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GREATER GIYANI MUNICIPALITY

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Fleet Management Policy

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Object

The object of this policy is:

to guide the acquisition, provision and maintenance of an effective and efficient fleet of vehicles, machinery and equipment; to manage such fleet of vehicles, machinery and equipment in a manner that the Municipality's mission and fleet user's aspired goals are met in a cost effective way; and to regulate the management and use of pool vehicles by the officials of the Municipality and to ensure that the fleet is used in a safe and efficient manner.

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1. DEFINITION OF TERMS

“MUNICIPAL VEHICLES” means all vehicles and machinery owned by the Municipality;

“SERVICE PROVIDER” Means:-

In respect of municipal owned vehicles it shall be Fleet Management Offices.

In respect of non –owned municipal vehicles, it shall be the relevant external service provider.

“DRIVER” means a person appointed as a driver of municipal fleet.

“OCCASIONAL DRIVER” Means a municipal official who is not a permanent driver, but is required to use municipal vehicle on *ad hoc* basis to perform his/her duties.

“PROFESSIONAL DRIVER” means a municipal official employed specifically to drive municipal vehicles for general transport purposes.

“OPERATOR” means municipal official employed specifically to operate machines.

“HOD” means a Department Director, Chief Finance Officer.

“ACCOUNTING OFFICER” means the Municipal Manager/Acting Municipal Manager.

2. PREAMBLE

- (1) The objects of local government are: (a) to provide democratic and accountable government for local communities; (b) to ensure the provision of services to communities in a sustainable manner; (c) to promote social and economic development; (d) to promote a safe and healthy environment; and (e) to encourage the involvement of communities and community organisations in the matters of local government.
- (2) The Greater Giyani Municipality must strive, within its financial and administrative capacity, to achieve the objects set out in the Constitution of the Republic of South Africa Act 108 of 1996.
- (3) The developmental duties of the municipality are to structure and manage its administration, budgeting and planning processes to give priority to the basic needs of the community, and to promote the social and economic development of its communities. Further to this, the municipality is required in terms of the law to participate in national and provincial development programmes.
- (4) In terms of **section 63 (1)** of the **Local Government: Municipal Finance Management Act as amended (MFMA)** - The Accounting officer of a municipality is responsible for the management of (a) the assets of the municipality, including the safeguarding and the maintenance of those assets; and (b) the liabilities of the municipality.
- (5) The accounting officer must for the purpose of subsection (1) take all reasonable steps to ensure:
 - (a) That the municipality has and maintains a management, accounting and information systems that accounts for the assets and liabilities of the municipality;
 - (b) That the municipality assets and liabilities are valued in accordance with standards of Generally Recognized Accounting Practice (GRAP).
 - (c) That the municipality has maintains a system of internal control of assets and liabilities, including an assets and liabilities register as may be prescribed.

3. LEGISLATIVE FRAMEWORK

- (1) Constitution Of The Republic Of South Africa Act, 108 Of 1996
- (2) Local Government Municipal Structures Act, 117 of 1998
- (3) Local Government: Municipal System Act No, 32 of 2000
- (4) Local Government: Municipal Finance Management Act, 56 of 2003
- (5) Road Traffic Act, No, 29 of 1989
- (6) Transport Circular NO.4 of 2000 (National Transport Policy)

4. PURPOSE

- (1) The Greater Giyani Municipal Council has pool vehicles, departmental fleet, machinery and car allowance services.
- (2) Departments are involved to a certain extent in the management of Council fleet falling within their respective units.
- (3) The size of the fleet managed by the departments varies from one department to another.

- (4) This policy seeks to introduce and maintain an efficient fleet management system that will ensure the equitable distribution of vehicles across departments in complementing the object of local governments in South Africa.
- (5) The purpose of this policy is to:
- (a) to acquire, provide and maintain an effective and efficient fleet of vehicles, machinery and equipment;
 - (b) to manage such fleet of vehicles, machinery and equipment in a manner that the Municipality's mission and fleet user's aspired goals are met in a cost effective way;
 - (c) to regulate the management and use of pool vehicles by the officials of the Municipality and to ensure that the fleet is used in a safe and efficient manner;
 - (d) to provide a procedure for accidents and *modus operandi* for conducting an inquiry into vehicle accidents involving Municipal vehicles;
 - (e) to provide a framework for remedial actions to be instituted by Management;
 - (f) 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;
 - (g) to ensure that vehicles are serviced on time and properly maintained to support the Council in the attainment of its objectives; and
 - (h) to co-ordinate the management of Council transport by means of control measures which are applicable to all officials and Councillors.

5. FLEET MANAGEMENT OBJECTIVES

(1) Management, Accountability, Responsibility and Reporting.

- (a) The fleet management policy and operational fleet management will be the responsibility of the Fleet/Asset Manager;
- (b) The Fleet/Asset Manager must maintain a list of vehicles, machinery and equipment.
- (c) Fleet assets required on an *ad hoc*, seasonal or temporary basis should be provided from the central pool.
- (d) This policy will apply to all municipal officials, who are required to use council vehicles when conducting their official duties.
- (e) This applies to contract / temporary as well as full time employees.
- (f) Heads of Departments will be accountable for the vehicles which are allocated to officials within their respective Departments.
- (g) Authorisation for the usage of vehicles will only be approved by Heads of Departments, except where the HOD has delegated such a power in writing to the senior official within his/her Department.
- (h) Such a delegation must be of a senior level within that department.
- (i) HOD's are responsible for the management of fleet assets that have been permanently allocated to their respective Departments.

- (j) Budget and Treasury Department is required to budget for operational usage of vehicles by the employees.
- (k) The Corporate Services Department is responsible for the disciplinary actions arising from the misuse of Council vehicles by the employees.

(2) Fleet/Asset Manager.

- (a) Transport to departments of the Municipality is supplied as a tool to their developmental objectives.
- (b) It must therefore be used in the most cost-effective manner.
- (c) The Fleet/Asset Manager is responsible for the on-going development of a policy framework and an operational management system for the use of all vehicles, and must co-ordinate the Municipality's fleet management and reporting.

6. DUTIES OF FLEET OFFICERS

(1) The duties of a Fleet Officer

The duties of the fleet officer and any other official designated to assist with transport functions are to:-

- (a) Coordinate fleet and machinery to ensure optimal utilization of at all times;
- (b) Exercise control over the fuel and maintenance expenditures involved in the use of motor fleet and machinery;
- (c) Provide ad hoc fleet request efficiently, effectively and objectively;
- (d) Ensure the proper completion and regular scrutiny of all records and returns concerning transport, and keep a Vehicle Asset Register;
- (e) Ensure that all vehicles are kept in good roadworthy condition and that they are serviced on regular basis;
- (f) Ensure that all instructions relevant to the use, operation and maintenance of vehicles are complied with;
- (g) To conduct fleet inspections along with drivers at the point of issuing and handing over of any vehicles/machinery, and signing of the inspection for by the parties involved;
- (h) To conduct fleet inspections along with drivers at the point of receiving any vehicles/machinery back to pool, and signing of the inspection for by the parties involved;
- (i) Departments that have permanently allocated vehicles are responsible for conducting and signing relevant vehicle inspection forms when issuing vehicles/machinery to drivers and operators, and also do so when receiving them back;
- (j) To ensure that municipal vehicles are always in a good state of repair;
- (k) To ensure that all municipal vehicles are licensed and insured; and
- (l) Communicating with municipal vehicle tracking system service provider.

