



Waterberg
District Municipality

on the Go for Growth

FLEET MANAGEMENT POLICY

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1. DEFINITION OF TERMS

- Fleet manager – means the official designated by Waterberg District Municipality to manage its fleet.
- Council vehicles – refer to all vehicle assets owned by the municipality
- Driver – refers to an official entrusted with a fleet asset at any given time.

2. PREAMBLE

Fleet Management is a total management of a company's fleet of vehicles, from their procurement, maintenance up to their disposal. Fleet Management will ensure an equitable distribution of vehicles across the Waterberg District Municipality. A complete pool vehicle system will be used which will ensure easy access to Council vehicles by all departments, as vehicles will be controlled and managed from a central point, i.e. Fleet manager. It will contribute to the effective and efficient use of council resources and the official will be allocated the type of vehicle required for the road and purpose he/she is travelling on.

3. OBJECTIVES/PURPOSE OF THIS POLICY

The objectives of this Policy are to:

- 3.1 identify the role and duties of the Fleet manager responsible for fleet control;
- 3.2 To introduce operational controls which explain clearly who can use a council vehicle with regard to drivers, passengers, authority to use, issuing, parking, logbooks, fuel management, fuel cards, keys and equipment.
- 3.3 ensure that effective, economic and efficient use of official transport/vehicles is made by planning itineraries;
- 3.4 ensure that proper use of logbooks is maintained;
- 3.5 provide rules regarding the use of official transport;
- 3.6 ensure that proper steps are taken in instances of accidents, loss or damage to official vehicles, and
- 3.7 To provide a framework for remedial actions to be instituted by Management.
- 3.8 to ensure that official vehicles are properly maintained and serviced.
- 3.9 To co-ordinate the management of Council vehicles by means of control measures which are applicable to all officials and councillors.

4. SCOPE OF APPLICATION

The policy applies to all employees and councillors who are employed by the Waterberg District Municipality. The duties of the Fleet manager shall be to:

- 4.1 co-ordinate transport and ensure that the best and most economical use thereof is made at all times;
- 4.2 exercise control over the maintenance of and expenditure involved in the use of official vehicles and other transport;
- 4.3 arrange for the proper completion and regular scrutiny of all records and returns concerning transport and ensure that the vehicles controlled are kept in good condition and that they are serviced regularly.;
- 4.4 ensure that all instructions relevant to the use, operation and maintenance of vehicles are complied with and
- 4.5 to act as liaison between the Municipality and service providers in matters affecting transport.
- 4.6 Check purchase slips (petrol, oil and tollfees) against the transaction report from First Auto on a monthly basis

5. LEGISLATIVE FRAMEWORK

Fleet Management in the municipality is guided by the following pieces of legislation:

- Municipal Finance Management Act No. 56 of 2003
- Preferential Procurement Policy Framework Act No.5 of 2000
- Preferential Procurement Regulations of 2011
- Supply Chain Management : A Guide to Accounting Officers/Authorities
- Supply Chain Practice Notes of 2006
- Policy Strategy to Guide uniformity in Procurement Reform Processes in Government
- Risk Management – Principles and Guidelines of 2010
- Asset Management Framework of 2004

6. ITINERARIES (TRAVEL PLANS)

6.1 Any official who uses the official vehicle of the municipality must complete the itinerary (refer to Annexure B as attached) in advance in consultation with the Transport Officer or other competent officer of the municipality.

6.2 The official shall obtain the approval of the Head of Department before undertaking any official trip with the official vehicle, in order to ensure effective control of the use of official vehicles.

6.3 If there are any passengers travelling with the official, the driver should complete a passenger form when booking the vehicle (Refer to Annexure C as attached).

6.4 Log-sheets shall be carefully compiled and the Fleet manager shall compare itineraries with log-sheets to regulate and monitor trips.

7. LOG-BOOKS FOR OFFICIAL VEHICLES

7.1 Completion

7.1.1 The logbook shall be checked by the driver using the official vehicle before each trip to ensure that it is up to date and if not so, report the matter to the Fleet manager.

7.1.2 Log-sheets shall be completed in every detail before and immediately after the completion of each trip.

7.2 Supply

A logbook shall be supplied by the Fleet manager with each official vehicle and must always be kept in the vehicle.

