



KARIBIB TOWN COUNCIL

FLEET MANAGEMENT POLICY

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“Fleet management officer/ transport officer” refers to a person designated and responsible for the fleets of the Council through delegation by Chief Executive Officer or designee or by appointment.

1. INTRODUCTION

The Karibib Town Council operations and transportation activities must adhere to the following Fleet Management policy. This policy replaces existing arrangements within the Karibib Town Council and should be strictly and correctly applied as approved by Council.

2. POLICY OBJECTIVES

The objective of this policy is to ensure:

- 2.1 To establish clear guidelines on how an employee may use a Council motor vehicle on official duties.
- 2.2 To establish clearly who qualifies to drive the Council motor vehicles.
- 2.3 To establish clear procedural guidelines for applying of the official usage of the Council motor vehicles.
- 2.4 To establish clear guidelines on how an employee may apply for usage of own motor vehicles in carrying out the Council duties.
- 2.5 To establish guidelines on where an employee uses own motor vehicles to carry out the Council official duties, may launch mileage claim.
- 2.6 To establish and regulate the mileage claim rates payable to employees whenever they use their own motor vehicles to carry out the Council duties.
- 2.7 To enumerate responsibilities and obligations employee who is assigned the Council motor vehicles for official duties.

3. POLICY STATEMENT

It is council policy:

- 3.1 That council vehicles may only be used to conduct Council business unless otherwise authorized in accordance with the provisions of this policy,
- 3.2 That the use of all modes of transportation is optimized to reduce costs;
- 3.3 That, to the greatest extent, all council vehicle requirements is fulfilled through the utilization of these vehicles;

- 3.4 That vehicle fleet is managed in accordance with the life-cycle approach to material management, and the principles of economy, prudence and probity (complete honesty) while minimizing any negative environmental impact;

4. KARIBIB TOWN COUNCIL FLEET MANAGEMENT

1. It is the prerogative of the Chief Executive Officer or his/her assignee to decide on the most appropriate and economic means of transport.
2. Apart from a dynamic Fleet management policy, effective management structures and sound strategies are needed for Karibib Town Council to administer and manage its own fleet.
3. The Fleet Advisory Committee, consisting of the Fleet Management Officer, Heads of Department Finance and Technical, Artisan supervisor, Human Resources and should appoint amongst themselves a chairperson, will periodically assess and review the effectiveness of the policy and its impact on council operations with the guidance of key performance indicators used by the Karibib Town Council.

4.2 The roles and responsibilities of the Committee are to:

- (i) Develop policies and procedures within the Fleet Management Policy;
- (ii) Co-ordinate and foster the pooling of vehicles ensuring the efficient and economic use of all Karibib Town Council vehicles;
- (iii) Review all accidents and incidents involving its drivers, regardless of damage or costs;
- (iv) Serve as a disciplinary committee responsible for applying appropriate following accident reviews and other transport related offences;
- (v) Monitor the operation, use application of safety standards, maintenance, repairs and disposal of vehicles; and
- (vi) Receiving and determining, with the assistance of the Fleet Management Officer, the acquiring and disposal of vehicles.

4.3 RESPONSIBILITIES OF DRIVERS

1. The roles and responsibilities of the drivers include but not limited to the following:
The full co-operation of all employees concerned is required to ensure that the Council Fleet System functions efficiently at all times.

- (i) All drivers are expected to accept and exercise the responsibilities associated with the operation of vehicles, as described in this Policy and Procedures document.
- (ii) Pre-drive inspections of vehicles/plant are to be carried out by drivers/operators on a daily basis.
- (iii) Every driver of a Council motor vehicle must at all times ensure that the vehicle is in a roadworthy condition, failing which he/she will be responsible for the payment of any traffic fines that may be imposed.
- (iv) Report any damage/defects found on the vehicle immediately before operating the said vehicle, failing which he/she will be responsible for such damage.
- (v) Take good care of all tools and accessories, fleet card, keys etc. found in the vehicle

4.4 USAGE

- (1) Council transport is provided strictly for official services only and is not to be used for private purposes.
- (2) When a Council vehicle is to be used, the driver must ensure that a copy of the Trip Authority, duly authorized and signed, is held in the vehicle.
- (3) All Council vehicles and mobile plant must be issued with a logbook.
- (4) The driver/operator is required to record all his/her daily trips in the logbook, of which the duplicate sheet is retained by fleet/Transport office for checking and record purposes.

