



# BLUE CRANE ROUTE MUNICIPALITY (EC102)

## DRAFT FLEET POLICY

Financial Year 2016/2017

No. 9

CONSIDERED BY COUNCIL 31 MARCH 2016

  
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## DEFINITIONS

In this policy, unless the context indicates otherwise:

<b>Term</b>	<b>Definition</b>
<b>COUNCIL</b>	Means a Municipal Council established in terms of the Municipal structures Act 117 of 1997.
<b>DAMAGE</b>	Means any form of damage caused on a Municipal vehicle due to any incident.
<b>EXECUTIVE MAYOR</b>	Means the political office-bearer elected in terms of the Municipal structures Act No. 117 of 1997.
<b>MUNICIPALITY</b>	Means an institution established in terms of The Municipal Structures Act No. 117 1997.
<b>MUNICIPAL MANAGER</b>	Means the person employed as Municipal Manager in terms of section 55 of the Municipal Systems Act No. 32 of 2000 or a designee.
<b>SAFE PLACE</b>	Means any place with a reasonable level of security where a Council vehicle may be parked at night.
<b>VEHICLE SPECIFICATION</b>	Means both standard and extra vehicle fittings.
<b>FAMILY MEMBER</b>	Means a sibling, a child, parent and spouse of a Councillor or an employee
<b>FUNERAL</b>	Means the actual funeral service and not the memorial service conducted by Council
<b>POOL VEHICLES</b>	Means vehicles centralized under Fleet Management office for the use by all departments
<b>HOD</b>	Means the Head Of Department or a Manager reporting to the Municipal Manager in terms of

	section 56 of the Municipal Systems Act No. 32 of 2000 or a designee.
<b>COUNCIL VEHICLES</b>	Means all vehicles owned by the Municipality including those under Departments.
<b>PERMANENT EMPLOYEE</b>	
<b>FIXED TERM CONTRACT EMPLOYEE</b>	
<b>CASUAL EMPLOYEE</b>	
<b>HE/SHE</b>	

## 1 PREAMBLE

Blue Crane Route Municipality, its Council and Management has a Legal, Moral and Financial obligation to protect municipal assets from abuse, which could result in a loss to the Municipality. It is accepted that the Council has in the past sustained such losses, and that this has a negative impact on the Council's Insurance claims experience. This policy seeks to address these shortcomings.

These assets include vehicles and plant.

The policy excludes those vehicles, which are used subject to specific agreements, such as vehicles used by councilors, and vehicles that are subject to specific conditions of employment. It is therefore accepted that where an official or councillor has access to a vehicle subject to such an agreement an official or councillor will not have the automatic right to use an official council vehicle. A decision to allow such an official or councillor to use an official vehicle can only be granted by the Municipal Manager.

There is always some confusion surrounding the use of Council owned vehicles and this document intends to clearly illustrate exactly what procedures are to be followed, who is allowed to use Council vehicles, which vehicles certain individuals may not

utilize and other procedures regarding the efficient and effective use of Council owned vehicles.

Not only are the Council's vehicles very expensive assets which must be safeguarded at all times, but they are also assets which incur a great deal of running costs. It is for these reasons that fleet management policy is an extremely important policy document which enhances the control over assets by laying down the procedures to be followed in such a way that the Municipal Manager and the Heads

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of Departments are able to adequately control the running costs for fleet vehicles and in so doing, prevent the unnecessary risk of Council incurring excessive expenses relating to its fleet.

A proper fleet management policy will ensure the effective and efficient utilization of the vehicle fleet of Blue Crane Local Municipality to achieve the goals of the municipality as set out in the Integrated Development Plan document. As with any other controls, a balance must be found between the cost of the controls and the value of the asset that are being controlled. The extent or perceived extent of abuse must also factor in a decision about which controls to implement.

The purpose of this document is, therefore, twofold:

Firstly, to serve as a comprehensive tool for the users of fleet vehicles.

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Secondly, it will enhance the internal control over the Council's assets thus minimizing the risk of unnecessary expenditures.

In the event that clarity not being obtained on any specific issue relating to vehicle usage, and this policy document is silent on the issue, the Municipal Manager and the Chief Financial Officer should be consulted and the document amended subject to Council approval.

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

## **2 PURPOSE OF THE POLICY**

2.1 To regulate the use of official Municipal vehicles and to ensure that they are used in a safe and efficient manner in order to minimise accidents and abuse of vehicles.

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

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

### 3 LEGAL REQUIREMENTS

According to the MFMA, the Accounting Officer in the Municipality must ensure:

- (a) That the municipality has and maintains an effective and efficient and transparent system of financial and risk management and internal control;
  - (b) The effective, efficient and economical use of the resources of the municipality;
  - (c) The management (including safeguarding and maintenance) of the assets of the municipality;
  - (d) That the municipality has and maintains a management, accounting and information system that accounts for the assets and liabilities of the municipality;
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(e) That the municipality's assets and liabilities are valued in accordance with standards of generally recognised accounting practice; and

(f) That the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

#### **4 APPLICATION OF THE POLICY AND IMPLEMENTATION PROVISIONS**

4.1 This policy applies to all municipal employees excluding casual employees whether, they are employed on a permanent basis or on a fixed term contract. Where an employee of Council is required to drive during the course of his/her duties he or she will fully subscribe to the conditions of this policy.

4.2 This applies to casual drivers as well as full-time drivers.

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4.3 This policy is applicable when dealing with all vehicles, trucks and plant as owned by Blue Crane Route Municipality.

4.4 In the event of misconception, misinterpretation and misunderstanding of this policy, or any clause contained in this policy, the Municipality reserves the right to give an objective interpretation subject to appeal to Management, which shall give a final judgment of the case.

4.5 Any amendment or annulment of this policy shall be done upon submission of a comprehensive motivation by Management to the Council which will be entrusted with absolute powers of amending or annulling this policy.

4.6 It shall be incumbent upon the Municipality to take proper action that does not deviate from the enshrined order of this policy where this policy falls short, or does not provide a mechanism or a framework for addressing any matter or issue pertaining to the mission of this policy, in order to give effect to the objectives of this policy in particular and to the interests of the Municipality in general.

4.7 Notwithstanding the contents of this policy the Municipal Manager shall have discretionary authority to waive any clause of this policy provided that it is in the best interest of the Municipality to do so and or contradicts relevant legislation

4.8 The policy shall be reviewed annually at the financial year end for implementation in the new financial year.

#### **5 ACQUISITION OF NEW FLEET**

**5.1 All fleet shall be acquired in compliance with the supply chain management policy of the Blue Crane Route Municipality except in instances where fleet is acquired by way of**

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donation from another municipality or sector department in which case the supply chain management of such organ of state would have been complied with.