(2) Fleet Management System

The following key indicators will be kept for each vehicle by the Fleet/Asset Management Unit:

- (a) Tracking and recovery installations;
- (b) Vehicle reports;
- (c) Vehicle Driver Reports;
- (d) Fuel and fuel cards reports;
- (e) Electronic vehicle driver keys or Auto-remote tags; and
- (f) Other reports generated by the system as a management tool.

7. TRACKING & RECOVERY SYSTEMS AND OTHER ADDITIONAL EQUIPMENTS

- (a) All municipal vehicles shall be fitted with satellite tracking and recovery device.
- (b) Such fitments must be done through the municipality's supply chain management process or duly appointed service providers.

8. ALLOCATION OF VEHICLES

- (1) All municipal vehicles are considered as property of the Council regardless of the allocation or original source of the vehicle.
- (2) There are **three (3) main types** of allocation for municipal fleet and machinery and they are:
 - (a) **Pool Vehicles** (*i.e. vehicles used as and when the occasion arises*)
 - (b) The policy caters for regular and daily allocation of pool vehicles.
 - (c) The regular or daily allocation operates on the basis of a mostly one day need for the use of vehicles as determined by the official's operational duties of the municipality.
 - (d) The allocations require a pre-approved itinerary by the HOD or delegated senior official and presented to Fleet Management for allocation of a vehicle.
 - (e) Such approved itinerary must be presented to the Fleet Management Unit not less than twenty four (24) hours prior to the envisaged trip.
 - (f) In the event of non-availability of pool vehicles, the Fleet/Asset Manager will make necessary arrangements by approaching departments with permanently allocated vehicles.
 - (g) Departments are under no circumstances allowed to lend vehicles that are permanently allocated to them to users from other departments without consulting the Fleet/Asset Manager.

(3) Permanent Allocation

- (a) Fleet management may allocate fleet to departments on a permanent basis.

- (b) Permanent allocation of fleet and machinery to departments must be informed by the nature of the duties performed, frequency of the usage of the vehicle and for emergency services, and allocation may be reviewed from time to time.
- (c) The department directors with a permanently allocated vehicle are responsible for the approval of trip itineraries for their department officials; however heads of departments may delegate responsibilities for approval of itineraries to senior officials within their sub-directorates.
- (d) Only itineraries recommended and signed by supervisors of the driver of the vehicle may be approved by the HOD or delegated senior official. Week-long itineraries may be authorised for routine services.
- (e) Departments that are given permanently allocated vehicles and machinery fleet immediately assume the responsibilities of:
 - (i) keeping copies of duly signed trip authorizations;
 - (ii) keeping copies of duly signed vehicle inspection forms;
 - (iii) maintaining logbooks; and
 - (iv) Submitting logbooks with above copies to fleet management transport every Monday or working day thereafter if Monday is holiday.
 - (v) Keys and logbooks for permanently allocated vehicles should be kept by the department in a lockable safe.
 - (vi) Faulty vehicles must be taken to the council mechanical workshop for assessment and repairs.
 - (vii) Fleet/Asset Management will facilitate servicing, repair and maintenance on the basis of recommendations from the mechanic.
 - (viii) Motivation for request of permanent allocation of a vehicle must be in writing stating the reason for such an allocation with the signature of the HOD and approved by the Municipal Manager.
 - (ix) The Heads of Departments shall take responsibility and be accountable for vehicles allocated in their respective departments.

(4) Short-Term Allocation

- (a) Vehicles can be allocated to officials for a short-term period of a week, two weeks or a month depending on the need.
- (b) 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 a vehicle allocated.
- (c) The Fleet/Asset Manager cannot issue a vehicle for short-term allocation without the approval of the HOD and is on the basis of availability.

9. DRIVING OF MUNICIPAL FLEET AND MACHINERY

(1) Who May Or May / May Not Drive The Vehicle And Machinery

- (a) Employees who are allowed to drive municipal vehicles are permanently employed staff members, and do not have a car allowance or government vehicle subsidy.

- (b) Officials that receive car allowances, or have vehicle subsidy are prohibited from driving or be passengers in municipal vehicles without written authorization by the Accounting Officer under legitimate extreme circumstances.
- (c) The accounting Officer may approve that interns be tested for authority to drive Council fleet in line with their functions and upon recommendation by their respective Head of Department.
- (d) Political office bearers other than the **Mayor** and the **Speaker**, who receive a travelling allowance in terms of the Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils are excluded from driving or travelling in municipal fleet.
- (e) It is only the **Accounting Officer** who may, under legitimate extreme circumstances beyond convenience, approve a written pool vehicle trip authorization that include councillors and officials that hold travel and car allowances.
- (f) Pool vehicles may be driven by any official who has a valid driver's license and authority to drive Council vehicles.
- (g) Personnel appointed to a post 'Driver' and/or 'Operator' need not be re-examined for authority to drive or operate council vehicles and machinery.
- (h) Vehicles cannot be used for party political purposes under any circumstances, or to take part in industrial union activities.

(2) Pre-Inspection - Vehicle And Machinery

- (a) The fleet Management unit and departments that hold permanently allocated vehicles must conduct vehicle inspections to all municipal fleet along with the driver or operator at the point of issuing, handing over and receiving back to custody.
- (b) The issuing and return inspections on vehicle and machinery shall be done by the fleet management officers and delegated department officials accompanied by the driver or operator.
- (c) A **vehicle inspection form** shall be completed and signed by both parties at the end/conclusion of each of the two inspections.
- (d) All defects must be recorded and reported accordingly.

10. DRIVERS

- (1) Municipal employees that have valid and unendorsed driver's licence must undergo a retest by the Giyani Registering Authority for authority to drive council vehicles.
- (2) The transport officer must check the driver's license validity at all times when issuing a vehicle.
- (3) The driver must have no outstanding transport related disciplinary actions against him/her at the time of taking the municipal vehicle.
- (4) Where required by law, drivers must be in possession of a valid Professional Drivers Permit.

