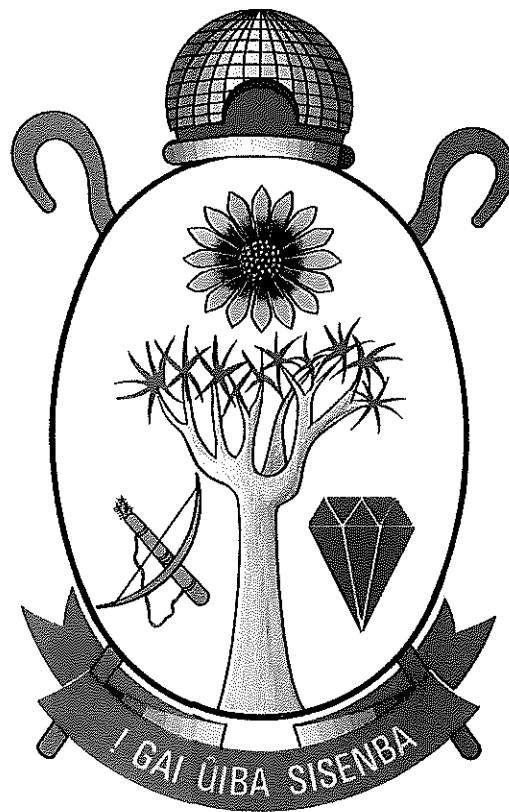


NAMA KHOI MUNICIPALITY

FLEET CONTROL

POLICY



NAMA KHOI MUNICIPALITY

Fleet Control Policy

INDEX

1. Responsibilities of drivers
2. Proper use of municipal vehicles
3. Suspension of employees from driving municipal vehicles
4. Mechanical Appreciation
5. Care of tyres
6. Fuel and Oil
7. Procedures:
 - 7.a How to report breakdowns
 - 7.b Licensing procedures
 - 7.c Report on vehicle Services
 - 7.d Report incidents to council

1. RESPONSIBILITIES OF DRIVERS

The full co-operation of all employees concerned are required to ensure that the municipal Transport System functions efficiently at all times. All drivers are expected to accept and exercise the responsibilities associated with the operation of vehicles, as described in this Policy and Procedures document.

1.1 USAGE

1.1.1 Municipal transport is provided strictly for official services only and is not to be used for private purposes.

1.1.2 All municipal vehicles must be issued with a logbook. The driver/operator is required to record all his/her daily trips in the logbook, of which the top sheet is to be detached and handed to his/her Supervisor for checking and retention for record purposes at the end of each month.

1.2 PUBLIC IMAGE

All municipal vehicles shall be driven in a SAFE and COURTEOUS manner, which will promote the Municipality's PUBLIC IMAGE. Municipal drivers and vehicle/work teams are constantly in public view. Their behaviour shapes the public concept of municipal efficiency in general.

All drivers / operators are responsible for keeping the vehicle / equipment clean at all times.

1.3 CAREFUL HANDLING

Municipal vehicles shall at all times be driven and handled with proper care and attention, to obtain the best mechanical service and avoid infringements of the law. Any evidence of neglect, rough handling or reckless driving shall be reported to the Head Of Department concerned and will result in disciplinary action.

1.4 INSPECTION

1.4.1 Pre-drive inspections of vehicles/plant are to be carried out by drivers/operators on a daily basis with completion of the Daily Vehicle Checklist provided.

1.4.2 Every driver of a municipal motor vehicle must at all times ensure that the vehicle is in a roadworthy condition, failing which he/she will be responsible for the payment of any traffic fines that may be imposed.

1.4.3 The last user of a vehicle will be held responsible for any unreported damage/defects/loss. The onus is therefore on each driver to thoroughly inspect a vehicle prior to acceptance. Any damage/defects found by the driver must be reported in terms of Section 4.1 of this document.

1.4.4 All municipal vehicles will be inspected periodically by designated staff including the Fleet Officer to ensure that a proper state of cleanliness, repair and efficiency is being maintained by the driver/person responsible for the vehicle.

1.5 PRE- AND POST-DRIVER ACTIVITIES

1.5.1 Before a vehicle is driven, the driver must ensure that the following activities have been carried out :

Pre-trip activities per driver:

- Ensure that a Trip Authorisation is completed and handed in at the Foreman
- Carry out an inspection of the vehicle and complete the Pre-drive Inspection
- Enter details of the trip to be undertaken in the Log Book.

Post-trip activities:

- Enter the odometer reading, distance covered and time in the Log Book and Trip Authorisation form as applicable.

1.5.2 Every trip undertaken by the driver must appear as a separate entry in the Log Book.

1.5.3 Inspection Forms and Log Book entries must be checked by designated staff at least once every week. Weekly = Foreman and monthly = Foreman plus Fleet Control Officer.