**5.2** When acquiring new vehicles among other aspects the following should be considered:

- a) Budget availability; the Head of Department to request addition on the budget.
- b) Age and configuration of fleet
- c) Future economic benefits
- d) Future operational costs
- e) Financial gain or loss from disposals, if any, and
- f) Road conditions

**5.3** The fleet item should be registered and licenced prior delivery. A schedule of vehicle licenses payable should be maintained by each Department and should reflect at least the following information:

- a) Registration Number
- b) Year of first registration
- c) Make
- d) Model
- e) Department
- f) License fees payable
- g) Due date

**5.4** All acquired vehicles should be fitted with an anti-theft device and also an adequate vehicle tracking system. Such vehicle tracking system should record all geographical movements of the fleet item as well as the speed of the fleet item.

**5.5** Reports of the vehicle tracking system should be scrutinised on a monthly basis by the Supervisor and the drivers or operators should be held liable for any unauthorised geographical trips as well as for driving at an excessive speed.

**5.6** The nature of the vehicle acquisition method considered, i.e. whether, outright purchase, lease or full maintenance lease should be decided upon on a case by case basis.

## **6 REPLACEMENT OF WRITTEN OFF AND STOLEN VEHICLES**

The procedure for the replacement of vehicles is the same as that for the purchase of the vehicle but the following additional information must be provided:

- a) Budget availability; the Head of Department to request addition on the budget the funds paid by the Insurance and identify with BTO savings to top up the shortfall.
- b) Details of the vehicle to be replaced

c) Full motivation for reasons of replacement

- d) Report on the general condition of the vehicle and its repairs history including standing time for past two years
- e) Percentage of utilization for the past year

## **7 REGISTRATION**

**7.1** All municipal fleet must be registered within the area of jurisdiction of Blue Crane Route Municipality

## **8 TRACKING SYSTEM**

**8.1** Fleet that belong to the municipality must be fitted and therefore they are being monitored through the use of vehicle trackers and vehicle dash cameras.

**8.2** All employees should take cognisance of the fact that official vehicles may be equipped with a tracking device.

**8.3** Monitoring is for the purpose of the safety of the municipal fleet, accountability and responsible use of municipal assets.

**8.4** All information gathered will be used solely for the purposes of Municipal operations and will be processed in compliance with the POPI Act.

**8.5** By accepting to use a municipal vehicle the employee acknowledges and accepts that they will be monitored.

**8.6** Employees must not tamper with the vehicle trackers to stop them from transmitting signals and the vehicle cameras from showing visuals by covering or blurring the lenses.

**8.7** Tampering with the monitoring hardware may lead to disciplinary processes.

**8.8** All managers and HoDs must ensure that all drivers in respective sections/directorates are provided with an identification tag prior to operating any vehicle allocated to them.

**8.9** Only the manager and or HoD can authorize a driver to operate a certain vehicle by completing and signing the Driver Authorization form. See Annexure B

**8.10** All managers and HoDs must install the Vehicle Tracking System including App in their computers and must monitor and manage the use of all fleet assets allocated to their sections and or directorates

## **9 INSURANCE AND EXCESSES**

- 9.1** An insurance cover shall be taken for all fleet items prior delivery to the municipality using the insurance brokers for the municipality.
  - 9.2** The municipality will provide third-party liability insurance covering any driver's liability arising out of the use of the vehicle.
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**9.3** Unauthorised drivers and passengers will not be covered by the Insurance Fund or the Road Accident Fund.

**9.4** Suitably licensed municipal employees driving municipal vehicles are covered to the following extent:

**9.4.1** The municipality will provide all-risk cover of loss or damage for its vehicles, as described and provided for in terms of the currently accepted form of automobile/vehicle insurance policies as issued and agreed upon by municipal insurers.

**9.4.2** Coverage is not included for the loss of or damage to any items owned or possessed by the employee or by any person or body other than the municipality.

**9.4.3** The comprehensive vehicle insurance cover provided by the municipality's Self Insurance Fund provides cover for any municipal vehicle driven by a person qualified to do so and not employed by the municipality, if such action relates to the maintenance or repair of the vehicle involved.

**9.5** Insurance claims in respect of vehicles provided by service providers will be dealt with using the relevant external lease agreements.

**9.6** Insurance claims shall be lodged with the insurer upon theft, destruction or damage of any fleet item in line with the stipulations of the policy document as issued by the insurer.

**9.7** Excesses shall be paid as stipulated in the insurance policy document. Any payment beyond the amount as stated in the policy document shall be approved by council.

**9.8** If the driver of the municipal vehicle involved in an accident has been found that he/she was the cause of the accident due to negligence, the insurance excess will be paid by the driver of the municipal vehicle.

**9.9** When the insurance refuses to pay the cost of the damage due to negligence, the driver will be liable for the cost of repairing the vehicle after an investigation (refer 11.8).

**9.10** The excess as well as the cost of repairing the vehicle where applicable will be recovered from the monthly salary where the employee is still in the employ of the municipality or from the final salary upon termination of employment in any form.

## **10 REGULATIONS**

**10.1** Driver's Licences

10.1.1 Every employee who is required to drive, will furnish the Municipality with a certified copy of his/her driver's licence. Only the new credit card type driver's licence will be acceptable. The driver's licence shall be circulated within the eNatis System as a means of verifying it.

10.1.2 It is incumbent upon the employee to renew his/her Driver's Licence on the expiry date indicated on his/her Driver's Licence. (Regular verification of driver's licence for validity should be performed). A register of all employees who are qualify for driving municipal vehicle should be maintained which register shall capture all relevant information including driver's licence.

10.1.3 Heads of Departments will ensure that new employees are competent before handing over a vehicle to a new employee.

If found to be not competent Council will refuse driving of municipal vehicles.

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Current employees to go through the same competency test as a start then for all new employees.

10.1.4 Certified copies of driver's licences will be kept on the employee's personal file (Proxy).

10.1.5 It is incumbent upon the employee to inform his/her superior of all endorsements or other restrictions placed on his/her driver's licence as and when they occur.

10.1.6 If it is discovered that the Driver's Licence was fraudulently acquired, disciplinary proceedings shall be instituted and the employee will be criminal charged.

## **10.2 Use of Municipal Vehicles**

10.2.1 Municipal vehicles will only be used for authorised and essential trips undertaken for conducting Council business.

10.2.2 Employees driving a Municipal vehicle will ensure that the Logbook, provided for the vehicle, is properly completed after each trip. Logbooks will be returned to Heads of Departments or his/her designate before or on the 6th day of the following month

10.2.3 Heads of Department will ensure that a Vehicle Authorisation Form is completed for every trip and trip authority must not run for more than a week.

