

MSUKALIGWA LOCAL MUNICIPALITY

INTERNAL TRANSPORT POLICY

The aim of this policy is to manage Msukaligwa Municipality internal transport. The policy is to cover the use of transport within Council and to clarify the position regarding transport.

1. DEFINITIONS

In this policy, unless the context otherwise indicates :

- 1.1 "Council" means the Council of Msukaligwa Local Municipality.
- 1.2 "Relevant Head of Department" means the Head of Department under who an official works and in the case of a Councillor, the Speaker.
- 1.3 "Municipal area" means the area of jurisdiction of Msukaligwa Municipality as determined by the MEC for Local Government : Mpumalanga.
- 1.4 "Permanently issued vehicle" means a vehicle that is issued to an official or Councillor, who is in need of transport on a daily basis to do his normal duties. The vehicle may also be a special kind of vehicle in order to do his normal duties. If the vehicle is no longer needed to do the work, vehicle is to be handed over to the mechanical workshop.
- 1.5 "Vehicle" means a motor vehicle as defined in section 1 of the National Road Traffic Act, 93 of 1996.

2. ISSUING OF VEHICLES

- 2.1 No vehicle shall be issued to any official or Councillor, who is not authorized to drive Council vehicles.
- 2.2 The official or Councillor to whom a vehicle is issued, shall be responsible for all equipment that is issued with the vehicle.
- 2.3 All permanent issuing of vehicles must be done in writing; with the necessary instructions of the relevant Head of Department.
- 2.4 Every official or Councillor must comply with this policy and any other applicable policy of Council.

3. USE OF VEHICLES

- 3.1 All vehicles that are issued to officials and Councillors; shall only be used for official purposes and shall under no circumstances be used for private purposes.
- 3.2 All trips outside the Municipal area, must be approved by the Director Corporative Services and the Municipal Manager.
- 3.3 Contravention of this policy shall lead to disciplinary actions.
- 3.4 Only an employee or Councillor who is properly authorized to use a vehicle for after hours work, shall use such vehicle for trips between his residence and place of work, except during lunch times.

- 3.5 Drivers of vehicles must comply with all the applicable legislations in using the vehicle.

4. CONDITIONS OF USE

- 4.1 Only employees or Councillors who are in possession of a valid drivers license are permitted to drive Council's vehicles.
- 4.2 All officials who drive Council's vehicles must supply the Department of Corporative Services with a certified copy of their driver's license. These copies shall be placed on the relevant official's personal file.
- 4.3 Only the official or Councillor to whom a vehicle was issued, shall drive the vehicle. In cases of emergency, Council's resolution or other exceptional circumstances may a vehicle be driven by another competent person or employee.
- 4.4 No spouse or child of an employee, Councillor or any other person, except another employee of the Council, in the executing of his normal duties, shall be transported as a passenger in an official vehicle of Council.
- 4.5 An employee shall, without delay, notify his Head of Department of any endorsements to his driver's license.
- 4.6 An employee or Councillor may refuse to drive an un-roadworthy vehicle until such time as the vehicle has been certified roadworthy.
- 4.7 Negligence and misuse of official vehicles is not allowed and shall lead to disciplinary actions in accordance with the conditions of service.
- 4.8 No person may drive any official vehicle whilst under the influence of alcohol or drugs.
- 4.9 Under no circumstances may lifts be given to the general public.

5. CARE OF VEHICLE

- 5.1 Vehicles shall be handled and cared for in a responsible manner. Officials and Councillors must at all times take preventative measures to protect vehicles from negative elements.
- 5.2 All vehicles must be properly locked when left unattended.
- 5.3 All vehicles must be kept in a neat and clean condition.
- 5.4 Before making use of a vehicle, the driver shall ensure that it is licensed and in a roadworthy condition.
- 5.5 The driver of the vehicle shall be held responsible for all fines and traffic violations arising from the use of the vehicle.
- 5.6 Repairs and servicing of vehicles will, as far as possible, be carried out by the Council's mechanical workshop. No repairs, nor servicing of Council's vehicles shall be carried out by any person unless such repairs have been authorized by the mechanical workshop.

6. RESPONSIBILITIES FOR USE

- 6.1 All daily trips shall be noted on the Council's prescribed log sheets.
- 6.2 All vehicles must be pre-trip inspected daily.
- 6.3 Supervisors shall regularly check log sheets for correctness and send it to the Department of Finance.
- 6.4 All damages or losses shall be reported to the relevant Head of Department.

7. ACCIDENTS INSIDE MUNICIPAL AREA

In the event of a vehicle accident or damage to an official vehicle the following procedures shall be followed:

- 7.1 The vehicle shall not be removed unless the scene of the accident has been appropriately marked or the necessary permission be obtained.
- 7.2 No report regarding the accident shall be made at the scene of the accident.
- 7.3 The accident or damage must be reported within 24 hours at the Department Cooperative Services, and to the S A Police Services.
- 7.4 A written report must be handed in at the next working day at the Department of Corporative Services. If a Councillor was involved, the matter must also be reported to the Speaker.
- 7.5 The Department of Corporative Services must notify the Department of Finance and assist the Department of Finance in obtaining all relevant information regarding the matter.
- 7.6 The Department of Corporative Services must inform the mechanical workshop and obtain the comments of the Legal Section after a full report is compiled by the relevant Head of Department on the accident or damage, in order to take a decision to discipline the official or not. In the case of a Councillor, the report is to be send to the Speaker, for his attention.

