

**LEJWELEPUTSWA
DISTRICT MUNICIPALITY**



**FLEET MANAGEMENT POLICY
2025-2026**

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Table of Contents

1.	Purpose of the Policy	4
2.	Application	4
3.	Responsibility of fleet department	5
4.	Managers Accountability and Responsibility	6
5.	Allocation of Vehicles.....	6
6.	Responsibility of Drivers	6
7.	Forbidden Activities	7
8.	Passengers.....	7
9.	Authority to Use A Vehicle	7
10.	Issuing of Vehicles	8
11.	Parking a vehicle overnight	8
12.	Management Systems.....	9
13.	Vehicle Accidents	9
14.	Internal Accident Reporting	11

DEFINITIONS

“Department” refers to the Office of the Municipal Manager and any of the directorates of Corporate-, Technical-, Financial-, or Community Services.

“LDM” refers to Lejweleputswa District Municipality

“ Fleet Agency” refers to Fleet Africa

“Driver” includes all persons engaged in the operation of vehicles, being:

- *“Occasional Driver”* Is not a permanent driver but is required to use pool cars on an *ad hoc* basis to perform his/her duties.
- *“Professional Driver”* Employed specifically to drive pool cars for general transport purposes.

“Fleet Management Official” refers to the accountant responsible for Asset & Fleet Management.

“Fleet Assets” refers to Lejweleputswa District Municipality’s pool cars

“Trip authority form” refers to a form that allows a driver to drive a municipal pool car as per the route detailed in such a form.

“Log-Book” gives details of the route travelled by the driver, including the kilometers reading of the vehicle used for the authorized purpose, and any comments.

“Managers” include the lowest level of supervisors responsible for either staff and or the budget of the relevant unit.

“Municipal vehicle” includes all vehicles owned, leased, or rented.

“Safe Parking” consists of parking within designated municipal parking and enclosed premises.

“Unit” refers to a section or sub-section within a department.

1. PURPOSE OF THE POLICY

- 1.1 To provide and maintain an effective and efficient management of fleet and listing of such fleet in a manner that the Municipality's mission and fleet user's aspired goals are met in a cost-effective way.
- 1.2 To regulate the management and use of pool vehicles by the officials of Lejweleputswa District Municipality and to ensure that the fleet is used in a safe, responsible and efficient manner.
- 1.3 To provide a procedure for accidents and system for conducting an inquiry into vehicle accidents involving municipal vehicles.
- 1.4 To provide a framework for remedial actions to be instituted by Management.
- 1.5 To introduce operational controls which explain clearly who can use a vehicle with regard to drivers, passengers, authority to use, issuing, parking, logbooks, fuel management, keys and equipment.
- 1.6 To ensure that vehicles are timely reported and booked in for service by Fleet Africa and properly maintained to support the municipality in the attainment of its objectives.
- 1.7 To co-ordinate the management of municipal transport by means of control measures which are applicable to all officials and / councillors.

2. APPLICATION

- 2.1 This policy covers the use and management of all municipal pool vehicles by Lejweleputswa District Municipality.
- 2.2 This policy applies to all Lejweleputswa District municipal officials, who are required to use municipal vehicles when conducting their official duties.
- 2.3 This policy explicitly forbids following personnel to travel in pool cars
 - 2.3.1 Personnel with travel allowances
 - 2.3.2 Intoxicated personnel
 - 2.3.3 Non-Employees of LDM

