



HUMAN RESOURCE POLICY USE OF MAYORAL VEHICLE AND OFFICIAL JOURNEYS

Policy No: NLMHREP0011	Effective Date: 01 April 2008
Approved:	Review Date: 01 April 2009

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

1. SCOPE

Applies to all employees within Ngwathe, who are required to use the Mayoral vehicle (s), and or who are required to travel on Official Journeys using such vehicle (s).

2. PREAMBLE

The need for a policy on the use of mayoral cars stems partly from the uncertainty that arose after the December 2000 election when –

- 2.1 The remuneration dispensation and structure of remuneration for councillors changed.
- 2.2 The role of political office-bearers in municipalities changed.
- 2.3 The traditional office of mayor ceased to exist and was replaced by that of speaker and mayor/executive mayor.

3. POLICY

- 3.1 The mayoral car must be stored at all times when it is not in use or being maintained or repaired on the premises of the municipality at a place designated by the municipal manager.
- 3.2 The municipal manager must make such arrangements with regard to the safe storage of the mayoral car as may be reasonable or as required by the municipality's insurers.
- 3.3 The mayoral car is reserved for the exclusive use of the mayor and speaker for the performance of her/his ceremonial functions as the council may assign or delegate to them from time to time within the municipal area. In all these situations the municipal manager must designate an employee of the municipality who has a valid driver's licence as the speaker or the mayor's driver.
- 3.4 The driver contemplated in paragraph 2 must ensure that the car is clean, has sufficient fuel and in general good condition when she/he fetches it from the place referred to in paragraph 1.
- 3.5 The municipal manager may, in her/his sole discretion, authorise the use of the mayoral car by the speaker or the mayor whilst attending to the official business of the municipality outside the municipal area in lieu of paying to her/him a travelling allowance. In any such event the municipal manager is not obliged to designate a driver.
- 3.6 The driver of the mayoral car (whether it is an employee of the municipality or the speaker or the mayor) must maintain the prescribed log book and must ensure that any and all requisitions and authorisations for the use of the car that may be required had been submitted and obtained, as the case may be, prior to any trip being undertaken.

- 3.7 The driver of the mayoral car (whether it is an employee of the municipality or the speaker or the mayor) must at all times comply with the relevant road traffic laws. Any and all traffic fines issued against the mayoral car is the sole responsibility of the driver of the car at the time such fine was issued.
- 3.8 The driver of the mayoral car (whether it is an employee of the municipality or the speaker or the mayor) may not do anything that may affect the insurance of the municipality in respect of the mayoral car. Specifically the mayoral car may not be used to transport passengers. Whenever mayoral car is used in terms of paragraph 2 the speaker or mayor, as the case may be, may be accompanied by her/his life partner.

4. STAKEHOLDER ANALYSIS

Role	Responsibility
Municipal Manager / Director Corporate Services (subject to its delegations if any)	Must make specific arrangements for the safekeeping of the vehicles and is responsible to authorise use of the vehicle by the speaker or mayor. Responsible to designate a driver for the speaker or mayor if required.
Speaker / Mayor / Authorised employee of Ngwathe	Responsible for the use of the vehicle whilst allocated to them and for the responsible care of such vehicle. Responsible for completion of relevant log books and vehicle records.

5. AUTHORITY

- Formulation Policy : Municipal Manager
- Authorisation Policy : Council
- Ownership and Maintenance Manager : Director Corporate Services