8. FUNCTIONS OF PUBLIC SAFETY DEPARTMENT INSIDE MUNICIPAL AREA

- 8.1 The Public Safety Department must assist immediately at the scene of accident, and if necessary notify the S A Police Services as soon as possible and the necessary emergency services.
- 8.2 Notify the mechanical workshop and relevant Head of Department or the Speaker if a Councillor was involved.
- 8.3 Comply with the procedures set out in the applicable legislation

9. MECHANICAL WORKSHOP

- 9.1 Ensure the removal of the vehicle does not result in further damage.
- 9.2 Follow the necessary procedures to repair the vehicle.

10. ACCIDENTS OUTSIDE THE MUNICIPAL AREA

In the event of a vehicle accident or damage to an official vehicle outside the Municipal area the following procedure shall be followed:

10.1 In case of less serious accidents the driver shall:

10.1.1 Make a sketch of scene of accident as accurately as possible.

10.1.2 Note names, addresses and telephone numbers of eye-witnesses.

10.1.3 Report the accident immediately to the Department of Corporative Services or in case of a Councillor, to the Municipal Manager and to the S A Police Services and obtain the case number.

10.1.4 Hand in a written report on the accident or damages at the office of the relevant Head of Department.

10.2.2 In the case of serious accidents the driver shall:

10.2.1 Comply with the procedures in clause 7.

11. There shall be a Fleet Manager who shall be located in the Department of Corporative Services and shall be responsible for the following:

11.1 Handle bookings of bookings of vehicles for personnel and Councillors.

11.2 Control all Councillors fleet and equipment.

11.3 Advise Council on conditions of vehicles

11.4 Control and monitor the mechanical workshop

11.5 Manage and license all Council Fleet.

11.6 Supervise all personnel (Drivers of Council).

12. FLEET MANAGER AND RESPONSIBLE DRIVERS

12.1 The Fleet Manager and the official or Councillor, who is in possession of a permanently issued vehicle is responsible to notify the mechanical workshop if the vehicle is due for a service.

12.2 Any defect that comes under the attention of a driver must be reported to the mechanical workshop.

12.3 The mechanical workshop must write a report on each vehicle's condition at the beginning of each new year to be evaluated by the Head of the Department.

13. AUTHORITY

13.1 The driver of a permanently issued vehicle must complete the attached form as per ANNEXURE A, before a vehicle can be issued to the driver.

13.2 The driver of a non-permanently issued vehicle must complete the attached form as per ANNEXURE B, before a vehicle can be issued to the driver.

14. GENERAL

- 14.1 Drivers of Council's vehicles must display an example to other road users.
- 14.2 Speed limits must be adhered to and not be exceeded at any time.
- 14.3 Do not use cellular telephones while driving.
- 14.4 The Department of Finance is responsible to make sure that Council's vehicles are insured.
- 14.5 Council is not responsible for any personal property if it is damaged, lost or have any deficiencies as a result of theft, accident or as a result in using the vehicle.
- 14.6 All responsible persons must comply with the rules of the Department of Finance with regard to fuel, repairs and normal maintenance of the vehicle.
- 14.7 Lost keys is to be replaced by the driver.

Trip authority form for Officials

1.
Name of driver

Employee no:

Passengers (Councillors and Officials only)

Particulars for use of vehicle:

In acknowledgement that vehicle registration no _____ was handed to me.

I inspected the vehicle and there are no defects, if any specify below:

Internal Transport Policy

I acknowledge that I must comply with Council's

.....
Signature

.....
Date

2.

FLEET MANAGER:

1. Copy of Internal Transport Policy will be given to driver.

2. Vehicle details are as follows:

.....
Signature

.....
Date

3. Head of Department

Comments:

APPROVED / NOT APPROVED

.....
Signature

.....
Date

4.

APPROVED / NOT APPROVED

.....
MUNICIPAL MANAGER

.....
Date

Trip authority form for Councillors

1.

Name of driver

Employee no:

Passengers (Councillors and Officials only)

Particulars for use of vehicle:

In acknowledgement that vehicle registration no _____ was handed to me.

I inspected the vehicle and there are no defects, if any specify below:

Internal Transport Policy

I acknowledge that I must comply with Council's

.....
Signature.....
Date

2.

FLEET MANAGER:

1. Copy of Internal Transport Policy will be given to driver.

2. Vehicle details are as follows:

.....
Signature.....
Date

3. Head of Cooperative Services

Comments:

APPROVED / NOT APPROVED

.....
Signature.....
Date

4.

APPROVED / NOT APPROVED

.....
SPEAKER.....
Date