10.2.4 Council vehicles are not to be taken home except with the written permission of the relevant

Head of Department. In that case an employee will ensure that the vehicle is kept in a lock-up garage or a complete fenced yard with a lockable gate. Where such facility is not available, the vehicle will be parked inside a Municipal depots or workshops where there is security. Supervisor to ensure of this.

10.2.5 Authorisation to take vehicles home will only be granted by Heads of Departments. The standard authorisation form will be completed whenever a vehicle is to be taken home.

10.2.6 Only Municipal employees on official duty and work-related passengers will be carried as passengers in Council vehicles.

10.2.7 No employee shall be entitled to keep and or use municipal vehicle whilst on leave or afterhours when not on standby.

10.2.8 Employees undertake to look after Municipal vehicles and to keep these vehicles in a clean, safe and roadworthy state at all times. No payment for washing of vehicles will be incurred for the municipality's account.

10.2.9 It is incumbent upon Heads of Departments or delegate to inspect vehicles in the care of his/her department on a monthly basis.

10.2.10 All vehicles will be driven with due care at all times.

10.2.11 Employees are not allowed to consume intoxicating substance whilst in charge of a municipal vehicle. Should an employee be found having consumed an intoxicating substance whilst he is in charge of a municipal vehicle, such employee will be subjected to disciplinary process. No intoxicating liquor may be consumed whilst in charge of a Municipal vehicle.

10.2.12 No smoking on municipal vehicles.

### **10.3 Clearance certificates**

10.3.1 If a clearance certificate (licence token) is lost, destroyed or illegible, the fact shall be reported without delay to the Head of Department.

10.3.2 Expired tokens must be removed from the vehicle. The relevant department must facilitate renewal of the clearance certificate.

10.3.3 Failure to display current tokens constitutes an offence in terms of the National Road Traffic Act, for which the vehicle driver will be held liable.

### **10.4 Hazardous Substances**

Vehicles engaged in the conveyance of hazardous substances must display hazard and/or warning signs and panels that inform emergency services how to handle the particular substance being carried, in the event of an accident.

**11 CONTROL OF FLEET**

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## 11.1 Municipal Vehicles

- 11.1.1 All municipal vehicles will be controlled within each Department and will be requested from the Head of Department using proper forms. Each Department will have a designated Fleet Controller.
- 11.1.2 A trip authorisation form shall be completed by the user of the vehicle prior gaining access to the vehicle and shall be authorised by the sectional heads.
- 11.1.3 Heads of Department shall be responsible for approval of all trips as well as the release of municipal pool vehicles.
- 11.1.4 The municipal vehicles can only be driven by authorized drivers. The driver must have a valid and relevant driver's licence. The licence will be checked for validity by the Head of Department / delegated official on an annual basis. A driver who has attained his/her valid licence less than a year must have his/her driver's skills assessed before he/she is allowed to drive a municipal vehicle by a traffic officer in the vehicle. NB: The driver of a municipal vehicle should be tested by qualified traffic personnel and be given a certificate before he/she can drive municipal vehicles.
- 11.1.5 In case of an emergency, the driver must complete the trip authorisation form and obtain a verbal authorisation from the head of department. The relevant forms must be signed by all officials immediately after the event and the HOD or his/her delegated official must be satisfied that the emergency was necessary before he/she can sign the trip authority.
- 11.1.6 If a municipal vehicle is used by an official away from the office, then a trip authority must be issued against a weekly work plan.
- 11.1.7 The Heads of Department or delegate should always ensure that all the details on the vehicle usage control sheet are accurate and this includes the odometer readings at the start and end of the specific travel. In the event that there are discrepancies in any of the information, should question the applicant and, if necessary, carry out disciplinary procedures in the event that there has been deliberate falsification in the information provided on the vehicle usage control sheet.
- 11.1.8 All heads of department should be provided with a record of all fleet vehicles for ease of verification. **Annex**
- 11.1.9 The Municipal Manager must be informed, immediately, in the event that unexplained discrepancies arise and corrective measures should be taken to adjust, if necessary, the

historical information on the vehicle usage control sheet. Any adjustment made in accordance with this paragraph must be fully documented, including the date, the month of the adjustment

and the reasons for the adjustment. Any adjustments made to any of the vehicle usage control sheet may only be authorized by the Municipal Manager.

11.1.10 Pre-numbered stationery should be procured for control of fleet vehicles, a register for issue must be maintained and loss of must be accounted for by the employee concerned.

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

11.1.12 All municipal vehicle shall be inspected upon release as well as upon return. Damages to municipal vehicles shall be noted on the pre-numbered vehicle inspection form and shall be acknowledged by the user as well as the Head of Department or official designated by the HOD. It is the responsibility of each and every person, requiring the use of a pool vehicle, that an inspection of the vehicle prior to the acceptance thereof be undertaken. This will ensure that damages are not left unreported and will further ensure that individuals are not wrongly accused of causing the damage.

11.1.13 It is the driver's responsibility to report any problems with the vehicles. If a problem has been identified on the vehicle as per the following checks, a report should be submitted to the Head of Department or official responsible for the control of the vehicles in the department. Refer per attached "Vehicle Inspection Form Prior Usage".

**Daily:**

- a. Check the oil and water levels
  - b. Check tyre pressures
  - c. Check that brakes, light and indicators are working
  - d. Check for fluid leaks under vehicle
  - e. Walk around the vehicle and check for visible damage
- a. Start engine and listen for unusual noises
  - b. Check battery connections
  - c. Check for loose nuts and bolts
  - d. Check vehicle tools and spare tyre
  - e. Check brake fluid level
  - f. Check windscreen washer fluid level

11.1.14 Council vehicles are to be used for official Council business only and may not be used for any other purposes. Under no circumstances will staff members be allowed to utilize Council vehicles for private business.

11.1.15 Trip authorities must not run longer than a week.

11.1.16 A vehicle log book should be allocated for each vehicle. The vehicle log sheet should be completed by the driver before and after he/she has taken the trip, on a daily basis. Full information about the journey must be given such that the distance checks can be carried out. All details required on the log sheet should be completed by the driver. At the end of the month, the log sheet should be added up, summarized by each Department, and handed to the Asset Management Unit, who files it in the relevant vehicle file.

11.1.17 All vehicles should be issued on the day of travel unless advance authority to park at home has been obtained from the Head of Department. The driver must carry his/her licence and produce it for the HoD or delegate upon request.

11.1.18 A copy of the signed trip authority must also be carried in the vehicle with original placed on file in the office.

