

UMUZIWABANTU MUNICIPALITY



FLEET MANAGEMENT POLICY

CONTENTS

No.	SUBJECT	PAGE
1.	Introduction	3
2.	Principles of fleet management	3
3.	Determining of vehicle requirement	3
4.	Funding	3
5.	Acquisition	4
6.	Issue	4
7.	Vehicle Register	5
8.	Report of acquisition of new vehicle	5
9.	Drivers license	6
10.	Responsibility of vehicles	6
11.	Uses of vehicles	7
12.	Mis-use of vehicles	8
13.	Passengers	8
14.	Fines	8
15.	Servicing and effects	9
16.	Log sheets	9
17.	Display of official uMuziwabantu logo	11
18.	Authority to drive uMuziwabantu Municipality vehicles	11
19.	Accidents	12
20.	Parking	12
21.	Disposal of vehicles and equipment	12
22.	Major repairs to municipal vehicles	13
23.	Uses of machinery, equipment and tools	14
24.	Security of official vehicles on stand by duties	16
25.	Drivers of official vehicles	18
	Annexure A – Certificate of competency	21
	Annexure B – Indemnity form	22
	Annexure C – Vehicle Inspection Checklist	23
26.	Procedure when involved in an accident	25
	Annexure D – Vehicle Accident Report	28
27.	Accident Investigating Official	39
28.	Accident Investigation	40
	Annexure E – Report by Accident Investigating Official	42
	Annexure F – Weekly log cards	49
	Annexure G – Monthly vehicle log card register	51
	Annexure H – Monthly log card register for all vehicles	52

1. Introduction

- 1.1. It is vital for uMuziwabantu Municipality to exercise effective internal control over acquisition, maintenance and disposal of fleet assets.
- 1.2. The Municipal Finance Management Act, 2003 S 63(1) states that “The accounting officer of a municipality is responsible for the management of the assets of a municipality, including the safeguarding and the maintenance of those assets”.
- 1.3. This means that an appropriate fleet management policy should be in place.

2. Principles of Fleet Management

- 2.1. Fleet management is the process of guiding the acquisition, use, safekeeping and disposal of fleet to make the most of their service delivery potential and manage the related risks and costs over the entire life.

3. Determining of vehicle requirement

- 3.1. The Managers are responsible for determining the number and types of vehicle(s) that will be required to effectively and efficiently execute the duties and responsibilities to his/her department in consultation with the Manager: Technical Services whom is to advise as to the suitability of the proposed vehicles as to the envisaged task/duty it's intended for.

4. Funding

- 4.1. On determination of the vehicle requirements, the Managers will during November each year, submit to the Chief Financial Officer a fully motivated request detailing:
- a) The type of the vehicle
 - b) Reason for acquisition
 - c) Cost
 - d) Method of funding
- 4.2. The Chief Financial Officer will include the vehicle request in the proposed financial budget, drawn for the ensuing financial year end and submit same to the municipality for approval.

5. Acquisition

- 5.1. In terms of Section 15 of the Municipal Finance Management Act, 2003, a municipality may incur expenditure only in terms of the approved budget and within the limits of the amounts appropriated for the different votes in the approved budget.
- 5.2. Therefore, on approval of the financial budget, the Manager: Technical Services will advertise the vehicle requirement and call for submission of written tenders in terms of Municipality's tender policy procedure.
- 5.3. On receipt the tender is to be tabled at tender committee for its tender recommendation to the municipality for approval, after which on approval thereof, the required vehicles can be acquired by the Manager: Technical Services.

6. Issue

- 6.1. Vehicles will be allocated either to a designated official or to a department or section for its use.
- 6.2. The senior official in a department or section will assume responsibility for the control over and effective usage of such vehicle, also ensuring that the users of such vehicle complete the prescribed vehicle log sheet on a daily basis whilst being responsible for the submission of the completed log sheets at the end of each month.
- 6.3. The name of designated official is to be relayed to the Manager: Technical Services.

7. Vehicle Register

- 7.1. The Manager: Technical Services is to prepare and maintain a register of all vehicles owned and in use at uMuziwabantu Municipality.
- 7.2. Such a register is to contain the following information:
 - a) Vehicle registration number
 - b) Model and type of vehicle
 - c) Date acquired
 - d) Cost
 - e) Name of official allocated to
 - f) Date allocated
 - g) Garage/petrol number
 - h) Date scrapped
 - i) Date of auction/sale/disposal
 - j) Annual revaluation for insurance

8. Report of acquisition of new vehicle

- 8.1. The Manager: Technical Services is to inform the Finance Department i.e. Chief Financial Officer of such acquisition detailing the following information:
- a) Vehicle registration number
 - b) Model and type of vehicle
 - c) Date acquired
 - d) Cost
- 8.2. The relevant supplier's invoice, delivery note and order form is to be attached to such notification of acquisition.
- 8.3. On being so advised, the Chief Financial Officer is to ensure that such a vehicle is recorded in the municipality's Asset Register, and so included in the Municipality's vehicle insurance cover.

9. Driver's Licence

- 9.1. All employees who need to drive an official vehicle must be in possession of a valid R.S.A. drivers license for their respective vehicle class and a certified Photostat copy of such license must be filed in their personnel file plus a further copy to be submitted to the Fleet management clerk.
- 9.2. Employees who are driving official vehicles, whose Tare are in excess of 3.5 (three point five) ton, are to be in possession of a valid professional drivers permit.
- 9.3. All drivers' licenses are to be checked on an annual basis by the heads of departments in respect of all staff under their supervision, who drive an official vehicle. Any changes to drivers' licenses or endorsement to an official driver's license is to be reported to the Manager: Technical Services.

10. Responsibility for vehicles

- 10.1. The official to whom the vehicle had been issued, or the official designated by the department/section's head, is responsible for the completion and submission of the described vehicle log sheet as detailed in the section "Drivers Duties and Responsibilities". However the overall condition of the vehicle still remains the responsibility of the Manager: Technical Services.
- 10.2. Any uMuziwabantu Municipality employee who is permitted to drive an official vehicle will be responsible for the care, maintenance and efficient usage of any vehicle during the time that he/she uses such vehicle.