11. DRIVER TAGS

- (a) Employees who successfully pass the retest and obtain authority to drive council vehicles shall obtain a Vehicle Driver Auto-remote Tag form Fleet Management;
- (b) The auto-remote tag shall be programmed with the driver's surname and initials, date of birth, I D number, contact number and department to which they belong;
- (c) The tag holder is accountable for the Vehicle Driver Behaviour reports that arise from tagging the vehicle;
- (d) Tagging a vehicle for another driver is prohibited;
- (e) Vehicle driver tags are assets as much as the vehicle is, and have to be accounted for against loss, damage and misuse;
- (f) In the event of death, resignations and dismissal, **Corporate Services Department** should retrieve or recover the tags and return them to **Fleet Management**;
- (g) In the event of **loss**, the driver must notify **Fleet Management** through a **declaration/affidavit** done with the **South African Police Services**;
- (h) Lost driver tags shall be replaced at a cost price and such must be paid by the driver.

12. PASSENGERS

- (a) Passengers carried by a municipal vehicle must be authorized to travel in the vehicle.
- (b) The picking up of casual passengers or hitch hikers is not allowed under any circumstances.
- (c) The driver of the vehicle will be held responsible for ensuring that unauthorised passengers are not conveyed.
- (d) Indemnification letter must be signed by the HOD authorising the official who intends to carry passengers that are not Council officials.

13. TRIP AUTHORITY

- (a) A trip authorisation must be recommended through a signature by the immediate supervisor stating whether a pool or private/subsidised vehicle is being recommended.
- (b) The trip authorisation must further be approved by the **Director** or the **Delegated Senior Official** of that relevant municipal department after stating whether a pool or private/subsidised vehicle is being approved.
- (c) Delegation of powers to approve itineraries/trip authorities may be exercised upon officials of Post Level 2 to Level 5 only.
- (d) Trip authorities must not run longer than one week at a time.
- (e) If a vehicle is requested in an emergency, a written trip authority must be obtained immediately after the fact, or within 24 hours.
- (f) Where circumstances permit the driver concerned should make arrangement to get authorization telephonically before the trip is undertaken but such arrangement does not exempt the driver from getting written authorization within the stipulated period. This

process is only to be used in a case of extreme emergency and the department director must be satisfied that the journey was necessary.

14. UTILISATION OF FLEET VEHICLES

- (a) The driver/operator of a municipal fleet shall use the shorter of the routes to and from the approved destination, unless diverted by extreme road conditions such as violent protests.
- (b) A staff member of a municipality may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the municipality to which that staff member has no right.
- (c) A staff member of a municipality may not request, accede to request/s, solicit or accept any reward, gift or favour for unauthorised use of municipal property.
- (d) A staff member may not utilize municipal assets to perform personal jobs or for another person or organization, or for reward.
- (e) The Council's fleet assets should be utilised in a responsible manner, which will ensure the valuable and long-term use of such assets.
- (f) All vehicles should be used on the day of travel unless advance authority to park the vehicle at home has been obtained.
- (g) The driver must carry his/her license and produce it to the transport officer upon request..
- (h) The signed trip authority must be carried in the vehicle with the copy placed on the file at the transport office.
- (i) The intended time of departure and return is to be recorded on to the vehicle control register and compared against the actual time of return.
- (j) Continued late return of vehicle may lead to a refusal to allocate vehicles in the future.
- (k) Not more than one vehicle will be authorized to travel to the same destination for the execution of municipal duties; only one vehicle will be issued unless otherwise the officers to be transported are more than the required load.

15. OVERNIGHT PARKING

- (a) The Fleet/Asset Manager must allocate an approved parking place for each vehicle.
- (b) The parking places should be lockable or with 24 hour security available.
- (c) The driver of the vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit.
- (d) Parking charges for the use of secure parking will be refunded.
- (e) Where circumstances do not permit, vehicles may be parked in the nearest government premises on condition that the parking place should be lockable or with 24 hour security available.
- (f) The driver of the vehicle is responsible for ensuring that the vehicle is parked at a safe place.
- (g) Permission may be given for a vehicle to be parked overnight at home of an official if the following conditions are met:

- (h) The location has been reviewed by the Transport Officer and security is considered adequate, e.g. there is garage or lockable gates and;
- (i) The member of staff will be leaving early in the morning or returning late at night. The actual time that this should apply is when public transport is not available.
- (j) Exception can also be made if the personal security of the official is at stake.
- (k) If the official is on standby and there is no means by which he/she can be transported in the event of a call out.
- (l) Whilst a vehicle is parked at home it may not be used for any private purposes.
- (m) 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.
- (n) Private use of the vehicle whilst parked at home will lead to the withdrawal of the privilege and possible disciplinary action.
- (o) The officer responsible for transport must perform a distance check to determine the reasonableness thereof.

16. DEVIATION FROM APPROVED ITINERARY ROUTE.

- (a) Deviation from approved itinerary is prohibited unless directed by the trip approving authority under official circumstances. Such authorised deviations must be reduced to writing when the driver returns to base.
- (b) Unauthorised deviations from approved itinerary constitute a misconduct and will be investigated accordingly.
- (c) Should it be established after an investigation that the deviation is unauthorised, costs will be recovered from the driver calculated at the current rand and cents rate per kilometre for vehicles and kilometre plus hours for machinery.

17. CARE AND SAFE GUARDING OF COUNCIL VEHICLES

- (a) Council vehicles must be kept in a clean and neat condition at all times.
- (b) Smoking is **NOT** allowed in Council vehicles.
- (c) Although eating and drinking in Council vehicles is not encouraged, should circumstances dictate otherwise, the driver should remove litter/ left-overs from the vehicle.
- (d) No intoxicating substance may be consumed before and/or whilst driving a Council vehicle.

18. AFTER USE OF A VEHICLE

- (a) The driver must fill the correct departing and closing odo-readings or kilometres travelled on to the approved trip authorisation form and logbook.
- (b) The driver shall ensure that the vehicle is in a clean and tidy condition. If the vehicle got dirty while in use, the driver must arrange for it to be cleaned by car washers used by council.

- (c) The driver must complete the vehicle inspection form along with the receiving transport officer.
- (d) The driver will ensure that the vehicle is locked properly and should the vehicle have a removable radio/radio cover, he/she shall remove the same and give it to the Fleet/Asset Manager for safe keeping.
- (e) In the event of any visible damage, the driver shall endorse the inspection sheet accordingly and shall immediately submit a written report in that regard to his/her Head of Department and Fleet/Asset Manager.
- (f) The driver shall return the keys, petrol card, toll gate slips, copy of fully completed trip authorisation form, pre-drive inspection sheet and petrol slips to the transport officer and report verbally and in writing any observations or defects.