11.1.19 The intended time of departure and return will be recorded on the vehicle issue form and compared against actual and for all deviations or variations a report must be done by the driver or operator concerned. Continued late return of vehicles may lead to disciplinary measures instituted against the relevant driver.

11.1.20 The Head of Department will complete a vehicle issue form, recording the condition of the vehicle, log book and fuel card number. This will be signed by the driver taking responsibility for the vehicle at that point. The vehicle will be checked-in using the same process. The driver must produce all petrol/diesel slips at the time of checking-in so that a check of fuel consumption can be made.

11.1.21 Vehicles may be issued before/after normal working hours, including weekends, only by prior arrangement with the Head of Department or delegate and only after normal vehicle checking out procedures, including signing of trip authorities and vehicle issue forms have been done within normal working hours.

11.1.22 Municipal vehicles must be clearly identified as belonging to the municipality with the Blue Crane Route Municipality official logos.

11.1.23 All municipal vehicles should be stationed at the municipal offices at all times, except if there

is a proper arrangement with the Head of Department for the vehicles to be stationed outside the municipal offices.

- 11.1.24 A municipal vehicle must be used by any authorized municipal official, excluding those participating on the vehicle allowance scheme, with the approved requisition form and trip authority form.
- 11.1.25 As the pool vehicle will be controlled by each department, vehicle use will be granted to users as per their requisitions.
- 11.1.26 The official vehicle cannot be used for party political purposes under any circumstances.
- 11.1.27 The fleet will only be driven or operated by the municipality's drivers or operators except in exceptional circumstances where written permission will be sought from the Municipal Manager or HOD designated by the Municipal Manager.
- 11.1.28 This provision will also apply in respect of transportation of Councillors on official municipal duties, with the proviso that Councillors that are participating on the municipality's vehicle allowance scheme will be treated as per relevant legislation pertaining to Councillors.
- 11.1.29 The official is also responsible for reporting any mechanical problems in the municipal vehicle and also perform above checks when the vehicle has returned from its destination. The battery and other loose parts should be marked and checked before and after every trip.
- 11.1.30 The municipality may at its discretion and at the recommendation of the HOD and authority of the Municipal manager send authorized drivers of municipal vehicles for advanced driving courses.
- 11.1.31 The driver of the vehicle is responsible for all traffic fines given while driving the municipal vehicles.
- 11.1.32 Only passengers authorized by the Head of Department must travel in the municipal vehicles. The picking up of casual passengers including municipal employees not on trip authority is not allowed under any circumstances. The driver of the municipal vehicle will be held accountable for carrying any unauthorised passengers in a municipal vehicle.
- 11.1.33 Under no circumstances shall a driver of a municipal vehicle carry family members as passengers except when permission has been granted by the Municipal Manager. In such instances a trip authorisation form as well as the indemnity form shall be completed and signed by all relevant parties. It should be noted that the municipality shall never be held liable for any injuries sustained by family members who are passengers in municipal vehicles and therefore such family members use municipal vehicles at their own risk.
- 11.1.34 No passengers may be carried on the back of a vehicle if it is not equipped with a canopy; if

with a canopy.

## **11.2 Traffic and Fire Vehicles**

11.2.1 All traffic vehicles shall be controlled using a pre-planned schedule as prepared by traffic department and agreed upon with Head of Department. Such schedule shall be prepared and agreed upon on a monthly basis.

## **11.3 Other fleet**

11.3.1 Refuse trucks and other plant shall be controlled using a pre-planned schedule as prepared by the Sectional Heads and agreed upon with the Head of Department.

11.3.2 In relation to utilization of refuse trucks, the schedule should be consistent with the agreed upon service standards for community services department.

11.3.3 In relation to the other plant, the schedule should be consistent with the service standards as indicated in the operational plans for the technical services department.

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## **11.4 Mayoral Vehicle**

11.4.1 All trips undertaken using the mayoral vehicle shall be approved by the municipal manager.

11.4.2 The acquisition and disposal of the Mayoral vehicle will be decided upon by Council on the recommendation of the Mayoral Committee in line with the supply chain policy of Blue Crane Route Municipality.

## **11.5 Transportation of Employees To and From Work**

11.5.1 Transportation of municipal officials to and from work is not permitted using official vehicles except if that trip is authorized by the Head of Department for official purposes.

## **11.6 Parking**

11.6.1 The relevant manager must allocate an approved parking place for vehicles working within the area of jurisdiction under their section. The parking places must be undercover lockable or must have 24hr security available.

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

11.6.3 Parking charges for the use of secure parking will be refunded by the municipality.

11.6.4 Permission by HOD may be given for the vehicle to be parked at the home of a municipal

official under the following conditions:

- 11.6.4.1 The employee has vouched in writing that the location considered adequate, e.g. there is a garage or locked gates.

11.6.4.2 The official will be leaving early in the next morning or returning late at night.

11.6.4.3 The time that this provision would come into force would be the time when public transport is not available.

11.6.4.4 Exceptions can be made only if the personal security of the individual is also at stake or

11.6.4.5 If the home of the official is at a place between the office and his/her destination, such that it is not sensible to come into the office.

11.6.4.6 A signed trip authority to park a vehicle at home will be issued, signed by an official responsible for signing trip authorities as well as the HOD.

11.6.4.7 Whilst the vehicle is parked at home it cannot be used for any non-official purposes. Private use of the vehicle whilst parked at home will lead to the withdrawal of the privilege and disciplinary actions.

11.6.4.8 Where secure facilities are not available, the vehicle should be parked at the nearest official property eg; police station or government yard.

## 11.7 Vehicle Security

**11.8** All municipal fleet should be fitted with an alarm system as well as the tracking device as tools to reduce insurance costs.

**11.9** Area maps accurately indicating areas which employees are allowed to should be maintained in correct electronic format and a dedicated person is available to analyse the data on a regular basis.

## 12 ACCIDENTS

### 12.1 Procedures at accident scene

The following procedure shall be followed in the event of a Municipal-owned fleet item being involved in an accident, no matter how trivial, and irrespective of whether or not any person or animal or property, other than the council vehicle is involved:

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

12.1.2 If a police or traffic officer is not available, report the accident to a police station as soon as it practical to do so after the occurrence of the accident.

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

12.1.4 Should any third - party involved admit liability, endeavour should be made to obtain a statement in writing from him to this effect.

12.1.5 Should a driver of a vehicle be suspected of being under the influence of intoxicating liquor or narcotic drugs, this fact must be brought to the notice of the police or traffic officer present at the scene of 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.

12.1.6 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:

a. Registration number, make, model and type of other vehicle.

b. Name(s) and address of driver(s) of the other vehicle.