7.3 Safe custody

The Fleet manager shall be responsible for the safe custody of the logbook in use.

8 USE OF OFFICIAL MOTOR TRANSPORT

8.1 Official purposes

Official transport is provided for strictly official services and is not to be used for private or other purposes without the necessary authority. Cases in which it has been established that improper use has been made of the transport, must be reported to the Transport Officer who will take the matter further.

8.2 Standard conditions

The following standard conditions apply in respect of all cases mentioned in this policy and must be complied with in all instances:

8.2.1 The most economical vehicle suitable and available for the service must be used.

8.2.2 The vehicle must not be overloaded.

8.2.3 A copy of this Policy shall be kept in all official vehicles. The official or councillor in charge of the vehicle shall be responsible for the safe custody thereof.

8.2.4 Nobody other than officials and/or councillors of the Waterberg District Municipality are allowed to be transported in any of the official vehicles. In cases where the driver allows a person other than those mentioned above, the driver must see to it that such a passenger signs a form which indemnifies the

Council from any claims deriving from accidents or other injuries, otherwise the driver will be liable for such claims.

8.2.5 No official or councillor who is being granted a transport subsidy or allowance is allowed to either drive or be transported in any official vehicle.

8.2.6 No official or councillor may drive an official vehicle unless he/she has been authorised to do so by the Fleet manager and unless he/she is properly licensed to drive the particular class of vehicle in which the one under his/her control falls.

8.2.7 Special attention is directed to the requirements of the Road Traffic Act in regard to the duties of a driver in connection with the reporting of physical disabilities from which he/she may suffer or which he/she has sustained or which have developed after issue of a driver's licence. Cases where it is deemed necessary to modify the standard driving controls of a vehicle before the issue of a special driver's licence to such person can, in terms of the requirements of the law be possible shall first be referred to the Municipal Manager for consideration.

8.2.8 The Fleet manager shall satisfy himself/herself that any incompetence or doubtful ability on the part of the official or councillor is not of such a nature as to expose the council to great risk. Where such official or councillor must of necessity drive official vehicles and it is considered necessary, he/she should be subjected to a retest by the authority concerned even though it has to be obtained at the Municipality's expense.

8.2.9 Drivers must exercise proper care in the use and handling of official vehicles. Any evidence of neglect through handling or reckless driving must be reported to the Municipal Manager.

8.2.10 All traffic fines issued to the driver of an official vehicle must be paid by the driver and the Council does not accept any responsibility for the payment of traffic fines, unless it can be proven beyond doubt that.

8.2.11 Where an official or councillor whilst on official duties come across an accident or breakdown he/she must not use the official vehicle to push or tow the vehicle involved in the accident or breakdown with a view to starting it or getting it back on the road or removing it from the road.

8.3 Parking of council vehicles

8.3.1 Under normal circumstances, council vehicles must be parked at official allocated locations, that is, parking at WDM premises. The parking place should be under 24 hour surveillance or guarded by security officers.

8.3.2 If away from WDM premises, council vehicles should after hours be parked at an official or government –owned property for security purposes.

8.3.3 Permission may be given for a vehicle to be parked overnight at a home of an official if:

- The driver undertakes to keep the vehicle in adequately secured premises such as a garage or lockable gates.
- The official will be leaving early in the morning or returning late at night.
- The home of the individual is at a place between the office and their destination such that it is not sensible to come into the office.

8.4 Compliance with rules

Failure to observe the rules contained in this Fleet Management Policy and any instructions issued by the relevant authority or which appear on forms or in books used in connection with official travelling and transport will render the offending official or councillor liable to disciplinary action and in certain cases to making good any loss which the Municipality may suffer.

