



# VEHICLE POLICY FOR POLITICAL OFFICE BEARERS

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## **1. DEFINITIONS**

**"Council"** means a Municipal Council established in terms of the Municipal Structures Act No. 117 of 1997

**"Political office-bearer"**, in relation to a municipality, means- (a) the speaker, executive mayor, deputy executive mayor, mayor, deputy mayor or a member of the executive or mayoral committee of a municipality elected, designated or appointed in terms of a specific provision of the Municipal Structures Act; or (b) a councillor referred to in section 57(1) of this Act;

**"Damage"** means any form of damage caused on a municipal allocated/used by the political office-bearer vehicle due to any incident

**"Executive Committee"** means a committee of Council established in terms of the Municipal Structures Act No. 117 of 1997

**"Fault"** means any fault of, but not limited to mechanical, electrical and electronic nature

**"Mayor, Deputy Mayor, and Speaker"** means the political office-bearer elected in terms of the Municipal Structures Act No. 117 of 1997

**"Ministerial Determination"** means a determination of the amount of monthly travelling allowance payable to councilors including the Mayor and Speaker's in terms of the Remuneration of Public Office-Bearers Act No. 20 of 1997

**"Municipality"** means an institution established in terms of the Municipal Structures Act No. 117

**"Municipal Manager"** means the person employed as Municipal Manager in terms of Section 56 of the Municipal Systems Act No. 32 of 2000 or a designee

**"Safe place"** means any place with a reasonable level of security where a municipal vehicle may be parked at night

**"Vehicle specifications"** means both standard and extra vehicle fittings

**"Immediate family member"** means a brother, sister, son, daughter and spouse/life partner; mother-in-law and father-in-law of the political office bearer

**"Councillor"** means a member of a municipal council;

## **2. OBJECTIVES**

- 2.1 To provide for acquisition of vehicles used by political office bearers in line with Municipal Cost Containment Measures Regulations
- 2.2 To provide a framework for use, management and maintenance of a vehicles used by municipal office bearers
- 2.3 To enable the Political Office Bearers allocated with vehicles to executive their functions in an efficient and effective manner
- 2.4 To cater for general transport needs of the Political Office Bearer allocate with vehicles
- 2.5 To facilitate the service delivery processes
- 2.6 To maximize safety and security of the Political Office Bearers
- 2.7 To protect the dignity of the Political Office Bearers
- 2.8 To protect the image of the Municipality

## **3. TYPE AND SIZE OF VEHICLES**

- 3.1 The type of vehicle shall be a SUV (Sports Utility Vehicle)
- 3.2 The make of the vehicle shall be chosen by the management taking into account the need, purpose and use of the vehicle.
- 3.3 Due care shall be exercised when choosing a vehicle made in order to avoid unnecessary maintenance problems
- 3.4 The size of a vehicle shall be medium to large with a limited capacity of six passengers excluding the driver
- 3.5 The engine capacity of the vehicle shall be limited to a maximum of 3.0 liters
- 3.6 The type and size of vehicle shall be determined in terms of the afore-mentioned provisions

#### **4. VEHICLE SPECIFICATIONS**

The following, but not limited to, vehicle specifications will apply where necessary to vehicles of political office bearers: -

- 4.1 Vehicle that is a 4X4 or all-wheel drive
- 4.2 High profile security system
- 4.3 Power steering
- 4.4 Alarm system
- 4.5 Air conditioner or climate control
- 4.6 Spot lights
- 4.7 CD/Radio
- 4.8 Tow bar

#### **5. ACQUISITION OF VEHICLES**

- 5.1 Vehicle shall be acquired either through vehicle lease or purchase arrangement
- 5.2 The lease or purchase arrangement and maintenance of a vehicle shall be provided for, under the Councillors' administration budget
- 5.3 Vehicle shall be acquired through the normal procurement processes of the municipality
- 5.4 The price of the vehicle shall be controlled through limitation of the engine capacity of the vehicle up to a maximum of seven hundred thousand rand (R700 000) or 70% of the total annual remuneration package for the different grades, whichever is greater, excluding license fees and maintenance costs if the vehicle is leased
- 5.5 The quality, safety, reliability and durability of the vehicles shall be considered as key determinants in the acquisition process
- 5.6 Cost of repairs of vehicles to be borne by the Municipality and shall be authorized by the Municipal Manager

## **6. USE, STORAGE AND MAINTENANCE OF VEHICLES**

- 6.1 Vehicle shall be used for the Political Office Bearers' transport needs
- 6.2 In case of an emergency, a Political Office Bearer's vehicle may be used for any other official purpose within a reasonable time frame subject to the Municipal Manager's consent
- 6.3 No Councillor may drive a municipal vehicle except on circumstances beyond control.
- 6.4 Vehicle may be used for ceremonious and official functions of other organizations including governmental institutions which are deemed befitting attendance by the Mayor and Speaker's or his/her representative or designee
- 6.5 Vehicles shall be insured as part of the municipal fleet
- 6.6 Vehicle shall be maintained as per the vehicle lease agreement if there is any or vehicle specification
- 6.7 A Political Office Bearers' vehicle may be in the possession and under the control of the Political Office Bearer for 24 hours
- 6.8 In the event of a vehicle being involved in an accident or having major mechanical faults the municipality shall hire a car that is in the same range as the one he/she was using. An independent expert may be appointed by the municipality in consultation with the Municipal Manager to conduct an investigation into the causes of a general circumstances pertaining to the damages
- 6.9 The independent expert will draw findings and make recommendations with regard to the damages to a vehicle and submit his or her report to the Municipal Manager
- 6.10 If an element of negligence has been proven, an amount equal to the insurance excess in case of a vehicle accident or 10% of the costs of repairs in case of mechanical faults shall be borne by the Driver.

## **7. REPLACEMENT OF VEHICLE**

- 7.1 Vehicles should be replaced when it reaches a mileage of 120 000 or three years whichever comes first unless the vehicle is still in good condition and there is no reason for immediate replacement.
- 7.2 Necessary budgetary provisions shall be made for replacement of vehicles
- 7.3 Replacement of vehicles shall be transacted by the Municipal Manager in compliance with the provisions of this policy

## **8. SECURITY AND SAFEKEEPING OF VEHICLES**

- 8.1 Vehicles should be kept in a safe place or parked in a lockable garage at night
- 8.2 All security devices fitted on a vehicle must be activated when the vehicle is parked
- 8.3 The safety and security of a Mayor a vehicle shall be maintained at all times
- 8.4 Any damage or fault on a vehicle shall be reported to the office of the Municipal Manager by the Executive Manager: Corporate Services or Officer responsible for fleet for the purpose of effecting repairs as soon as possible
- 8.5 Excess arising from insurance claims shall be borne by the Municipality, unless the Council resolves otherwise

## **9. REVIEWAL OF THE POLICY**

It will be the responsibility of the Municipal Manager & Corporate Services Department to consider the provisions of this policy on annual basis. The Municipal Manager & Corporate Services Department shall request all Departments to submit their proposed changes for submission to Council for approval.

## **10. ADOPTION AND APPROVAL OF THE POLICY BY COUNCIL**

This policy is adopted and approved by the full Dr Nkosazana Dlamini Zuma Local Municipality Council for implementation

Effective from (Date)\_\_\_\_\_

Approved by Resolution Number\_\_\_\_\_on this the\_\_\_\_\_day of \_\_\_\_\_  
20\_\_\_\_\_

Signed this the\_\_\_\_\_day of\_\_\_\_\_20\_\_\_\_\_.

\_\_\_\_\_  
MUNICIPAL MANAGER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE