



GRDM OVERALL FLEET MANAGEMENT POLICY

Council Workshop: 15 March 2021

Council Meeting: 30 March 2021

Date Approved: 30 March 2021

Council Resolution number: E 5

Contents

PREAMBLE	6
1 PURPOSE.....	7
2 SCOPE	7
3 LEGAL FRAMEWORK	7
4 DEFINITIONS	7
5 POLICY STATEMENT.....	8
6. AUTHORISATION PROCEDURES FOR COUNCIL POOL VEHICLES	9
6.1 CHECKLIST.....	9
6.2 PETROL CARD	9
6.3 MAINTENANCE PLAN.....	9
6.4. ROADWORTHINESS OF VEHICLES	9
6.5. SERVICING OF VEHICLES.....	9
6.6 VEHICLE KEYS.....	10
6.7. SPECIFICATIONS FOR LOADING ON VEHICLE	10
6.8. VEHICLE EQUIPMENT.....	10
6.9. SAFE DRIVING OF VEHICLE.....	10
6.10. SAFE CUSTODY OF VEHICLES	10
6.11. INSURANCE	10
6.12. POTENTIAL ROAD ACCIDENTS.....	10
6.13 DAMAGE, LOSSES DEFICIENCIES AND THEFT	11
6.14 IRREGULAR, IMPROPER AND UNAUTHORISED USE OF COUNCIL POOL VEHICLES ..	11
6.15. NON SMOKING.....	11
6.16. PASSENGERS	11
6.17. TRANSFER OF VEHICLES	12
6.18. TRAFFIC FINES	12
6.19 USE OF COUNCIL POOL VEHICLES FOR TRADE UNION ACTIVITIES	13
6.20 WHO MAY USE A COUNCIL POOL VEHICLE AND WHO MAY NOT USE A COUNCIL POOL VEHICLE	13
6.21 VEHICLE BREAKDOWN.....	13
6.22 STANDING OPERATING PROCEDURES IN CASE OF PANDEMIC/DISASTER	14
6.23 TRIP AUTHORITY FORMS	14
6.24 USE OF POOL FLEET VEHICLE FOR SOCIAL EVENTS	14
6.25 PROXY HOLDER.....	14
7. AUTHORISATION PROCEDURES FOR PROVINCIAL ADMINISTRATION WESTERN CAPE GOVERNMENT VEHICLES (YELLOW FLEET).....	14
7.1. CHECKLIST.....	14

7.2. PETROL CARD.....	15
7.3. MAINTENANCE PLAN.....	15
7.4. ROADWORTHINESS OF VEHICLES	15
7.5. SERVICING OF VEHICLES.....	15
7.6 .VEHICLE KEYS.....	15
7.7 SPECIFICATIONS FOR LOADING ON VEHICLE	16
7.8. VEHICLE EQUIPMENT.....	16
7.9. SAFE DRIVING OF VEHICLE.....	16
7.10. SAFE CUSTODY OF VEHICLES	16
7.11. INSURANCE	16
7.12 POTENTIAL ROAD ACCIDENTS.....	16
7.13. DAMAGE, LOSSES DEFICIENCIES AND THEFT	16
7.14 IRREGULAR IMPROPER AND UNAUTHORISED USE OF YELLOW FLEET/ GOVERNMENT VEHICLES.....	17
7.15. NON SMOKING.....	17
7.16. PASSENGERS	17
7.17 TRANSFER OF VEHICLES	17
7.18 TRAFFIC FINES	18
7.19 USE OF YELLOW FLEET VEHICLES FOR TRADE UNION ACTIVITIES.....	18
7.20 WHO MAY USE PROVINCIAL VEHICLES (YELLOW FLEET) POOL VEHICLE AND WHO MAY NOT USE A COUNCIL POOL VEHICLE.....	18
7.21 VEHICLE BREAKDOWN	19
7.22 STANDING OPERATING PROCEDURES IN CASE OF PANDEMIC/DISASTER	19
7.23 TRIP AUTHORITY FORMS	19
7.24 USE OF YELLOW FLEET VEHICLES FOR SOCIAL EVENTS	20
7.25 PROXY HOLDER.....	20
8. AUTHORIZATION PROCEDURES FOR RESORTS POOL VEHICLES.....	20
8.1. CHECKLIST.....	20
8.2. PETROL CARD.....	20
8.3. MAINTENANCE PLAN.....	20
8.4. ROADWORTHINESS OF VEHICLES	20
8.5. SERVICING OF VEHICLES.....	21
8.6 .VEHICLE KEYS.....	21
8.7. SPECIFICATIONS FOR LOADING ON VEHICLE	21
8.8. VEHICLE EQUIPMENT.....	21
8.9. SAFE DRIVING OF VEHICLE.....	21
8.10 SAFE CUSTODY OF VEHICLES	21
8.11 INSURANCE	21