11. Uses of Vehicle

- 11.1. Official vehicles can only be driven by authorised officials of uMuziwabantu Municipality whom are in possession of a valid driver's license for such type of vehicle and not any other person.
- 11.2. Officials who receives car allowances are not allowed to drive municipal vehicles unless council decide.
- 11.2. Vehicles must only be used for **official duties** in the line with the user's work requirements.
- 11.3. Private use is strictly forbidden unless written authorization is obtained from the Assistant Manager: Traffic, Fire and Disaster Management provided that the Assistant Manager has obtained authorisation for such use from the Manager: Technical Services.
- 11.4. A copy of the said authorisation must be lodged with the Manager: Technical Services.

11.5. Any unauthorised use will result in disciplinary action being taken against the offender, if such unauthorised usage is detected and/or reported.

12. Mis-use of vehicles

12.1. All employees authorised to drive uMuziwabantu Municipality vehicles are requested to treat such vehicles with the same care, attention and respect as they would their own private vehicles.

12.2. Any deliberate mis-use or neglect of an uMuziwabantu Municipality vehicle will result in disciplinary action being instituted against any offender.

13. Passengers

13.1. Persons who are not employees of uMuziwabantu Municipality may only be transported in official vehicles with the prior written consent of the Manager: Technical Services and after having completed the indemnity form “*Annexure B*”(page 18). Passengers conveyed in LDV’s are to be seated in the bin of such vehicle while the vehicle is in motion.

13.2. Disciplinary action will be taken against a transgressing driver/employee, in terms of the disciplinary code as incorporated in the conditions of employment.

14. Fines

14.1. Fines emanating from any traffic offences committed whilst driving uMuziwabantu Municipality vehicles, are the sole responsibility of the offending driver.

- 14.2. This includes the failure by the driver to ensure that a renewal licence disc is displayed after the renewal date of such vehicle's annual licence.
- 14.3. Should it be proved that the offence was the direct cause of an undetected vehicle defect, only support by uMuziwabantu Municipality will be afforded to the driver.

15. Servicing and effects

- 15.1. The Assistant Manager: Traffic, Fire and Disaster Management is responsible for arranging the uMuziwabantu Municipality vehicle to arrange for and make such vehicle available for the regular prescribed and required servicing, or when advised by the Manager: Technical Services to do so.
- 15.2. Any defects which occur between services and which affects the safe and efficient operation of such vehicle, are to be rectified without delay by the driver reporting it to the Assistant Manager: Traffic, Fire and Disaster Management for his attention.
- 15.3. All defects of a vehicle noted on the vehicle inspection sheet "*Annexure C*" (page 19) are to be recorded in a register kept in the Assistant Manager: Traffic, Fire and Disaster Management's office in order that all reported defects may be rectified.

16. Log Sheets

- 16.1. Details of each journey are to be entered by the driver on the prescribed weekly log cards "*Annexure F*" (page 43) which must contain the following information:
- a) Vehicle registration number
 - b) Date of journey
 - c) Name of driver
 - d) Start odometer reading per journey undertaken

- e) Closing odometer reading after completion of journey
 - f) Distance travelled per journey
 - g) Particulars of journey undertaken
 - h) If more than one task undertaken per single journey, the kilometres travelled per every task, to be so recorded.
- 16.2. The completed weekly vehicle log cards are to be checked and countersigned by the respective Manager.
- 16.3. The respective Managers are then to complete the monthly log cards “*Annexure G*” (page 45) incorporating all officials responsible for such vehicle (i.e. custodian/ driver).
- 16.4. The respective Managers are to forward all such certified log cards in respect of all vehicles used by officials under his supervision as one batch to the Manager: Technical Services within 5 (five) working days after each month end.
- 16.5. The Manager: Technical Services or his delegated representative, i.e. the Assistant Manager: Traffic, Fire and Disaster Management, will:
- Maintain a monthly vehicle log card register “*Annexure H*” (page 46) incorporating all official vehicles in respect of which it is required that the prescribed vehicle log cards “*Annexure F*” (page 43) are to be completed and submitted by an official required to submit same.
 - Ensure that the following information is to be recorded in such vehicle log card control register:
 - Registration of vehicle
 - Name of official to whom such vehicle has been designated for use
 - Date of receipt of vehicle log card
 - Odometer reading as on the last day of the month

- Ensure that all vehicle log cards, once received and recorded on the monthly vehicle log card control register, are to be allocated with the monthly control register.
- A copy of the completed monthly vehicle control register after certification by the Manager: Technical Services together with all relevant original vehicle log cards are to be forwarded in one batch to the Assistant Manager: Expenditure at least by the end of the second week of the month immediately following the month the vehicle log cards pertain to.

17. Display of Official uMuziwabantu Municipality Logo

On acquisition of a vehicle by the Manager: Technical Services and prior to such vehicle being issued to an official/department/ section, the Manager: Technical Services is to ensure that the copies of the approved official Municipality Logo are affixed on both front doors of such acquired vehicle.

The said logo is to be affixed and displayed in such manner that is clearly visible and readable at all times.

Under NO circumstances is such logo to be defaced and/or removed from the doors of such vehicle, unless such vehicle has been declared unroadworthy and authority has been granted by the Municipality for its disposal, the said logo may be removed on instruction of the Manager: Technical Services.

Disciplinary action may be instituted against an official found to be driving an official vehicle without the official Municipality logo being displayed on both doors.

18. Authority to drive uMuziwabantu Municipality vehicles

- 18.1. Prior to employee being allowed to use the Umuziwabantu Municipality Vehicle, the Manager: Technical Services is to test and ascertain the competency of such applicant driver to drive a vehicle.
- 18.2. If found suitable, a competency certificate as per “*Annexure A*” (page 17) is to be issued, and a copy is to be placed on such employee’s personal file.

19. Accidents

- 19.1. All accidents involving Umuziwabantu Municipality vehicle, no matter how slight, are to be reported without delay in terms of the instructions as contained in the section regarding the prescribed procedure when involved in an accident.
- 19.2. Failure to comply with these instructions will result in disciplinary action being taken against the perpetrator, in terms of the disciplinary code negligent of such mishap.
- 19.3. The Municipality reserves the right to recover the insurance excess from such responsible official.

20. Parking

- 20.1. When parked, all vehicle doors are to be properly locked. Vehicle used whilst an official is on standby and parked at his home, will be kept in a lock up garage.
- 20.2. If not possible, the driver is to arrange suitable parking for the official vehicle in consultation with the Assistant Manager: Traffic, Fire and Disaster Management who will ensure that his vehicle is parked in the premises of this Municipality.

