

Kwa Sani Municipality  
Transport Policy

# **KWA SANI LOCAL MUNICIPALITY**



## **TRANSPORT AND OPERATIONS MANUAL POLICY**

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**MUNICIPAL TRANSPORT POLICY AND OPERATIONS MANUAL**

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**MUNICIPAL TRANSPORT POLICY AND OPERATIONS MANUAL**

**INTRODUCTION**

- This policy is intended for effective and efficient management of transport to improve service delivery in the municipality
- This policy entails operational controls which explain clearly who can use a vehicle with regard to drivers, passengers, authority to use, issuing, parking, log books, fuel management, fuel cards, keys, equipment as well as the no smoking policy in municipal vehicles.
- The transport management system is included in the policy and consists of the key performance indicators which must be kept for each vehicle and also be calculated on the monthly fleet report form in order to inform the management of departments monthly concerning transport management.
- The Maintenance and Replacement Policy is included to ensure that vehicles are serviced on time and properly utilized to support the Council in the attainment of its objectives. Emphasis is placed on vehicle allocation according to the departmental needs.
- Please ensure that all concerned employees and Political Officer Bearers are informed about the contents of this policy as violations thereof may lead to disciplinary action against an employee and/or Political Officer Bearer and suspension of municipal vehicle utilization.

**1. DEFINITIONS**

“**Council**” means the Council of Kwa Sani Municipality and any duly authorised Committee or functionary of the Council.

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**“Department”** means a Department, Division or Section of the Council’s operation and includes the office of the Speaker, Mayor, any permanent Councillor and the Municipal Manager.

**“Depot”** means any municipal depot and includes a municipal vehicle depot.

**“Departmental Transport Officer”** means the Officer designated by a Head of Department to control the issue of vehicles allocated to a specific Municipal Department for official use.

**“Employee”** means any employee of the Council whether permanent, temporary or casual and includes, where the text so requires, a Political Officer Bearer.

**“Head of Department”** means the Head of a Department of the Council and any acting Head of such department.

**“Municipal Manager”** means the Municipal Manager appointed by the Council as such and an acting Municipal Manager

**“Municipal Vehicle”** means any vehicle owned by or under the control of the Council and, where the context requires, any of its employees and Political Officer Bearers.

**“Municipal Vehicle Depot”** means any place, garage or enclosure where municipal vehicles are stored or parked when not in use.

**“Political Officer Bearer”** includes the Speaker, Mayor, Councillors and members of Ward Committees.

**“Transport”** means any road transport owned by or provided by the Council for official travelling and transportation purposes.

**“Transport Officer”** means the employee appointed by the Council or the Municipal Manager as the case may be to exercise control over the vehicles of the Council and to ensure their effective utilisation by employees and office bearers of the Council in terms of this policy.

## 2 OBJECTIVE OF THIS POLICY

*The objective of this policy is to co-ordinate the management of Council transport by means of control measures, which are applicable to all Political Officer Bearers, departments, divisions and sections of the*

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*Council's operation and to prescribe requirements relating to the utilisation and maintenance of such transport by employees and Political Officer Bearers of the Council.*

### **3. SCOPE OF THIS POLICY**

**[3.1]** This policy is intended to cover:

**[3.1.1]** the use of road transport within the Council;

**[3.1.2]** the use of vehicles owned by the municipality;

**[3.1.3]** the use of vehicles owned by donor organisations;

**[3.1.4]** the use of vehicles hired by the Council from companies in the private sector;

**[3.1.5]** the use of vehicles owned by the Council but managed by other organisations (e.g. ambulances, mobile clinics etc);

**[3.2]** When a vehicle is owned by the Council but managed by other organisations, then the recipient organisation must be able to confirm to the satisfaction of the Council that its control systems are as effective as the system contained in this policy. They must also be able to report against the Key Performance Indicators used by the Council under this Policy.

**[3.3]** Except in the case of employees who travel or are required to travel beyond the boundaries of the municipal area, this policy does not apply to the use of subsidised vehicles which will be the subject of a separate policy document.

### **4. TRANSPORT MANAGEMENT STRUCTURE**

**[4.1]** Transport in the Council is a tool by which service is delivered and therefore management of this resource rests with the Municipal Manager.

