



# **FLEET MANAGEMENT POLICY**

## **2026/2027**

## FLEET MANAGEMENT POLICY

### Contents

1. PURPOSE AND VISION.....	3
1.1. Purpose:.....	3
1.2. Vision: .....	3
2. DEFINITIONS: .....	3
3. RESPONSIBILITIES .....	4
4. POLICIES, PROCEDURES & SCHEDULES.....	158
4.1. Vehicle Inspection Procedure.....	158
4.3. Parts Purchasing Procedure .....	18
4.4. Manufacturer’s Service Schedules .....	18
4.5. Vehicle Guarantee .....	19
4.6. Accident Procedure .....	19
5. INSURANCE.....	21
5.1. Vehicle Insurance Overview .....	21
5.2. Motor vehicle insurance claim forms .....	22
5.3. Completion of motor vehicle insurance claim forms.....	22
5.4. Forfeiture of cover by driver .....	23
6. VEHICLE USAGE .....	23
6.1. All Vehicles .....	23
6.2. Emergency Vehicles.....	26
7.1. Unauthorised use of vehicles attributed to the driver .....	26
7.2. Unauthorised use of vehicles attributed to Management.....	27
8. VEHICLE ABUSE .....	27
9. UNACCEPTABLE VEHICLE USAGE.....	27
9.1. Driving under the influence of intoxicating substances.....	27
9.2. Reckless driving and vehicle negligence .....	28
9.3. Vehicle negligence .....	29
10. PASSENGERS .....	29
10.1. Safety of passengers .....	29
10.2. Legal aspects: Passengers.....	30
11. VEHICLE KEYS & ID TAGS .....	30
12. DAMAGE & THEFT .....	31
13. PRIVATE TRANSPORT, PRIVATE PERSONS, COUNCILLORS & SUBSIDISED OFFICIALS .....	32
14. Hired Vehicles .....	33
15. MONITORING SYSTEMS .....	34
16. TECHNICAL CIRCULARS .....	34
17. POOL VEHICLES .....	35
18. TRAFFIC OFFENCES.....	36
19. DISCIPLINARY MEASURES .....	36
20. EFFECTIVE DATE .....	38

21.	RIGHTS.....	38
22.	DECLARATION.....	39

## **1. PURPOSE AND VISION**

### **1.1. Purpose:**

The purpose of the Fleet Management Policy is to ensure that vehicles, implements and relevant equipment, as listed on the Cederberg Fleet Register, are utilised economically and effectively by means of maintaining roadworthiness and safe operation, hence ensuring optimal use and availability and optimising user satisfaction & service delivery.

### **1.2. Vision:**

The implementation of this Policy is for the specific purpose of establishing a uniform code of practise and conduct for all departments, users, drivers and operators of the Municipal Fleet. The Policy is directed at promoting knowledge and understanding of the disciplines important to improve productivity, vehicle care, safety, security and driving skills, reducing vehicle abuse, unsafe operating practises and misappropriation, resulting in a possible cost saving on the capital- and operational budget

## **2. DEFINITIONS:**

*“Municipal Vehicle”* – Any vehicle utilized for Municipal purposes incl. Light vehicles, Heavy Vehicles, Buses and Mini buses included in the Municipal Fleet List.

*“Plant”* – Any earthmoving-, road building- & road maintenance machines / equipment utilised for maintaining Parks and sport grounds, Electrical maintenance equipment eg. cranes & hydraulic platforms, self driven or otherwise.

*“Vehicle Control Officer”* - a person, preferably the supervisor of the section, appointed in all departments on middle management level to control the implementation of the Fleet Management Policy in his/her department and to liaise with the drivers/operators of the department and the Office of the Senior Accountant: Assets, Insurance and Fleet Management

*“Line Manager / Supervisor”* – A municipal official with delegated departmental authority controlling the management of staff and fleet

*“Delegated Authority”* – The delegated authority in the context of this document is laid down in the schedule of delegations adopted by Cederberg Municipalities Management.

*“Vehicle Training Instructor”* - a person with extensive knowledge of vehicles, driving techniques and the Road Traffic Act.

*“Production Standard”* - the capacity of a unit to be utilized optimally by purposeful implementation according to productivity standards set out by the manufacturer.

*“Service Provider”* – Any approved, external contractor duly authorized to maintain municipal vehicles and plant

*“Private Individual”* – Any person that is not employed by the Cederberg Municipality.

### **3. RESPONSIBILITIES**

A summary of responsibilities are included in this section. Please take note of enhanced responsibilities covered in all other sections of this policy.

#### **3.1. Departmental Responsibilities:**

##### **3.1.1. Department of the Chief Financial Officer**

The Department of the Chief Financial Officer – Fleet Management, is responsible for the maintenance and replacement of all municipal vehicles, plant, implements and relevant equipment in conformity with this policy. Authority is sub delegated to the Senior Accountant: Assets, Insurance and Fleet Management. Mentioned delegation must reflect in the Register of Delegations.

The Chief Financial Officer in consultation with the Senior Accountant: Assets, Insurance and Fleet Management will determine the tariffs for letting vehicles or implements (if applicable), taking into account the following:

- the initial cost of the unit
- the production standard of the unit

- the maintenance history of the unit, including fuel, oil and tyres
- the means of financing (Loans or Replacement Fund)
- the life expectancy of the unit based on its production standard

### 3.1.2 **Vehicle Control Officers - (Foremen and Managers)**

It is incumbent upon all Foremen and Managers to manage the vehicles and plant entrusted to them in a professional and responsible manner. Whilst the bulk of this policy document constitutes a code of practice for drivers and operators of vehicles and plant, the onus remains on the Department to control and manage the day to day running of the fleet and plant economically by ensuring that:-

1. Vehicle Control Officers to conform to the guidelines of this policy.
2. All vehicles and plant are used within the guidelines of this policy.
3. No vehicle is allowed to travel outside the Cederberg Municipal boundaries without written authorisation by the vehicle control officers.
4. No employee is allowed to use a vehicle without authorisation.
5. No vehicle may be used after hours, or be allowed to park at private residences, business zones, rural areas or any other place other than a Cederberg Municipal reserved area except in line of duty if employees are on standby or call outs and only with prior written authorisation from the Vehicle Control Officer.
6. Vehicle usage is monitored by the vehicle control officer, utilizing exception reports regarding the GPS system, log sheets and schedules.
7. Fuel consumption and kilometres travelled to destinations, are reconciled, ensuring that kilometres reflecting in the logbook amount to the actual distances travelled. Monthly fuel reconciliation schedules must be forwarded to the Senior Accountant: Assets, Insurance and Fleet Management.

