

FLEET USER POLICY

Item A-RT (02-2010) CM 27/05/2010	APPROVAL FOR IMPLEMENTATION OF THE FLEET USER POLICY AS THE GUIDING TOOL IN HANDLING AND MANAGING EKURHULENI METROPOLITAN VEHICLE FLEET
--------------------------------------	---

RESOLVED:

1. **That** the contents of the report on the Ekurhuleni Metropolitan Municipality Fleet User Policy **BE NOTED**.
2. **That** the Fleet User Policy attached as **Annexure “A”** to the report **BE APPROVED** and **IMPLEMENTED** to assist in managing the Ekurhuleni Metropolitan Municipality Vehicle Fleet.
3. **That** the previous Fleet User Policy **BE RESCINDED** and **REPLACED** by the new Ekurhuleni Metropolitan Municipality Fleet User Policy.
4. **That** operational guidelines **BE DEVELOPED** and that all Executive Directors **TAKE RESPONSIBILITY** for the implementation of the policy and guidelines.
5. **That** the report **BE SUBMITTED** to the LLF.

EKURHULENI METROPOLITAN MUNICIPALITY FLEET USER POLICY

1. PREAMBLE

Transport is a means to an end, without transport service delivery will almost become impossible. A significant amount of South African Transport comprises roads transport and Ekurhuleni is not an exception. A large portion of service delivery hinges around road transport and vehicles are key to this effect. These components also add up to a very large portion of EMM cost. It is therefore highly important to handle these units with distinct carefulness. This code of practice talks to that objective of optimal usage, reduced down time, improved production, increased effectiveness, minimization of cost and curbs vehicle misuse.

2. DEFINITIONS

EMM: Means Ekurhuleni Metropolitan Municipality.

EMM Vehicles:

Mean vehicles that are solely owned and for exclusive utilization of Ekurhuleni Metropolitan Municipality.

Transport Allowance Scheme:

An approved policy outlining transport payment pertaining to officials who receive a monthly subsidy to provide for their own means of transport whilst conducting Council business.

Fleet Management Division:

A Division within Infrastructure Department charged with management of EMM Fleet.

Fleet Co-ordinator:

An official with written delegated authority by the ED of the department controlling day to day running of the departments EMM Vehicle Fleet.

Vehicle:

A vehicle including Motor Cycles, Sedans, LDV's, Buses, Trucks, Tractors and Excavators as well as related machinery including externally hired resources.

Driver:

A suitably licensed person engaged in the operation of EMM vehicles.

This Policy should be read in conjunction with a Road Traffic Act and Occupational Health & Safety Act, Act 85 1993.

3. DRIVING / USAGE OF EMM VEHICLES

3.1 Who can drive the Municipal Vehicles?

- 3.1.1. Municipal/leased or hired vehicles are used for municipal purposes. Drivers who make use of EMM vehicles shall adhere to this code of practice. No person receiving a transport allowance is entitled to drive a council vehicle unless, under certain circumstances, written permission may be obtained from the City Manager for staff receiving transport allowances to use a vehicle to carry out their official duties.

Examples for such cases will be where several officials tour the metro in a kombi on a visit to projects or where officials travel to neighbouring states to collect stolen vehicles etc.

Office workers with transport allowances are not permitted to drive with operations officers to site in a council vehicle.

- 3.1.2. Officials on transport allowance scheme shall comply with the provisions of Transport Allowance Scheme.
- 3.1.3. Only properly authorized persons by EMM Management may be transported in EMM vehicles.
This authority shall be in writing and will only be granted for purposes of official municipal duties.
- 3.1.4. Only authorized cargo may be carried in municipal vehicles.
- 3.1.5. Members are not allowed to drive vehicles that are not allocated to them.

