

POLICY : DRIVER TRAINING

Item B-HR (5-2003) DRIVER TRAINING POLICY
mc 30.06.2003

RESOLVED:

1. **That** the following, **BE NOTED**:
 - (a) The report regarding the Driver Training Policy agreed upon between the parties at the Local Labour Forum.
 - (b) Item referred from (A — HR 10-2003).
2. **That** the Induction and Driver Training Policy attached as **Annexure “A”** to the report **BE ADOPTED** and **IMPLEMENTED** immediately.
3. **That** all existing policies of the erstwhile Councils dealing with Driver Training **BE RESCINDED**.
4. **That** the policy **BE CIRCULATED** to all Departments for implementation.



Ekurhuleni
METROPOLITAN MUNICIPALITY

POLICY DRIVER TRAINING

DRIVER TRAINING POLICY FOR EKURHULENI METROPOLITAN MUNICIPALITY EMPLOYEES

1. PURPOSE

To equip all employees whose duties include the use of Council's vehicle, with professional driving skills **and to develop identified prospective new drivers with licences for future positions.**

2. PREAMBLE

Council realises that in order to maintain effective and efficient service delivery all employees must be trained and developed to meet the increasing demands placed on the Council.

Therefore Council commits itself to provide training and development interventions on properly defined assessment systems. Drivers of Council vehicles shall be provided with an opportunity to develop their professional driving skills, knowledge as well as changing their attitudes towards Council vehicles and other road users.

3. SCOPE OF OPERATION

This policy shall be applicable to all employees and Councillors of Ekurhuleni Metropolitan Municipality who are driving Council vehicles in the execution of their official duties.

4. OBJECTIVES

- To train and develop employees whose duties include driving Council vehicles;
- To reduce accidents and vehicle mechanical breakdowns;
- To minimize abuse of Council vehicles;
- To create a vehicle protection mechanism throughout the Council. in order to prolong the vehicles life span;
- To develop a comprehensive driver training system.
- **To ensure a healthy and safe working environments.**

5. DEFINITION OF TERMS

- **COUNCIL** Ekurhuleni Metropolitan Municipality
- **EMPLOYEE :** An employee including a contract employee and a temporary employee, occupying a post on the establishment of the Ekurhuleni Metropolitan Municipality.
- **PrDP :** Professional Driving Permit which is renewable every (2) Two years.

- **ASSESSMENT:** The process of measuring the achievement of learners against specific qualifications and performance standards.
- **COUNCIL VEHICLE:** Means vehicle(s) that are solely owned and for the exclusive utilisation of Council activities

6. LEGAL FRAMEWORK

- Labour Relations Act (Act no. 66 of 1995);
- Basic Conditions of Employment Act (Act no. 75 of 1997) National Road Traffic Act (Act no. 93 of 1996);
- Occupational Health Safety Act (Act no. 85 of 1993);
- Compensation for Occupational, Injuries and Diseases Act (Act no. 130 of 1993 Skills Development Act (Act no. 97 of 1998).

7. CONTENT

7.1 The Driver Training Program

7.1.1 The under-mentioned types of assessments and types training tools shall be conducted upon departmental request for assessment and or training;

- Validation of driver's licences
- Pre-Employment assessment
- Assessment for maintenance of driving standards '- Continuous assessment to determine deficiencies
- Assessment of a driver involved in a mechanical breakdown related problems e.g. premature clutch failure
- Assessment of a driver after accident as part of investigation.

7.1.2 Driver Training Activities

- Training drivers:
- Conduct theoretical lessons:
- Conduct practical lessons:
- Conduct final assessment; Issue authorization:
- Driver refresher training:
- Address deficiencies:
- Manoeuvring;
- Training of **identified** new drivers and **prospective** (legal and operational requirements) in response to the needs entailed in the Work Place Skills Plan.

7.1.3 Specialised Advanced Driver Training

The under-mentioned training shall be provided only for the categories of employees:

- Law enforcement
- Emergency
- And Mayoral drivers;
 - + High-speed driving
 - + Anti-hijacking
 - + Skid-control

8. MONITORING

The Driver Training Committee shall be established, to be comprised of representatives from the following stakeholders:

- Driver Training Section;
- Vehicle Control Section;
- Loss Control and **mechanical workshop**.
- All departments.

The purpose of the committee is to ensure an effective implementation of the policy.

9. RESOURCES

Training equipment, vehicles and tractors shall be provided by the Line respective departments for the smooth running of training programs.

10. CENTRALISATION

For the driver section to be fully operational, all driver training functions shall be centralised for cost effectiveness, better control and uniformity in training standards.

11. BUDGETARY ALLOCATIONS

The Council shall allocate appropriate funds on the operational and capital budget to implement effective and efficient driver training programs.

12. RECOURSE ON IMPLEMENTATION

Should a grievance arise with regard to the application of this policy, it shall be handled in terms of the grievance procedure of Ekurhuleni Metropolitan Municipality.