9 INSURANCE

9.1 Cover

- 9.1.1 Official vehicles are insured by the Municipality's Insurers. The Insurers carry the accident risks and accepts liability for any expenditure arising from third party claims, including claims by authorised official passengers against the official driver in respect of personal injuries or damage to the official vehicles or the loss or damage to municipal property. Officials or councillors driving official vehicles and their passengers are covered to the following extent:
- 9.1.2 An official or councillor who, whilst driving an official vehicle is involved in an accident and thereafter is charged with a criminal offence or against whom civil claims by third parties are preferred may be defended through the Municipality's lawyers at municipal expense in accordance with the provisions of Section 47A of Ord No. 17 of 1939.
- 9.1.3 An official or councillor who is injured whilst using an official vehicle on official duties either as a driver or as a passenger will be regarded as having been injured on duty and the matter will be dealt with in accordance with the arrangements applicable to injury on duty.

9.2 Forfeiture of cover by driver

The cover and arrangements mentioned in paragraph 9.1.1. will not apply as far as the driver of an official vehicle is concerned in a case where:

- 9.2.1 he/she is found guilty by a criminal court of having driven a vehicle or of having occupied the driver's seat of a motor vehicle the engine of which was running while he/she was under the influence of intoxicating liquor or a drug having a narcotic effect or the concentration of alcohol in his/her blood was not less than prescribed limit provided in the Road Traffic Act.
- 9.2.2 he/she makes an admission of liability to third parties before the Municipality's lawyers are consulted in the matter provided that such admission by the driver shall not exclude him/her from the benefit of the arrangements applicable to injuries on duty.
- 9.2.3 the vehicle is or was used for other purposes than strictly official purposes.
- 9.2.4 the driver is not in possession of an appropriate driver's licence
- 9.2.5 he/she drives or has driven a vehicle without having been properly authorised thereto or
- 9.2.6 he/she allows or has allowed the vehicle to be driven by a person not authorised thereto;

provided that if in a case mentioned in sub-paragraphs 9.1.1 the Municipality's lawyers undertake the defence of the official or councillor concerned in the interest of the reservation of the Municipality's right to recover from the official or councillor concerned all costs arising out of such defence and the amount of any third-party claim paid, and in this connection the official or councillor will be required to give the written undertaking contained in **Annexure "A"** to this Policy, which must accompany any documents relative to the matter when they are forwarded to the Municipality's lawyers.

10 ACCIDENTS

10.1 Procedure

The following procedure shall be followed in the event of an official vehicle being involved in an accident no matter how trivial and irrespective of whether or not any person or animal or property or other vehicle is involved:

- 10.1.1 The driver of the official vehicle shall report the accident to a police station or a police or traffic officer as soon as possible, but not later than 24 hours after the occurrence of the accident, and furnish full details thereof.

- 10.1.2 If requested to do so, the driver shall supply the name and address of the driver of the official vehicle and the registration number of the vehicle to any other person having reasonable grounds for requesting the information.
- 10.1.3** Under no circumstances shall the driver of the official vehicle admit liability or make unguarded statements to any person at all or at any time or offer or make payment to a third-party.
- 10.1.4 Should any third-party involved admit liability, the driver must endeavour to obtain a statement in writing from him/her to this effect.
- 10.1.5 Should a driver of a vehicle be suspected of being under the influence of intoxicating liquor or narcotic drugs, this fact should be brought to the notice of the police or traffic officer to whom the accident is reported with the least possible delay and every assistance should be rendered to such police or traffic officer in ensuring that the suspected person be examined by a doctor, or appropriate medical institution, as soon as possible.
- 10.1.6 The driver shall 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:
- 10.1.6.1 Registration number, make and type of the other vehicle(s).
 - 10.1.6.2 Name and address of driver(s) and of owner(s) of the other vehicle(s).
 - 10.1.6.3 Licence disc number and expiry date of other vehicle(s).
 - 10.1.6.4 Whether the other driver acted in his/her own interests or in the interests of the owner of the vehicle.
 - 10.1.6.5 Nature and extent of damages sustained by the other vehicle(s) in the particular accident only.
 - 10.1.6.6 Name, address, sex and estimated age of any pedestrian(s) involved in the accident and of any person(s) killed or injured as well as the nature and extent of injuries.
 - 10.1.6.7 Description of animals and fixed objects involved. In the case of animals the name and estimated age of any herdsman (men) who tendered or drove the animals, as well as the nature and extent of injuries and damages.
 - 10.1.6.8 Name and address of each witness, including the occupants of the other vehicle(s) involved.