4.5 PUBLIC IMAGE

All Council vehicles shall be driven in a SAFE and COURTEOUS manner, which will promote the Council's PUBLIC IMAGE. Municipal drivers and vehicle/work teams are constantly in public view. Their behavior shapes the public concept of Council efficiency in general.

4.6 CAREFUL HANDLING

- (1) Council vehicles shall at all times be driven and handled with proper care and attention, to obtain the best mechanical service and avoid infringements of the law.
- (2) Any evidence of NEGLIGENCE, ROUGH HANDLING or RECKLESS DRIVING shall be reported to the Fleet management Office or to any other council authority and will result in disciplinary action to be taken against infringing members.

4.7 TRAFFIC REGULATIONS

1. All traffic regulations must be strictly adhered to.
2. Any violation of such regulations will be regarded as a personal matter and Council accepts no responsibility for legal defence, fines or charges lodged against the driver/user of council vehicle at the time of contravention.
3. Traffic fines as a result of the contravention of the Namibia Road Traffic ordinance or any other law outside Namibia will be for the account of the driver concerned.

4.8 INSPECTION

- (1) Pre-drive inspections of vehicles/plant are to be carried out by drivers/operators on a daily basis, as required.
- (2) Every driver of a Council motor vehicle must at all times ensure that the vehicle is in a roadworthy condition, failing which he/she will be responsible for the payment of any traffic fines that may be imposed.
- (3) The last user of a vehicle will be held responsible for any unreported damage/defects/loss.
- (4) The onus is therefore on each driver to thoroughly inspect a vehicle prior to acceptance.
- (5) Any damage/defects found by the driver must be reported immediately before operating the said vehicle.
- (6) All municipal vehicles will be inspected periodically to ensure that a proper state of cleanliness, repair and efficiency is being maintained by the driver/person responsible for the vehicle.

4.9 SAFETY

- (1) All employees must be fully aware that it is a criminal offence to disobey the general safety.
- (2) Persons guilty of failing to observe safety instructions are liable not only to disciplinary action in terms of the Council's Personnel Rules, but also to prosecution by the Law.

- (3) Council vehicles should only be parked/overnight at a safe place or at police stations.
- (4) Council vehicles are not permitted to park at drinking places e.g. Bars, Sheebens, unless with a purpose of carrying out specific duties such as inspections etc.

4.10 PROPER USE OF COUNCIL VEHICLES

- (1) The following rules must be observed at all times:
 - (a) The most economical vehicle suitable for the purpose must be used.
 - (b) The vehicle shall only be driven by an appropriately licensed and duly authorized employee on official duty.
 - (c) The driver must be licensed in terms of the National Road Traffic Act for the particular class of vehicle under his/her control.
 - (d) **No** person shall move, drive or operate any Council vehicle unless he/she is fully authorized to do so. The unauthorized use of a vehicle will render the person concerned liable for internal disciplinary action.
 - (e) Passengers, inclusive of Council staff, are not permitted to ride on or inside any municipal vehicle except for the execution of municipal duties
 - (f) No animals may be transported in the Council vehicles.
- (2) The driver must not deviate any vehicle from the shortest route to the destination to serve the private interest of the driver or his/her passengers, or in connection with the conveyance, loading or unloading of private property or goods.
- (3) The driver shall not utilize any Council vehicle for private purposes.
- (4) The driver of any vehicle shall not deviate to any unauthorized routes or destinations and shall not enter any unauthorized premises or areas.
- (5) Drivers are expected to route their vehicles so as to secure maximum operating efficiency at minimum expense.
- (6) Logbooks with specific details must be kept up to date and inspected by the designated Fleet Management Officer at least once a week.
- (7) Logbooks should be properly filled in and checked by supervisor to ensure that all information is correct. No tipex or other erasing substance must be used simultaneously with the one.
- (8) Any deviation must be investigated and, when necessary, reported to the departmental head and/or the Fleet management Officer for further investigation, so that disciplinary action can be taken against infringing members.
- (9) Incidences identified as deviations found must be reported to the departmental head and the Fleet Management Office.

