WEST RAND DISTRICT MUNICIPALITY

FLEET MANAGEMENT POLICY

2025/2026

DATE OF APPROVAL: 29 MAY 2025
COUNCIL RESOLUTION NUMBER: 47

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1. DEFINITIONS

Unless the context otherwise indicates

TERM	DEFINITION
Accountant: Fleet	Refers to the person appointed as the Accountant: Fleet in terms of the approved organisational structure or the person appointed as such;
Fleet Assets	Refers to all the WRDM vehicles and trailers of whatsoever nature irrespective to which Directorate it is allocated
Useful Life is either	a) Period of time over which an asset is expected to be used by the municipality; or b) The number of production or similar units expected to be obtained from the asset by the municipality
Residual value	Is the net amount that the municipality expects to obtain for a fleet asset at the end of its useful life after deducting the expected costs of disposal.
Depreciation	Is the systematic allocation of the depreciable amount of a fleet asset over its useful life.
Depreciable amount	Is the cost of a fleet asset or other amount substituted for cost in the financial statements, less its residual value.
Driver	Is the official of the WRDM entrusted with a fleet asset at any given time and complying with the conditions of this policy.
Asset policy	Refers to the asset policy of the WRDM
Issue form	Refers to the trip authority form that allows a drivers to drive a municipal vehicle as per the route detailed in such a form.
Management of pool vehicles	Management will include, but not be limited servicing, maintenance, issue of vehicles, purchasing, disposal thereof and the monitoring of the use of vehicles.
Log book	Give details of the route travelled by the driver, including the start and end kilometres, total kilometres travelled, odometer reading of the vehicle used for the authorised purpose, condition of the vehicle and any comments.
Proxy	The proxy can be the Municipal Manager or Strategic Executives of the organisation, or any other person nominated in writing by the Municipal Manager to function as the proxy. The proxy should be a person of sufficient standing and authority to legally commit the organisation to a course of action as required by law. This person should *inter alia* have the authority to implement the necessary controls over: - Administrative system - Vehicle maintenance procedures - Driver action. This will be the official appointed by the Municipal Manager to be in charge of transport.
EM	Executive Manager

2. PROBLEM STATEMENT

2.1 Directorates of the WRDM presently manage the Council fleet falling within their respective directorates. The size of the fleet managed by the departments varies from one directorate to another

2.2 The introduction of an efficient fleet management system will ensure the equitable distribution of vehicles across WRDM's directorate, component of a pool vehicle system will be entrenched therein. The pool vehicle system will also ensure easy access to Council vehicles by all departments as vehicles will be controlled and managed from a central point i.e. Municipal Manager's Office. It will contribute to the effective and efficient use of Council resources in that the number of vehicles required will be reduced and the official will be allocated the type of vehicle required for the road and purpose he/she is travelling on.

3. PURPOSE

3.1 To provide and maintain an effective and efficient fleet of vehicles, equipment and machines, and manage such fleet in a manner that the Municipality's mission and fleet user's aspired goals are met in a cost effective way.

3.2 To regulate the management and use of pool vehicles by the officials of the WRDM and to ensure that the fleet are used in a safe and efficient manner, not only for officials but other road users in general.

3.3 To provide a procedure for accidents and *modus operandi* for conducting an inquiry into vehicle accidents involving Municipal vehicles.

3.4 To provide a framework for remedial actions to be instituted by Management.

3.5 To introduce operational controls which explain clearly who can use a vehicle with regard to drivers, passengers, authority to use, issuing, parking, log books, fuel management, fuel cards, keys and equipment.

3.6 To ensure that vehicles are serviced on time and properly maintained to support the Council in the attainment of its objects and to comply with the manufacturer's conditions.

3.7 To co-ordinate the management of Council transport by means of control measures which are applicable to all officials.

4. MANAGEMENT, ACCOUNTABILITY AND RESPONSIBILITY FOR WRDM FLEET ASSETS

4.1 The fleet management policy and operational fleet management will be the responsibility of the Budget and Treasury Office and will be administered by the Sub-Section Fleet Management.

4.2 Fleet assets required on an ad hoc, seasonal or temporary basis should be provided from the central pool.

4.3 This policy will apply to all WRDM officials, who are required to use pool vehicles when conducting their official duties.

4.4 This applies to occasional drivers as well as full-time drivers.

4.5 Executive Managers of the WRDM will be accountable for the vehicles which are allocated to officials within their respective Directorates.

4.6 Authorisation for the usage of vehicles will only be approved by the Executive Manager (EM), except where the EM has delegated such a power to the senior official within his/her directorate.