8.12 POTENTIAL ROAD ACCIDENTS.....	22
8.13 DAMAGE, LOSSES DEFICIENCIES AND THEFT	22
8.14 IRREGULAR IMPROPER AND UNAUTHORISED USE OF COUNCIL POOL VEHICLES ..	22
8.15 NON SMOKING.....	23
8.16 PASSENGERS	23
8.17. TRANSFER OF VEHICLES	23
8.18. TRAFFIC FINES	23
8.19 USE OF COUNCIL POOL VEHICLES FOR TRADE UNION ACTIVITIES	24
8.20 WHO MAY USE A COUNCIL POOL VEHICLE AND WHO MAY NOT USE A COUNCIL POOL VEHICLE	24
8.21 VEHICLE BREAKDOWN.....	25
8.22 STANDING OPERATING PROCEDURES IN CASE OF PANDEMIC/DISASTER	25
8.23 TRIP AUTHORITY FORMS	25
8.24 USE OF POOL FLEET VEHICLE FOR SOCIAL EVENTS	25
8.25 PROXY HOLDER.....	25
9. AUTHORISATION PROCEDURES FOR FIRE VEHICLES	26
9.1. CHECKLIST.....	26
9.2. PETROL CARD.....	26
9.3. MAINTENANCE PLAN.....	26
9.4. ROADWORTHINESS OF VEHICLES	26
9.5. SERVICING OF VEHICLES	26
9.6 .VEHICLE KEYS.....	26
9.7. SPECIFICATIONS FOR LOADING ON VEHICLE	26
9.8. VEHICLE EQUIPMENT.....	27
9.9. SAFE DRIVING OF VEHICLE.....	27
9.10. SAFE CUSTODY OF VEHICLES	27
9.11 INSURANCE	27
9.12 POTENTIAL ROAD ACCIDENTS.....	27
9.13. DAMAGE, LOSSES DEFICIENCIES AND THEFT	27
9.14 IRREGULAR IMPROPER AND UNAUTHORISED USE OF COUNCIL GOVERNMENT OWNED VEHICLES.....	27
9.15 NON-SMOKING	28
9.16. PASSENGERS	28
9.17 TRANSFER OF VEHICLES	28
9.18. TRAFFIC FINES	28
9.19 USE OF COUNCIL FIRE VEHICLES FOR TRADE UNION ACTIVITIES	29
9.20 WHO MAY USE A COUNCIL POOL VEHICLE AND WHO MAY NOT USE A COUNCIL POOL VEHICLE	29

9.21 VEHICLE BREAKDOWN	29
9.22 STANDING OPERATING PROCEDURES IN CASE OF PANDEMIC/DISASTER	29

PREAMBLE

Garden Route District Municipality has a legal obligation to protect municipal assets against abuse, which could result in a loss to the District Municipality.

These assets include the Council pool vehicles, Provincial Administration (Yellow Fleet) Resorts vehicles as well as the Fire emergency vehicles .

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

It is therefore accepted that where an official has access to a vehicle subject to an agreement as mentioned, such official will not have the automatic right to use an official municipal fleet.

1 PURPOSE

The purpose of the policy is to introduce an overall Fleet Management Policy of the Garden Route District Municipality in respect of the fleet for:

Garden Route Pool Vehicles

Fire and Disaster services

Provincial Administration Western Cape (Yellow fleet) as stated in the Public Service regulations.

Resorts

2 SCOPE

The overall Fleet Management Policy is applicable to all qualifying staff members of the Garden Route fleet, Resorts and all staff members from the Fire Services who drives emergency response vehicles as well as all staff members from the Road Services as stated in the Provincial Transport Vehicle Regulations.

3 LEGAL FRAMEWORK

- Constitution 108
- Occupation Health & Safety Act, 1993
- National Road Traffic Act, 1996 and Regulations
- Constructions Regulations 2014
- Municipal Code of Conduct

4 DEFINITIONS

Municipal vehicle fleet shall mean all official, branded vehicles listed in the fleet vehicle register of Garden Route District Municipality

Municipal Fire/ emergency fleet shall mean all official branded vehicles listed in the fleet vehicle register of Garden Route District Municipality

Administration Western Cape (Yellow fleet) shall mean all official provincial vehicles as stated in the Public Service regulations.

Official Passenger shall include all officials and or employees, students , interns who have the necessary prior written authority to be a passenger in an official vehicle.

Official vehicle shall have the same meaning as municipal vehicle and vice versa

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

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

Vehicle on tour shall mean a vehicle used for out of city trips and stand over outside the Garden Route jurisdiction

Pool vehicle shall mean all official vehicles that are not designated to a specific department and remain in the pool to be used for official purposes as and when the need arises and the necessary authority obtained to a specific department

5 POLICY STATEMENT

Transport in the municipality is a tool by which services are delivered and therefore management of the overall fleet of the Garden Route District Municipality rests within the Executive Manager responsible for Corporate Services.

The Executive Manager and or his/her nominee are responsible for the overall management of the transport in respect of Administration Offices, Fire and Disaster services as well as the Provincial Administration Western Cape (Yellow fleet) as stated in the Public Service regulations.

The Line Manager in charge of the transport in the respective departments will delegate the day to day operations to the respective fleet officers but will take overall responsibility for performance and control.

This policy covers the use of transport within each department as well as vehicles owned by province, vehicles permanently allocated to departments, vehicles from donor organizations and vehicles hired by the Garden Route District Municipality

The Department responsible for Provincial Transport, Administrative building and the Fire services are responsible for the ongoing development of a standing operating procedure

6. AUTHORISATION PROCEDURES FOR COUNCIL POOL VEHICLES

6.1 CHECKLIST

The driver of a vehicle must at all times ensure that the vehicle is in a roadworthy condition, with special emphasis on the steering, the brakes, the lights, wipers, indicators, wheel nuts, condition of the tyres and seatbelts.