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c. Name(s) and address(es) of person(s) involved in an accident be it she/he/they was/were passenger/s of the Municipal vehicle's driver or the third-party or pedestrian(s).

d. Name and address of the third party's insurance company.

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

f. Description of animals and fixed objects involved in the accident and the name and address of the owner.

g. Name and address of witnesses including the occupants of the other vehicle(s) in their capacities as witnesses.

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

i. Note the geographical landscape of the place of accident, type of road, accident related obstructive substances of object on or around the road, road make-up including any fencing and weather condition at the time of the accident

## **12.2 Accident Report**

12.2.1.1 The police will complete an accident report on the prescribed form, which is filed either with the South African Police Services (SAPS), the local municipality or the provincial Department of

Transport and Public Works, depending on whether a criminal case has been opened and whether the accident occurred inside the area of the local authority.

12.2.1.2 All accident reports for accidents outside municipal areas, where there is no criminal case being investigated, are kept with the Department.

### 12.2.2 Stopping

- a) If you are involved in an accident that causes injury to or the death of anyone, or which causes damage to property or any animal, you are required by law to stop your vehicle.
- b) It is a crime not to stop after an accident, and you could be fined up to R180 000, or sent to prison for up to nine years, or both.
- c) More information on offences and penalties can be found in Section 89 of the National Road Traffic Act.

### 12.3 Helping anyone who is hurt

- a) After you have stopped, you need to find out if anyone is hurt and help them as much as you can.
- b) You also need to call emergency services.
- c) If you don't know anything about first aid, be careful not to do anything that might make the injury worse.
- d) Unless you yourself need to go for help, you must stay at the scene until a police officer says you can leave. You can be criminally charged for failing to help anyone who is hurt in the accident.

### 12.4 Third Party Liability - Finding out what the extent of the damage is

- a) You will need to find out how much damage has been caused to property.
- b) You need to give your name and address and vehicle registration number to anyone who might need them.

### 12.5 Interfering\ Tampering with the evidence

- a) You must NOT drink any alcohol or take any drugs that have a narcotic effect unless it is on doctor's orders.
- b) If the police asks you to go for a medication examination, you must not drink any alcohol or take any drugs that have a narcotic effect before the examination and before you have

reported the accident.

- c) If anyone is injured in the accident, the vehicles may not be moved before the police or traffic officer has arrived and said that the vehicles can be moved.

- d) If the accident totally blocks the passage of other vehicles, the vehicle may be moved sufficiently to allow vehicles to pass, but only after you have clearly marked the vehicle positions (for example with chalk or spray paint).

## **12.6 Be aware of the possible legal consequences**

Some of the possible legal consequences following an accident are:

- a) a criminal charge of driving recklessly
- b) a criminal charge of driving negligently
- c) a criminal charge of culpable homicide

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- d) a civil claim for damage to property, or
- e) a civil claim for personal injury.

## **12.7 Internal Accident Reporting**

- 12.7.1 The driver of the Municipal vehicle shall, within twenty-four hours after the accident, ensure that the accident report form is completed by the Claims Officer and also ensure that statements by witnesses and other relevant supporting documents e.g. Case Reference numbers are forwarded to the Claims Clerk or his/her superior in the event of his/her absence.
- 12.7.2 The Claims Clerk or her superior shall make endeavors (in addition to obtaining a mechanical report on the condition of the vehicle after the accident) to obtain a minimum of two repair quotations from different repairing agencies or writeoff report if applicable and trade-in value of the vehicle.
- 12.7.3 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 Claims Clerk or his/her superior so that the Municipality's insurers may be approached.
- 12.7.4 Any accident damage or third party claim received shall immediately be submitted to the Claims Clerk.

12.7.5 Any damage made to the Municipal vehicle as a result of an accident involving another vehicle or animal/s or any object, shall be reported to the Claims Clerk.

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

## **12.8 Duties of the Chief Traffic or Traffic Officer**

### **The Chief Traffic or Traffic Officer**

12.8.1 Shall investigate all Vehicle Accidents and gather all documentary, photographic and other evidence that may be relevant to the case.

12.8.2 If feasible the Chief Traffic or Traffic Officer/Designee may conduct an inspection of the accident scene.

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

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

12.8.5 Request witnesses to make a verbal/written statement about the accident.

12.8.6 Probe the nature of the trip and granting of authority to the driver.

12.8.7 Shall after completing an investigation on each accident case and draw and submit a report to the Departmental Manager formatted as follows:

- a) Introduction
- b) Statement of case
- c) Findings
- d) Recommendations
- e) Signature

11.8.8 A summary report should be brought to the attention of the relevant HoD and Asset Management Unit for recommendation as per 11.8.7

## **12.9 Framework for remedial Actions**

12.9.1 All remedial and corrective actions will be subject to and governed by the Municipality's disciplinary procedure.

12.9.2 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 Municipal vehicle through direct or indirect means, shall be adhered to:

## TABLE OF FINES

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RATE OF DAMAGE (%)	RATE OF FINE
0 – 10	500
11 – 20	1 000
21 – 30	1 500
31 – 40	2 000
41 – 50	2 500
51 – 60	3 000
61 – 70	3 500
71 – 80	4 000
81 – 90	4 500
91 – 100	5 000

12.9.3 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:

- a. Approved cost of repairs X 100 Trade-in-value
- b. These fines may be imposed in addition to any sanction, which a Disciplinary Hearing may decide upon.
- c. The fine is payable by means of deduction from an employee's salary over a period not longer than 6 months.
- d. The Municipal employee shall sign an acknowledgement of debt in which the time frame for the payment of the fine shall also be captured.

#### **12.10 Enforcement**

12.10.1 Municipal Councilors and Officials are charged with the enforcement of this policy.

12.10.2 Municipal Councilors, Municipal Officials (**Levels 1-3**), Municipal Traffic Officers Provincial Traffic Officers and the SAPS are authorized to impound/confiscate vehicles driven without proper authorization.

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12.10.3 Should the driver fail to produce the required documentation as proof of authorization to use the vehicle, the vehicle shall be impounded forthwith.

## **13 DRIVER AND OPERATOR CODE OF PRACTICE**

### **13.1 Responsibility of drivers and operators**

13.1.1 The full cooperation of all employees concerned is required to ensure that the municipal fleet management system functions efficiently at all times.

13.1.2 All drivers and operators are expected to accept and exercise the responsibilities associated with the operation of vehicles, as described in this policy and procedures document.

13.1.3 Participants in other motor schemes are not allowed to drive a municipal vehicle but may be transported in a council vehicle, in exceptional cases, after obtaining authorisation in writing from the Accounting Officer or delegated Director.

