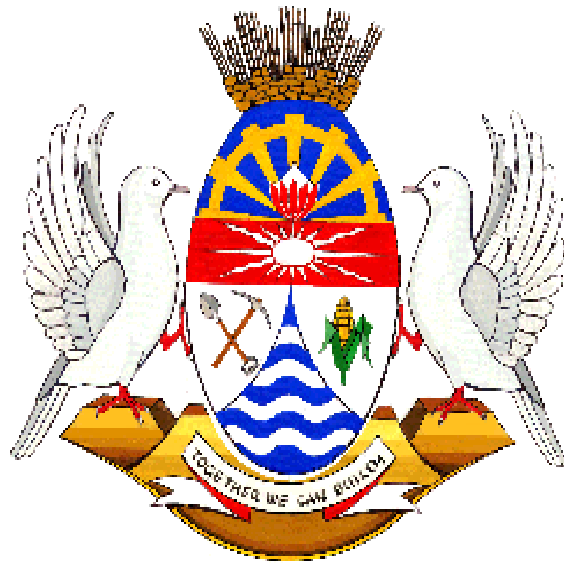


# LEJWELEPUTSWA DISTRICT MUNICIPALITY



## FLEET MANAGEMENT POLICY

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# **FLEET MANAGEMENT POLICY - LEJWELEPUTSWA DISTRICT MUNICIPALITY**

## **Definitions**

Unless the context otherwise indicates:

**(i) Fleet Manager**

Refers to the Lejweleputswa District Municipality's Fleet Manager;

**(ii) Fleet Assets**

Refers to Municipality's vehicles and machines;

**(iii) Driver**

Is the official of the Lejweleputswa District Municipality entrusted with a fleet asset at any given time;

**(iv) Asset Management Policy, Procedure and Implementation guide**

Refers to the Asset Policy, Procedure and Implementation guide of Lejweleputswa District Municipality;

**(v) Issue form**

Refers to the trip authority form, that allows a driver to drive a municipal vehicle as per the route detailed in such a form;

**(vi) Management of Pool Vehicles**

Management will include servicing, maintenance, issuing of vehicles, purchasing and disposal thereof;

**(vii) Log Book**

Give details of the route travelled by the driver, including the kilometer reading of the vehicle used for the authorized purpose, and any comments;

## **1. Problem statement**

- 1.1** Department Corporate Services of Lejweleputswa District Municipality presently manage the Municipality's fleet. The size of the fleet managed by the latter department is quit small.
- 1.2** The introduction of an efficient fleet management system will ensure the equitable distribution of vehicles across Lejweleputswa District Municipality's departments. A component of a pool vehicle system will be entrenched therein. The pool vehicle system will also ensure easy access to Municipality's vehicles by all departments, as vehicles will be controlled and managed from a central point i.e. Corporate Services department. It will contribute to the effective and efficient use of the Municipality's resources in that the number of vehicles required will be reduced and the official will be allocated the type of vehicle required for the road and purpose he/ she is travelling on.

## **2. Purpose**

- 2.1** To provide and maintain an effective and efficient fleet of vehicles, list of machinery and equipment, and manage such fleet in a manner that the Municipality's mission and fleet user's aspired goals are met in a cost effective way.
- 2.2** To regulate the management and use of pool vehicles by the officials of the Lejweleputswa District Municipality and to ensure that the fleet is used in a safe and efficient manner.
- 2.3** To provide a procedure for accidents and *modus operandi* for conducting an inquiry into vehicle accidents involving Municipal vehicles.
- 2.4** To provide a framework for remedial actions to be instituted by Management.
- 2.5** To introduce operational controls which explain clearly who can use a vehicle with regard to drivers, passengers, authority to use, issuing, parking, log books, fuel management, fuel cards, keys and equipment.
- 2.6** To ensure that vehicles are serviced on time and properly maintained to support the Municipality in the attainment of its objectives.

- 2.7** To co-ordinate the management of Municipal transport by means of control measures which are applicable to all officials and Councilors.

