

BERGRIVIER MUNICIPALITY



SUBJECT:	Vehicle & Equipment Policy
DIRECTORATE:	Corporate Services
LLF CONSULTATION DATE:	
DATE APPROVED:	
EFFECTIVE DATE:	
COUNCIL ITEM:	
POLICY NR:	HR02/2013

Document History

Vehicle & Equipment Policy

Version	Date Created	Status	Writer	Changes
1.0	27 June 2013	Draft	G Roode	New Document

TABLE OF CONTENTS

1. PURPOSE.....	1
2. DEFINITIONS.....	1
3. OBJECTIVES	2
4. DRIVER' S LICENCES.....	2
5. USE OF VEHICLES AND AUTHORITY TO USE VEHICLES.....	3
6. VEHICLE ACCIDENTS AND DAMAGE TO VEHICLES LEFT UNATTENDED	9
7. ADMISSION OR PROOF OF LIABILITY	13
8. BREACH OF THIS POLICY	14
9. DATE OF EFFECT OF THIS POLICY	14
10. AUTHORITY.....	14

1. PURPOSE

- 1.1. To regulate the use of official Municipal vehicles and to ensure that they are used in a safe and efficient manner in order to minimise accidents and abuse of vehicles.
- 1.2. To provide a procedure for accidents and modus operandi for conducting an inquiry into vehicle accidents involving Municipal vehicles.

2. DEFINITIONS

- 2.3. In this policy, unless the context indicates otherwise-

"employee" means a person who works for or renders a service to the municipality, regardless of the shape of his / her employment contract and to which any factor listed in section 200A (1) of the Labour Relations Act applies.

"Labour Relations Act" means the Labour Relations Act ,1995 (Act No. 66 of 1995); (Labour Relations Act)

"Municipality" Means the Bergrivier Municipality, a municipality established in terms of section 12 of the Municipal Structures Act, 1998 (Act 117 of 1998), as amended;

3. OBJECTIVES

3.1. The objectives of this policy are-

- 3.1.1. to regulate the use of municipal vehicles;
- 3.1.2. to ensure that municipal vehicles are used in a safe and efficient manner in order to minimise abuse, loss and damage and decrease expenditure; and
- 3.1.3. to provide procedures for reporting and investigating abuse and loss of and damage to vehicles.

4. DRIVER'S LICENCES

Every employee who is required to drive a municipal vehicle from time to time must furnish the Municipality with a certified copy of his/her driver' s license and every renewal thereof. Only the credit card type driver' s license is acceptable.

5. USE OF VEHICLES AND AUTHORITY TO USE VEHICLES

- 5.1. No employee may use a vehicle of the Municipality without the express prior approval of her/his immediate supervisor, director or the Municipal Manager.
- 5.2. Approval of a person to use a vehicle must be signified in writing in the logbook of the vehicle concerned.
- 5.3. Nobody may-
 - 5.3.1. authorise or permit an employee who does not have a valid driver' s license to drive a vehicle of the Municipality;
 - 5.3.2. authorise or permit an employee who is apparently under the influence of a stupefying or intoxicating substance, including alcohol, to drive a vehicle or operate a machine of the Municipality;
 - 5.3.3. drive a vehicle or operate a machine of the Municipality whilst under the influence of an intoxicating or stupefying substance, including alcohol, or any drug that induces drowsiness;

Vehicle & Equipment Policy

- 5.3.4. use, or allow a municipal vehicle to be used for any purpose other than undertaking an authorised trip;
- 5.3.5. use, or allow a municipal vehicle to be used by any person that is not an employee or councillor of the Municipality without the express prior approval of the manager responsible for managing the Municipality' s fleet;
- 5.3.6. use, or allow a municipal vehicle to be used to transport persons other than employees or councillors of the Municipality without the express prior approval of the manager responsible for managing the Municipality' s fleet and without an indemnity form being completed before the trip;
- 5.3.7. use, or allow a municipal vehicle to be used if that vehicle is not roadworthy or properly licensed and insured;
- 5.3.8. use, or allow a municipal vehicle to be used for any purpose other than the purpose for which it was designed;

