

**UBUHLEBEZWE MUNICIPALITY  
MOTOR VEHICLE USAGE POLICY**

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**1. Introduction**

There is always some confusion surrounding the use of Ubuhlebezwe Municipal Council owned vehicles and this document intends to clearly illustrate exactly what procedures are to be followed, who is allowed to use Ubuhlebezwe Municipal Council vehicles, which vehicles certain individuals may or may not utilize and other procedures regarding the efficient and effective use of Ubuhlebezwe Municipal Council owned vehicles.

This document must be adhered to at all times and should be used as a reference whenever any grey area arises in respect of the use of Ubuhlebezwe Municipal Council vehicles.

Not only are the Ubuhlebezwe Municipal Council's vehicles very expensive assets which must be safeguarded at all times, but they are also assets which incur a great deal of running costs. It is for these reasons that a vehicle usage policy is an extremely important policy document which enhances the control over assets by laying down the procedures to be followed in such a way that the Accounting Office and Heads of Department are able to adequately control the running costs effected by vehicles and in so doing, prevent the unnecessary risk of Ubuhlebezwe Municipal Council incurring excessive expenses relating to its fleet.

A proper vehicle usage policy will ensure the effective and efficient utilization of the vehicle fleet of the Ubuhlebezwe Municipal Council. As with any other controls, a balance must be found between the cost of the controls and the value of the asset that are being controlled. The extent or perceived extent of abuse must also factor in a decision about which controls to implement.

The purpose of this document is, therefore, twofold:

Firstly to serve as a comprehensive tool for the users of motor vehicles, and Secondly to enhance the internal control over the Ubuhlebezwe Municipal Council's assets thus minimizing the risk of unnecessary expenditures.

In the event that clarity can not be obtained on any specific issue relating to vehicle usage, and this policy document is silent on the issue, the

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Accounting Officer and the Chief Financial Officer should be consulted and the document amended subject to ExCo approval.

**2. Listing of Ubhlebezwe Municipal Council owned vehicles**

The following is a list of the Ubhlebezwe Municipal Council owned vehicles as at 1 March 2005, the listing gives the make and model of the vehicle and it's vehicle registration number. This listing must be updated for every purchase and sale of motor vehicles as and when they occur.

<b>CAR REGISTRATION NO.</b>	<b>VEHICLE MODEL</b>	<b>DEPARTMENT</b>
NIX 7389	HILUX SINGLE CAB	SD
NIX 3697	HILUX SINGLE CAB	IPD
NIX 7683	HILUX DOUBLE CAB	IPD
UBUHLEB-ZN	TOYOTA FORTUNER	POOL
NIX 5298	TOYOTA CORROLLA	CORPORATE
NIX 8080	TIPPER TRUCK	IPD
NIX 1895	REFUSE TRUCK (NISSAN)	SD
NIX 6529	REFUSE TRUCK (DYNA)	SD
NIX 6446	TRACTOR	SD
NIX 6153	TRACTOR	SD
Temporal Number Plate	F-SERIES FIRE FIGHTING TRUCK	SD
Temporal Number Plate	SKIP TRUCK	SD
NIX 8373	NISSAN NP200	IPD
NIX 8370	NISSAN NP200	IPD
NIX 8381	NISSAN NP200	IPD
NIX 8367	NISSAN NP200	IPD
NIX 8379	NISSAN NP200	IPD
NIX 6838	NISSAN NP200	IPD
NIX 8421	ISUZU KB 200 LWB	SD
NIX 8418	ISUZU KB 200 LWB	SD
NIX 7186	NISSAN TRUCK	IPD
NIX 4030	TLB (CATERPILLAR)	IPD
NIX 7332	GRADER	IPD
NIX 6375	JEEP CHEROKE	MAYOR

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**3. Staff traveling and re-imburement of expenditure**

The following allowances for re-imburement of expenditure will be granted to the following positions within the municipality:

**Municipal Manager, Head of Departments, Deputy HOD s ,Section Heads & Supervisors & Councilors.**

Traveling expenditure will be reimbursed at a rate of R2-90 per kilometer traveled none subsidized vehicles and R2-50 per kilometer for subsidized vehicles on official business. The reimbursement will only be made if the travel has been pre-approved by the Head of the Department and this must be obtained prior to any business travel. An amount of R1.53 per kilometer is payable for none staff members. e.g. claims for people attending interviews etc.