Any defects discovered must receive immediate attention and reported to the respective officer in charge.

6.2 PETROL CARD

All Petrol cards will be kept at the office of the fleet administrator in a safe and will be booked out request. The driver will be responsible to submit a petrol slip after each trip.

6.3 MAINTENANCE PLAN

All fleet will undergo roadworthy tests annually. Renewal of licences, servicing of fleet annually and is covered under maintenance.

6.4. ROADWORTHINESS OF VEHICLES

The fleet administrator of the GRDM pool vehicles must at all times ensure that the vehicle is in a roadworthy condition, with special emphasis on the steering, the brakes, the lights, wipers, indicators, wheel nuts, condition of the tyres and safety belts.

Any defects discovered must receive immediate attention and reported to the respective officer in charge.

6.5. SERVICING OF VEHICLES

- All GRDM pool vehicles will be serviced in accordance with the policy and specifications prescribed by the manufacturers concerned.
- The officer in charge of these vehicles are responsible for ensuring that the arrangements set out below are complied with strictly.
- All vehicles under warranty will be serviced at the local agent and otherwise serviced at agents on the due dates.

6.6 VEHICLE KEYS

All keys will be kept at the office of the fleet administrator in safe custody.

6.7. SPECIFICATIONS FOR LOADING ON VEHICLE

- The load on any GRDM vehicle may not exceed the maximum recommended by the manufacturer of the vehicle.
- Damage or loss caused by overloading or negligent control over a load on vehicles will be recovered from the user department's budget.
- Drivers shall personally be held liable for any penalty that may be imposed by a court of law for an infringement of the National Traffic Act 93/1996 in respect of overloads and unsafe loads carried.

6.8. VEHICLE EQUIPMENT

All equipment will be kept in each vehicle

6.9. SAFE DRIVING OF VEHICLE

Traffic and any other regulations applicable to the users of the road must be strictly adhered to at all times.

6.10. SAFE CUSTODY OF VEHICLES

Drivers in possession of respective fleet vehicles after hours, must ensure that vehicles are adequately garaged or parked and must at all times take all reasonable steps to safeguard vehicles, including accessories and tools against theft, damage and fires.

6.11. INSURANCE

The Municipality carries its own accident risks and accepts liability for any expenditure arising from claims by third parties. Including claims by authorised official passengers against the official driver in respect of personal injuries or damage to the council owned vehicle, which would be payable by an insurer.

6.12. POTENTIAL ROAD ACCIDENTS

- Should a driver of a council owned vehicle be in an accident, this must be reported to the respective officer or as soon as possible, but within 24 hours to a police station or a police of traffic officer.

- Full particulars must be furnished and a police case registration number must be produced.
- In the event of a serious or fatal injury, the Occupational Health Safety Officer needs to be notified.
- In the event that negligence is suspected, the respective Head of Department must request a more senior person to visit the accident scene with him / her and both persons must submit a written report.
- Take photos of the accident scene to capture damage as well as position of the tools / vehicles.
- Also attach photos of all road signs that precede the accident scene.

6.13 DAMAGE, LOSSES DEFICIENCIES AND THEFT

In the event of damage, losses, deficiencies and theft, the driver of the vehicle must immediately report the incident to the responsible fleet officer and the South African Police Services. A police case registration must be produced to the respective fleet officer for insurance purposes.

6.14 IRREGULAR, IMPROPER AND UNAUTHORISED USE OF COUNCIL POOL VEHICLES

If a council owned vehicle is used, driven recklessly, neglected or is misused, the matter will be viewed in a serious light and disciplinary action against the offending driver can be instituted, apart from any proceedings which may be instituted in terms of the Road Traffic Act. If a council owned vehicle is used without authority, the driver concerned will be held liable for the distance covered and disciplinary actions may be taken against him/her.

6.15. NON SMOKING

No driver or passengers will be allowed to smoke in a council owned vehicle. Negligence due to the smoking in the vehicles may lead to disciplinary actions against the driver.

No smoking will be allowed in a council owned vehicle.

6.16. PASSENGERS

- Passengers carried by a council owned vehicle must be authorised to travel in the vehicle.

- The picking up of casual passengers is not allowed under any circumstances.
- The driver of the vehicle will be held responsible for ensuring that unauthorised passengers are not conveyed.

6.17. TRANSFER OF VEHICLES

The loaning of vehicles to other departments is at the discretion of the respective officials responsible for the fleet.

The manager must ensure that the department borrowing the vehicle will meet the operational control requirements of this policy.