10.1.6.9 Measurements for the preparation of a sketch of the scene of the accident.

10.1.6.10 Whether or not the road was fenced in on both sides or one side only.

10.2 Internal accident reporting

10.2.1 The driver of the official vehicle shall make a suitable endorsement in the logbook of the vehicle and shall without delay complete the accident report form (Refer to Annexure D) and forward it together with statements by witnesses and other relevant supporting documents to the Fleet manager.

10.2.2 The Manager: Corporate services will attend to the investigation and the Fleet manager will liaise with insurance company for the repair of the vehicle.

10.3 Accident Committee

10.3.1 The Municipal Manager shall appoint standing committee in order to assist in the investigations of misuse of Council fleet and motor vehicle accidents.

10.3.2 Composition of the Accident Committee shall be as follows:

- Fleet manager
- A member of the senior management team
- Two representatives from labour
- A legal representative
- A relevant expert co-opted externally, only when necessary, depending on the extent and type of accident.

10.3.3 The duties of the Accident Committee shall be:

- 10.3.3.1 To consider reports on the misuse of Council vehicles
- 10.3.3.2 To consider reports on motor vehicle accidents
- 10.3.3.3 To consider reports on any non-compliance of Council Fleet Management Policy.
- 10.3.3.4 Interview the driver, assessor, third party or any other person with information relevant to the accident.
- 10.3.3.5 The committee may request witnesses to make a verbal/written statement about the accident.
- 10.3.3.6 The committee may recommend actions to be taken against drivers to the Municipal Manager.
- 10.3.3.7 The committee must meet at least two weeks (or earlier) after the accident occurred.

10.3.2 The Accident Committee appointed shall investigate all accidents

that occurred and were reported, and upon finalization of its investigations, submit a report to the Municipal Manager.

- 10.3.3 If, according to the report from the investigating team the official is found guilty of negligence, he/she shall be charged accordingly as recommended by the Accident Committee and approved by the Municipal Manager.

10.4 Legal proceedings

- 10.4.1 Should the driver of an official vehicle be required to appear at an inquest or inquiry or should criminal or civil proceedings be instituted against him/her, he/she shall immediately submit the summons, subpoena or notice to appear served upon him/her or a copy thereof to the Fleet manager in order that the Municipality's lawyers may be consulted in the matter.

10.5 Third-party claims received

- 10.5.1 Third-party claims received shall immediately be submitted to the Fleet manager in the case of an official vehicle having been involved in an accident.
- 10.5.2 If receipt of the claim is acknowledged, it shall be clearly stated in the letter of acknowledgement that it is being done without prejudice and that the claim is receiving attention. The letter must contain no statement or admission, which could possibly prejudice the Municipality's case.

10.6 Accident repairs

- 10.6.1 The carrying out of repairs to official vehicles arising out of accidents will be arranged by the Transport Officer in liaison with the Insurance Clerk.

11. DAMAGE, LOSSES, DEFICIENCIES AND THEFTS

Damage, losses, deficiencies and thefts (other than damage, losses and deficiencies arising out of accidents) are dealt with under this paragraph.

11.1 Checking

- 11.1.1 An official or councillor who takes over an official vehicle must ensure that any damage or deficiency is immediately brought in writing to the notice of the Fleet manager and reflected on the vehicle request form.
- 11.1.2 The official or councillor who accepts an official vehicle without complying with paragraph 8.2.1. will be deemed to have received the vehicle in good order.

11.2 Damage losses, deficiencies and thefts to be reported

- 11.2.1 When damage, loss, deficiency or theft occurs, the official or councillor operating the official vehicle shall immediately report the matter to the Transport Officer, who shall in turn immediately advise the police and the Chief Finance Officer in writing.
- 11.2.2 When damage, loss, deficiency or theft occur whilst a vehicle is on tour, the officer or employee concerned shall immediately report the matter to the nearest police station and on his/her return to head office to the Fleet manager who shall then advise the Chief Finance Officer. Further in the case of the loss or theft of any official order book for the procurement of supplies and services, the official or councillor concerned shall in the event of it not being possible to immediately deliver his/her written report to the Fleet manager by hand, immediately advise that officer by fax of the loss or theft, at the same time quoting the vehicle number and serial numbers of the unused order forms. The Fleet manager shall then immediately advise the Chief Finance Officer in writing, of the details.