19. LOG BOOKS, FUEL CARDS, VEHICLE KEYS, VEHICLE EQUIPMENT

- (a) All vehicle keys should be safely secured in lockable safe accessible to the transport officer/s in the Fleet Management Unit or delegated senior officials within departments.
- (b) All sets of spare keys for vehicles and machinery, along with the Certificates of registration must be kept in a separate secure safe and may only be issued out by the Senior Administration Officer of the Fleet Management Unit or the Manager of the Assets Management Sub-directorate.
- (c) 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.
- (d) A distance check must be performed where the vehicle was not parked at official locations.
- (e) It must be possible from the details given in the itinerary and logbook for a distance check to be carried out.
- (f) Ad-hoc distance checks should be performed where vehicles are parked at official locations. This should be performed by the Fleet/Asset Manager.
- (g) The Fleet/Asset Manager may either attach a calculation of the distance check to the "Vehicle Issue Form" or must perform the calculation on the form. Any discrepancies must be investigated.
- (h) The driver of a pool vehicle and machinery assumes responsibility for the machine, vehicle, vehicle content, logbook and keys once the vehicle or machinery is handed over according to approved itinerary and accepted by the driver or operator.
- (i) A vehicle or machinery may not be handed over to another person or driver except to return it to the Fleet Management Unit or department who issue out vehicles and machinery.
- (j) 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.
- (k) It is the responsibility of the driver to fill in the vehicle logbook legibly and accurately. It must be possible from the details given for a distance check to be carried out.

- (l) All fuel receipts must be kept and made available when the vehicle is returned to the Fleet/Asset Manager.
- (m) The Fleet/Asset Manager will make available to the Budget and Treasury Office log sheets at the end of each month for costing purposes.
- (n) A copy of the log sheet will thereafter be filed with the Fleet/Asset Manager.

20. TRAFFIC OFFENCES

- (a) Municipal employees, drivers and operators will be authorised to drive and operate municipal fleet on the basis of **valid driver/operator licences** issued by the **Department of Roads and Transport** in terms of the **Road Traffic Act**.
- (b) The driver of a Council vehicle shall diligently obey all traffic laws.
- (c) All traffic fines that arise from the driver's/operator's negligence, failure to observe traffic rules and road signs, receiving a vehicle of machine with broken windscreen will be borne by the driver or operator concerned.
- (d) Council 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.
- (e) **Budget & Treasury Department** will direct traffic fines to relevant employee road traffic offenders for payments.

21. LOAD ON VEHICLES

- (a) The load on any municipal vehicle may not exceed the maximum recommended by the manufacturer of the vehicle.
- (b) Apart from the unfair strain on the vehicle, with resultant accident risk and high wear, overloading also has an adverse effect on the road surface and tire life and may induce failures which endanger the lives, not only of the occupants of the vehicles but also of other road users.
- (c) Drivers of municipal assets will be held personally liable for accidents resulting from overload and the costs arising from such incidents.
- (d) If a load is transported in a vehicle care should be taken that it will be properly safeguarded at all times in order to prevent any potential damage or loss.
- (e) When a towed unit is used, the total mass of this unit may not exceed the mass of the towing vehicle concerned as prescribed by the manufacturer.
- (f) Officials in charge of municipal vehicles must ensure that vehicles are safely parked and must at all times take reasonable steps to safeguard vehicles, including accessories and tools, against theft, irregular use, damage and fire.
- (g) Under no circumstances may articles or documents, whether municipal or private property, be left on or under the seats, on the floor or in the glove box of a vehicle used on official duty while such vehicle is parked or left unguarded. If such articles or documents must of necessity be left in the vehicle, they must be locked away in the boot or enclosed area.
- (h) When, on account of their mass and/or size, it is impracticable to move articles to the boot of the vehicle or where special heavy vehicles are carrying large consignments of

municipal property, the driver or other responsible official must take all possible and practical precautions for the safe keeping of such municipal property before he/she necessarily absent himself temporarily from the vehicle. Irresponsible officials or employees will be held liable for any loss to the municipality through non-observance of this paragraph.

22. ROADWORTHINESS OF VEHICLE

- (a) The Budget & Treasury Department is responsible for the roadworthiness of all municipal fleet.
- (b) The driver of a municipal vehicle should at all times ensure that the vehicle is in a roadworthy condition, with special emphasis in this connection on the steering, the brakes, the lights, the wheel nuts, windscreens, the condition of the tyre and safety belts.
- (c) In this regard the Transport Officer should make sure that certain types of vehicles such as trucks must be tested regularly for a certificate of fitness to be issued.
- (d) Any defect and dashboard warnings that occur after receipt or during driving of the vehicle and machinery should be brought to the attention of fleet management officers as soon as discovered.
- (e) In the event of signals of excessive engine heat or lack of power, the engine must be switched off immediately and the vehicle must not be driven further until the matter has been rectified.

23. SAFE DRIVING

- (1) **Traffic regulations.** Traffic and any other regulations applicable to the users of the road must be strictly observed at all times.
- (2) The municipality recuses itself from all forms of traffic offences, expenses, penalties/fines, accidents and other such similar matters that arise from the driver's roadworthy behaviour and negligent driving.
- (3) All costs will be to the driver and without reimbursement.
- (4) Where these rules are not observed, the municipality will not pay any penalties imposed.
- (5) **Speed limit.** The applicable speed limit must not be exceeded at any time.
- (6) **Rules of the road and hints.** Users of a municipal vehicle must obey the rules of the road at all times.
- (7) To acquire good driving habits the following limits are provided:
 - (a) Thorough knowledge of traffic regulations and signs;
 - (b) Overtaking or passing of traffic only when the road is clear and it can be done safely.
- (8) Driving at night:
 - (a) Reduce speed.
 - (b) Dip headlights
 - (c) Keep left as far as possible

- (d) Stop or park off the road surface only
- (e) Using safety belts
- (f) Courtesy and consideration towards fellow users of the road.
- (g) Not using cellular phone while driving.

24. BREAKDOWN

- (a) In the event where a driver of a municipal vehicle experiences a breakdown, the driver must immediately contact and inform his/her department and the Fleet Management Officers. [Should be contacted immediately. In the absence of the Fleet Officer the head of the respective department should be contacted.]
- (b) The Fleet Officer or head of the department concerned will, after having been consulted, make the necessary arrangement with the insurance company to ensure that the vehicle is towed to the nearest dealer or competent repairer.
- (c) Where towing of a damaged vehicle is not covered in the insurance policy, the Fleet Officer will immediately secure quotations provided that at instances where the vehicle is exposed to danger especially during the night the requirement for three quotations might not be necessary.

