BREEDE VALLEY

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

FLEET MANAGEMENT POLICY

A Unique and caring valley of service excellence, opportunity and growth

BREEDE VALLEY

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BREEDE VALLEY MUNICIPALITY

FLEET MANAGEMENT POLICY

PREAMBLE

Breede Valley Municipality has a legal, obligation to protect municipal assets against abuse, which could result in a loss to the Municipality.

These assets include the municipal vehicle fleet as well as vehicles, used by the municipality on lease or loan basis.

This policy excludes vehicles used subject to specific agreements, such as vehicles used by councillors, and private vehicles of officials subject to specific conditions of employment.

It is therefore accepted that where an official or councillor has access to a vehicle subject to an agreement as mentioned, such official or councillor will not have the automatic right to use an official municipal fleet or lease vehicle unless permission is provided by the Accounting Officer for special circumstances.

1. DEFINITIONS

Municipal fleet vehicle shall mean an official municipal vehicle listed in the fleet vehicle register and shall include pool vehicles;

Municipal lease/hire vehicle shall, save for contrary stipulations contained in the lease/hire agreement, in which event the lease/hire agreement shall take precedence, for purposes of this policy be regarded to be of the same status as a municipal vehicle and shall include “Vehicles subject to specific agreements”;

Municipal vehicle includes fleet vehicles, pool vehicles and vehicles designated to specific departmentSBUs and includes “Official vehicle”;

Municipal vehicle fleet shall mean all official, branded vehicles listed in the fleet vehicle register of BREEDE VALLEY Municipality;

Official passenger shall include all officials and or employees and non-employees who have the necessary prior written authority to be a passenger in an official vehicle;

Official vehicle shall have the same meaning as “Municipal vehicle” and vice versa;

Private passenger shall mean non-employees who may or may not have the prior written authority to be a passenger in an official vehicle;

Unofficial passenger shall mean officials and or employees and non-employees and or private passengers who do not have prior written authority to be a passenger in an official vehicle;

Vehicle on tour shall mean a vehicle used for out of city trips and stand-over outside the Municipal jurisdiction;

Pool vehicle shall mean all official vehicles that are not designated to a specific ~~Services Business Unit (SBU)~~ Directorate and remain in the pool to be used for official purposes as and when the need arises and the necessary authority obtained;

Vehicles subject to specific agreements shall have the same meaning as "Municipal lease/hire vehicle".

1.1 Clause headings appear in this Policy for purposes of reference only and do not influence the interpretation thereof.

1.2 If any provision in any definition constitutes a substantive provision conferring rights or imposing obligations on any party, effect shall be given to it as if it was a substantive clause in the body of this Policy, notwithstanding that it is only contained in the interpretation clause.

1.3 Any reference to the singular includes the plural and vice versa,

1.4 Any reference to a natural person includes legal persons and vice versa,

1.5 Any reference to a gender includes the other genders.

2. POLICY STATEMENT

The municipal vehicle fleet is an asset by which services are delivered and therefore the management of the fleet is very crucial. The overall management of fleet operations is centralized to Fleet Management Service.

This policy serves to regulate the management and operational requirements of the Municipal vehicle fleet, which includes vehicles owned by the municipality, which are either permanently allocated to departments~~SBUs~~, falls within the vehicle pool or are leased vehicles.

3. LEGISLATIVE FRAMEWORK

This policy is informed by inter alia:

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- The Constitution of RSA, 1996.
- The Local Government Municipal Finance Management Act, Act 56 of 2003.
- The National Road Traffic Act, Act 93 of 1996.
- AARTO Act, Act 46 of 1998
- The Occupational Health and Safety Act, Act 85 of 1993
- The National Environmental Management Act, Act 107 of 1998.
- The Local Government Municipal Systems Act, Act 32 of 2000

4. USE OF MUNICIPAL FLEET VEHICLES

Municipal fleet is provided strictly for official use and shall not for any reason, be used for private or any other purpose without obtaining the necessary written authority of the Director Strategic Services prior to the envisioned private or other use, except in the event of any of the following situations, where authority can be obtained or conduct

ratified after the fact:-

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4.1 General Interest of the public

4.1.1 Where an official whilst officially using a municipal vehicle is required to, in the general interest of the State, Public Services, or of the general public, assist in conveying a person or persons in such a municipal vehicle free of charge.

4.1.2 Examples of this type of situation shall be: -

a. Where an official is required to act as a guide,

b. Where it is required that an eminent person be presented at an inspection,

c. where it is required that an eminent person make an address at an official function.

4.2 Accident or breakdown

4.2.1 Whilst using a municipal vehicle on official duty, comes across an accident or breakdown, and the vehicle involved in the accident or breakdown creates a risk for road safety and only when he/she is convinced that his/her action will not cause damage to the municipal vehicle, he/she may remove such vehicle from the road surface.

4.2.2 Such official may further undertake to deliver a message for the purpose of summoning assistance to a service station, or a business undertaking or an address on his/her authorised route.

4.2.3 Where persons have sustained injuries and/ or are stranded as a result of the accident or the breakdown the municipal official may, if necessary, use the municipal vehicle to convey the injured who can be moved safely, and their personal effects, free of charge to a hospital or doctor on the official's authorized route or the nearest hospital or doctor, and convey the person who are stranded and their personal effects free of charge to a hotel or address on the authorized route.

4.2.4 The residential address(es) of the injured conveyed, if obtainable, and of the stranded person(s) as well as the registration number(s) of the vehicle(s) involved in the accident or breakdown must be recorded in the log-book of the municipal vehicle or on the trip authority form and

4.2.5 The official must explain to the injured and/or his/her relatives or to the stranded persons, at the scene of the accident or breakdown, that they are being conveyed at their own risk.

4.3 Serious emergency, catastrophe or revolt

In cases of serious emergency, catastrophe or revolt, and in the absence of arrangements and instructions issued under statutory authority or other law or

by the Accounting Officer or a particular Directorate~~SBU~~, sub-paragraphs 4.2.1-4.2.5 shall apply mutatis mutandis to the circumstances under paragraph 4.3.

5. USE OF MUNICIPAL VEHICLES FOR SOCIAL EVENTS AND FUNERALS

5.1 An official having to attend a social function in his/her official capacity may use a municipal vehicle for his conveyance as well as that of his/her spouse subject thereto that the prior written authority from the Municipal Manager or his/her delegates has been obtained as stipulated in paragraph 4, and further subject thereto that the terms and conditions of this Policy is strictly adhered to at all times.

5.2 In the event of the funeral of a municipal employee, within the municipal area of jurisdiction, Municipal Vehicles may be utilised for transport of fellow municipal employees attending such a funeral service, subject thereto that the prior written authority from the Municipal Manager or his/her delegates has been obtained as stipulated in paragraph 4, and further subject thereto that the terms and conditions of this Policy is strictly adhered to at all times.

6. STANDARD CONDITIONS APPLICABLE TO USE OF MUNICIPAL VEHICLES UNDER ALL CIRCUMSTANCES

In addition to the necessary prior authority to be obtained under paragraph 4, the further following standard conditions shall apply in respect of use of municipal vehicles:

6.1 Use must be made of the municipal vehicle already allocated to the official or employee or available at the department/directorate~~SBU~~ office, institution or station. The most economical vehicle suitable for the service must be used.