**The Municipal Manager, HOD, Deputy HOD, Section Heads & Supervisors and councilors (i.e those receiving traveling allowances)** are strictly prohibited from driving any municipal vehicles.

In the event that a municipal vehicle is traveling to a specific destination, and the abovementioned officials are due to travel to the same destination, the abovementioned officials will not be entitled to any re-imburement for travel in their own vehicles, subject to, that there is sufficient space in the municipal vehicle to accommodate all destined for the same destination.

In the event that any two or more of the abovementioned officials be traveling to the same destination, not more than one vehicle must be used, subject to, that there is sufficient space in one vehicle.

**Technical Assistants, Traffic Officers, and other Field Workers**

Ubuhlebezwe Municipal Council owned vehicles will be provided for use by these officials from Monday to Friday or Monday to Sundays for those who qualify.

**All other staff**

All other staff members are to utilize the Ubuhlebezwe Municipal Council pool vehicles in the event that they are required to travel to any destination on Ubuhlebezwe Municipal Council business. The procedures laid down for the booking and usage of Ubuhlebezwe Municipal Council owned vehicles as outlined in paragraph 5.1 must be adhered to.

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**5. Vehicle usage policy**

**5.1. Vehicle reservation procedures**

In the event that any staff member requires the use of a pool vehicle, they must reserve the vehicle at least two days before the scheduled use thereof. The staff member must contact the departmental head and communicate the fact that he needs to use the vehicle and the following procedures must be adhered to:

- (a). Verbally inform the Head of the Department in which the staff member works that he will be away from the office for whatever reason, including the expected amount of time he believes he will be out of the office. (At least two days before the scheduled use)
- (b). Verbally inform the Head of the Department which has control over the vehicle that he intends to use the vehicle and would therefore like to reserve the vehicle. (At least two days before the scheduled use)
- (c). Fill out the required “Vehicle reservation form” and hand it to the Head of the Department who has control over the vehicle. (Copy of the vehicle reservation form has been attached as Annexure A). The form must be handed to the Head of the Department controlling the vehicle at least two days before the scheduled use.
- (d). After steps A to C have been completed, the vehicle will be deemed to have been reserved and the keys should be collected from the Head of the Department controlling the vehicle the evening before the scheduled use.
- (e). In the event that there are any problems experienced with the reservation procedure, the Accounting Officer must be informed immediately in order that he may resolve the issue.
- (f). The staff member is now free to utilize the vehicle on the specified date and will only be authorized to utilize the vehicle for the period stipulated on the vehicle registration form. In the event that there are any deviations from the details stipulated on the form, the staff member will be subject to a disciplinary hearing in terms of the Ubhlebezwe Municipal Councils Conditions of Employment, unless the staff member can provide adequate representations in respect of the deviations.
- (g). Mayoral vehicle shall be reserved as other vehicles and logbook shall be maintained at all times by the responsible driver.

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**5.1.1. Municipal Vehicle Drivers Permit**

All employees who qualify to drive Municipal vehicles should go for a Municipal driver's test that will be conducted by Traffic Department and a successful employee will be issued a Municipal Drivers permit. Drivers License and Municipal drivers permit will be filled by Corporate Services and by the Transport officer.

**5.2 Vehicle usage control sheets**

Every time a pool vehicle is utilized, the staff member, having completed all the procedures as listed in 4.1 above, must complete a vehicle usage control sheet on the day that the vehicle is to be used. The vehicle usage control sheet must include details of the staff member using the vehicle, the destination, date of use, opening and closing odometer reading, number of kilometers traveled purpose of the travel and the necessary authorizations.

(A copy of the vehicle usage control sheet has been attached as Annexure B)

The vehicle usage control sheet must be consecutively numbered and must be handed to the Head of the Department controlling the vehicle prior to the actual use of the vehicle.

The vehicle usage control sheet must be completed in full and if not, use of the vehicle must be refused by the Head of the Department controlling the vehicle.

Vehicle usage control sheets must be filed in numerical order and kept in the Department which controls the vehicle.