6.18. TRAFFIC FINES

All drivers of council fleet vehicles must adhere to the following legislative requirements pertaining to traffic fines as the driver is responsible for the payment of all fines:

- In terms of the National Road Traffic Act, Act 93 of 1996,
- Section 56 notice: A section 56 notice is issued by a traffic officer and usually involves an offence that happened while the vehicle was moving.
- You have 14 days to pay and will need to attend court on the appointed date, which will be within 4 months.
- Section 341 traffic ticket: You have 30 days to pay before a notice of summons is issued, after which you have a further 30 days to pay before a summons with a court date is sent to you.
- A 341 notice is sent to a motorist by post for violations caught on a traffic camera. It doesn't have a court date on it but is a first of 2 notices before the summons. If you fail to pay your fine after the notice, you'll receive a summons. If you pay your fine you won't receive a summons.
- The respective fleet official will send a copy of the traffic fine to the respective manager to inform the driver concerned about the fine and the manager must follow up on payments.
- Should a driver not pay the fine as stipulated above, the respective fleet officer will with the consent of the driver be send to the salary department for deduction.

6.19 USE OF COUNCIL POOL VEHICLES FOR TRADE UNION ACTIVITIES

No council owned vehicles will be used for union activities with exemption of attending general meetings.

6.20 WHO MAY USE A COUNCIL POOL VEHICLE AND WHO MAY NOT USE A COUNCIL POOL VEHICLE

A council owned vehicle can only be driven by:

- A permanent municipal employee
- A temporary employee, students and interns of council who has been appointed in terms of a service contract and in terms of council's applicable policies.
- An employee who has a valid and appropriate South African driver's licence, which licence must be produced by the employee upon request
- The employee must have no outstanding traffic fines or any transport related disciplinary action against his/her at the time of taking the vehicle
- As a rule, the following persons will not be allowed to drive a council owned vehicle or to be a passenger in a council owned vehicle, however, exemptions to the rule approved by the Municipal Manager, in consultation with the Executive Mayor, will be allowed:
 - Any councillor
 - The Municipal Manager
 - Section 57 Managers
 - Employees who participate in Council Motor Perk Scheme
- These exemptions will only apply when official Council business must be attended to and if it is cost effective for Council with the necessary prior approval by the delegated authority.

6.21 VEHICLE BREAKDOWN

In line with the Supply Chain Management Policy a Towing service provider as well as a Mechanical Service provider, will be appointed to assist during a breakdown and or accident.

In the specifications to appoint the above service providers it will be required that the service provider arrange alternative transport for the affected driver, and the vehicle for repairs.

In the event of a possible breakdown of a vehicle during a road trip, the driver of the vehicle should immediately contact the respective fleet officer in order to inform the insurance office.

6.22 STANDING OPERATING PROCEDURES IN CASE OF PANDEMIC/DISASTER

All pool vehicle will be made available in a case of an Pandemic/Disaster irrespective of prior approval.

That the situation of the current pandemic be dealt with according to the current Disaster Management Act and Regulations.

6.23 TRIP AUTHORITY FORMS

That all trip authorities be approved by the respective head of department for trips out of the boundaries of the Garden Route Municipal area.

6.24 USE OF POOL FLEET VEHICLE FOR SOCIAL EVENTS

In the event of the funeral of a municipal employee, Garden Route Pool vehicles may be utilised for transport of fellow municipal employees attending such a funeral service, subject thereto that the prior written authority from the Municipal Manager be obtained.

6.25 PROXY HOLDER

The fleet administrator must be designated by the Municipal Manager as an official Proxy Holder for the vehicles assigned to the GRDM fleet department. The approved letter must be submitted to George Municipality for records purposes.

7. AUTHORISATION PROCEDURES FOR PROVINCIAL ADMINISTRATION WESTERN CAPE GOVERNMENT VEHICLES (YELLOW FLEET) Refer to standing operating procedure manual.

7.1. CHECKLIST

The driver of a vehicle must at all times ensure that the vehicle is in a roadworthy condition, with special emphasis on the steering, the brakes, the lights, wipers, indicators , wheel nuts, condition of the tyres and seatbelts. Any defects discovered must receive immediate attention and reported to the respective officer in charge.

7.2. PETROL CARD

Yellow fleet vehicles does not make use of petrol cards. In case of travel outside the boundaries of the garden route district, tanks can be filled up at Provincial Transport's depots.

7.3. MAINTENANCE PLAN

All yellow fleet will be serviced within the workshop of the Roads Department.

Vehicles allocated to certain drivers, must ensure that maintenance be scheduled and maintained as per maintenance plan

7.4. ROADWORTHINESS OF VEHICLES

Drivers of the yellow fleet are responsible to check the roadworthiness of vehicles before use.

7.5. SERVICING OF VEHICLES

All yellow fleet vehicles must be serviced on scheduled times and it is the responsibility of the driver to ensure servicing of the vehicle according to the workshop.

7.6 .VEHICLE KEYS

Should the keys of any PA vehicle get misplaced (whilst the vehicle is in the possession of the driver) the Deputy Manager: Workshop must be informed as soon as possible.

Each operator is responsible for his/her PA vehicle's key and new keys will only be replaced when wear occurs or if a valid reason for the loss of the said keys is submitted to the Deputy Manager: Workshops.

Should the keys of any PA vehicle go missing (whilst the vehicle is in the possession of the driver) due to negligence the replacement of that key will be for the account of the driver/operator.

As per the Garden Route District Municipality Fleet Policy: Officials in charge of any PA vehicles and equipment must ensure adequate garaging

All doors of the Yellow Fleet and Depot's where equipment is stored must be locked at all times

7.7 SPECIFICATIONS FOR LOADING ON VEHICLE

Depending on type of fleet certain specifications is needed for loading as per standard procedure.

