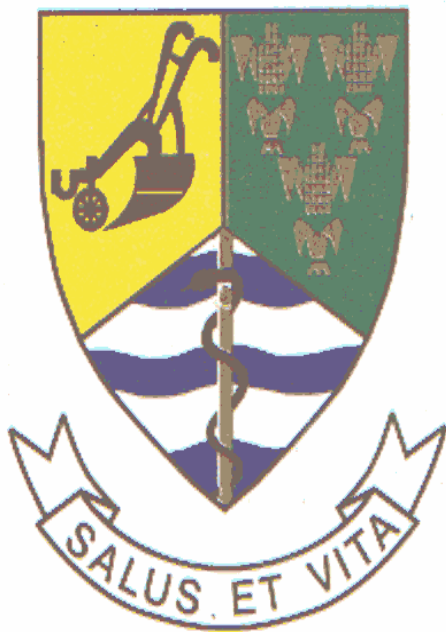


Bela-Bela Local Municipality



REVIEWED FLEET MANAGEMENT POLICY AND OPERATIONAL CONTROLS

2026/2027

FLEET MANAGEMENT POLICY AND OPERATIONAL CONTROLS

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FLEET MANAGEMENT POLICY AND OPERATIONAL CONTROLS

1. PREAMBLE

This policy covers the use and management of Bela-Bela Local Municipal Council Vehicles within the Council's jurisdiction and outside the council's demarcations. Bela – Bela Local Municipality has a legal obligation to protect municipal assets against abuse, which could result in a loss to the Municipality.

2. PURPOSE

- 2.1. To provide, maintain and manage municipal fleet in a manner that Bela-Bela Local Municipality's mission, vision, goals and objectives are achieved in a cost-effective way.
- 2.2. To regulate the management and use of pool vehicles by officials of the BBLM 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 regarding drivers, passengers, authority to use, issuing, parking, logbooks, fuel management, fuel & maintenance cards, keys and equipment.
- 2.6. To ensure that vehicles are serviced on time and properly maintained to support the Council in the attainment of its objectives.
- 2.7. To co-ordinate the management of Council vehicles by means of control measures which are applicable to all staff members.

3. SCOPE OF APPLICATION

This policy applies to all staff members, councilors, interns and learners of Bela-Bela Local Municipality.

4. LEGISLATIVE AND POLICY FRAMEWORK

This policy is informed by inter-alia:

- 4.1 The Constitution of RSA, 1996
- 4.2 The Local Government Municipal Finance Management Act, Act 56 of 2003.

- 4.3 The National Road Traffic Act, Act 93 of 1996.
- 4.4 AARTO Act, Act 46 of 1998
- 4.5 The Occupational Health and Safety Act, Act 85 of 1993
- 4.6 The National Environmental Management Act, Act 107 of 1998.
- 4.7 The Local Government Municipal Systems Act, Act 32 of 2000
- 4.8 Gazzeted determination of upper limits for councilors remuneration released annually.

5. DEFINITIONS

All terminology used in this policy shall bear the same meaning as in the Regulations or applicable legislation, or as defined and / or explained in the Glossary of Terminology.

Term	Definition
BBLM	Refers to Bela-Bela Local Municipality;
Driver	Refers to an authorized official of Beta-Bela Local Municipality entrusted with a fleet vehicle asset at any given time.
Fleet Management Officer;	Refers to the Bela-Bela Municipality's delegated employee responsible for Fleet Management
Municipal Fleet Vehicle	Refers to vehicles under the control of Bela-Bela Local Municipality which are acquired through purchasing, transfer, donation and lease or hired;
Senior Manager	Head of Department or his/her designated nominee;
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;
Manager	Refers to Employees in post level (1) one and shall have the same meaning as HOD
Accident Committee/ Steering Committee	The Committee is appointed by the Senior Manager: Corporate Services to assist him/her with investigations of misuse of Council vehicles, inclusive of accidents.
Logbook	Give details of the route travelled by the driver, including the kilometre reading of the vehicle used for the authorized purpose, and any comments;
Permanent allocation;	Refers to the allocation of a vehicle for a period of more than a month
Short term allocation	Refers to the allocation of a vehicle for a period of 1 day up to a month:
Management of Municipal vehicles	Management will include servicing, maintenance, issuing of vehicles, safeguarding against abuse, purchasing and disposal thereof;

6. PROBLEM STATEMENT

Bela-Bela Local Municipality as a chapter 7 institution in terms of the Constitution of South Africa is at the core of providing basic services to communities which requires the daily use of vehicles for various service deliverables. The acquisition, management and disposal of fleet assets is regulated in terms of the Municipal Finance Management Act and Supply Chain Management regulations. Safekeeping of fleet assets against abuse and theft is one of the daily challenged the municipality is faced with.