4.7 Such an official referred to in 4.6 above, must be from the level of a Manager or higher.

4.8 EM will be responsible for the management of fleet assets that have been allocated to their respective Directorates.

4.9 EM are required to budget in their operational budget for the vehicles allocated to their Directorates.

4.10 EM are responsible for the disciplinary action arising from the misuse of Council vehicles by the employees.

4.11 Maintenance budget must be allocated to vehicles by taking into consideration National Treasury recommended budgetary norms and affordability of the municipality.

5. POLICY STATEMENT

5.1 This policy covers the use and management of pool vehicles within the West Rand District Municipality.

5.2 If vehicles are paid for by the WRDM but managed by other organisations, the recipient organisation must ensure that their control systems are as effective as those outlined in the policy. They must report against the key performance indicators used by the WRDM.

5.3 Transport to a Directorate of the WRDM is supplied as a tool to support the Directorate in the delivery of its objectives. It must therefore be used in the most cost-effective manner.

5.4 The Sub-Section Fleet Management in consultation with the Directorate Corporate Services, is responsible for the ongoing development of a policy framework and an operational management system for the use of pool vehicles.

5.5 The Sub-Section Fleet Management will co-ordinate the WRDM's fleet management and consolidate management reporting.

6. UTILISATION OF FLEET ASSETS

6.1 The Council's fleet assets should be utilised in a responsible manner, which will ensure the valuable and long-term use of such assets

6.2 Negative deviations must be reported, followed up and corrected on a continuous basis.

6.3 Utilisation of fleet assets shall be determined as a percentage of the period actually used against the period available and ready for service, and/or the distance or hours covered or applied against the norm set for that class fleet asset, depending on the application.

6.4 *Allocation of Vehicles*

6.4.1 All WRDM vehicles are considered as property of the Council regardless of the original source of the vehicle.

6.4.2 An authorisation must be obtained from the EM of the employee who intend to have a vehicle allocated to him/her.

6.4.3 There are three (3) types of allocations that can be approved by the EM's of the WRDM:

6.4.3.1 Permanent allocation to official who due to the nature of his/her duties require a permanent vehicle.

6.4.3.1.1 Officials with Council vehicles allocated to him/her will be required to sign a weekly trip authority which will be approved by his/her EM.

6.4.3.1.2 Monthly log book and fuel slips in respect of the vehicle permanently allocated to the official, will have to be submitted to the Directorate: Budget and Treasury Office by the relevant EM for costing purposes.

6.4.3.1.3 The sub-section Fleet Management will be responsible for repair and maintenance of the vehicle permanently allocated to the official.

6.4.3.1.4 Vehicles can be allocated to officials for a short term period of a week, two weeks, a month or a longer period depending on the need.

6.4.3.1.5 Short term and long term allocation of vehicles can only be effected subject to an approval by the EM of the official who intends to have the vehicle allocated.

6.4.3.1.6 The EM shall take responsibility and be accountable for official's allocated vehicles in their respective directorates.

6.4.3.1.7 Motivation for the allocation referred to in 6.4.3.2.2 must be in writing stating the reason for such an allocation with the signature of the EM.

6.4.3.2 The Sub-Section Fleet Management cannot issue a vehicle for either a short-term or long-term allocation without the approval of the EM or his/her delegated official.

6.4.3.2.1 The policy caters for regular and daily allocation of vehicles.

6.4.3.2.2 The regular or daily allocation operates on the basis of day-to-day need for the use of vehicles as determined by the official's operation duties of the WRDM.

6.4.3.2.3 The allocation referred to in 6.4.3.3.1 require a signed trip authority which is approved by the EM in which the official seeking a vehicle is located.

6.5 *Who can use a pool vehicle?*

6.5.1 Pool vehicles can be used by any official with the authorised trip authority involved in an activity in line with the objectives of the responsible department within the WRDM, subject to the terms and conditions of this policy.

6.5.2 Vehicles cannot be used for party political purposes under any circumstances, or to take part in industrial union activities.

6.5.3 Vehicles cannot be used for any private use of whatsoever nature.

6.5.4 Officials utilising Council vehicles must be in possession of the relevant code driver's licenses for the specific vehicle.

6.6 *Exclusions*

This policy does not apply to Council's employees who are receiving car allowances, as a separate contract for those employees is in place.

6.7 *Drivers*

6.7.1 A pool vehicle can only be driven by WRDM employees.

6.7.2 The driver must have an unendorsed valid driver's license for the specific vehicle. The Fleet Officer must check the license for validity.

6.7.3 The driver must have no outstanding transport related disciplinary action or criminal action against them at the time of taking the vehicle.

