

Fleet and Vehicle Management Policy



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OBJECTIVES

1. To ensure the effective and efficient control, utilization, safeguarding and Management of Municipality's vehicles plant and equipment.
2. To establish rules for operation and care of Council vehicles
3. To ensure that vehicle drivers and fleet management managers are aware of their responsibilities with regard to vehicles.
4. To set out the standards of physical management. Recording and internal Controls to ensure that vehicles are safeguarded against inappropriate loss or utilization.
5. To specify the process required before expenditure on vehicles is incurred.
6. To prescribe the accounting treatment for expenditure incurred on the use of vehicles, plant and equipment of the Municipality including:
 - The criteria to be met before expenditure can be accounted for on vehicles, plant and equipment
 - The criteria for determining the initial cost of the different vehicles, plant and equipment.
 - The method of calculating depreciation for different vehicles, plant and equipment
 - The policy for scrapping and disposal of vehicles, plant and equipment.
 - The classification of vehicles, plant and equipment.

BACKGROUND

The utilization and management of vehicles, plant and equipment is the prime mechanism by which a municipality can fulfill its constitutional mandates for:

- Delivery of sustained services,
- Social and economic development,
- Promoting safe and healthy environments and,
- Providing the basic needs to the community

As trustees on behalf of the local community, the municipality has a legislative and moral obligation to ensure it implements policies to safeguard the monetary value and future services provision invested on vehicles.

The fleet management policy deals with the municipal rules required to ensure the enforcement of appropriate stewardship of vehicles.

Stewardship has two components being the:

- Financial administration by the financial officer, and
- Physical administration by the fleet management managers, departmental managers and supervisors.

Statutory provisions are being implemented to protect public property against arbitrary and inappropriate management or disposal by a local government.

Accounting standards will be set to ensure the appropriate financial treatment for different types of vehicles.

The requirements of these new accounting standards include:

- The compilation of vehicle registers covering all vehicles controlled by the municipality.
- Accounting treatment for the acquisition, disposal, recording and depreciation of vehicles, plant and equipment
- The standards to which these financial records must be maintained.

DEFINITIONS

“Accounting Standard Board”

Was established by the Municipal Finance Management Act to set standards of Generally Recognized Accounting Practice [GRAP] as required by the Constitution of the Republic of South Africa

“Vehicles ”

Are resources controlled by an entity as the result of past events and from which future economic benefits or future service potential are expected to flow to the entity.

“Fleet Managing Manager”

Is the senior manager who has the functional accountability for and control of the physical management of particular vehicles in order to achieve the municipality’s strategic objectives relevant to their department. The execution of this responsibility will require the Supply Chain Manager /Assistant Manager Fleet/Departmental Manager to control the acquisition, utilization, management and disposal of this set of vehicles to optimize the achievement of these objectives. A fleet management system will be installed in all vehicles to assist the Managers to successfully manage the fleet.

“Capitalization”

Is the recognition of expenditure as an asset in the Financial Asset Register.

“Carrying amount”

Is the amount at which vehicles are included in the balance sheet after deducting any accumulated depreciation thereon

“Cost of acquisition”

Are all the costs incurred in bringing an item or vehicle to the required condition and location for its intended use

“Depreciable amount”

Is the cost of a vehicle, or other amount of a vehicle, or other amount substituted for cost in the financial statements less its residual value.

“Fair value”

Is the amount for which a vehicle could be exchanged between knowledgeable willing parties in an arm’s length transaction

“Financial vehicle register”

Is the controlled register recording the financial and other key details for all municipal vehicles recognized in accordance with this policy.

“Fleet and Asset Management System”

Is a system that has GPS capabilities that can do live tracking, recording and storing of data on all movements of the vehicles. The system must be able to be adapted as to any reasonable request that is made by the Municipality. The system must be secure and accessible from any Computer as well as cellphone.

“GAMAP”

Stands for “general accepted municipal practice”

“GRAP”

Stands for “accepted accounting practice” service potential are expected to flow to the entity Is the amount that the municipality expects to recover from the future use of a vehicle, including its residual value on disposal.

“Recognition”

Is the net amount that the municipality expects to obtain for a vehicle at the end of its useful life after deducting the expected costs of disposal.