7. POLICY PROVISIONS

7.1 Roles and Responsibilities

- (a) The Municipal Manager or his / her delegated assignee(s) accept overall responsibility for the implementation and monitoring of the policy.
- (b) The financial implications related to implementing this policy shall be qualified and quantified by Fleet Management in consultation with the Chief Financial Officer.

7.1.1 Fleet Management unit

- (a) The fleet management and operational policy will be the responsibility of the Technical Services Department.
- (b) The fleet management unit will coordinate recording of vehicles in the assets register
- (c) The fleet unit shall keep all vehicle keys/spare keys in a locked safe in the Fleet Management office when the vehicle is not in use.
- (d) Manage the administration of fuel cards and ensure that they are kept in the dedicated safe.
- (e) Monitor and keep record of vehicle logbook and report where there are discrepancies.
- (f) Keep a register of repairs and maintenance of municipal fleet including service books for each vehicle.
- (g) Facilitate the repairs and maintenance of municipal fleet through the Supply Chain management policy of the municipality.
- (h) The fleet management unit will coordinate testing, authorization, and internal permit issuing to designated municipal vehicle drivers.
- (i) Drivers who fail internal permit testing will have a grace period of six months before re-testing.
- (j) Drivers that receive their first license must wait a period of twelve months before being given permission to drive any municipal vehicle, otherwise the driver's license is one of the requirements of the position.
- (k) The Fleet Unit shall forward computerized tracking systems report to Divisional Managers /Senior Managers or their designated nominees for:
 - i. Weekend, holidays and after-hours trip reports
 - ii. Over-speeding reports
 - iii. Driver usage behavior
 - iv. Monthly usage and trip reports
 - v. Safekeeping and tracking theft and hijacking

Of which they will be expected to complete and submit back to the Fleet Unit.

Commented [ML1]: Period inserted

Commented [ML2]: New paragraph

7.1.2 Senior Management

- (a) Managers of BBLM Departments will be accountable for the Council vehicles which are allocated to their respective Departments.
- (b) Senior Managers are also responsible for the management and monitoring of fleet vehicles that have been allocated to their respective Departments.
- (c) Authorizations for the usage of vehicles will only be through written approval by Senior Managers, except where the Senior Managers has delegated such powers to the senior official within his/her department.
- (d) Senior Managers are required to annually review and submit fleet needs and specifications.
- (e) Senior Managers will be responsible to take action on fleet infringements arising from the misuse of Council vehicles by employees as well as facilitate disciplinary process.
- (f) The Senior Manager Technical shall advise Senior Managers about accidents and incidents affecting drivers in their respective departments for the Senior Managers to take further action.

7.1.3 Drivers

- a. A pool vehicle can only be driven by BBLM employees. The driver must have an unendorsed valid driver's license and internal permit which will be verified by the fleet management officer.
- b. Where necessary, drivers must be in possession of a Professional Drivers Permit.
- c. The driver must have no outstanding disciplinary action relating to suspension from driving by the BBLM or Traffic Authorities.
- d. Where necessary, drivers must be in possession of a Specialized Certificate in order to operate plant and machinery which are deemed motor vehicles. i.e., TLB, Graders and Bomac Rollers etc.
- e. The driver must ensure that he/she has the necessary approval to drive the vehicle with a signed trip authority form issued by the relevant Manager.
- f. He/she must have relevant driving documentation which must be in his/her possession at all times. The driver's pledge together with the compulsory checklist must be completed, signed and handed back to the Fleet Management Unit.
- g. It is the responsibility of the driver of the vehicle to ensure that passengers are confined to the safety area of the vehicle.
- h. The drivers must receive refresher inductions in consultation with the Human Resources Development (HRD)

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7.2 Allocation of fleet vehicles

There are three (3) types of allocations that can be approved by the Senior Manager and Technical Services viz. permanent, short term and ad-hoc allocations.

7.2.1 Permanent allocations

- (a) Allocation will be done in line with the specification provided by various departments.
- (b) No Municipal vehicles should go out of the municipal building without approval by completing trip authorization being local trip or out of the jurisdiction of Bela- Bela Municipality.

