

INGQUZA HILL LOCAL MUNICIPALITY

FLEET MANAGEMENT POLICY

2026/27

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REVIEW HISTORY

| LAST REVIEW DATE | SUMMARY OF CHANGES |
|------------------|--------------------|
| May 31, 2025 | • No amendments |
| June 30, 2025 | • No amendments |
| May 31, 2026 | • No amendments |

1. PURPOSE

The purpose of the policy is to provide a framework for the management and operations of the municipal fleet to ensure effective, efficient use of the resources.

2. LEGISLATION FRAMEWORK

Section 63(1)(a) of the Municipal Finance Management Act (MFMA) states that the Accounting Officer of the municipality is responsible for the management of the assets of the municipality including safeguarding and maintenance of those assets.

Section 63(2)(c) of the MFMA further states that the Accounting Officer must take all reasonable steps to ensure that the municipality has and maintains a system of internal controls.

3. COMPETENCY REQUIREMENTS

3.1. The Fleet Management 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.

3.2. 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.

3.3. 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 Fleet Management Office of any endorsements to such official's licence which could legally invalidate such official's right to drive the vehicle in question.

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

3.5. In addition to the foregoing requirements, the Fleet Management Office 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.

4. TRIP AUTHORITIES

4.1. No official shall be authorised to drive a municipal vehicle without a valid trip authority having first been issued by the Fleet Management Officer, or, in the Fleet Management Officer's absence, any other official expressly authorised by the Head of Department to issue and authorised trip authorities.

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

4.3. In the event of the vehicle being required by a councillor, the Municipal Manager or any Senior Manager shall sign as Head of Department.

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

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

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

4.7. The Fleet Management Office shall carry out regular checks comparing vehicle logbooks (see 4. below) with trip authorities.

5. LOGBOOKS

5.1. The Fleet Management Officer shall ensure that a logbook is maintained for every municipal vehicle.

5.2. Except when such logbooks are completed by the officials driving the vehicle in question, or are required by the Fleet Management Officer for scrutiny, or are needed for audit purposes, the logbooks in question shall be kept inside the glove compartment of the vehicle concerned.

5.3. 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 Fleet Management Officer of such problems and/or defects, and the Fleet Management Officer shall ensure that this information is immediately recorded on the duplicate trip authority (see 3. above).

5.4. The Fleet Management Officer shall regularly scrutinise all logbooks.

5.5. 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.

5.6. Every head of Section shall report weekly to the Fleet Management Officer, who shall in turn report to the Head of Department on such department's vehicle usage. The Fleet Management Officer shall ensure that the information provided in such report correlates with the data entered in the relevant logbook

6. COURTESY

6.1. Every official driving a municipal vehicle 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.

7. COMPENSATION FOR OCCUPATIONAL INJURIES

7.1. 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.

8. INSURANCE

8.1. The Fleet Management Office shall ensure that comprehensive insurance cover is at all times in place for all municipal owned vehicles.

9. PRIVATE AND UNOFFICIAL PASSENGERS

9.1. Where the Fleet Management 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 Fleet Management Officer before delivery of the vehicle is taken or before the trip commences.

9.2. 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 Fleet Management Officer, shall be guilty of an offence and liable to disciplinary action, except where, in the view of the municipal manager or any Senior Manager, such conveyance was necessitated by an emergency.

10. CARE OF MUNICIPAL VEHICLES

10.1 GENERAL

10.1.1. 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.

10.1.2. 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.

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

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

10.1.5. The Fleet Management 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 Fleet Management Officer to the Head of Department.

10.1.6. The Fleet Management Officer shall furthermore report monthly to the Head of Department or any senior official on the outcome of the physical inspections referred to above.

10.2 HOUSING OF VEHICLES

10.2.1. 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 Fleet Management Officer.

10.2.2. Official 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.

10.2.3. Official 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.

10.3 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.

10.4 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.

10.5 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.

10.6 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 Fleet Management Officer shall ensure that all keys of municipal vehicles, including duplicate keys, are kept locked in a key cabinet inside the strongroom in Fleet Management Officer's office.

Only the Fleet Management Officer, or in the absence of the Fleet Management Officer, an official specifically delegated by the Head of Department, shall have access to such key cabinet, and only the Fleet Management Officer (and such other official, when appropriate) shall have the authority to issue keys to drivers.

11. 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 Fleet Management Officer of the reasons for such use, and the Fleet Management Officer shall immediately upon receiving such advice, advise the Head of Department of the incident in question, and the Head of Department shall decide whether such unauthorised use was justified in the circumstances, or whether the unauthorised use shall constitute an offence.