8. All defects noted on pre-trip inspections and logbooks are reported to the Senior Accountant: Assets, Insurance and Fleet Management.
9. After reconciliation, log sheets must be sent to the Senior Accountant: Assets, Insurance and Fleet Management as applies in section.
10. In liaison with Senior Accountant: Assets, Insurance and Fleet Management, the most economical vehicle suitable for the purpose must be determined and any changes in operating conditions must be communicated with the Senior Accountant: Assets, Insurance and Fleet Management, ensuring that the most suitable- and economical vehicle / machine is utilised.
11. Drivers / operators are trained and kept fully aux fait with the proper operating procedures of the vehicles and plant that they drive and operate.
12. Vehicle control officers inspect the vehicles and plant as well as checking logbook entries to ensure that all defects and damages are reported timeously. This must be done on a monthly basis.
13. Vehicles and plant are only operated under proper authorisation. In this context, the vehicle monitoring system will be installed in most vehicles as an effective management tool and the utilization of the available standard 'exception reporting' feature is recommended.
14. In liaison with IT department, ensuring vehicle monitoring access to all vehicle control officers in order to effectively manage unacceptable driving practices.
15. Full co-operation is given to Fleet Management w.r.t. the submittance of vehicles and plant for maintenance and servicing.
16. The content of this Code of Practice is fully understood by drivers, vehicle control officers and any other affected staff. A copy of the code must be available for reference at each depot/department where Cederberg

Municipal transport is utilized.

17. The vehicle control officer must process and submit all official documentation regulating the operational Fleet in terms of the relevant policies, procedures and guidelines. i.e. theft and loss reports, accident forms, monthly inspection-, lubrication- and service schedules are executed and filed. All documentation must be made available for inspection by the Senior Accountant: Assets, Insurance and Fleet Management. Non-Conformance will result the Senior Accountant: Assets, Insurance and Fleet Management requesting disciplinary action. Documentation of disciplinary procedures must be forwarded to the Senior Accountant: Assets, Insurance and Fleet Management as proof of remedial action.
18. Drivers and vehicle control officers take corrective action with regard to defects / non-compliance, ensuring rectification prior to the next monthly inspection.
19. Vehicle control officers must undertake the necessary investigation and, where appropriate, disciplinary action in cases of reckless, negligent or aggressive driving when incidents are reported by Cederberg Municipal staff or members of the public. Copies of documentation w.r.t. vehicle related disciplinary procedures must be forwarded to the Senior Accountant: Assets, Insurance and Fleet Management
20. Complaints w.r.t. unacceptable driving practices and negligence towards vehicles are investigated and, if necessary, be disciplined.
21. No vehicle may be utilised outside the boundary of their responsible area without prior written permission from the Vehicle Control Officer.
22. No unauthorised accessories such as radios etc. are fitted to Cederberg vehicles and plant. In this context, any modifications to a vehicle must be authorised by the Senior Accountant: Assets, Insurance and Fleet Management.

23. When a new vehicle or implement is being budgeted for, indicate to the Senior Accountant: Assets, Insurance and Fleet Management what accessories are regarded as essential for the utilisation and operation of the unit, which are not provided by the manufacturer as standard equipment.
24. On appointment, a vehicle driver/operator will attend an induction course at which the duties and procedures contained in the vehicle logbook will be explained.
25. All new drivers must be referred to the Traffic department for a Municipal Driver's evaluation test. The results will be placed on their personal files. Copies must be filed at various departments.
26. A newly appointed vehicle driver may not drive a municipal vehicle before he has passed the induction course and Municipal Driver's evaluation test.
27. At the induction course, the Traffic Department Instructor will explain the relevant stipulations of the Road Traffic Act, e.g. registration, Professional Driver's Licences. The Senior Accountant: Assets, Insurance and Fleet Management will explain Road-worthiness and correct driving procedures of vehicles and plant to all drivers and operators.
28. All drivers are in the possession of a valid driver's licence for the appropriate vehicle or plant.
29. All applicants for positions involving the driving of a municipal vehicle must be in possession of a valid license for the vehicle and a valid Professional Driver's Permit before an appointment can be effected.
30. An applicant who qualifies in terms of section 3.1.29 for appointment, but shows certain lack of proficiency related to the particular vehicle, must first subject himself to the necessary training before he can be given responsibility for the continuation of his duties.

31. Personnel who drive municipal vehicles may be retested at random, for proficiency, by the Traffic Department, after prior notice. The Department may request a test of proficiency if in any case in doubt if the driver is competent to drive the applicable vehicle or plant.
32. A full report on the evaluations in terms of sections 3.1.31 will be sent to the relevant Head of Department and HR together with recommendations regarding any shortcomings.
33. Newly internally appointed personnel, who require additional training, will be referred to HR department for arranging such training. Senior Accountant: Assets, Insurance and Fleet Management may assist when requested.
34. After any complaint/accident/incident that requires further examination, it is the responsibility of the Department to arrange for re-evaluation of the relevant driver in consultation with the HR department and the Risk Manager.
35. If drivers continue to perform unsatisfactorily after testing and training, they may be retrained and redeployed in accordance with the Standard Conditions of Employment.
36. After the completion of a driver's training, a supervisor, where possible, must spend time with the driver to enable him to objectively complete a follow up and evaluation of the driver's abilities.
37. Supervisory staff must receive training by the Traffic Department test examiner, the Risk Manager and the Senior Accountant: Assets, Insurance and Fleet Management in the theory of road transport and -safety, plant- and vehicle operating requirements.
38. All drivers/operators will at all times be properly dressed according to the dress code of Council when driving a Council vehicle. Bare feet, bare chests

or slops are not allowed.

### **3.2. Fleet Management Responsibilities**

The accountability for Fleet Management is delegated to the Senior Accountant: Assets, Insurance and Fleet Management who takes responsibility for Fleet maintenance.

#### **3.2.1. Updating of Fleet list**

1. From time to time, determine production standards for all units in consultation with the user departments. In determining these standards the age of the unit, its history, the purpose for which it is used and the geographical area in which it is used will be taken in to account.
2. Make annual recommendations with regard to the replacement and/or scrapping of units as well as the possible extension of the municipal fleet and will arrange for the purchase of units as ratified by Council.
3. In liaison with heads of departments, assist with compiling hiring contracts for vehicles, machinery and equipment as needed. Requests for the hiring of private vehicles, machines and equipment must be concluded departmentally.

#### **3.2.2. Tenders**

1. Compile vehicle/plant need analysis per department.
2. Liaise with departments w.r.t. specific technical requirements.
3. Compile specifications.
4. Request Bid specification meetings.
  - Advertise tenders and arrange site meetings.
  - Preliminary evaluation & recommendations.
  - Distribution of orders and ensure delivery.

#### **3.2.3. New Vehicles / Plant**

- Ensure timeous delivery of items.
- Ensure that items are insured prior to delivery.

- Quality control to ensure compliance to Tender.
- Approve payment of suppliers.
- Introduce items to the Cederberg Municipal fleet schedule and issue unique numbers.
- Issue new vehicles and plant with log books, petrol books, Cederberg logos and unique numbers.
- Ensure that a Vehicle Monitoring system is fitted to all vehicles if allowed by the budget.
- Ensure that vehicles are distributed to the relevant department and that the department sign for acceptance thereof.

#### **3.2.4. Disposal of vehicles**

Vehicles are only disposed of on public auction or written off by means of an accident or theft. Vehicles written off by accident will be collected by the applicable insurance company.