**[4.2]** The Council or the Municipal Manager as the case may be, shall appoint an employee who shall be designated the Municipal Transport Officer for the purpose of controlling all vehicles in the ownership of the Council, allocating such vehicles to departments of the Council and generally performing such duties as are contained in this policy

**[4.3]** The Municipal Transport Officer shall have a clear understanding of service delivery requirements, possess numerical skills, be enthusiastic and preferably have prior experience of transport management.

**[4.4]** The Municipal Transport Officer shall perform other duties as may be required by the Municipal Manager from time to time.

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- [4.5]** Unless otherwise directed by the Council, the Municipal Transport Officer shall be responsible to and shall report to the Municipal Manager.
- [4.6]** The Municipal Manager will be the ultimate authority on the implementation of this policy, vehicle allocation and transport related matters of the Municipality.
- [4.7]** Each Department of the Council shall process request through transport officer who shall, inter alia, be responsible for the transport needs of such Department and the control of transport allocated to the Department.

### **5. DUTIES OF MUNICIPAL TRANSPORT OFFICER**

The duties of the Municipal Transport Officer shall include the following:

- [a]** To maintain an inventory of all transport in the ownership or under the control of the Council;
- [b]** To attend to the licensing of all transport in the ownership or under the control of the Council;
- [c]** To allocate in consultation with Heads of Departments sufficient transport to meet the operational requirements of Departments;
- [e]** To maintain a full inventory of all transport allocated to Departments of the Council;
- [f]** To monitor the insurance of all transport in the ownership or under the control of the Council;
- [g]** To monitor and make arrangements for the regular repair and maintenance of transport of the Council;
- [h]** To monitor and ensure that logbooks are maintained in respect of all transport in the ownership or under the control of the Council;
- [i]** To procure and control the issue of fuel required by vehicles in the ownership or under the control of the Council;
- [j]** To attend to insurance claims on behalf of the Council in respect of the loss or damage to vehicles in the ownership or under the control of the Council;
- [k]** To attend to accident and other claims submitted against or by the Council arising out of damage to transport of the Council and /or injury to its employees and/or Political Officer Bearers.
- [l]** To ensure that drivers of vehicles are in possession of the required driving licences;

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- [m] **To take such measures as are necessary and in consultation with the Municipal Manager and Heads of Departments to ensure that transport of the Council is not abused;**
- [n] **To institute in consultation with Heads of Departments and the Personnel Department or responsible Division of the Council disciplinary action against drivers and employees of the Council who contravene this Policy or any instructions issued by the Council, the Municipal Manager, any Head of Department in terms of this Policy or who contravene any road traffic legislation or in any other manner cause or contribute to the loss or damage to transport owned by the Council or under the control of the Council or in any manner abuse the transport facilities of the Council.**
- [o] **To recommend, through the Municipal Manager, that disciplinary action be taken against Political Officer Bearers who contravene the provisions of this policy.**
- [p] To submit through the Municipal Manager such statistical and other reports as may be required either for Council or Departmental purposes on the utilisation and allocation of transport or any other matter associated with transport.
- [q] To manage the Municipal Vehicle Storage Depot.

## 6. OPERATIONAL CONTROLS

### [6.1] Who may drive a vehicle?

- [6.1.1] **A municipal vehicle may only be driven by a person with the requisite trip authority which must be issued in triplicate and signed by the Head of Department whom he/she may authorise to issue Trip Authorities on his/her behalf. In the case of Political Officer Bearers, the Municipal Manager must issue the trip authority.**
- [6.1.2] The aforesaid trip authority must relate to a trip necessary for the performance of a line function of a Department or in furtherance of the lawful aims and/or objects of the Council.
- [6.1.3] The authorisation of the Municipal Transport Officer shall be recorded in writing;

### [6.2] Vehicles shall only be used for official purposes.

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### [6.2.1] Drivers

- [6.2.1.1] Subject to paragraphs 6.2.1.2 and 6.2.1.3 only an employee of the Council may drive a Municipal vehicle and ***only for purposes connected with his or her official duties.***
- [6.2.1.2] The Council may authorise a Councillor to drive a municipal vehicle when such Councillor is required to perform a ceremonial function on behalf of the Council. A Councillor shall otherwise not use a municipal vehicle for the performance of his/her duties as a Councillor as Councillors are in receipt of travelling allowances and are required to make their own transport arrangements. Where a Councillor is allowed to drive a vehicle in terms of this clause, then such Councillor shall comply with all the terms and requirements of this policy.
- [6.2.1.3] The driver of a municipal vehicle must have an unendorsed valid driver's licence and the Municipal Transport Officer must check this licence for validity on a six monthly basis.
- [6.2.1.4] The Municipal Transport Officer shall keep a register of all employees and Political Officer Bearers authorised to drive municipal vehicles.