- (c) All Municipal Vehicles must be searched and checked by **Municipal Security**, and all the vehicles' accessories should be on the register all the time.
- (d) Monthly log sheets in respect of permanently allocated vehicles will have to be submitted to the Fleet Department (Fleet Office) by the various Service Departments for costing purposes.
- (e) When the vehicle is not in use, the user department/division must ensure that the vehicle's keys and logbook are handed to the designated official for safe keeping. and collected on Monday mornings, unless otherwise the use of such motor vehicle is required over the weekend for official purposes. i.e., Standby and call outs.

7.2.2 Short term Allocations

- (a) Short-term allocation of vehicles can only be affected subject to approval by the Head of Department of the official who intends to use the vehicle.

7.2.3 Ad-hoc Allocations

- (a) Daily allocations operate on the basis of day to day need for the use of vehicles as determined by the official operational requirements of BBLM.
- (b) The allocations referred require a signed trip authority which is approved by the Senior Manager in which the official seeking a vehicle is located.
- (c) In the event of non-availability of pool vehicles, the responsible Department will make necessary arrangements by approaching departments with permanently allocated vehicles.
- (d) Departments are under no circumstances allowed to lend vehicles that are permanently allocated to users from other departments without prior consultation of the responsible Department (Fleet Unit).
- (e) In the absence of a pool vehicle, the Senior Manager through fleet management unit may approve the use of a private vehicle.
- (f) Vehicles that are required on an ad hoc, short term or temporary basis should be provided from the central pool

7.3 Utilisaton of motor vehicles

- (a) The Council's fleet vehicles should be utilized in a responsible manner.
- (b) Employees must have the necessary driver's license for that particular category of vehicle to operate a municipal vehicle.
- (c) Deviations must be reported, followed up and corrected on a continuous basis.
- (d) Officials who receive a travel allowance may not use any Council vehicle either as a driver or as a passenger. (With the exception of the Fleet Management staff members on an ad hoc basis when authorized.)
- (e) Daily usage of vehicles should be authorized by the senior manager or designated official every morning by signing off the daily trip authorization book.
- (f) All trips beyond Bela-Bela Local municipality's demarcations should be authorized by the fleet officer and the senior manager through the completion a trip authorization book prior to the trip.

- (g) Senior Managers or designated official within the department are expected to relate to whether the trip was authorized or not and the purpose of the trip.
- (h) It is prohibited to transport personnel and goods and equipment together unless there is a partition (Shelter) separating staff from the goods and equipment being carried.
- (i) Transportation of personal goods in a municipal vehicle is prohibited.

7.4 Accidents

All accidents involving municipal vehicles during operation in public roads shall be reported to the South African Police Service immediately

- (a) The Fleet Management Unit shall investigate all vehicle accidents and gather all documentation, photographic and other evidence that may be relevant to the case.
- (b) An Assessor from a Municipal insurance company will be required to assist in the investigations, especially if the accident is of such a nature that there is substantial damage to the Council vehicle, or that of a third party or passengers sustained serious injuries and/or there is loss of life.
- (c) The traffic department and OHS must form part of investigation in terms of accident.
- (d) OHS will facilitate the process of reporting the accident/incident to Compensation Commissioner
- (e) Municipal manager must appoint an internal Investigator/ad hoc committee to investigate, Evaluate, gather evidence and compile a report with recommendations.

7.5 Passengers

- 7.5.1 Non-official Passengers carried by a municipal vehicle must be authorized by the supervisor of the driver and approved by fleet officer to travel in the vehicle.
- 7.5.2 Picking up casual passengers (i.e., hitchhikers) is not allowed under any circumstances.
- 7.5.3 The driver of the vehicle will be held responsible for unauthorized passengers conveyed in BBLM vehicles.
- 7.5.4 No private persons /goods will be allowed to be carried in a municipal vehicle.
- 7.5.5 Indemnification letter must be signed by the Senior Manager authorizing the official who intends to carry passengers who are not Council officials (Refer to Trip Authorization).

7.6 Funeral and Memorial Services

Municipality will not provide official municipal transport to any family member of the deceased or employees under the employment of the Municipality.

- 7.6.1 Municipal vehicle can however be utilized under the following conditions:
 - (a) Municipal Officials that are nominated by the accounting officer to represent their relevant department at a funeral, memorial service or any other functions related thereto.

