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MATATIELE LOCAL MUNICIPALITY

**TRANSPORT POLICY**

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## **PART 1 - DEFINITIONS**

For purposes of this policy:

- “allocated motorised vehicle” shall mean a vehicle allocated to one or more officials for the purpose of carrying out their official responsibilities or to use otherwise in the service of the municipality;
- “transport officer” shall mean the official designated by the municipal manager to control and allocate municipal vehicles; and
- “officials” shall mean the employees of the municipality and councillors.

## **PART 2 - COMPETENCY REQUIREMENTS**

The transport officer shall be satisfied that any official who requires the allocation of a motorised vehicle is in possession of a valid drivers licence appropriate to the class of vehicle to be allocated before allowing such official to take delivery of the vehicle concerned.

Any official who is required or allowed to drive a municipal vehicle which transports passengers must furthermore be in possession of a valid public driving permit.

It shall be the responsibility of any official who, in the course of performing his or her duties, is required to drive a municipal vehicle, to advise the transport officer of any endorsements to such official’s licence which could legally invalidate such official’s right to drive the vehicle in question.

Any official who drives a municipal vehicle shall at all times have his or her drivers licence in his or her possession.

In addition to the foregoing requirements, the transport officer shall, before allowing any official to drive a municipal vehicle, arrange for such official to undergo a driving competency test set by the municipality’s senior traffic officer, and the permission granted to such official to drive a municipal vehicle shall be conditional upon his or her adequate performance in such competency test.

### **PART 3 - TRIP AUTHORITIES**

No official shall be authorised to drive a municipal vehicle without a valid trip authority having first been issued by the transport officer, or, in the transport officer's absence, any other official expressly authorised by the municipal manager to issue and authorise trip authorities.

The transport officer shall issue every trip authority in duplicate, and for a trip authority to be valid it shall be authorised by both the transport officer and the head of department in which the relevant official is employed.

In the event of the vehicle being required by a councillor, the municipal manager shall sign as head of department.

The original authorised trip authority shall be kept on file by the transport officer, and the copy of the authority shall at all times be kept in the vehicle concerned and for the full duration of the authorised trip in question.

Once the official has completed the authorised trip, the duplicate trip authority shall be handed by such official to the transport officer and filed with the original for record and audit purposes.

The official who has driven the vehicle shall upon returning such vehicle immediately advise the transport officer of any vehicle defects detected or any problems experienced with the vehicle on the trip, and the transport officer shall immediately record such defects and/or problems on the duplicate trip authority.

The transport officer shall carry out regular checks comparing vehicle logbooks (see 4. below) with trip authorities.

## **PART 4 - LOGBOOKS**

The transport officer shall ensure that a logbook is maintained for every municipal vehicle.

Except when such logbooks are completed by the officials driving the vehicle in question, or are required by the transport officer for scrutiny, or are needed for audit purposes, the logbooks in question shall be kept inside the glove department of the vehicle concerned.

The driver of the vehicle shall be responsible at the completion of each trip for entering the required data in the logbook, including all mileage relating to the trip in question, full details of the reasons for the trip, details in regard to fuel and oil issues, and details of any problems experienced with the vehicle or any defects detected during the trip. The driver of the vehicle shall immediately upon returning the vehicle advise the transport officer of such problems and/or defects, and the transport officer shall ensure that this information is immediately recorded on the duplicate trip authority (see 3. above).

The transport officer shall regularly scrutinise all logbooks.

In respect of pool vehicles every logbook shall be signed by the head of department in which the relevant driver is employed, after the completion of each trip, and in respect of vehicles allocated permanently to departments, at the end of each month. In the event of a councillor using a pool vehicle, the municipal manager shall sign the logbook as head of department.

Every head of department shall report monthly to the transport officer, who shall in turn report to the municipal manager on such department's vehicle usage. The transport officer shall ensure that the information provided in such report correlates with the data entered in the relevant logbooks.

## **PART 5 - COURTESY**

Every official driving a municipal manager shall in all circumstances drive with due care and prudence, faithfully observe the provisions of any traffic related legislation, be courteous and considerate and set a good example to other road users.