“Senior Management”

Are the incumbents of Senior Managers (Section 56) and Managers in each municipality

“Stewardship”

Is the act of taking care and managing vehicles on behalf of another

“Useful life” is either

- [a] The estimated period of time over which the future economic benefits or future service potential embodied in an asset are expected to be consumed by the municipality
- [b] The estimated total services potential expressed in term of production or similar Units that is expected to be obtained from the asset by the municipality

Responsibilities and accountabilities

MOTOR VEHICLE OFFICERS/ DRIVERS/ OPERATORS

1. The drivers/officers/operators of the Municipalities’ vehicles, personally liable for the moving violation of vehicles such as:
 - Speeding
 - Reckless driving
 - Safety belt
 - Overloading
 - Parking offences
 - Camera offences etc. committed with a Municipal vehicle
2. A basic inspection must be carried out by the drivers/officers//operators of the vehicle and regularly by the departmental mechanic/manager/supervisor before leaving the premises of the Municipality.
3. Before proceeding on any journey, drivers/officers/operators are required to ensure that the vehicles conforms to the requirements of the Road Traffic Act in respect of brakes, lights, rear view mirror, condition of tyres, car servicing etc. If the vehicle does not conform to any of these requirements, they should report defects to the manager/supervisor who in turn will get the vehicle repaired. In the event of any defect the vehicle may not be used until repaired.
4. Each and every vehicle must have a **logbook**, whereby all trips undertaken will be recorded and fuel consumption will be calculated against the distance traveled on a daily basis. **A “nil” return must also be submitted, giving the reasons for the non-use e.g. in garage for repairs or servicing.**
5. It is essential that the vehicles be refueled at the end of each month that it is possible to accurately calculate monthly consumption figures.
6. Every driver/officer/operator must be in a position of having a valid driver’s license for the class of vehicle being operated, however she/he must notify the supervisor/manager in an event whereby his/her driver’s license it has been suspended/revoked/cancelled/expired and otherwise.
7. Ensure assigned motor vehicle is properly secured when unattended.

None Compliance of the above mentioned responsibilities by any driver/officer will definitely result to a disciplinary hearing

Under no circumstances must faultu units be used

SUPPLY CHAIN MANAGER

Is responsible for the management of the vehicles of the municipality, including the safeguarding, repair and maintenance of vehicles.

The Manager: Supply Chain Management must ensure that:

- The municipality has and maintains a management, accounting and information system that accounts for the vehicles of the municipality;
- The municipality’s vehicle are valued in accordance with the standards of generally recognized accounting practice;
- That the municipality has and maintains a system of internal control of vehicles, including a vehicle register; and
- That Senior Managers and their teams comply with this policy

The Chief Financial Officer is responsible to ensure that the financial investment in the municipality's vehicles is safeguarded and maintained.

The Chief Financial Officer must ensure that:

- Appropriate systems of financial management and internal control are established and carried out diligently;
- Any unauthorized, irregular or fruitless or wasteful expenditure, and losses resulting from criminal or negligent conduct are prevented and/or recovered
- The systems processes and registers required to substantiate the financial value of the municipalities' assets are maintained to standard sufficient to satisfy the requirements of the auditor-general
- Financial processes are established and maintained to ensure the municipalities' financial resources are optimally utilized through appropriate vehicle planning, budgeting, maintenance and disposal decisions;
- The Director Community Services is appropriately advised on the exercise of power and duties pertaining to the financial administration of assets (vehicles)
- The Senior Managers and managers are appropriately advised on the exercise of their powers and duties pertaining to the financial administration of vehicles.
- This policy and any supporting procedures or guidelines are established, maintained and effectively communicated.
- The Chief Financial Officer may delegate or otherwise assign responsibility for performing these functions but he/she will remain accountable for ensuring that these activities are performed.