21. Disposal of Vehicles and Equipment

- 21.1. On being determined by the Manager: Technical Services as being of no further use for the purpose of this Municipality, the Manager: Technical Services is to institute the following for the disposal of such vehicle and/or equipment:
- a) In event of the item being determined as uneconomical for repair thereof due to having exceeded its life span, the Manager is to issue a certificate to such effect for submission to Municipality for authority to expunge such item from its Asset Register, and sale thereof by means of a public auction sale/tender.
 - b) If such item is to be replaced due to it having been damaged beyond repairs due to an accident or stolen whilst being insured, the guidelines of the insurer are to be adhered to regarding such replacement or disposal.
 - c) On receipt of Municipality's authority to dispose of the assets, such assets are to be handed to the Assistant Manager: Traffic, Fire and Disaster Management for sale by Public Auction Sale or tender.
 - d) Under no circumstances may a vehicle/equipment which has been disposed of by the municipality, be leased or repurchased at any stage by the Municipality.

22. Major Repairs to Municipal Vehicles

- 22.1. Prior to authorizing the performance of any major repairs to a municipal vehicle, the Manager: Technical Services and the Assistant Manager: Traffic, Fire and Disaster Management will assess the viability regarding the intended repair costs of such vehicles as to replacing the vehicle, taking into account the following:
- a) Vehicle model
 - b) Date of purchase
 - c) Purchase cost
 - d) Retail and/or trade in value at date of assessment
 - e) Extent of damage to vehicle

- f) Assessed repair costs
 - g) Present condition of vehicle
 - h) Estimated life expectancy of vehicle after repairs
 - i) Purchase price of replacement vehicle
 - j) Recommendations
- 22.2. A copy of this assessment report is to be attached to the authorisation for payment of the invoice for repairs or acquisition documents of the replacement vehicle.
- 22.3. The assessment report is to be certified as correct and signed by both officials.

POOL VEHICLE

23. Use of Machines, Equipment and Tools

- 23.1. In order to maximise the economical use of certain vehicles, machinery, equipment and tools due to the cost of acquisition thereof, and only occasional needs or usage required thereof, a pool for such equipment has been established.
- 23.2. As such equipment are available to all staff members, authorised to use same, it is most important that users of such equipment at all times ensure that the equipment are correctly utilized according to their respective use instructions, but are also properly maintained during and after it's use in order that usable equipment is available at all times.
- 23.3. The Manager: Technical Services being in overall charge of all pool equipment is to appoint a member under his supervision to be responsible for the storage, safekeeping and distribution on a loan basis, to the users of such equipment.
- 23.4. Issues regarding the return of loan pool equipment are to be noted in a register to be known as "Pool Equipment Loan Register".

23.5. The said register to contain the following information, that is:

- a) Description of item on loan
- b) Name of borrower
- c) Date and time booked out on loan
- d) Signature of borrower
- e) Date and time returned
- f) Condition of returned equipment
- g) Signature of person returning the equipment
- h) Signature of receiving official

23.6. On being issued with pool equipment, the receiver is to adhere and to execute the following instructions:

A. VEHICLES

- a) Execute an inspection of the pool vehicle in accordance with the prescribed duties and responsibilities of a driver of official vehicles.
- b) Complete the prescribed vehicle inspection sheets and handling same to the Assistant Manager: Traffic, Fire and Disaster Management.
- c) On completion of the loan to ensure that such vehicle is handed over to the Assistant Manager: Traffic, Fire and Disaster Management, having being fuelled, and the vehicle log sheet completed.
- d) On taking over the pool vehicle, the Assistant Manager: Traffic, Fire and Disaster Management is to inspect the vehicle to the inspection sheets, as completed by the user on receipt of the pool vehicle.
- e) Vehicles are to be returned to the Assistant Manager: Traffic, Fire and Disaster Management in a neat and presentable condition.

B. MACHINERY

- a) To inspect such machinery for any visible defects.
- b) Test machinery for it's workability.

- c) Any defects to be recorded in writing and handed to the official doing the handing over.
- d) If fuels and oils are used by such machinery to ensure that such fuel and oil are available in the equipment fuel and oil tanks.
- e) On completion of the loan period, such items to be returned to the issuing official in a clean and neat state, ready for re-issue.
- f) Any scratches, dents or defects are to be brought to the notice of the Assistant Manager: Traffic, Fire and Disaster Management in writing.
- g) All fuel and oil tanks to be full at the return of the item.

C. EQUIPMENT AND TOOLS

- a) Inspect all items for cleanliness and visible defects.
- b) Any scratches, dents and defects noted, to be reported in writing to the issuing official.
- c) On return of items after usage, such items to be cleaned prior to being handed over.
- d) Any defects to be reported in writing to the Assistant Manager: Traffic, Fire and Disaster Management.

23.7. Transgressors on these instructions could face disciplinary action.

24. Security of official vehicles on stand by duties

24.1. Only personnel on official standby duties or personnel authorised due the circumstances appertaining to their normal duties and is approved his/her Head of Department may use their vehicles between their place of employment and their private dwelling. Vehicles used under these circumstances are to be parked at the users private dwelling in a safe and secure environment (behind lock and key).

24.2. All personnel whom are authorised to take an official vehicle to their private dwelling must inform the Manager: Technical Services of such authority also

supplying a description of the intended address and layout indicating the position of parking of the official vehicle.

- 24.3. On being so advised, the Manager: Technical Services or the Assistant Manager: Traffic, Fire and Disaster Management will inspect the intended site for its safety and security relating to the parking of said vehicle and if so satisfied that such vehicle will be kept in a safe and secure environment, will issue a written clearance authority thereto in the format appended hereto.

UMUZIWABANTU MUNICIPALITY

AUTHORISATION TO PARK AN OFFICIAL VEHICLE AT A USERS PLACE OF RESIDENCE.

Having inspected the premises, Lot No. _____

Physical address _____

In the township of _____

being the residence of _____

an official of uMuziwabantu Municipality, authorisation is hereby granted that official vehicle

Reg No. _____ Model _____ be parked

at the aforementioned premises on provision that;

- a) Be parked in a garage under lock and key, or
- b) In a lean to undercover parking situated in an enclosed property with gates kept under lock and key at all times, or

c) _____

In case of non-compliance of any of the aforementioned stipulations, this authority will be revoked.