7.8. VEHICLE EQUIPMENT

Each vehicles have their own equipment according to the team and their field of trade.

7.9. SAFE DRIVING OF VEHICLE

It is the responsibility of each driver to ensure that the safety measures on the road are adhered to at all times.

7.10. SAFE CUSTODY OF VEHICLES

All depots have a secured place to park vehicles to keep it safe at all times.

7.11. INSURANCE

The yellow fleet is covered under provincial administration insurance in the event of any claims

7.12 POTENTIAL ROAD ACCIDENTS

All drivers must ensure that they drive safe and within the speed limits to prevent accidents.

7.13. DAMAGE, LOSSES DEFICIENCIES AND THEFT

RESPONSIBILITIES OF THE OPERATOR:

Incidents must be reported to the Supervisor.

Incidents must be reported at the nearest SAPS station within 24 Hours.

An incident report number must be obtained for any loss.

Ensure that all the particulars of the SAP officer is taken down.

Vague and insufficient information will not be accepted and the form will be returned to you for completion.

The detail of a private (3rd party) vehicle involved must be noted **and NO ADMISSION OF GUILT OR RESPONSIBILITY MUST BE MADE BY THE OFFICIAL**

RESPONSIBILITIES OF THE SUPERINTENDENT:

- In the event of a serious or fatal injury, the Occupational Health Safety Officer needs to be notified
- In the event that negligence is suspected, the superintendent / Head of Division must request a more senior person to visit the accident scene with him / her and both persons must submit a written report.
- Take photos of the accident scene to capture damage as well as position of the tools / vehicles.
- Also attach photos of all road signs that precede the accident scene.

7.14 IRREGULAR IMPROPER AND UNAUTHORISED USE OF YELLOW FLEET/ GOVERNMENT VEHICLES

No unauthorized trips are allowed and anyone finding guilty will be dealt with or face disciplinary actions.

7.15. NON SMOKING

No driver or passenger will be allowed to smoke in a yellow fleet vehicle. Negligence due to the smoking in the vehicles may lead to disciplinary actions against the driver. No smoking will be allowed in a yellow fleet vehicle.

7.16. PASSENGERS

- Passengers carried by a government vehicle must be authorised to travel in the vehicle.
- The names of the official (government employed) passengers must be recorded on the trip authority.
- The picking up of casual passengers is not allowed under any circumstances.
- The driver of the vehicle will be held responsible for ensuring that unauthorized passengers are not conveyed.

7.17 TRANSFER OF VEHICLES

Transfers can only take when approved within Western Cape District Municipalities or Province.

7.18 TRAFFIC FINES

All drivers of council fleet vehicles must adhere to the following legislative requirements pertaining to traffic fines as the driver is responsible for the payment of all fines:

- In terms of the National Road Traffic Act, Act 93 of 1996,
- Section 56 notice: A section 56 notice is issued by a traffic officer and usually involves an offence that happened while the vehicle was moving.
- You have 14 days to pay and will need to attend court on the appointed date, which will be within 4 months.
- Section 341 traffic ticket: You have 30 days to pay before a notice of summons is issued, after which you have a further 30 days to pay before a summons with a court date is sent to you.
- A 341 notice is sent to a motorist by post for violations caught on a traffic camera. It doesn't have a court date on it but is a first of 2 notices before the summons. If you fail to pay your fine after the notice, you'll receive a summons. If you pay your fine you won't receive a summons.
- The respective fleet official will send a copy of the traffic fine to the respective manager to inform the driver concerned about the fine and the manager must follow up on payments.
- Should a driver not pay the fine as stipulated above, the respective fleet officer will with the consent of the driver be send to the salary department for deduction.

7.19 USE OF YELLOW FLEET VEHICLES FOR TRADE UNION ACTIVITIES

No vehicle will be used for this purpose.

7.20 WHO MAY USE PROVINCIAL VEHICLES (YELLOW FLEET) POOL VEHICLE AND WHO MAY NOT USE A COUNCIL POOL VEHICLE

Only employees authorised to do so can use Council vehicle.

7.20.1 Who can use a government vehicle?

A departmental vehicle can be used by any person with the authorised trip authority involved in an activity in line with the objectives of the department. The loaning of

vehicles to other departments is at the discretion of the manager responsible for the transport. The manager must ensure that the organisation borrowing the vehicle will meet the operational control requirements of this policy. Vehicles may not be used for party political purposes under any circumstances, or to take part in industrial union activities.

7.20.2 Who may drive a PA vehicle?

A departmental vehicle with a PA registration can only be driven by an employee of the department (in this case Garden Route District Municipality – Roads Department) and provided that the driver of the departmental vehicle has an authorised valid trip authority and valid driver's license and who is involved in the activity in line with the objectives of the department.

Where necessary drivers must be in possession of a PDP (Professional drivers license) the onus rests on the operator to ensure the PDP / drivers is valid.

7.20.3 Use of government vehicles

Official purposes – government vehicles / fleet are provided strictly for official services and not for the use of private or other purposes without the necessary authority.