12. SERVICE FOR OFFICIAL VEHICLES

All official vehicles shall be serviced in accordance with the policy and specifications laid down by the relative manufactures. Before any repairs or service to the vehicles can be done, an order shall be obtained from the Finance services department. If any repairs or services are done without an order, the person initiating such repair or service may be held responsible for the payment of that account. The Fleet manager shall be responsible for ensuring that the arrangements set out below are strictly observed.

12.1 At appointed garages

At a centre where there is an appointed garage, the servicing of official vehicles shall be entrusted to the appointed garage or local agent.

12.2 At other centres

In the case of an official vehicle requiring servicing whilst on tour it shall be taken for attention to the local agent for the make of vehicle concerned or in the absence of a local agent to a reliable commercial garage, provided that prior arrangements for such service had been made with the Fleet manager.

12.3 All servicing subject to payment

The Municipality is required to pay for all servicing and the official or councillor taking the official vehicle for servicing, should deliver the official

order to the service provider or ensure that the official order is forwarded to the service provider before any work is done.

12.4 Warranty

Official vehicles in most cases carry a warranty for the first 15 000 or 20 000 kilometres. Should any defect(s) occur before reaching this distance reading the Fleet manager shall, without delay, report such defects to the supplying agent for attention.

12.5 Service intervals

The Fleet manager shall ensure that the vehicles are serviced as detailed in the relative servicing coupon booklet supplied with the vehicles. Under adverse conditions it may be necessary for some of the specified services to be undertaken more frequently than prescribed. In such cases the guidance of the appointed garage should be sought. In exceptional circumstances due to weather, road or other abnormal conditions servicing may at times also have to be undertaken at more frequent intervals than those normally required. The Fleet manager should use his/her discretion in this instance.

12.6 Timeous arrangements

When a vehicle requires to be serviced the Transport Officer shall always endeavour to arrange timeously with whoever is to do the servicing for the vehicle to be delivered at a particular time and day, in order to avoid delays in having the work carried out.

12.7 Fuel and oil additives

Fuel and oil additives shall be purchased on a need basis by means of the fuel and oil card attached to the keys of each official vehicle.

12.8 Complaints against local agents.

Where an official or councillor in charge of an official vehicle or the Fleet manager has any complaint in regard to services or quality of work against the local agent for the make of vehicle concerned, it does not give him/her the right to take or to send the vehicle at any time without authority to another commercial garage for attention, but he/she shall report the matter with full details without delay, in writing to the Manager: Corporate Services, who will deal with it further.

12.9 Use of services of competent officials

Where a Municipality employs an employee who possesses sufficient mechanical knowledge and the nature of his/her duties is such that it would not be unreasonable to call upon him/her to undertake the partial servicing of official vehicles there will be no objection to such an arrangement provided the necessary tools and equipment are available and the vehicles are periodically checked at a commercial garage or agent for the particular vehicle or other reliable commercial garage, as the case may be.

12.10 Washing and polishing

- Washing of a vehicle is considered desirable at least once a week and polishing once every six months. Under adverse operating conditions these may be undertaken more frequently but only when absolutely necessary.
- That Petty cash be used for washing and cleaning of council vehicles.
- Where arrangements exist that official vehicles may be cleaned, washed and polished by available labourers or similarly graded employees for the purpose of which cleaning materials are provided or obtained at the cost of the municipality, use shall be made of such arrangements.

13 REPAIRS AND REPLACEMENT OF SPARE PARTS AND ACCESSORIES

13.1 Responsibility

The Fleet manager shall be responsible to ensure that repairs and replacements required are carried out timeously.

13.2 At official garages and departmental workshops.

In the case of an official vehicle requiring attention at a centre where there is an appointed garage, the required repairs shall be done at the appointed garage.