3. RESPONSIBILITY OF FLEET MANAGEMENT UNIT

- 3.1 The Fleet sub-unit is responsible for the ongoing development of a policy framework and an operational management system for the use of vehicles.
- 3.2 The Fleet Management Official have access to all vehicles at any given time for the purpose of inspections.
- 3.3 The Fleet Management Official, is allowed and able to drive any municipal pool cars all practical reasons including :
 - 3.3.1 Fuel refilling and tyre assessment,
 - 3.3.2 Test driving
 - 3.3.3 Condition assessment and
 - 3.3.4 To move/drive vehicles to service prodder(s).
- 3.4 The Fleet Management Official is responsible for arranging for repairs and service of all municipal pool cars with the fleet agency.
- 3.5 After the repairs/ service is done the Fleet Management Official must inspect the vehicle to make sure that all the defects that were documented and reported have been repaired. A vehicle must remain with the service provider till it has been properly repaired but within reasonable time.
- 3.6 The Fleet Management Official must keep record of defects not properly repaired and report continuous or abnormal defects to the CFO so that the service provided can be effectively evaluated and escalated to fleet agency.
- 3.7 The Fleet Management Official shall investigate all vehicle accidents and gather all documentary, photos and other evidence that may be relevant to the case and submit to management.
- 3.8 If feasible the Fleet Management Official, may conduct an inspection of the accident scene.
- 3.9 The Fleet Management Official must submit a report on results of the investigation of an accident to the CFO and SCM Manager.

4. MANAGERS ACCOUNTABILITY AND RESPONSIBILITY

To be read with the responsibility of the driver.

- 4.1 Directors will be accountable for:
 - 4.1.1 The vehicles which are allocated to officials within their respective Departments.
 - 4.1.2 Overnight security/safety of the vehicle if driver is permitted to take the car to their premises
- 4.2 Authorization for the usage of vehicles will only be approved by Directors.
- 4.3 Directors are responsible for the disciplinary action arising from the misuse of LDM pool cars by the employees in their department.
- 4.4 Directors are responsible to ensure that the Municipality's fleet assets be utilized in a responsible manner, which will ensure the valuable and long-term use of pool cars.

5. ALLOCATION OF VEHICLES

- 5.1 All Fleet vehicles are considered as the property of the Lejweleputswa District Municipality regardless of the original source of the vehicle.
- 5.2 Allocation of vehicle(s) will be at the discretion of fleet official upon assessment of nature of the trip

6. RESPONSIBILITY OF DRIVERS

- 6.1 A municipal / pool vehicle may only be driven by Lejweleputswa District Municipality employees.
- 6.2 The driver must have a valid driver's license and OR with valid PDP where required (Trucks and Kombies).
- 6.3 The driver must have authorization through a signed trip authorisation to drive a Municipal pool car(s).
- 6.4 The driver takes full responsibility for the vehicle including the logbook and keys once the vehicle issue form has been signed until the vehicle has been returned to the fleet management official at the end of the journey. Loose vehicle equipment, e.g., the spare wheel, toolkit, jack, safety kit and any other extras will be checked at the time of issuing the vehicle and will remain the responsibility of the driver.

- 6.5 The driver is responsible to keep record of the fuel slips and submit it on a daily basis to his/ her supervisor.
- 6.6 The driver must ensure that the vehicle keys be kept in secure place and not in the vehicle.

7. FORBIDDEN ACTIVITIES

- 1.1 No smoking is allowed in Municipal vehicles.
- 1.2 Although eating and drinking in Municipal vehicles is not encouraged, but should circumstances dictate otherwise, the driver should remove litter / left-overs from the vehicle.
- 1.3 No intoxicating substance must be consumed before and/or whilst driving a Municipal vehicle.

8. PASSENGERS

- 8.1 Passengers carried by a municipal / pool vehicle must be authorized to travel in the vehicle.
- 8.2 The picking up of hitchhikers is not allowed under any circumstances.
- 8.3 The driver of the vehicle will be held responsible for ensuring that unauthorized passengers are not conveyed.

9. AUTHORITY TO USE A VEHICLE

- 9.1 All officials requiring a vehicle must have a signed trip authority from their management before the vehicle is allocated.
- 9.2 A trip authority must be authorized by the relevant director.
- 9.3 Officials with travel allowance are not allowed to use or travel in pool cars.

10. ISSUING OF VEHICLES

- 10.1 All vehicles should be issued on the day of travel unless advance written authority to park the vehicle at home has been obtained.
- 10.2 The driver must carry his/her license and produce it to the fleet official upon request.
- 10.3 The signed trip authority must be kept in file with log book and inspection checklist by fleet official
- 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.