### **3. Management, Accountability and Responsibility for LDM's Fleet Assets**

- 3.1** The fleet management policy and operational fleet management will be the responsibility of the Corporate Services Department and will be administered by the Legal Services Manager or a person delegated to perform the latter duties by the Manager of the Department.
- 3.2** Corporate Services Department must maintain a list of vehicles, machinery and equipment.
- 3.3** Fleet assets required on an *ad hoc*, seasonal or temporary basis should be provided from the central pool.
- 3.4** This policy will apply to all Lejweleputswa District Municipality officials, who are required to use pool vehicles when conducting their official duties.
- 3.5** This applies to contract / temporary as well as full time employees.
- 3.6** Heads of Departments of LDM will be accountable for the vehicles which are allocated to officials within their respective Departments.
- 3.7** Authorization for the usage of vehicles will only be approved by Heads of Departments, except where the HOD has delegated such a power to the senior official within his/her Department.
- 3.8** Such an official referred to in 3.7 must be from the level of a Manager or higher.
- 3.9** HOD's are responsible for the management of fleet assets that have been allocated to their respective Departments.
- 3.10** HOD's are required to budget in their operational budget for the usage of vehicles by the employees within their Departments.

- 3.11** The Manager Corporate Services are responsible for the disciplinary action arising from the misuse of the Municipality's vehicles by the employees.

#### **4. Policy statement**

- 4.1** This policy covers the use and management of pool vehicles within the Lejweleputswa District Municipality.
- 4.2** If vehicles are paid for by the Lejweleputswa District Municipality but managed by other Municipalities, the recipient Municipality must ensure that their control systems are as effective as those outlined in the policy. They must report against the key performance indicators used by the Lejweleputswa District Municipality. LDM must visit the recipient Municipality once every two months to inspect the condition of the vehicles and to ensure that they still exist.
- 4.3** Transport to a department of the Lejweleputswa District Municipality is supplied as a tool to support the department in the delivery of its objectives. It must therefore be used in the most cost-effective manner.
- 4.4** The Corporate Services Department is responsible for the ongoing development of a policy framework and an operational management system for the use of pool vehicles.
- 4.5** The Corporate Services Department will co-ordinate Lejweleputswa District Municipality's fleet management and consolidate management reporting.

#### **5. Utilisation of fleet assets**

- 5.1** The Municipality's fleet assets should be utilized in a responsible manner, which will ensure the valuable and long-term use of such assets.
- 5.2** Negative deviations must be reported, followed up and corrected on a continuous basis.

#### **5.3 Allocation of Vehicles**

- 5.3.1** All LDM vehicles are considered as the property of the Municipality regardless of the original source of the vehicle.

**5.3.2** There are three (3) types of allocations that can be approved by the Heads of Departments of LDM.

**5.3.2.1 Permanent allocation** to officials will be due to the nature of the duties performed, frequency of the usage of the vehicle and for emergency services. Permanent allocation will be reviewed annually.

**5.3.2.1.1** An official with a Municipality's vehicle allocated to him/her will be required to sign a weekly trip authority which will be approved by his/ her HOD.

**5.3.2.1.2** Keys and logbooks for permanently allocated vehicles should be returned to the Corporate Services Department every Friday by no later than 16h00 and collected on Monday mornings, on completion of the trip authority mentioned in 5.3.2.1.1.

**5.3.2.1.3** Monthly log sheets in respect of permanently allocated vehicles will have to be submitted to Budget and Treasury Office by the Corporate Services Department for costing purposes.

**5.3.2.1.4** The Corporate Services Department will be responsible for arranging for repairs and maintenance of the vehicle permanently allocated to the official. However, it will be the responsibility of the official/ Department to whom the vehicle is permanently allocated to take it in for repairs.

**5.3.2.1.5** Motivation for the allocation referred to in 5.3.2.1 must be in writing stating the reason for such an allocation with the signature of the HOD.

**5.3.2.1.6** When the vehicle is not in use during the day, the driver must ensure that the vehicle's keys are handed to a designated official for safe-keeping.