(b) For all other Officials who will be attending the funeral or memorial service, transport may be made available based on the request. This should be based on the availability and as approved by the accounting Officer.

7.6.2 Subsidized vehicle owners, Senior Managers and other relevant Officials who have structured for a car allowance, will not be issued with Municipal vehicle, but will have to utilize their vehicles officially to perform all memorial and funeral functions as set out above.

7.6.3 In the event that a bus is made available by Municipality, all subsidized vehicles owners, Senior Managers and other relevant Officials may use bus, unless the Accounting Officer approves otherwise.

7.6.4 Any deviation from these guidelines, should be approved by Accounting Officer

7.7 Swapping of vehicle parts and accessories.

7.7.1 Under no circumstance shall vehicle parts and accessories (e.g. tyres, alternators, batteries, jacks etc.) be swapped with those of other vehicles.

7.7.2 Any deviation from these guidelines, should be authorised by Fleet Office or the Chief Financial Officer.

7.7.3 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.

7.8. Care and safeguarding of council vehicles

7.9.1 Cleanliness

1. Council vehicles must be always kept in a clean and neat condition by the user department.
2. The municipality must ensure that cleaning equipment's and material are provided which will be controlled by the fleet management office and or user department.
3. No driver or passenger will be allowed to smoke in a council owned vehicle.
4. Negligence due to smoking may lead to disciplinary actions against the driver.
5. No intoxicating substance must be consumed before and/or whilst driving a Council vehicle
6. No traditional or religious object/practices should be used in the municipal vehicles.
7. Fleet Officer will monitor the driver that complies and adhere to the fleet management policy throughout the year, the driver will be recognized.

7.9.2 Parking of vehicles

a) Municipal fleet shall be parked at authorised designated parking areas in municipal venues follows:

- i. Head Office (Main Municipal Building) – 57 Chris Hani Drive Bela-Bela
- ii. Public Works

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- iii. Waste Management Division – Moloto Street Bela-Bela
- iv. Traffic Department
- v. Water and sanitation division
- vi. Electrical Division
- vii. Municipal Halls (Multipurpose, Bela-Bela Community Hall, Pienaarsrivier Hall etc.)

b) All drivers authorised to keep the vehicle for standby purposes must ensure that the vehicle is parked at a safe and secure area.

SECTION B: PROCEDURE MANUAL - FLEET MANAGEMENT

1. AUTHORITY TO USE A VEHICLE

1.1. All officials requiring a vehicle must have a signed trip authority from their management before the vehicle is allocated. (Refer trip authorization form)

1.2. In normal circumstances a trip authority must be authorized by an official at Manager's level or above, who is senior to the person travelling and is in the direct management chain of command in the same department. In circumstances where this is not possible, alternate signatories must be identified within the municipality.

1.3. If a vehicle is to be used due to work related emergency where prior written approval is not possible, verbal trip authorization must be obtained immediately before utilization, or after the utilization, a trip authorization should be completed within 24 hours of usage.

1.4. This process is only to be used in a case of extreme emergency and the manager must be satisfied that the usage was necessary.

1.5. Trip authorities must not run longer than one week at a time for staff unless there are compelling reasons to do so.

2. ISSUING OF VEHICLES

2.1. The vehicles trip authorization should be issued in advance or before the vehicle is utilized.

2.2. The driver must carry his/her license and produce it to the transport officer within the Fleet Management Office.

2.3. The signed trip authority must be carried in the vehicle with a copy placed on the file at the Fleet Management Office.

2.4. 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.

2.5. Continued late return of vehicles may lead to disciplinary actions being taken.

2.6. The Fleet Officer will complete a vehicle issue form and a visual checklist before and after each trip.

3. TRIP AUTHORITY

3.1. The driver takes responsibility for the vehicle at this point. The vehicle will be checked using the same procedures. (Refer: vehicle checklist form)

3.2. The driver must hand in all petrol/diesel/oil purchase slips and fuel cards to the Fleet Management Unit for checking and allocation after each trip.

4. LOGBOOKS, FUEL CARDS, VEHICLE KEYS, AND VEHICLE EQUIPMENT

LOGBOOKS

I. It is the responsibility of the Driver to complete the vehicle logbook legibly and accurately. The number of kilometers travelled, and the speedometer reading should be accurately recorded in the logbook as they are indicated in the trip authorization form.