6.3 Enough space must be available in or on the vehicle and the available space must not be required for official purposes or for the special purpose of the particular transport service authorised or to be ratified after the fact.

6.4 The vehicle may not be overloaded.

6.5 An appropriately licensed and duly authorized official or employee who is on official duty must drive the vehicle.

6.6 The vehicle may not deviate from its authorized route or be delayed in the private interest of the driver or the passengers or in connection with the loading and unloading of private property or goods.

6.7 No unofficial passengers (this includes all persons whose conveyance in municipal vehicles are not necessary for the execution of official duties, as well as municipal officials or employees who are off duty) except for or other than for those described under sub-paragraphs 4.1-4.3 and spouses under paragraph 5, shall be allowed to be transported in official vehicles.

6.8 No private or unofficial passengers except for or other than for those addressed in sub-paragraphs 4.1-4.3 and paragraph 5 shall be transported in municipal

vehicles without the express prior written consent of the Director Corporate and Shared Services being obtained following written motivation for each separate instance where such private or unofficial persons are requested to be transported.

6.9 Sub-paragraph 6.8 shall mutatis mutandis apply to requests for instances of transport of private property or goods.

6.10 The use of municipal vehicles for purposes such as proceeding home for meals, making social calls, doing personal shopping, taking relatives for outings and making detours for any private purpose whatsoever is strictly not permissible and is a violation of this Policy as well as of the Code of Conduct for Municipal Employees.

6.11 Official drivers and passengers may convey in municipality owned vehicles such personal luggage as is required by them on a journey. Losses of or damage to such luggage must be dealt with in accordance with municipal policy.

7. INDEMNIFICATION OF MUNICIPALITY AGAINST INJURY, HARM AND LOSS

In instances of any person conveyed in or making use of any vehicle, aircraft or vessel which is in the vehicle fleet of or is the property of the Municipality, the Municipality and/or its employees or persons in the service of the Municipality shall not be liable to such person conveyed or his/her spouse, parent, child or any other person howsoever related to such a person for any loss or damage resulting from any bodily injury, loss of life or loss of or damage to property caused by or arising out of or in any way connected with the conveyance in or the use of a municipal vehicle, aircraft or vessel, unless such person is so conveyed or makes use thereof in, or in the interest of, the performance of the functions of the Municipality. The provisions of this section shall not affect the liability of a person in the service of the Municipality who will fully causes the said loss or damage.

8. TRIP AUTHORITY FORMS

8.1 Prior to any trip undertaken in a municipal vehicle an official driver must complete his/her portion of the trip authority form by signing and printing his/her name, further stating his/her ID number, pay number and telephone number.

8.2 The trip authority form must then be submitted to the supervisor, who must sign it and furnish his/her name in print, inserting also rank and telephone number.

8.3 The trip authority form must then be submitted to the Manager of the department~~SBU~~ who must sign it and furnish his/her name in print, inserting also rank and telephone number.

8.4 The driver must then fully execute the instructions on the trip authority.

8.5 Standard trip authority forms are obtainable from the Fleet Management Services Section.

8.6 In any instance where the need arise for a trip to be undertaken in the absence of a supervisor, Fleet Support Officer and or Manager in execution of official duties, such trip including all points and reasons should also be logged to the Municipal Control Room.

9. ISSUING AND RECEIVING OF VEHICLES

9.1 All vehicles must be issued on the day of travel unless advance authority to park the vehicle at home has been obtained.

9.2 The driver must carry his/ her license and be able to show it upon request.

9.3 The signed trip authority must be carried in the vehicle with a copy placed on the file at their respective offices.

9.4 The intended time of departure and return is to be recorded on the vehicle issue form and compared against the actual time of return. Continued late return of vehicles may lead to a refusal to allocate vehicles in the future.

9.5 Prior to departure of the vehicle the Superintendent: Mechanical Workshop ~~Fleet Support Officer/ Supervisor~~ with the driver will complete a vehicle issue form, recording the condition of the vehicle, quantity of fuel in the tank, checking and verifying all other accessories and equipment.

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9.6 Following the inspection, the driver will sign for the vehicle, taking responsibility for the vehicle at that point.

9.7 Upon return of the vehicle, the vehicle will be checked in, using the same process. The driver must hand in all petrol /diesel/oil purchase slips to the Superintendent: Mechanical Workshop ~~Fleet Support Officer/ Supervisor~~ for verification after each trip.

9.8 Drivers shall personally be held liable for any damage caused negligently to any municipal vehicle and may further be held liable for excessive fuel consumption that cannot be reasonably verified.

10. LOGBOOKS

10.1 Logbooks and all forms and documentation for use with municipal vehicles are obtainable from Stores and Fleet Management Services.

10.2 Hired/loaned vehicles shall be supplied with logbooks for purposes of recording distance travelled in relation to fuel consumption.

10.3 Logbooks must be completed in detail either directly before or immediately after a trip is or has been undertaken.

10.4 The Superintendent: Mechanical Workshop ~~Fleet Support Officer/ Supervisor~~ and the official driver using the vehicle in turn are responsible for the safe custody of the logbook.

10.5 Log sheets for official vehicles shall be submitted to the Fleet Management Services office on weekly basis.

11. LOAD ON VEHICLES

11.1 The load on any municipal vehicle may not exceed the maximum recommended by the manufacturer of the referred vehicle which can be determined by subtracting the tare of the vehicle from the GVM (gross vehicle mass) indicated on the left hand side of the vehicle.

11.2 Loads transported on or in a municipal vehicle, shall always be properly safeguarded in order to prevent any potential damage or loss.

11.3 When a towed unit is used, the total mass of this unit may not exceed the mass of the towing vehicle concerned and as prescribed by the manufacturers.

11.4 Damage or loss caused by overloading or negligence in the control over a load on municipal vehicles will be recovered from the user ~~SBU~~ of the municipal vehicle.

11.5 Drivers shall personally be held liable for any penalty that may be imposed by a court of law for an infringement of the National Road Traffic Act 93/1996 in respect of overloads and unsafe loads carried.

12. REQUIREMENTS FOR DRIVING MUNICIPAL VEHICLES

12.1 All official drivers shall be in possession of a valid driver's licence, operator's card/ certificate as well as driving permit issued strictly by the Breede Valley Municipality, authorising such a driver to drive any Municipal vehicle in any particular class permitted by the valid driver's licence of the official.

12.2 All Traffic Rules and Regulations under the National Road Traffic Act 93/1996, including any other regulations made applicable to users of municipal vehicles shall always be strictly observed and adhered to by official drivers of municipal vehicles.

12.3 Applicable speed limits shall always be observed and not be exceeded for whatever reason.

12.4 Drivers shall personally be held liable for any fine issued and/or penalty that may be imposed by a court of law for an infringement of the National Road Traffic Act 93/1996 in respect of speeding vehicles and exceeding speed limits.

12.5 Drivers shall not under any circumstance drive Municipal vehicle while under the influence of intoxicating liquor or narcotic drugs or substance.

13. ENSURING CARE AND EFFICIENCY IN THE OPERATION OF MUNICIPAL-VEHICLES.

13.1. Officials using municipal vehicles shall always display utmost care and efficient handling of municipal vehicles, to the reasonable satisfaction of the Director Strategic Services.