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### **13.2 Usage**

13.2.1.1 The vehicle shall only be driven by an appropriately licensed and duly authorised employee on official duty.

13.2.1.2 Plant shall only be driven by appropriately licenced and certificated employees.

13.2.1.3 The driver must be licensed in terms of the National Road Traffic Act (NRTA) for the particular class of vehicle under his/her control and must have passed the Municipal Competency.

13.2.1.4 Before authorisation is given to drive a municipal vehicle, the driver must complete the fleet management policy acceptance form.

13.2.1.5 All municipal vehicles and mobile plant must be issued with a logbook. The driver/operator is required to record all his/her daily trips in the logbook.

### **13.3 Professional driving permits**

13.3.1.1 Professional drivers must ensure that their PrDPs are current at all times and are renewed prior to the expiry date.

## **13.4 Careful handling**

13.4.1.1 All municipal vehicles shall be driven in a SAFE and COURTEOUS manner, which will promote the municipality's PUBLIC IMAGE.

13.4.1.2 Municipal vehicles shall at all times be driven and handled with proper care and attention to obtain the best mechanical service and avoid infringements of the law.

13.4.1.3 Pre- and post-inspections are to be carried out by drivers/operators on a trip and/or daily basis.

13.4.1.4 All users of municipal vehicles must ensure that they comply with the safety prescriptions contained in terms of the National Road Traffic Act (NRTA) and other safety measures set by the municipality.

13.4.1.5 Employees in charge of vehicles shall ensure at all times that the ignition, door lock, fuel cap, gear-lock and other keys of the vehicle in use are suitably safeguarded against loss or theft.

### **13.5 Transgressions**

~~13.5.1.1 Failure to comply with the content of this policy and any other additional instructions issued by the Director or delegate and Fleet Officer renders the offending employee liable to disciplinary action and appropriate measures be enforced in line with disciplinary procedure collective agreement 2018 - 2023.~~

### **13.6 Suspension of Employees From Driving Municipal Vehicles**

**13.6.1** In the event of a municipal vehicle being or having been subjected to flagrant misuse or irregular use, or the vehicle being maliciously damaged by the driver; or where evidence exists that a driver is or was guilty of recklessness or negligent conduct whilst driving a municipal vehicle, or such a vehicle was involved in an accident whilst so driven; or where a driver of a municipal vehicle has been found guilty of driving such a vehicle:

**13.6.1.1** under the influence of intoxicating liquor or narcotics, or

**13.6.1.2** whilst the concentration of alcohol in his or her blood was more than that allowed according to legislation, such a driver shall be suspended immediately from driving municipal vehicles until such time as a disciplinary tribunal has been concluded.

**13.6.2** In the event of a driver developing any disease or disability which will render him/her incapable of controlling a vehicle effectively and subject to a report from a medical practitioner, to the satisfaction of the Municipal Manager, he/she will be suspended temporarily or permanently from driving a municipal vehicle.

## 13.7 Governors

**13.7.1** Where a governor is fitted to any municipal power-driven machinery, it is there for the specific purpose of providing protection against over speeding/overloading/abuse of the mechanical systems.

**13.7.2** Governors are not to be tampered with.

### **13.8 Speedometers, Odometers and Hour Meter**

- a) Speedometers and meters should not be tampered with and according to the National Road Traffic Act requires it to be in good working order at all times.
- b) Drivers/Operators must ensure that speedometers/Odometers/Hour meters are in a working condition at all times otherwise the Driver/Operator will be liable for resulting incidences of non-working meters like; rejected fuel card payments, over speeding etc

### **13.9 Fuel And Oil**

**13.9.1** Where employees in charge of municipal vehicles require fuel and/or oil, they shall obtain supplies from the nearest filling station.

**13.9.2** Where fuel is required in containers to refuel small plant, the relevant line manager must authorise the request against a separate requisition.

### **13.10 Maintaining The Appearance Of Municipal Vehicles/Equipment**

**13.10.1** Every driver/operator and relevant line manager must ensure that the vehicles are in a clean and hygienic condition.

## **13.11 Load On Vehicles**

**13.11.1** The load on any vehicle must not exceed the load recommended by the manufacturers of the vehicle as exceeding of prescribed load is unsafe and drastically shortens the vehicle's useful life.

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## 14 SERVICING AND REPAIR OF MUNICIPAL FLEET

- 14.1** All vehicles and plant shall be serviced in accordance with the intervals as outlined in the vehicle maintenance plan as issued by the vehicle manufacturer or dealership.
- 14.2** Vehicles and plant shall be repaired in accordance with the maintenance plan where it is suffering mechanical breakdowns.
- 14.3** Where repairs are necessitated by any form of damage, such repairs shall be dealt with using the provisions of the vehicle and plant insurance plan.
- 14.4** Drivers/operators in charge of vehicles must ensure that service arrangements are strictly adhered to.
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## 15 ROADWORTHINESS OF VEHICLES

- 15.1** All vehicles requiring a Roadworthy Certificate (RWC) are to be delivered to the fleet mechanical workshop prior to expiry date.
- 15.2** Every driver/operator of a vehicle must at all times ensure that the vehicle or plant is in a roadworthy condition, failing which he/she will be responsible for the payment of any traffic fines imposed.
- 15.3** Any defects discovered with regard to the bodywork, engine and accessories of the vehicle must be reported immediately to the relevant line manager by generating a job card for repairs.
- 15.4** The last driver/operator of a vehicle will be held responsible for any unreported damage/defects/losses.

## 16 RECORD OF MUNICIPAL FLEET

### 16.1 Recognition

- 16.1.1** All fleet should be recorded on the asset register of Blue Crane Route Municipality in terms of

Generally Recognized Accounting Practice (GRAP) and treated in terms of the municipality's accounting policy as well as the Fixed Asset Management Policy.

**16.1.2** All fleet which has been written off, transferred or disposed of must be removed from the asset register.

## **17 SAFEGUARDING OF MUNICIPAL FLEET**

### **17.1 Logbooks, Fuel Cards, Vehicle Keys and Vehicle Equipment**

17.1.1 The driver must take responsibility for the logbook, keys and fuel cards once the vehicle issue form has been signed until the vehicle has been checked back in by the fleet management officer / Department at the end of the journey.

17.1.2 All vehicle keys and fuel cards should be kept in a locked safe at the relevant section when the vehicle is not being used.

17.1.3 The fuel card must be treated as cash and the driver is held responsible for the transactions that take place on it while it is in his/her possession.

17.1.4 All fuel receipts must be kept and made available when the vehicle is checked back in by the Fleet Management Officer.