**5.3 Vehicle usage authorization procedures**

The vehicle usage control sheet must be authorized by the both the Head of Department in which the staff member requiring use is employed and the Head of the Department which controls the vehicle. This authorization will take the form of a signature on the vehicle usage control sheet and all authorizations must be obtained prior to the actual use of the vehicle.

The Heads of Department should always ensure that all the details on the vehicle usage control sheet are accurate and this includes the odometer

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readings at the start and end of the specific travel. The Heads of Department are responsible for ensuring that all the details are correct and, in the event that there are discrepancies in any of the information, should question the applicant and, if necessary, carry out disciplinary procedures in the event that there have been deliberate falsifications in the information provided on the vehicle usage control sheet.

The Accounting Officer must be informed, immediately, in the event that unexplained discrepancies arise and corrective measures should be taken to adjust, if necessary, the historical information on the vehicle usage control sheet. Any adjustment made in accordance with this paragraph must be fully documented, including, the date, the amount of the adjustment and the reasons for the adjustment. Any adjustments made to any of the vehicle usage control sheets may only be authorized by the Municipal Manager.

### **5.4 Vehicle usage restrictions**

All vehicles are the property of the Ubhlebezwe Municipality, and as such, are public assets, funded from public monies. The Ubhlebezwe Municipal Council have been entrusted with the efficient, effective and economical usage of these public monies and are therefore liable for any loss or damage suffered as a result of negligence or abuse.

The use of Ubhlebezwe Municipal Council owned vehicles thus extends this liability to the users of the vehicles and, as such, all users of municipal vehicles are to take every precaution to ensure that no loss or damage occurs whilst they are in possession of the vehicle. It may occur, from time to time, that incidents occur which are not as a result of negligence or abuse and these must be reported to the Accounting Officer immediately utilizing the loss or damage report sheet (Annexure C) and the insurance procedures listed under section 7.8 must be followed.

In the event that any damage or loss is incurred whilst an employee is in possession of a vehicle, this must be reported immediately to the Head of the Department that controls the vehicle, and the Municipal Manager. If it is proved that the loss has been suffered through negligence or abuse by the vehicle user, disciplinary action must be taken.

It is the responsibility of each and every person, requiring the use of a pool vehicle, that an inspection of the vehicle prior to the acceptance thereof be undertaken. This will ensure that damages are not left unreported and will further ensure that individuals are not wrongly accused of causing the damage.



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The Ubhlebezwe Municipal Council vehicles are to be used for official Municipal Council business only and may not be used for any other purpose. Under no circumstances will staff members be allowed to utilize any Ubhlebezwe Municipal Council vehicle for personal business.

Under no circumstances will any of the Ubhlebezwe Municipal Council's 4x4 vehicles be used for travel to any destination that does not require a 4x4 vehicle specifically. The 4x4 vehicles are only for use by the technical staff and may only be used when the terrain does not permit any other vehicle to travel thereon. (4x4 vehicles may only be used, therefore, in areas where the conditions are very sandy, very rocky, very muddy etc. and the Head of the Technical Department has authorized such use)

**5.5 Vehicles allocated to specific positions in the Ubhlebezwe Municipal Council**

The following vehicles within the Ubhlebezwe Municipal Council have been identified as vehicles wherein the incumbent requires the use of a permanent vehicle in order to carry out the day-to-day operations required of him.

The individuals who are in these positions are required to, at all times, adhere to the procedures as laid down in paragraph 5.4 as well as all those procedures laid out further in this document.

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NIX 6529	REFUSE TRUCK (DYNA)	SD
NIX 6446	TRACTOR	SD
NIX 6153	TRACTOR	SD
Temporal Number Plate	F-SERIES FIRE FIGHTING TRUCK	SD
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NIX 8373	NISSAN NP200	IPD
NIX 8370	NISSAN NP200	IPD
NIX 8381	NISSAN NP200	IPD
NIX 8367	NISSAN NP200	IPD
NIX 8379	NISSAN NP200	IPD
NIX 6838	NISSAN NP200	IPD
NIX 8421	ISUZU KB 200 LWB	SD
NIX 8418	ISUZU KB 200 LWB	SD
NIX 7186	NISSAN TRUCK	IPD
NIX 4030	TLB (CATERPILLAR)	IPD
NIX 7332	GRADER	IPD
NIX 6375	JEEP CHEROKE	MAYOR