13.2. All municipal vehicles shall at any given time be subject to inspection by duly authorized officials.

13.3. Municipal vehicles are the assets and property of the municipality and should at all times be available to be handed over to the responsible officer for continuous official use in the event that the present user is not engaged in operations that requires such a vehicle.

14. SAFE CUSTODY OF MUNICIPAL VEHICLES

14.1 Officials in charge of municipal vehicles must ensure that vehicles are always adequately and safely garaged or parked behind a locked gate and or door whilst parked and not in use.

14.2 Parking of vehicles in use during office hours and execution of duties shall be done in a manner as to ensure that the vehicles are adequately, safely and legally parked.

14.3 Responsible and adequate precautions shall always be taken to safeguard vehicles, including accessories and tools, against theft, irregular and unauthorised use, damage and fire.

14.4 When a Municipal Vehicle is garaged or parked, every precaution must be taken to safeguard it against damage, theft or irregular use. The hand brake must be applied, and where the vehicle is parked on a slope, the front wheels must be turned towards the curb or against the slope, and furthermore, where such vehicle has a conventional gearbox either low gear or reverse gear must be engaged, and if it is fitted with an automatic gearbox the gear selector lever must be moved to “P” (parking) position.

14.5 The windows of a garaged or parked Municipal Vehicle must be closed. The doors must be locked, and the ignition key and the door lock key must be removed and kept in safe custody. At the Municipal premises where caretakers or watchmen are on duty, ignition keys shall be handed in at a central point where it will be easily accessible to the caretaker or other users of the vehicle in order to move the vehicle if and when so required. This shall also be the case with pool vehicles within a department~~SBU~~, where a central accessible point where vehicle keys are to be left in safe custody shall be identified by the departmental~~SBU~~ Manager.

14.6 Under no circumstances and at no time, may articles or documents, whether municipal or private property, be left on or under the seats, on the floor or in the glove box of a vehicle used on official duty whilst such vehicle is

parked. Where such articles and documents must be left in the vehicle, it must be locked away in the boot.

14.7 When, on account of their mass and/size, it is impracticable to move articles to the boot of the vehicle or in instances where special heavy vehicles are carrying large consignments of municipal property and /or goods, the driver shall take all possible and practical precautions in order to safeguard such property and/or goods and not absent himself/herself from the vehicle unless the safety of the property and/or goods can reasonably be guaranteed.

14.8 When and where possible, municipal vehicles must be garaged or parked free of charge on municipal premises under carports and in parking areas where access is restricted to official municipal staff only and where unauthorised persons do not have free access to such premises and vehicles.

14.9 Further to the stipulations of sub-paragraph 14.8, the parking of municipal vehicles in the cellar parking of the Civic Centre is strictly forbidden between the hours 7h30 and 16h30.

14.10. In instances where adequate parking for official vehicles are not available on municipal premises, the Manager Fleet Management Services shall with the necessary authority arrange for rental of secure State owned or private commercial parking space through the normal Supply Chain Procedures of the Municipality. Such rented parking shall be identified to official drivers who will be required to garage and park official vehicles on such rented premises.

14.11 Where it is required for municipal vehicles to be used after working hours and over weekends for purposes of official standby duties, and such vehicles have to be garaged and parked on private premises when not in use, such parking and garaging arrangements have to be approved in writing by the relevant ~~SBU~~Department Manager on the distance requisition form. Parking and garaging under such circumstances shall mean that the official vehicle is parked in a secure and properly lockable area or garage. A full description of the address and the facility where the vehicle is to be garaged and parked in these instances shall be recorded on the form or on an annexure to the distance requisition form for purposes of insurance coverage. The onus is on the ~~SBU~~department Manager to ensure that the municipal vehicle under the circumstances pertaining to sub-paragraph 14.8 is garaged and parked under conditions covered and approved by the Municipal Insurance Broker at the time. User~~ SBU's~~ departments are always responsible for the cost of official vehicles and any municipal property, equipment and tools carried thereon.

14.12 In the case of vehicles on tour, the most suitable arrangements must be made in order to ensure the safety and security of the Municipal Vehicle where facilities for official garaging or parking are not available. Any

expenditure incurred in this regard shall be payable by the ~~SBU~~ department using the vehicle.

14.13 Where an authorised official makes use of parking meters, parking garages or parking lots whilst on duty, the expenditure actually and necessarily incurred shall be refunded to him/her by his/her ~~SBU~~ department.

14.14 Authorised drivers responsible for vehicles shall personally be held liable for any loss caused or damage suffered by the municipality as a result of the said driver's noncompliance with the stipulations contained in this paragraph.

15. IGNITION AND DOOR-LOCK KEYS OF MUNICIPAL VEHICLES.

15.1 Fleet Support Officers and all officials or employees in charge of Municipal Vehicles must always ensure that the ignition, door-lock and other keys of the vehicles being used are suitably safe guarded against loss or theft. When vehicles are parked overnight or longer, such keys must be handed in or be kept safe where they may not be easily accessible. This includes locking such keys in a SANS approved lockable safe.

15.2 The Manager Fleet Management Services shall ensure that duplicate keys of Municipal Vehicles are kept separately in locked up in a SANS approved lockable safe at the offices of the said Manager.

15.3 In the case of the pool vehicle, the keys must be handed in to the relevant Fleet Support Officer when the vehicle is finally returned, who in turns shall ensure that the keys are kept safe as stipulated under this paragraph.

15.4 All cases of loss or theft of keys of Municipal Vehicles must be reported without delay to the Manager Fleet Management Services. Duplicate keys for the subject vehicle has to be obtained from the Manager Fleet Management Services who will arrange for new keys to be cut on instruction of the ~~SBU~~department Manager concerned, either to be retained as a new duplicate key or to be issued to the authorised driver on return of the duplicate key.

15.5 Where no duplicate keys are available, the Manager Fleet Management Services may authorise the changing of the locks on the vehicle of which the key is lost or stolen, following consultation with the Manager of the department~~SBU~~ concerned.

15.6. Where keys have been lost or stolen, the authorised driver shall report the incident to the department~~SBU~~ Manager concerned as well as the Manager Fleet Management Services. The driver shall not arrange for new keys to be cut unless expressly authorised to do so and the instruction of the Manager of the ~~SBU~~ department concerned must be complied with, via the office of the Manager Fleet Management Services.

15.7 The cost of replacement of lost or stolen keys alternatively the cost of changing the locks on a Municipal Vehicle of which the keys have been lost or stolen shall be borne by the departmentSBU concerned.

16. ROADWORTHINESS OF VEHICLES.

16.1 Users shall always strive to keep vehicles in a roadworthy condition, with special emphasis on the connection of steering, brakes, lights, wheel nuts, tyre condition and safety belts.

16.2. Any defects discovered shall receive immediate attention before they assume serious proportions or possibly cause resultant damage such as in case where there is any indication of excessive engine heat or lack of oil pressure the engine shall be switched off immediately and the vehicle shall not be driven further under its own power until the matter has been rectified.

16.3 While a municipal vehicle is being driven, the driver shall pay proper attention to the dash gauges and indicator, and immediately take appropriate action should anything untoward be noticed, for the prevention of damage or further damage to the vehicle or its components.

