**KAREEBERG MUNICIPALITY**

**VEHICLE POLICY**

**1. PREAMBLE**

“This vehicle policy is applicable to all officials and any other person that are authorized to drive a Council vehicle”

**2. DEFINITION**

 All terminology used in this policy will bear the same meaning as in the applicable legislation.

**3. LEGAL FRAME WORK**

 Road Traffic Act of 1998

**4. POLICY CONTENT**

4.1 Each driver is responsible for the safe keeping, daily utilization, overall control and renewal of license of the vehicle he/she drives.

4.2 All drivers of Council vehicles should be in possession of a valid driver’s license suitable for the type of vehicle which is being driven. (Section 40 of Road Traffic Act of 1989)

4.3 Drivers of vehicles should have their drivers license with them at all times when driving a vehicle as it is an offence to drive a vehicle without the license in the possession of the driver.

4.4 Where applicable, a driver of a vehicle with a gross mass of more than 3 500kg, must be in possession of a Public Driver’s Permit (PDP). It will be the responsibility of a driver who must be in possession of PDP to pay for his PDP and ensure that it is valid.

4.5 No driver will be allowed to drive a vehicle under the influence of an intoxicating liquor, drugs or substance.

4.6 The driver must ensure that each vehicle has a valid vehicle license disk, being displayed at the left-hand bottom of the windscreen of the vehicle for the renewal thereof.

4.7 No person(s) other than a Council official is allowed to drive a Council vehicle and no passenger other than Council officials may be transported.

4.8 No Council employee must be transported in a Council vehicle if such an employee is not on duty.

4.9 Drivers must complete a daily inspection form in terms of Annexure A before the vehicle leaves, unless circumstances require otherwise.

4.10 Inspection forms must be handed to the Foreman: Works prior the vehicle being used for the daily activities and if no such an inspection is carried out it will be regarded as misconduct which must be handled in terms of the Council’s Disciplinary Code.

4.11 Vehicle must be inspected by the driver or designated person on a weekly basis.

4.12 All vehicles must be equipped with a logbook, in the form of Annexure B, at all times and it may not be removed from the vehicle.

4.13 Logbooks must be completed on a daily basis and the logbook should be available for inspection by the Foreman: Works and other senior officials. No person may drive a council vehicle without completing the logbook.

4.14 The logbooks may also be inspected by the designated official or head of department when the vehicle are due for a service.

4.15 Permission for fuel will only be issued on presentation of a vehicles logbook and the driver must ensure that the liters of fuel and odometer reading are listed correctly.

4.16 No driver will be allowed to take a council vehicle to his private home except an official on standby duty or where permission has been granted by the Head of the department.

4.17 Council vehicles may not be equipped with non-standard accessories for example, aero foils, special rims, free flow exhaust systems, etcetera unless such equipment are essential for the execution of the officials work and approved by the head of department.

4.18 All Council vehicles left unattended or without supervision must be locked unless circumstances require differently.

4.19 All defects on a vehicle must be reported to the Foreman: Works immediately by completing a prescribed form for attention or the necessary arrangements for repair.

4.20 A Council vehicle must be parked correctly in a demarcated area on a road or roadway and may not constitute any danger to other traffic.

4.21 When driving a Council vehicle in the field, overgrown grass area or any difficult terrain, the driver must make use of a person to walk ahead of the vehicle to look out for obstructions.

4.22 Passengers, being Council officials, travelling on the open loading deck of a vehicle, must be seated on the floor when in motion and not on the sides or back (tailgate) of the truck.

4.23 Drivers of Council vehicles must ensure that vehicles are not overloaded during operation.

4.24 Only certified hydraulic crane operators (jib crane) are allowed to operate such equipment.

4.25 Council vehicles may not be used for the training of individual Council employees to obtain a drivers license, unless where the driver’s status to drive a vehicle with a specific code has changed as a result of amended/changed job description per Council Resolution. In such case the relevant head of department must give written permission and inform the relevant officials.

4.26 The driver is responsible for the cleaning of the vehicle/machine allocated to him for the day’s duties and vehicles must be kept clean and in acceptable at all times.

4.27 During the cleaning of a vehicle, the engine will be cleaned with the use of high pressure steam.

4.28 All vehicles and equipment must be kept clean as far as reasonably possible and no repair works, will be done to a vehicle not being cleaned.

4.29 Drivers must clean the engine of the vehicle on regular intervals.

4.30 All vehicles to be provided with the official Council’s emblem indicating the name of the municipality.

4.31 No official should attempt to try and remove a stuck vehicle and Foreman: Works must be notified immediately.

4.32 Foreman: Works in consultation with Corporate Services must institute disciplinary action against a driver if negligence or abuse of a vehicle is suspected and report the outcome of such action to the Council.

4.33 Arrangements must be made in advance with the Foreman: Works to have the vehicles serviced at regular intervals as prescribed by the dealer.

4.34 That only the official, on standby duty, will be allowed to take the Council vehicle to his/her home after hours. Such vehicles must be parked or locked in a safe and secured area as far as possible.

4.35 The Portfolio Committee on Infrastructure Committee will inspect vehicles once a year.

4.36 Records must be kept separate of trips outside town for reporting to council.

5. **ACCIDENT**

5.1 Where a vehicle was involved in an accident the driver must not remove the vehicle from the place of accident before the Foreman: Work or his representative and the head of Department involved, have been notified.

5.2 The accident must also be reported to the South African police within 24 hours to obtain a case number for insurance purposes.

5.3 Such a vehicle may only be moved or re-used after permission has been obtain from the Head of Department unless circumstances require otherwise.

5.4 The Head of Department who’s vehicle was involved in an accident must inform supply chain for the necessary quotations for the repair of the vehicle.

5.5 The driver of a Council vehicle involved in an accident must complete a statement or report as to how the accident/collision occurred within 24 hours to the Head of Department.

5.6 The driver of a Council vehicle involved in an accident must complete and submit the necessary claim forms to the Chief Financial Officer within 48 hours for insurance purposes.

5.7 The driver or supervisor must submit a copy of all relevant information pertaining to the accident to the Head: Finance.

5.8 The Foreman: Works or designated official must report all accidents to the vehicle investigation committee.

5.9 The committee must investigate all accidents deemed necessary and make recommendations to the Municipal Manager for taking the necessary steps, if any, against the driver.

5.10 The Vehicle Investigation Committee must report when necessary to the Infrastructure Committee on recommendations made and action to be taken.

5.11 The vehicle investigation committee will consist of the following:

 Head Corporative Services

 Head Operational Manager

 Examiner of Vehicles

5.12 The Chief Financial officer will notify the Foreman: Works which quotation was accepted by the Insurers for the repair of the vehicle by issuing the necessary order.

5.13 The Foreman: Works will notify the driver of the vehicle where and when the vehicle should be taken to the place of repair.

5.14 After the vehicle has been repaired the vehicle may only be removed after it had been inspected by Foreman: Works.

5.15 In the event of a vehicle being stolen or in a scrapped condition after an accident a report by the Head Finance must be submitted to the Council in order to remove the vehicle from the asset register and to obtain permission from the Council for the replacement of the vehicle.