All employees who are in possession of Ubuhlebezwe Municipal Council owned vehicle on a full time basis must adhere to the following procedures, failure to comply without adequate reasons will result in disciplinary action:

- The responsibility for the repairs and maintenance schedule rests with the incumbent in the position. (All repairs and maintenance must be carried out in accordance with the vehicles maintenance schedule, the costs will be born by the Ubuhlebezwe Municipal Council but the individual must be aware of where and when the vehicle is to be serviced. Refer section 8 hereunder for more detail).
- Vehicles must be used primarily for official Ubuhlebezwe Municipal Council business and may not be utilized for private business in the evenings, over week-ends and public holidays. In the event that the specific type of work being performed requires that the official be required to attend to call out work in the evenings, on week-ends and during public holidays, the vehicle may be taken home during these periods. This must, however, be authorized by the Municipal Manager. In all other circumstances, the Ubuhlebezwe Municipal Council vehicles must remain at the Ubuhlebezwe Municipal Council premises in the evenings, on week-ends and public holidays.
- An accurate log must be kept of all travel undertaken by the incumbent and should include daily opening and closing odometer readings, the number of kilometers traveled on each and every outing during the day and a description of what work was carried out which necessitated the travel, and charged out on the necessary job card.
- The incumbent is responsible for the vehicle and as such must adhere to the procedures laid down for any loss or damage suffered

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whilst in possession of the vehicle. (Refer to section 7 for detailed procedures regarding the reporting of losses and damages.

- The incumbent will be required to furnish the Accounting Officer with reasons for any discrepancies in respect of the use of the Ubhlebezwe Municipal Council owned vehicle and will be subject to disciplinary action should there be non-compliance with this document.
- The incumbent is to exercise due care for the vehicle and is not permitted to drive the vehicle recklessly or in any other fashion that may increase the risk of loss or damage to the vehicle or to another individuals traveling in the vehicle.
- The vehicles may not be used to carry more passengers than they are designed to and all passengers must be on official business of the Ubhlebezwe Municipal Council.

**IN THE EVENT THAT ANY OR ALL OF THESE PROCEDURES  
ARE CONTRAVENED, THE ENCUMBANT WILL BE SUBJECT  
TO DISCIPLINARY PROCEDURES.**

### **5.6 Vehicle security**

Vehicle security is extremely important as it is one of the chief safeguards in the protection of Ubhlebezwe Municipal Council's vehicles. The following procedures must be followed for all Ubhlebezwe Municipal Council owned vehicles:

- **Municipal Premises**

All Ubhlebezwe Municipal Council owned vehicles must be locked and stationed at the Ubhlebezwe Municipal Council premises every evening, on week-ends and during public holidays. The Ubhlebezwe Municipal Council premises are manned by security guards and this is the main deterrent against theft of the vehicles. Under no circumstances are vehicles to be taken home by officials, unless the special circumstances referred to in paragraph 5.5 are present.

- **Tracking Devices**

Tracker devices can also be a great help. It is firstly a great assistance in finding stolen vehicles and also as a tool to reduce insurance cost. Although, currently, the majority of the Ubhlebezwe Municipal Council's vehicles are fitted with these

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devices, this option is considered very expensive, and largely ineffective for general Fleet Control Measures, unless area maps accurately indicating areas which employees are allowed to travel in are available in the correct electronic format and a dedicated person is available to analyze the data on a regular basis. Save the costly installation and setup costs, monthly monitoring fees must also be paid. Tracker devices are not recommended for general fleet control for a relatively small entity like Ubhlebezwe Municipal Council.

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**6. Fleet Management Committee**

**6.1 Establishment of a Fleet Management Committee**

With the ever increasing needs and pressure on existing resources the introduction of a fleet management system has become essential. It is **recommended** that a Fleet Management Committee consisting of senior officials be established to take overall control of fleet management within the policy framework as determined by Ubhlebezwe Municipal Council on the recommendation of the FMC from time to time.