17. **DISPLAY ON MUNICIPAL VEHICLES.**

17.1 Except for the usual registration number plates, other approved plates or marks to indicate municipal ownership or the use of the vehicle by a particular departmentSBU, the manufacturer's mascots and name and model inscriptions and clearance tokens, no marks, special or private insignia, mascots, stickers or advertising material may be displayed on any Municipal vehicle without the approval of the Manager Fleet Management Services in the case of municipal vehicles or the head of the departmentSBU concerned (in consultation with the Manager Fleet Management Services) in the case of departmental SBU vehicles.

17.2 Municipal vehicles, with the exception of all general hire vehicles under all circumstances, which do not carry registration number plates on which appears a special registration mark approved by the provincial authorities and by which the vehicles can be identified as Municipal's vehicles, e.g. BVM 1234, must have separate plates on which a municipal ownership mark appears, fitted not less that 150mm from the usual registration number plates, and –

17.2.1 in the case of vehicles other than motorcycles and scooters, one such plate must be displayed on at least three sides of the vehicle and

17.2.2 in the case of motorcycles and scooters, such plate must be displayed on at least one side of the motorcycle or scooter.

17.3 Fleet Number – all municipal vehicles must be allocated indicator letters, followed by a unique number, for each vehicle by Fleet Management Services.

17.4 Information in respect of the carrying capacity to be displayed on certain vehicles on buses and goods vehicles, information regarding the tare (T), gross vehicles mass (GVM) and where applicable number of passengers must be stencilled or displayed in some other permissible manner in accordance with the requirements of Regulation 368 and 369 of the Road Traffic Act (Act 29 of 1989).

17.5 Municipal vehicles carrying registration number plates and BVM numbers "BVM" or any other registration mark specially approved by the provincial authorities and by which the vehicles can readily be identified as being Municipal vehicles, must display clearance certificates

17.6 If a clearance certificate is lost or destroyed or illegible, this fact must be reported without delay to Fleet Management Services in the case of a pool vehicle, and to the head of the department~~SBU~~ concerned in the case of a departmental~~SBU~~ vehicle. The loss or destruction of a clearance certificate must immediately be investigated and reported to the police.

17.7 Maintenance of plates and information – officials must ensure that the registration number plates and the display, of the information referred to in paragraphs 17.3 and 17.4, on the vehicles in their charge are always in good order and that the colour of the plates, the letters and the figures are maintained in a clear and distinct condition at all times.

18. SPEEDOMETERS AND ODOMETERS AND ODOMETER SEALS.

18.1 It is important that the odometer should always reflect the true distance done by a municipal vehicle. Any defect in an odometer must as soon as is feasible be reported to the manufacturer for reparation and any distance done but not recorded on the odometer must be estimated as accurately as possible and added to the reading on the meter when it is repaired.

19. GOVERNORS

19.1 Where a governor is fitted to a municipal vehicle it must not be tampered with.

20. CARE OF TYRES

20.1 Inflation of tyres – inflation of tyres to the pressures recommended by the manufacturer of the vehicle is of prime importance. Incorrect inflation is probably the main factor contributing to undue wear and premature failure of tyres. To ensure the correct air pressure always it is important that the tyres of vehicles be checked at least once a week. In addition, a visual inspection of the tyres should be made daily. The provincial and national laws applicable to minimum tyre tread depths must always be adhered to.

20.2 Inspection and rotation of wheels, except as indicated below, the rotation of wheels is not considered necessary.

20.3 On trucks with dual rear wheels, tyres with approximately the same amount of wear should be paired. Dual wheels should be run in pairs until the difference in wear between the two tyres becomes so great that re-pairing of wheels is advisable.

20.4 In the case of a vehicle with a tandem rear axle is it imperative to systematically inspect the tyres and to maintain a reasonably equal rolling radius of the wheels on the front and the rear axles of the bogie by interchanging them in such a way as to maintain a similar rate of wear between the tyres on the front and the rear axles. Neglect of this aspect of constant rolling radius invariably leads to fight between front and rear axles, which results in heavy wear on tyres and on axle components, except where an inter-axle differential is fitted.

20.5 Care must be taken that the wheel nuts are properly tightened immediately after a wheel has been rotated or replaced for whatever reason.

20.6 Precautionary measures – The following points should not be overlooked:

20.6.1 The replacement of dust caps on tyre valves.

20.6.2 The regular inspection of tyres for cuts and bruises and for stone wedged between dual rear wheels.

20.6.3 The immediate removal of oil or grease on a tyre.

20.6.4 The proper mounting and removal of tyres.

20.6.5 The rectification of damage to rims, especially those of tubeless tyres.

20.6.6 The immediate rectifications of mechanical defects, which cause unequal tyre, wear.

20.6.7 The use of the correct type of tyres in relation to the terrain at which the vehicle operates.

20.6.8 Avoiding as far as possible any scuffing against or running or backing into a curb and running over projections.

20.6.9 Avoiding sudden or fierce braking and unnecessary acceleration. These factors play an important part in causing excessive tyre wear.

21. BATTERIES, TYRES, TUBES AND ESSENTIAL TOOLS.

21.1 Officials in charge of municipal vehicles must approach Fleet Management Services for the replacement of all unserviceable batteries, tubes and tyres and essential tools such as jacks and wheels spanners. In case of an emergency, these items may be bought locally subject to tender delegations, and in the case of-

21.1.1 A battery- the battery being replaced must be handed in to the supplier in part – payment for the new battery, and an invoice to that effect should be obtained. Where such unserviceable battery is still under guarantee, such guarantee must be returned to the supplier who issued it, for replacement free of charge.

21.2 A tyre- the unserviceable tyre must be disposed of as prescribed in the paragraph dealing with Handling and Disposal of unserviceable tyres, batteries, spare parts, accessories, tools etc.

21.3 Unserviceable jacks must be returned to Fleet Management Services.

22. FUEL AND OIL

22.1 Fuel and oil are obtainable from the municipal fuel depots and approved filling stations through the relevant means of requisition.

22.2 Vehicles which are allocated Petrol/Toll cards can refuel at garages that are linked to the card and all transaction slips must be submitted to Fleet Management Services with their respective log sheets.

22.3 Only petrol/diesel/oil of the grade prescribed by the manufacturer of a vehicle may be used in municipal vehicles.

22.4 In view of the fire hazard and the risk of theft, the transporting of additional amounts of fuel in separate containers is prohibited.

22.5 Fuel for use on machinery e.g. lawn mowers etc (which must be filled in containers) must be obtained with proper approval from the respective department~~SBU~~ manager and the manager Fleet Management Services. Officials who need to fill in containers for this purpose must get approval before re-fuelling. A copy of such approval must be submitted to the Fleet Management Services.

22.6 Effort should be made to establish the vehicle's fuel consumption, either in litres per 100km, or from one filling-up of the fuel tank to the next. Knowledge by Fleet Support Officer's on the consumption obtained over specific distances or periods is recommended. The discovery of a sudden increase in consumption over a short period also contributes to the immediate disclosing of losses resulting from theft, leakage or mechanical defects or the incorrect recording of fuel consumption.

22.7 In order to facilitate control over fuel consumption, fuel tanks of vehicles should always be filled to the maximum capacity of the tank without overfilling the tank.

22.8 When driving a vehicle, the appropriate gear shall always be selected, with due regard to road conditions.

22.9 The vehicle's speed should be kept as even as possible and the most economical speed for the particular vehicle shall be maintained, with due regards to the speed limits applicable at different localities.

22.10 Acceleration should be evenly and gently executed.

22.11 Any strong smell of fuel especially when the vehicle is in motion must be investigated without delay. Besides causing wastage, fuel leaks are extremely dangerous.