Supply Chain Manager must ensure that:

- Appropriate systems of physical management and control are established and carried out for vehicles in their area of responsibility;
- The municipal resources assigned to the section are utilized effectively, efficiently, economically and transparently;
- Any Unauthorized, irregular or fruitless or wasteful utilization, and losses resulting from criminal or negligent conduct, are prevented and/or reported
- Their assets management systems and controls can provide an accurate, reliable and up to date account of assets under their control
- They are able to justify that their vehicle plans, budgets, purchasing, repair , maintenance and disposal decisions optimally achieve the municipalities' strategic objectives;
- The vehicle management manager may delegate or otherwise assign responsibility for performing these functions but they will remain accountable for ensuring that these activities are performed.

Internal Controls

Vehicles registers

Establishment and Management of the Vehicle Register

- The Manager: Supply Chain will establish and maintain the vehicle register containing key financial data on each vehicle that satisfies the criterion for recognition.
- **Fleet and departmental managers** are responsible for establishing and maintaining any additional register or database required demonstrating their physical management and **inspection** of their vehicles.
- Each fleet management manager is responsible to ensure that sufficient control exists to substantiate the value, location and condition of all vehicles in their registers.

Contents of the Fleet management Register

The details included in the vehicle register will include:

- A description of the vehicle [registration number, model, engine number if applicable]
- Cost or value
- The depreciation methods used
- The useful life
- Depreciation charged
- The accumulated depreciation
- Date of acquisition – date of disposal [if relevant]
- Strategic purpose [and if it is required to provide minimum basic services]
- The Responsible Fleet Management Manager/driver

Internal Control over Vehicle Registers

- Control around their vehicle registers should be sufficient to provide an accurate, reliable and up to date account of vehicles under their control to the standards specified by The Chief Financial Officer and required by the Auditor-General.
- These controls will include physical management and recording of all expenditure incurred including **petrol slips**, transfers and disposal of their assigned assets as well as regular stock-takes and system audits to confirm the adequacy of their controls

Physical Receipting and Management

Responsibilities of Supply Chain Manager:

- Must ensure that the purchase of vehicles complies with all municipal policies and procedures
- Must ensure that all vehicles are duly processed and identified before it is received into their stewardship
- Must ensure that all vehicle records are maintained.
- The file shall be opened for repairs, maintenance and any other work done to each vehicle should be kept in the respective services file
- The vehicle service files shall be monitored on a regular basis to ensure that all repairs and services are relevant, authorized and valid
- The respective fleet management manager shall ensure that licensing is done timeously
- The Manager: Supply Chain must ensure that vehicles are appropriately utilized for the purpose that the municipality acquired those assets

Receipt of vehicles

- The receipting of vehicles will be managed by Assistant Manager Fleet/Supply Manager Manager
- The process of receipting by the Assistant Manager Fleet/Supply Chain Manager will include:
 - Review of the authority to purchase including compliance with all procurement policies and budgetary limits.
 - Review of all details required to record the vehicle in vehicle register
 - Assigning of the vehicle to the appropriate departmental Fleet Management Manager.

The date of acquisition

- The date of acquisition of a vehicle is deemed to be the time when legal title and control passes to the municipality
- This may vary for different categories of vehicles will usually be the point of time when Management authorizes payments for those assets

PROCEDURE FOR REPAIRING OF VEHICLES

1. The accountable manager shall, under his/her signature request repairs to the vehicle on the prescribed job card
2. The job card will be delivered to the office of the Manager: Supply Chain
3. The Manager: Supply Chain shall determine the nature and cost of repairs and in the event that the Municipal Workshops are unable to effect the repairs. Contracted service provider will effect the repairs
4. The accountable Fleet Manager: shall upon receiving the cost estimate, submit the same to Senior Management for approval. In urgent instances Manager: Supply Chain may proceed with repairs and report *ex post facto*
5. The job card shall be completed in detail and an electronic record shall be kept of all repairs effected to all municipal vehicles
6. **The policy on replacement of tyres shall be as follows:**
 - 6.1 The departmental Manager shall under his signature request replacement of tyres
 - 6.2 The Manager: Supply Chain shall direct the request for the specific size of tyres to the contracted service provider and also payment for the used casing
 - 6.2.1 If the casing is not useable the services provider shall inform Manager: Supply Chain Manager in writing as to the reasons
 - 6.3 All identification numbers of the tyres so provided shall be available to Manager: Supply Chain who shall keep electronic records of the information.
7. The Manager: Public Safety/Managers shall also endeavor to use contracted service providers for spares and repairs of vehicles, but will consider quality of spares and service determining the specific services supplier
8. In the event of major repairs, Manager: Public Safety is authorized to use contracted service provider to ensure that the warranty on the repairs by service provider is not compromised.