1.6 SAFETY

All employees must be fully aware that it is an offence to disobey the general safety instructions issued by their employer.

Persons guilty of failing to observe safety instructions are liable not only to disciplinary action in terms of the Municipality's Conditions of Service, but also to prosecution by the Department of Labour and the Provincial Traffic Department.

1.7 PROFESSIONAL DRIVING PERMITS

Drivers required to drive the following vehicle categories are required to have Professional Driving Permits (PrDP's):

- Heavy goods > 3,5t GVM
- Articulated > 3,5t GVM
- Refuse compactor
- Water tanker
- Vacuum tanker
- Truck Tractor > 3,5t GVM

Drivers must ensure that their PrDP's are current at all times and are renewed prior to the expiry date, at their own cost.

In the event that the PdP has expired and not been renewed the worker will be remunerated based on the lower non-driver scale.

The driver is thus responsible to ensure that he/she has a drivers qualification in order to receive a drivers remuneration.

1.8 RULES

Failure to observe the rules contained herein and any additional instructions issued by Head of Departments/Line Managers will render the offending employee liable to disciplinary action.

2. Proper use of municipal vehicles

The following rules must be observed:

2.1 The most economical vehicle suitable for the purpose must be used in conjunction with availability.

2.2 The vehicle shall only be driven by an appropriately licensed and duly authorised employee on official duty.

2.3 The driver must be licensed in terms of the National Road Traffic Act for the particular class of vehicle under his/her control.

2.4 Drivers must be in possession of a Municipal Driver's Licence issued by the Fleet Control unit.

2.5 No person shall move, drive or operate any municipal vehicle unless he/she is fully authorised to do so. The unauthorised use of a vehicle will render the person concerned liable for prosecution in a court of law, over and above any internal disciplinary action.

2.5.1 No worker participating in municipal motor/vehicle allowance shall be permitted to drive a municipal vehicle.

2.5.2 No worker participating in municipal motor/vehicle allowance shall be permitted to be transported in a municipal vehicle.

2.5.3 No worker participating in Essential Motor scheme shall be permitted to drive a municipal vehicle.

2.5.4 No worker participating in Essential Motor scheme shall be permitted to be transported in a municipal vehicle.

2.5.5 Exception can be made in the case of testing of a vehicle (Workshop / Traffic Department).

2.5.6 Exception can be made in the case when a driver is unavailable and a participant as per 2.5.1 to 2.5.4 is required to drive a municipal vehicle. Written authorisation by the relevant HoD or higher is required.

2.6 Passengers, inclusive of municipal staff, are not permitted to ride on or inside any municipal vehicle except for the execution of municipal duties.

2.7 The driver shall not deviate any vehicle from the shortest route to the destination to serve the private interest of the driver or his/her passengers, or in connection with the conveyance, loading or unloading of private property or goods.

2.8 The driver shall not utilize any municipal vehicle for private purposes.

2.9 The driver of any vehicle shall not deviate to any unauthorised routes or destinations and shall not enter any unauthorised premises or areas.

2.10 Drivers are expected to route their vehicles so as to secure maximum operating efficiency at minimum expense.

2.11 Logbooks with specific details must be kept up to date and inspected by the Fleet Control Unit or designated representatives at least once a month. Any deviation must be investigated and, when necessary, reported to the Head of Department for further investigation, so that disciplinary action can be taken against infringing members.

2.12 Pending acceptable and fair enabling measures, regular site inspections will be performed by the Fleet Control Officer and the relevant supervisor / superintendent to ensure vehicles are utilized as per signed trip authorisation.

2.13 Smoking is prohibited in municipal vehicles.

2.14 Siphoning of fuel from municipal vehicles, tempering with batteries, removing items from vehicles, unauthorized usage of vehicles at night/over weekend etc. constitute fraud and alleged transgressors shall be dealt with in terms of Name Khoi Municipality's disciplinary code.

3. Suspension of employees from driving municipal vehicles

Onus shall be on the relevant department to institute disciplinary action on workers that transgress this policy. Fleet shall provide technical reports wherever necessary.

The driver can be held accountable:

3.1 where the driver do not obey all road signs, rules and regulations as stipulated in the Road Traffic Act, section 73 of the National Road Traffic Act 93 of 1996 and AARTO Act 46 of 1998.

3.1.1 Traffic Fines arising from not adhering to these national standards will be paid by the responsible driver in consultation with HoD and Mechanical Workshop supervisor/foreman.