When vehicles are disposed of, the following process will be implemented:

- Ensure that vehicles / Plant are de-registered or a change of ownership form has been completed and processed by the Traffic department prior to removing vehicle from Municipal premises.
- A schedule of disposed vehicles/plant must be compiled.
- Remove items from the Fleet list.
- In case vehicles are lost due to theft or written off by the insurance company, the insurance clerk will notify the Senior Accountant: Assets, Insurance and Fleet Management who will ensure that the applicable documentation are completed and the items removed from the Fleet list.

#### **3.2.5. Liaison with Departmental Vehicle Control Officer**

The Senior Accountant: Assets, Insurance and Fleet Management will compile a schedule of all appointed departmental vehicle control officers and provide guidance to ensure compliance w.r.t.-

1. Daily- and monthly vehicle- & plant inspection schedules
2. Cleanliness of vehicles & plant.

3. Referring vehicles and plant to suppliers for timeous lubrication, services and maintenance as prescribed in attached schedules.
4. Drivers discipline w.r.t. vehicle negligence and unacceptable driving practises
5. Driver's acknowledgement of reception of heavy vehicle and plant operational instructions.
6. Driver's acknowledgement of reception of Technical circulars distributed by the Senior Accountant: Assets, Insurance and Fleet Management
7. Record keeping of all disciplinary procedures related to the Cederberg Municipal fleet.

### **3.2.6. Plant Condition**

Annually report to Council and relevant committees w.r.t. plant condition and motivate replacement.

### **3.2.7. Administrative Responsibilities**

1. Record keeping of Maintenance History of Vehicles & Plant.
2. Annual road worthy schedule of heavy vehicles.
3. Annual licensing of all vehicles & plant.
4. Record keeping of all trip authorisations outside municipal boundaries. The department will sign a delivery schedule as proof of submitting authorisations to the Senior Accountant: Assets, Insurance and Fleet Management.
5. Complete all documentation requesting maintenance from outside contractors (Requisitions and Scope of work document.)
6. Compile Capital- & Operational Budgets for vehicle maintenance and advise departments' w.r.t. required need analysis for plant replacement.
7. Compile monthly inspection-, lubrication- and service schedules, distribute schedules to departments and report to Head of Department w.r.t. non-compliance thereto by supervisors / vehicle control officers.

### **3.2.8. Contractors**

1. Refer maintenance activities to vendors where applicable.

2. Ensure timeous completion of maintenance requests
3. Ensure that contractors are qualified to render the applicable service and premises adhere to Municipal and OHS requirements.
4. Ensure that contractor's administrative documentation adheres to SCM requirements.
5. Ensure that, in case the contractor refers outwork to other companies, it is authorised by the Senior Accountant: Assets, Insurance and Fleet Management prior to the continuation of such action.

### **3.2.9. Control**

1. The Senior Accountant: Assets, Insurance and Fleet Management must circulate new laws as published in the Government Gazette to all drivers.
2. The Senior Accountant: Assets, Insurance and Fleet Management must, by means of monthly inspections, ensure that Departments and drivers adhere to all inspection and maintenance schedules of this policy and report any non-conformance to the relevant Departmental Managers.
3. The Senior Accountant: Assets, Insurance and Fleet Management must report unacceptable driving practises and negligent vehicle care to departments and request copies of disciplinary documentation for record purposes.

### **3.3. Responsibility of the Inspector of vehicles**

1. The inspector may test vehicles according to National Roads Traffic Legislation.
2. The Inspector of Vehicles may, on request of the Senior Accountant: Assets, Insurance and Fleet Management, only with the approval of CFO inspects any of the vehicle and implements to ascertain that legal requirements are met and make recommendations to the Senior Accountant: Assets, Insurance and Fleet Management.

### **3.4. Driver responsibilities**

The full co-operation of all drivers concerned is required to ensure that the Fleet

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, as well as strict adherence to the requirements of the Road Traffic Act. Cognisance is to be taken of the following:-

#### **3.4.1. Instructions for drivers**

1. Vehicles and plant are provided for official use only and is not allowed to be utilised for any private purpose.
2. No Cederberg Municipal vehicle will be allowed to be parked/utilised at any private residence or any other public facility (Including business zones and rural areas) if not in line of duty and without authorisation from the Vehicle Control Officer.
3. No person that is not employed by Cederberg Municipality are allowed in or on vehicles unless a written request is approved by the Municipal Manager and an indemnity form is signed.
4. Official vehicles shall be in a clean condition at all times and shall be driven in a safe and courteous manner to promote the Cederberg public image. The littering of vehicle interiors is not allowed.
5. Official vehicles must at all times be driven and handled with proper care and attention in order to obtain the best mechanical service and avoid infringements of the law. Any evidence of neglect, rough handling or reckless driving shall be reported to the Head of Department concerned and will result in disciplinary action.
6. No vehicle may be used after hours without official written authority from the Vehicle Control Officers. Drivers will ensure that approved written authority for after hours use is kept in the vehicle to be produced on request at any given time. The Senior Accountant: Assets, Insurance and Fleet Management together with the Fleet Management Officer or Cederberg Municipal staff member from supervisory level and above may rightfully request the driver to produce the approved authority.
7. Drivers must ensure that their Professional Driving Permits and licenses are valid at all times. Drivers / Operators whose licenses and permits have expired and drivers who is not issued with a driver tag, will under no circumstances be allowed to drive official vehicles.
8. Report services and defects timeously.

9. Ensure safe guarding after hours.
10. No obstruction (stickers, bottles, books, ornaments, etc.) that may influence the view or driving abilities of the driver negatively will be allowed in or on the windscreen, seats, mirrors, floors or instrument panels.
11. Units may only be used for the purpose for which they were designed.
12. No repairs will be done to any vehicle if the logbook is not available.
13. Drivers must conform to all instructions as stipulated in this policy. Non-conformance to any section may result in disciplinary action.

#### **4. POLICIES, PROCEDURES & SCHEDULES**

##### **4.1. Vehicle Inspection Procedure**

###### **4.1.1. Vehicle / Plant Register**

A register of all vehicles and plant of departmental sections, provided by the Senior Accountant: Assets, Insurance and Fleet Management, must be filed at all departments and be readily available for inspection.

###### **4.1.2. Monthly Inspections - Vehicle Control Officer / Supervisor**

1. All vehicles and plant must be inspected monthly by the supervisor / vehicle control officer, appointed by the Departmental Manager, to ensure that a proper state of cleanliness, services, repair and maintenance procedures are being maintained by the driver / person responsible for the vehicle.
2. The department must ensure that vehicles & plant are inspected according to Monthly inspection register, provided by Senior Accountant: Assets, Insurance and Fleet Management Monthly inspection registers must be filed by the department as proof of evidence.
3. Any non-conformance towards failure of inspections must be disciplined.
4. All defects must be referred to the Senior Accountant: Assets, Insurance and Fleet Management Vehicle Control Officers / Supervisors must ensure that defects are repaired before the next monthly inspection, unless arranged alternatively with the Senior Accountant: Assets, Insurance and Fleet Management who will sign the inspection form as confirmation

thereof.