3.2 Utilization of EMM Vehicles:

- 3.2.1. Smoking is prohibited in EMM Vehicles.
- 3.2.2. Under no circumstances shall a council vehicle be made available for any other purpose than for official business or official council events.
- 3.2.3. No unauthorized or purposeless driving of EMM vehicles is permitted.
- 3.2.4. It is the responsibility of EMM drivers to ensure that all trips/usage are recorded on the prescribed vehicle occurrence/logbook/trip sheet.
- 3.2.5. No EMM vehicles shall be utilized outside Ekurhuleni boundaries without written permission to do so.
- 3.2.6. EMM vehicles shall only be used for the purpose which they have been designed.
- 3.2.7. All EMM Vehicles, except those specifically exempted by the City Manager, shall be properly marked in EMM Logo at all times.

3.3 Driver requirements:

No person except designated driver shall drive EMM vehicle on a public road or occupy the driver seat of a motor vehicle of which the engine is running;

- 3.3.1. Except under the authority and in accordance with the conditions of the license issued to him/her and in terms of the Roads Transport Act or any document deemed to be a license in terms of the Act.
- 3.3.2. Unless he or she keeps such license or document or any other prescribed authorization with him or her in the vehicle.
- 3.3.3. Unless in possession of a valid license relating to the category of vehicle and cargo.
- 3.3.4. While the concentration of alcohol in any specimen of blood taken from any part of his or her body is not less than 0, 05 gram per 100 millilitres or in a case of a professional driver not less than 0, 02 gram per 100 millilitres. This should be done by a medical professional or a person trained to do so.
- 3.3.5. Under the influence of any drug or medicine which could impede his/her driver ability.
- 3.3.6. No person shall refuse that a specimen of blood or specimen of breath be taken of him/her by a professional medical person or delegate trained to do so.
- 3.3.7. Drivers must obey all road signs, rules and regulations as stipulated in the Road Traffic Act, section 73 of the National Road Traffic Act 93 of 1996 and AARTO Act no. 46 of 1998.

4. DRIVER EVALUATION TEST

All newly appointed officials that their job description involves driving of council vehicle shall undergo compulsory municipal driver evaluation test before driving council vehicle. This shall also apply to internal promoted officials and official acting on position that requires driving of council vehicles. This evaluation test shall be carried out by EM PD.

5. ROADWORTHINESS OF EMM VEHICLES

- 5.1. It is the sole responsibility of Fleet Management Division to organize repairs, services, modifications and attach any accessories that may be necessary to EMM vehicles and therefore all mentioned above shall be directed to Fleet Management Division. No department or driver will be allowed to arrange their own repairs.
- 5.2. Departmental Supervisor/Manager or delegates shall ensure that all services schedule are adhered to in accordance with manufacturer specifications by booking in vehicles for the respective service to Fleet Management Division.
- 5.3. Drivers may not drive a vehicle which is out of service or with a defect which has an influence on any safety aspect influencing the road users, passengers, driver or the vehicle itself.
- 5.4. Departmental Supervisor/Manager/Delegate shall ensure that EMM vehicles are properly licensed and shall at all times be kept in a roadworthy condition.
- 5.5. Drivers shall not drive a vehicle which they know is out of service or which is in a defective condition

6. SAFE CUSTODY OF VEHICLE

6.1 Municipality Designated Parking:

- 6.1.1. On completion of the shift all EMM vehicles shall be parked in designated EMM premises.
- 6.1.1. A parked vehicle shall be properly locked and where applicable all anti-theft devices activated.

6.2 Parking vehicle overnight outside EMM premises:

- 6.2.1. In the event where an EMM vehicle is to be taken home overnight for standby purposes, written prior permission shall be obtained from the Director of the division.
- 6.2.2. The Divisional Director shall ascertain that private parking of the officials is of a satisfactory lockable garage. If the driver has no lockable garage, the vehicle can be parked on Council premises which have lockable facilities that are suitable for storage of Council vehicles.
- 6.2.3. An applicable permission form for private residential parking shall be completed accordingly and filed for record purposes.