6.7.4 Where necessary, drivers must be in possession of a Professional Drivers Permit and submit proof thereof to the Fleet Officer. It is the responsibility of the relevant driver to renew the relevant licenses. Drivers of Emergency Services Vehicles must also be in possession of a WRDM approved advanced driving permit. A Professional Drivers permit must be obtained by the driver at his/her own cost.

6.7.5 The proxy must be consulted during the appointment of all new drivers.

6.7.6 All drivers will be evaluated at regular intervals and training will be undertaken where needed.

6.7.7 Included in the duties of all persons driving council vehicles, it must be stated that the driver shall:

6.7.7.1 Conduct his operations with due care to safety of the public;

6.7.7.2 Ensure that vehicles comply with the fitness requirements stipulated in the Act Operate the vehicle within the Act;

6.7.7.3 Notify the representative within twenty-four (24) hours of any endorsement or retrieval of his/her driver's license or his/her professional driving permit;

6.7.7.4 Notify the representative within twenty four (24) hours of any change of address;

6.7.7.5 Notify the representative within twenty four (24) hours of any change of his physical health;

6.7.7.6 Notify the representative within twenty four (24) hours of any criminal charges against him/her;

6.7.7.7 Be subjected to evaluation tests on a regular basis.

6.7.7.8 Any driver losing his professional driving permit or fails to have it renewed, cannot be utilised as a driver and disciplinary steps will be instituted against him/her.

6.8 Responsibilities of persons driving council vehicles

Persons driving Council vehicles shall:

6.8.1 Take cognisance that the WRDM vehicle has a tracking and monitoring device and is under constant 24 hour surveillance.

6.8.2 Get approval from his/her applicable vehicle controller (Executive Manager or manager delegated by the Executive Manager) for the trip to be undertaken.

6.8.3 Be in possession of a valid applicable driver's license / professional driving permit.

6.8.4 Have his driver's license and professional driving permit with him/her while driving.

6.8.5 Renew his/her driver's license or professional driving permit before the due date.

6.8.6 Not drive a WRDM vehicle while under the influence of intoxicating liquor or a drug or medication having a narcotic effect.

6.8.7 Complete an applicable daily or weekly checklist.

6.8.8 Not allow any other person to drive the vehicle under his / her control.

6.8.9 Not use any WRDM vehicle for private transport.

6.8.10 Complete the logbook before and after each trip.

6.8.11 Ensure that the vehicle is cleaned inside and all loose articles are removed after each trip.

6.8.12 Fill the fuel tank before the vehicle is parked for the night.

6.8.13 Emergency vehicles must be filled if the tank is __% full.

6.8.14 Arrange for the vehicle, allocated to him/her on a permanent basis, to be washed at least once a week.

6.8.15 Report any possible default to the representative.

6.8.16 Follow the shortest possible route to travel.

6.8.17 Conduct his/her operations with due care to the safety of the public.

6.8.18 Ensure that vehicles comply with the fitness requirements stipulated in the Act.

6.8.19 Operate the vehicle within the parameters of the Act and not transgress the speed limit and road traffic signs or markings.

6.8.20 Ensure that the load is properly secured to the vehicle.

6.8.21 Ensure that the vehicle is not overloaded.

6.8.22 See to it that the relevant flags/reflectors are tied to protruding loads.

6.8.23 Notify the representative within twenty four (24) hours of any endorsement or retrieval of his/her driver's licence or his/her professional driving permit.

6.8.24 Notify the representative within twenty four (24) hours of any change of address.

6.8.25 Notify the representative within twenty four (24) hours of any change of his/her physical health.

6.8.26 Notify the representative within twenty four (24) hours of any criminal charges against him/her.

6.8.27 Be subjected to evaluation tests on a regular basis.

6.8.28 Immediately report all accidents to the South African Police Services (SAPS) and the Fleet Management Officer.

6.8.29 Activate and lock all alarms, immobilisers, gear locks, gorilla locks, etc. while the vehicle is left unattended.

6.8.30 Keys of emergency vehicles must be left in the control room.

6.9 *Passengers*

6.9.1 Passengers carried by a pool vehicle must be authorised to travel in the vehicle.

6.9.2 The picking up of casual passengers is not allowed under any circumstances.

6.9.3 The driver of the vehicle will be held responsible for ensuring that unauthorised passengers are not conveyed.

6.9.4 Indemnification letters will have to be signed by the official who intends to carry passengers who are not Council officials.

6.10 *Authority to use a vehicle*

6.10.1 An official who is driving a WRDM vehicle will be bound to this policy as if he/she is a driver and the responsible person must ensure that he/she is familiar with the contents thereof.