5. The Senior Accountant: Assets, Insurance and Fleet Management may at any time inspect registers and report non-conformance to the Departmental Manager.

#### **4.1.3. Pre - Trip inspections - Drivers**

1. All vehicles must be inspected PRIOR to the start of a shift.
2. Check all schedules as contained in the Log book prior to starting any vehicle / machine.
3. Ensure that radiator and fuel tank caps are properly replaced after refilling / inspection.
4. The completion of the logbook serves as pre - trip inspection and all schedules must be completed.
5. Take note, when checking engine water, that the water level of the heater tank (auxiliary bottle) and the radiator must be checked.
6. Log sheets must be reconciliated by the department and delivered to the Senior Accountant: Assets, Insurance and Fleet Management.
7. 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 the Supervisor and Office of the Fleet Manager.

#### **4.1.4. Post - Trip inspections - Drivers**

1. After the completion of a shift, vehicles must be parked and safe custody ensured.
2. All km's travelled, oil- & fuel additions and defects must be recorded in the log books.
3. Ensure that the vehicle is locked. Keys must be handed over to the supervisor if driver is not on standby.
4. Log Sheets must be handed over to the Vehicle control officer, who will in return capture fuel- & oil consumption, check kilometres travelled, approve- and deliver log sheets to the Fleet Management Officer after reconciliation thereof.
5. Inspect the vehicle for any unreported damage.

#### **4.1.5. During Trip Inspections and vehicle hand over**

1. If vehicles are transferred from one driver to another during a shift, it is compulsory for the new driver to complete a new log sheet and complete all log book requirements as per Section 21.2, Logbooks, before starting the vehicle.
2. Whilst a vehicle is in operation, the driver must regularly check the warning lights, indicators, gauges, wheel nuts, tyres and be observant for any oil- and water leaks.
3. Immediate action must be taken should anything abnormal be noticed, in order to prevent damage, or any further damage, to the vehicle or its components.
4. Where there is an indication of excessive engine heat or lack of oil pressure, the engine shall be switched off immediately and the vehicle not driven further under its own power until the matter has been rectified.

#### **4.2. Maintenance Procedure**

1. All municipal vehicles and implements may only be repaired, serviced or referred for such by the Senior Accountant: Assets, Insurance and Fleet Management
2. The driver must inform his / her supervisor prior to reporting any request for maintenance.
3. After completion of maintenance work, the driver will report to the Senior Accountant: Assets, Insurance and Fleet Management for quality control of completed work.
4. Maintenance repairs and collect the vehicle only after instructed so by Senior Accountant: Assets, Insurance and Fleet Management.

##### **4.2.1. Vehicle Break Down Procedure**

1. In case of on-road vehicle break down, the driver must immediately inform the supervisor.

2. The driver and / or supervisor will then inform the Senior Accountant: Assets, Insurance and Fleet Management and awaits instructions.
3. The driver shall remain with the stationary vehicle at all times, awaiting instructions from the Senior Accountant: Assets, Insurance and Fleet Management.
4. The driver must ensure that personnel- & traffic safety is adhered whilst vehicle is stationary.
5. After arrival of the Senior Accountant: Assets, Insurance and Fleet Management the driver must follow their instructions.
6. Under no circumstances shall the driver abandon the vehicle unless instructed so by the Senior Accountant: Assets, Insurance and Fleet Management
7. No vehicle shall be towed without approval from Senior Accountant: Assets, Insurance and Fleet Management The driver or supervisor will report to the Senior Accountant: Assets, Insurance and Fleet Management as soon as possible to complete relevant documentation.
8. In case of after hours break down, the Vehicle Control Officers must be contacted and requested to report the incident to Senior Accountant: Assets, Insurance and Fleet Management must be completed the next working day.

#### **4.3. Parts Purchasing Procedure**

All requests for purchasing of parts shall be reported to the office of the Senior Accountant: Assets, Insurance and Fleet Management and drivers will proceed as instructed by the Senior Accountant: Assets, Insurance and Fleet Management.

The Supply Chain regulations will be strictly adhered to when purchasing parts.

#### **4.4. Manufacturer's Service Schedules**

If the service schedules of the manufacturer varies from the general guidelines, the manufacturer's instructions should be adhered to.

## **4.5. Vehicle Guarantee**

### **4.5.1. Vehicles & Plant**

Departments to take note that vehicle guarantees will be nullified if services are not performed as per manufacturer's schedule. The responsibility remains with the departments to familiarise themselves with service schedules and ensure that vehicles and plant are referred to the service providers for services timeously in order to uphold guarantees.

### **4.5.2. Body warranty servicing**

Departments to take note of Compulsory servicing at Vehicle Agents every 12 months for the duration of the manufacturer's official body warranty in order to comply.

## **4.6. Accident Procedure**

### **4.6.1. Procedures in case of an accident**

1. Stop immediately if it is safe to do so.
2. Never move your vehicle or allow others to move it or allow other vehicles to be moved when a person is seriously injured or died in the accident. Move vehicles only:-
  - if the movement of traffic is seriously impaired,
  - when instructed as such by a Traffic Control- or Police Officer
3. Ascertain the nature and extent of any injury sustained by any person and render such assistance to the injured person as he/she may be capable of rendering. Do not attempt to move persons with back and neck injuries. Contact the Paramedical Services in case of serious injuries.
4. Immediately inform your supervisor and request him/her to contact the Senior Accountant: Assets, Insurance and Fleet Management, Police, Traffic

Department and ambulance (If necessary). State:

- your position,
- the type of vehicle involved,
- the nature of the load being carried,
- whether the police/traffic department have been called,
- the telephone number from where you are phoning,
- whether your vehicle will need to be towed in.

5. Place warning triangles at least 45 metres from your vehicle to warn approaching traffic.
6. 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.
7. Under no circumstances shall a driver admit liability or make any statements to any person. A brief account of the accident may be given to the police. No statements are to be signed.
8. Do not take any intoxicating liquor or any drugs at the scene of an accident unless administered by a doctor.
9. Should the driver of the other vehicle be suspected of being under the influence of intoxicating liquors or drugs, this fact should be brought to the notice of the attending Police- or Traffic Officer.
10. 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.
11. Supply your name, driver's license, address and Departmental details only to persons having grounds for requesting such information (Police, Law enforcement/traffic officials or Departmental Management official).

12. Under no circumstances must the driver leave the accident scene until the above steps have been followed and only after approval is granted by Police- or Traffic officials after consulting his/her supervisor.
13. In case of damage to a Cederberg municipal vehicle, do not attempt to move the vehicle before authorisation has been obtained from the Accountant Assets & Fleet Management or Supervisor, except if traffic flow is seriously impaired.
14. Complete an Accident Report.
15. The Fleet Management Department and Vehicle Control Officer, is responsible for preparing and recommending precautionary measures that need to be implemented
16. Departments must ensure that a Tracking Device report accompanies the accident report.

## **5. INSURANCE**

### **5.1. Vehicle Insurance Overview**

An in house insurance fund provides comprehensive cover, which administers legitimate claims arising from accidents involving official vehicles and equipment. Suitably licensed employees driving official vehicles are covered to the following extent i.e. all-risk cover of loss or damage for its vehicles, tools and equipment.