### **[6.3] Passengers**

- [6.3.1] ***Only employees of the Council and persons performing duties associated with the activities of the Council may be conveyed in a vehicle of the Council and then subject to the express consent of the Head of Department and upon such conditions as he/she may determine. Such approval shall be endorsed on the trip authority.***
- [6.3.2] The conveyance of casual or unauthorized passengers in a vehicle of the Council is not permitted under any circumstances.
- [6.3.3] Family members of employees of the Council may be conveyed in official transport only with the prior written approval of the Municipal Manager and upon such terms and conditions as he/she may determine and subject to such family members indemnifying the Council against death, injury, loss or damages

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they may sustain as a result of their conveyance in terms of this paragraph.

### [6.4.] Authority to use a vehicle

- [6.4.1] No municipal transport shall be moved from a depot without the driver being in possession of a duly authorised trip authority;
- [6.4.2] If a vehicle is moved from a depot because of an emergency, then the driver thereof must obtain a trip authority within 24 hours of such movement. This process may only be used in a case of extreme emergency and the Head of Department must be satisfied that the journey was necessary. The facts on which the Head of Department grants such trip authority shall be endorsed on the authority.
- [6.4.3] If a vehicle is allocated to an employee who is not based at an office of the Council or in close proximity to a municipal depot i.e. an employee who operates from home, then a trip authority must be issued against a weekly work plan approved by the Head of Department. Trip authorities must not be issued for longer than one week.

### [6.5] Issuing of vehicles

- [6.5.1] All vehicles must be issued on the day of travel unless prior authority to park the vehicle at the home of the driver has been obtained.
- [6.5.2] The driver must carry his/her valid driver's licence and produce it to the Municipal Transport Officer upon request.
- [6.5.3] The original trip authority must be carried in the vehicle and the Municipal Transport Officer shall retain a copy thereof for accounting and reporting purposes.
- [6.5.5] The Municipal Transport Officer will issue a vehicle to an authorised driver after complying with the following procedures:
  - [6.5.5.1] The Municipal Transport Officer will complete a vehicle issue form and record therein the condition of the vehicle, the quantity of fuel in the tank, log book availability, petrol card number and items of equipment on the vehicle.
  - [6.5.5.2] The driver will sign the vehicle issue form in the presence of the Municipal Transport Officer.
  - [6.5.5.3] ***The driver, by signing the vehicle issue form, certifies thereby that the details contained***

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***therein are correct and that he/she assumes responsibility for the vehicle and the items of equipment thereon.***

**[6.5.5.4]** The vehicle issue form may form part of the trip authority.

**[6.5.6]** The Municipal Transport Officer will take receipt of a returned vehicle by following the same procedure referred to in paragraph 6.5.5. and shall endorse on the vehicle issue form the mileage travelled by the driver and the condition of the vehicle. The Municipal Transport Officer will, furthermore, require the driver to produce all petrol slips for petrol purchased during an extended trip for the purpose of verifying fuel usage and costs incurred in connection with the purchase of fuel by a driver who drives a vehicle on an extended trip and is not issued with a petrol card.

## **7. PARKING OF A MUNICIPAL VEHICLE**

**[7.1]** Under normal circumstances, vehicles must be parked at the municipal vehicle depot.

**[7.2]** The Municipal Transport Officer must allocate an approved parking place for each vehicle.

**[7.3]** Whenever and wherever the vehicle is parked, the driver must use a steering or gear lock or activate any anti-theft device on the vehicle.

**[7.4]** The driver of the vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit.

**[7.5]** Permission may be granted for a vehicle to be parked at the home of an employee or Political Officer Bearer [or any other secure approved parking area] subject to the conditions contained in paragraph 7.6

**[7.6]** A vehicle may be parked at the home of the driver if :

**[7.6.1]** the location has been reviewed by the Municipal Transport Officer and security is considered safe and adequate e.g. there is a garage or lockable gates, and

**[7.6.2]** the employee will be leaving early in the morning or returning late at night. The actual times applicable for purposes of this clause will be the time when public transport starts/stops and/or the sun rises or sets.