**5.3.2.1.7** Keys and logbooks for permanently allocated vehicles should be returned to the Corporate Services Department every Friday by no later than 16h00 and collected on Monday mornings, on completion of the trip authority.

**5.3.2.1.8** The Heads of Departments shall take responsibility and be accountable for official's allocated vehicles in their respective departments.

**5.3.3.2** **Short term allocation**

**5.3.3.2.1** Vehicles can be allocated to officials for a short term period of a week, two weeks or a month depending on the need.

**5.3.3.2.2** Short term allocation of vehicles can only be effected subject to an approval by the Head of Department of the official who intends to have the vehicle allocated.

**5.3.3.2.3** The Corporate Services Department cannot issue a vehicle for short-term allocation without the approval of the HOD.

**5.3.3.3** **Pool vehicles** (i.e. vehicles used on a casual basis).

**5.3.3.3.1** The policy caters for regular and daily allocation of pool vehicles.

**5.3.3.3.2** The regular or daily allocation operates on the basis of day to day need for the use of vehicles as determined by the official's operation duties of LDM.

**5.3.3.3.3** The allocations referred to in 5.3.3.3.1 require a signed trip authority which is approved by the HOD in which the official seeking a vehicle is located

**5.3.3.3.4** In the event of non-availability of pool vehicles, the Corporate Services



Department will make necessary arrangements by approaching departments with permanently allocated vehicles. Departments are under no circumstances allowed to lend vehicles that are permanently allocated to them to users from other departments without consulting the Corporate Services Department.

#### **5.4 Who can use a pool vehicle?**

**5.4.1** Pool vehicles can be used by any official with the authorized trip authority involved in an activity in line with the objectives of the responsible department within the Lejweleputswa District Municipality.

**5.4.2** Vehicles cannot be used for party political purposes under any circumstances, or to take part in industrial union activities.

#### **5.5 Care and Safe Guarding of Municipal Vehicles**

**5.5.1** Municipal vehicles must be kept in a clean and neat condition at all times.

**5.5.2** No smoking is allowed in Municipal vehicles.

**5.5.3** Although eating and drinking in Municipal vehicles is not encouraged, should circumstances dictate otherwise, the driver should remove litter/ left-overs from the vehicle.

**5.5.4** No intoxicating substance must be consumed before and/or whilst driving a Municipal vehicle.

#### **5.6 Exclusions**

**5.6.1** This policy does not apply to Municipal employees who are receiving car allowances, as a separate policy for those employees is in place.

**5.6.2** Councilors who receive car allowance for the use of LDM vehicles for performing ceremonial functions

should comply with Policy on Use of Municipal Vehicles by Councilors Performing Ceremonial Functions.

## **5.7 Drivers**

**5.7.1** A pool vehicle can only be driven by Lejweleputswa District Municipality employees.

**5.7.2** The driver must have an unendorsed valid driver's license. The officer must check the license for validity and the ability to drive.

**5.7.3** The driver must have no outstanding transport related disciplinary action against them at the time of taking the vehicle.

**5.7.4** Where necessary, drivers must be in possession of a Professional Drivers Permit.

## **5.8 Passengers**

**5.8.1** Passengers carried by a pool vehicle must be authorized to travel in the vehicle.

**5.8.2** The picking up of casual passengers (i.e. hitchhikers) is not allowed under any circumstances.

**5.8.3** The driver of the vehicle will be held responsible for ensuring that unauthorized passengers are not conveyed.

**5.8.4** Indemnification letter must be signed by the HOD authorizing the official who intends to carry passengers who are not Municipal officials. (refer to Annexure "B")

## **5.9 Authority to use a vehicle**

**5.9.1** All officials requiring a vehicle must have a signed trip authority from their management before the vehicle is allocated.

**5.9.2** In normal circumstances a trip authority must be authorized by an official at Manager level or above, who is senior to the person traveling and is in their direct management line.