4.11 VEHICLE ACCESSORIES

- 1. Employees in charge of vehicles shall ensure at all times that the ignition, door lock, fuel cap; gear-lock, wheel spanners, triangle, and other keys of the vehicle in use are suitably safeguarded against loss or theft.
- 2. In the event of a vehicle's keys being lost or misplaced, the driver shall not attempt to open the locking system of the vehicle, but shall obtain the relevant authorization to have the vehicle unlocked by Fleet Management Officer or by authorized external service provider.
- 3. At no time shall a driver leave his/her vehicle unattended without first switching off the engine and removing the ignition key, engaging the gear-lock and removing the key.
- 4. Vehicle keys will only be replaced on production of a copy of the relevant loss report. All costs for keys will be for the user's account.

5. VEHICLE OPERATIONS

5.1 ACCESS TO TRANSPORT

5.1.1 COUNCIL RESERVE VEHICLE POOL

Each employee in the Karibib Town Council will have access to transport through the Reserve Vehicle Pool. To obtain a vehicle from the Reserve Vehicle Pool, written application with the necessary motivation and approval by the departmental head, should be handed in to the transport officer. The Reserve Vehicle Pool is dependent on the availability of vehicles and can become totally exhausted for an indefinite period of time, therefore efficient management and planning is of vital importance. The transport officer will then be able to do preliminary planning of the transport requirements and identify shortcomings.

5.1.2 STAND BY VEHICLE POOL

Standby pool vehicles are for the use of officials when no vehicle is available from the Reserve Vehicle Pool. No vehicle will be awarded without the written approval of the Chief Executive Officer or Designee.

5.1.3 ALLOCATION TO AN INDIVIDUAL

1. The assignment of a vehicle solely to an individual requires the written approval of the Chief Executive Officer and will be subject to the following factors:

- (i) If it is a condition prescribed in the employee's letter of appointment;
- (ii) If the vehicle has specially been converted to meet the requirements of an individual e.g. disabled driver;
- (iii) If the individual is out of the office for more than four (4) hours per day, and for a minimum of four (4) days per week;
- (iv) If the geographical location or posting of the individual precludes any other arrangement.

2. As a rule vehicles will not be allocated to an individual but should a vehicle be allocated to an individual, it may be withdrawn at any time should circumstances require change.

3. These approvals should be submitted to the Fleet Management Officer.

5.2 OPERATIONAL CONTROLS

5.2.1 WHO MAY DRIVE A COUNCIL VEHICLE;

1. All Karibib Town Council employees, with the required travel authority, involved in departmental business are allowed to use Karibib Town Council vehicles;

2. Who does not fall under management cadre and does not receive vehicle scheme/subsidy;

3. An employee of Karibib Town Council who receives vehicle scheme/ subsidy may only use and drive council vehicle upon providing written prior approval from the Chief Executive Officer.

4. All Karibib Town Councilors/ Political Office bearers;

5. However, should the individual not have authority to drive a vehicle, Karibib Town Council driver should be provided.

6. Unauthorized use of vehicles will lead to disciplinary action. Unauthorized use includes, but is not limited to: driving without a valid driver's license or operating a vehicle for personal business without prior approval.