17.1.5 It is the responsibility of the driver to fill in the vehicle logbook accurately. It must be possible, from the details given on the logbook, for a distance check to be carried out by the Fleet Management Officer. Loose vehicle equipment, e.g. the spare wheel, toolkit and jack will be the responsibility of the driver until the vehicle is checked back in by the Fleet officer / Departmental fleet controller.

17.1.6 All loose vehicle equipment that are lost must be reported in writing by the relevant driver to his/her supervisor who must also attach his or her recommendations for approval by the Municipal Manager via the fleet management office. The driver will be required to replace any items that have gone missing while the car was signed out to him/her.

### **17.2 No Smoking Policy**

17.2.1 In line with municipal policies, no smoking is permitted in any municipal vehicle.

17.2.2 Violation of this policy will lead to disciplinary action and refusal to allocate vehicles to an individual in the future.

17.2.3 The driver is responsible for ensuring that his/her passengers leave the vehicle interior in a habitable (clean) state after the trip.

**17.3 Safety**

17.3.1 Seatbelts must be worn by all people travelling in municipal vehicles at all times. The driver should ensure that his/her passengers are wearing seat belts and should refuse to move the vehicle if this is not the case.

17.3.2 A fire extinguisher should be carried at all times

#### **17.4 Hired Vehicles**

17.4.1 All vehicles hired on behalf of the municipality should be controlled as pool vehicles by the relevant departments and the Fleet Management Policy applies.

#### **17.5 Personal Use of Official Vehicles**

17.5.1 Use of municipal vehicles for personal purposes (including funerals) is not permitted.

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#### **17.6 Use of Official Vehicles By Officials Participating on The Vehicle Allowance Scheme**

17.6.1 No official participating on the vehicle allowance scheme is allowed to drive or utilize official vehicles under normal circumstances.

17.6.2 In exceptional cases when his/her vehicle is under repairs, permission must be sought in advance and in writing from the Head of Department and approved by the Municipal Manager, where he/she will be provided with the driver of the municipal vehicle.

17.6.3 A letter stating such must be forwarded to the transport officer with the relevant request attached.

17.6.4 This provision must apply to Councillors as stipulated in the relevant legislation pertaining to them.

### **18 MAINTENANCE OF MUNICIPAL FLEET**

**18.1** The vehicle manufacturer recommended service schedule for municipal vehicles primarily as detailed in the service/maintenance book of each vehicle and as published by the Fleet Officer/ Departmental delegate must be adhered to.

**18.2** Details of the tasks to be carried out at the regular service intervals, should be recorded on the service schedule/book.

**18.3** The Fleet Officer / Departmental delegate should attach a document stating when the next service is due. This document/notice should be stuck where it can be seen by the driver of

the vehicle, on the inside upper right corner of the windscreen. The driver should inform the relevant supervisor and the transport officer when the vehicle is close to requiring a service.

**18.4** If a vehicle has exceeded the service interval it must then be parked until the vehicle can be sent for maintenance service. No servicing or repairing or tyre changes may be done on the vehicle without written consent of the Fleet Management Officer/ Departmental delegate.

**18.5** The Fleet Management Officer must include the repair and maintenance costs on his monthly report to the Council, by calculating and recording the average cost of maintenance per vehicle kilometre travelled. All departments must submit to the fleet management office all vehicle related expenditure to make this a reality and must fill in requisitions correctly and identify each vehicle by its licence number. This will assist the council in understanding the costs of running vehicles and aid decision making.

## **19 VEHICLE REPLACEMENT AND DISPOSAL**

### **19.1 Replacement Of Municipal Vehicle**

**19.1.1** The transport officer upon receiving recommendations from the relevant department, as per the asset management policy, is responsible for identifying the municipal vehicle that requires replacement and compile a report to the Municipal Manager, where the final decision will be taken in line with the supply chain management policy.

**19.1.2** If a vehicle is considered to be beyond its economic repairs before its due replacement date then all supporting documents and information should be sent to the Municipal Manager and vehicle replaced in line with supply chain management policy.

**19.1.3** Municipal vehicles must be replaced when they have attained 150,000 kilometers whilst on extended warranty or when they have been found that they are not economically viable to maintain, in line with supply chain management policy, even if such vehicle/s have not attained 150,000 kilometers.

## **20 DISPOSAL OF MUNICIPAL VEHICLE**

**20.1** All municipal vehicles will be disposed of at a public auction in line with the supply chain management policy.

**20.2** The decision on disposal of assets shall be submitted to council for adoption after the vehicles which are recommended for disposal have been assessed or valuated by a private assessor or a valuer, as would have been appointed by the municipality in line with the provisions of the approved Supply Chain Management policy.

**20.3** All municipal vehicles will be disposed of at a public auction with a reserve price. When a

vehicle is disposed of, the relevant section of the vehicle information form should be completed and authorised by the Municipal Manager. The form should be kept on the particular vehicle file.

**20.4** The disposed vehicle will then have to be replaced based on a needs analysis as per Supply Chain Management Policy as well as with reference to the financial state of the municipality.

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**BLUE CRANE ROUTE MUNICIPALITY**

Date:.....

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To:.....

**AUTHORITY TO TRAVEL AS APASSENGER IN A MUNICIPAL VEHICLE**

Authority is hereby given for you to travel as a passenger in a Municipal Vehicle  
Licence number..... on ..... for the purpose  
of.....

By travelling as a passenger in the aforesaid vehicle, you hereby agree that neither the  
municipality nor any of its agents, employees or contractors, shall be liable for any  
injury, loss or damage to you whatsoever arising from your conveyance in the said  
vehicle and you hereby waive any claim you may have against the municipality in this  
regard.

APPROVAL

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**HEAD OF DEPARTMENT**

---

**SIGNATURE**

---

**DATE**

**ACCEPTANCE BY PASSENGER**

I..... hereby understand that I shall travel as a passenger in the  
municipal  
vehicle referred to herein solely at my own risk.

---

**PASSENGER**

---

**SIGNATURE**

---

**DATE**

**BLUE CRANE ROUTE MUNICIPALITY**

**APPLICATION TO PARK VEHICLE AT HOME OR OTHER SECURE AREA**

To: Head of Department

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I hereby apply for authority to park municipal vehicle Registration Number \_\_\_\_\_ at my home situated at \_\_\_\_\_ or at the property situated at \_\_\_\_\_

The vehicle will be parked at my home premises from \_\_\_\_\_ time \_\_\_\_\_ to \_\_\_\_\_ time \_\_\_\_\_.

