



# VEHICLE POLICY

## 1. PREAMBLE

“This Vehicle Policy is applicable to all officials and any other person that may be authorized, from time to time, to drive a Council vehicle”.

## 2. DEFINITION

All terminology used in this policy shall bear the same meaning as in the applicable legislation.

## 3. LEGAL FRAME WORK

Road Traffic Act of 1989

## 4. POLICY CONTENT

- 4.1 Each Department/Division is responsible for the safe keeping, daily utilization, overall control and renewal of license of the vehicles in the Department/Division.
- 4.2 All drivers of Council vehicles should be in possession of a valid driver's license suitable for the type of vehicle which is being driven. (**Section 40 of Road Traffic Act of 1989**)
- 4.3 Drivers of vehicle should have their drivers license with them at all times when driving a vehicle as it is an offence (**since 1 October 1992**) to drive a vehicle without the license in the possession of the driver.
- 4.4 Where applicable, a driver of a vehicle with a gross mass of more than 3500kg, must be in possession of a Public Driver's Permit (**PDP**). It will be the responsibility of a driver who must be in possession of PDP to pay for his PDD and ensure that it is valid.
- 4.5 No driver will be allowed to drive a vehicle under the influence of an intoxicating liquor, drugs or substance.

- 4.6 The driver and responsible person of a department must ensure that each vehicle has a valid vehicle license disk, being displayed at the left-hand bottom of the windscreen of the vehicle and is responsible for the renewal thereof.
- 4.7. No person(s) other than a Council official is allowed to drive a Council vehicle and no passenger other than Council official may be transported.
- 4.8 No Council employee must be transported in a Council vehicle if such an employee is not on duty.
- 4.9 Drivers must complete a daily inspection form in terms of **Annexure A** before the vehicle leaves the parking area, unless circumstances require otherwise.
- 4.10 Inspection forms must be handed to the Supervisor prior the vehicle being used for the daily activities and if no such an inspection is carried out it will be regarded as misconduct which must be handled in terms of the Council's Disciplinary Code.
- 4.11 Vehicles must be inspected by the driver, Supervisor or designated person of each Department/Division on a weekly basis.
- 4.12 All vehicles must be equipped with a logbook, in the form of Annexure B, at all times and it may not be removed from the vehicle.
- 4.13 Logbooks must be completed on a daily basis and the logbook should be available for inspection by the Supervisor and other Senior Officials. No person may drive a council vehicle without completing the log book.
- 4.14 The logbooks may also be inspected by the designated official or Superintendent Mechanical Workshop when the vehicles are due for a service.
- 4.15 Fuel will only be issued on presentation of a vehicles logbook and the driver must ensure that the liters of fuel and odometer reading are listed correctly.
- 4.16 Vehicles must be filled with fuel during official hours at the Division Stores to avoid the requiring of fuel at private filling stations.
- 4.17 No driver will be allowed to take a Council vehicle to his private home except an official on standby duty or where permission has been granted by the Head of the Department.
- 4.18 Council vehicles may not be equipped with non-standard accessories for example, aerofoils, special rims, free flow exhausted systems, etcetera unless such equipment are essential for the execution of the officials work and approved by the Mechanical Workshop.
- 4.19 All Council vehicles left unattended or without supervision must be locked unless circumstances require differently.

- 4.20 All defects on a vehicle must be reported to the Mechanical Workshop immediately by completing a Job Card for attention or the necessary arrangements for repair.
- 4.21 A Council vehicle must be parked correctly in a demarcated area on a road or roadway and may not constitute any danger to other traffic.
- 4.22 When driving a Council vehicle in the veld, overgrown grass area or any difficult terrain, the driver must make use of a person to walk ahead of the vehicle to look out for obstructions.
- 4.23 Passengers, being Council officials, traveling on the open loading deck of a vehicle, must be seated on the floor when in motion and not on the sides or back (tailgate) of the truck.
- 4.24 Drivers of Council vehicles must ensure that vehicles are not overloaded during operation.
- 4.25 Only certified hydraulic crane operators (jib crane) are allowed to operate such equipment.
- 4.26 Council vehicles may not be used for the training of individual Council employees to obtain a drivers license, unless where the driver's status to drive a vehicle with a specific code has changed as a result of amended/changed job description per Council Resolution. In such case the relevant Director must give written permission and inform the relevant officials.
- 4.27 When a vehicle is presented to the Mechanical Workshop for a service or repairs the driver of the vehicle or the supervisor must complete a Job Card which is available from the Workshop. On completion of the work the Mechanical Workshop must give feedback on the cost for the repair either on the Job Card or a copy there-off for budget control purposes.
- 4.28 The Mechanical Workshop will ensure that priority be given to the repair of vehicles of Departments/Divisions providing an essential service.
- 4.29 The driver is responsible for the cleaning of the vehicle/machine allocated to him for the day's duties and vehicles must be kept clean and in acceptable at all times.
- 4.30 During the service of a vehicle the engine of the vehicle will be cleaned by the Mechanical Workshop with the use of high pressure steam.
- 4.31 All vehicles and equipment must be kept clean as far as reasonably possible and no repair work, by the Mechanical Workshop, will be done to a vehicle not being cleaned.
- 4.32 Drivers can request the Mechanical Workshop to clean the engine of the vehicle on regular intervals.

