

## NTINGA O.R TAMBO DEVELOPMENT AGENCY



### FLEET MANAGEMENT POLICY

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<b>RESPONSIBLE MANAGER</b>	Head : Corporate Services

**DISCLAIMER**

This Policy has been prepared by the Ntinga O.R. Tambo Development Agency (Ntinga) for its purpose as an information resource only and should not be treated as an exhaustive statement on the subject. While Ntinga believes that this information will be of assistance to you, it is provided on the basis that you will not rely on this information without first making your own enquiries and obtaining your own professional advice specific to your particular circumstances.

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NB: Notwithstanding the review date herein, this policy must remain effective until such time approved otherwise by the Board and may be reviewed on an earlier date if necessary.

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## **1. EXECUTIVE SUMMARY**

Ntinga has the duty of granting its employees adequate vehicles, whilst doing so it is responsible for ensuring effective, efficient, economical and transparent use of those vehicles. It is also responsible for the management including the safeguarding and maintenance of those vehicles.

## **2. INTRODUCTION AND BACKGROUND**

Ntinga OR Tambo Development Agency requires that its vehicles be managed in a manner that the Agency's mission and user's goals are met in a cost effective way.

The entity's vehicles should be utilized in a responsible manner by users, which will ensure the valuable and long-term use of these vehicles.

It is therefore important that Ntinga vehicles are managed in a proper manner so as to:

- 2.1 Add value to the activities of the Entity
- 2.2 Assist in accelerating Service Delivery and improving the public perception about the Entity.
- 2.3 Vehicles have a long life span.

The purpose of this policy is twofold:

- 2.1.1 Firstly to serve as a comprehensive tool for the users of Ntinga vehicles.
- 2.1.2 To enhance the internal control over the Ntinga's vehicles thus minimising the risk of their abuse which may lead to unnecessary expenditure through wear and tear and fuel costs.

### 3. DEFINITION OF TERMS AND CONCEPTS

**Pool Vehicles:** Refers to all Motor vehicles belonging to Ntinga that can be used by all Ntinga Business Units/Departments.

**Driver:** Is the authorized official of Ntinga entrusted with driving the Ntinga vehicle at any given time.

**Trip Authority Form:** Is the form that allows a driver to drive the Ntinga vehicle as per request and the route as detailed in the form.

**Logbook:** Gives details of the driver, route travelled including the kilometers, reason for the trip, the vehicle used for that particular authorized purpose, person authorizing the trip, and any other comments.

**Management of Vehicles:** Management will include servicing, maintenance, issuing of vehicles, purchasing, insurance and disposal of Vehicles.

**Accident:** The collision of any vehicle belonging to Ntinga with another vehicle, a person, animal or an object which results in damage or injury to any vehicle, person or object, no matter how minor such damage or injury may be.

Any incident involving Ntinga vehicle which causes damage or injury to such vehicle or to any person or to any object.

Any incident involving Ntinga vehicle which causes damage to private or public property.

### 4. REGULATORY FRAMEWORK

4.1 Chapter 10, Section 195 of the Constitution of the Republic of South Africa (Act NO. 108 of 1996).

4.2 Municipal Finance Management Act NO. 56 of 2003

## **5. OBJECTIVES OF THE POLICY**

There is always some confusion surrounding the use of Ntinga owned vehicles and this policy intends to clearly illustrate exactly what procedures to be followed, who is allowed to use Ntinga vehicles, which vehicles certain individuals may or may not utilize and other procedures regarding the efficient and effective use of Ntinga owned vehicles.

**This Policy is designed to:**

- 5.1 To provide and maintain an effective and efficient use of vehicles in a manner that the organisation's mission and user's aspired goals are met in a cost effective way.
- 5.2 To regulate the management and use of vehicles by the Ntinga officials to ensure that they are used in a safe and efficient manner.
- 5.3 To introduce operational controls which explain clearly who can use a vehicle with regard to drivers, passengers, authority to use, issuing, parking, logbooks, fuel management, fuel cards and equipment.
- 5.4 To ensure that vehicles are serviced and maintained on time to support the Agency in the attainment of its objectives.
- 5.5 To co-ordinate the management of the Agency transport by means of control measures which are applicable to all Ntinga officials.
- 5.6 To minimize misuse of Ntinga Vehicles.

## **6. PRINCIPLES/VALUES/PHILOSOPHY**

- 6.1 Utilisation of Ntinga vehicles in a responsible manner to ensure the valuable and long-term use.
- 6.2 All Ntinga vehicles are considered as the property of the Entity regardless of the original source of the vehicle.
- 6.3 Safe guard all Entity Vehicles;
- 6.4 Negative deviation must be reported, followed up and corrected on a continuous basis.