- 5.3.9. use, or allow a municipal vehicle to be used to carry a heavier load than the load that it may safely carry according to the manufacturer' s specifications;
 - 5.3.10. use, or allow a municipal vehicle to be used when that vehicle has some or other mechanical or electrical fault that may affect the safety of its users or that of other road users or pedestrians; and
 - 5.3.11. use, or allow a municipal vehicle to be used to transport employees of the Municipality from their residences/work to work/residences except with the express prior written approval of the director concerned and which approval will only be granted in extraordinary and exceptional cases.
- 5.4. The authorised user of a vehicle or machine-
- 5.4.1. is responsible and accountable for the proper and safe use of the vehicle or machine she/he uses;
 - 5.4.2. must at all times comply with the prescribed traffic rules, including any speed limits that may be imposed;
 - 5.4.3. must before her/his journey or work commences, ensure-

Vehicle & Equipment Policy

- 5.4.3.1. that the engine oil and water levels, including the water level of the window washer and battery is correct;
- 5.4.3.2. that the tyres, including the emergency/spare wheel, are correctly inflated;
- 5.4.3.3. that the tread on the tyres, including the spare/emergency wheel, is within legal limits;
- 5.4.3.4. that its windshield is clean and free of cracks and its wipers working properly;
- 5.4.3.5. its exhaust pipe does not have holes in it and is complete;
- 5.4.3.6. that the brakes are fully functional;
- 5.4.3.7. that the jack and tools necessary for jacking the vehicle up and to loosen and tighten its wheel nuts are in the vehicle;
- 5.4.3.8. that it has a valid and legible license;
- 5.4.3.9. that it has enough fuel for the journey to be undertaken;
and

- 5.4.3.10. to check the body of the vehicle for dents, scrapes and other defects
- 5.4.3.11. may use such vehicle or machine only in accordance with the manufacturer' s specifications and the conditions of any warranty, if any;
- 5.4.3.12. may not authorise, permit or instruct any other employee, a councillor or member of the public to use a vehicle or machine assigned to her/him;
- 5.4.3.13. whilst he/she is using a vehicle or machine undertake any other journey not stipulated in the trip authorisation except with the express prior approval of her/his immediate supervisor;
- 5.4.3.14. transport any person who is not a councillor or an employee or any property that is not the Municipality' s property or that of the user of the vehicle or machine or her/his passengers, if any;

- 5.4.3.15. diligently complete the logbook of the vehicle or machine after finishing the journey;
 - 5.4.3.16. must switch off any lights and other electronic equipment, ensure that all windows and doors are properly closed and properly lock the vehicle or machine and when she/he leaves it; and
 - 5.4.3.17. immediately upon her/his return report any damage or mechanical and electronic problems experienced with the vehicle or machine during the journey
- 5.5. The manager responsible for managing the Municipality' s vehicle fleet must ensure that a logbook is supplied and maintained in respect of every municipal vehicle. Any employee who drives a municipal vehicle must properly complete the logbook before and at the end of each trip.
- 5.6. The manager responsible for managing the Municipality' s fleet must ensure that an adequate supply of trip authorisation forms is available and that every director has a supply of such forms. Departmental managers must ensure that a trip authorisation form is completed for every trip.

6. VEHICLE ACCIDENTS AND DAMAGE TO VEHICLES LEFT UNATTENDED

- 6.1. The driver of a municipal vehicle that was in an accident must, immediately after the accident took place, call a police or traffic officer or request somebody else to make such call. If a police or traffic officer is not available, the driver must as soon as possible report the accident at the nearest police station and obtain the case (MR) number.
- 6.2. The driver of a vehicle may supply her/his particulars and that of her/his immediate supervisor to any person to whom she/he reports an accident and to any other person who may reasonably require such information.
- 6.3. Neither the driver of, nor any passenger in or on, a municipal vehicle that was involved in an accident may admit liability for that accident, neither may she/he make or receive any payment or offer of payment at any accident.
- 6.4. The driver of a municipal vehicle that was involved in an accident or that was damaged whilst left unattended must-