5.2.2 AUTHORISATION TO DRIVE COUNCIL VEHICLES

1. All employees whose valid driver's license has been un-endorsed will be permitted to use Council vehicles on departmental business. As a minimum, a driver's license be without traffic violation, have driving experience for more than **six months**, licenses will be checked for validity and have no outstanding transport disciplinary actions against him/her at the time of driving a Karibib Town Council vehicle.
2. A travel authority form must be prepared before a vehicle is driven.
3. New drivers may be subjected for driving testing to ascertain their driving competencies before authorized to drive Council vehicles.

5.2.3 PASSENGERS

1. All staff members of the Karibib Town Council are allowed to travel in Council vehicles as passengers, provided that they are on duty or on an official assignment. The names of all officials of the Karibib Town Council carried by a council vehicle should be written on the trip authority form by a Fleet/transport official.
2. Any private person should obtain authorization prior to traveling as a passenger, of whatever nature, traveling by means of a council vehicle should sign an indemnity form.

5.2.4 DRIVING A COUNCIL VEHICLE IN EMERGENCY SITUATION

If a vehicle is driven in an emergency, the driver should obtain a travel authority immediately after the event, or within 24 hours of utilizing the Karibib Town Council vehicle. This process should only be used in the case of an extreme emergency and the authorizing official to be satisfied that the journey was necessary.

5.2.5 AUTHORITY TO USE A COUNCIL VEHICLE

1. Commencing a journey, all drivers should have in their possession a signed travel authority and the logbook. Travel authority should only be valid for one working week (e.g. Monday to Friday). If issued for a longer period, they should clearly state that the authority it covers weekends and/or after hour use. Special travel authority for weekends and after hours to be arranged well in advanced with the Head of Department concerned.
2. Upon return from an approved trip/journey, employees/ driver shall complete the log book as well as carry out inspection for any defects or damages and return the log book, all fuel receipts to the office of finance & human resources.
3. Under no circumstances will vehicles be allocated to an employee during his/ her leave. if an employee goes on leave he/she has to return all the vehicles keys to the office assignment and attach such receipts for stipulated expenses paid for by the Council.
4. Council shall not be responsible for theft of private possessions from its vehicles. Thus, drivers must take necessary precautions not to leave valuable items visible and unattended.

5.2.6 PRIVATE VEHICLES FOR OFFICIAL USE

1. No private owned vehicle should be used for official business,
2. Unless that person has car allowance/scheme or prior permission has been obtained from the Chief Executive Officer or delegated after proof has been supplied that no official vehicle was available. Council directives will be used for reimbursements resulting from the use of a private vehicle for Karibib Town Council purposes.
3. When an employee is authorized to use his/her private vehicle for official use, the employee's insurance will be considered primary. The Karibib Town Council's insurance will only provide liability protection in such cases above the limits provided in the employee's own vehicle policy, therefore paying a claim after the employee's insurance has been exhausted.

5.2.7 ISSUING OF VEHICLES

1. All vehicles should be issued on the day of travel, unless special travel authority has been obtained in advance. The intended time of departure and return will be recorded on the vehicle issue form of disciplinary measures taken against the driver concerned.
2. The official responsible for issuing vehicles will complete a vehicle issue form, recording the condition of the vehicle, kilometer readings, accessories and logbook. The driver, who will then take responsibility for the vehicle, should then sign the vehicle issue form. The same process will check in the vehicle. For the purpose of comparing fuel consumption with the actual distance traveled. The driver will be held responsible for any loss of accessories while in his care.
3. The driver of the vehicle is liable for any traffic fines or violations, including unlawful parking or over speeding, including damage to property pending investigations.

5.2.9 DRIVING LICENSE POLICY

1. For the purpose of driving or operating council vehicles, a Person has to produce a copy of driving license to the office of human resources office to be kept on file which is older than one (1) year or as per the Council recommendation based on the need and experience of driving.

The driving license must be valid (not expired).

2. **No** person shall move, drive or operate any Council vehicle unless he/she is fully Licensed and authorized to do so.
3. The unauthorized use of a vehicle will render the person concerned liable for prosecution in a court of law, over and above.
4. A driver with an expired drivers' license is not allowed to drive or operate council vehicle/equipment until such time that the drivers' license has been renewed.