- 5.9.3** In circumstances where this is not possible, alternate signatories must be identified within the Municipality.
- 5.9.4** If a vehicle is moved in an emergency, a trip authority must be obtained immediately after the event, or within 24 hours of the movement.
- 5.9.5** This process is only to be used in a case of extreme emergency and the manager must be satisfied that the journey was necessary.
- 5.9.6** If a vehicle is based with a member of staff away from the office, then a trip authority can be issued against a weekly or monthly work plan.
- 5.9.7** Trip authorities must not run longer than one week at a time for staff based at the main office.

## **5.10 Issuing of vehicles**

- 5.10.1** All vehicles should be issued on the day of travel unless advance authority to park the vehicle at home has been obtained, refer to Clause 5.11 of this policy.
- 5.10.2** The driver must carry his/her license and produce it to the transport officer within the Corporate Services Department upon request.
- 5.10.3** The signed trip authority must be carried in the vehicle with a copy placed on the file at the Corporate Services Department.
- 5.10.4** The intended time of departure and return is to be recorded on to the vehicle issue form and compared against the actual time of return.
- 5.10.5** Continued late return of vehicles may lead to a refusal to allocate vehicles in the future.
- 5.10.6** The person responsible for fleet will complete a vehicle issue form and a visual checklist before and after each trip. (refer to Annexures "A" and "C")
- 5.10.7** The driver will then sign the issue form.

**5.10.8** The driver then takes responsibility for the vehicle at this point. The vehicle will be checked using the same procedures.

**5.10.9** The driver must hand in all petrol/diesel/oil purchase slips to the transport officer for checking and allocation after each trip.

## **5.11 Parking a vehicle overnight**

**5.11.1** In normal circumstances vehicles must be parked at official locations.

**5.11.2** The officer responsible for transport must allocate an approved parking place for each vehicle.

**5.11.3** The parking places should be lockable or with 24 hour security available.

**5.11.4** When the vehicle is away from Municipality's parking, the driver must use a steering or gear lock on the vehicle.

**5.11.5** Where secure facilities are not available, the vehicle should be parked at the nearest official property.

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

**5.11.7** Parking charges for the use of secure parking will be refunded.

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

**5.11.8.1** The driver undertakes to keep the vehicle in adequately secured premises i.e. a garage or lockable gates and,

**5.11.8.2** The member of staff will be leaving early morning or returning late at night.

**5.11.8.3** The actual times that this would come into force would be the time when public transport starts / stops. Exceptions can also

be made if the personal security of the individual is also at stake, or

- 5.11.8.4** 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 (normally a journey saving of at least 25 km would be expected), **or**
  - 5.11.8.5** The individual works from home **or**,
  - 5.11.8.6** The individual is on call and there is no means by which they can be transported in event of a call out.
- 5.11.9** A signed authority form to park a vehicle at home must be issued. (refer to Annexure "D")
- 5.11.10** The person responsible for signing trip authorities must sign it.
- 5.11.11** It will normally be issued for each occasion.
- 5.11.12** However, for those on call, blanket permission can be issued for a specific time period.
- 5.11.13** The permission is subject to review and can be withdrawn at any time.
- 5.11.14** Whilst a vehicle is parked at home it may not be used for any private purposes.
- 5.11.15** If an emergency arises and it becomes necessary to use the vehicle, a signed trip authority for the movement must be obtained within 24 hours of the journey.
- 5.11.16** Private use of the vehicle whilst parked at home will lead to the withdrawal of the privilege and possible disciplinary action.
- 5.11.17** The officer responsible for transport must perform a distance check to determine the reasonableness thereof.