12. LIABILITY IN THE CASE OF IRREGULARITIES.

Where council-owned motor vehicle is used without authority, the driver or employee concerned will be held liable for:-

- The value of the distance covered, calculated at an appropriate tariff as determined by Chief financial officer.
- Where the vehicle is involved in an accident, the cost of repairing any damage sustained by the vehicle and the amount expended in settling third-party claims arising out of the accident.
- Such amounts shall be recovered from the driver or employee concerned in addition to any penalty imposed as a result of action of action taken in terms of disciplinary procedure.

13. 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 or Senior 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 or Senior 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.

14. VEHICLES ALLOCATED TO POLITICAL HEADS

14.1 USAGE

- 14.1.1** Paragraph 9 of determination of upper limits of salaries, allowances and benefits of different members of Municipal Councils Gazette No. 1271, 27 December 2015. If a councillor contemplated in paragraph (a) is unable to utilise his own vehicle for official purposes, such a councillor may utilise a municipal-owned vehicle: Provided that the municipal council must, in line with the approved municipal policy, prudent financial management to ensure that the provision of motor vehicle does not undermine the need to prioritise service delivery and sustain viable municipalities.
- 14.1.2** Ingquza Hill Local Municipal Council therefore took the decision to make full provision of the transport for the Political Principals within the Municipal Fleet management framework.
- 14.1.3** Only municipal appointed drivers shall make use of driving the Vehicles allocated per each Political Head i.e. the Mayor and the Speaker on Official duties.
- 14.1.4** Under special circumstances, the Political Office Bearers may drive the vehicles allocated to them, provided that they meet the competency requirements applicable to the municipal drivers. The Political Office Bearer, for this purpose, should therefore be in possession of a valid driver's license suitable to operate the allocated vehicle.
- 14.1.5** The Chief Whip of the municipality shall be provided with a motor vehicle to discharge duties of the office of the Chief Whip in line with prudent financial management to ensure that the provision of motor vehicle does not undermine the need to prioritise service delivery.

15. ISSUES OF FUEL AND OIL

- 15.1** 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.
- 15.2** 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 Fleet Management Officer who shall ensure that the claims are in order and shall thereafter submit them to the chief financial officer for reimbursement.

16. USE OF FUEL CARDS

16.1 Fuel cards may only be used to obtain fuel, oil or toll gate fees and for no other reasons. Any unauthorised transactions will be investigated and if necessary, disciplinary steps will be taken. Any expenditure incurred as a result of unauthorised transactions will be recovered from the responsible driver or official.

16.2 It is the responsibility of the driver to always verify the information on the slip e.g. kilometres, litres, amount and date of the transaction before signing the slip from the petrol attendant. When the Municipal vehicle is sent for a service or repairs, the driver must always remove fuel card or any other important document and hand it to the Fleet Management Officer. Only use the card issued for the specific vehicle.

16.3 The Fleet Management Officer must always keep fuel cards in a safe place.

17. DEFECTS AND FAULTS

17.1 The driver of a municipal vehicle shall immediately, or as soon as possible, report to the Fleet Management Officer any defects or faults detected in such vehicle.

17.2 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 Fleet Management 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 Fleet Management Officer in the first instance, and be supported by the documentation required by the chief financial officer.

17.3 The Fleet Management Office shall thereafter submit such claim to the chief financial officer, provided the Fleet Management Office is satisfied with the need for the expenses concerned.

17.4 The Fleet Management 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.

18. TRAFFIC OFFENCES AND ACCIDENTS

18.1 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 Fleet Management Officer to be remedied before the vehicle is used.

18.2 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.

The Municipal Manager or Head of Department after having received accident report from the Fleet Management Officer will appoint Fleet Management Officer or any other senior official to investigate the cause of accident. If the evidence suggests that negligence or reckless driving on the part of the driver or any official, disciplinary action will be taken against such driver or official.

The driver or any employee concerned will be responsible for the payment of all damages and costs incurred as a result of an accident as mentioned in paragraph 9.8 above.

18.3 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 Fleet Management 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.

18.4 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 Fleet Management Officer, who shall in turn immediately advise the Head of Department, of the relevant events, and such driver shall submit to the Fleet Management Officer 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 amounts 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.

18.5 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.

19. DAMAGES, LOSSES, DEFECTS AND THEFTS

The driver of a municipal vehicle shall immediately, or as soon as possible, report to the Fleet Management Officer any damages to, losses in regard to, defects of or theft of the vehicle concerned, and the Fleet Management Officer shall promptly report these matters to the Head of Department.

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 Fleet Management Officer.

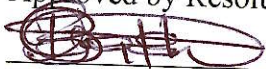
20. DISCIPLINARY ACTION

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.

21. ADOPTION OF THE POLICY

Policy adopted by Council of Ingquza Hill Local Municipality for implementation.

Approved by Resolution number..... on this 24 MAY day of 2026.....



CLLR S.B. VATSHA

SPEAKER OF THE COUNCIL