lease/hire agreement, in which event the lease/hire agreement shall take precedence, for purposes

of this policy be regarded to be of the same status as a municipal vehicle and shall include “Vehicles subject to specific agreements”;

- Municipal vehicle includes fleet vehicles, pool vehicles and vehicles designated to specific SBUs and includes “Official Vehicle”;
- Municipal vehicle fleet shall mean all official, branded vehicles listed in the fleet vehicle register of Mangaung Municipality;
- Official Passenger shall include all officials and or employees and non-employees who have the necessary prior written authority to be a passenger in an Official Vehicle;
- Official vehicle shall have the same meaning as “Municipal Vehicle” and vice versa;
- Private Passenger shall mean non-employees who may or may not have the prior written authority to be a passenger in an Official Vehicle;
- Unofficial Passenger shall mean officials and or employees and non-employees and or private passengers who do not have prior written authority to be a passenger in an Official Vehicle;
- Vehicle on tour shall mean a vehicle used for out of city trips and stand-over outside the Municipal jurisdiction;
- Clause headings appear in this Policy for purposes of reference only and do not influence the interpretation thereof.
- If any provision in any definition constitutes a substantive provision conferring rights or imposing obligations on any party, effect shall be given to it as if it was a substantive clause in the body of this Policy, notwithstanding that it is only contained in the interpretation clause.
- Any reference to the singular includes the plural and vice versa,
- Any reference to a natural person includes legal persons and vice versa,
- Any reference to a gender includes the other genders.

3.0 VISION

To ensure that municipal fleet is acquired, utilised and managed in the manner that is directed at promoting the overall support to the constitutional mandate of the municipality with regard to *provision of services* to communities strictly adhering to concepts of efficiency, sustainability and cost – effective management of allocated resources.

4.0 MISSION

To continuously place the policy as a management operational instrument developed and designed to ensure lasting provision of fleet and / or equipment support within the municipal operations as well as to other areas of need, in line with the legislative and or executive directives, within the concepts of efficiency, effectiveness in application of general management approach to allocated resources.

5.0 OBJECTIVE

5.1 To ensure integration and centralization of all fleet - related activities to management and control of *Fleet Services and Engineering Support* acting on the sub - delegated powers of the Directorate: Waste and Fleet;

5.2 To ensure that the allocation of fleet to department/offices is treated as an agreement of fleet allocation to client department and the Directorate: Waste and Fleet and that heads of departments undertake to ensure control of allocated fleet as part of their responsibilities to manage and control general allocated resources to their respective departments.

5.3 To ensure that heads of departments/offices, to the extent possible, accurately budget for the fleet related costs that will be incurred by their department as a result of allocated fleet.

5.4 To ensure that heads of departments/offices fully partake in the development of fleet needs analysis as performed to inform the budget process.

5.5 To enable the City Manager to treat management and control of allocated fleet to departments/office as part of performance management to heads of departments/ offices.

5.6 To ensure that *Fleet Services and Engineering Support* continues to play its meaningful role of responding to fleet needs of client departments as well as to budget for the cost and revenue related to the allocation of fleet to client departments.

6.0 PROPER USAGE

The proper usage of allocated municipal fleet to the directorate remains the responsibility of the Head of Directorate/ office who, in terms of municipal policy on delegation of powers, may delegate or sub – delegate the responsibility or responsibilities on the understanding that a decision to delegate or sub – delegate does not divest the Head of Directorate/ office of the responsibility concerning the exercise of the delegated powers or performance of delegated duty/ies. In accepting the allocation, as provided for on the **Allocated Fleet Utilization Agreement (AFUA) [ANNEXURE A]**, amongst others, the head of directorate/office, or her/his delegated person, as the sole recipient of the allocated fleet/vehicles/equipment/machinery for her/his directorate/ office undertakes:

6.1 To accept and exercise the responsibilities associated with the operation of the allocated fleet/vehicle/equipment as described in this policy, procedure manual and/ or AFUA.

6.2 To ensure that allocated fleet/vehicle/equipment is strictly provided for official purposes only. The official purpose does not apply to officials who are on any form of leave.

6.3 To ensure that the employee/driver of an allocated municipal vehicle has a copy of a complete *Trip Authority* duly authorised and signed by the Head of Department/ office or the delegated official who is in a supervisory level.

6.4 To ensure that all allocated fleet/vehicle/equipment to directorates/ offices will be issued to the drivers/operators with a logbook to enable the driver/operator to record all daily trips in the logbook of which the top sheet is to be detached and handed to supervisor or the delegated official. The delegated official within the directorate/office will check and record received information for purposes of retaining the record as well as to ensure that pre – and –post trip inspections are performed by the driver/operator as per requirements.

6.5 To ensure that all drivers/operators, to whom the allocated fleet/vehicle/equipment was issued, shall be in possession of an identity tag to monitor patterns and behaviours of all

drivers/operators. Tags can be obtained by completing the ***Driver Authorization & Identification Form (DAIF) ANNEXURE B***. Also to accompany the DIF shall, where applicable, be the following:

6.5.1 The driver's license

6.5.2 The South African Identity documentation

6.5.3 The operator certificate

6.5.4 The professional drivers permit

6.6 To ensure that *Fleet Management Sub- Division* is contacted to facilitate the provision of the tags.

7.0 PUBLIC IMAGE

For purposes of promoting the public image of the municipality, all allocated fleet/vehicle/equipment shall be driven /operated in a safe and courteous manner. Albeit not limited as follows, the following shall be taken as elements of good public image:

7.1 Identification of municipal allocated fleet/vehicle/equipment

7.1.1 General

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

Head of Department/office or her/his delegated official must ensure that the driver ensures number plates, fleet numbers and any other marketing on the allocated fleet/vehicle/equipment are always in good order and that the colour of the number plates, letters and figures are always in good order and at all times clearly visible.

7.1.2 Mass Information

The information in respect of carrying capacity is displayed on all fleet/vehicle/equipment, in terms of the requirements of the *National Road Traffic Act* [Act 93, 1996 as amended]. The information

relative to the Tare (T), Gross Vehicle Mass (GVM) and, where applicable, the number of passengers is displayed on the manufacturer's data plate.