23. IRREGULAR IMPROPER AND UNAUTHORISED USE OF MUNICIPAL TRANSPORT.

23.1 In the event that any municipal vehicle is used irregularly (not in line with this Policy), driven recklessly, neglected or misused, the matter shall be viewed in a serious light and disciplinary action against the offending official shall be taken exclusive from any proceedings which may be instituted in terms of the Road Traffic Act.

23.2 Where municipal vehicles are used without authority, the official/driver concerned shall be disciplined and in addition to such disciplinary action be held liable for. -

23.2.1 The cost of the distance travelled, fuel consumed, incorporating drivers' tariffs where applicable, and

23.2.2 Where the vehicle was involved in an accident, the cost of repairing any damage caused to the vehicle as well as any amount expended in settling third-party claims arising out of the accident.

24. ACCIDENTS

24.1 The following procedure must be followed in the event of a municipal vehicle being involved in an accident, no matter how trivial and irrespective of whether any person or animal or property or another vehicle is involved: -

24.1.1 Call a police or traffic officer if possible or, if no such officer is available, report the accident as soon as possible, but within 24 hours, to a police station or a police or traffic officer and furnish full particulars.

24.1.2 Supply the name and address of the driver of the municipal vehicle and the number of the vehicle to any other person having reasonable grounds for requesting the information.

24.1.3 Under no circumstances must any payment be offered or made to a third party or admission of guilt at the scene of the accident.

24.1.4 Endeavours must always be made to obtain a written statement from third parties who witnessed the accident.

24.1.5 Should a driver of a vehicle be suspected of being under the influence of intoxicating liquor or narcotic drugs, this fact must be brought to the notice of the police or traffic officer called to the scene of the accident with the least possible delay, and every assistance must be rendered to him/her in ensuring that the suspected person be examined by a doctor as soon as possible.

24.1.6 At least the following, which are required for completing the accident report form, must be obtained as soon as possible, preferably at the scene of the accident:

24.1.6.1 The BVM and/or registration number, makes and type of the other vehicle(s)

24.1.6.2 The name, address, ID and home and work telephone number of the driver(s) and the owner(s) of other vehicle(s).

24.1.6.3 The name of the insurance company/broker with respect to the other vehicle(s) driver(s) and the owner(s) of the other vehicle(s).

24.1.6.4 Whether the driver acted in his/her own interests or in the interests of the owner of the vehicle.

24.1.6.5 The nature and extent of the damage caused to the other vehicle(s) in this accident only.

24.1.6.6 The name, address, ID number, home and work telephone number and estimated age of any passengers and/or pedestrian(s) involved in the accident and of any person(s) killed or injured, as well as the nature and extent of injuries.

24.1.6.7 A description of animals and fixed objects involved in the accident and the name and address of the owner, in the case of animals and also the name and estimated age of any headsman (men) who tended or drove the animals, as well as the nature and extent of injuries and damage.

24.1.6.8 The name, address, ID number, and home and work telephone number of every witness, including the occupants of the other vehicle(s) concerned.

24.1.6.9 Measurements for the preparation of a sketch of the scene of the accident.

24.1.6.10 Whether or not the road was fenced in or either sides or one side only.

24.6.1.11 Reporting the accident (other than to the police)

24.7 The driver of the municipal vehicle must make a suitable endorsement in the log-book of the vehicle and must without delay complete those portions of the accident report form for which he/she is responsible and must send the report together with statements by witnesses and other supporting documents, in duplicate in the case of both pool vehicle, permanently allocated vehicles and

departmentalSBU vehicles, to his/her Fleet Support Officer who should then submit to the Fleet Management Services for processing.

24.8 Accident report forms can be obtained from the Traffic and Licensing Services and SAPS on request at the time of the accident.

24.9 The Fleet Support Officer must ensure that the responsible departmentSBU representative furnishes the statement regarding the official use of the vehicle. The mechanical report must be completed by Mechanical Workshop in the case of pool vehicles and permanently allocated vehicle and in accordance with the instructions of the departmentSBU concerned in the case of departmentSBU vehicles.

24.10 The Fleet Support Officer must send the original report form and all the supporting documents to Fleet Management Services. A copy of the report form and copies of supporting documents must be filled appropriately.

24.11 Legal proceedings – should the driver of a municipal vehicle be required to appear at an inspection and/or inquiry, or should any criminal or civil proceedings be instituted against him/her, he/she must immediately submit the summons, subpoena or notification to appear served upon him/her, to the Manager Fleet Management Services in order that the insurance Representative may be consulted in the matter.

24.12 Third-party claims received must immediately be submitted, by the Manager Fleet Management Services to the insurance representative in the case where a municipal vehicle is involved in the accident,

24.13 When receipt of a claim is acknowledged, it must be stated clearly in the letter of acknowledgement that it is being done without prejudice and that the claim is receiving attention. The letter must contain no statement or admission that could possibly prejudice the Municipality's case.

25. SUSPENSION OF OFFICIALS FROM DRIVING MUNICIPAL VEHICLES

25.1 In the event of a municipal vehicle being or having been subjected to flagrant misuse or irregular use; or

25.2 where positive proof exists that an official is or was guilty of reckless, wilful and negligent conduct whilst driving a municipal vehicle or such vehicle was involved in an accident while being so driven; or

25.3 where the driver of a municipal vehicle has been found guilty of driving such vehicle in a reckless, wilful and negligent manner; or

25.4 where the service provider has indicated driver negligence, abuse, improper or total neglect of the operational manual of the vehicle any of which resulted in a breakdown; or

25.5 where an official driver was under the influence of intoxicating liquor or narcotic drugs or substances or the concentration of alcohol in his/her blood was not less than that prescribed by legislation whilst driving a municipal vehicle; or

25.6 where an official has been found guilty of using a municipal vehicle in contravention of any of the stipulations of this Policy;

25.7 such official must immediately be suspended from driving a municipal vehicle until such time as prescribed corrective and reasonable under the circumstances by the Manager of the relevant department~~SBU~~ in consultation with the Manager Fleet Management Services.

25.8 The Fleet Management Section division must be notified in writing of all suspensions and lifting of suspensions.

26. DAMAGE, LOSS, DEFICIENCIES AND THEFT.

26.1 The Claims and Loss Control Committee shall oversee all accidents, deficiencies, theft, incidents and losses in relation to municipal vehicles.

26.2 Damage, losses and deficiencies as a result of major and other inevitable causes, and thefts should immediately be reported to the Fleet Support Officer concerned.

26.3 An official or employee who takes over a municipal vehicle must ensure that any damage or deficiency is immediately, in writing, brought to the attention of the Fleet Officer.

26.4 A person who does not comply with the requirements of sub-paragraph 26.1-26.3 will be deemed to have received the vehicle in good order.

26.5 Further to paragraph 26.4 the vehicle is the responsibility of the ~~user~~ department ~~SBU~~ and such department~~SBU~~ will be held liable for any accident damage or loss not reported to Fleet Management Services beforehand.

26.6 Where incidents of damage, loss, deficiency and theft occur, the official operating the municipal vehicle must immediately report the incident to his/her Supervisor, who in turn must notify the police within 24 hours and his/her Fleet Support Officer at Fleet Management Services without delay. Where an official returns a vehicle to the Fleet Management Services not in a condition as it was collected, he/she must report any damage, loss, deficiency or theft, which has not yet been brought to notice. The Fleet Support Officer shall ensure that all cases are properly investigated by obtaining all particulars, and statements required for such incidents.