25. ACCIDENTS

- (1) **External Procedure** – The following procedure must be followed in the event of municipal vehicle being involved in an accident, no matter how trivial and irrespective of whether or not any person or animal or property or another vehicle is involved:
 - (a) Do not move your vehicle from the scene of the accident unless instructed by the attending South African Police Officer, or traffic officials.
 - (b) Call a police or traffic officer if possible or, if no such officer is available, report the accident as soon as possible, but within 24 hours, to a police station or a police or traffic officer and furnish full particulars.
 - (c) If requested to do so, supply the name and address of the driver of the municipal vehicle and the number of the vehicle to any other person having reasonable grounds for requesting the information.
 - (d) In no circumstances must liability be admitted to any person at all or at any time, or any payment offered or made to a third party.
 - (e) In the event of any third party admitting liability, endeavour must be made to obtain a written statement from him/her to that effect.
 - (f) 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 called to the scene of the accident with the least possible delay, and every assistance must be rendered to him/her in ensuring that the suspected person be examined by a doctor as soon as possible.
 - (g) 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:
 - (i) Registration number, make and type of other vehicle(s);

- (ii) Name(s) and address of driver(s) of the other vehicle(s);
 - (iii) 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)
 - (iv) Name and address of the third party's insurance company;
 - (v) Name, occupation and address and age or estimated age of any pedestrian(s) involved in the accident and of any pedestrians killed or injured;
 - (vi) Description of animals and fixed objects involved in the accident and the name and address of the owner;
 - (vii) Name and address of witnesses including the occupants of the other vehicle(s) in their capacities as witnesses;
 - (viii) Measurements for the preparation of a sketch of the scene of the accident (pace off the distance if there is no scientific tape measure);
 - (ix) 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; and
 - (x) Report the matter to the Fleet Officer as soon as possible and should not be later than two hours after the accident has occurred except in a situation where the driver is hospitalized.
- (h) The Fleet Officer must make a submission to the Director Corporate Services for its further attention where negligence or abuse is alleged/suspected.
 - (i) In the event where the driver has been found guilty by either the Court of Law or the Municipality, the driver may be required to pay the repair costs.
 - (j) The Fleet Officer will immediately after the matter has been reported to the police and after having obtained the accident report and a docket issued in this respect, in consultation with the driver of the vehicle concerned, report the accident to the Insurance Company.
 - (k) The Fleet Officer will ensure that a claim form is completed and submitted to the insurer through the normal channel as required.

(2) Internal Accident Reporting

- (a) The driver of the Municipal vehicle shall, within twenty-four hours after the accident, submit a written report to the Fleet/Asset Manager, who will ensure that the accident report form is completed and forwarded to the fleet management.
- (b) The Manager: Assets or his/her superior shall engage the procurement unit to institute repair procedures.
- (c) 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, copy that information to the fleet management unit.

- (d) 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 Fleet/Asset Manager who will ensure that the accident report form is completed and forwarded to the repair structures
- (e) 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.

(3) Duties of the Fleet/Asset Manager

The Fleet/Asset Manager shall:

- (a) Facilitate the investigation of all vehicle accidents and gather all documentary, photographic and other evidence that may be relevant to the cases;
- (b) If feasible, conduct an inspection of the accident scene; and
- (c) Compile and submit a report on results of above points.

26. DAMAGES, LOSSES, DEFICIENCIES AND THEFT

- (a) Any official or employee who takes over a municipal vehicle must ensure that any damage or deficiency is immediately brought to the attention of the relevant authority.
- (b) Any person who does not comply with the requirements of the above paragraph will be deemed to have received the vehicle in good order.
- (c) Where incidents of damage, loss, deficiency and theft occur, the official operating the municipal vehicle must immediately report the incident to the Fleet Officer who in turn must notify the police within 24 hours and his/her superiors without delay.
- (d) When an official returns a pool vehicle the Fleet Officer must report any damage, loss, deficiency or theft which has not yet been brought to notice.
- (e) The Fleet Officer therefore, has to ensure that all cases are properly investigated by obtaining all particulars, statements, etc.

27. IRREGULAR, IMPROPER AND UNAUTHORISED USE OF MUNICIPAL VEHICLE

(1) Action to be taken:-

- (a) If municipal vehicles are used irregularly, driven recklessly, neglected or misused, the matter must be viewed in a serious light and disciplinary action against the offending official should be considered, apart from any proceedings which may be instituted in terms of the Road Traffic Act.
- (b) Staff members may not use municipal fleet assets for personal gain or profit, and if such is suspected, it will be dealt with in terms of the relevant codes and policies.

(2) Liability – Where municipal vehicles are used without authority, the official concerned will be held liable for:

- (a) The cost per kilometre and per hour;

- (b) The cost for repairing any damage sustained by the vehicle where the vehicle was involved in an accident and the amount expended in settling third-party claims arising out of the accident.

28. SUSPENSION OF OFFICIALS FROM DRIVING MUNICIPAL VEHICLES

- (a) Suspension of a Driver of a municipal vehicle may be contemplated when, amongst others, the following occurs:
 - (b) Where municipal vehicles are used without authority;
 - (c) Gross deviation from approved itinerary;
 - (d) Utilizing municipal assets for personal gain;
 - (e) Gross deviation from approved itinerary;
 - (f) Being involved in damages and/or road accidents caused by negligent driving and none-observance of rules of the road;
 - (g) In the event where the driver commits gross driving misconduct as shall be determined by the alert and scoring systems of the Greater Giyani Electronic Fleet Management System.
 - (h) In the event of municipal vehicle being or having been subjected to flagrant misuse or irregular use; or
 - (i) When positive proof exists that an official is or was guilty of reckless or wilful conduct whilst driving;
 - (j) Being found guilty of driving under the influence of intoxications above the regulated limits;
 - (k) And/or while the concentration of alcohol in his/her blood was not less than that prescribed by legislation while driving a municipal vehicle.
 - (l) Such official must immediately be suspended from driving a municipal vehicle until such time as the Director Corporate Services has decided otherwise, in consultation with the Municipal Manager and the head of the department under which the official in question fails to lift the suspension.

29. CODE OF CONDUCT AND NATIONAL LEGISLATIONS

- (a) Over and above this policy, the local government code of conduct, other public service codes and national legislations apply.
- (b) Should any of the provisions of this policy be inadequate or be inconsistent with the local government code of conduct, other public service codes and national legislations, the local government code of conduct, other public service codes and national legislations will take precedence.

30. SERVICING AND REPAIRS OF MUNICIPAL VEHICLES

- (a) The Fleet Officer should make sure that all municipal vehicles must be serviced in accordance with the policy and specifications prescribed by the manufacturers concerned.
- (b) For servicing and repairs municipal vehicles must be taken to the nearest dealer.

- (c) When the official in charge of the vehicle hands the vehicle over for servicing, he/she must report any adjustments or repairs which he/she considers to be necessary to the agent for the particular vehicle.
- (d) Fleet Officer must ensure that vehicles are serviced as set out in the repairs and maintenance manual supplied with the vehicle concerned.
- (e) When a vehicle requires to be serviced, the official in charge of the vehicle must always try to arrange a specific time and date for delivery of the vehicle with the person who will be doing the service, in order to avoid delays.