7.1.3 License Discs

The head of directorate/office or her/his delegated official will ensure:

7.1.3.1 That lost, destroyed or illegible license disc or roadworthy certificates are reported, without delay, to the municipality's licensing official at *Fleet Management Sub- Division* to arrange for a reissue.

7.1.3.2 That expired license disc or roadworthy certificate is removed from a vehicle.

7.1.3.3 That at all times the current license and or roadworthy certificate are displayed in such a manner that it will at all times be visible in adherence with the *National Road Traffic Act*.

7.1.4 Hazardous Substances

In order to comply with the applicable legislation with regard to the *transportation of dangerous goods*, the head of department/office or her/his delegated official shall ensure that vehicles engaged in the conveyance of hazardous substances display a permanent "hazard" sign attached to both sides and the rear of the vehicle. These signs and panels are intended to inform emergency services on how to handle the particular substance being carried, in the event of accident. The applicable signs are obtainable from the *Fleet Management Sub- Division*.

8.0 CAREFUL HANDLING

The head of department/office or her/his delegated official, shall ensure that allocated vehicles are, at all times, driven and handled with proper care and attention, to obtain the best performance and avoid infringements of the law. Any evidence of negligence, rough handling or reckless driving may result in reporting the driver to the head of department/office, to whom the vehicle is allocated, while the *Fleet Management Sub- Division* may immediately withdraw the vehicle from the driver and may impose a temporary or permanent sanction that forbids such driver to drive any vehicle of municipal.

9.0 PAYMENT OF TRAFFIC FINES

The head of department/office or her/his delegated official will ensure that the driver of an allocated vehicle is aware of the fact that the municipality is not responsible for the traffic fine/s which is/are as a result of the infringement of the road traffic legislation. Upon the receipt of the fine, the *Fleet Management Sub- Division* will direct it [the fine] to the head of department/office who will hand it to the affected driver, and it remains the responsibility of the head of department/office to ensure that traffic fines are paid as prescribed by the applicable legislation.

For purposes of detecting defects beforehand, it is the responsibility of the allocated department to ensure that every vehicle is inspected before it can be used. The detected defects should be referred, with the affected vehicle, to the attention of the *Fleet Management Sub- Division* which will administrate the process of sending it for repairs. Driving or operating a vehicle or equipment that is not complying with the traffic regulations remains the offense and conduct that is subject to disciplinary action.

10.0 INSPECTION

The following are compulsory responsibilities preceding any driving or operation of an allocated vehicle, and the head of department/office or her/his allocated official, is entrusted with the responsibility to enforce that:

10.1 A vehicle or equipment is in a roadworthy condition before it can be driven or operated.

10.2 For every trip that is taken with the allocated vehicle, there is a trip authority and the official to whom the vehicle was last allocated becomes responsible for any detected defects/damage/loss before the allocation to another official. The onus is on both the allocator of a vehicle and the driver to thoroughly inspect a vehicle prior to allocating/accepting the vehicle.

10.3 The knowledge that all municipal vehicles are subjected to a periodical inspection of the *Fleet Management Sub- Division* to ensure that the proper state of cleanliness, repair and efficiency is maintained by the allocated departments.

10.4 Both the driver and the vehicle or equipment allocating official are aware of the fact that accident and dent on allocated vehicle/equipment is reported instantly to *Fleet Management Sub-Division*. Hiding the vehicle from being reported after accident shall be treated as an offense.

10.5 All allocated vehicles are presented to *Fleet Management Sub- Division* for vehicle test according to the *National Road Traffic Act* or the schedule that will be issued by the *Fleet Management Sub- Division* to heads of departments/offices. Non - adherence to the scheduled circle of vehicle test shall be treated as an offense and the *Directorate: Waste and Fleet* shall have the right to withdraw the allocated vehicle while reporting the matter to the *City Manager*.

10.6 Reporting of on any of the following defects found on an allocated vehicle or equipment to the *Fleet Management Sub- Division*:

- Lights
- Brakes
- Loose or missing wheel nuts
- Tyre wear and poor condition
- Malfunctioning speedometer
- Windscreen wipers
- Steering
- Rear - view mirror
- Hooter
- Chevron boards/retro reflectors
- Side body reflective tape (trucks)
- Emergency warning sign (triangle)
- Number plates
- Tow hitch and air couplings

11.0 PRE – AND POST DRIVER ACTIVITIES

The following activities precede the driving and or operation of allocated vehicle or equipment:

Pre – trip activities:

11.1 Performances of vehicle/ equipment inspection as per vehicle/equipment information guide in the logbook.

11.2 Entering trip details in the logbook prior to any trip or new trip from the last recorded destination in the logbook.

- Ensuring that every trip undertaken appears as a separate entry in the logbook.
- Ensuring that inspection forms and log book are submitted to the *Fleet Management Sub-Division* or *Fleet Management Sub- Division* designated official, at least, once a week [on Mondays] for test of policy compliance.

12.0 MAINTAINING THE APPEARANCE OF MUNICIPAL VEHICLES/EQUIPMENTS

The head of department/office or her/his delegated official, shall ensure that:

12.1 Allocated vehicles/equipment are, at all times, kept in a clean and hygienic condition. This includes, but not limited to, avoiding the littering of the vehicle interior with papers, bottles, and etc.

12.2 Only cleaning materials and disinfectants that are compatible with automotive finishes may be used. Any advice on this subject can be obtained from *Fleet Management Sub- Division*.

12.3 Only designated areas, as provided by the *Fleet Management Sub- Division* are used to clean the allocated vehicle.

13.0 SAFETY AND VEHICLE KEYS

13. 1 The head of department/office or her/his delegated official shall ensure that driver of allocated vehicle or equipment is aware of the fact that it is a criminal offense to disobey the general safety instructions issued. Persons guilty of failing to observe safety instructions will be subjected to disciplinary measures.