PROCEDURE FOR ISSUANCE OF FUEL, DIESEL AND OIL

In an effort to prevent the misuse of fuel and oil the following policy shall prevail:

1. No fuel, diesel and oil shall be issued without an authorized and signed requisition.
2. No fuel, diesel or oil shall be distributed in any **container** other than fuel tank or engine, as the case may be, of a vehicle.
3. Should it be a requirement for fuel to be dispensed to any other container, the requisition shall state accordingly, clearly indicating the quantity of fuel required.
4. Separate requisitions shall be required for 2 and 3 above. Fuel shall not be dispensed for a vehicle and in a container on the same requisition.
5. Oil shall only be dispensed directly into a vehicle and again should oil be required in sealed cans, 3 and 4 shall apply
6. No fuel shall not be dispensed if the mileage of the vehicle is not recorded.
7. The kilometer reading shall be entered on the requisition depicting the registration number of the vehicle
8. Fuel shall not be dispensed if the odometer and the mileage on the requisition differ more than 10km
9. The quantity of fuel and oil delivered to the vehicle shall be entered by the driver and verified by the fuel attendant.
10. At close of day, all requisitions, whether dispensed in house or by outside service providers, shall be delivered to the Manager: Supply Chain/Assistant Manager Fleet
11. The Manager: Supply Chain shall ensure that proper electronic records are kept of all fuel dispenses to all vehicles
12. A comparative report as to quantity of fuel dispensed and mileage shall be provided to each manager and abnormal usage shall be reported to the Municipal Manager..
13. A Vehicle tracking unit will be put in every vehicle that will monitor the kilometers traveled automatically and then calculate the fuel usage. The Software of this tracking solution must be tailor made and service provider will ensure tailor made script to adapt to the need of the Municipality.
14. All government garage vehicles are fitted with e-fuel (Automated Fuelling System) and must be re-fuelled at e-fuel petrol stations

CONTROL MEASURES: MUNICIPAL FUEL BOWSER

This is a control measure; the departmental official authorizing the re-fueling should ensure that an odometer reading is entered on the requisition and that the pump attendant allows a difference of not more than 10 kilometers to make provision for the discrepancy between the venue of signing and the venue of filling

That Directors/Senior Managers/Managers ensure that the speedometers of the vehicles under their control are in a working condition as inoperative speedometers make it impossible to exercise control over fuel consumption. Fleet management unit must be installed.

FILLING OF MUNICIPAL VEHICLE WITH FUEL:

Procedure for Weekends and Public Holidays

Officials who use vehicles over weekends or during public holidays must fill their vehicles on Fridays or in the case of a public holiday on the day before the start of such a holiday

Refueling at municipal bowers during weekends/ on public holidays will be allowed on authorization by the Manager responsible to control room staff

AUTHORIZED SIGNATURE FOR THE ISSUE OF FUEL TO MUNICIPAL VEHCLES

The Director of Departments will authorize Managers and certain foreman to sign the fuel requisition prior to the driver/s filling their vehicles as per Annexure "A"

The driver of the vehicle and fuel attendant must also sign the fuel requisition.

MISUSE OF OFFICIAL VEHICLE

Official vehicles are provided strictly for official purposes and are not to be used for private or other purpose.

Practices such as using official vehicles for unauthorized trips between home and work, making social calls taking families for outings, making detours for private purposes, etc. will not be tolerated at all.

