



Province of the  
**EASTERN CAPE**  
COOPERATIVE GOVERNANCE  
& TRADITIONAL AFFAIRS

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**Fleet Management Policy**  
**Department of Cooperative Governance and**  
**Traditional Affairs**  
**Eastern Cape Province**


**DEPARTMENTAL CONTACT DETAILS**

|                      |   |
|----------------------|---|
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| Document Name        | Fleet Management Policy   |
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| Date of Approval     |   |
| Date Last Amended    | 30 August 2018  |
| Date for next Review | As and when necessary   |

## SIGN OFF


### I. Head of Department

I am satisfied and concur with the contents of this Policy. The implementation of the Fleet Management Policy will assist the department to manage the utilisation of departmental vehicles efficiently and in compliance with all relevant policies as well as regulations.

|             |   |
|-------------|---|
| Policy name | <b>Fleet Management Policy</b>  |
| Signed      |  |
| Name        | <b>Mr. A.A. Fani</b>  |
| Designation | <b>Head of Department</b>   |
| Date        | 20/10/2022  |

### II. Executive Authority

I trust that the guidance from this Fleet Management Policy will contribute to the effective safeguarding and management of departmental vehicles by all.

|             |   |
|-------------|---|
| Policy Name | <b>Fleet Management Policy</b>  |
| Signed      |                             |
| Designation | <b>Honourable Z.A. Williams (MPL)<br/>MEC for Cooperative Governance and<br/>Traditional Affairs Department</b> |
| Date        | 10/11/2022  |

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## DEFINITIONS AND ABBREVIATIONS

| <b>Term</b>                     | <b>Definition</b>   |
|---------------------------------|---|
| <b>HOD</b>                      | Head of Department or Accounting Officer as per PFMA  |
| <b>AD HOC VEHICLE</b>           | A vehicle that is available for a short term hire by a department from a service provider   |
| <b>CLASSIFICATION CODE</b>      | A code used by GFMS to identify the type / class of government vehicle.   |
| <b>COGTA</b>                    | Cooperative Governance and Traditional Affairs  |
| <b>DELEGATE</b>                 | Employee appointed by Head of Department (HOD) to carry out functions that are cascaded down by the HOD or relevant official  |
| <b>DRIVER</b>                   | Is a departmental official / employee in possession of a valid unendorsed driver's license which enables him / her to drive a specific category of a vehicle. For certain categories of vehicles possession of a valid PDP is compulsory for all drivers. |
| <b>FML VEHICLE</b>              | A Government vehicle permanently allocated to a department for their exclusive use under Full Maintenance Lease Agreement from Department of Transport Trading Entity.  |
| <b>GOVERNMENT OWNED VEHICLE</b> | Vehicles owned by the state. Such vehicles are purchased, maintained and operated within the departmental mandate.  |
| <b>GFMS</b>                     | Government Fleet Management Service   |
| <b>SARS</b>                     | South African Revenue services  |
| <b>SABS</b>                     | South African Bureau of Standards   |
| <b>AARTO</b>                    | Administrative Adjudication of Road Traffic Offences  |
| <b>COF</b>                      | Certificate of Fitness  |
| <b>DPSA</b>                     | Department of Public Service and Administration   |
| <b>GG VEHICLES</b>              | Vehicles rented for government transport purposes from GFMS   |
| <b>IDP</b>                      | International Driving Permit  |

|                          |  |
|--------------------------|--|
| <b>MMS</b>               | Middle Management Service  |
| <b>PFMA</b>              | Public Finance Management Act, 1994 (Act No. 1 of 1994)  |
| <b>OEM</b>               | Original Equipment Manufacturer  |
| <b>PROXY</b>             | An appointed official to act on behalf of the user department on transport related matters   |
| <b>PRDP</b>              | Professional Driving Permit  |
| <b>SCM</b>               | Supply Chain Management  |
| <b>SMS</b>               | Senior Management Service  |
| <b>Transport Officer</b> | Also referred to as the Departmental Fleet Manager / Transport Control Officer / Departmental Transport Officer/ District Transport Officer / Transport Controller /Local Transport Officer. These are Officials appointed by the accounting officer or his/her delegate at head office, provincial, regional or district levels to manage the fleet functions for the relevant department in line with the structure of the Province/ Department. |
| <b>User departments</b>  | National and provincial departments and entities (public and trading) responsible for the usage and where applicable maintenance of Government Motor transport.  |