**[7.6.3]** in the opinion of the Municipal Manager, the personal security of an employee necessitates such employee to park the allocated vehicle at his/her home.

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- [7.6.4] the home of the employee is at a place between the municipal vehicle depot and the end point of the trip such that it is not economical for an employee to return the allocated vehicle to a municipal vehicle depot and collect it the following day.
- [7.6.5] if the employee works from home.
- [7.6.6] the employee is on call and there is no means by which he/she can be transported in official transport in the event of a call out or in the event of the provision of official transport proving in such circumstances not to be cost effective.

### [7.7] Authority to park a vehicle at home

An employee must apply to the Municipal Transport Officer on the prescribed form to park an allocated vehicle at his or her home. The application must be fully motivated and countersigned by the Head of Department.

Should the Municipal Transport Officer be satisfied that the application complies with this policy he/she shall grant the employee concerned permission to park the allocated vehicle at such Officer's home.

The authority of the Municipal Transport Officer must be contained in writing and will include the conditions contained in this policy as well as any other conditions which the Municipal Transport Officer may consider relevant to protect the allocated vehicle.

The authority will normally be issued occasion by occasion. However, for those employees on call, a blanket authority may be issued for a time period up to one month. The authority so granted will be subject to review and may be withdrawn at any time.

### [7.8] Special conditions pertaining to vehicles parked at the home of employees

- [7.8.1] Whilst a vehicle is parked at the home of an employee or Political Officer Bearer it may not be used for any non-work or private purpose.
- [7.8.2] ***If an emergency arises whilst a vehicle is parked at the home of an employee necessitating the use of the vehicle, then a signed trip authority for the movement of such vehicle must be obtained within 24 hours of the journey.***

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- [7.8.3] The private use of a vehicle whilst parked at the home of an employee will lead to the withdrawal of the privilege and possible disciplinary action against the Officer concerned.
- [7.8.4] Upon acceptance of this policy by the Council all previously agreed rights granted to employees to park vehicles at their homes are withdrawn and they must reapply for such permission in terms of this policy.

**8. LOG BOOKS, PETROL CARDS, VEHICLE KEYS, AND VEHICLE EQUIPMENT.**

- [8.1] The Municipal Transport Officer shall ensure that every vehicle is provided with a logbook for the recording of mileage and other information concerning a trip in the vehicle to which such logbook relates. Logbooks shall be suitably endorsed with the name of the Council and the vehicle description and registration number to which it relates.
- [8.2] ***The driver takes responsibility for the logbook, keys and petrol card once the vehicle has been accepted and signed for as being received and until it has been received back in by the Municipal Transport Officer at the end of a trip journey.***
- [8.3] All vehicle keys should be kept in a locked cabinet in the transport office when a vehicle has not been issued. A spare set of all vehicle keys should be kept in a theft and fire proof office safe.
- [8.4] Petrol cards will only be issued by the Municipal Transport Officer when the planned trip will require more fuel than is in the fuel tank of the vehicle when issued to the driver.
- [8.5] The petrol card is to be treated as cash and the driver will be held responsible for transactions that take place on it whilst it is in his/her possession.
- [8.6] All fuel receipts must be kept and made available upon request to the Municipal Transport Officer.
- [8.7] It is the responsibility of the driver to complete the vehicle log book legibly and accurately.
- [8.8] ***Loose vehicle equipment e.g. the spare wheel, toolkit and jack will be checked at the time of issuing of the vehicle to the driver and it is the responsibility of the driver to safeguard such equipment until the vehicle is returned to the Municipal Transport Officer. The driver will be required to replace any items that have been lost whilst the vehicle was under his/her control.***

**9. NO SMOKING POLICY**

In line with Council policy, no smoking will be permitted in any vehicle.

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## 10. MANAGEMENT SYSTEMS

[10.1] A new Transport Management System for the Council will be implemented. The following Key Performance Indicators must be kept for each vehicle:

Kilometres travelled  
Fuel utilisation km/l  
Total maintenance cost  
Maintenance cost per kilometre  
Running cost per kilometre  
Availability  
Utilisation  
Performance

[10.2] These key indicators are to be calculated on the fleet monthly summary form. This will be filled in by the Municipal Transport Officer and a copy sent to the Municipal Manager on or before the 10th of the following month. On the basis of these indicators, decisions will be taken regarding the future allocation and replacement of vehicles.

