



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