PERMISSION TO TAKE AN OFFICIAL VEHICLE HOME

- a) No person may take any official vehicle home unless specific permission has been granted. The authority must clearly indicate the period over which the vehicle may be taken home.
- b) It must be noted that permission to take an official vehicle home will NOT be granted unless the applicant certifies that the vehicle will be secured overnight in a lockable garage.
- c) That emergency staff may, when on standby only, use official transport within the borders of, Ngwathe Local Municipality, subject thereto that the employee should at no stage be more than 5km from the residence normally occupied by him and his family, subject further to the following conditions:
 - i. The employee shall under no circumstances allow non-officials access into the vehicle for any purpose what so-ever.
 - ii. Such use of municipal transport is only authorized if the driver intends reacting to a call out immediately.
 - iii. Such use of municipal transport may NOT be for purposes similar to a quick visit to the café to buy bread etc.
 - iv. The written authorization of the Director/Manager must be obtained prior to the use of such vehicle.
- d) That in the light of special circumstances, officials working overtime or shifts be allowed to, with municipality transport, drop / pick up their children from school or such purpose, subject thereto that:
 - i. He /she indemnifies Council against any claims should an accident occur.
 - ii. The time taken to drop / pick up the child not be seen as overtime / normal time, unless the official be assigned to duty in the area
- e) Municipal or hired vehicles may only be used in the execution and in the scope of the job description of any such user and only for Council business.
- f) Prior approval must be obtained from the Director / Manager for municipal or hired vehicles to travel outside the boundaries of the jurisdiction area of Ngwathe.
- g) No employee may drive any municipal or hired vehicle without the correct, valid driver's license for the specific vehicle.
- h) **All Directors and Managers must ensure that:**
 - # Daily log and inspection sheets of vehicles and equipment be completed.
 - # No fuel or oil may be issued without the correct procedures being followed, i.e. requisition correctly filled out and signed denoting the odometer reading at the time of filling.
- i) General:
 - (i) Staff on standby must ensure that the municipal vehicle used for standby purposes is parked inside their premises.
 - (ii) All traffic regulations must be adhered to.
 - (iii) If any breakdown service is needed for municipal vehicles, Public Safety Manager must be contacted to arrange such service.
 - (iv) The safe keeping of keys and Concession Toll cards are the responsibility of the driver concerned.

ACCIDENTS

In the event where a municipal vehicle is involved in an accident, the Manager: Public Safety and Supply Chain must be informed and vehicles may not be removed until a member of Public Safety has authorized the removal of such vehicle(s). Any accident in which an official vehicle is involved **MUST** be reported to the nearest Police Station within 24 hours of the accident and a case number must be allocated. An accident report form must be completed within 7 (seven) days of the accident, unless the driver is not in a position to do so due to injuries sustained. In such case a statement by the relevant Supervisor must be submitted to the Manager: Public Safety within 7 days of the accident, thereafter Supply Chain Manager will be notified by Manager: Public Safety.

SUBSIDISED VEHICLES

To ensure a transparent and equitable application of subsidization of vehicles the following policy shall be adhered to:

1. The accountable Manager shall submit a full motivation to Chief Financial Officer/ Manager: Supply Chain. This motivation shall *inter alia* clearly explain why a municipal vehicle cannot be utilized.
2. The Manager: Supply Chain shall avail to the requesting manager a log book which shall be maintained by the driver of the vehicle for a period not less than 3 months and the log book will be completed in detail, denoting the information as per Annexure "F".
3. In terms of SALGA agreement **NO** subsidy shall be considered if the distance travelling per month is in excess of 1500 km.
4. The Senior Finance Manager /Manager: Budget and Expenditure shall calculate a cost / benefit comparison in each instance.
5. The Senior Finance Manager /Manager: Budget and Expenditure provides management with a detailed report and recommendation for every application for a vehicle subsidy.
6. In all instances the following policy, as accepted in the Local Government Council, shall be adhered to and the conditions shall always prevail

ACCOUNTING FOR VEHICLES

Recognition of vehicles

An item of vehicle will be recognized as an asset when:

- It is probable that future economic benefits or potential service delivery associated with the asset will flow to the municipality,
- The cost of the asset to the municipality can be measured reliably
- The municipality has gained control over the asset
- The costs is above the recognition threshold, and
- The asset is expected to be used during more than one financial year.

All other acquisitions of the vehicle will be expensed.

Recognition threshold

- To ensure efficiency in the administration of this policy, the recognition of vehicle as an asset will be limited to items costing R10 000 or more.