II. Logbooks are to be fully complied, and the Transport Officer must compare entries for each log sheet, with a view to determining accountability for each trip. Should it be determined that departmental vehicles have been misused, the head of that office should be informed, and the necessary steps taken to clarify the situation or take the necessary disciplinary actions.

III. If any vehicle has not been used during the month, a nil return must also be submitted. It is the duty of Transport Officer/s to ensure that all trips, petrol slips and the intake of fuel are recorded in logbooks and that this information is checked every month. All logbooks must be submitted to Transport Office on a monthly basis (preferably from the 1st -3rd)

IV. The Transport Officer is responsible for the monthly closing and co-ordination of all logbooks and should ensure that the expenditure on departmental transport is correctly allocated.

V. The Senior Official in the Transport Department shall review the logbooks on quarterly basis to ensure that any discrepancies discovered are rectified immediately.

FUEL CARDS

4.1. The fuel 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. The driver must sign for the allocation of fuel card whenever he need to refuel and return the card on the same day to the Fleet Officer for safe keeping.

4.2. All fuel receipts must be kept and made available when the vehicle is returned to the Fleet Management Unit. The Transport Officer must also compare fuel slips received from the driver with the entries in the logbook.

4.3. All fuel receipts for daily trips must accompany daily trip authorities.

4.4. Stolen fuel cards must be reported to the Fleet Officer and the local SAPS within 24 hours by the officials to whom the fuel card was allocated.

4.5. Lost fuel cards must be reported to the Fleet Officer in writing immediately. The report will be assessed, and consequence management may be taken against the employee.

4.6. Fuel for use on machinery e.g. lawn mowers (which must be filled in containers) must be obtained with proper approval from the respective Manager and the Fleet Management Office.

4.7. To facilitate control over fuel consumption, fuel tanks of vehicles must always be filled to the maximum capacity of the tank without overfilling the tank

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5. MANAGEMENT SYSTEMS

5.1. This section is reinforced by the pledge that is expected to be signed by each BBLM driver before a BBLM vehicle is allocated to him/her.

5.2. The following key indicators will be kept for each vehicle by the Fleet Management Officer:

- 5.2.1. Actual kilometers travelled
- 5.2.2. Fuel utilization (km/l)
- 5.2.3. Total maintenance cost
- 5.2.4. Maintenance cost per kilometer
- 5.2.5. Running cost per kilometer
- 5.2.6. Availability
- 5.2.7. Utilization
- 5.2.8. Vehicle Performance Vs other similar vehicles within the fleet
- 5.2.9. Accidents

6. ADMINISTRATIVE ACCIDENT REPORTING: INTERNAL

6.1 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 Chief Risk Officer.

6.2 If the driver had two consecutive accidents while investigation for the first accident is pending, supervisor of that driver must be informed and suspend the driver from driving municipal vehicle pending the investigation by the fleet office and legal section.

6.3 The legal section will issue a letter of suspension to the driver to stop driving municipal vehicle until investigation concluded.

6.4 The Fleet Officer 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.

6.5 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 Fleet Officer or his/her superior so that the Legal dept. must attend to it.

6.6 Any accident, damage or third-party claim received shall immediately be submitted to the Chief Risk Officer. 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 Chief Risk Officer.

6.7 In a case where a driver has been found to be negligent in an accident involving a Municipal Vehicle, the driver will be liable for the repair costs/ excess amount.

7. DISPOSAL AND ACQUISITION OF FLEET VEHICLES BY BELA-BELA MUNICIPALITY

7.1 Fleet vehicles will be disposed of in line with the Supply Chain Management regulations and the Asset Management Policy, Procedures and Implementation guide.

7.2 Vehicles will be replaced every 5-7 years or 160 000km for sedans and 5-7 years or 180 000km for bakkies and trucks subject to the overall condition of the vehicle.

7.3 Council will require a Certificate of Fitness annually from a reputable organization, for every commercial vehicle that falls outside the warranty period.

7.4 The Fleet Management Policy, Procedures and Implementation guide outlines the procedures to be followed in acquiring Council's vehicles, and the same will apply to the fleet assets.

8. TRAFFIC OFFENCES

8.1 The driver of a Council 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, the traffic fines will be deducted from payroll after consultation with an employee. If the fault is not on the driver's side, the Municipality will be responsible.