## **7. SCOPE OF APPLICABILITY**

This policy covers the use and management of vehicles within Ntinga OR Tambo Development Agency and it is applicable to all Ntinga officials. Transport to Ntinga OR Tambo Development Agency is supplied as tool to support all departments in the delivery of their objectives and therefore must be used in the most cost –effective manner. The Head: Corporate support Services is responsible for the ongoing development of policy framework and an operational management system for the use of vehicles.

## **8. POLICY PROCEDURES AND CONTENT**

### **8.1 AUTHORISATION OF DRIVERS**

- 8.1.1 No unauthorized person may drive Ntinga vehicles. It must be the duty of each Head of Business Unit to ensure that no employee of his/her Business Unit who is not an authorized driver operates a vehicle and no person other than an authorized driver may operate a vehicle.
- 8.1.2 A vehicle can only be driven by Ntinga OR Tambo Development Agency employees and or any other authorized driver who does not have a travelling allowance.
- 8.1.3 The Entity may use Driver with travelling Allowance if that Driver has been authorized by the relevant Manager
- 8.1.3 An employee who wishes to drive a vehicle must produce his/her driver's licence to any authorized Ntinga official to issue a vehicle at a particular given time.
- 8.1.4 All drivers must have and carry a valid driver's licence at all times when driving Ntinga vehicles.
- 8.1.5 The driver must have no outstanding transport related disciplinary action against them at the time of taking the vehicle.
- 8.1.6 Where necessary, drivers must be in a possession of a Professional Drivers Permit.

## **8.2. USE OF VEHICLES AND PASSENGERS**

- 8.2.1 Vehicles can be used by any Ntinga official with an authorized trip authority involved in an activity in line with the objectives of the responsible Business Unit within the Ntinga OR Tambo Development Agency.
- 8.2.2 Passengers carried by a vehicle must be authorized to travel in the vehicle by the Head of Business Unit concerned.
- 8.2.3 The picking up of casual passengers (i.e. hitchhikers) is not allowed under any circumstances, such incident will be subject to a disciplinary action.
- 8.2.4 An authorization letter must be signed by the Head of Business Unit authorizing the official who intends to carry passengers who are not the Agency officials.
- 8.2.5 Ntinga vehicles can be used for authorized official events like conferences, workshops, bereavements affecting Ntinga officials etc.
- 8.2.6 Sourcing of the usage of alternative vehicles can be done through the Supply Chain Procurement provisions.

## **8.3 AUTHORITY TO USE NTINGA VEHICLES.**

- 8.3.1 All officials requiring the use of a Ntinga vehicle must have a signed trip authority approved by their managers before the vehicle is allocated;
- 8.3.2 A trip authority must be authorized by an official at management level or above, who is senior to the person travelling and is in their direct management line;
- 8.3.3 If a vehicle is to be used for an emergency the driver must report telephonically to the immediate supervisor and a trip authority must be obtained immediately after the event or within 24 hours of the use.
- 8.3.4 This process is only to be used in a case of extreme emergency and the Head of Business Unit must be satisfied that the trip was necessary



#### **8.4 ISSUING OF VEHICLES**

**Vehicles must be inspected all the time before being issued.**

- 8.4.1 All vehicles must be issued on the day of the travel unless advance authority by the Head of Business Unit to take the vehicle a day before the travel has been obtained and be parked in a secured place.
- 8.4.2 The driver must carry his/her licence and produce it when required to do so.
- 8.4.3 A signed copy of the trip authority must be carried by the driver in the vehicle and the original be submitted for filing to the Fleet Management Officer.
- 8.4.4 Late return of vehicles without a valid reason may lead to a refusal to allocate vehicles in the future.

#### **8.5 PARKING OF VEHICLES.**

- 8.5.1 Vehicles must be parked at official locations at all times.
- 8.5.3 The driver of the vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit.
- 8.5.4 Parking charges for the use of secure parking will be refunded on submission of proof of payment for parking.
- 8.5.5 Permission may be given for a vehicle to be parked overnight at home of an official if:
  - 8.5.5.1 The driver undertakes to keep the vehicle in adequately secured premises i.e. lockable gates.
  - 8.5.5.2 The driver will be leaving early morning or returning late at night and the actual times that this would come to force would be the time when public transport cease to operate. Exceptions can also be made if the personal security of the individual is at stake.
  - 8.5.5.3 The home of the driver is at a place between the office and their destination such that it is not sensible to come into the office.
  - 8.5.5.4 The driver is on call and there is no means they can be transported in the event of the call out.

- 8.5.5.5 Whilst the vehicle is at home it may not be used for any private purpose and not abiding by this will lead to the withdrawal of the privilege and possible disciplinary action.