Signed at _____ this _____ day of _____

Manager: Technical Services

**Assistant Manager: Traffic,
Fire and Disaster Management**

25. Drivers of official vehicles**Duties and Responsibilities**

- 25.1. Prior to embarking on a trip at the assumption of duty on an official vehicle, the following checkpoints will be observed by such driver:
- i) Inspect the vehicle for any visible damage that may have been caused to it;
 - ii) Check the windshield for possible cracks and blemishes;
 - iii) Ensure that the wheels are properly inflated including the spare and are serviceable;
 - iv) Check the battery to ensure that it is secured and check battery electrolyte level;
 - v) Check oil, water and brake fluid level;
 - vi) Ensure that engine compartment hood is properly closed;
 - vii) Check the doors open and close properly;
 - viii) Verify that all seat belts are properly functioning;
 - ix) Ensure that the seat is positioned and locked in correctly. Adjust if required;
 - x) Test head lamps, indicator lights, stop and brake lights, and hazard lights to ensure proper functioning;
 - xi) Test hooter and steering wheel;
 - xii) Ensure that vehicle jack, wheel spanner and warning triangle is in vehicle;
 - xiii) Ensure that license disc is correctly displayed and its validity;
 - xiv) Check whether hand brake is functional;
 - xv) Ensure that all passengers who need to be buckled in, have done so;
 - xvi) Check fuel, oil pressure and heat gauge. Ensure that sufficient fuel is available and that the oil and heat gauges are functioning;
 - xvii) Must ensure that a copy of the prescribed vehicle accident report is available in the vehicle;
 - xviii) Enter odometer reading in the vehicle log sheet;
 - xix) Ensure that no excessive oil or water leaks are evident.

- 25.2. The aforementioned steps are to be checked off the checklist “*Annexure C*” (page 19).
- 25.3. If on inspection it should appear that the vehicle is unsafe or unserviceable for use, it must not be used and all faults are to be noted on the relevant Vehicle Check List which is to be handed to the Assistant Manager: Traffic, Fire and Disaster Management.
- 25.4. The Vehicle Check List “*Annexure C*” (page 19) is to be used when the aforementioned vehicle inspection is executed.
- 25.5. Embarking on a trip:
- i) Ensure that all speed limits are being adhered to all times.
 - ii) All speeding fines incurred will be paid by the responsible driver who incurred such fine, and will under no circumstances be refunded by the Municipality.
 - iii) When required to park at a car park as a result of performance of an official duty, the prescribed parking fee is to be paid by the driver who can then reclaim the same from the expenditure section on completion of the prescribed claim form.
 - iv) Fines imposed by a traffic authority regarding parking will be payable by the driver of the offending vehicle. Such driver is to submit a written explanation to the Manager: Technical Services, giving detailed reason for the incurring of such parking fine and why the Municipality should bear the cost thereof.
 - v) When parking a vehicle, ensure that the vehicle is in such a position that it does not interfere with the normal traffic flow.
 - vi) When parked, the key to the vehicle is to be removed and all doors etc are to be securely locked.
 - vii) Do not leave valuables in the vehicle in plain sight of the passers by.

- viii) Ensure that when carrying personnel on the rear of the vehicle, that all are sitting down in the loading bin.
- 25.6. On Completion of a journey:
- i) Enter the odometer reading and details of trip on the vehicle log sheet.
 - ii) Enter the journey details together with details of defects observed or damage sustained.
 - iii) Lock all doors etc. and return keys and log sheet to nominated person if vehicle was used for a single trip.
 - iv) Ensure that fuel tank is at least half full.
- 25.7. The driver is also to ensure that tyres including the spare are inflated to the correct pressure as prescribed for the applicable vehicle.
- 25.8. Drivers are to ensure that their official vehicle is kept in a neat state of repair at all times.

ANNEXURE A

UMUZIWABANTU MUNICIPALITY
CERTIFICATE OF COMPETENCY

AUTHORITY TO DRIVE UMUZIWABANTU MUNICIPAL VEHICLES

This is to certify that _____

Employee No. _____ ID No. _____

Has been tested this day _____ and has been found
competent to drive this class vehicle being _____

_____ and is the nominated
driver of _____ and has been

advised of uMuziwabantu Municipality's standing Instructions and Regulations
pertaining to the usage and care of official vehicles.

R.S.A. Driver's License No. _____ Date issued: _____

Class Vehicle: _____

Endorsements: _____

Signed by: _____ Signature: _____

Approved by: Manager: Technical Services: _____

Date: _____

ANNEXURE B

INDEMNITY

I, the undersigned _____
ID No. _____, a non uMuziwabantu
Municipality employee, on my own behalf do hereby indemnify and hold the
uMuziwabantu Municipality and/or it's officials free from any claims for damages for
bodily injury or loss howsoever arising out of being involved in any mishap whatsoever
whilst travelling in the uMuziwabantu Municipality vehicle.

I hereby warrant that I have legal capacity to give this indemnity.

Dated at _____ on this _____ day of _____

SIGNATURE

AS WITNESSES:

1. _____
PRINT NAME

SIGNATURE

2. _____
PRINT NAME

SIGNATURE

**ANNEXURE C
VEHICLE INSPECTION LIST**

Drivers of the Municipality owned vehicles are responsible for all aspects pertaining to the vehicle on receipt of the vehicle. You are compelled to inspect the vehicle before departure, and mark your findings below. The Assistant Manager: Traffic, Fire and Disaster Management will inspect the vehicle with you on your return. Should these procedures not be followed, you, the last driver of the vehicle will be held responsible for all damages, losses, and deficiencies.

Vehicle Reg. No _____ Driver’s Name _____

Kilometer Reading at beginning of journey _____ Kilometer Reading at end of journey _____

Item	Yes	No	Remarks
INSPECTION			
▪ Keys received			
▪ Driver’s licence			
▪ Log sheet			
OUTSIDE			
▪ Licence disk			
▪ Window and windscreen damaged			
▪ Wiper blades working			
▪ Mirrors – exterior damaged			
▪ Doors/Bonnet/Boot working			
▪ Hooter working			
▪ Number plates visible			
▪ Body work (scratched/dented)			
▪ Tail/Brake/Stop lights working			
▪ Head lights working			
▪ Indicators front and rear working			
▪ Tyre tread and pressure checked			
INSIDE			
▪ Seat belt working			
▪ Accident report file present			
▪ Radio – two way/commercial existing			
▪ Mirrors – interior damaged			
IN BOOT			
▪ Warning triangle present			
▪ Jack present			
▪ Wheel spanner present			
▪ Spare wheel present			
UNDER BONNET			
▪ Oil level sufficient			
▪ Water level sufficient			
▪ Brake fluid level sufficient			

DRIVER’S SIGNATURE: _____

DATE: _____

REVIEWED BY: _____

DATE: _____

**ASSISTANT MANAGER: TRAFFIC, FIRE,
DISASTER MANAGEMENT**

**ANNEXURE C
UHLA LOKUHLOWA KWEZIMOTO**

Umsebenzi nomthwalo wabashayeli bezimoto zikamasipala ukuhlola konke okuphathelene nemoto uma beyithola bezoyisebenzisa. Uphoqelekile ukuhlola imoto ngaphambi kokuba uhambe, bese umaka okotholile ngaphansi. The Assistant Manager: Traffic, Fire and Disaster Management izohlola imto kunye nawe uma usubuya. Ukungalandeli kwakho lomgomo kuzobangela ukuba kube nguwe othwala icala lakho konke okufile, okulahlekile nokuphazamisekile.