5.2.10 PROFESSIONAL AUTHORIZATION (PA)

Holders of the following codes of license may not drive the class motor vehicle to which it relates unless the license is endorsed with a professional authorization (PA).

5.2.11 NO SMOKING POLICY

In accordance with national policy and because a Council-owned vehicle is considered an extension of the office/workplace environment, smoking will not be permitted in a vehicle of the Karibib Town Council. Violation of this policy will result in disciplinary measures taken against an employee.

5.2.12 CELLPHONE POLICY

- (i) The use of a cellphone whilst driving Karibib Town Council vehicle is not permitted unless:
- (ii) A hands free kit is used;
- (iii) A car kit has been installed in the vehicle; or
- (iv) A driver is able to pull to the side of the road without violating any traffic regulations.

6. VEHICLE STORAGE & PARKING

6.1 DURING WORKING HOURS

All vehicles to be parked in allocated parking areas on the premises of the Karibib Town Council. Complete safety of the vehicle and its contents should at all times be ensured, whether parked on or outside the Karibib Town Council's premises.

6.2 LUNCH TIME

All council vehicles are parked at the Council premises during lunch hour unless;

- (i) Permission has been granted by the immediate supervisor as result and nature of works;
- (ii) Heavy equipment is expected to continue with works immediately after lunch hour;
- (iii) The vehicle operates outside Karibib town;
- (iv) The vehicle is undergoing repair or maintenance at an approved dealer.

6.3 AFTER WORKING HOURS

1. The drivers of all Karibib Town Council vehicles are responsible to ensure that the vehicles are parked and locked at the premises Karibib Town Council in a designated parking area, Police Station or closed in premises with the exception of:

- (i) where a vehicle is assigned solely to an individual and is parked on private property;
- (ii) where an employee is to undertake a journey of official business and the staff member is to leave early in the morning or return late at night;
- (iii) where staff member is on stand-by-duties;
- (iv) where a staff member is on emergency services operation.

2. In all the above cases the responsibilities falls onto the driver to see that all possible precautionary measures are taken to ensure the safety of the Council's property at all times. Authorization will be included in the conditions of service of any employee falling under exception (i). For exception (ii) and (iii) and (iv) the Chief Executive Officer should issue written authority at least twenty-four (24) hours in advance of parking a vehicle at home or on private property.

3. No Karibib town Council vehicle whilst parked at home may be used for any private purpose. If the vehicle is expected to carryout emergency duties, written endorsement given together with the trip authority.

4. Using a Karibib Town Council vehicle for private use whilst it is parked at home will result in the withdrawal of the privilege and possible disciplinary measures.

5. Under normal circumstances, all vehicles must be parked at the parking bays by 18h00, unless authorized otherwise.

7. VEHICLE MAINTENANCE AND CARE

1. Vehicle maintenance takes priority over operational use. Timely maintenance is the key improved available and extended vehicle life.

2. Standard Council logo should be displayed on the doors of vehicles. any attempt to conceal or remove the logo constitutes a serious offence.

3. Once a month the vehicle will be inspected for defects by the fleet officer or his/her delegate or fleet committee and file a report to the office of the CEO.

7.1 SCHEDULES MAINTENANCE

1. Drivers shall refer to the manufacture's manual and establish schedule (within the warranty guidelines), for each Karibib Town Council vehicle. **Remember: failure to follow the proper maintenance schedule may void vehicle warranty.**

2. Prescribed service intervals should not exceed 10,000 km or 15,000 km. or four (4) months whichever occurs first.

3. It is therefore the driver's responsibility to notify the Fleet Management Officer of all scheduled interval services so that the necessary arrangements regarding the service and the replacement vehicle could be sourced in time.

4. Maintenance schedules shall include, but not be limited to manufacture's recommendations for:

- Fuel Level
- Radiator Water level
- Brake Fluid level
- Lights (Head, dim, parking, brake, & indicator)
- Reflectors
- Chassis lubrication;
- Oil change;
- Filter replacement;
- Car wash (full house) and
- Any other recommended replacement schedule.