The reasons for this application are as follows:

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In the event of my application being approved, I agree to abide by the municipality's fleet management policy as adopted by council with regard to the parking of the vehicle at my home. I agree to the following terms and conditions:

- a) The authority contained herein being subject to review or withdrawal at any time subject to prior consultation with the employee where necessary and practical.
- b) That whilst the vehicle is parked at the home of the employee, it may not be used for any non-official or private purposes irrespective of any emergency that may arise on the side of the employee.
- c) That any other work related emergency arises whilst the vehicle is parked at the home of employee necessitating the use of the vehicle, the employee concerned shall obtain approval for removal of such vehicle from the head of department in the form of small messaging service (sms). A trip authorisation form must be completed and authorised within 24 hours from the time of returning from the trip.
- d) The private use of a vehicle whilst parked at the home of the employee will lead to the withdrawal of the privilege and disciplinary action against the employee concerned.

e) The employee shall at all times carry in the vehicle the trip authorization form.

---

**NAME OF APPLICANT**

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**DESIGNATION**

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**SIGNATURE**

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DATE

\_\_\_\_\_

DEPARTMENT

\_\_\_\_\_

APPLICATION APPROVED/NOT APPROVED BY THE HEAD OF DEPARTMENT FOR THE FOLLOWING REASON(S)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HEAD OF DEPARTMENT

SIGNATURE

DATE

**BLUE CRANE ROUTE MUNICIPALITY STOLEN VEHICLE**

**REPORT**

VEHICLE REGISTRATION NUMBER	
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MAKE	
MODEL	
YEAR	
VEHICLE INVENTORY NUMBER	
COLOUR	
ENGINE NUMBER	
MILEAGE/ODOMETER READING	

DATE OF LAST SERVICE	
GENERAL CONDITION INCLUDING RUST	
NAME OF DRIVER AT TIME OF THEFT	
DATE OF THEFT	
PLACE OF THEFT	

STATE CIRCUMSTANCES IN WHICH THEFT TOOK PLACE

WAS THE THEFT REPORTED TO THE SOUTH AFRICAN POLICE SERVICES?
 

Yes	No
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IF YES, DATE OF REPORTING	
ACCIDENT REPORT NUMBER	
S.A. POLICE SERVICE CR NUMBER	
DATE REPORTED TO INSURER	

DATE REPORTED TO COUNCIL	
RESPONSE FROM INSURANCE COMPANY:	

\_\_\_\_\_

\_\_\_\_\_

**DRIVER**

**TRANSPORT OFFICER**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

---

**BLUE CRANE ROUTE MUNICIPALITY**

## VEHICLE CHECKLIST PRIOR USAGE

DRIVER'S NAME.....

DATE..... VEHICLE

MAKE..... REG. NO.....

TIME ISSUED..... TIME RETURNED..... KMS..... NEXT SERVICE.....

ACCESSORIES & PARTS	YES	NO	REMARKS
1. Unendorsed Credit Card Driver's license produced			
2. Radio fitted			
3. Petrol level (full tank, 3/4, 1/2, 1/4)			
4. Oil level checked			
5. Spare Wheel, Jack & Wheel spanner			
6. Windscreen			
7. Any dents			
8. Mirrors			

9. Oil Leaks			
10. Rubber Mats			
11. Logbook			
12. Fuel card			
13. Parking disk			
14. License disc Expired			

SIGNATURE OF THE DRIVER.....

SIGNATURE OF TRANSPORT OFFICER.....

**BLUE CRANE ROUTE MUNICIPALITY**

**Vehicle Inspection Control Sheet**

Vehicle Reg. \_\_\_\_\_ Driver's Name \_\_\_\_\_

Kilometer Reading \_\_\_\_\_ Start \_\_\_\_\_ Stop \_\_\_\_\_

	Ser. No.	Item		Yes	No	Remarks
1.		<b>Body Work</b>				
1.1			Scratched			
1.2			Dents			
2.		<b>Driver's Licence</b>	One person			
3.		<b>Emergency Kit</b>	In place			
4.		<b>Fuel Gauge Level</b>				
4.1			Empty			
4.2			Half			
4.3			Full			
5.		<b>Hooter</b>	Working			
6.		<b>Jack</b>	In place			
6.1		<b>Jack Handle</b>	In place			
7.		<b>Lights</b>				
7.1		<b>Brake Lights</b>	OK			
7.2		<b>Head Lights</b>	OK			
7.3		<b>Indicators</b>	OK			
7.4		<b>Parking Lights</b>	OK			
7.5		<b>Reverse Lights</b>	OK			

7.6		<b>Tail Lights</b>	OK			
8.		<b>Log Sheet</b>	Updated			
9.		<b>Fluid Levels</b>				
9.1		<b>Brake Fluid Level</b>	OK			
9.2		<b>Clutch Fluid Level</b>	OK			
9.3		<b>Oil Level</b>	OK			
9.4		<b>Radiator Water Level</b>	OK			
10		<b>Mirrors</b>				
10.1		<b>Roof Mirror</b>	Damaged			
10.2		<b>Side Mirrors</b>	Damaged			
11.		<b>Radio</b>				
11.1		<b>Car Phone</b>	Installed			
11.2		<b>Commercial</b>	Installed			
11.3		<b>Two way</b>	Installed			

.....

**Driver's Signature**

.....

**Date**

**Comments by the Vehicle Assessor (After the trip)**

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**Vehicle Assessor's Signature**

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**Date**





**BLUE CRANE ROUTE MUNICIPALITY**

**Scene of Accident**

**Open straight road stretch**

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**Ungraded Inter-section**

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**Intersection with Robots**

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**Other (sketch scene of accident)**

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**BLUE CRANE ROUTE MUNICIPALITY**

**Vehicle Accident Report**

**Occurrence**

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Date

01

.....

**Time** :  
.....

**Driver** :  
.....

**Place of occurrence** :  
.....

**Vehicle Details**

**Registration Number** :  
.....

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**Make** :  
.....

**Odometer Reading** :  
.....

**Model** :  
.....

**Year** :  
.....

**Type** :  
.....

**Driver Details**

**Full Names** :  
.....

**ID Number** :

.....

**Post Held** :

.....

**Driver's License No.** :

.....



**Code** :  
.....

**Endorsement** :  
.....

**Purpose of the trip** :  
.....

**Injuries to Occupants of Official Vehicle**

Name	Company Number	Description of Injury

**Reason why injured persons were in a vehicle** :  
.....  
.....  
.....  
.....

**Damage to other vehicle**

**Name of the Driver** :  
.....

**ID Number** :

.....

**Name of the Owner (if not driver) :**

.....

**Address of vehicle owner :**

.....

**Registration No. of vehicle** :

.....

**Make** :

.....

**Licence disc number** :

.....

**Expiry date** :

.....

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**Injuries to Occupants of other Vehicle**

Name	Company Number	Description of Injury

**9. Council Resolution**

**The Fleet Policy, to be reviewed.**