26.7 Where incidents of damage, loss, deficiency and theft occur while a vehicle is on tour, official concerned must report the incident to the nearest police station within 24 hours and on his/ her return to his/ her headquarters without delay to his/her Supervisor, who in turn must notify the Fleet Management Services immediately. Where the official or employee returns a pool vehicle directly to

Fleet Management Services on his/ her return, he/ she must immediately also report the incident to Fleet Management Services.

26.8 Restitution – if criminal proceedings are instituted against any person other than the official driver of the municipal vehicle or against any other official in connection with the loss, theft, damage or misuse of the vehicle or its part of accessories, the driver of the vehicle concerned or a responsible official of his/ her department~~SBU~~ must report to Fleet Management Services, which will in-turn seek legal advice from Legal Services. Where a pool vehicle is involved, the steps prescribed in this subparagraph must be taken, wherever practicable, in consultation and collaboration with the relevant authority.

27. INSURANCE

27.1 Municipal vehicles are insured by insurance companies which cover the expenses incurred as a result of accidents, including claims of third parties, claims by authorised official passengers against the official drivers in respect of personal injuries or damage to municipal vehicles or the loss of or damage to State property. Officials or employees driving a municipal vehicle and their passengers are covered by this insurance.

27.2 An official who whilst driving a municipal vehicle is involved in an accident and is subsequently charged with a criminal offence or against whom civil claims are brought by third parties can be defended through the Municipal, Insurance and Investments Section. The officials at the municipality who are responsible for handling such cases must submit any documentation pertaining to the case to the insurance company.

27.3 An official who is injured whilst using a municipal vehicle on official duty either as a driver or as a passenger will be regarded as having been injured on duty and the matter will be dealt with in accordance with the arrangements applicable to injury on duty.

27.4 The cover and arrangements in a case of an injury on duty of the driver of the municipal vehicle may not be applicable in a case where the driver –

27.4.1 did not act in the performance of his/her official duties or did not act in bona fide (good attitude) way or believed that he/she was so acting.

27.4.2 exceeded his/her powers mala fide (maliciously)

27.2.3 without prior consultation with the Insurance attorney made an admission that harmed the municipality's case;

27.2.4 used the municipal vehicle concerned without authority for other than official purposes;

27.2.5 where applicable, was not in possession of an appropriate driver's license;

27.2.6 handled the municipal vehicle without having been properly authorised thereto;

27.2.7 allowed the vehicles to be handled by a person not authorised to do so;

27.2.8 without authority deviated from the authorised or official trip or route, or handled or used a municipal vehicle or occupied the driver's seat while the engine was running, and

27.2.9 he/she was under the influence of intoxicating liquor or a drug having a narcotic effect; or

27.2.10 the concentration of alcohol in his/her blood was not less than that prescribed by legislation and this could have resulted in or contributed to liability being incurred, in such cases own legal counsel must be obtained.

28. PURCHASE RESTRICTION

28.1 Purchases should be limited to immediate requirements of commodities and service essential for the roadworthiness, operation and maintenance of the municipal vehicles.

28.2 The purchase of quantities for keeping in stock is not permitted.

28.3 Tools, accessories and a locking type fuel tank cap may not be bought under any circumstances, unless prior approval was obtained from Fleet Management Services in the case of pool vehicles or from the department~~SBU~~ if it is a departmental vehicle.

28.4 Additives purchased to protect the cooling system must contain the SANS mark of approval.

29. SERVICING OF MUNICIPAL VEHICLES

29.1 All municipal vehicles shall be serviced in accordance with this Policy and specifications prescribed by the manufacturers.

29.2 For the necessary servicing, repairs and attention, all municipal vehicles shall be taken to Mechanical Workshop.

29.3 Adjustments and repairs. When the official in charge of the vehicle hands the vehicle over for servicing, he/she must report any adjustments or repairs, which he/she considers to be necessary, to the Workshop

29.4 Service arrangements – when a vehicle is due for service, the official in charge of the vehicle shall arrange a specific date for delivery of the vehicle to the Municipal Mechanical Workshop.

29.5 Petrol and oil additives. No petrol and oil additives other than those prescribed by the manufacturers of the vehicle concerned may be used.

30. REPAIRS AND REPLACEMENT OF PARTS AND ACCESSORIES

30.1 All repairs, replacement of parts and accessories shall be done by/through the Municipal Mechanical Workshop.

30.2 Warranty – all warranties shall be monitored to avoid wasteful expenditures that might arise.

31. METHOD OF PAYMENT FOR SERVICES AND SUPPLIES

31.1 All payments shall be done through the Municipal Supply Chain and Financial Services.

32. HANDLING AND DISPOSAL OF UNSERVICEABLE TYRES, BATTERIES, SPARE PARTS, ACCESSORIES, TOOLS, etc

32.1 Items to be returned to Fleet Management Services:

32.1.1 All unserviceable tyres of all municipal vehicles must be returned to Fleet Management Services at the Municipal Mechanical Workshop.

32.1.2 Batteries that where for any reason not handed over for part payment during their replacement.

32.2 All items to be returned must be forwarded in the safest and most economical way. In all cases, a label must be attached to the item and the number of the vehicle from which it has been removed must be recorded on the label.

32.3 Regardless of whether commercial garages assist officials in this regard the instructions regarding the method or return must be complied with.

32.4 Items to be scrapped – Replaced parts that do not have to be disposed of must be dumped or left at the garage or workshop where the repairs were undertaken.

32.5 Disposal – all unserviceable accessories, tools, parts, etc must be disposed off through public auction or as per Municipal resolution.

33. WITHDRAWAL OF VEHICLES FROM SERVICE

33.1 Municipal vehicles shall be withdrawn from service based on one or a combination of the following factors:

33.2 Vehicle age

33.2.1 Sedans 140 000km or (5 years if the vehicle has already travelled 140 000km) A vehicle can be used beyond 5yrs if the kilometres travelled are less than 140 000km).

33.2.2 Light delivery vehicles ….160 000km or (5yrs if the vehicle has already travelled 160 000km) A vehicle can be used beyond 5yrs if the kilometres travelled are less than 160 000km).

33.2.3 SUV and Minibusses….180 000km or (5yrs if the vehicle has already travelled 180 000km) a vehicle may be used beyond 5yrs if the kilometres travelled are less than 180 000km.

33.2.4 Trucks ….200 000km or (5yrs if the truck has already travelled 200 000km) A truck can be used beyond 5yrs if the kilometres travelled are less than 200 000km but cannot go beyond 180 000km).

33.2.5 Yellow plant.... 10 years

33.2.6 Motorcycle … not more than 3 yrs.

33.2.7 Fire engines… not more than 20yrs

33.2.8 Buses...not more than 15yrs.

33.2.9 Watercraft…not more than 15yrs.

33.3 Uneconomic to repairs repair.

33.4 Accident damage beyond repairs.

33.5 Repair cost exceeds the purchase price.

33.6 Body condition worn-out and corroded.

34. INTERNAL TRANSFER OF MUNICIPAL VEHICLES

34.1 A municipal vehicle may under no circumstances be transferred from one departmentSBU to another without the relevant written authority i.e. the departmentSBU Manager' written authority with the approval of the Manager Fleet Management Services.