31. CONTROL OF FUEL, REPAIRS, MAINTENANCE AND TOLL GATES CARDS.

(1) Fuelling Municipal Vehicle

- (a) For fuelling the municipal vehicles and machinery, the fleet officer should ensure that the register of all municipal vehicles should be submitted to the service provider responsible fuelling municipal vehicles.
- (b) In case of municipal vehicle being outside municipal jurisdiction, the driver may fuel the vehicle and ensure that the receipts are submitted to the municipality fleet officer on return.
- (c) For management of the cards and to ensure value for money regarding the service, the municipality will ensure that;
- (d) Where possible, the bank should install an electronic system that assist in tracking the usage of the bank card;
- (e) the bank cards will be stored in a safe under the custodianship of the Fleet Officer who should ensure that a Register is in place to record particulars of the driver, the trip, purpose, opening and closing Kilometres of a vehicle;
- (f) Receipts are reconciled in comparison with the electronic system;
- (g) The card of the Municipal vehicle must have reflection regarding the registration number, make and colour of the vehicle.
- (h) The cards may only be used for a specific vehicle and may not be used to put fuel into a vehicle other than the one indicated on the card.
- (i) When fuelling, the driver of the vehicle must take into consideration the following:
 - (i) Odometer reading and must be entered into the payment slip.
 - (ii) Amount of fuel dispense must be correctly indicated on the payment slip
 - (iii) Registration number must be correctly indicated on the payment slip.
 - (iv) A signature of the driver and the filling station's attendant must be legible.
 - (v) The driver must not let the card out of his/her sight.
 - (vi) The driver of a vehicle should ensure that he keep the receipts safely and hand it over to the fleet officer in conjunction with a copy of the itinerary form of the official trip travelled.
 - (vii) Lost/stolen cards must be reported immediately to the transport officer.

(viii) The Bank, as a service provider must be informed of this within 24 hours in order to terminate the use of such card.

(ix) Any suspicious transactions must be investigated immediately and should any substance be found, relevant and appropriate action should be taken.

32. MAINTENANCE OF VEHICLES

(1) In order to exercise control over the maintenance of vehicles, the following should be adhered to:-

- (a) Municipal vehicles should be serviced according to the manufactures specified intervals,
- (b) The driver of the vehicle should notify the Fleet Officer of a need for servicing the car on remaining 500 km's for service. (It should be our responsibility to monitor this)
- (c) The Fleet Officer should then secure the date and time for service.
- (d) The contracted Fleet Management System provider shall attend to the maintenance and repair functions in accordance with the provisions of the agreement entered into with the municipality.
- (e) Fleet Management shall use the Supply Chain Management Policy procedures where the repair and maintenance services are outside the scope of the contracted fleet management system and insurance.

(2) Toll gates

- (a) Toll gates payment shall be done through the bank card of which the driver should ensure that he/she receive receipt for presentation to the Fleet Officer with a copy of the itinerary form.
- (b) In case of petty cash used for payment of toll gates, the driver should ensure that all the receipts are submitted to the fleet officer.

33. FUEL AND OIL

(1) Fuel Saving –Important Factors

- (a) Efforts should be made to establish the vehicle's fuel consumption, either in litres per 100 KM, or from one filling of the fuel tank to the next.
- (b) Knowledge by Fleet Officer of the consumption obtained over specific distances or periods is critical.
- (c) The discovery of a sudden increase in consumption over a short period also contributes to the immediate disclosing of losses resulting from theft, leakage or mechanical defects or the incorrect recording of fuel consumption.
- (d) When driving a vehicle, the appropriate gear must always be selected, with due regard to road conditions.
- (e) Unauthorized drainage of fuel from municipal vehicle for private use or other purposes is strictly prohibited.

- (f) The vehicle's speed should be kept as even as possible and the most economical speed for the particular vehicle must be maintained, with due regard to the speed limits applicable at different localities.
- (g) Acceleration should be evenly and gently executed.
- (h) Any strong smell of fuel, especially when the vehicle is in motion, must be investigated without delay. Besides causing wastage, fuel leakages are extremely dangerous.

34. REPAIRS AND REPLACEMENTS OF TYRES AND SPARE PARTS.

- (a) The Fleet Officer liaises with the Mechanical Workshop officer and vice versa to ensure that the required repair and replacement are carried out in time.
- (b) If the vehicle is stationed where there is no garage of the manufacturer, the vehicle may be repaired by the local approved agent for that particular make or a competent workshop.
- (c) Under no circumstances may unqualified people be allowed to work on official vehicles.
- (d) Inflation of tyres to the pressure recommended by the manufacturer of the vehicle is of prime importance. Incorrect inflation is probably the main factor contributing to undue wear and premature failure of tyres.
- (e) To ensure the correct air pressure at all times it is important that the tyres of vehicles be checked at least once a week. In addition, the Fleet Officer should make sure that a visual inspection of the tyres should be made daily.
- (f) Care should be taken that wheel nuts are properly tightened immediately after a wheel has been replaced for whatever reason.
- (g) Drivers of municipal vehicle should always make sure that tyre punctures are always reported to the Fleet Officer and mechanical workshop in order to make the necessary repair arrangements.
- (h) Tyres and batteries must be replaced in consultation with municipal mechanical workshop and fleet management.
- (i) All replaced tyres or the remains thereof must be taken back to the municipality storage and custody for accounting purposes and appropriate disposal procedure.

35. DRIVER OF THE YEAR COMPETITIONS

- (a) In-house driver competitions shall be conducted on an annual basis.
- (b) All employees holding authority to drive council fleet of all categories qualify to participate in the competition.
- (c) Only employees who meet competition requirements set out by the Department of Transport will proceed to external competitions.
- (d) Positions 1 to 4 of each category the in-house driver of the year competition will proceed to the District and other external driver of the year competitions.

- (e) The municipality may consider incentives and awards for positions 1-3 of each category in the in-house driver of the year competition.

36. DISPOSAL AND ACQUISITION OF FLEET ASSETS

- (a) Fleet Assets will be disposed in line with the Supply Chain Management regulations and the Asset Management Policy.
- (b) Vehicles will be replaced every 5-7 years or 200 000km, subject to the overall condition of the vehicle.
- (c) Council will require a *Certificate of Fitness* annually from a reputable organisation, for every vehicle that falls outside the warranty period.
- (d) The Asset Management Policy outlines the procedures to be followed in acquiring Council's assets, and the same will apply to the fleet assets.

37. COMMENCEMENT AND BREACHE TO THIS POLICY

This policy and its review amendments commence after approval by a resolution of the **Greater Giyani Municipal Council** during its duly convened meeting. The breach of this policy shall constitute an offence that will be dealt with in terms of the relevant disciplinary procedures.

38. POLICY REVIEW

The policy shall be reviewed from time to time **but after the first twelve months** of the most recent reviewal.