6.10.2 All officials requiring a vehicle must have a signed trip authority from their EM before the vehicle is allocated.

6.10.3 The responsible person must check the official's driver's license each time before a WRDM vehicle is availed.

6.10.4 In normal circumstances a trip authority must be authorised by an official at Manager level or above, who is senior to the person travelling and is in their direct management line.

6.10.5 In circumstances where this is not possible, alternate signatories must be identified within the WRDM.

6.10.6 An official may only use his private vehicle when there are no WRDM vehicles available and with the written approval of his/her EM.

6.10.7 The responsible person must confirm this on the claim and application form.

6.10.8 A person that qualifies for a subsidised vehicle, may not use a WRDM vehicle except in cases where a specialised vehicle is required such as a 4X4 or with the written approval of the Municipal Manager. An application for a vehicle must be completed and approved each time.

6.10.9 Vehicles may only be used for the purpose that it is designed for and officials must take proper care of vehicles in their care.

6.10.10 Disciplinary action will be taken against any person abusing a WRDM vehicle, subject to investigation.

6.10.11 If a vehicle is moved in an emergency, a trip authority must be obtained immediately after the event, or within twenty four (24) hours of the movement.

6.10.12 This process is only to be used in a case of extreme emergency and the manager must be satisfied that the journey was necessary.

6.10.13 If a vehicle is based with a member of staff away from the office, then a trip authority can be issued against a weekly or monthly work plan.

6.10.14 Trip authorities must not run longer than one (1) week at a time.

6.11 *Issuing of vehicles*

6.11.1 All vehicles should be issued on the day of travel unless advance authority to park the vehicle at home has been obtained, refer to Clause 6.11 of this policy.

6.11.2 The driver must carry his/her license and produce it to the Fleet Officer within the Sub-Section Fleet Management.

6.11.3 The signed trip authority must be carried in the vehicle with a copy placed on the file at the Sub-Section Fleet Management.

6.11.4 The intended time of departure and return is to be recorded on to the vehicle issue from and compared against the actual time of return.

6.11.5 Continued late return of vehicles may lead to a refusal to allocate vehicles in the future.

6.11.6 The Fleet Officer will complete a vehicle issue from, recording the condition of the vehicle, quantity of fuel in the tank, logbook and petrol card numbers.

6.11.7 The driver will then sign the issue form.

6.11.8 The driver then takes responsibility for the vehicle at this point. The vehicle will be checked using the same procedures.

6.11.9 The driver must hand in all petrol/diesel/oil purchase slips to the Fleet Officer for checking and allocation after each trip.

6.12 *Parking a vehicle overnight*

6.12.1 In normal circumstances vehicles must be parked at official locations, identified and approved in writing by the Fleet Manager.

6.12.2 The officer responsible for transport must allocate an approved parking place for each vehicle.

6.12.3 The parking places should be lockable or within twenty four (24) hours security available.

6.12.4 When the vehicle is away from Council's parking, the driver must use a steering or gear lock on the vehicle, where applicable.

6.12.5 Where secure facilities are not available, the vehicle should be parked at the nearest official property.

6.12.6 The driver of the vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit.

6.12.7 Parking charges for the use of secure parking will be refunded if proof of payment is submitted.

6.12.8 Permission may be given for a vehicle to be parked overnight at a home of an official if the following conditions are met:

6.12.8.1 The location has been reviewed by the Fleet official and is considered adequate, e.g. a garage or lockable gates;

6.12.8.2 The member of staff will be leaving early morning or returning late at night;

6.12.8.3 The actual times that this would come into force would be the time when public transport starts/stops. Exceptions can also be made if the personal security of the individual is also at stake;

6.12.8.4 If the home of the individual is at a place between the office and their destination such that it is not sensible to come into the office (normally a journey saving of at least 25km would be expected)

6.12.8.5 If the individual works from home; or

6.12.8.6 The individual is on call and there is no means by which they can be transported in event of a call out.

6.12.9 A signed authority form to park a vehicle at home must be issued.

6.12.10 The person responsible for signing trip authorities must sign it.

6.12.11 It will normally be issued for each occasion.

6.12.12 However, for those on call, blanker permission can be issued for a specific time period.

6.12.13 The permission is subject to review and can be withdrawn at any time.

6.12.14 Whilst a vehicle is parked at home, it may not be used for any private purposes.

6.12.15 If an emergency arises and it becomes necessary to use the vehicle, a signed trip authority for the movement must be obtained within twenty four (24) hours of the journey.

6.12.16 Private use of the vehicle whilst parked at home will lead to the withdrawal of the privilege and possible disciplinary action.