Coverage is not included for the loss of or damage to any items owned or possessed by the employee or by any other person. Third Party liability insurance covering any driver's liability arising out of the use of the vehicle is provided.

The comprehensive motor vehicle insurance cover provides cover for any Municipal vehicle driven by a person not in the employ of Cederberg Municipality but is qualified to do so, if such action relates to the maintenance or repair of the vehicle involved.

Excess payments are budgeted for. If found guilty of damage caused due to negligence or reckless driving the strictest disciplinary measures will be implemented if found guilty.

## **5.2. Motor vehicle insurance claim forms**

The Motor Insurance Claim form is the official document on which details of all incidents or accidents involving municipal assets must be recorded and reported. The driver of a vehicle must ensure that a Motor Vehicle Insurance Claim form is completed immediately should any of the following events occur i.e.

- Any accident, theft or hijacking.
- Any loss or theft of vehicle accessories, including batteries, spare wheels, etc.
- Any damage to a vehicle, even though such damage cannot be related to a specific known accident.
- Any incident involving damage to private or public property, irrespective of whether or not any damage occurred to the official vehicle.
- This form must be completed as soon as possible after the incident.

## **5.3. Completion of motor vehicle insurance claim forms**

The driver of a vehicle must immediately report the accident to his supervisor. The supervisor concerned must ensure that all sections of the insurance claim form is completed signed, dated and submitted to the Insurance Clerk and the Senior Accountant: Assets, Insurance and Fleet Management. All relevant documentation must be completed.

Particular attention should be given to the following essential information:

### **5.3.1. General Information**

- Date, time and place of accident. / Full description of how the accident occurred.
- Names and addresses of witnesses. / Names and addresses of persons injured.
- Draw a sketch plan of the accident.

### **5.3.2. Other vehicles/Property**

- Name and address of driver. / Name and address of owner.
- Registration number(s). Make of vehicle(s). / Description of damage.

- Expiry date of vehicle's license disc/permit.

### **5.3.3. Municipal Vehicle**

- Fleet number. / Registration number. / Name of driver and staff number.
- Section in which driver is employed.
- Description of damage.

### **5.4. Forfeiture of cover by driver**

The cover and arrangements mentioned in section 5.1 will not apply as far as the driver of a Cederberg Municipal vehicle is concerned in cases where:

1. he / she were under the influence of intoxicating liquor or a drug with a narcotic effect;
2. the vehicle was used without authority for other than strictly official purposes;
3. he/she is not in possession of an appropriate legally valid driver's license;
4. he / she drives or has driven a vehicle without having been officially authorised thereto; or
5. allows or has allowed the vehicle to be driven by a person not authorised thereto.

In the event of anyone of these clauses mentioned, the driver / operator may be liable for all claims and liabilities.

## **6. VEHICLE USAGE**

### **6.1. All Vehicles**

**THE RESPONSIBILITIES, DUTIES AND POWERS OF A DRIVER OF A MUNICIPAL VEHICLE COMPRISES THE FOLLOWING:**

1. Ensure that your vehicle complies in all respects with the requirements of the Road Traffic Act, Act 29 of 1998, as amended, at all times.
2. Perform the administrative duties in respect of the control and driving of the vehicle conscientiously.
3. Ensure the safety of all passengers.

4. Prevent damage to the vehicle.
5. Ensure that freight is safely loaded, fastened and offloaded.
6. Report mechanical defects to the Senior Accountant: Assets, Insurance and Fleet Management as soon as possible.
7. Ensure that a vehicle or other implement is towed safely.
8. Ensure that special implements, e.g. hydraulic Jacks, are used correctly and safely.
9. Carry out specific tasks conscientiously as prescribed in the vehicle manual.
10. Always set an example by your correct use and good care of the vehicle. The vehicle and driver are the face of the Municipality.
11. Take care of your vehicle. Ensure that windows are closed in rainy weather and dusty conditions.
12. Rinse mud from underneath the fenders and clean the vehicle immediately after travelling on muddy roads. Rust is a preventable form of damage.
13. Never allow another person to drive your vehicle unless such person is duly authorised and licensed (after a test by the Traffic Department) to do so.
14. Never leave a vehicle with the keys still in the ignition or other usual hiding places.
15. Make sure of the traffic conditions or use a helper if necessary to assist/direct you when reversing, especially on public roads, in residential areas or on construction sites.
16. Report any damage to your vehicle immediately to your supervisor, who will in return inform the Senior Accountant: Assets, Insurance and Fleet Management in order to arrange for repairs to prevent further damage.
17. Beware of anything that can damage the tyres. Beware of loose sand, which could cause you to get stuck and also steep slopes, especially at refuse dumps.
18. Have the vehicle serviced regularly according to the schedule for that particular vehicle as prescribed by the Senior Accountant: Assets, Insurance and Fleet Management.
19. Use the rear view mirrors and ensure that they are always correctly adjusted.
20. When reversing, the driver must ensure the safety of the action. Assistants may guide the driver but the responsibility to prevent an accident/damage remains with the driver. If necessary, the driver must personally ensure that it is safe to proceed with the reversing action.
21. Persons who drive heavy vehicles above 3 500kg gross mass and for whom reversing assistants have been trained must use these assistants in all reverse situations. Heads of Departments are responsible for identifying persons who can act as reverse assistants and train them in consultation with the Senior Accountant:

Assets, Insurance and Fleet Management. The driver remains the most senior authority of the vehicle/plant, resulting all passengers and assistants to adhere to instructions regarding safety and operational issues.

### **Mechanical Appreciation**

22. Whilst a vehicle is in operation, the driver must regularly check the warning lights and gauges. The driver must immediately stop the vehicle if any warning light or gauge is not reflecting as normal.
23. Accelerate and brake smoothly. Judge distances and reduce speed in advance with minimum use of the brakes.
24. The "revving" up of engines is detrimental, especially at the cold starting-up stage. Until normal operating temperatures are achieved, high speed engine operation must be avoided.
25. Engine r.p.m. should always stay in the green band of the counter to ensure best fuel consumption and enhancement of engine life. Green band driving is reflected on the vehicle tracking system and non-conformance may be disciplined.
26. Where a vehicle is subjected to extended periods of waiting in dense traffic, the neutral gear position must be selected and the hand brake applied, in order to avoid unnecessary wear on the clutch components.
27. Travelling with a foot on the clutch pedal must be avoided, as this causes premature failure of the clutch assembly and release bearing. A smooth balance must be maintained between the clutch and accelerator pedal to avoid damage to the vehicle's drive train.
28. Diesel engines fitted with turbo chargers must be allowed to idle for two minutes before switching off. This waiting period allows the turbine to slow down with sufficient lubrication.
29. Any abnormal noises emanating from the vehicle whilst in operation requires that the vehicle be stopped and reported immediately to the Senior Accountant: Assets, Insurance and Fleet Management. Save fuel by planning trips thoroughly and ensuring that nothing is left behind at workshops.
30. Do not let the vehicle run freely out of gear or with the clutch depressed.
31. Use the hand brake when parked.
32. Switch off the engine during refuelling or when you leave the vehicle temporarily.
33. Ensure good visibility by keeping windscreens, windows and mirrors clean.
34. Keep your elbows inside the vehicle.