13.3 At other centres

13.3.1 Repairs other than accident repairs

In the case of an official vehicle stationed at a centre where there is no appointed garage, the official or councillor in charge of the vehicle shall, with prior arrangements with the Fleet manager, entrust repairs arising out of fair wear and tear to the local agent for the particular make of vehicle or in the absence of a local agent, to a reliable local commercial garage. Repairs arising from causes other than fair wear and tear shall be similarly arranged but with the prior approval of the Fleet manager.

13.3.2 Spare parts and accessories

- All spare parts and accessories essential for the roadworthiness, operation and maintenance of an official vehicle shall be obtained from the local agent for the particular make of vehicle, or in the absence of such agent from a reliable local commercial garage. Where the spare parts or accessories are not available, the local agent, if any, shall be requested to obtain them without delay or if this will take too long the Fleet manager or the official or councillor in charge of the vehicle will in the case of official vehicles refer the matter in writing under normal circumstances and telephonically only in cases of urgency to the nearest commercial garage.
- That Petty cash be used to replace small spare parts such as batteries, lights, number plates, etc. and other minor services such as wheel balancing, wheel alignment, fixing of tyres, etc.

CHAPTER 2

MANAGEMENT OF FIRE FIGHTING VEHICLES

1. Procurement of all Fire Fighting and Disaster Management vehicles shall be done the end-user department ie. Social Development and Community Services (SDCS), since these vehicles are specialized vehicles.
2. Repairs, maintenance and servicing of Fire Fighting and Disaster Management vehicles shall also be the sole responsibility of the end-user department (SDCS) as per their specific Maintenance plan.
3. The Waterberg District Municipality Fleet Management Policy shall also apply as to the usage, handling, management and control of all Fire Fighting and Disaster Management vehicles owned by the municipality.
4. Monthly reports on kilometres travelled and fuel used (petrol slips) from all WDM six municipalities should be submitted timeously to the Transport officer who will compile a quarterly report on all municipal vehicles to submit to council.

CHAPTER 3

MANAGEMENT OF THE MAYORAL VEHICLE

1. DEFINITION OF TERMS

- Mayor – A Mayor or Executive Mayor of a category “A”, “B”, or “C” municipality unless the context indicates otherwise.
- Mayoral driver – an employee assigned by the Municipal Manager to drive the Executive Mayor.

- Spouse – a person who is, not separated from the Mayor and as part of the household of the Mayor, supports the Mayor in the execution of his/her functions and also includes companion or partner provided that the Mayor had informed his or her council in writing, of such a companion or partner.

2. PREAMBLE

The Executive Mayor is required to perform and attend to official duties and functions on behalf of the Municipality and therefore deserves to be provided with the necessary transportation to assist him /her to perform such duties.

3. SCOPE OF APPLICATION

This policy shall apply to the Municipal Official assigned to drive the Executive Mayor, the Executive Mayor and the spouse of the Executive Mayor.

4. PRINCIPLES

- 4.1 Mayoral vehicle is treated as a company car.
- 4.2 Only the Mayoral driver, the Executive Mayor and an alternate driver are allowed to drive the Mayoral vehicle.
- 4.3 The Executive Mayor may use his/her discretion in using the vehicle to fulfil his/her official duties and duties relevant to his/her office as the political head of the municipality.
- 4.4 The expenses should be kept within the budget of the Office of the Executive Mayor.
- 4.5 This policy should not contradict any legislation or Acts that relate to vehicle use.

5. LEGAL FRAMEWORK

This policy is informed by the provisions of the following Acts;

- Municipal Structures Act, 117 of 1998.
- Municipal Systems Act, 32 of 2000.
- Municipal Finance Management Act, 53 of 2003
- Annual Determination of Upper Limits of Councillor Salaries
- SALGA Mayoral Handbook
- Ministerial Handbook