The Head of Technical Services must serve on the FMC

**6.2 Functions of the Fleet Management Committee**

The functions of the FMC will be to;

- consider and recommend on applications to enlarge or reduce the vehicle fleet of Ubhlebezwe Municipal Council;
- make recommendations regarding the need, use, suitability, specifications, cost effectiveness , etc. of existing or contemplated fleet vehicles;
- to set guidelines for the maintenance costs to be incurred and to monitor budget requirements and expenditure in this regard;
- to monitor the percentage of utilization of vehicles;
- annually submit a consolidated report on the fleet budget requirements of the borough ;
- consider monthly costing reports of Ubhlebezwe Municipal Council vehicles; and
- Authorize repairs to minor accidents.

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**6.3 Meetings of the Fleet Management Committee**

- The FMC will meet as and when the need arises but at least once a month.
- The Head of Technical Services will be the Convener and provide the venue and the secretariat for the FMC (This committee can be incorporated into MANCO meetings).
- The FMC will meet in January each year for the purpose to inspect, and recommend on all preliminary approvals for the scrapping, replacement or purchase of Ubhlebezwe Municipal Council vehicles with the view of the compilation of the annual capital budget.

**7. Administrative Matters**

**7.1 Acquisition of vehicles**

- (a) The respective Departmental or Divisional Head must identify the need for a vehicle.
- (b) As soon as the need is identified a report for preliminary approval is to be submitted to the relevant Portfolio Committee through the FMC which report should contain the following information:
  - A Full motivation
  - Indicate whether the purchase of the vehicle will result in the improvement of service in the area
  - Indicate whether the purchase will result in income generation if of an income generating nature, the estimated additional income that will be generated directly as a result of the acquisition thereof
  - Description of the use the vehicle will be put to
  - Frequency of use and predicted percentage of utilization
  - Recommended type of vehicle (ldv, etc.)
  - Minimum specifications of vehicle
  - Special equipment and accessories
  - Cost implications for Ubhlebezwe Municipal Council:  
Capital, Running costs, Insurance

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- Full particulars regarding the driver/operator of the vehicle
- Comments from:
  - Protection Services Manager and Head of Technical Services** regarding type of vehicle and specifications and cost efficiency regarding specific use intended and suitability as pool vehicle.
  - Chief Financial Officer** regarding financial implications.
- Alternative ways of meeting the need for transport
- Comment on the possibility of replacement with a second hand vehicle.
- Evaluation of the need, suitability of type of vehicle, cost effectiveness and recommendation of the Fleet Management Committee

- (c) When preliminary approval has been obtained the matter is referred to a special meeting of the Fleet Management Committee called by the Head of Technical Services in January of each year for the compilation of a consolidated report reflecting the vehicle needs in order of priority and to finally consider and recommend on the scrapping and replacement of vehicles with the view of the compilation of the annual capital and operational budget

## **7.2 Replacement of vehicles**

- (a) The procedures for the replacement of vehicles are the same as that for the purchase of a vehicle as in 2 above but the following additional information must be provided:
- Details of vehicle to be replaced
  - Full motivation for reasons of replacement
  - Report by Head of Technical Services on general condition of the vehicle and its repairs history including standing time for past two years
  - Percentage of utilization for past year

## **7.3 Replacement of stolen or vehicles written off in accidents**

- (a) The procedure for the replacement of stolen vehicles or vehicles written off in accidents are the same as that for the replacement

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of vehicles except that because of the possible urgency of the matter, the Head of Technical Services shall call a special meeting of the Fleet Management Committee to consider the replacement.

- (b) The FMC shall consider the urgency of the replacement and if it, in its opinion in relation to the annual meeting of the FMC, is not deemed to warrant special consideration, the FMC will recommend to the relevant committee of Ubhlebezwe Municipal Council that the replacement be considered for preliminary approval only.
- (c) Should the FMC regard the replacement as urgent it will recommend accordingly to the relevant committee of Ubhlebezwe Municipal Council and will submit its recommendation regarding the type and specifications of the replacement vehicle and any special arrangements for the more cost effective use thereof.
- (d) In the replacement of stolen or vehicles written off in accidents the FMC will give special consideration to the replacement of the vehicle with a suitable second hand vehicle.