SIGNED BY

CLLR SHIBAMBO B A
THE MAYOR

BAShubambu
SIGNATURE

29/05/2019
DATE

Council Resolution CR75-29/05/19SP



Tel : 015 811 5500
 Fax : 015 812 2068

GREATER GIYANI MUNICIPALITY

ANNEXURE 1

P/Bag X 9559
 Giyani
 0826

OFFICE OF THE MUNICIPAL MANAGER

Ref:15/3/1/2

TRIP AUTHORIZATION
 (POOL VEHICLES)

25.k.1.1.

| | |
|-------------------------------|----------------|
| Surname & Initials of Driver: | |
| Driver's ID number: | Licence Code : |
| Names of Passengers | |
| 1. | |
| 2. | |
| 3. | |

25.k.1.2. JOURNEY PARTICULARS/PURPOSE/REASO

25.k.1.3. TRIP DESTINATIONS

| From: | To: | Date Of trip |
|-------|-----|--------------|
| 1. | | |
| 2. | | |

RECOMMENDATION BY THE SUPERVISOR

 SIGNATURE

 RANK

 PRINT NAME

 TELEPHONE

 PRINT NAME

APPROVAL BY HEAD OF
 DEPARTMENT or
 DELEGATED SENIOR OFFICIAL

 SIGNATURE

 RANK

 TELEPHONE

NB: Approved Fleet Management Policy terms, norms and conditions apply including the completion of logbooks with verifiable information on a daily basis.

25.k.1.4. FLEET MANAGEMENT

Vehicle allocated:-

| | |
|-------------------|--|
| Department | |
| Vehicle Stationed | |
| Registration | |
| Vehicle Make | |

Office Stamp

Vehicle Issued By:

 SURNAME & INITIAL/s

 SIGNATURE

25.k.1.5. Vehicle Received By:

 SURNAME & INITIAL/s

 SIGNATURE

| Odo Readings / Kilometers | |
|---------------------------|--|
| Departure | |
| Return | |
| TOTAL TRAVELLED | |



Tel : 015 811 5500
 Fax : 015 812 2068

GREATER GIYANI MUNICIPALITY

ANNEXURE 2

P/Bag X 9559
 Giyani
 0826

OFFICE OF THE MUNICIPAL MANAGER

Ref:15/3/1/2

**TRIP AUTHORIZATION
 PERMANENTLY ALLOCATED VEHICLES AND MACHINERY
 25.k.1.5.1.**

Surname & Initials of Driver: _____

| Odo Readings / Kilometers | |
|---------------------------|--|
| Departure | |
| Return | |
| TOTAL TRAVELLED | |

| | |
|---------------------|----------------|
| Driver's ID number: | Licence Code : |
| Names of Passengers | |
| 1. | |
| 2. | |
| 3. | |
| 4. | |

25.k.1.5.2. JOURNEY PARTICULARS/ PURPOSE/ REASONS:

25.k.1.5.3. TRIP DESTINATIONS

| From: | To: | Date Of trip: |
|-------|-----|---------------|
| 1. | | |
| 2. | | |
| 3. | | |

25.k.1.5.4. PERMANENTLY ALLOCATED VEHICLE:-

| | |
|-------------------|--|
| Department | |
| Vehicle Stationed | |
| Registration | |
| Vehicle Make | |

Office Stamp

Driver:-

 SIGNATURE

 DATE

RECOMMENDATION BY THE SUPERVISOR

 SIGNATURE

 RANK

 PRINT NAME

 TELEPHONE

APPROVAL BY HEAD OF DEPARTMENT or DELEGATED SENIOR OFFICIAL

 SIGNATURE

 RANK

 PRINT NAME

 TELEPHONE

NB: Approved Fleet Management Policy terms, norms and conditions apply, including the completion of logbooks with verifiable information on a daily basis.



0826

OFFICE OF THE MUNICIPAL MANAGER

FLEET MANAGEMENT
VEHICLE LOGBOOK

REF:15/3/1/2

| |
|------------------------|
| End of period |
| Opening of period |
| TOTAL TRAVELLED |

VEHICLE REGISTRATION NO: _____ MAKE OF VEHICLE: _____

MODEL YEAR: _____ PERIOD/MONTH: _____ YEAR: _____ DEPARTMENT: _____

| Date Of Trip | Driver Surname & Initials | Authorizing Officer (Surname & Initials) | Trip Information: Destination/s and Purpose or Reason Of Trip/s | Opening Kms | Closing Kms | Total Kms | Fuel Costs | Repair & Maintenance |
|--------------|---------------------------|--|---|-------------|-------------|-----------|------------|----------------------|
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SIGNATURE - TRANSPORT OFFICER _____
DATE: _____

SIGNATURE: CONTROL OFFICER _____
DATE : _____



Tel : 015 811 5500
Fax : 015 812 2068

GREATER GIYANI MUNICIPALITY

ANNEXURE 4

P/Bag X 9559
Giyani

0826

OFFICE OF THE MUNICIPAL MANAGER

REF:15/3/1/2

VEHICLE INSPECTION FORM
(THIS DOCUMENT MUST BE COMPLETED ON ALL COUNCIL VEHICLES
BEFORE HANDING OVER TO THE DRIVER)

| | |
|--------------|--------------|
| VEHICLE MAKE | REG NO: |
| DATE & TIME | ODO READING: |

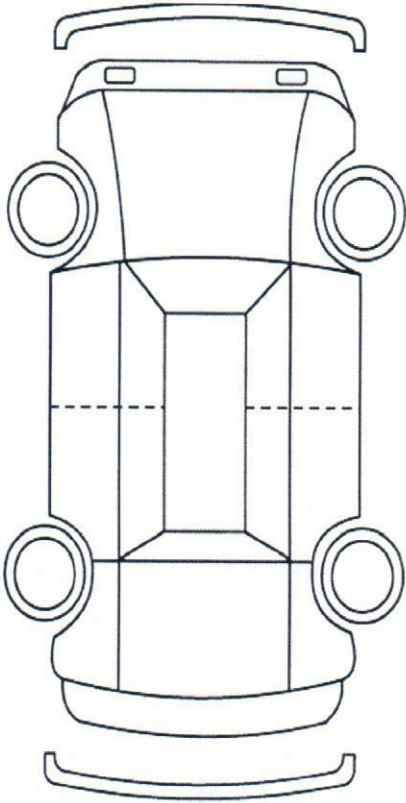
| ITEM | Mark | | ISSUING REMARKS | AFTER TRIP REMARKS |
|---|-----------|------------|-----------------|--------------------|
| | 'N' NO | 'Y' YES | | |
| Interior | | | | |
| 1. Radio (fitted or supplied) | | | | |
| 2. Fuel level Mark with X Full <input type="checkbox"/> 3/4 <input type="checkbox"/> 1/2 <input type="checkbox"/> <input type="checkbox"/> | | | | |
| 3. Fuel card | | | | |
| 4. Clutch free play | | | | |
| 5. Mats | | | | |
| 6. Lights, indicators, hooter, wipers | | | | |
| 7. Stoplights | | | | |
| 8. Logbook | | | | |
| Engine | | | | |
| 9. Water level | | | | |
| 10. Oil levels | | | | |
| 11. Brake fluid level | | | | |
| 12. Battery | | | | |
| Accessories | | | | |
| 13. Spare wheel | | | | |
| 14. Jack | | | | |
| 15. Wheel spanner | | | | |
| 16. Fuel cap | | | | |
| 17. Windscreen condition | | | | |
| 18. Licence disc - Expiry date: | | | | |
| 19. Triangle | | | | |
| External | | | | |
| 20. Tyres condition and pressure | | | | |
| 21. Wheel Caps | | | | |
| 22. Mirrors | | | | |
| 23. Body - Mark in next page | | | | |