Inamba-pleti yemoto: _____ Igama Lomshayeli _____

Ukufundwa Kwamakhilomitha (EKUQALENI KOHAMBO) ____ (EKUGCINENI KOHAMBO) ____

OKUQUKETHWE	YEBO	CHA	IMIBONO
UKUHLOLWA			
▪ Ukwamukellwa Kokhiye			
▪ Ilayisensi Yokushayela			
▪ Ilog shithi			
NGAPHANDLE			
▪ Idisk yelayisensi			
▪ Amawindi Alimele			
▪ Amawayipha Asebenzayo			
▪ Izibuko Zangaphandle Ezilimele			
▪ Iminmyango, Ibhonethi, Ibhuthi, Okusebenzayo			
▪ Ihudi Esebenzayo			
▪ Inamba-Pleti Iyabonakala			
▪ Umzimba Uyasebenza (Imihuzuko ,njll)			
▪ Amalambu okuma, angemuva nawambhuleki ayasebenza			
▪ Amalambu okukhanyisa ayasebenza			
▪ Ama-indikhetha ayasebenza			
▪ Amathayi Nomoya Ushekhiwe			
NGAPHAKATHI			
▪ Amabhande Ayasebenza			
▪ Ifayela Lokubika Ingozi Likhona			
▪ Umsakazo Ukhona			
▪ Izibuko Zangaphakathi Ezilimele			
EBHUTHINI			
▪ Iwarning triangle Ikhona			
▪ Ujeke Ukhona			
▪ Ispanela Samasondo			
▪ Isondo Eliyisipele Likhona			
NGAPHANSI KWEBHONETHI			
▪ U-Oyela Usezingeni Elenele			
▪ Amanzi Asezingeni Elenele			
▪ Uwoyela Wamabhuleki Usezingeni Elenele			

ISGINISHA KAMSHAYELI: _____

USUKU: _____

IHLLOLWE: _____

USUKU: _____

**ASSISTANT MANAGER: TRAFFIC, FIRE,
DISASTER MANAGEMENT**

26. Procedure when involved in an accident

26.1. In the event of becoming involved in a vehicle accident, the following procedure is to be adhered to, where possible.

- On impact and the vehicle becoming stationary, switch off the ignition of the engine.
- Leave the vehicle stationary where it came to a halt. Do not move the vehicle.
- Ascertain if any passengers in own and other vehicle had received any injuries.
- Contact or request any bystander to contact the Police and/or Traffic departments and inform them of the accident. Also inform them if medical assistance is required.
- If in radio contact, immediately inform the Radio Controllers, who can alert the necessary authorities. Also contact the Manager: Technical Services or Assistant Manager: Traffic, Fire and Disaster Management immediately so that an “On Site” inspection can be executed at the earliest possible moment.
- Do not move any seriously injured casualty.
- Request someone to control traffic until authorities arrive on the scene.
- Do not discuss the incident with the involved driver(s) or any other person.
- Only identify yourself to the driver of the other involved vehicle by stating your name and employer’s name.
- Note the name and address of the driver of the other vehicle and its registration number, the license disc number and expiry date thereof.
- If the driver of the other vehicle is not its owner, obtain the name and address of the owner of the vehicle.
- Record the name, address and vehicle registration numbers (where applicable) of any witness of the incident.
- Do not admit to any person that the incident was due to a fault on your side, not even to the investigating Policeman/Traffic Officer.
- Only state your name and address and the name and address of your employer.

- Do not offer to compensate anybody or to have any damages as caused to the other vehicle or property repaired.
- Do not make any written statement to any person.
- Do not partake of any medication offered to you after the incident unless it is being administered by a certified Medical Official and in the presence of the investigating Policeman/Traffic Officer after such Officer had taken note of your name and injuries.
- Endeavor to obtain the name(s) and address(s) of any independent witness at the scene of the accident especially at robots or stop streets.
- Only remove your or any other vehicle involved from the scene of the accident on authority of the investigating police/Traffic Officer, and after the stationery position of all vehicles had been clearly marked.
- If the incident involving vehicle(s) has occurred in an area where normal traffic flow are impeded, the actual position of all such involved vehicles are to be clearly marked and if it can be verified by at least one or more independent witness (es), can a vehicle be removed in such manner that traffic may proceed and on arrival of the investigating officer this fact is to be related to such officer for his further attention and necessary action.
- The accident report “*Annexure D*” (page 23) is to be completed by the driver at the scene of the incident. If unable to do so, a member assigned by the Manager: Technical Services as an Accident Investigating Official (i.e. Assistant Manager: Traffic, Fire and Disaster Management) is to do the necessary.
- It may happen that the accident has occurred out of town and the Accident Investigating Official is unable to reach the scene of the accident in time. In this case, and provided that the driver is unable to complete the accident report, the driver can complete the accident report at the earliest possible time that the driver is able to do so.
- Under no circumstances shall the driver of an Official Vehicle involved in an accident allow any private tow operator to hitch an Official Vehicle to such a private tow truck.

- Do not complete or sign any document that may be presented to you by the other driver and/or any other person other than the statement that may be taken by a police/traffic officer in the execution of their normal duties.
- Should any one other than the Police/Traffic Investigation Officer approach you for any information regarding the incident, they must be referred to the Manager: Technical Services or the Assistant Manager: Traffic, Fire and Disaster Management for his further action and advice.
- The driver of a vehicle involved in an accident must immediately advise his/her Head of Department of such incident and Head of Department or his/her delegated official must ensure that the instructions contained in the above paragraph are adhered to and a copy of such report to be submitted to the Municipal Manager.