## **9. LOGBOOKS, PETROL CARDS, VEHICLE KEYS AND VEHICLE EQUIPMENT.**

- 9.1 The driver takes responsibility and accountability for the logbook, keys and petrol card once the trip authority has been signed and vehicle has been issued until the vehicle has been returned to the Office at the end of the trip.
- 9.2 All vehicle keys should be safely secured (preferable in a locked container) in the office when the vehicle is not in use.
- 9.3 A spare set of all vehicle keys should be kept in a secure place e.g. office safe.
- 9.4 The petrol card is to be treated as cash and the driver will be held responsible for the transactions that take place on it whilst it is in his/her possession.
- 9.5 All fuel receipts must be kept and made available when the vehicle is returned to the Fleet Management Officer .
- 9.6 It is the responsibility of the driver to fill in the vehicle logbook legibly and accurately.
- 9.7 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 the vehicle is returned to the office.
- 9.8 A pre -trip inspection must be conducted by the Fleet Management Officer or delegated official prior to the issuing of the vehicle e.g. condition of tyres, dents and other related items and identified faults should be reported to the Fleet Management Officer and be noted for repairs.
- 9.9 A driver who has been using the vehicle must put it on full tank petrol on returning the vehicle.
- 9.10 Should the driver be found to be misusing the petrol card an immediate investigation must be conducted by the relevant Head of the Business Unit .This process must not take more than six weeks after the incident. Should a confirmation of a misuse be made a disciplinary action must be initiated.

## **10. VEHICLE ACCIDENTS AND INCIDENTS.**

- 10.1 The accident must be reported to the nearest Police Station immediately after the occurrence by the driver or a Ntinga official who came first to the accident scene should a driver not be able to report.
- 10.2 The driver of the vehicle involved in accident must within 24 hours after the accident submit a written report to the Fleet Management officer
- 10.3 The driver will be responsible for the payment of traffic fines issued whilst driving the Ntinga vehicle.
- 10.4 After due consideration of the traffic fines, an exemption of the payment may be made with justifiable reasons.

## **11. ROLES AND RESPONSIBILITIES.**

It is the role of all Ntinga drivers to promote and support compliance to this policy to ensure that it fulfills its regulatory and legislative responsibilities. If any driver is found to have contravened the provisions of this policy the Ntinga Asset Loss Committee may recommend a disciplinary process and a penalty may be imposed.

## **12. RECORD KEEPING.**

Documentation concerning the entire Fleet Management needs to be maintained by the relevant official at the Corporate Support Services.

## **13. BUDGET AND RESOURCE IMPLICATIONS**

Each Business Unit is responsible for its transport costs i.e. fuel and all costs will be allocated accordingly. Corporate Support Services department will provide resources required in terms of the budget. Maintenance and the repair costs of the vehicles will be borne by the Corporate Support Services Unit.

#### **14. IMPLEMENTATION, MONITORING AND EVALUATION**

This policy will be implemented and effective once recommended by the Senior Management and approved by the Board of Directors. It is the responsibility of each Head of Business Unit to monitor adherence to this policy. All Ntinga employees are responsible for the implementation of this policy.

#### **15. COMMUNICATION AND CONSULTATION**

This policy will be communicated to all Employees using the full range of communication methods available to the entity and posted on the entity's website. Communication and awareness of this policy will be the responsibility of Corporate Support Services.

#### **16. PENALTIES**

Non compliance to any of the stipulations contained in this policy will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code.

#### **17. DISPUTE RESOLUTION.**

Internal dispute resolution process must be followed in the event of any grievances and disputes arising out of the implementation of this policy.

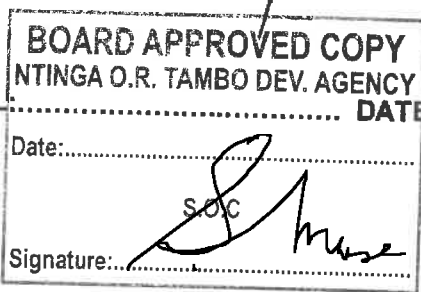
#### **18. POLICY REVIEW**

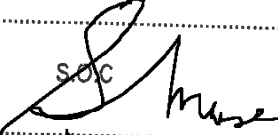
The Policy must be reviewed in three years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time as necessary to reflect substantial organizational changes or any change required by the law.

**19. APPROVAL AND SIGNATURES.**

FORMULATED BY:  ..... DATE 01/05/2021

CEO RECOMMENDATION:  ..... DATE 01/05/2021

BOARD APPROVAL:  ..... DATE 01/05/2021

<p><b>BOARD APPROVED COPY</b> NTINGA O.R. TAMBO DEV. AGENCY</p> <p>Date: .....</p> <p>Signature:  SOC</p>
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