**7.4 Tenders or Quotations for the purchase of new or the sale of redundant vehicles**

As soon as a resolution to purchase or replace a vehicle has been taken a staff member designated by the Director Corporate Services that works in his department will:

- (a) Publish, in consultation with the Director Technical Services, a suitable invitation to provide or purchase in the local press;
- (b) Ensure that the necessary specification according to the approval is available to all interested parties;
- (c) Ensure that the Ubhlebezwe Municipal Council's tender procedures are followed;
- (d) In the case of a sale of redundant vehicles arrange an auction on the date as advertised;
- (e) In the case of disposing of or purchasing a vehicle ensure that the necessary change of ownership form are completed reflecting the name and address of the successful bidder;
- (f) In the case of disposing of a vehicle, arrange for the receipt of the tender amount in cash or bank guaranteed cheque by a representative of the Finance Department;



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- (g) Submit under cover of a registered letter a copy of the change of ownership form duly completed and signed on behalf of both parties, to the registration Authority;
- (h) Advise the Chief Financial Officer regarding the sale of the vehicle requesting its removal from the Asset Register;
- (i) In the case of the purchase of a new vehicle, hand the tenders/quotations received to the representative of the Director Technical Service's Department for report and recommendations to the relevant committee;

Should the recommendation divert from the original approval in any respect the comments of the FMC must be obtained prior to submitting the report for consideration or dealing therewith under delegated authority.

### **7.5 Purchase of new or used vehicles**

As soon as the tender/quotations for the supply of a new or used vehicle has been approved by Ubuhlebezwe Municipal Council:

- (a) The Corporate Services Department will inform all tenderers in writing accordingly.
- (b) The Corporate Services Department will make the necessary arrangements for delivery of the purchased vehicle and advise the Head of Technical Services accordingly
- (c) The Corporate Services Department and a representative of the Head of Technical Services and Chief Financial Officer will take delivery of the purchased vehicle and after inspection of the vehicle and the certificate of ownership and registration certificate and their approval thereof, the Corporate Services Department will take the documents including any warranties or guarantees as well as duplicate keys (inclusive of duplicates of keys of gear locks, de activator and other safety devices) for safekeeping.
- (d) The Corporate Services Department will only hand over duplicate keys to any person or official on the strength of a written request giving full reasons for the request and the purpose the keys are required for by a Head of Department and only after the person has acknowledged receipt thereof in writing record of which shall be kept by the Corporate Services Department. The Corporate Services Department must ensure that the keys are out of his/her control for a limited period only and any digression in this regard shall be reported to the FMC and Corporate Services Manager.

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- (e) The representative from the Technical Services department will take the vehicle and one set of keys into possession and hand it over to the respective department.
- (f) Prior to handing over the vehicle the representative of the Head of Technical Services will convey the operational instructions of the particular vehicle to a representative of the receiving department in writing who must ensure that such directions are strictly adhered to.
- (g) The officials referred to in 3 above will countersign the purchasing invoice for the new vehicle
- (h) In the case of the purchase of a second hand vehicle the Corporate Services Department will;
  - arrange for an official of Ubhlebezwe Municipal Council to be present when the vehicle is presented for SAP clearance, and
  - ensure that clearance from the sellers financial institution or the supplier to the seller regarding any outstanding moneys are obtained
- (i) When the Corporate Services Department is satisfied in respect of paragraphs 3 and 7 the Accountant Expenditure will be requested to make the necessary payment to the supplier provided that, in the case of a second hand vehicle , any moneys still outstanding by the seller will first be settled direct to the financier
- (j) The Chief Financial Officer will ensure that the particulars of the new vehicle are entered into and that any vehicle sold is deleted from the Asset Register of Ubhlebezwe Municipal Council.
- (k) The Head of Technical Services or person nominated by him will not affect any repairs to a newly acquired vehicle until confirmation that the guarantee/ maintenance plan has expired.
- (l) All liaisons between Ubhlebezwe Municipal Council and the supplier regarding repairs to be done under guarantee/maintenance plan shall take place through the Head of Technical Services or person nominated by him.