7. LOG BOOKS, PETROL CARDS, VEHICLE KEYS AND VEHICLE EQUIPMENT

7.1 The driver takes responsibility for the logbook, keys and petrol card once the vehicle issue form has been signed until the vehicle has been returned to the Fleet officer at the end of the journey.

7.2 Each vehicle must have a logbook which must be in the vehicle when in use.

7.3 The logbook will contain the trip log sheets, fuel log sheets and a copy of “Accidents and Accident Report”.

7.4 Logbook pages will be numbered.

7.5 The driver must complete the log sheets with a point to point description of each trip. More than one line in the logbook may be used for this purpose, if necessary.

7.6 The logbook must be handed in, to the official controlling the WRDM vehicles after each trip.

7.7 Log sheets must be checked and signed by the representative at least once a week.

7.8 When the vehicle is fuelled, the driver must enter the relevant data onto the fuel log sheet e.g. litres, price, etc.

7.9 A copy of the log and fuel sheets must be send to the proxy before the 7th of each month.

7.10 All vehicle keys should be safely secured (preferably in a locked container) in the transport office when the vehicle is not in use.

7.11 A spare set of all vehicle keys should be kept in a security place, e.g. the office safe.

7.12 The petrol card is to be treated as cash, and the driver will be held responsible for the transactions that take place on it whilst it is in his/her possession.

7.13 All fuel receipts must be kept and made available when the vehicle is returned to the Fleet Officer.

7.14 It is the responsibility of the driver to fill the vehicle logbook legibly and accurately.

7.15 It must be possible from the details given for a distance check to be carried out.

7.16 Loose vehicle equipment, e.g. spare wheel, toolkit, jack And any other extras, will be checked at the time of issuing the vehicle and will remain the responsibility of the driver until such time as the vehicle is returned to the Fleet Officer.

7.17 The Accountant: Fleet will make available to the Directorate: BTO, log sheets at the end of each month for costing purposes.

The copy of the log sheet will thereafter be stored in the electronic data system of the WRDM.

7.18 No keys may be left in an unattended vehicle.

7.19 All security devices must be armed and locked when a vehicle is unattended.

7.20 Removable radios and radio faceplates may not be left in an unattended vehicle.

7.21 Keys must be signed back to the responsible person directly after each trip.

7.22 Where vehicles are allocated to persons on a permanent basis, such as officials of Public Safety and Fleet Officers, the keys may be kept by them, but must be signed back when they are on leave.

7.23 When a vehicle arrives after normal working hours and the responsible person is not available, the keys, logbook and radio must be handed to the security officer who must log the time in his/her visitors register. If a drop safe is available, the keys must be dropped under supervision of the security officer. The key must be signed back by the security officer on duty.

7.24 Where a driver need to take a vehicle after hours, prior arrangements must be made for the keys to be kept by the security officer who must log the time of departure in his/her visitors register. The key must be signed out to the security officer on duty.

7.25 The Accountant: Fleet must approve all requisitions for servicing and repairs.

7.26 Invoices must be handed to the proxy for approval.

7.27 The recovery of vehicles damaged in accidents as well as broken vehicles, will be done by a recovery contractor who will be appointed annually by means of a tender.

7.28 The registration number of all vehicles must be engraved on the batteries and stamped on the rims.

8. VEHICLE INSPECTION

8.1 A proper vehicle inspection must be done daily before a vehicle is used and the vehicle checklist must be completed and signed by the driver. This procedure must be followed every time a vehicle changes hands. Any problem or comment must be described under the notes heading.

8.2 Officials will be held responsible for the repair cost of any unreported defects.

8.3 The WRDM will under no circumstances pay any traffic fines on behalf of the driver of a WRDM vehicle. Transgressions of the speed limit and traffic signs/markings may lead to disciplinary action.

8.4 The vehicle checklist must be handed to the representative before the vehicle is used. The representative must investigate the seriousness of any faults and decide whether the vehicle is fit for service and he/she must sign the checklist.

8.5 Any person that get stuck because of a flat spare wheel, no jack or no fuel, will recover the vehicle at his/her own cost.

8.6 It is the responsibility of the representative to see to it that any faults are rectified as soon as possible.

8.7 The representative must keep the vehicle checklist on file for a period of six (6) months.

9. VEHICLE SERVICING AND REPAIRS

9.1 Servicing of vehicles must be performed strictly according to the manufacturer's requirements and each vehicle must have a service plan.

9.2 If no local workshop is available, servicing and repairs may only be done by the authorised agents.

9.3 Repairs on vehicles can be performed by the authorised agents and mechanical experts registered with International Organization for Standardization (ISO) and accredited with Retail Motor Industry (RMI). Servicing of vehicle which exceeded the expiry date of its service and maintenance plan can also be undertaken by mechanical experts registered with ISO and accredited with RMI, provided that the due procurement process are being followed.