## 1. INTRODUCTION

1.1. In terms of the provisions of the Public Finance Management Act, 1999 (Act No. 1 of 1994) and the Treasury Regulations issued in terms of the Act, Accounting Officers are responsible for:

- a) The effective, efficient, economical and transparent use of the resources of the Department;
- b) Management, including the safeguarding and the maintenance of the assets of the Department, and
- c) He/she must also take steps to prevent unauthorized, irregular, and wasteful expenditure and losses and discipline any official who contravenes or fails to comply with any prescript.

## 2. POLICY STATEMENT

2.1. The department believes that this policy is essential to ensure effective and efficient utilization of departmental vehicles as well as disposal and accountability thereof. It is premised on the

need for safeguarding assets of the department in terms of the PFMA and its accompanying Treasury Regulations.

- a. This policy contains guidelines based on best practice and legislative prescripts and developed to provide guidance and direction to those appointed to assist the Accounting Officers in the performance of their duties;
- b. The policy is applicable to all government motor vehicles, whether these vehicles are owned or rented by government with the purpose of utilizing it for official purposes;
- c. The Policy should be read together with other prescripts mentioned elsewhere in this policy and further prescripts issued from time to time; and
- d. The provision of vehicles for members of the executive and presiding officers are contained in the Ministerial Handbook.

### **3. PURPOSE**

3.1 A government vehicle is a working tool by which a service is delivered and therefore the efficient management of this resource rests with the Fleet Management Section. The Head of Department or an official who is duly delegated by the Head of Department is responsible for the overall management of the departmental fleet.

3.2 For the department to maintain service delivery standards, the procurement, utilization and maintenance of Government Vehicles should be done in a cost effective manner. To achieve this, the following needs to be adhered to:

- a. Most suitable purchase and allocation of vehicles;
- b. Effective management of the utilization of vehicles;
- c. Maintenance of vehicles in terms of manufacturer's prescripts to ensure that the vehicles are in a roadworthy condition;
- d. Effective management of driver behavior;
- e. Keeping vehicles clean and presentable;
- f. Compliance with the provisions of Road Traffic legislation and other relevant legislation; and
- g. Effective management and the prevention of misuse of government vehicles.

### **4. POLICY OBJECTIVES**

The policy is intended to clarify the departmental position regarding transport provision as follows:

- a. To provide as well as maintain an effective and efficient fleet of vehicles, and manage such fleet in a manner that ensures that the department's mission is met cost effectively;
- b. To minimize possible abuse / misuse and regulate the management and use of pool vehicles by officials of the Eastern Cape Department of Cooperative Governance and Traditional Affairs to ensure that fleet is used in a safe and efficient manner;
- c. To introduce operational controls which explain clearly who can use a vehicle with regard to drivers and passengers, trip authorisation, logbooks, fuel management, maintenance and servicing of vehicles;
- d. To attach effective and efficient management of departmental vehicles to Transport Officers; and
- e. This policy covers the use of transport within the department. It provides technical support to the transport officers and managers within the province, co-ordinate departmental transport management and consolidate management reporting.

## **5. REGULATORY FRAMEWORK**

- a. Constitution of the Republic of South Africa of 1996;
- b. National Road Traffic Act of 1996;
- c. Public Finance Management Act 01 of 1999 as amended;
- d. Treasury Regulations;
- e. Transport Circular 4 of 2000;
- f. Transport Circular 6 of 2007;
- g. Handbook on Government Garage vehicles; and
- h. GFMS Service Level Agreement.

## **6. SCOPE OF APPLICABILITY**

This policy shall be applied within the department affecting the following officials:

- a. Departmental officials;
- b. District Transport officers;
- c. Fleet Management Section; and
- d. Members of the public.