## **PART 6 - COMPENSATION FOR OCCUPATIONAL INJURIES**

Any official who is injured, whether as driver or as passenger, while using municipal owned transport in the performance of such official's duties, shall be regarded as having been injured on duty, and the matter shall be dealt with in accordance with the arrangements applicable to occupational injuries.

## **PART 7 - INSURANCE**

The transport officer shall ensure that comprehensive insurance cover is at all times in place for all municipal owned vehicles.

## **PART 8 - PRIVATE AND UNOFFICIAL PASSENGERS**

Where the transport officer and the head of department concerned have granted authority for a private or unofficial passenger, which shall include any official who is being conveyed otherwise than in connection with the performance of such official's duties, to be conveyed in municipal owned transport, an indemnity form shall be completed by such passenger and handed to the transport officer before delivery of the vehicle is taken or before the trip commences.

Any driver of a municipal vehicle who allows a private or unofficial passenger to be conveyed in such vehicle without such indemnity form having been completed and handed to the transport officer, shall be guilty of an offence and liable to disciplinary

action, except where, in the view of the municipal manager, such conveyance was necessitated by an emergency.

## **PART 9 - CARE OF MUNICIPAL VEHICLES**

### 9.1 General

All officials of the municipality, whether or not they are drivers of or passengers in municipal vehicles, must at all times exercise due care in the use and protection of such vehicles against damage, theft and abuse.

Any evidence of neglect, unauthorised use, improper handling or abuse of any vehicles by any official shall constitute an offence and may result in disciplinary action being taken against such official.

It is the responsibility of the driver of a municipal vehicle to ensure that such vehicle is not overloaded.

The driver of a municipal vehicle shall further be expected to observe accepted principles of good driving.

The transport officer shall regularly carry out physical inspections of all municipal vehicles to ensure that such vehicles are in good running order and have not been damaged. Any evidence of neglect, defects or damage, in so far as they may have been caused by a driver or user of such vehicle, shall immediately be reported by the transport officer to the municipal manager.

The transport officer shall furthermore report monthly to the municipal manager on the outcome of the physical inspections referred to above.

## 9.2 Housing of Vehicles

All municipal vehicles shall be locked up overnight in suitable garages or parking lots at the municipality. Where the vehicle is in use, it shall be the responsibility of the driver to ensure that this is done, and in those cases where a vehicle is not in use at a particular time, it shall be the responsibility of the transport officer (pool vehicles) or the head of department concerned (departmental vehicles).

Officials having overnight use of a vehicle shall ensure that such vehicle is garaged, or if garaging facilities are not available, that the vehicle is suitably protected.

Officials who are using vehicles for purposes of travel outside the municipal area must ensure that suitable garaging is obtained for such vehicle, either at the hotel or other place of residence where the officials are overnighing or at any other appropriate garaging or secure parking facilities.

## 9.3 Parking of Vehicles

Whenever a vehicle which is in use is left unattended, or is not under the official supervision of the driver of the vehicle, the driver shall ensure that:

- the ignition key is removed and kept in safe custody by the driver;
- the windows of the vehicle are closed and the doors and boot are locked;
- the handbrake is applied, and if the vehicle is parked on a slope, either the low or reverse gear is engaged and the front wheels turned towards the curb or against the slope, to avoid the risk of the vehicle's moving on its own; and in the case of motor vehicles fitted with automatic gearboxes, that the selector has been moved to the park position; and
- if the vehicle is housed in a garage, the doors of the garage are locked whenever possible.

#### 9.4 Cost of Garaging and Parking

Where it is necessary for an official while using a municipal vehicle to hire a garage, or where an official is obliged to park at a parking meter or in a parking lot while using such vehicle, any reasonable expenses actually and necessarily incurred by such official shall be refunded upon submission of the documentation required by the chief financial officer.