[10.3] Efficient management of transport is dependent on good quality information at the planning stage. ***Transport users should supply the Municipal Transport Officer, by the 25th of each month, an outline plan of their vehicle requirements for the next month.*** The Municipal Transport Manager must then make a preliminary plan for transport for the month, identify problem areas and make suitable recommendations for consideration by the Municipal Manager or the Council as the case may be in order to address these problems.

## 11. REPAIRS TO VEHICLES

[11.1] ***It shall be the responsibility of the driver of a vehicle to report any mechanical or other defect to the Municipal Transport Officer when a vehicle is returned to him/her at the end of a trip.***

[11.2] While a vehicle is under warranty of the manufacturer only dealers approved by the manufacturer will be used for the repair of a vehicle. All warranty work must be claimed from the dealers.

[11.3] The Municipal Transport Officer must make arrangements with the municipal garage and/or privately owned garages where no municipal garage exists or where a municipal garage cannot repair a vehicle for the regular repair of vehicles.

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**[11.4]** Where it is necessary that the vehicle is repaired by a privately owned garage, SCM policy shall be applicable. Municipal Transport Officer shall liaise with the budget control Officer to determine whether funds are available for cover the cost of the repair or maintenance work to a vehicle. Should such funds be available, then an official order shall be issued for the work to be carried out at the most favourable quotations.

**[11.5]** The Municipal Transport Officer shall retain copies of job cards and invoices issued in respect of vehicles maintained or repaired so that maintenance and repair on vehicles may be monitored at regular intervals. Repairs and maintenance costs shall also be reported monthly to the Council in any report which the Municipal Transport Officer may prepare for consideration by the Municipal Manager or the Council.

### **12. VEHICLE REPLACEMENT**

**[12.1]** The Municipal Transport Officer shall be responsible for the identification of vehicles requiring replacement.

**[12.2]** *If a vehicle is considered to be beyond economic repair before its expected replacement date, all supporting information should be sent to the Municipal Manager for submission by way of report to the Council for consideration.*

**[12.3]** In determining whether or not a vehicle should be replaced, the Municipal Transport Officer shall take the following guidelines into account:

**[12.3.1]** Both time and distance are often used to determine the need to replace vehicles, but the most accurate factor to be used is vehicle cost. There are two elements to vehicle cost namely the capital purchase of the vehicle and the running cost per kilometre. The best time to replace a vehicle is at the point at which the overall cost per kilometre is at the minimum.

**[12.3.2]** The simplest method to allocate capital cost is to split the cost of replacing the vehicle over the number of kilometres travelled. This amount per kilometre decreases when more kilometres are travelled. Conversely the running cost per kilometre will increase as more kilometres are travelled and more complex maintenance is required. It is possible to set an average life span of a vehicle by using management information to determine the point at which the cost per kilometre is at its lowest.

**[12.3.3]** The vehicle should be replaced if the running cost per kilometre of the old vehicle is higher than the full cost per kilometre of the new vehicle.

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- [12.3.4] Running cost per kilometre of the old vehicle is calculated by adding fuel cost per kilometre and the maintenance cost per kilometre. These will both be available from the vehicle's file and the monthly fleet report form and should be averaged over a three to six months period. The overall cost per kilometre of a new vehicle can be calculated by taking the capital cost per kilometre and adding this to the expected running cost per kilometre. The expected life of the vehicle can be estimated using management data for vehicles of the given type, and the expected running cost can also be taken from current data for vehicles of this type.

### 13. REPLACEMENT REQUESTS

[13.1] The Council shall annually budget for the replacement of vehicles.

[13.2] ***Requests for a new or replacement vehicle should be submitted by the Municipal Transport Officer to the Chief Financial Officer not later than last date of February in any year. The Chief Financial Officer should be provided with full details pertaining to the need to replace a vehicle including the running cost per kilometre of the current vehicle, utilisation, availability and needs satisfaction indicators for the fleet as a whole. The service that any vehicle is expected to support should be highlighted.***

[13.3] The Council shall, when approving a budget allocation for a new or replacement vehicle indicate in its budget approval the vehicle to be replaced and the nature of the replacement vehicle to be purchased.

[13.4] New vehicles shall be purchased by the Council only in accordance with its SCM policy.

### 14. VEHICLE ALLOCATION

[14.1] All vehicles are considered as property of the Council regardless of the original source of the vehicle.