## **6. Log books, petrol cards, vehicle keys, and vehicle equipment**

- 6.1** The driver takes responsibility for the logbook, keys and petrol card once the vehicle issue form has been signed until the vehicle has been returned to the transport officer at the end of the journey.
- 6.2** All vehicle keys should be safely secured (preferably in a locked container) in the transport office when the vehicle is not in use.
- 6.3** A spare set of all vehicle keys should be kept in a secure place, e.g. the office safe.
- 6.4** The petrol card is to be treated as cash and the driver will be held responsible for the transactions that take place on it whilst it is in his/her possession.
- 6.5** All fuel receipts must be kept and made available when the vehicle is returned to the transport officer.
- 6.6** It is the responsibility of the driver to fill in the vehicle logbook legibly and accurately.
- 6.7** It must be possible from the details given for a distance check to be carried out. A distance check must be performed where the vehicle was not parked at official locations. Adhoc distance checks should be performed where vehicles are parked at official locations. This should be performed by the officer responsible for transport. The officer responsible for transport must either attach a calculation of the distance check to the "Vehicle Issue Form" or must perform the calculation on the form. Any discrepancies should be investigated.
- 6.8** Loose vehicle equipment, e.g. the spare wheel, toolkit, jack and any other extras will be checked at the time of issuing the vehicle and will remain the responsibility of the driver until such time as the vehicle is returned to the transport officer.
- 6.9** The Fleet Manager will make available to the Budget and Treasury Office log sheets at the end of each month for costing purposes.

The copy of the log sheet will thereafter be stored in the electronic data system.

## **7. Management systems**

**7.1** The following key indicators will be kept for each vehicle by the Senior Administration Officer: Assets and Archives :

**7.1.1** Actual kilometers traveled

**7.1.2** Fuel utilization (km/l)

**7.1.3** Total maintenance cost

**7.1.4** Maintenance cost per kilometer

**7.1.5** Running cost per kilometer

**7.1.6** Availability

**7.1.7** Utilization

**7.1.8** Vehicle Performance Vs other similar vehicles within the fleet

**7.1.9.** Accidents

## **8. Vehicle Accidents**

**8.1** A copy of the accident report form should be kept in the vehicle.

**8.2** The following procedure shall be followed in the event of a Municipality-owned motor vehicle becoming involved in an accident, no matter how trivial, and irrespective of whether or not any person or animal or property, other than the Municipality's vehicle is involved: -

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

**8.2.2** If a police or traffic officer is not available, report the accident to a police station as soon after the occurrence of the accident as practicable.

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

**8.2.4** Should any third - party involved admits liability, endeavors should be made to obtain a statement in writing from him/her to this effect.

**8.2.5** Should a driver of a vehicle be suspected of being under the influence of intoxicating liquor or narcotic drugs, this fact must be brought to the notice of the police or traffic officer present at the scene of the accident, with the least possible delay and every assistance should be rendered to such police or traffic officer in ensuring that the suspected person is examined by a doctor as soon as possible, or be subjected to a legally permissible Alco-test.

**8.2.6** Obtain as soon as possible, preferably at the scene of the accident, at least the following particulars, which are required for completing the accident report form and be kept in the vehicle: -

**8.2.6.1** Registration number, make and type of other vehicle.

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

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

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

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

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

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



- 8.2.6.8** Measurements for the preparation of a sketch of the scene of the accident (pace off the distance if there is no scientific tape measure).
- 8.2.6.9** Note the geographical landscape of the place of accident, type of road, accident related obstructive substances or object on or around the road, road make-up including any fencing and weather condition at the time of the accident.
- 8.2.6.10** The Municipality's vehicle user should obtain identity of the third party involved in the accident.

## **9. Internal Accident Reporting**

- 9.1.1** The driver of the Municipal vehicle shall, within twenty-four hours after the accident, submit a written report to the officer responsible for transport, who will ensure that the accident report form is completed and forwarded to the Senior Insurance Clerk.
- 9.1.2** The Senior Insurance Clerk or his/her superior shall make endeavors (in addition to obtaining a mechanical report on the condition of the vehicle after the accident) to obtain a minimum of two repair quotations from different repairing agencies or write-off report if applicable and trade-in value of the vehicle.
- 9.1.3** In the event of institution of a legal action by the third party, the driver concerned shall upon receipt of summons, subpoena or notice to appear in court pass that information to the Senior Insurance Clerk or his/her superior so that the Municipality's insurers may be approached.
- 9.1.4** Any accident, damage or third party claim received shall immediately be submitted to the Senior Insurance Clerk. Any damage made to the Municipal vehicle as a result of an accident involving another vehicle or animal/s or any object, shall be reported to the officer responsible for transport who

will ensure that the accident report form is completed and forwarded to the Senior Insurance Clerk.