13.2 The head of department/office or her/his delegated official shall ensure that the employee, to whom the vehicle is allocated:

13.3 At all times ensures that the ignition, door lock, fuel cap, gear lock and other systems of the vehicle in use are suitably safeguarded against loss or theft.

13.4 Ensures that in the event of a vehicle's key being lost or mislaid, the driver shall not attempt to open the locking system of the vehicle, but shall obtain assistance from *Fleet Management Sub-Division* (Diverse Workshop Division) during working hours or the Diverse Workshop Division officials on standby after hours, during the weekend and holidays.

13.5 Ensures that at no time shall the vehicle be left unattended without first switching off the ignition and removing the key and engaging the gear lock (if applicable).

13.6 Ensure that vehicle keys are only replaced on production of a copy of a relevant loss report. All costs of lost keys for the allocated vehicle will be claimed against the allocated department by the Diverse Workshop Division and the head of department/office may recover the cost/s from the driver.

14.0 LOADS ON VEHICLES

The head of department/office or her/his delegated official shall ensure that the employee, to whom the vehicle is allocated, ensures that:

14.1 The load of allocated vehicle shall not exceed the maximum as indicated on the data plate of the vehicle [ref - *National Road Traffic Act*].

In the case of a goods vehicle, the vehicle's maximum load capacity and gross vehicle mass are displayed on the left side of the unit as follows:

- **T:** Tare kg (unlading vehicle mass).
- **GVM:** Gross vehicle mass, kg.
- **GCM:** Gross combination mass, kg (Laden vehicle including the laden trailer mass)
- Load capacity of vehicle (pay load): $GVM - T$ (kg)
- Load capacity of trailer: GVM of trailer – T of trailer (equals to payload of the trailer)

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

14.2 Due attention is given to the correct distribution of the load over the vehicle's axles.

14.3 All loads are firmly secured in the manner that will prevent the load from moving while the vehicle is mobile.

14.4 Loose tools, equipment or goods are positioned in the manner that will prevent them from dangerously moving forward in the event of an emergency application of brakes.

14.4.1 No loose papers, sand, dirt, refuse, e.t.c. are allowed to spill from or blow off the rear of the vehicle. Not only does this pollute the city, but constitutes to an offense in terms of *National Road Traffic Act*.

14.4.2 When transporting personnel, vehicle is stationary while passengers are climbing on or off the vehicle.

14.4.3 All persons are seated before the vehicle moves.

14.4.4 Passengers are allowed to emboss and debus only at safe stopping places and not at traffic lights, stop street, prohibited areas/ zones e.t.c.

15.0 LOG BOOKS

The head of directorate/office or her/his designated official, shall ensure that:

All allocated official vehicles have a log book for recording of trip details undertaken by the driver on daily basis.

15.1 All entries on the log book shall be made by the driver and confirmed by the immediate supervisor or manager on daily basis.

15.2 The log book is, at all the time, completed in full.

15.3 Managers or supervisors consolidate all log books for all vehicles allocated to the department/office and forward them (log books) to *Fleet Management Sub- Division* for analysing, billing and record keeping.

15.4 Managers/supervisors and the drivers attach their signatures on the provided slot on the log book.

15.5 It is understood that 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 by erasing or applying correctional fluid e.t.c.

15.6 Correction shall be made by a single line crossing - out the mistake and initialling of the single crossing – out by the person who is correcting the mistake.

16.0 FUEL & OIL

The head of department/office or her/his delegated official shall ensure the knowledge, to the drivers, of the fact that:

16.1 The fuel supply to municipal vehicles is only obtainable, through proper procedures, from the municipality's main filling stations situated in three towns of Mangaung Metropolitan Municipality's areas of jurisdiction or any other *Designated Fuel Supply Points Form [DSPF]* including Soutpan, De Wetsdorp, Wepener and Van Stadensrus, as communicated with departments from time to time. **ANNEXURE C** to this policy contains the list of filling stations and the specifications of vehicles and or equipment expected to be assisted at those points.

16.2 The driver of the allocated vehicle cooperates with the fuel pump attendant in terms of adhering to the directions of the fuel pump attendant, checking the fleet number, checking and taking odometer readings and quantity of fuel supplied.

16.3 The driver completes the allocated portion of the **FUEL ISSUING REGISTER [ANNEXURE D]**

16.4 The filling stations are the first line of vehicle inspections. Fuel or oil will not be issued to a vehicle with:

16.4.1 Expired vehicle clearance certificate, COF or un-roadworthy vehicle

16.4.2 No fleet numbers, logo, misuse and abuse *reporting telephone numbers sticker* displaying

16.4.3 Broken odometer or fuel gauge

16.4.4 Broken or missing fuel tank cap

16.4.5 Services and inspection in arrears

16.4.6 Accident damages, including dents, not reported for and repaired

16.4.7 No internal requisition authorised by the designated person in senior position

16.4.8 Driver failing to produce a trip authority, valid driver's licence, *Professional Driving Permit* (PrDP) and complete log book

16.5 Except for circumstances acceptable, vehicles must be filled in the region of the designated normal operations i.e. Thaba Nchu or Botshabelo or Bloemfontein or Wepener or Soutpan or Van Stadensrus.

16.6 Fuel and oil requisitions are fully completed by the designated persons for the acquisition of fuel and oil at the filling stations.

16.7 The acquisition of fuel from the *Fire Stations* is restricted to emergency vehicles and equipment only. Accommodation of any other acquisition shall be considered for deviation on extreme circumstances by the Heads of Department: Social Services and Waste and Fleet.

16.8 The *Fleet Management Sub- Division* shall distribute *Marked Portable Containers* for the acquisition of fuel to accommodate the supply of fuel to equipments/ vehicles that, in certain circumstances or due to their nature, cannot be presented for acquisition at the designated stations.

16.9 The above – mentioned distributed Marked Portable Containers will only be transported with a vehicle that complies with the legislation regulating the *transportation of dangerous goods*. The fuel pump attendant will not supply fuel to non – complying means of transporting Marked Portable Containers.

16.10 The means or vehicles certified to transport dangerous goods or transportation of dangerous goods in extreme circumstances will only be certified or authorised by the *Fleet Management Sub-Division*.