## **7. EXCLUSIONS**

The use of government vehicles (White Fleet) is not permitted to the following:

- a. SMS member(s);
- b. MMS member(s) and/or any official(s) who have structured for motor vehicle [or car] allowance in terms of MMS Dispensation by DPSA. Most importantly, the MMS member has a responsibility to advise the transport officer about his/her car allowance structuring. Failure to disclose and subsequent to issuing of departmental vehicle to such an official, it shall be deemed as a fraudulent act by the official requesting the vehicle. It must be noted that the department recognises that car allowance structuring as a mere tool to get a temporal tax relief and it does not constitute fringe benefit from the department, however, the department [as SARS agent] is compelled to enforce SARS regulations in this case;
- c. Official(s) who is currently and actively participating in the subsidy scheme;
- d. Kings/Queens and Executive Members of House of Traditional Leaders unless their departmental purchased vehicles have broken down and no replacement has been made available by the Department;
- e. Members of the public who are not serving on the departmental mandate;
- f. Any official who has been declared unfit to drive or suspended from driving government vehicles should not drive and can only be a passenger;
- g. Permanent Allocation of a government vehicle to departmental officials will only be allowed for the Traditional Regional offices / Kingdoms, offices of the HOD, MEC and Provincial Disaster Management Centre;
- h. Officials who have a driver's license in less than twenty-four (24) months; and
- i. Departmental interns and learners (for accountability purposes).

## **8. PRINCIPLES**

Underpinning the policy are inter alia the following principles:

### **8.1. ROLES AND RESPONSIBILITIES OF FLEET MANAGEMENT SECTION**

- a) Ensure implementation of financial accountability to enhance effective, responsive and responsible use of departmental fleet;
- b) Develop systems of internal control and designing procedures as well as processes to mitigate risk;
- c) Ensure the efficient and most economically viable utilisation of the departmental fleet;
- d) Conduct research, report and advise on aspects affecting fleet;

- e) Ensure that all fleet resources are properly administered in line with applicable legislation, regulations, Transport Department Guidelines and best practices;
- f) Facilitate and participate in the provision of all fleet related engagements;
- g) Provide operational support and advice to the executive management for information and decision making;
- h) Maintaining and keeping of fleet asset register;
- i) Reporting of accidents to the South African Police Service; Head of Department as well as the Department of Transport for compliance and asset reconciliation purposes;
- j) Attending to vehicle requisitions from various departmental business units;
- k) Payment of vehicle bill from Government Fleet Management Services;
- l) Ensuring that the vehicles are in a roadworthy condition, including conducting of prior and post trip inspections;
- m) Ensure that all instructions relevant to the use, operation and maintenance of vehicles are complied with on a regular basis;
- n) Compiling and monitoring transport budget;
- o) Compiling fleet management reports;
- p) Attend Transport Steering Committees, operational fleet management meetings;
- q) The transport officer must check the vehicle license for validity before issuing a vehicle; and
- r) Transport officers must ensure that the vehicles are serviced at the correct service intervals.

## **9. UTILISATION OF A GOVERNMENT VEHICLE**

### **9.1. WHO CAN USE A GOVERNMENT VEHICLE?**

- a) A departmental vehicle can be used by an official who is not affected by the exclusions listed under paragraph 7 above, with an approved trip authority for an activity that is in line with the objectives of COGTA;
- b) Vehicles cannot be used for party political purposes under any circumstances, or to take part in industrial union activities;
- c) In conjunction with Pa 7.5, under extreme cases, the Accounting Officer or his delegate may approve the use of departmental vehicle to members who are not eligible to be passengers provided the following is taken into consideration:
  - i. The request is in line with the departmental mandate;

- ii. Failure to provide transport to the members in question may directly or indirectly put the services of the department to a disadvantage;
- iii. There is no other alternative transport; and
- iv. Ensure that the form which is labelled as “Annexure A” is attached in the request for approval.