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

7.21 VEHICLE BREAKDOWN

All yellow fleet are repaired by the workshop

7.22 STANDING OPERATING PROCEDURES IN CASE OF PANDEMIC/DISASTER

All pool vehicle will be made available in a case of an Pandemic/Disaster irrespective of prior approval.

That the situation of the current pandemic be dealt with according to the current Disaster Management Act and Regulations.

7.23 TRIP AUTHORITY FORMS

Trip authority forms will be given to drivers with necessary licenses for applicable authorised vehicles. No driver can drive any vehicle without trip authority.

7.24 USE OF YELLOW FLEET VEHICLES FOR SOCIAL EVENTS

Yellow fleet vehicles must be used for work purposes only.

7.25 PROXY HOLDER

The fleet administrator must be designated by the Municipal Manager as an official Proxy Holder for the vehicles assigned to the GRDM fleet department. The approved letter must be submitted to George Municipality for records purposes.

8. AUTHORIZATION PROCEDURES FOR RESORTS POOL VEHICLES

8.1. CHECKLIST

- The driver of a vehicle must at all times ensure that the vehicle is in a roadworthy condition, with special emphasis on the steering, the brakes, the lights , wipers, indicators , wheel nuts, condition of the tyres and seatbelts.
- Any defects discovered must receive immediate attention and reported to the respective officer in charge.

8.2. PETROL CARD

All Petrol cards will kept at the office of the fleet administrator in a safe and will be booked out request. The driver will be responsible to submit a petrol slip after each trip.

8.3. MAINTENANCE PLAN

All fleet will undergo roadworthy tests annually. Renewal of licences, servicing of fleet annually and is covered under maintenance.

8.4. ROADWORTHINESS OF VEHICLES

The fleet administrator of the resorts pool vehicles must at all times ensure that the vehicle is in a roadworthy condition, with special emphasis on the steering, the brakes, the lights , wipers, indicators , wheel nuts, condition of the tyres and safety belts.

Any defects discovered must receive immediate attention and reported to the respective officer in charge.

8.5. SERVICING OF VEHICLES

All resorts pool vehicles will be serviced in accordance with the policy and specifications prescribed by the manufacturers concerned.

The officer in charge of these vehicles are responsible for ensuring that the arrangements set out below are complied with strictly.

All vehicles under warranty will be serviced at the local agent and otherwise serviced at agents on the due dates.

8.6 .VEHICLE KEYS

All keys will be kept at the office of the fleet administrator in safe custody.

8.7. SPECIFICATIONS FOR LOADING ON VEHICLE

The load on any resorts vehicle may not exceed the maximum recommended by the manufacturer of the vehicle.

Damage or loss caused by overloading or negligent control over a load on vehicles will be recovered from the user department's budget.

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

8.8. VEHICLE EQUIPMENT

All equipment will be kept in each vehicle

8.9. SAFE DRIVING OF VEHICLE

Traffic and any other regulations applicable to the users of the road must be strictly adhered to at all times.

8.10 SAFE CUSTODY OF VEHICLES

Drivers in possession of respective fleet vehicles after hours, must ensure that vehicles are adequately garaged or parked and must at all times take all reasonable steps to safeguard vehicles, including accessories and tools against theft, damage and fires.

8.11 INSURANCE

The Municipality carries its own accident risks and accepts liability for any expenditure arising from claims by third parties.

Including claims by authorised official passengers against the official driver in respect of personal injuries or damage to the council owned vehicle, which would be payable by an insurer.

8.12 POTENTIAL ROAD ACCIDENTS

- Should a driver of a council owned vehicle be in an accident, this must be reported to the respective officer or as soon as possible, but within 24 hours to a police station or a police of traffic officer.
- Full particulars must be furnished and a police case registration number must be produced.
- In the event of a serious or fatal injury, the Occupational Health Safety Officer needs to be notified.
- In the event that negligence is suspected, the respective Head of Department must request a more senior person to visit the accident scene with him / her and both persons must submit a written report.
- Take photos of the accident scene to capture damage as well as position of the tools / vehicles.
- Also attach photos of all road signs that precede the accident scene.

8.13 DAMAGE, LOSSES DEFICIENCIES AND THEFT

In the event of damage, losses, deficiencies and theft, the driver of the vehicle must immediately report the incident to the responsible fleet officer and the South African Police Services.

A police case registration must be produced to the respective fleet officer for insurance purposes.

8.14 IRREGULAR IMPROPER AND UNAUTHORISED USE OF COUNCIL POOL VEHICLES

If a council owned vehicle is used, driven recklessly, neglected or is misused, the matter will be viewed in a serious light and disciplinary action against the offending driver can be instituted, apart from any proceedings which may be instituted in terms of the Road Traffic Act.

If a council owned vehicle is used without authority, the driver concerned will be held liable for the distance covered and disciplinary actions may be taken against him/her.

8.15 NON SMOKING

- No driver or passengers will be allowed to smoke in a council owned vehicle. Negligence due to the smoking in the vehicles may lead to disciplinary actions against the driver.
- No smoking will be allowed in a council owned vehicle.

8.16 PASSENGERS

Passengers carried by a council owned vehicle must be authorised to travel in the vehicle. Furthermore, the picking up of casual passengers is not allowed under any circumstances. It is important to note that the driver of the vehicle will be held responsible for ensuring that unauthorised passengers are not conveyed.