#### 9.5 Topping Up of Fuel, Oil, Radiator Coolant and Battery, and Maintenance of Tyre Pressure

Any official driving a municipal vehicle shall at all times during which such vehicle is under the charge of such official ensure that prior to the commencement of, and as required during the course of the journey, the fuel, oil, radiator coolant and battery are topped up to the correct levels and the correct tyre pressure maintained.

#### 9.6 Keys

The driver of a municipal vehicle shall ensure that the keys of the vehicle are at all times safeguarded against loss and theft.

The transport officer shall ensure that all keys of municipal vehicles, including duplicate keys, are kept locked in a key cabinet inside the strongroom in the transport officer's office.

Only the transport officer, or in the absence of the transport officer, an official specifically delegated by the municipal manager, shall have access to such key cabinet, and only the transport officer (and such other official, when appropriate) shall have the authority to issue keys to drivers.

## 9.7 Misuse of Vehicles

Municipal vehicles are provided strictly for official purposes only, and may not be used by any official for private or other purposes. Using municipal vehicles for unauthorised trips between home and work, to make social calls, to take family members for outings, or making detours for private purposes, shall constitute an offence, and shall render the official concerned liable to disciplinary action.

In those instances where an official does use a municipal vehicle for any unauthorised purpose, because of an emergency situation, such official shall as soon as possible after such unauthorised use – or, if at all possible, prior to such unauthorised use – advise the transport officer of the reasons for such use, and the transport officer shall immediately upon receiving such advice, advise the municipal manager of the incident in question, and the municipal manager shall decide whether such unauthorised use was justified in the circumstances, or whether the unauthorised use shall constitute an offence.

## 9.8 Permission to Take Municipal Vehicle Home

No municipal vehicle may be taken home by any official unless specific prior permission has been granted by the municipal manager. Such permission shall be in writing, and shall clearly indicate the period over which and the reason why such vehicle may be taken home.

Such permission shall not be given by the municipal manager unless the official concerned can provide written assurance that the vehicle concerned will be secured overnight in a lockable garage, or if a lockable garage is not available, that other suitable security arrangements will be made which in the view of the municipal manager will be satisfactory.

## **PART 10 - ISSUES OF FUEL AND OIL**

The driver of a municipal vehicle shall ensure that, under normal circumstances, fuel, oil, radiator coolant and the like are obtained only from the municipal store.

In the instance of an official using a municipal vehicle for travel on official purposes outside the municipal area, such official, when drawing fuel, oil and the like, may do so from any commercial filling station, shall pay for such fuel, oil and so forth by means of a credit card or cash payment, and shall thereafter claim a refund for such expenses supported by the documentation required by the chief financial officer. Such documentation shall include the endorsement on the receipt or credit card slip of the registration number of the vehicle and the nature of the expense. Such claims for reimbursement of expenses shall be submitted in the first instance to the transport officer, who shall ensure that the claims are in order and shall thereafter submit them to the chief financial officer for reimbursement.

## **PART 11 - DEFECTS AND FAULTS**

The driver of a municipal vehicle shall immediately, or as soon as possible, report to the transport officer any defects or faults detected in such vehicle.

If a vehicle breaks down while in use or travel on official business outside the municipal area, the driver of such vehicle must immediately contact the transport officer, and thereafter make arrangements with the nearest commercial garage to affect such repairs as may be necessary to enable the vehicle to proceed on its journey. The commercial garage must be requested to address the account to the municipality. Any expenses incurred by officials in respect of emergency repairs shall be submitted for reimbursement to the transport officer in the first instance, and be supported by the documentation required by the chief financial officer. The transport officer shall thereafter submit such claim to the chief financial officer, provided the transport officer is satisfied with the need for the expenses concerned.

The transport officer shall ensure that all municipal vehicles are regularly serviced at a reputable garage in the municipal area, in accordance with the relevant vehicle manufacturer's service requirements.

## **PART 12 -TRAFFIC OFFENCES AND ACCIDENTS**

### 12.1 Traffic Offences

The driver of a municipal vehicle shall be personally liable for any traffic offence committed by such driver while using such vehicle.