- 4.33 All vehicles to be provided with the official Council's emblem indicating the name of the municipality and the department and or section where the vehicle is being utilized.
- 4.34 No official should attempt to try and remove a stuck vehicle and the Mechanical workshop must be notified immediately.
- 4.35 All Council vehicles utilized for standby as well as new vehicles will be fitted with a Netstar Tracking device.
- 4.36 A Departmental Head/Manager in consultation with Corporate Services must institute disciplinary action against a driver in his Department/Division if negligence or abuse of a vehicle is suspected and report the outcome of such action to the Council.
- 4.37 Arrangements must be made in advance with the Mechanical Workshop to have the vehicles services at regular intervals which will not be more than 10000 kilometers.
- 4.38 That only the official on standby duty be allowed to take the Council vehicle to his/her home after hours. Such vehicles must be parked or locked in a safe and secured area.
- 4.39 That all Council vehicles including pool vehicles shall where possible be fitted with a tracking device.

## **5. FIRE FIGHTING VEHICLES**

*The following will be applicable to all Fire Fighting vehicles*

- 5.1 Only trained Firefighters, with a valid drivers license, will be allowed to drive a fire fighting vehicle and must be in possession of his/her drivers license at all times.
- 5.2 The logbook must be completed as a standard item after each and every trip.
- 5.3 Drivers that are booked for the day on the vehicle will be responsible for the inspection and checklists on the vehicle and report all defects.
- 5.4 All defects on the vehicle must be reported to the Mechanical Workshop with immediate effect.
- 5.5 All loose equipment and tools must be checked regularly for ***"in working order"*** and must be cleaned regularly.

- 5.6 Where a vehicle was involved in an accident the driver must not remove or move the vehicle from the place of accident before the Division: Traffic Department and Mechanical workshop or his representative been notified.
- 5.7 If a vehicle is found not to be clean and or equipment not in place it must be reported to the Human Resource Manager immediately who will ensure that disciplinary steps are taken for failure to vehicle or equipment clean.
- 5.8 Vehicles must never be left unattended at any circumstances unless parked at the Fire Station and not working.
- 5.9 When driving a Council vehicle in the veld, overgrown grass area or any difficult terrain, the driver must make use of a person to walk ahead of the vehicle to look for obstruction

## **6. ACCIDENTS**

- 6.1 Where a vehicle was involved in an accident the driver must not remove the vehicle from the place of accident before the traffic department, Mechanical Workshop or his representative and the Departmental Head or his representative, of the department involved, have been notified.
- 6.2 The accident must also be reported to the South African police within 24 hours to obtain a case number of insurance purposes.
- 6.3 Such a vehicle may only be moved or re-used after permission has been obtained from the Mechanical Workshop unless circumstances require otherwise.
- 6.4 The Head the Department/Division, who's vehicle was involved in an accident must complete and submit the necessary quotations for the repair of the vehicle.
- 6.5 The driver and or supervisor of a Council vehicle involved in an accident must complete a statement or report as to how the accident/collision occurred within 24 hours to Director Corporate Services or to the Municipal Manager.
- 6.6 The driver and or supervisor of a Council vehicle involved in an accident must complete and submit the necessary claim forms to the Chief Financial Officer within 48 hours for insurance purposes.
- 6.7 The driver or supervisor must submit a copy of all relevant information pertaining to the accident to the Mechanical Workshop.

- 6.8 The Manager or designated official: Mechanical Workshop must report all accidents to the Vehicle Investigation Committee on monthly bases.
- 6.9 The Vehicle Investigation Committee must investigate all accidents deemed necessary and make recommendations to the Director of the effected Department/Division for taking the necessary steps, if any, against the driver.
- 6.10 The Vehicle Investigation Committee must report on a monthly basis to the Council on recommendations made to Departments/Divisions and action to be taken.
- 6.11 The Vehicle Investigation Committee will consist of the following:
- Director Corporate Services
  - Manager Mechanical Workshop
  - Manager Traffic and Fire
  - Manager Human Resources
  - Relevant Departmental Head
- 6.12 The Mechanical Workshop will inform the Department Financial Services of which quotation is being recommended by the Workshop with regard to the standard of workmanship.
- 6.11 The Chief Financial Officer will notify the Mechanical Workshop which Quotation was accepted by the Insurers for the repair of the vehicle by issuing the necessary order.
- 6.12 The mechanical Workshop will notify the driver of the vehicle or the Supervisor where and when the vehicle should be taken to the place of repair.
- 6.13 After the vehicle has been repaired the vehicle may only be removed after  
It had been inspected by the Mechanical Workshop.
- 6.14
- 6.15 In the event of a vehicle being stolen or in a scrapped condition after an Accident, a report by the relevant department/division must be submitted to Council in order to remove the vehicle from the Asset Register and to obtain permission from Council for the replacement of the vehicle.

## **7. IMPLEMENTATION AND MONITORING**

This policy will be implemented and effective once recommended by the Local Labour Forum and approved by Council.

**8. COMMUNICATION**

This policy will be communicated to all Municipal employees using the full range of communication methods available to the Dihlabeng Local Municipality.

**9. ROLES AND RESPONSIBILITIES**

The Municipal Manager or his/her delegate assignee accepts overall responsibility for the implementation and monitoring of the policy.

**10. PENALTIES**

Non-compliance to any of the stipulations contained in this policy will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code.

**11. POLICY REVIEW**

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary.

**12. AUTHORITY**

**Formulation Policy : Director: Corporate Services**

**Authorization Policy : Council**

**Ownership & Maintenance Manager : Director: Corporate Services**