8.17. TRANSFER OF VEHICLES

The loaning of vehicles to other departments is at the discretion of the respective officials responsible for the fleet.

The manager must ensure that the department borrowing the vehicle will meet the operational control requirements of this policy.

8.18. TRAFFIC FINES

All drivers of resorts vehicles must adhere to the following legislative requirements pertaining to traffic fines as the driver is responsible for the payment of all fines:

- In terms of the National Road Traffic Act, Act 93 of 1996,
- Section 56 notice: A section 56 notice is issued by a traffic officer and usually involves an offence that happened while the vehicle was moving.
- You have 14 days to pay and will need to attend court on the appointed date, which will be within 4 months.
- Section 341 traffic ticket: You have 30 days to pay before a notice of summons is issued, after which you have a further 30 days to pay before a summons with a court date is sent to you.
- A 341 notice is sent to a motorist by post for violations caught on a traffic camera. It doesn't have a court date on it but is a first of 2 notices before the summons. If you fail to pay your fine after the notice, you'll receive a summons. If you pay your fine you won't receive a summons.

- The respective fleet official will send a copy of the traffic fine to the respective manager to inform the driver concerned about the fine and the manager must follow up on payments.
- Should a driver not pay the fine as stipulated above, the respective fleet officer will with the consent of the driver be send to the salary department for deduction.

8.19 USE OF COUNCIL POOL VEHICLES FOR TRADE UNION ACTIVITIES

No council owned vehicles will be used for union activities with exemption of attending general meetings.

8.20 WHO MAY USE A COUNCIL POOL VEHICLE AND WHO MAY NOT USE A COUNCIL POOL VEHICLE

A council owned vehicle can only be driven by:

- A permanent municipal employee
- A temporary employee, students and interns of council who has been appointed in terms of a service contract and in terms of council's applicable policies.
- An employee who has a valid and appropriate South African driver's licence, which licence must be produced by the employee upon request
- The employee must have no outstanding traffic fines or any transport related disciplinary action against his/her at the time of taking the vehicle
- As a rule, the following persons will not be allowed to drive a council owned vehicle or to be a passenger in a council owned vehicle, however, exemptions to the rule approved by the Municipal Manager, in consultation with the Executive Mayor, will be allowed:
 - Any councillor
 - The Municipal Manager
 - Section 57 Managers
 - Employees who participate in Council Motor Perk Scheme
 - These exemptions will only apply when official Council business must be attended to and if it is cost effective for Council with the necessary prior approval by the delegated authority.

8.21 VEHICLE BREAKDOWN

In line with the Supply Chain Management Policy a Towing service provider as well as a Mechanical Service provider, will be appointed to assist during a breakdown and or accident.

In the specifications to appoint the above service providers it will be required that the service provider arrange alternative transport for the affected driver, and the vehicle for repairs.

In the event of a possible breakdown of a vehicle during a road trip, the driver of the vehicle should immediately contact the respective fleet officer in order to inform the insurance office.

8.22 STANDING OPERATING PROCEDURES IN CASE OF PANDEMIC/DISASTER

All pool vehicle will be made available in a case of an Pandemic/Disaster irrespective of prior approval.

That the situation of the current pandemic be dealt with according to the current Disaster Management Act and Regulations.

8.23 TRIP AUTHORITY FORMS

That all trip authorities be approved by the respective head of department for trips out of the boundaries of the Garden Route Municipal area.

8.24 USE OF POOL FLEET VEHICLE FOR SOCIAL EVENTS

In the event of the funeral of a municipal employee, Garden Route Pool vehicles may be utilised for transport of fellow municipal employees attending such a funeral service, subject thereto that the prior written authority from the Municipal Manager be obtained.

8.25 PROXY HOLDER

The fleet administrator must be designated by the Municipal Manager as an official Proxy Holder for the vehicles assigned to the GRDM fleet department. The approved letter must be submitted to George Municipality for records purposes.

9. AUTHORISATION PROCEDURES FOR FIRE VEHICLES

9.1. CHECKLIST

The driver of a vehicle must at all times ensure that the vehicle is in a roadworthy condition, with special emphasis on the steering, the brakes, the lights , wipers, indicators , wheel nuts, condition of the tyres and seatbelts.

Any defects discovered must receive immediate attention and reported to the respective officer in charge.

9.2. PETROL CARD

The petrol cards are in the vehicle as it is Emergency respond vehicles and the fleet administrator receive petrol slips thereafter it is send to finance departs together with banking statements for processing. Petrol cards renew yearly .

9.3. MAINTENANCE PLAN

The fleet administrator are notified when the emergency respont vehicles is due for servicing and the fleet admininstrator do the necessary arrangements for repair and maintenance for respective vehicle as needed.

9.4. ROADWORTHINESS OF VEHICLES

All fire trucks, heavy vehicles with code 10 must undergo annual Roadworthiness test. Drivers of the transporter must have a valid PDP.

9.5. SERVICING OF VEHICLES

The fleet administrator are notified when the emergency response vehicles is due for servicing and the fleet admininstrator do the necessary arrangements for repair and maintenance for respective vehicle as needed.