Before proceeding on any official trip, the driver must ensure that the vehicle used conforms to the requirements of the Road Traffic Act in respect of brakes, lights, rear view mirrors, condition of tyres, and so forth. A prescribed checklist shall be completed by the driver before commencing on such trip, and any defects detected must be reported immediately to the transport officer to be remedied before the vehicle is used.

### 12.2 Accidents

The driver of a municipal vehicle which is in any way involved in an accident on a public road shall comply with the procedures and requirements set down in Section 118 of the Road Traffic Act 1989.

The driver of a municipal vehicle which is in any way involved in an accident anywhere other than on a public road must also deal with such accident, wherever appropriate, in terms of the requirements of the Road Traffic Act 1989.

The driver of a municipal vehicle which is in any way involved in an accident, irrespective of where the accident takes place, shall as soon as possible after such

accident complete the prescribed insurance claim form, a copy of which must be in the vehicle's glove compartment at all times.

### 12.3 Reports to be Furnished in Respect of Accidents

The driver of a municipal vehicle which is in any way involved in an accident shall as soon as possible after such accident report to the transport officer the details of such accident, in writing, and such report shall include the following:

- completed accident report form;
- a statement by the driver which must include a reference to any signals or signs made by any of the drivers involved, as well as details of any road signs in the vicinity of the scene of the accident;
- statements by witnesses of the accident, if available; and
- sketch plans which must be drawn to scale if possible, and be signed by the person who prepared the plan, and which must show:
  - the width of the road, or if the accident occurred at an intersection, the width of all the roads in question; the tracks of the vehicles involved, including the distance of any skid marks; the point of impact and position of the vehicles after coming to rest after the accident;
  - the position of independent witnesses (if any) in relation to the scene of the accident;
  - the direction and approximate speed of each of the vehicles involved;
  - details of any stop street signs, traffic lights, and so on;
  - whether there were any embankments on the side of the road, and, if so, their nature and height; and
  - details of any traffic lines.

#### 12.4 Defence of Driver, Legal Proceedings, Admission of Guilt and Restitution

If the driver of a municipal vehicle is required to appear at an inquest or inquiry relating to an accident in which such vehicle was in any way involved, or should criminal or civil proceedings be preferred against such driver or any other party, such driver shall immediately advise the transport officer, who shall in turn immediately advise the municipal manager, of the relevant events, and such driver shall submit to the transport manager the summons, subpoena or notice to appear (if any) which has been served upon such driver, or a copy of such document, to enable the municipality's legal advisor to be consulted in the matter by the municipal manager. If action is to be taken against an official of the municipality, the matter of such official's defence shall be submitted by the municipal manager to the municipality's legal advisor in whose discretion the defence of such official shall rest.

If no injury has resulted to any other person because of any accident in which a municipal vehicle has been involved, or there has been no damage to the vehicle itself or to the property of any other person, the driver of the municipal vehicle concerned may sign an admission of guilt, and if so, such driver shall be liable for the payment of any fine in accordance with the summons concerned. Before any admission of guilt is signed, however, the driver concerned shall submit the matter to the municipal manager for prior decision. If the municipal manager refuses permission to such driver to sign an admission of guilt, the municipality shall be liable to pay the difference, if any, between the amount fixed in the admission of guilt and any actual fine that may subsequently be imposed.

If criminal proceedings are instituted against any person other than the driver of a municipal-owned vehicle or any other official in connection with the loss, theft, damage or misuse of the vehicle or its parts and accessories, the municipal manager shall, in consultation with the municipality's legal advisor, consult, or – where more expedient – arrange for the driver concerned to consult, with the public prosecutor regarding the

possibility of applying to the court for restitution in respect of any loss suffered by the municipality.

#### 12.5 Forfeiture of Cover by Driver

The arrangements referred to in 12.4 above shall not apply to the driver of a municipal-owned vehicle in a case where:

- the accident has occurred owing to the driver's being under the influence of intoxicating liquor or narcotic drugs;
- the driver makes any admission of liability to third parties before the municipality's legal advisor has been consulted in the matter, but provided that any such admission by the driver shall not exclude the driver from any benefits applicable to the arrangements pertaining to injuries sustained on duty;
- the vehicle is used without authority and for other than strictly official purposes;
- the driver is not in possession of an appropriate drivers licence; and
- the vehicle is driven by a person other than the authorised driver.