ANNEXURE D

UMUZIWABANTU MUNICIPALITY

VEHICLE ACCIDENT REPORT

OCCURRENCE

Date: _____ Time: _____ Driver: _____

Place of occurrence: _____

VEHICLE DETAILS

Registration No: _____ Make: _____

Odometer Reading: _____ Model: _____

Year: _____

Damage to own vehicle: _____

DRIVER (uMuziwabantu Municipality)

Full Name: _____

ID No: _____ Post Held: _____

Driver's License No. _____ Date Issued: _____

Class of vehicle license for: Code _____

Endorsements on license _____

Purpose for which this vehicle was used for at the time of the accident _____

INJURIES TO OCCUPANTS OF OFFICIAL VEHICLE

<i>Name</i>	<i>Company Name</i>	<i>Description of injury</i>

Reason why injured person was in vehicle _____

DAMAGE TO OTHER VEHICLE

Name of driver: _____ ID No: _____

Address: _____

Name of owner (if not driver): _____

Address of vehicle owner: _____

Registration No. of vehicle: _____ Make: _____

License disk No: _____ Expiry Date: _____

Drivers License No: _____ Date Issued: _____

INJURIES TO OTHER VEHICLE OCCUPANTS

Occupant 1

Name: _____ ID No: _____

Address: _____

Injuries: _____

Hospital: _____

Connection in accident: _____

Occupant 2

Name: _____ ID No: _____

Address: _____

Injuries: _____

Hospital: _____

Connection in accident: _____

Occupant 3

Name: _____ ID No: _____

Address: _____

Injuries: _____

Hospital: _____

Connection in accident: _____

Occupant 4

Name: _____ ID No: _____

Address: _____

Injuries: _____

Hospital: _____

Connection in accident: _____

Occupant 5

Name: _____ ID No: _____

Address: _____

Injuries: _____

Hospital: _____

Connection in accident: _____

DAMAGES TO OTHER PROPERTY (other than vehicles)

Name and address of owner _____

Details of damage _____

WITNESSES OF INCIDENT

Witness 1

Name: _____

Address: _____

Telephone No: _____

Witness 2

Name: _____

Address: _____

Telephone No: _____

Witness 3

Name: _____

Address: _____

Telephone No: _____

Witness 4

Name: _____

Address: _____

Telephone No: _____

ACCIDENT

Name of Police/Traffic Officer who attended and recorded details of accident:

Details of accident: _____

Police station: _____ Reference No. _____

Place of accident: _____

Date: _____ Time: _____

Speed (km/h) prior to accident: _____ km at time of impact _____ km

Weather conditions: _____ Visibility: _____

Road surface: _____

Were vehicle lights on: own vehicle _____ other vehicle _____

Were head lights on bright or dim: own vehicle _____ other vehicle _____

Where the street lights on at the scene of the incident _____

Had any warning been given i.e. hooting, indicator lights and/or flashing of head lights

By yourself _____ or the other driver _____

Give a short description of the events leading to this incident _____

I, the driver did/did not make a statement and/or admission that the incident was due to a fault on my side nor did I discuss this incident with either the driver of the other vehicle or any other third party.

I had reported this incident to _____ at _____
on _____

I _____ ID No. _____

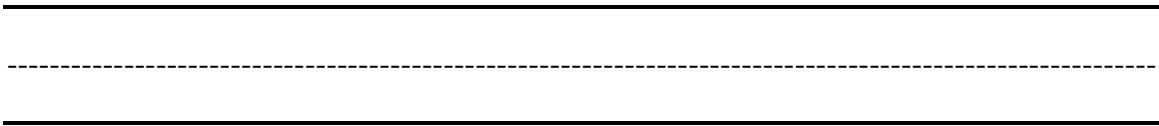
Declare the foregoing particulars to be true and correct in every respect.

Signature of driver _____ Date _____

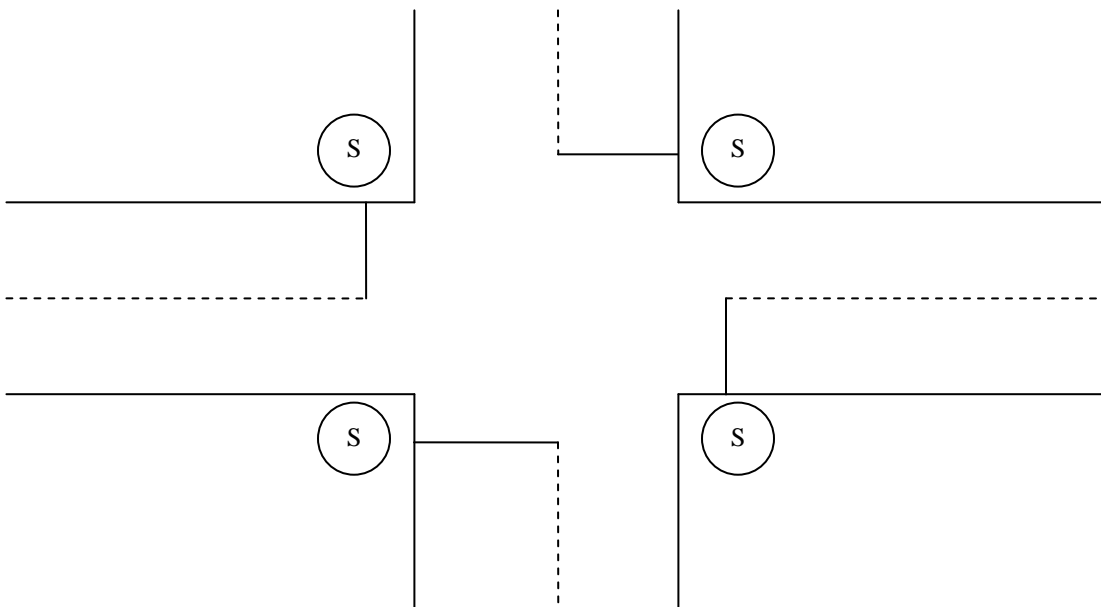
SCENE OF THE ACCIDENT


Clearly indicate on the drawing below (which is applicable) the position of the vehicles before and after the accident.