6.3. Absenteeism while in possession of EMM vehicle:

- 6.3.1. In any event where official absent him/herself from work while in possession of EMM vehicles, he/she shall immediately notify the respective department and arrangements shall be made to collect the vehicle immediately.

7. INSPECTIONS:

- 7.1. All vehicles are to be checked by respective driver at the commencement of a shift in accordance with the standard daily check list. Please refer to Annexure D
- 7.2. All defects shall be reported to the workshop immediately.
- 7.3. Departmental Manager/Supervisor or delegate shall ensure that driver submit the daily check list at least once in a week.
- 7.4. Departmental Manager/Supervisor/delegate shall file the daily check list for record purposes.

8. KEYS AND SPARE KEYS

- 8.1 The driver of vehicles shall ensure at all times that the ignition, door lock, fuel cap, gear lock and other keys of the vehicle in use are suitably safe guarded against loss or theft.
- 8.2. 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 the Fleet Management Services.
- 8.3. At no time shall a driver leave his/her vehicle unattended without first switching off the engine and removing the ignition key, engaging the gear lock and removing the key.

- 8.4. Vehicle keys will only be replaced by Fleet Management Division on production of a copy of the relevant loss report.
- 8.5. All vehicle spare keys will be kept at Fleet Management Office.
- 8.6. Duplication of EMM vehicle keys will constitute fraud.
- 8.7. All vehicles keys shall be safely kept in the offices of the Supervisor/Manager/Fleet Co-ordinator or delegate after completion of the shift.

9. SAFETY

- 9.1. All personnel of EMM shall ensure that all obligations of the OHS ACT 85, of 1993 are complied with in terms of Mechanical Engineering.
- 9.2. All personnel of EMM shall ensure that all obligations of the Road Traffic Act, Ordinances and Regulations are adhered to in terms of Vehicle Operations.
- 9.3. All EMM drivers shall ensure that vehicles are kept clean at all times and Departments Management shall monitor vehicle cleanliness on a routine basis.

10. FLEET CO-ORDINATORS

- 10.1. Departments shall appoint an official to act as Fleet Co-ordinator for that particular department/division.
- 10.2. In the absence of duly elected Fleet Co-ordinators Supervisor/Manager of the Division/Department shall automatically resume the responsibility.
- 10.3. Fleet Co-ordinators shall ensure that all municipal employees adhere to the municipal fleet user code of practice for all EMM owned, hired and leased vehicles.
- 10.4. A Fleet coordinator shall be appointed in writing by the relevant ED of the Department and such appointment letter will be kept on file by the Fleet Management Division, EMM Fleet Proxy.
- 10.5. Appointed Departmental Fleet Co-ordinators shall be required to attend meetings from time to time to assist Fleet Management Division in managing the EMM fleet.

11. BREAK DOWN PROCEDURE

In the event of a breakdown the driver shall:

- 11.1. As safe as possible, park the broken down vehicle and apply appropriate signage.
- 11.2. Report the breakdown to his/her immediate Supervisor and Fleet Management or if contact cannot be established with management then to contact the Crisis Control Room to facilitate the communication.
- 11.3. Give full description of the breakdown, details of the vehicle and location.
- 11.4. The driver shall remain within the vicinity of the vehicle during the breakdown.
- 11.5. Once the breakdown has been reported the vehicle shall remain on the location until Mechanical Workshop personnel or its representative has arrived on the scene.

12. ACCIDENT INCIDENT EVALUATION COMMITTEE

Accident/Incident Evaluation Committee shall be established and will consist of Ekurhuleni Metropolitan Police Department, Fleet Division and Human Resource. This Committee will assess every accident/incident involving council vehicle and where necessary retest the driver involved. The committee shall submit their recommendations to the Executive Director of the Department.