**7.6 Administrative arrangements**

**(a) Change of ownership**

The Corporate Services Department will;

- (a).1 enter particulars of the vehicle ownership certificate into the Sureties register and will ensure the safe keeping thereof,

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- (a).2 in the case of the disposal, theft or scrapping of a vehicle endorse the Surety Register accordingly, and
- (a).3 file the original copy of the change of ownership certificate and in the case of disposal, theft or scrapping, forward a copy thereof by registered mail to the vehicle licensing authority, and inform the Chief Financial Officer, and Head of Technical Services or person nominated by him of the sale, theft or scrapping.
- (b) The Accountant Expenditure will in the case of a new (or second hand) vehicle on delivery;
  - (b).1 immediately arrange sufficient insurance cover for the vehicle
  - (b).2 allocate a unique maintenance, fuel and licensing vote numbers to that specific vehicle and release the vote numbers to the operating department. In the case of a new vehicle or a vehicle under guarantee the activating of the maintenance vote will be held in abeyance until after the guarantee period has expired.
  - (b) 3. Include the particulars of the licensing renewal on the schedule of license renewals.
  - (b).4 arrange for the payment of the purchase price;

**Stolen Vehicles / Vehicles Written off in accidents**

- (c) The Accountant Expenditure will in the case where a vehicle is stolen:
  - (c).1 without delay submit the necessary insurance claim;
  - (c).2 regularly follow up progress in settling the claim and keep the Departmental Head informed in this regard
  - (c).3 in the case of settlement of the claim inform the head of department and request the Corporate Services Department to act in terms of above.
  - (c).4 immediately on notification deactivate the maintenance, fuel and licensing vote of the vehicle and inform the respective department and the Head of Technical Services or person nominated by him accordingly.

**Annual Licensing**

- (d) The Head of Technical Services or person nominated by him will ensure that all vehicles are road worthy and in possession of a valid motor vehicle license
- (e) Within the first quarter of each calendar year the Head of Technical Services will prepare a schedule of vehicle licenses payable reflecting at least the following information:  
Registration number

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Year of first registration

Make

Model

Department

License fees payable

Due date

- (f) Copies of the schedule will be forwarded by the Head of Technical Services to the respective Heads who will supply the Head of Technical Services with their comments before the due date.
- (g) The Corporate Services Manager will forward the amended schedule to the Corporate Services Department who will compare same with the Surety Register and certify as correct.
- (h) The Head of Technical Services will on monthly bases obtain the required license renewal forms and issue a written request for payment to the Chief Financial Officer who will ensure timely payment and obtaining of the license disk.
- (i) The Head of Technical Services will notify the respective heads of department who will arrange collection against signature of the license disc.
- (j) The license forms in respect of license renewals will be forwarded to registry for the filing

## **7.7 Loss or damage reporting procedures**

It is highly likely that there will be instances where vehicles are either stolen or damaged during use on official Ubhlebezwe Municipal Council business. In the event that any damage is incurred through an accident of any sort, no matter how minor the damage may be, or in the event that a vehicle is stolen whilst in use, the official who was using the vehicle at the time must report the matter to the Head of Department controlling the vehicle.

A loss or damage report sheet (Refer Annexure C) must be completed immediately and must be submitted to the Head of the Department controlling the vehicle and thereafter, to the Municipal Manager.

### **Any official operating Ubhlebezwe Municipal Council vehicle must:**

- 1.1 In the case of an accident;
  - 1.1.1 not remove the Ubhlebezwe Municipal Council vehicle from the scene of the accident before an official on site inspection has been carried out by the Departmental Head as directed by the South African Police or other competent authority;

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- 1.1.2 Ensure that he, after the accident, does not consume any alcohol or drugs other than those administered by a doctor;
- 1.1.3 As soon as possible submit the loss or damage control sheet regarding the circumstances that lead to the accident to his Departmental Head;
- 1.1.4 In case of sustaining any injury, complete the necessary Injury on Duty form and subject himself to a medical examination at a medical practitioner as directed.
- 1.1.5 If applicable, complete the necessary documentation at the nearest Police Station
  
- 1.1.6 The Accounting Officer must then appoint an Investigative Committee to:
  - (a) Investigate the circumstances of the accident, and
  - (b) Make recommendations to the Accounting Officer on their findings within 2 (two) weeks of the date of their appointment.