6. USE OF THE VEHICLE OF THE EXECUTIVE MAYOR

- 6.1 Only the Mayoral driver, the Executive Mayor, and the alternate driver may and drive the Mayoral vehicle.
- 6.2 The driver shall always keep the logbook up to date.
- 6.3 The Executive Mayor shall use his/her discretion to use the vehicle at the expense of the municipality for any reasonable official purpose.
- 6.4 The municipality may hire a suitable car for the Executive Mayor, as last resort for the purpose of official engagements.
- 6.5 The Executive Mayor shall not use any other municipal vehicle.
- 6.6 The Spouse of the Executive Mayor may drive the vehicle allocated to the Executive Mayor when both of them are in the car and are attending an official duty/function, in which case the Spouse is required to attend.
- 6.7 The responsibility regarding the Mayoral vehicle rests with the Executive Mayor whilst it is being driven by his/her spouse.
- 6.8 In the case of new appointments, new vehicles will be purchased only if suitable vehicles are not, in the opinion of the Council, available for permanent allocation as the official Mayor's car, from the existing car pool.
- 6.9 The rules of usage in respect of the official car, shall as far as possible apply to the use of the official car, particularly those related to standard operating and maintenance procedures.
- 6.10 The vehicle shall be parked at the municipal building or any other safe and secured/locked place within where the Executive Mayor is located after being used.

7. TYPE OF VEHICLE

- 7.1 The municipality may identify any of its vehicles they deem fit as an official car for the Executive Mayor or decide to purchase a vehicle particularly for this purpose.
- 7.2 If the municipality decides to purchase an official car for the Executive Mayor, the value and type of that vehicle shall be decided upon by the Municipal Manager of the municipality in consultation with the Mayoral Committee.
- 7.3 The Executive Mayor may be supplied with any vehicle on the South African market (excluding special imports), which may be affordable, considering the prevailing financial constraints of the municipality.

7.4 Where the Executive Mayor has the exclusive use of an official car, the Mayor is notwithstanding, eligible to receive a travel allowance of up to 25% of their salary.

7.5 The Executive Mayor may opt to use their own car and be reimbursed at the prevailing Department of Transport rate for actual official kilometres travelled in respect of privately owned vehicles.

7.6 The Executive Mayor may opt to decline all assistance with regard to official cars (or their scheduled replacement).

8. HANDLING OF MAYORAL VEHICLE

8.1 The municipality may assign an employee to be the official driver for the Executive Mayor or application may be made within the municipality (internally) to second one of their drivers to assist in this regard.

8.2 If the driver is appointed from within, that employee will be offered the requisite training to enable him/her to perform this role.

8.3 The Executive Mayor may drive the mayoral vehicle as per the Mayoral Handbook .

9. WASHING OF MAYORALVEHICLE

9.1 Washing of the Mayoral vehicle shall be done on a need basis and shall not be limited to a particular/specific service provider or location, as long as the carwash is located at a secure and convenient position.

9.2 Petty cash shall be used every time the Mayoral vehicle needs to be cleaned to ensure that it is always kept as tidy as possible.

10. REPLACEMENT OF THE VEHICLE OF THE EXECUTIVE MAYOR

10 .1 Executive Mayor or his/her secretary shall direct all applications for the allocation or replacement of the Mayoral vehicle to the Mayoral committee.

10.2 All commercial negotiations and transactions shall be done according to The Supply Chain Management policy of the municipality.

10.3 The Mayoral vehicle may be replaced and be transferred to the municipal car pool after completion of 150 000 kilometres. If a car is in a poor overall

condition, representation may be made to the Council who may approve the earlier replacement of such a vehicle.

11. INSURANCE

11.1 The Municipality shall obtain a comprehensive cover on the Executive Mayor's car.

11.2 The Municipality shall not be liable for losses/damages which occur as a result of ignorance.

12. IMPLEMENTATION

12.1 The Manager in the Executive Mayor's Office will ensure that this policy is adhered to.

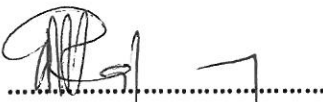
12.2 Those who breach the provisions of this policy may be disciplined in terms of the Municipal Disciplinary Code,

13. CONCLUSION

The measure stated in this policy seek to regulate the use of the vehicle designated for the use of the Executive Mayor, it is however important that it be read with other transport and remuneration related regulations for councillors.

Approved and adopted by the Municipal Council of the Waterberg District Municipality on this 30 day of May 2017

Date of implementation 01 July 2017 Resolution A078/2017



MUNICIPAL MANAGER
ON BEHALF OF THE MUNICIPALITY

Date: 03/07/2017