13. VEHICLE ACCIDENT! INCIDENTS

All accidents occurring to EMM Fleet shall be handled as follows:

- 13.1. The driver of a vehicle, if capable to do so, shall immediately report the accident to EMM Crisis Control centre who will then call SAPS and EMPD.
- 13.2. The driver shall if capable of doing so call Departmental Foreman or Representative and Mechanical Workshop to visit the scene of accident.
- 13.3. The accident scene shall be handled in terms of Road Traffic Act, 86 of 1996, Section.
- 13.4. The Driver/Operator/Crew members are not permitted to speak to the media about the accident.
- 13.5. The driver should not admit guilt for causing the accident to anyone one the scene of the accident
- 13.6. The Driver/Operator/Crew involved in the accident shall at all times co-operate with the SAPS, EMPD and Emergency Services officials.
- 13.7. Fleet coordinators shall ensure that drivers report all accidents/incidents to Fleet Management Office and that relevant accident/insurance forms be completed.
- 13.8. In the event of a stolen vehicle or removable item of vehicle, the driver shall immediately report such accident to SAPS and within 24 hours report the same to Fleet Management Office.
- 13.9. Damage observed on a vehicle but not reported will be charged to the driver of the vehicle as per log sheet immediately during the observation of the damage.

14. TRAFFIC FINES

- 14.1. Traffic fines arising from neglect on the part of the driver shall not be paid by the Municipality. The driver will be held personally responsible and will not receive any financial assistant from the employer.
- 14.2. Traffic rules offenders shall be dealt with according to the provision of Road Traffic Act (Section 73 of National Road Traffic Act 93 of 1996) and AARTO Act No. 46 of 1998.
- 14.3. All traffic fines will be received by EMM Fleet Proxy who will transfer the fine to Departmental Fleet Co-ordinator / Supervisor / Manager or delegate who will in turn submit the fine to the identified affected driver.
- 14.4. Failure to comply with the provision of the Road Traffic Act and AARTO Act, the EMM Fleet Proxy shall transfer the fine to the Fleet Co-ordinator or Departmental Head.

15. STOLEN VEHICLES

In the event of a stolen vehicle, or any removable items of a vehicle, the Driver/Supervisor of the Department shall immediately report such incident to SAPS and within 24 hours the same should be reported to the Fleet Management Office.

16. INSURANCE

All EMM vehicles are comprehensively insured against accidents or losses. The driver of a vehicle must immediately report the accident or incident to his Supervisor and Fleet Management Division. The Supervisor concerned must ensure that all section of insurance claim form is completed, signed, dated and submit to the Fleet Management within 48 hours of the accident or incident. This shall be done in the case of:

- 16.1. Any accident, theft and hijacking;
- 16.2. Any loss or theft of vehicles accessories including batteries, spare wheels, etc.;
- 16.3. Any damage to a vehicle even if such damage is not related to a specific known accident;
- 16.4. Any incident involving damage to private or public property irrespective of whether or not any damage occurred to the official vehicle;
- 16.5. The driver shall also provide the date, time, place of accident full description of accident, addresses of witnesses, name of addresses of injured; name and address of third parties, registration numbers and makes of vehicle, description of the damage, expiry date of the vehicle, license disk or permit.

17. DISCIPLINARY MEASURES

Onus shall be on the relevant department to institute disciplinary action on officials that transgress this code of practice. Fleet shall provide technical reports wherever necessary.

18. PILFERING

Siphoning of fuel from EMM vehicles, tampering with batteries, and all removable item of vehicles, unauthorized usage of EMM vehicles at night and week-end, etc. all that is prohibited by this code constitute fraud and alleged perpetrators/transgressors shall be dealt with in terms of EMM Disciplinary Code.

ANNEXURE A

<p>PERMISSION TO PARK A VEHICLE AT A PRIVATE RESIDENCE</p>

1. Driver Information

Surname: _____ Initials: _____

Salary Reference no: _____ Cost Centre: _____

Section: _____ Division: _____

Identification no: _____ Job Title: _____

Vehicle registration number: _____

Vehicle to be parked at:

I, _____ the undersigned, hereby apply to park a vehicle at my residence.