[14.2] ***The Municipal Manager has the ultimate decision-making authority over the allocation of vehicles.***

[14.3] Municipal vehicles will not be allocated to Officers because of their ranks or any other criteria other than the following;

[14.3.1] The condition of the vehicle in relation to the distance to be travelled

[14.3.2] The type of vehicle in relation to its intended use.

[14.4] ***An employee in possession of a subsidized vehicle or municipal officer bearer may be granted an official vehicle to undertake a trip outside the Municipal area. Alternatively and depending on cost implications such***

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***an employee or Political Officer Bearer may be paid an additional allowance in accordance with the motor vehicle scheme or subsistence policy of the Council. Where the provision of municipal transport or the payment of an additional allowance cannot be warranted due to time and cost restraints or implications, the employee or political officer bearer will be provided with air, rail, taxi and bus transport to reach his or her destination. Applications for the provision of transport for trips outside the Municipal area shall be made by the employee or Political Officer Bearer on the prescribed form and such applications will be dealt with by the Municipal Transport Officer before a trip is undertaken.***

**15. PROVISION OF SECURE VEHICLE STORAGE DEPOT**

**[15.1]** The Council must provide a secure area which must be suitably fenced and provided with 24 hour security for the storage of all municipal vehicles not in use.

**[15.2]** The Council must also provide the Municipal Transport Manager with a suitable office in which he may perform his duties and such office must be provided with a theft and fireproof safe for the storage of duplicate keys of vehicles and registers/records required to be kept in terms of this policy.

**16. FUEL MANAGEMENT**

**[16.1]** ***The Municipal Transport Officer will be responsible for the purchase of the fuel and oil requirements of the Council and the recording, allocation and control over such requirements.***

**[16.2]** Fuels and oils shall be purchased in accordance with the normal procurement procedures of the Council.

**[16.3]** Only sufficient fuels and oils to meet the short term requirement of the Council shall be purchased at a given time.

**[16.4]** The Municipal Transport Officer must ensure that all fuel and oil supplies received are accurate and in accordance with official order instructions.

**[16.5]** ***Fuel pumps must be adequately protected against fire and theft and be provided with sufficient locking devices to prevent unauthorised access to and withdrawal of fuel supplies of the Council.***

**[16.6]** Fuel and oil may only be issued to drivers' of official vehicles and an accurate record of all supplies issued shall be maintained and recorded the Fleet Management Report.

**[16.7]** Fuel purchases and issues register shall also be maintained on a daily basis and the amount of fuel in fuel tanks shall be checked against the balance in the fuel register on a weekly basis. Any discrepancies shall immediately be reported to the Financial Officer of the Council.

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**17. MARKING OF VEHICLES**

***The Municipal Transport Officer shall ensure that all vehicles belonging to or under the control of the Council are properly marked and identifiable as vehicles of the Council.***

**18. ACCIDENT REPORTING**

***In the event of an accident involving a municipal vehicle, the following procedures must be followed by the driver:***

**[18.1] *The driver shall obtain:***

- ***The full names of the driver of the other vehicle or vehicles;***
- ***The address of the driver of the other vehicle or vehicles;***
- ***The telephone number of the driver of the other vehicle or vehicles;***
- ***The place of employment and telephone number of the employer of the driver of the other vehicle or vehicles;***
- ***The registration number of the other vehicle or vehicles;***
- ***Names, addresses and telephone contact numbers of witnesses, if any;***
- ***Location details of the accident scene (street, suburb, town)***

**[18.2] *The driver must report the accident to the nearest office of the S.A. Police Services and a C.R. number receipt must be obtained.***

**[18.3]** The driver must furthermore report the accident to Municipal Transport Officer within a period of 12 hours from the time of the accident and complete the prescribed accident report.

**[18.4]** The Municipal Transport Officer shall be responsible for the completion of all insurance claim forms, accident reports, the processing and monitoring of insurance claims.

**[18.5] *Under no circumstances should the driver of a municipal vehicle involved in an accident admit responsibility for the accident or sign any acknowledgment in this regard.***

**[18.6] *Under no circumstances may drivers of municipal vehicles authorize repairs to vehicles of other parties involved in accidents with municipal vehicles.***

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**[18.7]** Should circumstances so necessitate, the driver of a vehicle involved in an accident may authorize the towing of a damaged vehicle to the nearest police station or other safe vehicle storage area.

