

SCHEDULE OF PENALTIES – VEHICLE MISUSE

| Conduct | Offence Description | Penalty |
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| Driving municipal vehicle under the influence of Alcohol and Narcotic drugs. | Driving under the influence (DUI) | <ul style="list-style-type: none"> • Suspension from driving for 3 months • User directorate to submit a written report to Fleet Management Services • disciplinary hearing |
| | Repeat offence within 12 months | <ul style="list-style-type: none"> • Suspension from driving for 12 months |
| License offences | Offence leading to an accident | <ul style="list-style-type: none"> • Immediate suspension from driving and disciplinary hearing • A written report to be submitted to Fleet Management Services of the outcome of the DC |
| | Driving a motor vehicle without a valid driver's license. | <ul style="list-style-type: none"> • Suspension from driving for 3 months on condition that the driver has acquired a license and a written warning |
| | Repeat Offence within 12 months | <ul style="list-style-type: none"> • Suspension from driving • Driver gets a written warning • Supervisor gets a written warning |
| | Offence leading to an accident/ incident | <ul style="list-style-type: none"> • User directorate to submit a written report to Fleet |

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| | | <p>Management Services</p> <ul style="list-style-type: none"> • Suspension from driving • Disciplinary referral for the offender • Disciplinary referral for the supervisor |
| Unauthorized use of municipal vehicle | Offence only | <ul style="list-style-type: none"> • Written Warning |
| | Repeat offence within 3 months | <ul style="list-style-type: none"> • Immediate suspension from driving and disciplinary hearing |
| | Offence leading to an accident/ incident | <ul style="list-style-type: none"> • User directorate to submit a written report to Fleet Management Services • Suspension from driving • Disciplinary referral for the offender • disciplinary referral for the supervisor |
| Non-compliance with a service schedule/ maintenance | Offence Only | <ul style="list-style-type: none"> • Suspension from driving for 3 months • Confiscation of the motor vehicle • a written report to be submitted to FMS |
| | Repeat Offence within 12 months | <ul style="list-style-type: none"> • Suspension from driving for 12 months |
| | Offence leading to significant depreciation of fleet | <ul style="list-style-type: none"> • Suspension from driving • Disciplinary referral for the offender • disciplinary referral for the supervisor |
| Traffic Offence Violations | Offence Only/ fine | Driver to pay for the fine |
| | Repeat Offence (12 Months) | <ul style="list-style-type: none"> • Driver to Pay and Face suspension from driving municipal |

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| | | vehicles for 3 months |
| | Offence leading to accidents/ incidents due to negligence | <ul style="list-style-type: none"> • Disciplinary hearing • Suspension from driving |
| Driving vehicle beyond working hours with no overtime/ standby proof | Misuse of council vehicle | <ul style="list-style-type: none"> • Disciplinary hearing • Suspension from driving 3 months |
| Transporting unauthorized passengers and goods | Driver transporting non-Municipal passengers and non-municipal goods | <ul style="list-style-type: none"> • A written report to be submitted to FMS • Disciplinary hearing • Suspension from driving for a period of 3 months |
| Driving vehicle beyond authorized border | | |
| Driving vehicle without a logbook and/or filling in of the logbook | Offence only | <ul style="list-style-type: none"> • No patrol will be filled to a vehicle when a driver fails to complete or produce a logbook to the patrol attendants |
| | Repeat offence within 3 months | <ul style="list-style-type: none"> • Confiscation of a vehicle and a written report to be submitted to FMS |
| | Repeat offence within 6 months | <ul style="list-style-type: none"> • Driver to be exempt from driving/operating for a period of 6 months |
| Driving a vehicle without a trip authority | Offence only | <ul style="list-style-type: none"> • Confiscation of a vehicle and a written report to be submitted to FMS |
| | Repeat offence within 3 months | <ul style="list-style-type: none"> • Confiscation of a vehicle and a written report to be submitted to FMS |
| | Repeat offence within 6 months | <ul style="list-style-type: none"> • Driver to be exempt from driving/operating for a period of 6 months |

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| Non-reporting of an Accident to Fleet Management Services | Offence only | <ul style="list-style-type: none"> • No patrol will be issued • A written report to be submitted to FMS • Driver to be exempt from driving/operating for a period of 6 months |
| Malicious damage to Municipal vehicles | Offence only | <ul style="list-style-type: none"> • Disciplinary hearing |

Under all these, vehicle is not to be released to user directorate with no proof of penalty having been meted out to the offender.