3.1.2 Nama Khoi Municipality will pay fines where negligence by Workshop is proven.

3.2 In the event of a municipal motor vehicle being or having been subjected to flagrant misuse or irregular use, or the vehicle being damaged by the driver, or

3.3 where evidence exists that a driver is or was guilty of recklessness or negligent conduct whilst driving a municipal vehicle, or such a vehicle was involved in an accident whilst so driven; or

3.4 where a driver of a municipal motor vehicle has been found guilty of driving such a vehicle –

3.4.1 under the influence of intoxicating liquor or narcotics, or

3.4.2 whilst the concentration of alcohol in his or her blood was more than 0,02 grammas per 100 millilitres for driver in possession of a PrDP and 0,05 grammes per 100 millilitres for other drivers, such a driver shall be suspended immediately from driving municipal vehicles until such time as a disciplinary tribunal has been concluded.

3.5 In the event of a driver developing any disease or disability which will render him/her incapable of effectively controlling a vehicle and subject to a report from the Safety Unit, he/she will be suspended temporarily or permanently from driving a municipal vehicle.

4. Mechanical Appreciation

4.1 Whilst a municipal vehicle is in operation, the driver shall regularly check the warning lights, indicators and gauges. Immediate action must be taken should anything untoward be noticed, the engine shall be switched off immediately and the vehicle not driven further under its own power until the matter has been rectified.

4.2 Where there is an indication of excessive engine heat or lack of oil pressure, the engine shall be switched off immediately and the vehicle not driven further under its own power until the matter has been rectified.

4.3 The "revving" up of engines is detrimental, especially at the cold starting-up stage. Until normal operating temperatures are achieved, high speed engine operation must be avoided.

4.4 Where a vehicle is subjected to extended periods of waiting in dense traffic, the neutral gear position must be selected and the hand brake applied, in order to avoid unnecessary wear on the clutch components.

4.5 Travelling with a foot on the clutch pedal must be avoided, as this causes premature failure of the clutch assembly and release bearing.

4.6 A smooth balance must be maintained between the clutch and accelerator pedal to avoid damage to the vehicle's drive train.

4.7 Diesel engines fitted with turbo chargers must be allowed to idle for two minutes before switching off. This waiting period allows the turbine to slow down with sufficient lubrication.

4.8 Brake air tanks fitted to heavy commercial vehicles are to be drained daily.

5. Care of tyres

5.1 TYRE PRESSURES

Drivers/Operators are to ensure that the inflation of tyres is in accordance with the pressures recommended by the manufacturer of the vehicle. Incorrect inflation, particularly under inflation, is the greatest single factor contributing to undue wear, overheating and premature failure of tyres. Any deviation from specified pressures will have adverse effects on steering, braking, road holding and safety.

5.2 PRECAUTIONARY MEASURES

5.2.1 The checking and correction of tyre pressures should be performed in cold tyres only.

5.2.2 Scuffing or running into kerbs and running over projections should be avoided.

5.2.3 Mechanical defects that cause uneven tyre wear should be rectified immediately in accordance with an wheel-alignment report.

5.2.4 Regular inspections should be held for tread wear, cuts, bruises and stones wedged between dual wheels. Tread depth at any point across the entire breadth of the tread and circumference of the tyre must not be allowed to be less than 1 mm. A tyre that does not meet this requirement must be replaced immediately.

5.2.5 Dust caps on tyre valves must be replaced.

5.2.6 Sudden or fierce braking, unnecessary acceleration and fast cornering should be avoided.

5.2.7 Dumping sites are always littered with sharp projections, which cause an ongoing puncture problem. Special care must be taken to avoid sharp obstacles in the final approach to dumping. When the vehicle is clear of the dumping area, the tyres must be inspected immediately and any foreign objects removed before they become embedded in the tyre.

5.2.8 The removal of any imbedded foreign objects will deflate the tyre, therefore must be reported to Mechanical Workshop and not be removed by the driver.

5.2.9 The abusive or negligent treatment of tyres should be avoided as any tyre damage caused through abuse or negligence will be held accountable.

5.3 WHEEL NUTS

A daily check for any loose wheel nuts on all heavy vehicles must be carried out by drivers.

5.4 CHANGING OF SPAREWHEELS

The changing of spare wheels is the driver's responsibility but in accordance with the Mechanical Workshop Foreman's permission.

6. Fuel and Oil

6.1 SUPPLY

Where employees in charge of municipal vehicles require fuel and/or oil, they shall obtain supplies from the municipal fuel depot (Springbok Industria) / designated supply point. Drivers are to ensure that the fleet number, odometer reading and quantity of fuel supplied are entered correctly on the appropriate forms.

Tanks are to be filled to a constant level, however, limited / subject to availability from time to time.

6.1.1 The driver is responsible for checking the engine oil and water on every occasion that the driver is changed / every morning.