**19. THEFT OF VEHICLES**

*In the event of a theft of a municipal vehicle, the driver is required to notify the S.A. Police Service and the Municipal Transport Officer immediately thereof.*

*The driver shall also be responsible for obtaining a C.R. reference number from the S.A. Police Service which number shall be conveyed to the Municipal Transport Officer for insurance claim purposes.*

*The driver of a municipal vehicle is not entitled to compensation from the Council in respect of personal property stolen from or conveyed in a municipal vehicle and shall bear sole responsibility for such loss.*

All moneys received by the Council as a result of an insurance claim shall be paid into the Revenue Fund of the Council and may not be used to purchase a replacement vehicle unless the Council directs otherwise and after obtaining all approvals to incur such expenditure.

**20. LEASED VEHICLES**

In the event of the Council not being in a position to satisfy the transportation needs of any Department or any Political Officer Bearer, suitable transport may be leased from a private vehicle lease company or agency at the most competitive rate and on a short term basis.

The driver of a leased vehicle shall treat such vehicle as a vehicle owned by the Council or under its control and shall exercise due diligence to ensure that operating and other costs are kept to a minimum.

**21. TRAFFIC OFFENCES**

The driver of a municipal vehicle shall diligently obey all traffic laws and shall be responsible for the payment of all traffic fines which may be attributable to his or her negligence.

The Council may, in its sole discretion, financially assist a driver convicted of a road traffic offence with the payment of a fine or provide legal assistance to enable a driver to defend a criminal or civil claim against him or her in a court of law.

**22. PROHIBITED ACTS**

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- [22.1] ***No employee or Political Office Bearer of the Council not in possession of a valid drivers' of the required Code shall drive or be permitted to drive a municipal vehicle.***
- [22.2] ***No employee or Political Officer Bearer of the Council shall drive or be permitted to drive a municipal vehicle whilst under the influence of liquor or drugs.***
- [22.3] ***No employee or Political Officer Bearer of the Council shall driver or be permitted to drive an unlicensed vehicle of the Council;***
- [22.4] ***No employee or Political Officer Bearer of the Council shall be permitted to convey or transport the goods and/or property of other persons whether for reward or not in a municipal vehicle.***
- [22.5] ***No employee or Political Office Bearer of the Council shall be entitled to use fuel or oil supplies of the Council in his/her own private vehicle or vehicles or in the private vehicle or vehicles of another person.***
- [22.6] Fuel and oil supplies of the Council may only be issued to State, Provincial and other governmental or non governmental bodies with the express consent of the Chief financial Officer and on a full cost recovery basis and with due regard to legal requirements.

**23. VIOLATION OF TRANSPORT POLICY**

- [23.1] ***A violation of this policy may lead to disciplinary action being instituted against an employee or Political Officer Bearer of the Council.***
- [23.2] An employee found guilty of violating this policy may also be suspended from using a municipal vehicle.
- [23.3] ***Members of the S.A. Police Services and/or Traffic Officers and/or law enforcement officers of the Council are hereby authorized to apprehend and charge employees and Political Officer Bearers of the Council who contravene the contents of this policy in cases where such contravention amounts to a criminal offence and in particular theft and fraud.***

**24. REPORTS BY MUNICIPAL TRANSPORT OFFICER**

- [24.1] The Municipal Transport Officer shall, on a monthly basis, provide the Municipal Manager with a written report containing details of:
- [a] of the vehicles in the ownership or control of the Council;
  - [b] the vehicles allocated to various departments of the Council;
  - [c] the mileage travelled by vehicles during the previous month;

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- [d] the fuel consumption of the vehicles used during the month and the cost of such fuel;
- [e] the cost of repairs and maintenance to vehicles which costs shall be itemized per vehicle;
- [f] accidents involving municipal vehicles;
- [g] incidents of theft of municipal vehicles;
- [h] problems associated with the provision of official transport by the Council;
- [i] disciplinary action taken against employees and Political Officer Bearers in respect of a contravention of this policy.

[24.2] The Municipal Transport Officer shall, on a monthly basis, provide the chief Financial Officer with a return containing the details of the trips undertaken by employees and Political Officer Bearers in municipal vehicles allocated to Departments of the Council, the mileage travelled, the costs involved and the purpose of such trips.

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***N.B.: Attached hereto are the necessary forms that are required to be filled by municipal transport officer and or any person who is driving the municipal vehicle.***