In the case of the relevant employee/ driver having being found guilty of negligent driving, the driver shall be liable for the payment of the excess determined by the municipal insurance broker.

- 1.2 In the case of theft of or from the Ubhlebezwe Municipal Council vehicle:
  - 1.2.1 Report the theft to the South African Police immediately;
  - 1.2.2 As soon as possible, submit a report to his Departmental Head regarding the circumstances of the theft

## **7.8 Insurance claim procedures**

In the event that the loss or damage suffered, as referred to in 7.7 above, is sufficient enough that an insurance claim must be submitted, the following procedures must be followed:

- A loss or damage control sheet must be completed and submitted to the Head of the Department controlling the vehicle (as in 7.7 above)
- A copy of the loss or damage control sheet must be submitted to the Chief Financial Officer
- An insurance claim form sheet must be compiled by the Finance Department and must be authorized by the Chief Financial

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Officer. The Chief Financial Officer must ensure that the cost of repairs/replacement must be greater than the excess on the claim.

- The normal insurance claim procedures must be followed thereafter and the claim listed in the insurance claims register until payment is received from the municipality's insurers.

**8. Maintenance control procedures**

- 8.1 The Expenditure Accountant (as identified by the Chief Financial Officer) will compile monthly costing in respect of all Ubuhlebezwe Municipal Council vehicles reflecting the following:

Description of vehicle  
Department  
Projected use  
Actual cost: fuel  
Maintenance  
Repairs  
Charged outs – Job Card number.  
Fuel consumption accumulative for the year  
Fuel consumption for each month  
Maintenance costs accumulative for year  
Maintenance costs for each month  
Repairs costs (excluding accidents) previous year  
Repairs costs (excluding accidents) for month  
Repairs costs (excluding accidents) accumulated for the year.  
Standing time (waiting for spares)

- 8.2 The Head of Technical Services or person nominated by him will in the same report, comment on the general condition of each vehicle and will record any suspected operational negligence or excessive expenditure in fuel consumption or maintenance.
- 8.3 The completed report will be submitted to the Head of Department controlling the vehicle for his comments and indication of the % utilization of the vehicle after which it will be submitted to the FMC for consideration.
- 8.4 A summary of the report will be included in the monthly report of the Head of Technical Services to ExCo.

**9. Duties and responsibilities of Heads of Departments**

**Departmental Heads must ensure:**

- 9.1 That all staff appointed as drivers or operators of Ubuhlebezwe Municipal Council vehicles;
- (a) Are medically found to be fit to operate a vehicle by a Medical Practitioner appointed by Ubuhlebezwe Municipal Council;

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- (b) Are in possession of a valid driver's license of the class required to operate the Ubhlebezwe Municipal Council vehicle applicable;
  - (c) Are tested and found competent to operate the Ubhlebezwe Municipal Council vehicle by a person or body designated by Ubhlebezwe Municipal Council to perform such tests.
- 9.2 That all incidents of theft of or from Ubhlebezwe Municipal Council vehicle, accidents involving Ubhlebezwe Municipal Council vehicles are:
- (a) Thoroughly investigated and reported on to the Municipal Manager;
  - (b) Promptly reported to the Chief Financial Officer in writing for purposes of submitting the necessary insurance claim.
  - (c) Drivers pay the access fee after repairs, should the accident be as a result of negligence or reckless driving
- 9.3 That log sheets of Ubhlebezwe Municipal Council vehicles under his control are checked on a regular basis.
- 9.4 That equipment kept in Ubhlebezwe Municipal Council vehicles is restricted to the essential.
- 9.5 That all staff operating Ubhlebezwe Municipal Council vehicles acknowledge receipt of a copy of the Motor Vehicle Usage Policy.

**10. Special References**

- 10.1 In terms of the Municipal Systems Act s12 Council Property, a councilor may not use, take, acquire or benefit from any property or assets owned, controlled or managed by the municipality to which that councilor has no right.
- 10.2 In terms of the Remuneration of Officer Bearers Act, councilor that use municipal vehicle may not be paid travel allowance except the Mayor. Councilor that use council vehicle may duly do so with the authorization by the Municipal Manager.