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

## **10. Accident Committee**

This is a Committee appointed by the Executive Manager Corporate Services to assist him/her in the investigations of misuse of Municipal fleet and motor vehicle accidents.

### **10.1 Duties of the Accident Committee**

**10.1.1** To consider reports on the misuse of Municipal vehicles.

**10.1.2** To consider reports on motor vehicle accidents.

**10.1.3** To consider reports on any non-compliance of the Municipality's Fleet Management Policy and Asset Management Policy.

**10.1.4** Interview the driver, assessor, third party or any other person with information relevant to the accident. In addition, the Accident Committee may:

- Request witnesses to make a verbal/written statement about the accident.
- Probe the nature of the trip and granting of authority to the driver.

**10.1.5** Recommend actions to be taken against drivers to the Manager: Corporate Services Manager.

**10.1.6** The committee must meet 2 weeks (or earlier) after the accident occurred.

## **11. Duties of the officer responsible for transport**

**11.1** Shall investigate all Vehicle Accidents and gather all documentary, photographic and other evidence that may be relevant to the case and submit to accident committee.

**11.2** If feasible the officer responsible for transport, with the assistance of the Senior Safety Officer, may conduct an inspection of the accident scene.

**11.3** The officer responsible for transport must submit a report on results of points 11.1 to 11.3 to the Accident Committee referred to 10.

**12. Framework for remedial Actions**

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

**12.1.2** The following structure of progressive imposition of fines on drivers who have been found partly or mainly responsible for the occurrence of the accident involving a Municipal vehicle through direct or indirect means, shall be adhered to: -

**TABLE OF FINES**

<b>RATE OF DAMAGE (%)</b>	<b>RATE OF FINE ®</b>
0 – 5	250
6-10	500
11-15	750
16-20	1 000
21-25	1 250
26-30	1 500
31-35	1 750
36-40	2 000
41-45	2 250
46-50	2 500
51-55	2 750
56-60	3 000
61-65	3 250
66-70	3 500
71-75	3 750
76-80	4 000
81-85	4 250
86-90	4 500
91-95	4 750
96-100	5 000

**12.1.3** These represent minimum fines. Should the cost of repairs be less than the amounts shown above, the amount of the fine will not exceed the total cost of repairs. The rate of damage shall be determined as follows:-

$$\frac{\text{Approved cost of repairs} \times 100}{\text{Trade-in-value}} \quad 1$$

**12.1.4** These fines may be imposed in addition to any sanction, which a Disciplinary Hearing may decide upon.

**12.1.5** The fine is payable by means of deduction from an employee's salary over a period not longer than 6 months. A motivation letter must be submitted to the Manager: Corporate Services where an employee requires the period to exceed 6 months.

**12.1.6** The Municipal employee shall sign an acknowledgement of debt in which the time frame for the payment of the fine shall also be captured.

### **13. Hired Vehicles**

**13.1** In the case when no pool vehicles are available, the Head of Department must approve the hire of vehicle and confirm funding. It will be the responsibility of the officer responsible for transport to hire such a vehicle without delay.

**13.2** The Policy will apply to all hired vehicles.

### **14. Disposal and acquisition of fleet assets by Lejweleputswa District Municipality**

**14.1** Fleet Assets will be disposed in line with the Supply Chain Management policy and regulations and the Asset Management Policy, Procedures and Implementation guide.

**14.2** Vehicles will be replaced every 5 years or 200 000km, subject to the overall condition of the vehicle.

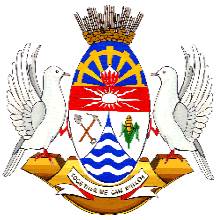
**14.3** The Municipality will require a Certificate of Fitness annually from a reputable organization, for every vehicle that falls outside the warranty period.