16.11 Where Marked Portable Container are not yet in place the existing unmarked portable containers will be used, but that type of acquisition must be accompanied by an authorised internal requisition / fuel requisition and the details of the vehicle utilised for the conveyance of such container/s should be indicated on the requisition.

16.12 No fuel shall be drained off from vehicles or equipment except for when the clearing of the tank is required for repairs by *Fleet Management Sub- Division*. Such siphoning shall be deemed authorised only when it is performed by the designated division within the *Fleet Services and Engineering Support*, as only facilitated by the *Fleet Management Sub- Division*.

16.13 With regard to the drivers of Government Garage leased vehicles who use e-fuel at the external filling station, it is expected of every driver to check the receipt that is issued by the filling station and compare its information with the odometer of the vehicle that she/he drives before leaving the particular filling station. The odometer readings on the receipt and odometer of the vehicle must correspond or be within the maximum of five (5) kilometres difference. More than the

said maximum will need the driver to immediately report and bring the vehicle to *Fleet Management Sub- Division* [Fleet Controller] to enable the division to reset the e-fuel monitoring system. The resetting assists the financial processes such as reconciliation of the retained information by the municipality and the service provider's monthly billing.

16.14 The drivers of Government Garage leased vehicles that use e-fuel at the external filling station, are also expected to keep the receipts that they receive from the filling station and submit them to the designated official within their respective department. The information (receipts) must be handed to the reception at *Fleet Management Sub- Division* on every Mondays of the first and last week of the month by the designated person within the department.

17.0 PROFESSIONAL DRIVING PERMIT

The head of department/office or his delegated official shall ensure that drivers of the following categories of vehicles have current and valid *Professional Driving Permits* (PrDP's):

17.1 Goods vehicle, the gross vehicle mass of which exceeds 3500 kilograms

17.2 A breakdown vehicle driver

17.3 A bus driver

17.4 A minibus –

(i) the gross vehicle mass of which exceeds 3500 kilograms; or

(ii) which is designed or adapted for the conveyance of twelve (12) or more persons, including the driver.

17.5 A motor vehicle used for the conveyance of persons for reward or is operated in terms of an operating licence issued in accordance with the provisions of the *National Land Transport Act*.

17.6 A motor vehicle the gross vehicle mass of which exceed 3500 kilograms to which regulations 273 and 283 [*Road Traffic Act Regulations*] apply as contemplated in regulation 274.

17.7 A motor vehicle conveying twelve (12) or more persons including the driver.

NB 1: In recruiting heavy vehicle drivers for heavy vehicle, the gross vehicle mass of which exceeds 3500 kilograms, the head of department/office her/his delegated official should ensure that PrDP is a prerequisite.

NB 2: Failure to observe the rules contained herein and any additional instructions issued from time to time by the City Manager/ Head of Department: Waste and Fleet shall hold such head of department/office, where the offense is committed, liable.

18.0 RESPONSIBILITIES OF HEAD OF DEPARTMENT/OFFICE AS DELEGATED TO THE DRIVER

The head of department/office or her /his delegated official shall ensure that:

18.1 The allocated vehicles are operated~~¥~~used in terms of the *National Road Traffic Act* [Act 93/1996] while on the public road.

18.2 The most economical vehicle suitable for the specified purpose is used for that purpose.

18.3 The vehicle is properly allocated to a specific employee/driver who will take full responsibility of the vehicle for the period assigned.

18.4 The allocated driver shall be appropriately licensed, in terms of the *National Road Traffic Act* (Act 93~~¥~~1996), and a duly authorised employee of *Mangaung Metropolitan Municipality* at all times.

18.5 Any driver who has been entrusted with the official vehicle is not permitted to transport any other unauthorized passengers.

18.6 The driver shall in no way deviate allocated vehicle from the authorised destination even if it can be for the shortest route, because that shall fall within the definition of using municipal vehicle for private purposes and appropriate measures will be taken by the Directorate: Waste and Fleet and the head of department/office of the implicated driver.

18.7 The driver of the vehicle shall ensure the logbook is updated before the commencement of the trip.

18.8 Logbooks must be kept up to date with specific details and be inspected by the designated official as per issued schedule.

18.9 Any deviation may result in an immediate withdrawal of allocated vehicle from the department/office as well as the investigation by the *Fleet Management Sub- Division* that may lead to the disqualification of the driver from driving any municipal vehicle while disciplinary action will be expected to be carried out by the head of her/his department/office.

18.10 The *Trip Authority* [**ANNEXURE E**] is properly completed for each trip undertaken throughout the day with the municipal vehicle. Refer to paragraph 20.0.

18.11 No vehicle of the municipality shall be allocated or be used by an employee of the municipality who participates in or receives municipal car allowance except in pressing circumstances that warrant such deviation from this clause. The motivations or justification of such deviation shall be forwarded, prior to or after the incident, to the *Head of Waste and Fleet* who will assess grounds and have final comment on whether the deviation should or should not be condoned by the City Manager.

19.0 DAMAGE, LOSSES AND THEFTS

Damages, losses and thefts, other than those arising from accidents, are dealt with under this section. The head of department/office or her/his delegated official must ensure that:

19.1 An employee who takes over an allocated vehicle/equipment ensures that any damage or loss is immediately reported in writing, through appropriate procedures, to the *Fleet Management Sub-Division*. The compliance with this clause exonerates such employee from being deemed to have received the vehicle/ equipment in good condition.

19.2 In the event of loss, theft or hijacking, the employee driving/operating the vehicle / equipment must immediately, within the maximum of thirty (30) minutes, where possible, report the matter to *SAPS*, her/his Supervisor, *Fleet Management Sub- Division* and *Law Enforcement* control room situated at:

Law Enforcement
81 Charles Street
Fourth Floor
Gabriel Dichabe Building
BLOEMFONTEIN
Tel: 051 405 8771 or 051 406 6452

Diverse Workshop
9 Rhodes Avenue
Orangesig
051 405 8147

19.3 Over and above the aforementioned the employee must still report the incident to the *South African Police Services* (SAPS) within twenty four (24) hours and obtain the SAPS case number that is needed for completion of incident report with the Law Enforcement and head of the affected department/office. Failure to report the incident as provided will result in the employee, to whom the vehicle was issued, being subjected to disciplinary measures.