## **9.2. WHO CAN DRIVE A GOVERNMENT VEHICLE?**

- a) Licenced departmental officials who are appointed as drivers and have undergone a competency driving test;
- b) A departmental vehicle can only be driven by a COGTA employee who has an unendorsed valid driver’s license that is older than twenty-four months;
- c) The physically impaired/challenged official who cannot operate a manual vehicle should provide medical reports citing they are unable to operate a manual vehicle or have the applicable vehicle restriction on their license before they are issued with an automatic vehicle;
- d) Driver is ONLY permitted to drive a vehicle he/she is authorised to drive in accordance with his/her issued license and must not deviate from this rule under any circumstances;
- e) Drivers who constantly demonstrate recklessness (any evidence of negligence and rough handling) in their driving shall be prohibited from driving the departmental vehicle;
- f) Any official who is found driving a departmental vehicle without necessary documentation and required authorisation shall be deemed to have stolen the vehicle;
- g) Inebriated officials are strongly prohibited from driving departmental vehicle;
- h) No improper conduct by the driver shall be tolerated at all times;
- i) Drivers shall not exceed speed limit under any circumstances;
- j) Traffic fines for breaking traffic rules shall be borne by the driver;
- k) Driver who has caused the confiscation of departmental vehicle shall be liable for the costs incurred by the department in correcting such occurrence and will be disciplined via their respective offices;
- l) After the date of signing this policy, all new officials employed as drivers together with all transport officers will be required to possess a minimum of code 10 vehicle license and a valid PDP with a minimum of three (3) years driving experience;

- m) All officials employed as drivers will be required to be on stand-by after hours and on the week-ends for emergencies. The department shall compensate the drivers for this task or give time-off; and
- n) The driver of the vehicle will be held responsible for ensuring that unauthorised passengers are not conveyed.

### **9.3. CONVEYANCE OF PASSENGERS**

- a) Only authorised passengers are allowed to travel in a government vehicle and must always carry their identity documents.
- b) The picking up of casual passengers (i.e. hitchhikers) is not allowed under any circumstances.
- c) Passengers are prohibited from consuming alcohol and smoking while in the departmental vehicle, irrespective of whether the vehicle is moving or stationary.
- d) Passengers are required to always observe transport safety rules and must not distract the driver of the vehicle while driving.
- e) Passengers must be authorised to be in the vehicle. Picking up of any unauthorised passengers is not allowed under any circumstances. The names and identity numbers of the passengers including reasons for trip must be recorded on the trip authority form. The passengers must/shall carry their identity documents at all times when travelling in a government vehicle.
- f) Indemnity – Article 40 of the Public Service Act, 1994 determines that whenever any person is conveyed in or makes use of any vehicle, aircraft or vessel which is the property of the State, the State or a person in the service of the State shall not be liable to such person or his or her spouse, parent, child or other dependant for any loss or damage resulting from any bodily injury, loss of life or loss of or damage to property caused by or arising out of or in any way connected with the conveyance in or the use of such vehicle, aircraft or vessel, unless such person is so conveyed or makes use thereof in, or in the interest of, the performance of the functions of the State. Provided that the provisions of this section shall not affect the liability of a person in the service of the State who wilfully causes the said loss or damage.

#### **9.4. AUTHORITY TO USE DEPARTMENTAL VEHICLE**

- g) A government vehicle shall be issued to an officer/driver who is in possession of a valid driver's license, who has received an individual driving tag.
- h) An employee must/shall submit a complete and approved trip authority signed by his/her immediate supervisor and Responsible Manager in their chief directorate.
- i) An approved trip authority shall be submitted at least seventy –two (72) hours prior to the actual travel date to allow for sufficient time for managing allocation of vehicles. Any request received outside the latter window shall be entertained subject to the availability of vehicles.
- j) The signed trip authority must/shall be kept in the vehicle at all times for the duration of the authorised trip with the logbook. No alterations are allowed on the original trip authority especially the validity period of the trip authority.
- k) Drivers together with transport officers and security officers must/ shall complete departmental pre-designed inspection sheet before and after the trip.
- l) A government vehicle must/shall have a log book at all times. Drivers are required to complete the log book for each and every trip taken with recordings of accurate distances travelled, deviation from this shall be deemed as fraudulent.
- m) Use of green ink and green pencils – As the use of writing material of this colour is confined exclusively to the Office of the Auditor-General, it would be appreciated if officials or employees refrain from using such ink and pencils when completing any documents in connection with the use and maintenance of government vehicles. ONLY black ink shall be used.
- n) A government vehicle shall be used only for official purposes and not for private or other purposes.
- o) In an effort to co-ordinate trips, it is necessary that itineraries be submitted in advance in consultation with Fleet officers or employee in charge of departmental vehicles. Such itineraries should be prepared with regard to the most suitable and cost effective mode of transport to be used.
- p) For the purposes of this policy, a trip means travelling within the boundaries of the Republic of South Africa and a special approval shall be obtained from the Head of Department and The Department of Transport for all trips beyond the Republic of South Africa.