35. Refill fuel tanks timeously. Do not postponed until the gauge reflects less than a quarter of the tank capacity.
36. Do not drive while talking on a mobile phone; nor stop or park in an unsafe manner just to communicate by cellular phone.

## **6.2. Emergency Vehicles**

Law enforcement- and emergency vehicles may only exceed the speed limits except when it is essential to do so. In an emergency the appropriate alarms, warning devices and – signals must be activated. Extreme caution must be exercised by drivers.

## **7. UNAUTHORISED USE OF VEHICLES**

### **7.1. Unauthorised use of vehicles attributed to the driver**

Unauthorised use of vehicles compiles of the usage of vehicles in contradiction with this policy.

Should a vehicle be used by the driver in a manner or for a purpose other than as provided for in this Code, such use will be deemed to have been irregular. It shall be the prerogative of the Municipality, notwithstanding any disciplinary procedures taken against the driver, taking in consideration:-

1. The cost of the distance covered during such unauthorized use and, if applicable, the unauthorized driver's time, calculated in accordance with the relevant tariff;
2. The cost of repair of damages incurred in any collision and any other expenses incurred by the Municipality, in the payment of claims arising from any such collision in which the vehicle was involved during such an unauthorized journey, and which cannot be recovered from the other party; and
3. The loss incurred by The Municipality as a result of the vehicle being stolen during such irregular or unauthorised journey, irrespective of whether the employee was in any way negligent during the time of such theft of the vehicle. The said loss will be based on the market value of the relevant vehicle, as well as the replacement value of any equipment in the vehicle at date of the theft. The employee thus, should he undertake such an irregular or unauthorized journey; he may carry the risk of loss as if the vehicle was his private property.

## **7.2. Unauthorised use of vehicles attributed to Management**

Vehicle Control Officers become responsible for irregular use of vehicles and plant when they sanction the following:-

1. Supervisors or managers exceeding their designated authority by giving staff permission to use vehicles after hours.
2. Allowing staff to park Cederberg vehicles overnight at unsafe locations.
3. Instructing staff with permission to use Cederberg Municipal vehicles to transport passenger illegally.
4. Instructing staff to make unauthorised trips on the instruction/request of another Council official or Councillor. Such an instruction is invalid and must be refused by the employee.

## **8. VEHICLE ABUSE**

1. Vehicle abuse refers to the reckless or malicious treatment of a vehicle which causes or has the potential to cause damage or premature wear and /or failure to the vehicle's components.
2. Abuse includes over "revving" of an engine, habitual harsh braking, excessive clutch slipping, excessive overloading, ignoring engine warning systems (over-heating, low oil) and generally subjecting the vehicle to harsh treatment beyond the manufacturer's recommendations.
3. Vehicle Control Officers are responsible for ensuring that drivers and other staff do not abuse official vehicles. Where such abuse is evident and can be proven, Fleet Management will recover the costs of such abuse from the user department.
4. Abusive practices results damage to vehicles and plant and will be disciplined.

## **9. UNACCEPTABLE VEHICLE USAGE**

### **9.1. Driving under the influence of intoxicating substances**

1. Under No Circumstances Is A Driver/Operator Allowed To Operate Any Vehicle,

Machine Or Plant Under The Influence Of Intoxicating Liquors Or Narcotics.

2. According to National Roads Authority Legislation, permissible percentage of alcohol count is 0.02mg/100ml blood for all drivers. The minimum permissible percentage for a Cederberg employee driving a Municipal vehicle is 0.00. Any count above 0.00 may lead to disciplinary action.
3. Any employee, including drivers, may at any time be required to undergo a breathalyzer test, executed by the HR Department ,Risk Manager or Traffic Department.
4. If the supervisor or any fellow worker suspects that a driver is under the influence of intoxicating liquor or narcotics, the supervisor may rightfully refuse that the driver continue his/her duties. The supervisor will then immediately contact the Senior Accountant: Assets, Insurance and Fleet Management or Law enforcement official and request that the driver undergo an intoxication test.
5. Refusal to be tested would result admission of guilt and will be treated as such pending a disciplinary hearing.

## **9.2. Reckless driving and vehicle negligence**

1. Reckless and negligent driving will not be tolerated and may lead to disciplinary action.
2. Reckless driving includes:
  - The transgression of any Road Traffic Legislation
  - Over Speeding
  - Harsh braking and acceleration
  - Spinning of tyres
  - Overloading
  - Aggressive driving.
  - Not responding to warning lights and –gauges.
3. If the supervisor suspects that a driver is guilty of reckless driving practises, the supervisor may rightfully refuse that the driver continue his/her duties until further

investigation is executed.

4. The supervisor must obtain statements of witnesses and gain the necessary GPS evidence as proof and request disciplinary action.

### **9.3. Vehicle negligence**

Vehicle negligence includes a transgression of any section of this policy w.r.t. vehicles and plant.

If the Senior Accountant: Assets, Insurance and Fleet Management suspects any vehicle defects due to negligence, he may rightfully request a departmental report of explanation and remedial action from the relevant department.

## **10. PASSENGERS**

### **10.1. Safety of passengers**

It is the responsibility of the driver to ensure the safety of all passengers, adhering to the following:

1. Ensuring that all passengers use their seat belts.
2. The number of passengers inside the vehicle must be limited to the number of seats provided.
3. Municipal officials/workers may be transported only if it has direct bearing on the execution of their duties.
4. No passengers are allowed in/on a vehicle that is on tow.
5. Passengers and dangerous or flammable liquids should not be transported together.
6. No person may be allowed to embark or disembark while a vehicle is in motion.
7. When the vehicle is in motion, no person may be allowed to sit or stand on the railings, steps, fenders or any other part that is not specifically designed for the purpose of sitting or standing on, except refuse compactors that are busy with refuse removal, in which case the vehicle will not exceed a speed of 15km/h.
8. No panels, doors or flaps of any vehicle/implement or canopy may be left open during a trip.

## **10.2. Legal aspects: Passengers**

1. No persons, including an employee who is not on duty, or in respect of whom there is no specific justification for his/her presence in an official vehicle, may be transported.
2. Notwithstanding the fact that strict disciplinary measures may be taken against a driver of a Cederberg vehicle who transports unauthorised passengers, he runs the risk of a claim against him in his personal capacity by such passengers or their next of kin, should he be involved in an accident as a result of his/her sole or contributory negligence wherein those are injured or killed.
3. The Municipality accepts no responsibility for any third party or other claims arising from such cases and which are instituted by such unauthorized passengers or their next of kin.
4. In terms of the Road Accident Fund, passengers transported in a Cederberg Municipal vehicle without authority shall not be covered.