19.4 The employee reports the accident to the South African Police Services (SAPS) within twenty four (24) hours and obtain the SAPS case number that is needed for completion of accident report with the *Accident Investigation Officer* within *Fleet Management Sub- Division*. Failure to report the accident as provided will result in the employee, to whom the vehicle was issued, being subjected to disciplinary measures.

19.5 Any vehicle of the municipality may be subjected to a search process by the Law Enforcement Officers or the private security personnel allocated to the designated points of a municipality.

19.6 In the case of loss of vehicle resulting in the negligence of the official to whom the lost vehicle was allocated, disciplinary action may be followed as well as possibility of recovering the lost value (in monetary value) of a vehicle.

20.0 DUTIES OF DEPARTMENT IN THE EVENT OF ACCIDENT

20.1 Damage as a result of a Motor Vehicle Accident

The head of department/office or her/his delegated official shall ensure knowledge, to the driver/operator of the fact that in the incident where the vehicle is involved in or contributes to any accident in which any other person is killed or injured or that causes damage in respect of property or animal, the following steps are taken :

20.1.1 Immediate stopping of a vehicle.

20.1.2 Where possible, calling the *SAPS*, ambulance and *Traffic Control Room* at 051 405 8400.

20.1.3 The vehicle is not removed from the scene of accident unless instructed otherwise by the traffic laws or the traffic officer or *SAPS*.

20.1.4 Where the position of a vehicle obstructs the traffic and the traffic officers are not yet present at the accident scene, the driver should mark the position of the vehicle and move the vehicle to a safe place. This applies to accidents where there are or no fatal injuries and or death.

20.1.5 The driver is encouraged to give brief details of the incident in providing a report to the SAPS.

20.1.6 The “*don't drink and drive*” principle applies to all drivers/operators of municipal vehicle/equipment. Drivers/operators are also forbidden to drive/operate municipal vehicle when they are under medication that may affect the driving/operating of a vehicle/equipment.

20.1.7 Should there be any signs of intoxication on the part of the other driver, who is involved in the accident, the matter must be reported to the Traffic Officer or a member of SAPS at the scene and ensure that the information becomes part of brief report to the SAPS.

20.1.8 The driver of a municipal vehicle must, where possible, be in the position to identify the driver of the other vehicle that is involved in an accident with him/her. This is done to curb the situation where the other driver may have been under the influence of intoxicating substance and is trying to avoid being tested by asking the co – driver to take over.

20.1.9 Where possible, the driver records the, registration number, name and address of the driver and the owner of the other vehicle as well as the vehicle insurance company.

20.1.10 Where possible, the driver records name/s, details and address of any independent witness or request that information from the *Traffic Officer* or *SAPS* member present at the accident scene.

20.1.11 Where possible, the driver records the names and details of occupants of the other vehicle/s involved in the accident.

20.1.12 The driver supplies her/his names, address and details of her/his directorate as well as the contact numbers of *Accident Investigator* at 051 405 8253 or 051 405 8825 for the Office of *Accident Investigator* to be contacted between Mondays and Fridays, excluding holidays, by any person having legal right or powers to request and access such information like members of the *South African Police Services* or a *Traffic Officers*.

20.1.13 Where possible, record the nature and the extent of damage of all vehicles involved in the accident and enter that information on the accident report form.

20.1.14 The driver informs the *Fleet Controller* about the accident as soon as possible at 051 410 6809 or 051 405 8156. The *Accident Investigator* will be informed through applicable procedures.

20.1.15 The principle of reporting an accident within twenty four (24) hours to SAPS may only be deviated from in the case where there are fatalities, but that reporting, to SAPS, should be done within forty eight (48) hours of an accident.

20.2 Completion of Accident Report Form/ Z181

The municipality's *Accident Report Form* is the official document on which details of all accidents involving municipal vehicles must be recorded and reported. The head of department/office or her/his delegated official must ensure that the driver/operator of a vehicle/ equipment completes the ***Accident Report Form (ARF) [ANNEXURE F]*** immediately any of the following incidents occur:

20.2.1 An accident involving a municipal allocated vehicle/equipment

20.2.2 Damage to a municipal allocated vehicle/ equipment, even though such damage cannot be related to any specific known accident

20.2.3 An incident involving damage to private or public property, irrespective of whether or not any damage occurred to the municipal vehicle / equipment.

20.2.4 The head of department/office or her/his delegated official must ensure that the accident report form is correctly completed and signed by delegated officials in the higher positions e.g. manager or general manager of the affected department.

The head of department/office or her/his delegated official must ensure that the original form is submitted to the Directorate: Corporate Services (*Records Management Division/Unit*) for the accident file to be created.

The head of department/office or her/his delegated official must ensure that the driver, where possible, or any of delegated official within the affected department, brings the damaged vehicle /equipment and a copy of *Accident Report Form* accompanied by the opened accident file number, where applicable, to *Fleet Management Sub- Division* for further processing.

The head of department/office or her/his delegated official must ensure that the driver attends the scheduled consultation with the Free State – State Attorney for purposes of briefing on the accident and the head of department/office or her/his delegated official must also ensure that the driver attends the consultation with the ***STATE ATTORNEY CONSULTATION RECORD [ANNEXURE G]*** form which must be completed by both the driver and the office of State Attorney. The form must be submitted to the Accident Investigating Office within Diverse Workshop Support as prove of attendance. The costs related to the non – attendance of scheduled consultation with the State Attorney shall be borne by the affected department.

*NB: Accident Report Form A & B

20.3 Repairs of Accident Damages

The head of department/office or her/his delegated official must ensure that the accident and losses occurred as a result of negligence, by the driver, is investigated by the department where capacity exists. Where the department/office does not have accident investigation capacity other departments/offices with capacity, including *Fleet Management Sub- Division*, may be requested to investigate the case. The requested department/office to investigate the accident may extent invitation to other departments for as long as the leadership of those investigations rests on the originally requested department.