- q) The use of the vehicle for after-hours or period exceeding normal working hours, is only permitted where after-hour approval has been obtained. The driver must submit an approved After-Hour Form and attach it to the trip authority.
  - r) When a vehicle is to be used overnight or for a period of twenty-four (24) hours and more, prior approval for garaging must be obtained. The vehicle must be parked in a lockable garage, inside premises with a lockable gate at all times.
  - s) The driver of the vehicle will assume total responsibility for the vehicle until the receipt of the vehicle has been confirmed by the transport officer.
- t) Private use of official vehicles is prohibited – the use of a departmental vehicle for purposes such as proceeding home for meals, making social calls, taking relatives for outings and making detours for private purposes is not permissible and is a violation of the Code of Conduct. The department expects every official or employee entrusted with the duty of operating or controlling departmental vehicles to ensure that such vehicles are not used irregularly or misused in any way.

#### **9.5. GARAGING AND PARKING OF VEHICLES**

- a) Under normal circumstances vehicles must be parked at official premises.
- b) Necessary measure must be taken at all times to safeguard vehicles against loss or theft.
- c) Vehicles must be parked in a lockable garage at private premises, with lockable gates.
- d) Where secure facilities are not available, the vehicle should be parked at the nearest police station or nearest and secure state premises.
- e) The driver of the vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit.
- f) Permission may be given for a vehicle to be parked overnight at a home of an official if the following conditions are met:
  - i. There is prior approval by the responsible manager prior to the official trip;
  - ii. A staff member will be leaving early morning or returning late at night. The actual times that this would come into force would be the time when public transport starts / stops. Exceptions can also be made if the personal security of the individual is also at stake;
  - iii. If the home of the individual is at a place between the office and the destination such that it is not sensible to come into the office (normally a journey saving of at least

twenty (20) km would be expected). The vehicle will be provided a day before the trip;  
and

- iv. The vehicle shall be stationed in a safe place and not be utilised for unofficial use.

## **10. INSPECTION OF VEHICLES**

- a. The driver must ensure that the vehicle is thoroughly inspected at all times before and after utilising the vehicle together with a transport officer.
- b. All dents must be recorded before and after the trip and failure to do that may result into a sharing of responsibilities by the driver and the transport officer.
- c. A government vehicle must be thoroughly inspected by a Transport Officer on daily basis. During inspection the Transport Officer must record body dents, speedometer reading, and cleanliness, validity of the vehicle disk, inspect service book including all other items listed under par 13 of this policy.

## **11. CLEANLINESS OF VEHICLES**

- a. Government vehicles must be kept in a clean and neat condition at all times.
- b. All litter in the vehicle must be removed from the vehicle after use and the vehicle to be returned in the same clean state it was found in.

## **12. ROADWORTHINESS OF VEHICLES**

- 12.1 Vehicles such as a kombi and water tankers must be sent to service providers regularly for a Certificate of Fitness (COF) to be issued, so that a Roadworthy Certificate can be attained.
- 12.2 Any defects discovered must be reported to the Transport Control Officer and attended to immediately.
- 12.3 The driver must pay proper attention to the dashboard gauges and indicators, prior undertaking the trip.
- 12.4 Before driving a government vehicle, the driver must ensure that the inspection is undertaken with special attention but not limited to the following:
  - Licence disc expiry date;
  - Head lights, rear lights and brake lights;
  - Indicators;

- Windscreen;
- Mirrors;
- Tyres;
- Wheel cap;
- Triangle;
- Spare wheel;
- Wheel spanner;
- Number plates; and
- Safety belt.