If, however, in any of the foregoing cases, the municipality's legal advisor, whether by reason of the provisions of the Compulsory Motor Vehicle Insurance Act 1972, or for any other reason, undertakes the defence of the official concerned in the best interests of the municipality, such defence shall be conducted on the distinct understanding that the municipality reserves the right to recover from the official concerned all costs arising from such defence and the amount of any claim paid to a third party.

### **PART 13 - DAMAGES, LOSSES, DEFECTS AND THEFTS**

The driver of a municipal vehicle shall immediately, or as soon as possible, report to the transport officer any damages to, losses in regard to, defects of or theft of the vehicle

concerned, and the transport officer shall promptly report these matters to the municipal manager.

In the case of damage being sustained as a result of an accident, a report as set out in 12.3 above shall be furnished by the driver to the transport officer.

#### **PART 14 - DISCIPLINARY ACTION**

Disciplinary action may be taken by the municipality against the driver of a municipal vehicle if it is found that any accident, damage or loss, or theft of the vehicle, was caused by such driver's negligence or by such driver's failure to exercise proper care in respect of such vehicle, as required by Section 9 above.

#### **PART 15 - CHARGES FOR VEHICLE USAGE**

The chief financial officer shall open a separate budget vote for vehicle usage, and shall further open cost centres within such vote for each municipal vehicle.

The costs directly associated with each vehicle shall be debited to such cost centres, as well as such overhead costs as are determined by the chief financial officer, including all costs associated with the operations of the transport officer.

Departments or votes making use of municipal vehicles shall be charged for such usage on an hourly basis, the relevant rate being calculated initially in terms of the estimated expenses charged to the relevant cost centre. The chief financial officer shall from time to time adjust such hourly rates, based on the actual expenses debited to each cost centre, and shall ensure that at the end of each financial year all the expenses allocated to each cost centre have been recovered from the users of the vehicles concerned, but with the proviso that the cost of idle time shall not be considered a recoverable expense, and shall be accounted for in such manner as the chief financial officer deems appropriate.

The charge-outs to the various user departments or votes shall be debited against the line-item in each department or vote as determined by the chief financial officer for this purpose.

**ANNEXURE A**

**MATATIELE MUNICIPALITY**

**INDEMNITY**

In respect of conveyance for unofficial purposes of persons in Municipal-owned/operated Road Motor Vehicles.

I, THE UNDERSIGNED (state name in Full) .....

ID NO: .....

Being a major do hereby on behalf of myself, my executors, my assigns, my heirs and all my dependents, that is to say -

- a) My wife(s) (state name in full to whom I am married in/out of community of property;
- b) all my minor dependents (including those who may still be born); and
- c) all my major dependents (state names in full) .....

.....  
.....

who are now entirely or partly dependent upon me or who may in future be so dependent on me, ACKNOWLEDGE AND DECLARE THAT whenever I and/or my dependents or any of them, and/or any other person who has or in future may have a legal duty to support any of my dependents, am/are taken up and conveyed for unofficial purposes in any Municipal-owned/operated Road Motor Vehicle. I AM/THEY ARE SO TAKEN UP AND CONVEYED AT MY AND MY DEPENDENT'S OWN RISK AND on the express condition that the Municipality, it's officers or employees or the owner(s) of the said vehicle, the driver of such vehicle, shall not be liable to me or my dependents or any of them for any damage arising out of loss of life or bodily injuries suffered by me and/or my dependents or any of them, and/or by any other person who has or in future may have a legal duty to support any of my dependents, or for any loss or damage to my and/or their property or estate arising out of any accident or cause which may occur during or as a result of so being taken up and conveyed, whether or not such accident or other cause arises out of negligence, failure, incompetence or any intentional act whatever, on the part of such officers or employees or owner(s), driver(s); AND ON BEHALF OF MYSELF, MY EXECUTORS, MY ASSIGNS, MY HEIRS AND