**14.4** The Asset Management Policy, Procedures and Implementation guide outlines the procedures to be followed in acquiring Municipal assets, and the same will apply to the fleet assets.

### **15. Traffic Offences**

- 15.1** The driver of a Municipal vehicle shall diligently obey all traffic laws and shall be responsible for the payment of all traffic fines which may be attributable to his or her negligence.
  
- 15.2** The Municipality may, at its sole discretion, financially assist a driver convicted of a road traffic offence with the payment of a fine or private legal assistance to enable a driver to defend a criminal or civil claim against him or her in a court of law.
  
- 15.3** The officer responsible for transport will direct traffic fines to relevant users for payment by the offender. The logbook will be used as a source document to ascertain the offenders of traffic rules.

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LEJWELEPUTSWA DISTRICT MUNICIPALITY

<b>TRIP AUTHORITY</b>		
<b>VEHICLE ISSUE FORM</b>		
<b>SECTION A : DETAILS OF DRIVER</b>		<b>Mileage</b>
Name of driver: .....		Out : In :
Driver[s] ID number : .....		Total : Licence Code :
Name[s] of passenger[s] : .....		Time Out: Time In :
<b>SECTION B : TRIP PARTICULARS</b>		
From:	To:	Date of Trip: .....
From:	To:	Date of Trip: .....
Provide a brief explanation of the intended use of the vehicle: ..... .....		
From: ..... To: .....		
<b>SECTION C: DETAILS OF ALLOCATED VEHICLE</b>		
Department ..... Vehicle Stationed .....		OFFICIAL STAMP
Registration No. .... Make/Model .....		
Condition of Vehicle .....		
[Please note that if the vehicle is to be kept overnight, signed permission must be given by Head of Department]		
Approval by HOD for overnight stay :		
Sign ..... Print Name .....		
<b>SECTION D : APPROVAL</b> Trip approved by Dept. Head/Designate: .....		
Signature..... Print Name .....		

Date ..... Tel. Number .....

**SECTION E : SIGNATURES**

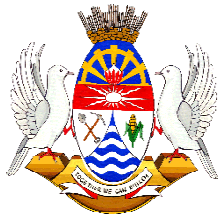
Vehicle issued by: Signature ..... Print Name .....

Vehicle received by: Driver Signature ..... Print Name .....

Vehicle returned on ..... Condition ..... Comments, if any .....

.....

Signature of Fleet Manager : Assets ..... Date .....



**ANNEXURE "B"**

**LEJWELEPUTSWA DISTRICT MUNICIPALITY**

Date:.....

To:.....

**AUTHORITY TO TRAVEL AS PASSENGER IN COUNCIL VEHICLE**

ACCEPTANCE BY PASSENGER

I.....hereby understand that I shall travel as a passenger in the municipal vehicle referred to herein solely at my risk and hereby agree to indemnify the Municipality, its agents, employees or contractors against any loss, damage or injury which I may suffer as a result of my conveyance in the said vehicle.

SIGNATURE OF PASSENGER

DATE:.....

**AUTHORITY TO TRAVEL AS PASSENGER IN COUNCIL VEHICLE**

Authority is hereby given for you to travel as a passenger in Municipal Vehicle Registration Number..... On ..... for the purpose of.....

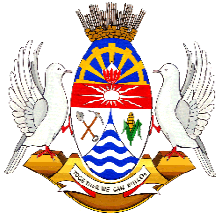
By traveling a passenger in the aforesaid vehicle, you hereby agree that neither the Municipality nor any of its agents, employees or contractors, shall be liable for any injury, loss or damage to you whatsoever arising from your conveyance in the said vehicle and you hereby waive any claim you may have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

Yours faithfully

**SIGNATURE OF HEAD OF DEPARTMENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_





**LEJWELEPUTSWA DISTRICT MUNICIPALITY**

**VEHICLE CHECKLIST PRIOR TO USAGE**

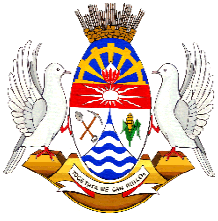
DRIVER'S NAME: .....	DATE : .....
VEHICLE MAKE: .....	REG. NO. ....
TIME ISSUED : .....	TIME RETURNED: .....