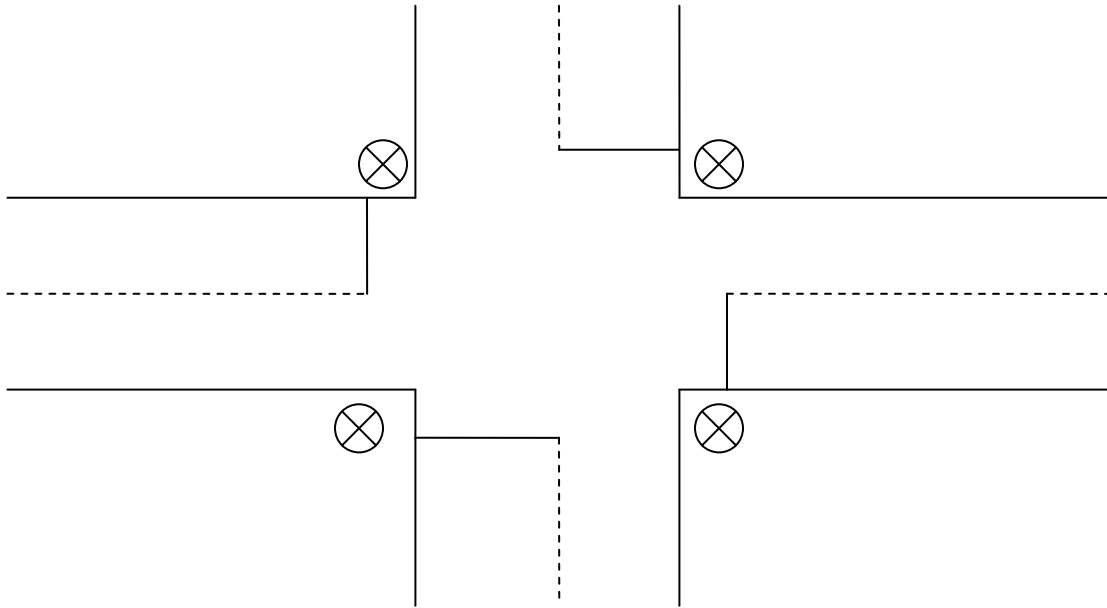
A. Open straight road stretch



B. Intersection with stop signs (S)



C. Intersection with robot 



D. Other (sketch scene of accident)

OTHER VEHICLE INVOLVED IN ACCIDENT

REGISTRATION No. _____

FRONT AND PASSENGER SIDE

FRONT AND DRIVERS SIDE

OTHER VEHICLE INVOLVED IN ACCIDENT

REGISTRATION No. _____

FRONT AND PASSENGER SIDE

FRONT AND DRIVERS SIDE

OFFICIAL VEHICLE

DAMAGES SUSTAINED

FRONT AND PASSENGER SIDE

FRONT AND DRIVERS SIDE

OFFICIAL VEHICLE

DAMAGES SUSTAINED

FRONT AND PASSENGER SIDE

FRONT AND DRIVERS SIDE

27. Accident Investigating Official

- 27.1. The Manager: Technical Services is to appoint a competent official as an Accident Investigating Official (i.e. Assistant Manager: Traffic, Fire and Disaster Management) who will attend all accident scenes when an official vehicle is involved in such accident.
- 27.2. On being informed of an accident, the A.I.O. will proceed to the accident scene for an ‘‘On Site’’ inspection.
- 27.3. On arrival at the scene, the A.I.O. is to assess the damage sustained to the vehicle(s), as well as possible injuries to the person involved in the incident.
- 27.4. Detailed notes are to be made by the A.I.O. relating to the type and extent of damages sustained by all involved vehicles, property and injuries to persons found at the scene of the accident and involved in such accident.
- 27.5. The A.I.O. is to ascertain the soberness of the driver(s) and whether any of the involved drivers were tested for alcohol or drugs. If affirmative, the A.I.O. is to ascertain the results of such testing.
- 27.6. Should the official vehicle be so severely damaged that it cannot be towed away, the A.I.O is to report to the Manager: Technical Services for authority to remove the vehicle by other means.
- 27.7. The A.I.O is to assist the official driver involved in the accident in completion of the Accident Report where possible.
- 27.8. The A.I.O is to take note of the extent of the visible and probable damages as inflicted on the other vehicle or property as a result of the incident under

investigation, in order to ensure that possible further damage sustained after the incident under investigation, are not blamed on this mishap.

- 27.9. The A.I.O is to submit a detailed report as per “*Annexure E*” (page 36) to the Manager: Technical Services within three working days after the incident.
- 27.10. On receipt of the relevant Accident Report, the Manager: Technical Services is to institute such action as he may deem necessary and/or refer the matter to the responsible official’s head of department for further action may it be deemed necessary.

28. Accident Investigation

- 28.1. The Manager: Technical Services on having received the documents as listed hereunder instigate an official investigation into such incident:
- a. Accident report by driver
 - b. Sketch plan of scene of accident
 - c. Report by A.I.O
 - d. Detailed mechanical report regarding the damage sustained by an official vehicle and/or equipment as a result of an accident.
- 28.2. The Manager: Technical Services is to undertake an investigation into such incident so as to ascertain:
- a. Responsibility thereto.
 - b. Whether the driver was on official trip in the execution of his/her duties.
 - c. Was the route the shortest route to his/her destination.
 - d. Whether injuries sustained by staff members was as a result of this accident.
 - e. Had staff on vehicle involved and injured been legally in this vehicle.
 - f. If the driver could have prevented the accident or not.

ANNEXURE E

UMUZIWABANTU MUNICIPALITY

REPORT BY ACCIDENT INVESTIGATING OFFICER

Called out: Date: _____ Time: _____

Occurrence: _____

Place of accident: _____

Arrived at scene: Date: _____ Time: _____

Description of scene: _____

Visible damage to vehicle

Persons injured (noticeable injuries) _____

Did official driver complete accident report _____

Is it attached hereto _____

Did official make any statement: _____

If yes, to whom? _____

What was the content of such statement _____

Road surface at scene of accident _____

Visibility _____ Weather condition at time of accident _____

Time of accident _____ Speed restriction at accident scene _____

Did the police in attendance test any driver for alcohol or drug usage? _____

Had any medication been administered to the official driver or injured persons? _____

Were any names recorded of any independent witnesses at the accident scene? If so, list the names and contact numbers. _____