9.4 Vehicles under guarantee may only be serviced and repaired by the agents of the specific manufacturer.

9.5 The Accountant: Fleet must approve all requisitions for servicing and repairs. Invoices must be handed to the proxy for approval.

9.6 The recovery of vehicles damaged in accidents as well as broken vehicles, will be done by a recovery contractors who will be appointed annually by means of a tender.

10. MANAGEMENT SYSTEMS

10.1 The following key indicators will be kept for each vehicle by the Accountant: Fleet

10.1.1 Actual kilometres travelled;

10.1.2 Fuel utilisation (km/ℓ);

10.1.3 Total maintenance costs;

10.1.4 Maintenance cost per kilometre;

10.1.5 Running cost per kilometre

10.1.6 Availability;

10.1.7 Utilisation;

10.1.8 Vehicle performance vs. other similar vehicles within the fleet.

11. VEHICLE ACCIDENTS

11.1 The following procedure shall be followed in the event of a WRDM owned motor vehicle becoming involved in an accident, no matter how trivial, and irrespective of whether or not any person or animal or property, other than the WRDM vehicle, is involved:

11.1.1 Call a police or traffic officer and the Accountant: Fleet and, if requested to do so, supply name and address of the driver of the motor vehicle to any person having reasonable grounds for requiring this information.

11.1.2 If a police or traffic officer is not available, report the accident to a police station as soon after the occurrence of the accident as practicable.

11.1.3 In no circumstances shall liability be admitted or unguarded statements be made to any person or payment offered or made to a third party.

11.1.4 Should any third party involved admit liability, endeavours should be made to obtain a statement in writing from him/her to this effect.

11.1.5 Should a driver of a vehicle be suspected of being under the influence of intoxicating liquor or narcotic drugs or medication, this fact must be brought to the notice of the police or traffic officer present at the accident, with the least possible delay and every assistance should be rendered to such police or traffic officer in ensuring that the suspected person is examined by a doctor as soon as possible, or be subjected to a legally permissible Alco-test.

11.1.6 Obtain as soon as possible, preferably at the scene of the accident, at least the following particulars, which are required for completing the accident report form:

11.1.6.1 Registration number, make and type of other vehicle;

11.1.6.2 Name(s) and address of driver(s) of the other vehicle;

11.1.6.3 Name(s) and address(s) of person(s) involved in an accident be it she/he/they was/were passenger(s) of the WRDM vehicle's driver or the third party or pedestrian(s);

11.1.6.4 Name and address of the third party's insurance company;

11.1.6.5 Name, occupation, address and age or estimated age of any pedestrian(s) involved in the accident and of any pedestrian(s) killed or injured;

11.1.6.6 Description of animals and fixed objects involved in the accident and the name and address of the owner;

11.1.6.7 Name and address of witness(s) including the occupants of the other vehicle(s) in their capacities as witnesses;

11.1.6.8 Measurements for the preparation of a sketch of the scene of the accident (pace off the distance if there is no scientific tape measure).

11.1.6.9 Note the geographical landscape of the place of accident, type of road, accident related obstructive substances of objects on or around the road, road make-up including any fencing and weather conditions at the time of the accident;

11.1.6.10 The WRDM vehicle user should obtain identity of the third party involved in the accident.

12. INTERNAL ACCIDENT REPORTING

12.1 The driver of the WRDM vehicle shall, within twenty-four (24) hours after the accident, ensure that the accident report form is completed by the Accountant: Fleet and also ensure that statements by witnesses and other relevant supporting documents, e.g. case reference numbers, are forwarded to the Asset Manager or his/her superior in the event of his/her absence. The accident must also be reported in writing, to the relevant EM of the driver.

12.2 The Accountant: Fleet or his/her superior shall make endeavours (in addition to obtaining a mechanical report on the condition of the vehicle after the accident) to obtain a minimum

of two (2) repair quotations from different repairing agencies or write-off report if applicable, and trade-in value of the vehicle.

12.3 In the event of institution of a legal action by the third party, the driver concerned shall upon receipt of summons, subpoena or notice to appear in court pass that information to the Accountant: Fleet or his/her superior so that the WRDM's insurers may be approached.

12.4 Any accident damage or third party claim received, shall immediately be submitted to the Fleet Manager.

12.5 Any damager made to the WRDM vehicle as a result of an accident involving another vehicle or animal(s) or any object, shall be reported to the Fleet Manager.