Carrying amount on vehicle

Subsequent to initial recognition as a vehicle, an item of vehicle should be carried at its cost less any accumulated depreciation, subject to the requirement to write an asset down to its recoverable amount or any subsequent revaluation.

Initial determination useful life

Each Departmental Fleet Manager needs to determine the useful life of a particular item or class vehicle through the development of a Strategic Vehicle Plan that forecasts the expected useful life of that vehicle.

This should be developed as part of the Pre-Acquisition Planning that would consider the following factors:

- The operational, maintenance, renewal and disposal program that will optimize the expected long term costs of owning that asset
- Economic obsolescent because it no longer meets the municipalities' needs
- Technological obsolescent
- Social obsolescent due to changing demographics and
- Legal obsolescent due to statutory constraints

Spares purchased specifically for a particular asset, or class of assets, and which would become redundant if that asset or class was retired or use of that asset or class was discontinued, must be considered to form part of the historical cost of that asset or class. The depreciable amount of such spares must be allocated over useful life of the asset or class.

Review of useful life

The useful life of an item vehicle should be reviewed regularly and if expectations are significantly different from previous estimate, the depreciation charge for the current and future periods should be adjusted.

Review of depreciation method

- The depreciation method applied to vehicle should be reviewed regularly, and if there has been a significant change in the expected pattern of economic benefits or potential services delivery from those assets, the method should be changed to reflect the changed pattern.
- When such a change in depreciation method is necessary the change should be accounted for as a change in accounting estimate and the depreciation charge for the current future periods should be adjusted.

Subsequent expenditure on vehicle

- Subsequent expenditure relating to an item of vehicle that has already been recognized should be added to the carrying amount of the asset when it is probable that future economic benefits or potential service delivery, in excess of the originally assessed standard of performance of the existing vehicle will flow to the municipality
- All other expenditure should be recognized as an expense in the period in which it occurred
- Before allowing the capitalization of subsequent expenditure, the Chief Financial Officer must be satisfied that this expenditure significantly;
 1. Increases the life of that asset beyond that stated in the asset register, or
 2. Increase the quality of service of that asset beyond the existing level of service, or
 3. Increase the quality of service that asset can provide, or
 4. Reduce the future assessed costs of maintaining that vehicle.

Expenditure that is proposed to be capitalized must also conform to recognition criteria for non-current assets and should also be appropriately included in the approved capital budget.

Where it is desired to capitalize future component replacements refurbishments or renewals then please refer to the section on major components in this policy.

MOTOR VEHICLE INSPECTION SHEET

Registration Number: _____

Make : _____

Model : _____

The following should be checked before using the vehicle and on every Monday morning.

Any problems should immediately be reported to the Motor Vehicle Officer.

DESCRIPTION	CHECKED	FAULTS/REMARKS
Mileage		
License		
Tyres		
Jack/Wheel Spanner/Spare Wheel		
Head/Tail lights		
Indicators – Left/Right		
Oil & Water		
Fuel		
Instrument gauges – Fuel		
Instrument gauges – Temperature		
Wipers		
Dents/Damage		
Overall Condition		
Service Due		
Other		

Checked by : _____
Full names

Signature : _____

Date : _____

Transport Officer : _____

POOL VEHICLE

Registration Number: _____

Make of Vehicle: _____

Name of Driver	Date	Speedo START	Speedo END	Trip KMS	Trip DESCRIPTION	Dept to be Debited	Fuel Litre	Fuel Cost	Oil Cost

RECEIVED BY: _____
FULL NAMES

SIGNATURE _____

ISSUED BY _____
FULL NAMES

DATE _____

VEHICLE LOG SHEET

ANNEXURE "D"

REGISTRATION NUMBER _____

MODEL & MAKE _____

DATE	DEPARTMENT	NAME OF DRIVER	DESTINATION	KM OUT	KM IN	FUEL/OIL LITRES	COST

* PLEASE CHECK THAT THE ABOVE VEHICLE IS IN PROPER WORKING ORDER, THAT LICENSE & COR IS CURRENT

.....
* ENSURE THAT YOU HAVE TRIP AUTHORITY

.....
* REPORT ANY DEFAULTS IMMEDIATELY TO SUPERVISOR

.....
.....