Vehicle & Equipment Policy

- 6.4.1. obtain the names and contact details (including the work and residential addresses and telephone and mobile phone numbers) of any person who was a witness to the incident (if any);
- 6.4.2. obtain the names and contact details (including the work and residential addresses and telephone and mobile phone numbers) of any person who was involved in the incident and who is not an employee (if any);
- 6.4.3. obtain the vehicle registration numbers of every vehicle involved in the incident (if any);
- 6.4.4. as soon as possible after the incident, make a drawing of the scene where the incident took place, paying special attention to the landscape, type of road, incident related obstructive objects on or around the road, road make-up including any fencing and weather conditions at the time of the incident;
- 6.4.5. as soon as she/he arrives at her/his ordinary place of work, report the incident to her/his immediate supervisor and thereafter prepare and submit a written report explaining full details of the

- incident, including statements of any witnesses (if any) and passengers (if any);
- 6.4.6. within twenty-four hours after the incident, ensure that the employee responsible for insurance claims completes the incident report form and submit any statements of witnesses and other relevant documents to her/him (if any);
 - 6.4.7. upon receipt of any summons, subpoena or notice to appear in a court in relation to the incident inform the employee responsible for insurance claims of that fact; and
 - 6.4.8. submit any notice or claim received from a third party or insurance company in relation to the incident immediately to the employee responsible for insurance claims.
- 6.5. The person responsible for insurance claims must, as soon as she/he completed the incident report form-
- 6.5.1. make arrangements to and obtain a report on the mechanical condition of the vehicle;

Vehicle & Equipment Policy

- 6.5.2. make arrangements to and obtain at least two quotations from different repairing agencies for the repair of the vehicle;
 - 6.5.3. make arrangements to and obtain the sales and trade-in values of the vehicle; and
 - 6.5.4. promptly submit an insurance claim.
- 6.6. The health and safety representative appointed by the relevant director or the manager responsible for managing the Municipality' s fleet-
- 6.6.1. must investigate any accident involving a municipal vehicle and any damage sustained by a municipal vehicle left unattended and gather such documentary, photographic and other evidence as may be relevant;
 - 6.6.2. may conduct an inspection of the scene where the incident happened;
 - 6.6.3. may interview the driver, assessor, third party or any other person with information relevant to the incident;

- 6.6.4. may request witnesses to make written statements regarding the incident;
 - 6.6.5. must establish whether, on the face of it, the driver was on official business when the incident occurred; and
 - 6.6.6. must submit her/his written report and recommendations to the relevant director or the manager responsible for managing the Municipality' s fleet.
- 6.7. The director or manager responsible for managing the Municipality' s fleet must, upon receipt of the health and safety representative' s report decide whether, on the basis of the report, disciplinary or any other appropriate action must be taken against the driver.

7. ADMISSION OR PROOF OF LIABILITY

- 7.8. The Municipality may deduct the amount of excess required by the municipality' s insurer regarding the damage which was sustained whilst an employee was in control of that vehicle from that employee' s salary, if the employee-

- 7.8.1. agrees in writing to the deduction; or

7.8.2. the damage occurred in the course of the employee' s employment and was due to the fault of the employee;

7.8.3. the Municipality has followed a fair procedure and has given the employee a reasonable opportunity to show why the deduction must not be made; and

7.8.4. the total amount of the deduction does not exceed the total amount of the damage.

7.9. The total amount of any deduction in terms of paragraph 6.1 may not exceed one-quarter of the employee' s pay.

8. BREACH OF THIS POLICY

Non-compliance with the policy stipulations will be regarded as misconduct.

9. DATE OF EFFECT OF THIS POLICY

This internal policy will be effective from the first day of the calendar month following the date on which Council has approved this internal policy.

10. AUTHORITY

Formulation: Human Resources Policies

Authorization and approval: Council

Ownership and maintenance: Directorate Corporate Services

Human Resources Department