11. PARKING A VEHICLE OVERNIGHT

- 11.1 In normal circumstances vehicles must always be parked at LDM offices.
- 11.2 The parking places should be within a secure area that is lockable or with 24-hour security available.
- 11.3 When the vehicle is parked away from the official parking, the driver must park the vehicle in a secure area. Where secure facilities are not available, the vehicle should be parked at the nearest official property.
- 11.4 The driver of the vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit.
- 11.5 Permission may be given for a vehicle to be parked overnight at a home of an official if:
 - 11.5.1 The driver undertakes to keep the vehicle in adequately secured premises i.e., a garage or lockable gates;
 - 11.5.2 The member of staff will be leaving early morning or returning late at night;
 - 11.5.3 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.
- 11.6 The permission is subject to review and can be withdrawn at any time.
- 11.7 Whilst a vehicle is parked at home it may not be used for any private purposes.

12. MANAGEMENT SYSTEMS

The following key indicators will be kept in file for each vehicle by the Fleet Management Official:

- a) Actual kilometres travelled;
- b) Fuel utilization (km/l);
- c) Running cost per kilometre;
- d) Availability;
- e) Utilization;
- f) Vehicle Performance against other similar vehicles within the fleet; and
- g) Accidents.

13. VEHICLE ACCIDENTS

A copy of the accident report form should be kept in the vehicle. The following procedure shall be followed in the event of a Municipality Pool Car(s) becoming involved in an accident, no matter how trivial, and irrespective of whether or not any person or animal or property, other than the pool car is involved: -

13.1 The Senior Person on site take charge of the accident scene

13.2 Call a police officer or a traffic officer and if requested to do so, supply name and address of the driver of the motor vehicle to any person, that might have reasonable grounds for requiring this information;

13.3 If a police or traffic officer is not available, report the accident to a police station as soon as possible after the occurrence of the accident;

13.4 Under no circumstances shall liability be admitted, or unguarded statements be made to any person or payment offered or made to a third party;

- 13.5 Should any third - party involved admits liability, endeavours should be made to obtain a statement in writing from him/her to this effect.
- 13.6 Should a driver of a vehicle be suspected of being intoxicated (liquor or narcotic drugs etc.), it should be brought to the attention 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 relevant test.
- 13.7 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 that should be kept in the vehicle:
- a) Registration number, make and type of other vehicle involved.
 - b) Name(s) and address of driver(s) of the other vehicle.
 - c) Name(s) and address(es) of person(s) involved in an accident be it she/he/they was/were passenger/s of the pool car's driver or the third party or pedestrian(s);
 - d) Name and address of the third party's insurance company.
 - e) Name, occupation and address and age or estimated age of any pedestrian(s) involved in the accident and of any pedestrians killed or injured.
 - f) Description of animals and fixed objects involved in the accident and the name and address of the owner.
 - g) Name and address of witnesses including the occupants of the other vehicle(s) in their capacities as witnesses.
 - h) Measurements for the preparation of a sketch of the scene of the accident (pace off the distance if there is no scientific tape measure).
 - i) Note the geographical landscape of the place of accident, type of road, accident-related obstructive substances of object on or around the road, road make-up including any fencing and weather condition at the time of the accident.
 - j) LDM Pool car's user should obtain identity of the third party involved in the accident.

14. INTERNAL ACCIDENT REPORTING

14.1 The driver of the Municipal vehicle shall, within twenty-four hours after the accident, submit a written report to the fleet official, who will ensure that the accident report form is completed and forwarded to the relevant manager. The manager will forward the documentation to the CFO.

- a) Any accident, damage or third-party claim received shall immediately be submitted to the fleet agency .
- b) Description of animals and fixed objects involved in the accident and the name and address of the owner.
- c) Name and address of witnesses including the occupants of the other vehicle(s) in their capacities as witnesses.
- d) Measurements for the preparation of a sketch of the scene of the accident (pace off the distance if there is no scientific tape measure).
- e) Note the geographical landscape of the place of accident, type of road, accident-related obstructive substances of object on or around the road, road make-up including any fencing and weather condition at the time of the accident.
- f) The Municipality's vehicle user should obtain identity of the third party involved in the accident.