9.6 .VEHICLE KEYS

All motor vehicle keys are kept in the Platoon Commanders office and are signed in and out as per arrangement.

9.7. SPECIFICATIONS FOR LOADING ON VEHICLE

All equipment is fitted on emergency vehicles.

9.8. VEHICLE EQUIPMENT

All equipment is fitted on emergency vehicles.

9.9. SAFE DRIVING OF VEHICLE

Traffic and any other regulations applicable to the users of the road must be strictly adhered to at all times.

9.10. SAFE CUSTODY OF VEHICLES

All emergency vehicles are kept on the premises of the Firestation and can be booked out in an emergency situation.

9.11 INSURANCE

The Municipality carries its own accident risks and accepts liability for any expenditure arising from claims by third parties.

Including claims by authorised official passengers against the official driver in respect of personal injuries or damage to the council owned vehicle, which would be payable by an insurer.

9.12 POTENTIAL ROAD ACCIDENTS

All incidents are reported immediately to the control centre and then to the respective manager.

9.13. DAMAGE, LOSSES DEFICIENCIES AND THEFT

In the event of damage, losses, deficiencies and theft, the driver of the vehicle must immediately report the incident to the responsible fleet officer and the South African Police Services.

A police case registration must be produced to the respective fleet officer for insurance purposes.

9.14 IRREGULAR IMPROPER AND UNAUTHORISED USE OF COUNCIL GOVERNMENT OWNED VEHICLES

If a council owned vehicle is used, driven recklessly, neglected or is misused, the matter will be viewed in a serious light and disciplinary action against the offending driver can be instituted, apart from any proceedings which may be instituted in terms of the Road Traffic Act.

If a council owned vehicle is used without authority, the driver concerned will be held liable for the distance covered and disciplinary actions may be taken against him/her.

9.15 NON-SMOKING

No driver or passengers will be allowed to smoke in a council owned vehicle. Negligence due to the smoking in the vehicles may lead to disciplinary actions against the driver. No smoking will be allowed in a council owned vehicle.

9.16. PASSENGERS

- Passengers carried by a council owned vehicle must be authorised to travel in the vehicle.
- The picking up of casual passengers is not allowed under any circumstances.
- The driver of the vehicle will be held responsible for ensuring that unauthorised passengers are not conveyed.

9.17 TRANSFER OF VEHICLES

The loaning of vehicles to other departments is at the discretion of the respective officials responsible for the fleet. The manager must ensure that the department borrowing the vehicle will meet the operational control requirements of this policy.

9.18. TRAFFIC FINES

All drivers of council fleet vehicles must adhere to the following legislative requirements pertaining to traffic fines as the driver is responsible for the payment of all fines:

- In terms of the National Road Traffic Act, Act 93 of 1996,
- Section 56 notice: A section 56 notice is issued by a traffic officer and usually involves an offence that happened while the vehicle was moving.
- You have 14 days to pay and will need to attend court on the appointed date, which will be within 4 months.
- Section 341 traffic ticket: You have 30 days to pay before a notice of summons is issued, after which you have a further 30 days to pay before a summons with a court date is sent to you.
- A 341 notice is sent to a motorist by post for violations caught on a traffic camera. It doesn't have a court date on it but is a first of 2 notices before the

summons. If you fail to pay your fine after the notice, you'll receive a summons. If you pay your fine you won't receive a summons.

- The respective fleet official will send a copy of the traffic fine to the respective manager to inform the driver concerned about the fine and the manager must follow up on payments.
- Should a driver not pay the fine as stipulated above, the respective fleet officer will with the consent of the driver be send to the salary department for deduction.
- The above procedures are not applicable to the fire fighters in the event of responding to a fire or any other disaster or emergency.
- These fines will be paid by GRDM with the necessary emergency documentation.

9.19 USE OF COUNCIL FIRE VEHICLES FOR TRADE UNION ACTIVITIES

No fire vehicles will be used for trade union activities.

9.20 WHO MAY USE A COUNCIL POOL VEHICLE AND WHO MAY NOT USE A COUNCIL POOL VEHICLE

Only authorised fire staff will make use of the fire vehicles

9.21 VEHICLE BREAKDOWN

The respective fleet administrator must indicate to the service provider the weight of the vehicle in order to tow the vehicle .

9.22 STANDING OPERATING PROCEDURES IN CASE OF PANDEMIC/DISASTER

Fire vehicles not committed at emergencies will be available for responses to disasters and pandemics.

9.23 TRIP AUTHORITY FORMS FOR FIRE VEHICLES

No trip authority is required for emergency response vehicles. In the event of logistical arrangement prior approval is needed from the head of department is needed to undertake such trip out the boundaries of Garden Route District.

9.24 USE OF FIRE VEHICLE FOR SOCIAL EVENTS

In the event of the funeral of a municipal employee, Garden Route Pool vehicles may be utilised for transport of fellow municipal employees attending such a funeral

service, subject thereto that the prior written authority from the Municipal Manager be obtained.

9.25 PROXY HOLDER

The fleet administrator must be designated by the Municipal Manager as an official Proxy Holder for the vehicles assigned to the fire department. The approved letter must be submitted to George Municipality for records purposes.