| | |
|---|------|
| Fleet Officer (Surname and Initials) | Date |
| Signature (Checking Officer) | |

| | |
|--|------|
| Recipient/Driver (Surname and Initials) | Date |
| Signature | |

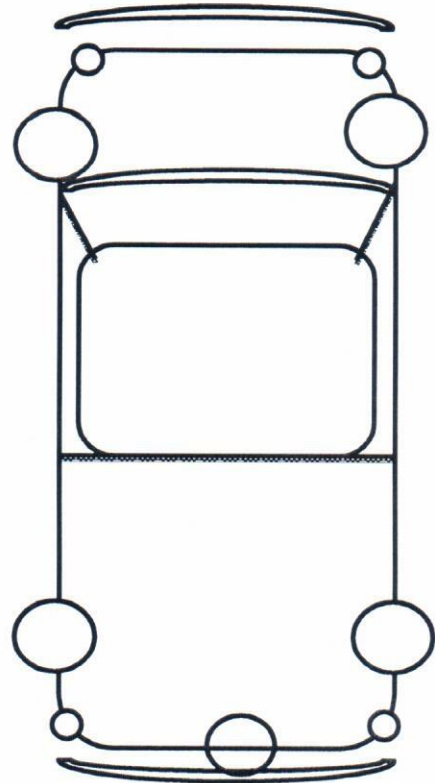
Indicate damages to the vehicle on the diagram below

Front



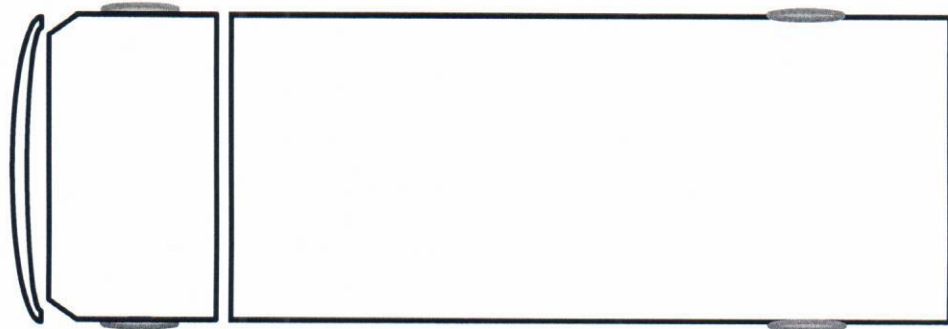
Back

Front



Back

Front



Back

| | | | |
|--|--|------|--|
| Checking Officer (Surname and Initials) | | Date | |
| Signature (Checking Officer) | | | |

| | | | |
|--|--|------|--|
| Recipient/Driver (Surname and Initials) | | Date | |
| Signature | | | |



REF:15/3/1/2

VEHICLE ACCIDENT REPORT FORM

1. PARTICULARS OF THE DRIVER OF THE MUNICIPAL VEHICLE:

1.1. DRIVER.

Full Name(s) & Surname : _____
 ID Number / Passport Number : _____
 Driver's Licence Code : _____ Date Issued: _____
 Endorsements (if any) : _____
 Municipal vehicle registration number: _____ Make: _____
 Contacts: _____

1.2. PARTICULARS OF THE ACCIDENT:

Date of the Accident: _____
 Time of the Accident: _____ Police Reference Number: _____
 Location / Place of the Accident: _____
 Police Station at which the Accident was Reported: _____

2. PARTICULARS OF THE VEHICLE and DRIVER OF THE VEHICLE INVOLVED WITH:

2.1. Registration number of vehicle : _____
 Make of vehicle : _____
 Model : _____ Colour: _____
 Body (i.e. sedan, truck, bus, etc) : _____

2.2. Full Name(s) & Surname : _____
 ID Number / Passport Number : _____
 Citizenship : _____
 Contact number/s : _____

Physical Address : _____

Postal Address : _____

3. PARTICULARS OF PERSON(S) INJURED / DECEASED:

3.1. Person:

Name(s) & Surname: _____
 ID Number / Passport Number: _____
 Physical Address: _____
 Telephone Contacts: _____ Cell Phone Number: _____
 State whether the injured / deceased was a driver, passenger, cyclist or pedestrian:

3.2. Person:

Name(s) & Surname: _____
 ID Number / Passport Number: _____
 Physical Address: _____
 Telephone Contacts: _____ Cell Phone Number: _____

State whether the injured / deceased was a driver, passenger, cyclist or pedestrian.

3.3. Person:

Name(s) & Surname: _____

ID Number / Passport Number: _____

Physical Address: _____

Telephone Contacts: _____ Cell Phone Number: _____

State whether the injured / deceased was a driver, passenger, cyclist or pedestrian:

3.4. Person:

Name(s) & Surname: _____

ID Number / Passport Number: _____

Physical Address: _____

Telephone Contacts: _____ Cell Phone Number: _____

State whether the injured / deceased was a driver, passenger, cyclist or pedestrian:

3.5. Person:

Name(s) & Surname: _____

ID Number / Passport Number: _____

Physical Address: _____

Telephone Contacts: _____ Cell Phone Number: _____

State whether the injured / deceased was a driver, passenger, cyclist or pedestrian:

3.6. Person:

Name(s) & Surname: _____

ID Number / Passport Number: _____

Physical Address: _____

Telephone Contacts: _____ Cell Phone Number: _____

State whether the injured / deceased was a driver, passenger, cyclist or pedestrian:

4. DECLARATION:

I hereby declare that to the best of my / our knowledge and belief the information set out in this form is true and correct in every respect.

Signature of driver (GGM): _____

Date: _____

Designation: _____

Department: _____

5. FLEET MANAGEMENT:

Acknowledgement: _____

SURNAME & INITIALS: _____ **SIGNATURE:** _____

DATE: _____