5. Only garages that are Karibib Town Council contractors and have the necessary authorization to perform maintenance work on Karibib Town Council vehicles will be used. Maintenance work should only commence once the maintenance requisitions has been authorized by the Fleet/Transport Officer shall be responsible for acquiring vehicle services and replacement parts at the lowest possible cost and/or valued to the Karibib Town Council Management shall also ensure that purchases and record keeping comply with Auditing Accounting Principles.

6. Authority limits for maintenance will be recommended by the Fleet/Transport Officer with the approval of the Chief Executive Officer.

7. The fleet Management Committee will revise and adjust these authority limits from time to time, any amendments will be communicated by way of Karibib Town Council circulars. Any work exceeding these authority limits will be referred to the next higher transport management level.

7.2 DAY TO DAY MAINTENANCE GUIDELINES

1. Drivers should perform routine vehicle care every day, trip or week. Daily maintenance includes:

- (i) Keeping the interior of the vehicle clean and free of litter.
- (ii) Checking all tyres (incl. Spare wheel) to ensure that correct air pressure and roadworthiness daily and checking air pressure regularly.

2. The maximum load rating of the tyres is marked on the tyres sidewalk. This rating should not be exceeded. The loading instructions of the manufacture of the vehicle should be followed to ensure that the tyres are nor overloaded. This information is found on the driver's door post or the door of the vehicle. Tyres that are loaded beyond their maximum allowable loads for the particular application will build up excessive heat that may result in sudden tyre destruction.

- (iii) Regular checking of engine oil and transmission fluid.
- (iv) Checking vehicle for fluid leaks.
- (v) Checking vehicle frequently for external damage and report any damages promptly to the Transport Officer.
- (vi) Assure that seat-belt system and other safety equipment are fully operational.

7.3 SERVICE AND REPAIRS OF VEHICLES

1. Before any service or repairs can commence, the Workshop Artisan or the Fleet management Officer should complete a job instruction. The job instruction should clearly state the nature of the repairs or service required.

2. **No repairs** or service exceeding *the amount as determined by the Procurement Management Committee per vehicle* will be allowed without the necessary written consent from the *Procurement Management Committee*

3. The Karibib Town Council is not necessarily liable for the cost of any accident damage to a vehicle. Only once the complete accident report has been received can the Committee in consultation with the

Fleet management Officer start with the evaluation and approval for panel-beating and spray-painting. Before the commencing of any panel-beating and/or spray-painting, three written quotations should be submitted.

4. All repairs and services will be inspected and accepted by the responsible Fleet Management Officer.

7.4 TYRES, SPARE PARTS, BATTERIES AND ACCESSORIES

1. Tyres, spare parts and batteries may only be purchased with a written approval from the Fleet Management Officer following a request from the Head of Department regarding specific vehicle needs. The Fleet management Officer on receipt of written authorization will only issue a purchase order. The request for accessories for vehicles should be submitted in writing to the Fleet management Officer depending on the costs involved. All accessory requests should be authorized and justified by the departmental head concerned. Upon receipt of authorization from the Fleet Management Officer, a purchase order can be obtained from the Fleet management officer.

2. All Purchase invoices should be forwarded to the Fleet Management Officer who will prepare it for payment as well as do the necessary entries in the specific vehicle's logbook.