**I AM AWARE OF THE FLEET MANAGEMENT POLICY AND PROCEDURES AND WILL ADHERE TO ALL CONDITIONS PRESCRIBED. I AM AWARE THAT, IF I LOSE THE FUEL CARD AND PARKING DISK, I WILL BE RESPONSIBLE FOR THE REPLACEMENT COSTS.**

ACCESSORIES & PARTS	YES	NO	REMARKS
Unendorsed Credit Card Drivers Licence			
Radio fitted or supplied			
Petrol level [full tank, $\frac{3}{4}$ , $\frac{1}{2}$ , $\frac{1}{4}$			
Oil level checked			
Spare wheel, Jack and spanners			
Windscreen			
Dents			
Mirrors			
Oil Leaks			
Rubber Mats			
Check Licence Disc for validity and write down expiry date			
Check fuel cap for security			
Log Book issued			
Fuel card issued			
Parking Disc			

<b>Tyre Check</b>			
<b>Further comments.</b>			

**SIGNATURE OF DRIVER** : .....



**LEJWELEPUTSWA DISTRICT MUNICIPALITY**

APPLICATION TO PARK VEHICLE AT HOME OR OTHER SECURE AREA

To: Head of Department

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

The reasons for this application are as follows:

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In the event of my application being approved, I agree to abide by the provisions of the Municipality's policy with regard to the parking of the vehicle at my home or other secure area.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

APPLICATION APPROVED/ NOT APPROVED BY MANAGER: RESPONSIBLE FOR FLEET FOR THE FOLLOWING REASON(S)

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**SIGNATURE OF HEAD OF DEPARTMENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

OR

Authority is hereby granted to..... to park municipal vehicle

Registration Number..... at his/her home situated

at .....or

at the property situated at ....., being the approved parking

area, subject to the following conditions:

- [a] The authority contained herein being valid for the period ..... to .....
- [b] The authority contained herein being subject to review or withdrawal at any time subject to prior consultation with the employee where necessary.
- [c] That whilst the vehicle is parked at the home of the employee or at the approved parking area, it may not be used for any non-work or private purpose.
- [d] That if an emergency arises whilst the vehicle is parked at the home of employee or the approved parking area necessitating the use of the vehicle, then a signed trip authority for the movement of such vehicle must be obtained within 24 hours of the journey.
- [e] The private use of a vehicle whilst parked at the home of the employee or the approved parking area will lead to the withdrawal of the privilege and possible disciplinary action against the employee concerned.

**SIGNATURE OF HEAD OF DEPARTMENT** : .....

**DATE:**.....**20**.....



**LEJWELEPUTSWA DISTRICT MUNICIPALITY**

**STOLEN VEHICLE REPORT**

VEHICLE REGISTRATION NUMBER	
MAKE	
MODEL	
YEAR	
VEHICLE INVENTORY NUMBER	
COLOUR	
ENGINE NUMBER	
MILEAGE/ODOMETER READING	
DATE OF LAST SERVICE	
GENERAL CONDITION INCLUDING RUST	
NAME OF DRIVER AT TIME OF THEFT	
DATE OF THEFT	
PLACE OF THEFT	
SATE CIRCUMSTANCES IN WHICH THEFT TOOK PLACE	

	<b>YES</b>	<b>NO</b>
WAS THE THEFT REPORTED TO THE SOUTH AFRICAN POLICE SERVICES		
IF YES, DATE OF REPORTING		
S.A. POLICE SERVICE CR NUMBER		
DATE REPORTED TO INSURER		
DATE REPORTED TO COUNCIL		
RESPONSE FROM INSURANCE COMPANY:		

\_\_\_\_\_  
**SIGNATURE OF DRIVER**

\_\_\_\_\_  
**SIGNATURE OF MANAGER:  
FLEET MANAGEMENT**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**