The head of department/office or her/his delegated official remains responsible for instituting disciplinary measures against the employee/ driver involved and ensures that all costs related to the repairs of the vehicle are recovered, in full, from the involved employee.

In the instance where the third party is liable for the accident, the head of department/office or her/his delegated official must take necessary measures to recover the damage costs.

The head of department/office or her/his delegated official must ensure that all of the following are in place or accompany the vehicle to enable the *Fleet Management Sub- Division* to receive the damaged vehicle for repairs:

- The requisition and accident report

Affected directorate's written commitment indicating steps to be taken, by directorate, to recover the damage or losses costs immediately *Fleet Management Sub- Division* has provided the affected department with the worked out cost.

21.0 TRIP AUTHORITY (TA) – [ANNEXURE E]

For purpose of this policy the Trip Authority shall serve as an enabling permit of the employer or employer's representative to the municipality's employee/driver/operator to drive/operate a municipality vehicle/equipment for purpose outlined on paragraph 4.0, of this policy, within the municipality's own defined area/s or region/s.

The Trip Authority shall be completed once in a day, for a single trip or normal daily routine of the job, by the head of department or her/his delegated official for a specified employee/ driver/ operator on a specified vehicle/equipment, while specific trip within or beyond borders of the defined area/region or municipality's area of jurisdiction shall be covered by the LOG BOOK. The following is the illustration of completing a Trip Authority:

22.1 Under JOURNEY PARTICULARS

(a) **EXAMPLE 1:** From within one Region e.g. Thaba Nchu

From: Within Thaba Nchu Region	To: Within Thaba Nchu Region	Trip Date: 18/02/2014
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(b) **EXAMPLE 2:** From one Region to another e.g. Botshabelo to Bloemfontein

From: Within Botshabelo Region	To: Within Bloemfontein Region	Trip 18/02/2014	Date:
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(c) **EXAMPLE 3:** Beyond Mangaung Metropolitan Municipality's area of jurisdiction

From: Within Thaba Nchu Region	To: Within Matjhabeng Local Municipality	Trip 18/02/2014	Date:
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NB: The Trip Authority and Log Book go hand in hand because the trip authority is a document giving prove that the driver/operator of municipal vehicle/equipment is authorised to drive/operate it while the Log Book gives details of vehicle/equipment utilization or daily trips for the specified period.

22.0 SAFE CUSTODY OF MUNICIPAL VEHICLE AND EQUIPMENT

22.1 Official Vehicle taken to Private Residence by the Employee/driver/operator

The head of department/office or her/his delegated official must ensure knowledge of the following to the employee/ driver/operator who or on whose behalf the application for permit, in this regard, is sought:

22.1.1 Specific authorization of the *City Manager*, as informed by affected departments' motivation and recommendation/s followed by the comments that provide an advice to the *City Manager* by the *Fleet Management Sub- Division*, is obtained before an employee/ driver is permitted by the head of department/office or her/his delegated official to take the municipal vehicle to her/his private residence. [See ANNEXURE H] for the official *City Manager's Permit Form (CMPF)*

The application process for the allocated vehicle to be permitted to stay at private residence, with less consideration to the number of days/weeks or months in one financial year, must be started, at least a month before the intended date, preferably a month before the beginning of a new financial year, for the vehicles that are expected to be at private residence for more than six months. In the case of a request that involves less than twelve months, in one financial year, a one month pre - application may be a month before the targeted date or period. The six months that goes across mid – financial year is included. Emergency requests will follow a deviation application process.

NB: The one month pre – application is intended to help application process and the necessary verification of information presented about the private residence to which the vehicle will be stationed e.t.c.

22.1.2 The municipality’s allocated vehicle shall be expected to be parked on the premises of the permitted employee/driver for the duration of a permit. The parking space will be expected to be a lockable garage with the roofing or the top covering structure. In the event that it is not possible for the space to be a lockable garage, the vehicle shall be expected to be parked where it is out of sight of road users and / or passerby’s and behind a locked gate.

22.1.3 During the period of the above mentioned permit, the *Fleet Management Sub- Division* shall have the right and power to perform abrupt visits and investigations on the private residence to check compliance with the conditions of the *City Manager’s permit*, and may recommend for the withdrawal of a permit. The allocated vehicle withdrawals will be effected by Diverse Workshop Division on behalf of to Fleet Services & Engineering Support, upon the findings of non – adherence to the conditions of *City Manager’s permit*. The report containing reasons for the withdrawal i.e. the **ALLOCATED VEHICLE WITHDRAWAL NOTICE** (AVWN), will be forwarded to the *City Manager* and the affected head of department/office. [See **ANNEXURE A**] for the *Fleet Management Sub- Division’s Permit Withdrawal Report*.

22.1.3 The driver is responsible for ensuring that the head of department/office or his allocated official is informed, at least three weeks in advance, about his relocation to the new place. The notification shall be accompanied by the new application for issuing of *City Manager’s permit* for the new private premises.

22.1.4 The vehicle shall be equipped with a vehicle monitoring /tracking and anti theft devices e.g. gear – lock and immobiliser that should be in operation at all times.

22.1.5 The driver must ensure that the gear – lock is engaged and the key is removed when the vehicle is not in use.

22.1.6 The driver is responsible for the tools, equipments or any property left on or in the vehicle when the vehicle is taken to private residence and that makes the driver liable for any loss of such tools, equipments or properties.

22.1.7 The driver is responsible for ensuring that municipal tools, equipments or properties and private belongings are removed from the vehicle when it is taken for a service or repairs and even for wash - bay at the *Fleet Services and Engineering Support* sub - directorate or any designated wash bay.