35. FITTING ADDITIONAL EQUIPMENT TO MUNICIPAL VEHICLES

35.1 Additional equipment may be fitted to a municipal vehicle based on the following conditions:

35.2 The said equipment should be a necessity to facilitate provision of service.

35.3 Costs attached to the fitting of initial equipment will be charged to the account of the departmentSBU concerned. When such a vehicle that was fitted with additional equipment is replaced, such equipment should form part of the specification to procure the replacement vehicle.

35.4 The fitting of equipment must be done in consultation with Fleet Management Services.

35.5 No alterations may be made on the vehicle, unless if it is necessary to facilitate the fitting of the equipment to the vehicle.

35.6 Equipment fitted must be of the removable type.

35.7 The department/directorate must assume responsibility for any damage resulting from the fitting of the equipment.

35.8 Where a tow bar is fitted to a vehicle, the department/directorate must resume responsibility for any damage to a vehicle resulting from the towing of a towed unit.

35.9 All requirements of the Road Traffic Act must be complied with.

35.10 The costs relating to damage to a vehicle as a result of the theft of unauthorized equipment will be recovered from the user department~~SBU~~ concerned.

36. SWAPPING OF VEHICLE PARTS AND ACCESSORIES PROHIBITED

36.1 Under no circumstance shall vehicle parts and accessories (e.g. tyres, alternators, batteries, jacks etc) be swapped with those of other vehicles.

37. VEHICLE TRACKING SYSTEM

37.1 All Municipal vehicles shall be fitted with a tracking device (vehicle tracking system) to monitor their movements in order to safeguard them from theft, abuse and misuse.

38. VEHICLE AUDITING

38.1 All information about the fleet shall be stored at the Fleet Management Services Mechanical Workshop department~~SBU~~ for the purpose of proper record keeping and compliance to auditing.

38.2 Individual vehicle shall have at least two files one for maintenance records and the second one for operational records

38.3 Maintenance file shall have all records pertaining to maintenance and repairs

38.4 Operational file shall have all records and correspondence pertaining to the operation of such vehicle.

38.5 Vehicle auditing should be carried out once every year.

39. DISPOSAL OF VEHICLES

3.1 The disposal of vehicles that had been withdrawn from service through municipal resolution should be affected in accordance with the provisions of Treasury Instruction and the Tender Regulations.

40. POLICY IMPLEMENTATION PROVISIONS

40.1 In the event of misconceptions, misinterpretation and misunderstanding of this Policy or any clause contained in this Policy, the Municipality reserves the right to give an objective interpretation subject to appeal to management, which shall give the final judgement on the case.

40.2 The Municipality shall take proper action that does not deviate from the enshrined order of this Policy where this Policy falls short, or does not provide a mechanism or framework for addressing any matter or issue pertaining to the mission of this Policy in order to give effect to the objectives of this Policy in particular and to the interests of the Municipality in general.

41. PENALTY

41.1 A contravention of any of the stipulations of this Policy shall result in disciplinary action being taken against such an offending official.

42. Smoking

42.1. Smoking is not permitted in the Municipal vehicles. Any official found guilty of this offence will be subject to disciplinary action.

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DOCUMENTATION TO BE USED IN OPERATIONS UNDER THIS POLICY

- Vehicle logbook
- Annexure A: Trip Authorization form
- Annexure B: Vehicle control register
- Annexure C: Exemption form
- Annexure D: Permission to put fuel in a container
- Annexure E: Vehicle pre and post trip inspection form
- Annexure F: Vehicle inspection form
- Annexure G: Vehicle request form
- Annexure H: Technical report form

Annexure A

Trip authorization form

TRIP AUTHORISATION FORM FOR THE USE OF MUNICIPAL OWENED VEHICLES

IMPORTANT NOTICE: THIS TRIP AUTHORITY IS SUBJECT TO THE CONDITIONS BELOW

NB. This form must be completed in full and in duplicate prior to departure, copy to be attached to official Transport Request form.

Part A: To be completed by the person authorizing transport.

Name of main driver:	Drivers ID/Pay no	License no:	Code:
Directorate:	Department~~SBU~~:	Tel no:	Cell:
Name of co-driver:	Co-driver's ID/Pay no	License no.	Code:
PM no:	Vehicle station:	Make and model:	Cell:

Part 1: To be completed before the journey

Date	Starting point	Odometer reading	Destination	Odometer reading	Reason for the trip
Validity period: Date From……to .....Time period: From ……to ……					

Names of authorized passengers and their ID numbers. If more passengers are to be transported a list thereof must be attached to the trip authorization form.

Names	ID no's	Reason for the trip

Goods/ Equipment	Quantity	Reason

In case of a permanent allocation a brief explanation for the intended use must be provided

……
……
……

From: ……To: ……..

ABOVE TRIP/S AUTHORISED BY:

I hereby certify that the journeys are official and that funds are available to cover the expenditure.

…… ……. ……. …… ……

Supervisor's Name: Signature: Rank: Tel no: Date

…… ……. ……. ……..

Fleet Officer's name: Signature: Tel no: Date:

Petrol card no: (To be completed only if there is a need for the petrol card to be issued)

Issued by: …… Rank: ……. Received by ……

Signature: …….. Signature: ……..

VEHICLE INSPECTION AND ISSUE: Is the vehicle roadworthy? Yes No

Indicate defects on vehicle prior to departure with……

Annexure (B)

Vehicle Control Register.

Name of driver	Mode/ make	BVM no	Date out	Time out	Destination	Km out	Km in	Km Travelled on return	Date in	Time in	Signature of driver	Comments of FLEET OFFICER

Annexure C

Exemption form (For permanent allocation and for use after office hours and on week ends)

(To be attached to the trip authority form).

DATE: …….

Department~~SBU~~:

FLEET OFFICER'S NAME: ……

TO WHOM IT MAY CONCERN

AUTHORITY OR EXEMPTION TO USE MUNICIPALITY OWNED VEHICLE IN TERMS OF POLICY, AS RESOLVED BY MUNICIPAL, RESOLUSION ……... DATED……..

The official mentioned hereunder is hereby authorized to use the following vehicle during the day and after hours.

BVM NO	TYPE OF VEHICLE	OFFICIAL / DRIVER	PAY NO

The exemption covers the period: .....

.....

.....

.....

PURPOSE: ……

……

……

……

……

DESTINATION: …….

ADDRESS AT WHICH THE VEHICLE WILL BE PARKED: ……

…….....

HOW SECURE IS THE PLACE: .....

.....

.....

LICENSE NUMBER: ……..

LICENSE EXPIRY DATE ……..

DECLARATION BY AN OFFICIAL

I, the above stated officer, hereby declare that I will park the vehicle in a municipal premises/lockable gate as inspected and approved by the undersigned department~~SBU~~ Manager/Supervisor.

Name of official	Signature	Date

Department~~SBU~~ Manager/Supervisor	Signature	Date

Annexure D

PERMISSION TO PUT FUEL IN A CONTAINER

NAME OF OFFICIAL	DEPARTMENTSBU	PURPOSE OF THE FUEL	DATE	NUMBER OF LITERS

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Signature of official: ……...

Signature of fleet officer: ……

Date: ……

Signature of supervisor: ……..