Did you attach completed damage sketches of the vehicle involved? _____

How was the involved vehicle removed from the accident scene? _____

Signed _____ Date: _____ Time: _____

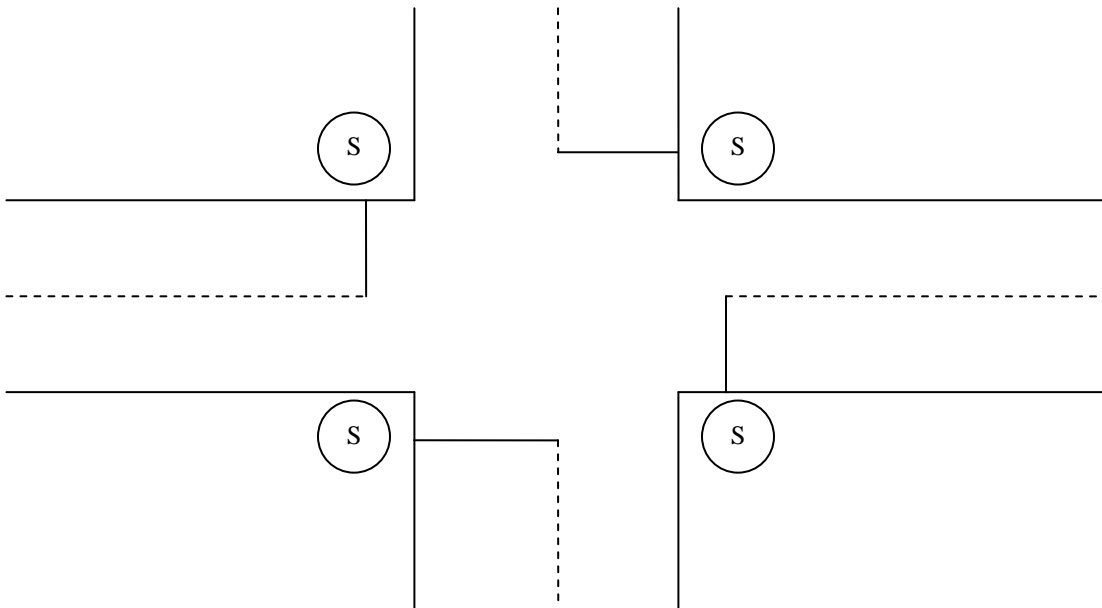
ACCIDENT INVESTIGATING OFFICER

SCENE OF THE ACCIDENT

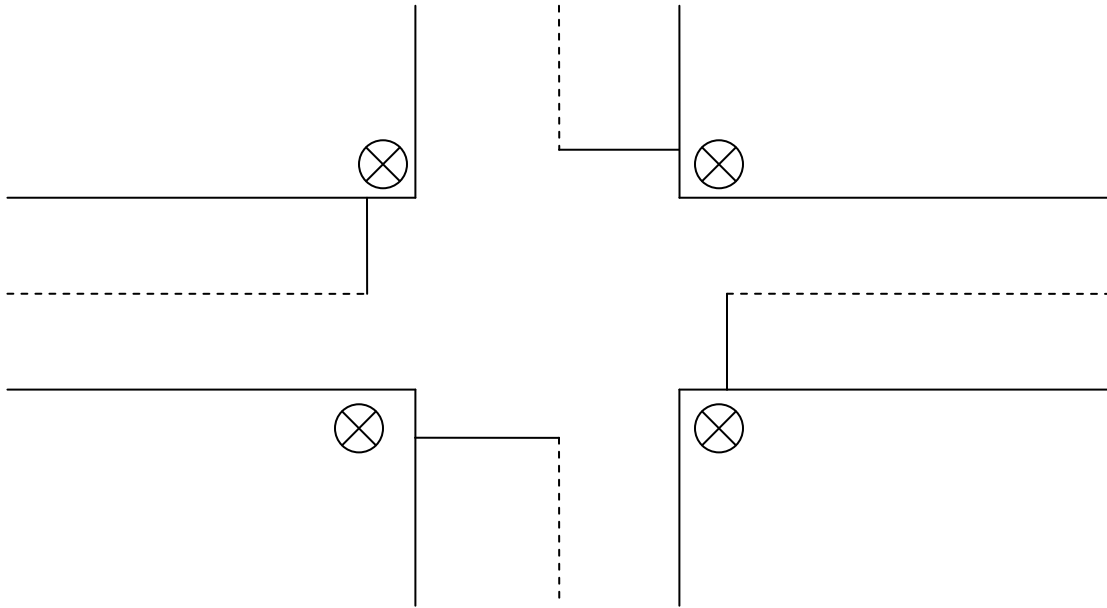
Clearly indicate on the drawing below (which is applicable) the position of the vehicles after the accident.

A. Open straight road stretch

C. Intersection with stop signs



C. Intersection with robot ⊗



D. Other (sketch scene of accident)

OTHER VEHICLE INVOLVED IN ACCIDENT

REGISTRATION No. _____

FRONT AND PASSENGER SIDE

FRONT AND DRIVERS SIDE

OTHER VEHICLE INVOLVED IN ACCIDENT

REGISTRATION No. _____

FRONT AND PASSENGER SIDE

FRONT AND DRIVERS SIDE

OFFICIAL VEHICLE

DAMAGES SUSTAINED

FRONT AND PASSENGER SIDE

FRONT AND DRIVERS SIDE

OFFICIAL VEHICLE

DAMAGES SUSTAINED

FRONT AND PASSENGER SIDE

FRONT AND DRIVERS SIDE

ANNEXURE F

UMUZIWABANTU MUNICIPALITY

WEEKLY LOG CARDS

INAMBA-PLETI YEMOTO: _____ UHLOBO LWEMOTO: _____ UMSHAYELI: _____

KUSUKELA ESIKHATHINI: _____ KUYA: _____

USUKU	AMAKHILOMIT HA (EKUQALENI)	AMAKHILOMIT HA (EKUPHELENI)	IMININGWANE NENJONGO YOHAMBO	AMAKHILOMITH A AHANJIWE	UKUSAYINA
			TOTAL		

Mina msayini ngiyaqinisekisa ukuba ngalesosikhathi ngangokunikezwa kwami lelikhadi ngangiwumshayeli osemthethweni walemoto ebaliwe ngaphezulu nokuthi imininingwane enikeziwe ngaphezulu iqondile futhi ilungile.

ISIGINISHA KAMSHAYELI

INHLOKO YOMNYANGO

UMSIZI WOMPATHI: TRAFFIC, FIRE AND DISASTER MANAGEMENT

USUKU

USUKU

USUKU