8.2 Employees are required to report to their immediate superiors if a driver's license or professional driver's permit has been suspended and if such suspension will result in an employee not being able to perform his/her duties.

8.3 Employees may face disciplinary action should they not be able to perform their employment duties based on their own actions and/or negligence in this regard.

8.4 It is the responsibility of the fleet officers to coordinate the process of licensing, registration and roadworthy of Municipal vehicles timeously.

8.5 Council may, at its sole discretion, assist financially 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.

8.6 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

8.7 All officials receiving the travel allowance are not permitted to drive or be passengers on municipal vehicles, i.e., Senior Manager, Divisional Managers and all officials that are receiving travel allowances and may be subjected to disciplinary action.

ANNEXURE A

BBLM DRIVERS DAILY ACTIVITIES

Drivers are required to perform pre-trip inspection and complete checklist form before driving the vehicle daily. Keys will be released only after the checklist has been completed by the supervisor or Fleet Management office.

ACTIVITY CONSEQUENCE

A driver with an endorsed/no driver's license is strictly prohibited from driving BBLM vehicles

1. The driver must perform interior inspection of the vehicle: general cleanliness e.g., dashboard, seats, carpets etc. Switch it on and check: hooter wipers, indicators, head lights, fuel gauge, oil gauge, radio tape, Speakers etc. **TRANSGRESSIONS WILL LEAD TO DISCIPLINARY HEARING. HEADS OF DEPARTMENTS WILL BE RESPONSIBLE FOR ACTION TO BE TAKEN**
2. Check exterior of the vehicle for: dents, chips on windows, aerial, number plate, side rear mirrors, tyre condition, break lights, indicator lights, red triangle, fuel cap secure and general cleanliness
3. Get a vehicle checklist from the Fleet Officer (Refer to attached checklist) Failure to adhere to carry out this activity will prejudice your case in the event of an accident happening.
4. Complete a requisition form and obtain authorization for the trip.
5. Stop at first garage and check: tyre pressure, water level in the radiator and oil gauge. Refill when necessary. Drive carefully. Park the vehicle in a designated Municipal parking bay and hand back the key before going home.
6. Check service book and report defects/anomalies to the Fleet Management Officer. Sign checklist and hand it back to the Fleet Management Officer.

9. POLICY MONITORING AND EVALUATION

- a. This policy shall be reviewed annually and as and when required.

10. POLICY MONITORING AND EVALUATION

- a. This policy shall be implemented and effective once recommended by the Local Labour Forum and approved by Council.
- b. Non-compliance to the stipulations contained in this policy shall be regarded as breach of Code of Conduct, which shall be dealt with in terms of the disciplinary code and procedures.
- c. Head of Technical Services shall carry out the monitoring and evaluation of the policy's implementation.

8. POLICY APPROVAL

This policy and procedure manual was formulated by The Office of the Chief Financial Officer in consultation with the Local Labour Forum.

Chairperson on behalf of LLF: Signature: _____ Date: _____

Authorised by Municipal Manager: Signature: _____ Date: _____

Approved by Municipal Council: Signature: _____ Date: _____



BELA BELA MUNICIPALITY

Private Bag X1609 BELA BELA 0480

2855

AUTHORISATION FOR DAILY TRIP

Date:

Driver Name:

Department:

Vehicle Reg: Kilometer Reading:

Driver's Licence: Yes No

Destination:

Driver Name & Signature: Date:

Approved by (Div. Manager / Supervisor) Signature: Date:

Authorised by (Fleet Officer) Signature: Date:

FOR SECURITY OFFICE ONLY

Wheel spanner Yes No

Spare wheel Yes No

OFFICIAL STAMP

Jack Yes No

Triangle Yes No

Other:

Waterfront Signs 014 736 3336



BELA BELA MUNICIPALITY

Private Bag X1609 BELA BELA 0480

2856

AUTHORISATION FOR DAILY TRIP

Date:

Driver Name:

Department:

Vehicle Reg: Kilometer Reading:

Driver's Licence: Yes No

Destination:

Driver Name & Signature: Date:

Approved by (Div. Manager / Supervisor) Signature: Date:

Authorised by (Fleet Officer) Signature: Date:

FOR SECURITY OFFICE ONLY

Wheel spanner Yes No

Spare wheel Yes No

OFFICIAL STAMP

Jack Yes No

Triangle Yes No

Other:

Waterfront Signs 014 736 3336

ANNEXURE B – Daily Vehicle Inspection Checklist

DAILY VEHICLE INSPECTION CHECKLIST

REGISTRATION NO: _____

DATE: _____ ODO READING: _____

Vehicle - Interior

Item	Satisfactory
	Yes/No
Engine operation	Yes No
Handbrake/locks	Yes No
Seatbelts work	Yes No
Interior lights	Yes No
Controls are in good position	Yes No
Warning lights are on	Yes No
Oil level	Yes No
Water level is sufficiently high	Yes No
Brake fluid levels are high	Yes No
Power fluid levels are high	Yes No
Emergency roadside kit stocked	Yes No

Vehicle - Exterior

Item	Yes/No
Windows/ Windshield	Good / Cracked
Windshield wipers working	Yes No
Headlights (high/low beam)	Yes No
Tail lights / brake lights	Yes No
Emergency brake in good working order	Yes No
Power brakes are in good working order	Yes No
Horn	Yes No
Tyres in good shape	Yes No
No air leaks	Yes No
No oil / grease leaks	Yes No
No fuel leaks	Yes No
Mirrors are in good position	Yes No
Exhaust system is in good working order	Yes No
Wheels and fasteners are fitted tightly	Yes No
Turn signals	Yes No
Vehicle is free of excessive damage	Yes No
Vehicle condition satisfactory	Yes No
Defects reported	Yes No

Engine Compartment


Item	Yes/No
Oil level	High Mid Low
Water level (anti-freeze)	High Mid low
Belts secured	Yes No
Water level	High Mid Low
Washion fluid level	High Mid Low
Washer bottle full	High Mid Low
Correct fluid	High Mid Low
Coolant level	High Mid Low

Additional Comments

Engine Operating System

Item	Yes/No
Engine running	Yes No
Steering Left	Yes No
Steering Right	Yes No
Clutch	Yes No
Brake	Yes No
	Working / Not working

Signature: _____
 Time: _____

 **BELA BELA MUNICIPALITY**
Private Bag X1609 BELA BELA 0480 05062
AUTHORISATION FOR FUEL

Date:

Department:

Vehicle Reg:


Kilometer:

Fleet Officer: (Name) OFFICIAL STAMP

Signature:

Driver: (Name)

Signature: Waterfront Signs 014 736 3336

 **BELA BELA MUNICIPALITY**
Private Bag X1609 BELA BELA 0480 05063
AUTHORISATION FOR FUEL

Date:

Department:

Vehicle Reg:


Kilometer:

Fleet Officer: (Name) OFFICIAL STAMP

Signature:

Driver: (Name)

Signature: Waterfront Signs 014 736 3336

 **BELA BELA MUNICIPALITY**
Private Bag X1609 BELA BELA 0480 05064
AUTHORISATION FOR FUEL

Date:

Department:

Vehicle Reg:

Kilometer:

Fleet Officer: (Name) OFFICIAL STAMP

Signature:

Driver: (Name)

Signature: Waterfront Signs 014 736 3336

ANNEXURE F – Authorization for tyre and puncture repair



BELA BELA MUNICIPALITY
Private Bag X1609 BELA BELA 0480 2575
AUTHORISATION FOR PUNCTURE / NEW TYRE

Date:.....

Driver Name:.....

Department:.....

Vehicle Reg:..... Kilometer Reading:.....

Driver's Licence: Yes No

OFFICIAL STAMP

Destination:.....

Authorised by:.....

Signature:.....

Waterfront Signs P 014 736 3336



BELA BELA MUNICIPALITY
Private Bag X1609 BELA BELA 0480 2576
AUTHORISATION FOR PUNCTURE / NEW TYRE

Date:.....

Driver Name:.....

Department:.....

Vehicle Reg:..... Kilometer Reading:.....

Driver's Licence: Yes No

OFFICIAL STAMP

Destination:.....

Authorised by:.....

Signature:.....

Waterfront Signs P 014 736 3336



BELA BELA MUNICIPALITY
Private Bag X1609 BELA BELA 0480 2577
AUTHORISATION FOR PUNCTURE / NEW TYRE

Date:.....

Driver Name:.....

Department:.....

Vehicle Reg:..... Kilometer Reading:.....

Driver's Licence: Yes No

OFFICIAL STAMP

Destination:.....

Authorised by:.....

Signature:.....

Waterfront Signs P 014 736 3336

ANNEXURE G – Vehicle Access Control Register