Date: ……

Annexure E

BREEDE VALLEY

DRIVER PRE/POST TRIP VEHICLE INSPECTION REPORT

PM NO:_____ REGISTRATION NO: _____

DEPARTMENT~~SBU~~:_____DRIVER NAME: _____

DRIVER'S LISENCE NO: _____

DATE:_____ODOREADING:_____

FUEL LEVEL: _____

IN ORDER √ / NEED ATTENTION X / NOT APPLICABLE- PRE POST

1	Leaks: check under vehicle for water, oil and diesel/petrol		
2	Windscreen: Check cleanliness, for cracks, wiper blades and license disc		
3	Vehicle: Cleanliness, accident damage, number plates, Pm no, Code of arms		
4	Behind grill/under bonnet/behind Cab		
4.1	**Levels:** Engine oil		
4.2	Radiator/heater tank coolant levels (secure caps properly)		
4.3	Power steering fluid level		
4.4	Brake fluid level		
4.5	Hydraulic oil level		
4.6	Gear box oil level		
4.7	Battery water level		
4.8	Windscreen washer bottles water level		

	Exterior Visual Inspection (walk around Vehicle)		
5	Tyres: Spare wheel, Condition, Matching, uneven wear, inflating and valve caps		
6	Wheel rims and nuts: Condition, nuts in place and tight, spare wheel fitment		
7	Air Tanks: Drain moist from all air tanks		
8	Lights, reflectors, Sirens and chevron: In place, working and cleanliness		
9	Fuel tank: Cap, fuel straps in order and secure		
10	Crane: all pins and bushes greased and in good condition		
11	Crane: all chains, slings hooks and bucket safe and in good condition		
	Inside Cab/Vehicle		
12	Cab interior/seats: Cleanliness, adjustable and safety belts		
13	Tools: wheel spanner, jack, jack handle and emergency equipment		
14	Ignition switch on: Whether all gauges and warning lights and devices are in working condition		
	After Start Up		
15	Oil pressure: Build up		
16	Air Pressure: Build up		
17	Warning Lights: All cancelled out		
18	Gauges: All function properly		
19	Brakes: Operation of handbrake and footbrake		
20	Two-way radio: Functioning		
21	Sirens and Emergency Lights: Functioning		
22	Steering: Operation and excessive free play		

Detail of Defect found (numerical order)

_____
_____
_____
_____

Action or Decision

_____
_____
_____

Driver's Signature: _____

Supervisor's Initials and Surname: _____

Signature _____

NOTE:

This daily inspection to be completed by the driver before each trip and handed to his supervisor before departure. Inspection time should not exceed 8 to 10 minutes at the most. All defects related to safety i.e. brakes, steering and lights etc., to be rectified immediately.

Annexure F

BREEDE VALLEY

VEHICLE INSPECTION REPORT

PM NO:_____ REGISTRATION NO: _____

DEPARTMENT~~SBU~~:_____DRIVER NAME: _____

DRIVER'S LISENCE NO: _____

DATE:_____ODOREADING: _____

FUEL LEVEL: _____

IN ORDER √ / NEED ATTENTION X / NOT APPLICABLE-		PRE	POST
1	Leaks: check under vehicle for water, oil and diesel/petrol		
2	Windscreen: Check cleanliness, for cracks, wiper blades and license disc		
3	Vehicle: Cleanliness, accident damage, number plates, Pm no, Code of arms		
4	Behind grill/under bonnet/behind Cab		
4.1	**Levels:** Engine oil		
4.2	Radiator/heater tank coolant levels (secure caps properly)		
4.3	Power steering fluid level		
4.4	Brake fluid level		
4.5	Hydraulic oil level		
4.6	Gear box oil level		
4.7	Battery water level		
4.8	Windscreen washer bottles water level		

	Exterior Visual Inspection (walk around Vehicle)		
5	Tyres: Spare wheel, Condition, Matching, uneven wear, inflating and valve caps		
6	Wheel rims and nuts: Condition, nuts in place and tight, spare wheel fitment		
7	Air Tanks: Drain moist from all air tanks		
8	Lights, reflectors, Sirens and chevron: In place, working and cleanliness		
9	Fuel tank: Cap, fuel straps in order and secure		
10	Crane: all pins and bushes greased and in good condition		
11	Crane: all chains, slings hooks and bucket safe and in good condition		
	Inside Cab/Vehicle		
12	Cab interior/seats: Cleanliness, adjustable and safety belts		
13	Tools: wheel spanner, jack, jack handle and emergency equipment		
14	Ignition switch on: Whether all gauges and warning lights and devices are in working condition		
	After Start Up		
15	Oil pressure: build up		
16	Air pressure: build up		
17	Warning lights: all cancelled out		
18	Gauges: all function properly		
19	Brakes: operation of handbrake and footbrake		
20	Two-way radio: functioning		
21	Sirens and emergency lights: functioning		
22	Steering: operation and excessive free play		

Detail of defect found (numerical order)

_____
_____
_____
_____

Action or decision

_____
_____
_____

Driver's signature: _____

Supervisor's initials and surname: _____

Signature _____

NOTE:

This daily inspection to be completed by the driver before each trip and handed to his supervisor before departure. Inspection time should not exceed 8 to 10 minutes at the most. All defects related to safety i.e. brakes, steering and lights etc., to be rectified immediately.

Annexure G

VEHICLE REQUEST FORM

DIRECTORATE:_____ Department~~SBU~~ _____SECTION_____

PURPOSE (DETAILED): _____

DATE OF REQUEST:_____NAME OF APPLICANT:_____SALARY NO_____

FULL NAMES OF RESPONSIBLE OFFICIAL
(SUPERVISOR OF DRIVER): _____

CELL PHONE NO: _____

NAME OF DEDICATED DRIVER: _____

TYPE OF VEHICLE REQUIRED: _____

PERIOD OF USE: FROM_____TIME_____TO_____TIME_____

APPROVAL BY DEPARTMENT~~SBU~~ MANAGER

FULL NAMES: _____

DATE OF APPROVAL: _____

FOR FLEET MANAGEMENT SERVICES OFFICE USE ONLY

REQUEST APPROVED BY:_____SIGNATURE:_____

DATE OF APPROVAL: _____

DATE VEHICLE HANDED OVER:_____HANDED OVER BY: _____

DATE RETURNED:_____RECEIVED BY: _____

VEHICLE INSPECTION FORM COMPLETED AND ATTACHED:

YES	NO

PM NO	REGISTRATION NO	VEHICLE TYPE	DATE HANDED OVER	DATE RETURNED	ODO START	ODO END	TOTAL KM USED

Annexure H

TECHNICAL REPORT - MUNICIPAL/LEASE/RENTAL VEHICLE

VEHICLE REGISTRATION NO:_____MAKE AND MODEL: _____

VEHICLE TYPE:_____ODOMETER READING: _____

DATE OF BREAKDOWN: _____

USER DEPARTMENT~~SBU~~: _____

VEHICLE APPLICATION: _____

DRIVER'S DETAILS:

NAME AND SURNAME:_____SALARY NO: _____

SHORT DESCRIPTION OF BREAKAGE:

_____

_____

_____

NAME OF INSPECTOR: _____

DATE OF INSPECTION: _____

TECHNICAL FINDINGS AND RECOMMENDATIONS:

_____

_____

_____

SIGNATURE:_____DATE: _____