12.5 Expired license discs will be renewed by the department while lost license discs will be reprinted at the request of the driver responsible

### **13. SAFE DRIVING**

13.1 Departmental officials and drivers are encouraged to be cautious while driving a vehicle. Traffic signs and any other regulations applicable for road users, must be strictly adhered to all times. When these rules are not adhered to, the department will not be liable for any penalties imposed.

13.2 The applicable speed limit must not be exceeded at any given time. The safe following distance must be observed by drivers. Where there is any indication of excessive engine heat, lack of oil and or any unfamiliar noise, the engine must be switched off immediately and the vehicle must not be driven further until the matter has been attended to.

### **14. MANAGEMENT OF TRAFFIC VIOLATIONS**

14.1 All traffic violations received by the department on state vehicles shall be dealt with in terms of the provisions of the Road Traffic and AARTO legislation and will be redirected to the driver of that vehicle

14.2 Where a traffic fine has been issued, it will be redirected to the responsible driver and must be paid the fine within 30 days upon receipt. Failure to pay within the prescribed period, will result in the raising of a debt against the official.

14.3 A Transport Officer needs to ensure that records are kept of the driver of a vehicle at a specific date and time to allow the department to redirect the fine to the official that incurred the infringement.



14.4 The department must comply with the Standard Operating Procedures between the Department of Transport and the Road Traffic Infringement Agency as amended from time to time.

14.5 Official found to be negligent where operator infringement notices were issued will be held liable.

## **15. LOAD OF VEHICLES**

15.1 The load on any government vehicle may not exceed the maximum recommended by the manufacturer of the vehicle. 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 tyre life and may induce failures which endanger the lives not only of the occupants of the vehicle but also of other users of the road.

15.2 In the case of commercial motor vehicles, the Road Traffic Act (Act 29 of 1989), Regulation 365 prohibits any load exceeding that laid down by the manufacturers of the vehicle, which can be determined by subtracting the tare of the vehicle from the GVM (gross vehicle mass) indicated on the left-hand side of the vehicle.

15.3 The driver may be personally held liable for any punishment that may be imposed by any court with respect to the infringement of the Act. If a load is transported on or 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.

15.4 Damage or loss caused by overloading or negligent control over a load on vehicles will be recovered from the end -user.

## **16. CO-OPERATION OF OFFICIALS AND EMPLOYEES TO PROMOTE EFFICIENCY IN THE OPERATION OF GOVERNMENT-OWNED VEHICLES**

16.1 Without the full co-operation of all concerned the State's transport operation cannot function efficiently, and officials using government vehicles are therefore earnestly requested to display at all times the same interest in departmental vehicles, which they would have displayed, had those vehicles been their own.

16.2 Inspection – All vehicles are subject to inspection by duly authorised officials to ensure that departments maintain their transport in a proper state of repair and efficiency and that the required instructions are complied with.

16.3 Officials in charge of transport must furnish all the information required by such inspecting officers.

16.4 Instructions - Non-compliance with standing instructions contained in this policy, as well as any instructions issued by heads of departments or appearing on forms or in books used in connection with official travelling and transport, will render the offending officials liable to disciplinary action and, in certain cases, to making good any loss which the State may suffer.

## **17. RETURN OF VEHICLES**

17.1 The drivers are expected to return the vehicles within the normal working hours on daily trips.

17.2 In cases where the vehicle was allocated to an official for overnight trips, such vehicle must be returned on or before eight (08:00) AM of the following day. Furthermore, officials must remove all personal possessions from the vehicle, as the Department will not be held liable for any loss.

17.3 Transport Officers and district appointed officials responsible for fleet management must verify the completeness of the trip authority forms and Log books.