From (time and date): _____ to _____

1. Manager Information

Surname: _____ Initials: _____

Cost Centre: _____ Salary reference no: _____

Job Title: _____ Telephone number: _____

I certify that the mentioned vehicle registration number _____ will be parked at the abovementioned address. The use of the vehicle has my authorization.

Signature: _____ Date: _____

APPROVAL GRANTED/NOT GRANTED:

Municipal Manager: _____
Or
Executive Director: _____
Or
Director: _____

ANNEXURE

<p>APPLICATION FOR AD- HOC VEHICLE (SHORT TERM) TRIP AUTHORISATION</p>

To be used by all Municipal Employees for every authorized trip and must at all times remain in the car for the duration that the vehicle is issued.

1. Details of Driver

Surname: _____ Initials: _____

Salary Reference no: _____ Service Organization: _____

Areas to be visited: _____

Cost Centre: _____ Section Code: _____

Telephone No: _____ Fax No: _____

E-mail address: _____

Job Title: _____

Period that the vehicle is required (not more than 3 months):

From (date and time): _____ To (date and time): _____

Date of request: _____

Signature: _____

2. Details of the Supervisor

Surname: _____ Initials: _____

Salary Reference no: _____

3. Details of Director/Deputy Director (Authorization for 1 — 5 days)

Name: _____ Job Title: _____

Date: _____ Signature: _____

Please state reasons why the vehicle is required

4. Details of Executive Director/Director/Deputy Director Fleet Management (Authorization for more than 5 days)

Name: _____ Job Title: _____

Date: _____ Signature: _____

Please state reasons why the vehicle is required:

ANNEXURE

<p>TRANSFER OF VEHICLE FORM</p>
--

Vehicle registration number: _____

Description of vehicle: _____

Type of vehicle: _____ Model of vehicle: _____

Make of vehicle: _____

Transferred from: _____ Transferred to: _____

Directorate: _____ Directorate: _____

Section: _____ Section: _____

Section code: _____ Section code: _____

Cost center: _____ Cost center: _____

Telephone no: _____ Telephone no: _____

Fax no: _____ Fax no: _____

Date of Transfer: _____

Odometer Reading: _____

Are the under mentioned in order and on hand (mark with a Y = Yes or N = No or NA = Not Applicable)

	Y/N/NA		Y/N/NA
Wheel Spanner		Crane	
Jack and Lever		Keys	
Floor Mats		Service Book	
Mirrors		Warning Triangles	
Spare Wheel		Safety Belts	
Hub Caps		Spare Keys	
Log Book		Number Plates	
Winch		80 MHz Radio	
Air conditioner			

Condition of vehicle (any visible damage must be described in detail)

ANNEXURE

First line inspection Check list

DAILY VEHICLE CHECK LIST

Vehicle Reg. No _____ Fleet no _____ Week ending _____

Department _____ Section _____

Send completed top copy to the fleet workshop foreman every Monday morning

Check Every day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Oil level						
2	Brake fluid level						
3	Under the vehicle and clamps						
4	Battery lever and clamps						
5	Excessive steering play						
6	All lights						
7	Water lever						
8	COF if required						
9	Rear view Mirrors						
10	Hooter						
11	All instruments						
12	Seats and trimmings						
13	Windows and winders						
14	Doors and Locks						
15	License Disk						
16	Wipers						
17	Jack and wheel spanner						
18	Triangle warning sign						
19	Tyres, rims and nuts						
20	Body dents and scratches						
21	Exhaust system						
22	C chassis and wiring						
23	Drivers license on person						
24	Cleanliness of vehicles						
25	Is vehicle trip authorized						

Please pay attention to the following faults.

Attention to following faults:

FLEET CO-ORDINATOR / SUPERVISOR _____

SIGNATURE _____