12.6 Upon admission of complete liability in the accident report, a driver of the WRDM vehicle involved in the accident shall be given an option to personally bear all repair costs.

12.7 The Accountant: Fleet will direct traffic fines to relevant users for payment by the offender.

12.8 The logbook will be used as a source document to ascertain the offenders of traffic rules.

12.9 In the event of an accident, irrespective of who caused the accident, the driver of the WRDM vehicle must be retested for the WRDM vehicle license.

13. DUTIES OF THE ACCOUNTANT: FLEET

13.1 Shall investigate all vehicle accidents and gather all documentary, photographic and other evidence that may be relevant to the case.

13.2 If feasible, the Transport Manager may conduct an inspection of the accident scene.

13.3 Shall objectively advise the EM on the circumstances of any vehicle accident and, based on available evidence, whether any further action is recommended in each case.

13.4 May interview the driver, assessor, third-party or any other person with information relevant to the accident.

- 13.4.1 Request witnesses to make a verbal or written statement about the accident;
- 13.4.2 Probe the nature of the trip and granting of authority to the driver;
- 13.4.3 Shall after completing an investigation on each accident case and draw and submit a report to the EM and the Accident Committee formatted as follows:
  - 13.4.3.1 Introduction
  - 13.4.3.2 Statement of case;
  - 13.4.3.3 Findings
  - 13.4.3.4 Recommendations
  - 13.4.3.5 Signature

14. DUTIES OF PROXY

14.1 The proxy must be appointed by the Municipal Manager.

14.2 All vehicle related matters must be dealt with via the proxy.

14.3 The proxy should be a person of sufficient standing and authority to legally commit the WRDM to a course of action as required by Law.

14.4 The proxy should also have the authority to implement the needed controls over:

- 14.4.1 Administrative systems;
- 14.4.2 Vehicle maintenance procedures

14.4.3 Driver actions

14.5 The proxy may appoint persons under his control, in writing, to assist him with his responsibilities, provided that their tasks are clearly outlined in the letter of appointment.

14.6 The proxy may introduce ruling that are applicable to specific directorates only.

14.7 The responsibilities of the proxy are as follows:

14.7.1 Evaluate and upgrade transport policy on a regular basis.

14.7.2 Ensure that all WRDM vehicles are operated within the parameters of the Act.

14.7.3 Appoint a representative at each operating point.

14.7.4 Set the tasks and responsibilities of the representative.

14.7.5 Compile tender documents for all purchases of new vehicles.

14.7.6 Obtain tenders for new vehicles.

14.7.7 Evaluate tenders.

14.7.8 Place orders for new vehicles.

14.7.9 Do a pre-delivery inspection before any vehicle is accepted.

14.7.10 See to it that all vehicles are registered and that the necessary registration plates are fitted.

14.7.11 Arrange for annual inspections on RTQ's vehicles.

14.7.12 Hand all licenses, operator's cards and certificates of fitness to the responsible person.

14.7.13 Do regular inspections on the WRDM vehicles.

14.7.14 Assist personnel when a new driver is appointed.

14.7.15 Visit all accident scenes and do a proper investigation.

14.7.16 Evaluate all accidents through the accident committee.

14.7.17 Address the abuse of WRDM vehicles.

14.7.18 Keep record of all driver's licenses and addresses.

14.7.19 Organise driver evaluation and training on a regular basis.

14.7.20 Check all driver's licenses at least once a year.

14.7.21 Verify driver's addresses at least once a year.

14.7.22 Ensure that all vehicle plating is in order.

14.7.23 Control all repairs and servicing.

14.7.24 Keep record of all repair and maintenance costs.

14.7.25 Evaluate fuel consumption.

14.7.26 Keep record of kilometres travelled each month.

14.7.27 Check daily inspection forms on a regular basis.

14.7.28 Check log sheets on a regular basis.

15. DUTIES OF THE RESPONSIBLE PERSON

15.1 The proxy, with the approval of the Municipal Manager, will appoint a responsible person at each point of operation.

15.2 The responsible person may appoint persons under his control, in writing, to assist him with his/her responsibilities, provided that their tasks are clearly outlined in the letter of appointments.

15.3 The representative may introduce rulings that are applicable to his/her specific needs as long as it is in line with this policy.

15.4 The responsibilities of the responsible person are as follows:

15.4.1 Explain this policy to all drivers under his control and make sure that it is understood.

15.4.2 Report all transport related matters to the proxy.

15.4.3 Ensure that any person driving a WRDM vehicle under his/her control, has a valid applicable licence or professional driving permit.