## **18. LOG RETURNS, FUEL, VEHICLE KEYS, VEHICLE EQUIPMENT**

18.1 The driver takes responsibility for the logbook, keys and petrol card once the vehicle issue form has been signed until the vehicle has been returned to the transport officer at the end of the journey. All vehicle keys should be safely secured (preferably in a locked container) in the transport office when the vehicle is not in use.

18.2 A spare set of all vehicle keys should be kept in a secure place, e.g. the SABS approved office safe.

18.3 All officials must guard against fuel theft, ensuring that correct odometer reading and registration number is recorded when filling up.

18.4 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 user until such time that the vehicle is returned to the transport officer.

18.5 The users and district appointed officials are required to submit log returns to the Fleet Management section at Head Office on monthly basis.

## **19. ACCIDENTS**

- 19.1 The following procedure must be followed in the event of a 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:
- 19.2 Report the incident to the nearest police station within 24 hours, and obtain a case number and a statement made under oath. If requested to do so, supply the name and address of the driver of the vehicle and the number of the vehicle to any other person having reasonable grounds for requesting the information.
- 19.3 In the case of breakdown and accident the driver must call the service provider call centre and the Transport officer for assistance.
- 19.4 Under 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 until Fleet Management Section is informed of the accident.
- 19.5 In the event of any third party admitting liability, endeavours must be made to obtain a written statement from him/her to that effect.
- 19.6 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 attention of the police or law enforcement 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.
- 19.7 A detailed accident report on the prescribed Accident Form must be compiled and signed by the driver and Responsible Manager and should then be submitted to the Transport Officer / Fleet Management Section within seven (7) working days after the accident. The following information must be obtained as soon as possible, preferably at the scene of the accident:
  - i. The registration number, makes and type of the other vehicle(s);
  - ii. The name, address, ID number, and home and work telephone number of the driver(s) and the owner(s) of the other vehicle(s);
  - iii. The name of the insurance company/broker with respect to the other vehicle(s);
  - iv. Whether the driver acted in his/her own interests or in the interests of the owner of the vehicle;
  - v. The nature and extent of the damage caused to the other vehicle(s) in this particular accident only;
  - vi. The name, address, ID number, home and work telephone number and estimated age of any passengers and/or pedestrian(s) involved in the accident and of any person(s) killed or injured, as well as the nature and extent of injuries;

- vii. A description of animals and fixed objects involved in the accident and the name and address of the owner, in the case of animals, and also the name and estimated age of any herdsman (men) who tended or drove the animals, as well as the nature and extent of injuries and damage;
- viii. The name, address, ID number, and home and work telephone number of every witness, including the occupants of the other vehicle(s) concerned;
- ix. Measurements for the preparation of a sketch of the scene of the accident;
- x. Whether or not the road was fenced in on either sides or one side only;
- xi. Reporting the accident (other than to the police);
- xii. The Transport officer must immediately provide GFMS with the accident report for further investigations; and
- xiii. If the driver has been found to have been negligent or exceeded the speed limit, such driver will be liable for the damage.

## **20. SUSPENSION OF OFFICIALS FROM DRIVING GOVERNMENT-OWNED VEHICLES**

20.1 Fleet management section will write to the relevant manager with substantial proof reporting an official who may have been subjected to the following:

- i. Misuse or irregularly used government vehicle;
- ii. Official is or was guilty of reckless or wilful conduct whilst driving a government vehicle; and
- iii. The official who drove the vehicle while under the influence of liquor or narcotic drugs; or while the concentration of alcohol in his/her blood was not less than that prescribed by legislation.

20.2 The relevant manager of the driver will be expected to initiate disciplinary processes against the driver as prescribed by relevant prescripts, but not limited to the following:

- i. Suspension from driving a government vehicle for a reasonable period not exceeding 6 months, so as to avoid unintended negative impact to service delivery;
- ii. Bear any costs relating to the accident damage stipulated in the investigation report; and
- iii. Any applicable AARTO Act sanction provisions.