## **11. VEHICLE KEYS & ID TAGS**

1. Always leave the keys of a Municipal vehicle in a locker on site when you leave the premises if the vehicle is parked at a Municipal reserved parking area. Under no circumstances must the key be removed from the locker unless intending to drive the vehicle or for maintenance purposes.
2. The supervisor must arrange for access to all keys in case of emergencies hence delegating authority for the safe keeping and 24h access to locker keys.
3. Employees in charge of vehicles must ensure that, at all times, the ignition-, door lock-, fuel cap-, security devices- and other keys of the vehicle in use are suitably safeguarded against loss or theft.
4. At no time must a driver leave his/her vehicle unattended without first switching off the engine and removing the ignition key, engaging the gear-lock, any immobilising system (If equipped).

5. Drivers are responsible for safe keeping of vehicle keys when vehicles are parked at private premises during stand by, over time or call outs. (Refer to safe custody and parking).
6. Vehicle keys must always remain at the station / premises where the vehicle is parked.
7. The driver of the vehicle will be accountable for the lost of any keys and will be responsible for the replacement thereof if found guilty of negligence.
8. The owner of a lost ID tag may be held accountable for the replacement thereof.
9. The driver must ensure that a spare key for his/her vehicle is available in the locker at the Accountant: Assets & Fleet Management.
10. The Fleet Manager/ Accountant: Assets & Fleet Management will ensure that all spare keys are safe guarded and controlled.
11. If keys are lost or locked inside the vehicle after hours, the driver will bear the cost for the call out of a locksmith to remove the key.
12. If keys are lost or locked inside a vehicle during office hours, the Senior Accountant: Assets, Insurance and Fleet Management will issue a spare key, only if the incident is reported to the applicable department and a report is signed by the Departmental Manager.
13. ID tags will be issued by the IT department only if a driver produces a copy of an ID document, Driver's license and proof of Municipal Drivers Test, accompanied by a written request from the Departmental Manager.
14. ID tags are not transferable. Under no circumstances may ID tags be shared with other drivers. All transgressions reflected on the ID tag are for the account of the ID Tag owner.
15. Always remove ID tags when vehicle is not in use. Never leave an ID tag in a parked vehicle.

## **12. DAMAGE & THEFT**

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

1. An employee who takes over a Cederberg Municipal vehicle must ensure that any damage or loss is immediately brought to the notice of his/her supervisor and noted in the Log Book Unless he/she complies with this instruction, he/she will be deemed to have received the vehicle in good order.
2. Any person found unlawfully removing fuel from a Cederberg Municipal vehicle or engaged in the unauthorised removal or exchange of any component on a Cederberg Municipal vehicle will be subjected to the strictest discipline, as prescribed in the prevailing disciplinary code (Disciplinary Code Collective Agreement).
3. In the event of losses, thefts or hijackings, the employee operating the vehicle must immediately report the matter to his/her Supervisor, who will, in turn, ensure that the incident is reported to the Senior Accountant: Assets, Insurance and Fleet Management
4. In the event of a hijacking or armed robbery, the Department concerned must ensure that the affected staff member is given the necessary counseling.

### **13. PRIVATE TRANSPORT, PRIVATE PERSONS, COUNCILLORS & SUBSIDISED OFFICIALS**

1. The Transportation of members of the public in a Cederberg Municipal vehicle is strictly forbidden.
2. The transportation of goods for private purposes incl. the towing of private vehicles, boats, caravans and trailers is strictly forbidden.
3. Private persons may only be transported in a municipal vehicle with prior written authorisation from the Municipal Manager, accompanied by a valid indemnity form.
4. As published in the government gazette 21/12/2018: "A councillor may, in exceptional circumstances and upon good cause shown, and with the approval of the Mayor or Speaker, utilise the municipal -owned vehicle for official purposes: Provided that the municipal council must, in line with the approved municipal council policy, exercise prudent financial management to ensure that the provision of motor vehicle does not undermine the need to prioritise service delivery and sustain viable municipalities."

5. No official in possession of a subsidised vehicle may use Council's transport, except when the execution of the official's duties require the use of special municipal transport; or when the co-ordination of transport for various officials to the same destination would be more economical if only one vehicle were to be used but this exceptions should be approved by the Senior Accountant: Assets, Insurance and Fleet Management or Chief Financial Officer.
6. No private transport may be used by officials for official duties without the written permission of the relevant Departmental Manager or his designate.
7. Under no circumstances may any person be transported for reward. Such transgressions will be charged with the strictest possible disciplinary action.

#### Exceptions

8. If a maintenance contractor or assistants drive Cederberg Municipal vehicles, or accompany the driver, with the purpose of testing and fault finding, taking note that they must be in possession of a valid driver's licence for the applicable vehicle.
9. Should an employee in the execution of his official duties, make use of a Cederberg Municipal vehicle and in the interest of Cederberg Municipality have need of the services, help or presence of a member of the public, dignitary or a prominent citizen, he may transport such person or persons free of charge with such vehicle, provided that the employee first obtains authorization from the Departmental Manager for the necessary traveling arrangements. Instances of this nature include, interalia, where somebody must act as a guide or assist the official in the execution of his / her duties also consultants and the Auditor General.

#### **14. Hired Vehicles**

Vehicles hired and driven by Cederberg Municipal personnel are subject to all the applicable guidelines and procedures contained in this Code during the period of hiring.

The hiring of vehicles / plant from outside entities may only be authorised by the Departmental Manager, motivated by the Line Manager after technical evaluation by the Fleet Manager.

## 15. MONITORING SYSTEMS

Various devices are available to monitor the functioning and operation of vehicles. The table below shows existing and future devices that can be used by council and the purpose thereof:

Device	Use	Application
Tracking	Monitors speed, engine revolutions, distance, idling time and down time, accident data, brake abuse and driver misuse	Any vehicle
Tracking	Monitors the route and position of a vehicle - also serves as an anti-hijacking device	Any vehicle
Engine protector	Monitors oil pressure and temperature, water pressure and temperature and automatically switches off the engine if abnormal	Heavy vehicles

The Senior Accountant: Assets, Insurance and Fleet Management must indicate during the budgeting phase of new units, which monitoring devices should be installed in the vehicle.

The GPS monitor should be installed in all vehicles.

## 16. TECHNICAL CIRCULARS

1. The Senior Accountant: Assets, Insurance and Fleet Management will, when required, circular technical information and guide lines to the departments.
2. Circulars will enable the Senior Accountant: Assets, Insurance and Fleet Management to raise unforeseen concerns not covered by the Transport policy or to emphasize important matters included in the policy.
3. Departments must ensure that circulars are filed and that all drivers sign for acceptance of a copy thereof.
4. The Senior Accountant: Assets, Insurance and Fleet Management may at any time

randomly inspect departmental files, ensuring compliance.