ALL MY DEPENDENTS I DO HEREBY INDEMNIFY, HOLD HARMLESS AND ABSOLVE, the Municipality and its officers and employees and the aforesaid owner(s), driver(s), against and from any damage whatsoever and legal expenses or costs which may arise out of my and/or my dependents or any of them and/or any other person who has or in future may have legal duty to support any of my dependents being taken up and conveyed as aforesaid which damage, expenses or costs may be claimed by any person whatsoever; AND FURTHERMORE, I DECLARE THAT, excepting my major dependents as named herein, no other major persons are dependent upon me.

SIGNED AT .....ON THE ..... DAY OF .....20.....

AS WITNESSES

1. ....

2. ....

**ANNEXURE B**

**MATATIELE MUNICIPALITY**  
**INSURANCE COMPANY CLAIM FORM**





**ANNEXURE D**

**MATATIELE MUNICIPALITY**

**CHECK LIST**

**DRIVER'S NAME .....**

**DATE .....**

**Vehicle Registration No. ....**

<b>A</b>	<b>Check front of Vehicle</b>	<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>	<b>Signature: Driver</b>
	Number Plate						
	Light lenses						
	Reflectors						
	Bodywork						
	Wiper blades						
	Valid Licence disc						

<b>B</b>	<b>Check Driver's side of Vehicle</b>	<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>	<b>Signature: Driver</b>
	Bodywork						
	Rearview mirror						
	Front wheel						
	Air tanks						
	Battery						
	Under truck / vehicle for oil						
	Grease nipples						
	Right rear wheels						

**ANNEXURE D(i)**

<b>C</b>	<b>Check rear of Vehicle</b>	<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>	<b>Signature: Driver</b>
	Light lenses						
	Reflectors						
	Chevron						
	Number plate						
	Bodywork						
	Exhaust						

<b>D</b>	<b>Check Passenger's side of Vehicle</b>	<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>	<b>Signature: Driver</b>
	Left rear wheels						
	Fuel tank						
	Spare wheel						
	Front wheel						
	Bodywork						
	Rear-view mirror						

**ANNEXURE D(ii)**

<b>E</b>	<b>Check Engine Compartment of Vehicle</b>	<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>	<b>Signature: Driver</b>
	Engine oil levels						
	All V-belts						
	Hoses						
	Radiator						
	Bodywork						
	Power steering oil level						
	Hydraulic / Automatic transmission oil						
	Condition of Engine						
	Brake fluid						

## **ANNEXURE D(iii)**

<b>F</b>	<b>Check in cab of Vehicle</b>	<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>	<b>Signature: Driver</b>
	Steering wheel / hooter						
	Windows						
	Emergency triangles, jack, wheel spanner						
	Mirrors						
	Pedals						
	Pilot lights						
	Start engine and warm up $\pm$ 5mins.						
	Lights: Park, head, tail, stop and reverse						
	Indicator/hazard lights						
	Wipers operational						
	Brakes						
	All guages						

**ANNEXURE E**

**MATATIELE LOCAL MUNICIPALITY**

**TRIP AUTHORITY**

**Vehicle Reg.No:**.....

**Make:**.....

**Driver (Full Name):** .....

**Occupants (Full Names):** .....

.....

**Destination:** .....

**Reason for Trip:** .....

**Date of Departure:** .....

**Time of Departure:** .....

**Date of Return:** .....

**Time of Return:** .....

**Odometer reading (Departure):**.....

**Odometer reading (Return):**.....

**Driver's Report on Defects:**.....

.....

.....

.....

**ANNEXURE E(i)**

**DRIVER**

**I (Full Name)** .....

**ID No:** .....

Declare that I have read, fully understand and accept the conditions as laid down in the Transport Policy.

**SIGNATURE:**.....

**DATE:** .....

**AUTHORISING OFFICIAL**

**NAME:**.....

**CAPACITY:**.....

**SIGNATURE:**.....

**DATE:** .....