## **21. THEFT & LOSS OF VEHICLES**

- 21.1 An official or driver who takes over a government vehicle must ensure that it is in good order and safely parked.
- 21.2 Any suspected misuse or theft should be reported to the Fleet Manager or Department of Transport
- 21.3 All vehicles are to be installed with a tracker in order to monitor usage, speed and driver behaviour.
- 21.4 In cases of theft, a thorough investigation will be conducted by Department of Transport in conjunction with SAPS and NIA. Where necessary or collusion is suspected, officials may be requested to undergo a polygraph test.

## **22. INSURANCE**

- 22.1 All government vehicles are self- insured by GFMS, meaning there is no underwriter appointed to insure the vehicles.

## **23. DISPOSAL AND ACQUISITION OF VEHICLES**

- 23.1 Obsolete Departmental Vehicles will be disposed by GFMS.
- 23.2 Vehicles will be replaced by GFMS at the set limit of a non-compliant vehicle, determined through the Service Level Agreement, subject to the overall condition of the vehicle.
- 23.3 Vehicles will be acquired through the National RT 57 contract; applicable legislation or donations.

## **24. USAGE OF GOVERNMENT VEHICLES FOR FUNERAL & MEMORIAL SERVICES**

- 24.1 Government vehicles are for official duties and service delivery of departmental mandate, but in the essence of Ubuntu, government transport can be issued and utilized under the following conditions:
  - i. Government officials that are nominated to represent the department at a funeral or memorial service of an official(s) from the department who has passed away;
  - ii. Where an official act on behalf of the department and has been appointed by HOD or his/her delegated authorised official at a funeral or memorial service of a deceased employee;
  - iii. Government officials that are nominated to represent the department and offer messages of condolences and sympathy on behalf of the department;

- iv. Nominated officials that are in possession of a subsidized vehicle will utilize their vehicle officially to perform all memorial and funeral service functions as set out above and all trips incurred will be regarded as official trips. This will need to be authorised by Accounting Officer or his/her delegate; and
- v. Traditional Affairs branch will be allowed to use the government vehicles according to their core business in support of Traditional Leaders as prescribed in Chapter 2 of the Handbook for Tools of Trade of Traditional Leaders and subject to the approval of the Head of Department.

24.2 The following requirements need to be adhered to when official transport to a funeral or memorial service is approved:

- i. No additional human resources are needed only delegated officials will be in the vehicle to represent the department;
- ii. All arrangements of transport provisioning need to be approved by Head of Department or designated official;
- iii. Should approval for the use of government motor transport be granted, such transport is only to be utilised within the boundaries of the Republic of South Africa and a special approval will be required from the Accounting Officer for trips beyond the Republic of South Africa;
- iv. In the approval for the request for transport to a funeral or memorial service, the cost for stand in or replacement vehicle (should it be required for service delivery), should be taken into consideration in the approval thereof; and
- v. Service delivery will take precedence over any other business in the provision of a government vehicle.

## **25. REVIEW OF POLICY**

The policy will be reviewed and amended when necessary and or when new prescripts are issued by the National Treasury.

## **26. CONTRAVENTION OF POLICY**

Any deviations from this policy must be approved by the Accounting Officer and failure to comply may attract disciplinary action in terms of the departmental Human Resources Policy.

**27. DATE OF EFFECT**

The Fleet Management Policy is effective from the date of approval and must be adhered to by all employees of the Department of Cooperative Governance and Traditional Affairs - Eastern Cape.

**ANNEXURE "A"**

**28. INDEMNITY FOR NON- GOVERNMENTAL EMPLOYEES**

All non-governmental employees who are passengers hereby indemnify the Department of Cooperative Governance & Traditional Affairs, its representatives and officials against any liability in respect of injury or loss that may occur during a trip in a government vehicle. All passengers are therefore hereby implored to acknowledge by signing the indemnity form when boarding the vehicle.

**EVENT NAME:** \_\_\_\_\_ **EVENT VENUE:** \_\_\_\_\_ **EVENT DATE:** \_\_\_\_\_

| <b>NAME AND SURNAME</b> | <b>IDENTITY NUMBER</b> | <b>SIGNATURE</b> |
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**DRIVER'S NAME**

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**SIGNATURE**

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**DATE**