22.2 Garaging and Parking of Municipal Fleet

22.2.1 Parking

- Municipal vehicle shall be parked safely at designated municipal premises when not in use.
- Under no circumstances shall a municipal vehicle be parked outside designated premises when not in use without authorization of a head of departmental/office or her/his delegated official.
- In the case of vehicle/s on tour, the most suitable arrangements must be made for safe garaging facilities. The arrangement can be made with the hotel, lodge, any place of accommodation for touring officials or permitted persons, police station or nearby municipality safe parking premises.
- Where an employee/driver of a municipal vehicle makes use of parking meters or parking lots, the driver is not exempted from paying the necessary fee. Upon the submission proof of payment the municipality will reimburse the driver.
- Where the route of the employee/driver of a municipal vehicle has toll – gates fees, the driver must pay for the fee and provide the proof of payment to the municipality for the reimbursement.
- The casual garaging or parking of municipal vehicle/s in garages or parking areas specially set aside for specified persons or purposes, is not permitted, except by special arrangements.

22.2.2 Security

The head of department/office or her/his delegated official shall ensure, to the employee/driver of a municipal vehicle, knowledge of the fact that whenever a municipal vehicle is garaged or parked, every precaution measures shall be taken to safeguard the vehicle against damage, theft or irregular use. This includes, but not limited to ensuring that:

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

- Doors of the garage are locked where the vehicle is parked in a lockable garage.

23.0 SUSPENSION OF EMPLOYEES DRIVING/OPERATING MUNICIPAL VEHICLE /EQUIPMENT

The head of department/office or her/ his delegated official or *Fleet Management Sub- Division* may exempt the employee/ driver from driving a municipal vehicle on, but not limited to the following:

23.1 Subjecting the allocated municipal vehicle to a misuse or irregular use.

23.2 Malicious damage to municipal vehicle.

23.3 Driver found guilty of reckless or negligent conduct while driving a municipal vehicle.

23.4 Driver reported, with evidence, to be recklessly and negligently driving a municipal vehicle.

23.5 Involving a municipal vehicle in an accident due to negligence and reckless driving.

23.6 Driver found guilty of driving a municipal vehicle:

- Under the influence of intoxicating substances (liquor/narcotics)
- Found to have her/his alcohol concentration to be more than 0, 02 grams per 100 millilitres for a driver possessing a PrDP and 0, 05 grams per 100 millilitres for other drivers. The suspension shall apply immediately until a disciplinary process has been completed, and that does not stop the Diverse Workshop Division from imposing a permanent disqualification of such a driver from driving any vehicle of the municipality.
- In the event where the driver has developed any type of illness or disability which renders her/him incapable of effectively controlling a vehicle, and subject to *Occupational Health Practitioner* or a *Medical Practitioner's* report or certificate, the employee/driver may be temporarily or permanently suspended from driving a municipal.
- Driver persistently found to be contravening this policy.
- Driver continuously receiving traffic fines for offences such as reckless driving and speed offenses.
- Depending on the extend of negligence, the driver may be suspended for a period ranging from 3 – 24 months or even beyond or face labour relations related disciplinary processes.

The Fleet division must define supporting standards for defining such suspension 30 days on adoption of this policy.

24.0 VEHICLE e- MONITORING SYSTEM

24.1 Installation of Vehicle Monitoring Device

The head of Waste and Fleet department or her/his delegated official shall ensure that all municipal vehicles are installed with the tracking device.

The vehicle monitoring device/system shall only be installed on vehicles that are not older than five years. This system fitting shall include all new vehicles in the categories of passenger or goods belonging to the municipality. On a vehicle that is more than five years the need for installations shall be informed by sufficiently advanced reasons.

The head of directorate /office or her/his delegated official shall ensure that all drivers, in their respective directorates, are provided with an identification tag prior to operating any vehicle allocated to the department, and only the head of department/office or her/his delegated may authorise a driver from driving or operating certain vehicles/equipments by completing and signing the driver authorization and identification form.

24.2 Software Access

For purposes of monitoring the usage of all fleet assets allocated to the department, the head of directorate/office or her/his delegated official must, with the assistance of IT Division and *Fleet Management Sub- Division*, ensure that the designated *fleet usage monitoring official/s* is/are provided with a computer that has tracking system program installed on it.

24.3 Theft and Recovery

The *Head of Directorate: Waste and Fleet in* must ensure that the fleet of the city is fitted with a system that assists with the recovery of either stolen or hijacked vehicles. The system will have to be updated periodically to be able to meet developing challenges. All theft or hijack cases must be reported the same way as provided on paragraph 17.0 of this policy.

24.4 Service/ Maintenance

The *Fleet Management Sub- Division*, in consultation with the manufacturer's service /maintenance plan guide and the *Fleet Maintenance Division* within *Fleet Services and Engineering*

Support, shall issue schedule of maintenance on allocated municipal vehicle. The head of department/office or her/his delegated official shall ensure that:

24.4.1 Drivers of all municipal allocated vehicles adhere to the issued schedule and no vehicle shall be submitted for service/maintenance after the scheduled period. The costs that are due to late submission of a vehicle, that is due for service/ maintenance per issued schedules, shall be borne by the affected department which may claim it from the employee/driver responsible.

24.4.2 For proper administration and control, all vehicles, including those that are sourced through operational and or financial lease arrangement, are treated as submitted by the *Fleet Management Sub- Division*, and no direct sending of vehicle to the supplier or service providers or the lessee, of any fleet, shall be allowed to any employee/ driver of a municipal vehicle, except for the designated officials within *Fleet Management Sub- Division*.

24.4.3 The sending and collection of vehicle sent for service or repairs, to contracted service provider/s, remain the sole responsibility and role of *Fleet Management Sub- Division*.

25.0 ROADWORTHY VEHICLE TESTING PROGRAMME

The *Fleet Management Sub- Division (Diverse Workshop Division)* shall operate the vehicle testing to service municipal departments and external private clients at a fee that shall be part of municipal council's approved tariffs. For the department, the schedule shall be issued to inform about the dates for presentation of allocated vehicles for test. The head of department/office or her/his delegated official shall ensure that:

25.1 Drivers of allocated municipal vehicles that are scheduled for roadworthy certificate (COF), in terms of issued schedule by the Diverse Workshop Division, shall ensure that those vehicles are presented to the Diverse Workshop Division in accordance with issued schedule.