## **17. POOL VEHICLES**

1. Pool vehicles are provided for use by municipal employees and temporary employees who by nature of their duties are required to use them during working hours or when required performing standby duties.
2. The Senior Accountant: Assets, Insurance and Fleet Management shall be responsible for the management and allocation of all pool vehicles.
3. In the event that no pool vehicle is available due to operational reasons, an employee may use his or her private motor vehicle with the authorisation of the Manager of the department and claim expenses in terms of the municipalities Subsistence and Travel policy.
4. Officials requiring the use of a pool vehicle must book a vehicle at least 3 days in advance, except in cases of emergency where Senior Accountant: Assets, Insurance and Fleet Management may approve the use of a pool vehicle. Short notice for booking a vehicle may however be accepted subject to the availability of a pool vehicle.
5. A pool vehicle shall not be released unless the relevant manager authorise the utilisation of the vehicle. The keys of the vehicle must be collected on the day and time when the vehicle is to be used.
6. In the event that a pool vehicle is needed before 07:30, the official concerned may collect the vehicle before closing time the day before. In such instance, the vehicle must be parked at the official's residence and may not be used for any other purposes. The official will take full responsibility for the safeguarding of the vehicle.
7. Where the official using the pool vehicle returns after 16h30 from Monday to Thursday and after 15h00 on Friday, the keys and inspection checklist must be returned to the Senior Accountant: Assets, Insurance and Fleet Management
8. Prior to use of the pool vehicle the official must inspect the vehicle for any damages, interior defects, tidiness, logbook completion and lost tools and report any defects or damage to Senior Accountant: Assets, Insurance and Fleet Management as soon as possible. The last user of a vehicle will be held responsible for any unreported damage, defects, or loss.
9. The official using the vehicle must ensure that the vehicle is returned in good condition, failing which the municipality reserves the right to take disciplinary action or withhold the allocation of a pool vehicle to such official.
10. Upon return of a pool vehicle, the keys as well as the completed trip authorisation

form and pre-drive inspection sheet must be returned Senior Accountant: Assets, Insurance and Fleet Management.

## **18. TRAFFIC OFFENCES**

Drivers who commit traffic offences with a Municipal vehicle will be held responsible for the payment thereof without being referred to a disciplinary hearing. The GPS information confirming the driver transgressing the law at the certain time will be accepted as concrete evidence.

The driver must at all times have his / her valid driver's license or permit with him when operating a Municipal vehicle.

## **19. DISCIPLINARY MEASURES**

For quick reference, serious transgressions are summarised in this section, bearing in mind that any transgression of any section of this policy may result in disciplinary action.

1. The following transgressions may result immediate dismissal if found guilty in a disciplinary hearing:
  - 1.1. Driving under the influence of intoxicating substances (Alcohol, drugs & narcotics).
  - 1.2. Responsible for killing or injuring people as a result of negligent driving.

Note that above mentioned are transgressions of National Roads Authority Legislation and can also lead to civil prosecution with applicable penalties including murder and man slaughter. This misconduct is also covered under the Code of Conduct for Municipal Employees (Systems Act) and the Disciplinary Code of Council.

2. Non-compliance to any section of this memorandum and the Transport Policy will be regarded as a contravention of the Standard Conditions of Employment and may lead to disciplinary action, as determined by Council.
3. The following serious transgressions will be treated with the strictest possible disciplinary measures.

- 3.1. Driving a vehicle without a valid license and PDP for the appropriate Vehicle/Plant.
- 3.2. The unauthorised use of any Cederberg Municipal vehicle or the use of a Cederberg Municipality vehicle after hours without authorisation of the Head of Department. Please note that the Municipality deems the unauthorised use of a Municipal vehicle as equal to “stealing Municipal property or resources” and may therefore mandate prosecuting officials to request dismissal if found guilty.
- 3.3. The transportation of private individuals.
- 3.4. The utilization of Cederberg Municipal vehicles for private use and non-work related purposes.
- 3.5. The transportation of goods for private purposes incl. the towing of private vehicles, boats, caravans and trailers.
- 3.6. Travelling outside the Municipal Boundaries without a Trip Authorisation, approved by the Vehicle Control Officers.
- 3.7. The parking of vehicles at private residences, public facilities, rural and urban zones when not utilized in line of duty.
- 3.8. Leaving vehicles abandoned (“Verlate”) at any place except at Municipal depots or reserved Municipal parkings. (Note that parking in the parking area of a public road in front of a Municipal Building IS NOT CLASSIFIED AS A MUNICIPAL RESERVED PARKING and a vehicle parked at such an area after hours will be assumed abandoned).
- 3.9. The use of vehicles after hours without permission of Line Management, including Stand by, Call outs or in case of emergencies.
- 3.10. The failure to ensure safe garaging and parking at private residences after hours when on standby, call outs and emergencies.
- 3.11. The failure to ensure safe custody and parking at a Cederberg Municipal depot after hours.
- 3.12. Removing vehicle and Plant keys from the premises if vehicles and plant are parked at a reserved Municipal Parking area (Depot) – e.g. taking keys home.
- 3.13. Reckless and negligent driving.
- 3.14. Over speeding.
- 3.15. Negligent practices and damage towards vehicles, equipment and tyres.
- 3.16. Driving a vehicle with obvious, visible mechanical- and electrical defects.
- 3.17. Driving a vehicle that is not road worthy.
- 3.18. Any unsafe driving practice.

- 3.19. Driving vehicle without oil and/or water.
- 3.20. Failure to report defects of vehicles and plant.
- 3.21. Failure to complete logbook before and after each trip.
- 3.22. Failure to do pre-, post- and during trip inspections.
- 3.23. Failure to check oil, water and other fluids prior to starting the vehicle.
- 3.24. Failure to inspect loose wheel nuts.
- 3.25. Failure to execute monthly inspections – Supervisors.
- 3.26. Failure to refer vehicles and plant for scheduled services. - Drivers and Supervisors.
- 3.27. Failure to clean the vehicle.
- 3.28. Tampering with the working parts of a vehicle or implement, causing failure or abnormal wear of municipal equipment eg. Fuel pumps and GPS systems.
- 3.29. You will be held responsible for all traffic offences committed by you.
- 3.30. You may be held responsible for damage that may be caused by negligence or omission in terms of all sections of the transport policy.
- 3.31. Disciplinary steps may be instituted against you if you deliberately damage or degrade/misuse a vehicle.
- 3.32. You may be held liable for the excess insurance payment if found the guilty party as a result of an accident / incident.
- 3.33. You may be held responsible for all damages to a vehicle resulted by negligence or omission i.t.o. the Transport Policy, including failure to complete log books and execute pre trip inspections.

## **20. EFFECTIVE DATE**

The usage of the Fleet Management Policy will become effective from the 01 July 2026 upon approval thereof by the Council of Cederberg Municipality.

## **21. RIGHTS**

In fulfilling your duties as driver of a municipal vehicle, you have the right to:-

- 1. Refuse to drive an unsafe or un roadworthy vehicle;
- 2. Refuse to drive or refuse to let someone else drive a municipal vehicle allocated to you without the necessary authorization and valid license and

3. Refuse to use a vehicle for work or loads for which the vehicle is not suited or designed.

**22. DECLARATION**

I, ..... (print name), have read and understand the foregoing Manual for Drivers with guidelines and instructions of the Municipality.

Signature: .....

Date: .....

Department: .....

Section: .....

Driver's License No: .....

Code: .....

Issued at: .....

Date: .....

Expiry date: .....