15.4.4 Ensure that all WRDM vehicles under his/her control are operated within the parameters of the Act.

15.4.5 Ensure that all licenses, operator's cards and certificates of fitness are on the vehicles under his control.

15.4.6 Do a weekly inspection on all vehicles under his/her control.

15.4.7 Notify the proxy immediately of any accidents.

15.4.8 Visit the accident scene if possible.

15.4.9 Report the abuse of WRDM vehicles.

15.4.10 Identify the training needs of the drivers.

15.4.11 See to it that all services are performed at the right intervals.

15.4.12 Have all repairs done promptly.

15.4.13 Arrange for the vehicles under his control to be washed at least once a week.

15.4.14 Keep record of fuel, kilometre reading and date.

15.4.15 Keep record of kilometres travelled each month.

15.4.16 Send fuel and kilometres data to proxy before the 7th of each month.

15.4.17 Check daily inspection forms before a vehicle is used and rectify any problems.

15.4.18 Check log sheets on a weekly basis.

16. FRAMEWORK FOR REMEDIAL ACTIONS

16.1 All remedial and corrective actions will be subject to and governed by the Accident Committee and the WRDM's disciplinary procedure.

16.2 The following structure of progressive imposition of fines on drivers who have been found partly or mainly responsible for the occurrence of the accident involving a WRDM vehicle through direct or indirect means, shall be adhered to:

Table of Fines

Rate of Damage (%)	Rate ®
0 – 10	500
11 – 20	1 000
21 – 30	1 500
31 – 40	2 000
41 – 50	2 000
51 – 60	3 000
61 – 70	3 500
71 – 80	4 000
81 – 90	4 500
91 – 100	5 000

16.3 These represent minimum fines. Should the cost of repairs be less than the amounts shown above, the amount of the fine will not exceed the total cost of repairs. The rate of damage shall be determined as follows:

Approved cost of repairs 100
Trade in value or minimum value X

16.4 These fines may be imposed in addition to any sanction, which a Disciplinary Hearing may decide upon.

16.5 The fine is payable by means of deduction from an employee's salary over a period not longer than six (6) months.

16.6 The municipal employee shall sign an acknowledgement of debt in which the time frame for the payment of the fine shall also be captured.

17. HIRED VEHICLES

17.1 In the case when no pool vehicles are available, the EM must approve the hire of vehicle and confirm funding. It will be the responsibility of the Transport Manager to hire such a vehicle without delay.

18. DISPOSAL AND ACQUISITION OF FLEET ASSETS BY WRDM

18.1 Fleet assets will be disposed in line with the WRDM Procurement and Asset Policy.

19. TRAFFIC OFFENCES

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

19.2 WRDM may, at its sole discretion, financially assist a driver convicted of a road traffic offence with private legal assistance to enable a driver to defend a criminal or civil claim against him/her in a court of law.

19.3 The Accountant: Fleet will direct traffic fines to relevant users for payment by the offender. The logbook will be used as a source document to ascertain the offenders of traffic rules where the offender will have thirty (30) days to ensure that the fine is settled.

19.4 Should the fine remain unsettled after the thirty (30) days stipulated in Section 19.3, the Accountant: Fleet will submit the fine to pay office for deduction from the offenders salary to settle the fine in accordance with Section 32(2) of the Municipal Finance Management Act that provides that a municipality must recover unauthorised, irregular or fruitless and wasteful expenditure from the person liable for that expenditure.

19.5 In a case where the WRDM has to settle outstanding traffic fines that are prohibiting the WRDM from renewing vehicle licenses, the municipality will follow the same process as stated in Section 19.4 to recover fruitless and wasteful expenditure.

20. VEHICLE REPLACEMENTS

20.1 Vehicles, excluding specialist vehicles, must be replaced when they reach 120 000kms.

20.2 The tender documents must provide for all vehicles that are replaced to be traded in on new vehicles.

20.3 A provisional amount must be placed on the capital budget each year which can be used to supplement the insurance money for the immediate replacement of any vehicles that are written off or stolen.

This replacement policy will not apply to the specialist vehicles, such as fire engines, which will annually be evaluated and motivated on an individual basis.

20.4 If specialist vehicles are older than three (3) years or has travelled more than 120 000km's, it must be properly inspected and sent for annual evaluation at test grounds, the manufacturer or an applicable specialised service provider.

20.5 Frontline emergency vehicles should be replaced in accordance with the recommendations of the following table:

Type of vehicle / equipment	Maximum number of years services
Pumping appliances	15
Aerial appliances	20
Off-road vehicles	10
Special appliances	20
Light vehicles	8

21. REVIEW OF THE POLICY

The Council shall ensure that the Cost Containment Policy is reviewed as part of the process of preparing its annual budget