26.0 PARTNERSHIP OF MUNICIPALITY WITH IDENTIFIED ROLE PLAYERS IN COMBATING A MUNICIPAL VEHICLE/EQUIPMENT ABUSE/ MISUSE

In ensuring strong controls aimed at curbing possible municipal vehicle abuse or misuse, the Diverse Workshop Division lead by the *Head of Department: Waste and Fleet* shall commence the process of establishing Memorandums of Understanding (MOU) that gives details of participation of the following departments and state agencies in terms of administration of reported incidents of abuse/misuse of municipal vehicle:

27.1 Social Services: - Law Enforcement Unit/ or Metro Police

27.2 Social Services: - MMM Traffic Unit/ Metro Police

27.3 South African Police Services

27.3.1 The role of ordinary members of the community shall be to report any suspected misuse/abuse or seeing a municipality vehicle at places that it may normally not be expected to be. Each vehicle of the municipality, where possible, shall have contact numbers of the above three agencies visibly written or pasted at the back the vehicle to enable members of public or community to easily call [free] any of the numbers to report the suspected abuse / misuse of municipal vehicle.

The contents of the MOU's will be availed, by Diverse Workshop Division, through a circular immediately after it [the MOU] has been finalised.

28.0 PROCUREMENT OF FLEET AND SPARES

28.1 Even though Supply Chain Management serves as the only central procurement sub – directorate, the *Fleet Management Sub- Division* plays the central technical role in procurement of fleet.

28.2 For purposes of spare parts storage management and control so as to ensure timely response to repairs and maintenance needs of allocated fleet, the *Fleet Management Sub- Division* shall be charged with the responsibility of introducing the *fleet standardization* approach that will inform the fleet/equipment/ machinery procurement processes.

29.0 BUDGETING FOR FLEET RELATED ITEMS

29.1 All departments will be expected to budget for the fuel, maintenance, repairs and the vehicle rental as allocated by the Directorate: Waste and Fleet.

29.2 With the assistance of Fleet Management Sub- Division, heads of departments shall ensure reasonably accurate budget for items stated on sub – paragraph 25.1.

29.3 The Sub – directorate: Fleet Service and Engineering Support shall have all revenue and expenses related to its activities budgeted for in its relevant division.

30.0 DISPOSAL OF FLEET

The disposal process of municipal fleet shall strictly follow the following process:

30.1 The Supply Chain Management, with participation of Fleet Management Sub- Division, shall be the sole disposal administrating agent of the municipality;

30.2 The Fleet Management Sub- Division shall have and manage the ***CENTRAL FLEET AUCTION FACILITY***.

31.0 INSURANCE OF MUNICIPAL FLEET/EQUIPMENT/MACHINERY

The *Fleet Services and Waste and Fleet (Diverse Workshop Division)* shall ensure that the entire fleet/equipment of the municipality is insured in line with the Asset Management Policy of the municipality or any policy that is intended to ensure the fleet/equipment of the municipality.

31.0 ACCIDENT REPORT ASSESSMENT COMMITTEE (ARAC)

The *Fleet Management Sub- Division* shall establish the *Accident Report Assessment Committee (ARAC)* that will be charged with the responsibility of receiving the accident report from the Accident Investigator for purpose of assessment, evaluation and recommending to the HOD: Waste and Fleet on how the reported accident must be solved:

31.1 Manager: Fleet Management Sub- Division – serving as the Chairperson of the committee;

31.2 One senior official within Diverse Workshop Division who will serve as the presenter of the report to the committee;

31.3 One junior official within Diverse Workshop Division who will serve as the provider of file information on both the driver and vehicle involved in the accident;

31.4 One junior official within Diverse Workshop Division who will provide secretarial services to the committee.

32.0 THE MUNICIPAL VEHICLES/EQUIPMENT DRIVING/OPERATION TEST

The Corporate Services Directorate (Training Sub division) working together with *Fleet Services and Engineering Support (Fleet Management Sub- Division)* shall be charged with the responsibilities and powers ensure training and testing of municipal drivers/ operators according to the schedule or program that will be issued by the *Fleet Management Sub- Division* from time to time.

33.0 POLICY REVIEW

In order to accommodate other factors to which the policy have impact as well as to place consideration on other developmental challenges, this approved policy shall be fully implemented and be applicable to each financial year and may be reviewed once in 3 years.

34.0 PROVISION OF MUNICIPAL TRANSPORT TO COUNCILLORS

The provision of transportation to the councillors of Mangaung Metropolitan Municipality shall be made in line with the provisions of *Remuneration of Public Office Bearers Act* (Act 20, 1998) and/ or a specific policy developed for that purpose.

35.0 WITHDRAWAL OF FLEET

The management of fleet remains centralised at Fleet Management. Beside any other reason mentioned in this policy, The Head: Waste and Fleet Management reserves the right to withdraw fleet provided to any section at any time in writing for the following reasons:

- Resource Equalisation
- To respond to identified emergencies
- Disciplinary purposes
- Any other reasonable course

This Policy shall be called:

Fleet Management Policy of Mangaung Metropolitan Municipality

LEGISLATIVE ENVIRONMENT AFFECTING THE FLEET MANAGEMENT POLICY

NO	LEGISLATION	
1	Constitution of the Republic of South Africa	Act 108,1996
2	Local Government: Municipal Finance Management Act	Act 56,2003
3	Local Government: Municipal Systems Amendment Act	Act 32,2000
4	Local Government: Municipal Structures Act	Act 117,1998
5	Public Audit Act	Act 25,2004
6	National Road Traffic Act	Act 93,1996
7	Occupational Health and Safety Act	Act 85,1993
8	Transport Act	

**REGULATORY ENVIRONMENT AFFECTING THE FLEET MANAGEMENT
POLICY**

NO	LEGISLATION	REGULATION NUMBER/YEAR	GOVERNMENT GAZETTE NUMBER
1	Local Government: Municipal Asset Transfer Regulation	22,2008	31346
2	Local Government: Municipal Supply Chain Management Regulation	868,2005	27636
3	National Road Traffic Regulations	2000	36862
4			
5			
6			
7			