6.2 FUEL SAVING

Some factors that have a major bearing on fuel economy are set out below for the guidance of all concerned:

6.2.1 The Municipality's computerized fuel control system traces every vehicle's fuel consumption in litres consumed per 100 km. Personal concern for the consumption obtained over specific distances or periods keeps interest alive and is an incentive towards obtaining better results. Abnormal increases in consumption indicate losses such as those caused by careless driving, theft, leakage, mechanical defects, or errors in recording at fuel dispensing points.

6.2.2 Wastage due to the overfilling of the fuel tank must be avoided and vehicles must, wherever possible, be parked on level ground and in the shade.

6.2.3 Vehicles must at all times be driven in the gear ratio appropriate to the road conditions.

6.2.4 Road speeds must be kept as constant as possible.

6.2.5 Acceleration and braking must be executed smoothly and gently. The most uneconomical use of fuel occurs during acceleration and with the engine idling in a stationary vehicle.

6.2.6 Any strong smell of fuel must be investigated immediately, especially if noticed while the vehicle is in motion. Besides causing wastage, petrol leakage is highly dangerous.

6.2.7 The driver should not allow the engine of any vehicle or machine to run unnecessarily.

6.2.8 All vehicles and equipment must be equipped with lockable fuel caps.

6.2.9 All vehicle and equipment fuel gauges must be in a working state at all times. If not, report to Superintendent Mechanical Workshop and Fleet Control Officer immediately.

7. Procedures:

7.a How to report breakdowns

7.1 In the event of a breakdown, all care should be taken that the vehicle and its load are in the safest position possible and that warning triangles be placed at a distance of 45 meters in line with the centre of the vehicle and in the direction of approach. If the breakdown results in a traffic hazard, assistance must be requested from the Traffic Authorities.

In the event of a breakdown involving suspected brake or engine failure, **THE VEHICLE MUST REMAIN STATIONARY**, to be moved only by the breakdown crew.

Breakdowns during normal working hours must IMMEDIATELY be reported to Mechanical Workshop Superintendent and Fleet Control Officer.

7.2 In order to guide the breakdown crew regarding the choice of equipment best suited for the speedy repair/recovery of the unit, the following information should be provided:

7.2.1 Names of driver and Business Unit.

7.2.2 Vehicle registration or fleet number.

7.2.3 Exact location where the vehicle has broken down.

7.2.4 Possible causes of breakdown.

7.2.5 Evidence of leaks (oil, water, hydraulic fluid, air, etc.)

7.2.6 Where the fault is located (e.g. front, rear, side)

7.2.7 Whether the vehicle is bogged down.

7.3 Breakdowns outside normal duty hours should be reported as follows:

- Municipal-owned vehicles

Report the breakdown to the Client Service Room,

tel : 027 718 8000 / 079 924 3092

7.4 The necessary paperwork (Job Card Book and Report) must be completed as soon as possible.

7.5 The onus lies on the Head of Department to ensure that his/her departments driver involved in an accident or breakdown complies with all "Breakdown Procedures", in the event where drivers refuse to co-operate with Fleet Control Officer.

7.b Licensing procedures

The Fleet Officer is responsible for ensuring that all vehicles in the municipality are properly licenced. This involves the following:

1. The fleet officer / clerk get a list of licences that expires that month from the traffic Department.
2. The fleet officer / clerk complete the requisition applying for the necessary funds and hands the requisition book to HoD Technical Department.
3. The HoD Technical Department approve the request with his/her signature and deliver the book to Finance Department.
4. The Finance Department adhere to internal Finance procedures and produces a check to the amount requested.
5. The Finance Department informs the Fleet Control Division of the checks availability for collection or deliver the check to the Fleet Control Division.
6. The fleet officer / clerk deliver the check to the Traffic Department completing any documentation as required.
7. The Traffic Department issue the new license and the fleet officer / clerk inform the driver / responsible person to collect the new license from Fleet control division.

7.c Report on vehicle Services

The Mechanical Workshop is responsible for ensuring that all vehicles in the municipality are properly serviced. This involves the following from the Fleet Departments perspective:

1. The fleet officer / clerk send the current odo (kilometre/hour meter) meter readings to the Mechanical Workshop Supervisor/Foreman monthly.
2. The Mechanical Workshop Supervisor/Foreman decides what vehicles need to be serviced and make the necessary arrangements.

7.d Report incidents to council

Vehicle incidents must be submitted to council for tabling at each council meeting including progress on insurance claims.

APPROVED AND IMPLEMENTATION OF POLICY

NAME OF POLICY:	IMPLEMENTATION DATE: 01 July 2017
COUNCIL APPROVAL: 14 June 2017	DATE: 11 Sept 2017

105