8. VEHICLE ACCIDENTS

8.1 Accidents with or damage to Council vehicles

(a) Drivers must comply with the following procedure in all cases in which Council vehicle was damaged or involved in an accident, regardless of how insignificant it was, or whether any person, animal or other property was involved therein:

1. If the vehicle is moving, stop immediately in the safest way possible.
2. If persons involved were injured, determine the natures and scope of the injuries as precisely as possible.
3. Provide all possible assistance to injured persons. If you have no knowledge of first aid, seriously injured peoples should not be moved unless they are prone to any other danger or injuries. They can, however, be made as comfortable as possible means to summon medical help.
4. Employee will use all possible means to summon medical help.
5. After you have done everything to safe the injured persons, record the extent of the damage caused by the accident, the position of the vehicle at time of impact and other relevant information.
6. Notify the police as soon as possible, and give your name and address to anyone who has reason to ask for the information.
7. Give a full statement to the police or any other persons regarding the circumstances in which the accident happened.
8. If possible, you should remain on the scene of the accident and point out important details and facts such as brake marks, etc, to the police.
9. In event of damages were no other vehicle was involved, call the police to the scene. Do not remove the vehicle unless the driver or the vehicle is at risk, in which case drive the vehicle direct to the nearest police station.
10. If the other party involved in the accident admits liability, you should try to obtain a statement to that effect in writing, or in the presence of independent witness from the quality person

(b) If you suspect that the driver of the car which caused the damage or the collision is under the influence of alcohol or intoxicating drugs, you should point this out to the police without hesitation, and assist them in having the driver examined by a

(c) The driver involved in an accident should act in conformity with the provisions of the Road Traffic Ordinance 1967 (Ordinance 30 of 1967). Should a driver be involved in an accident while on

official business, an accident report will be due to the Fleet Management Officer within twenty-four (24) hours after of the incident. The accident report should include:

- Time, place and date of accident
- Other vehicle's license plate number, make, model and year
- Name of insurance company and policy number
- Description of nature and extent of damage to vehicle and/property
- Name and address of any injured persons
- Nature of injuries
- Weather conditions
- Names, addresses and telephone numbers of witnesses
- Name (s), badge number (s) and police department affiliation of investigating officer (s)
- If a citation was issued, to whom and the nature of the charge,
- Do not admit liability, make or offer to make reimbursement, or admit fault in connection with the accident. This could void the Karibib Town Council and employee's insurance policy.

(d) Damages from accidents caused by the driver's gross negligence or occurring during unauthorized use, to be paid by the responsible driver and may lead to grounds for disciplinary action.

8.2 Insurance coverage

1. Council shall secure an insurer who will provide a comprehensive cover insurance that shall pay for the accident risk if no negligence is involved.
2. All claims which may be put against the Council where any type of Council vehicle is involved must be reported directly to the Head: Distribution and Finance Manager.
3. Damages/incidents or theft must be reported immediately to the Human Resources Division as well as to the local police station and obtain a police file/docket number.
4. Vehicles must be locked at all times if unattended. Loss and theft must be reported immediately to the transport department. The case should be registered within 24 hours with the nearest police station and a case number must be obtained. Failure to open/register a case with police is offence.
5. Losses caused by neglect will be recovered from the responsible official/manager.
6. All accidents or damages, no matter how small, must be reported/registered to the local police station.
7. The council does not accept any responsibility for accidents/damages if:
The accident /damage have happened because the driver was under the influence of alcohol or drugs:

- the driver admits guilt to a third party:
- the vehicle was used without authorization:
- the driver does not have a valid driver's license and
- the vehicle was driven by an unauthorised person.
- The accident was not reported as under section (6).
- In all above cases, employee involved will be responsible for all repair costs.

8.3 DAMAGE, LOSSES AND THEFTS

1. Damage, losses and thefts, other than those arising from accidents, are dealt with under this section.

2. An employee who takes over a council vehicle must ensure that any damage or loss is immediately brought to the attention of his/her supervisor in writing. Unless he/she complies with this instruction, he/she will be deemed to have received the vehicle in good order
3. Any person found unlawfully removing fuel or any part(s) from a council vehicle or engaged in the unauthorized removal or exchange of any component on a council vehicle will be subjected to the strictest discipline, as prescribed in the prevailing Conditions of Service.
4. In the event of losses, thefts or hijackings, the employee operating the vehicle shall immediately report the matter to his/her Supervisor, who shall, in turn, ensure that the incident is dealt with in terms of the council's Loss Control Policy Procedures Manual for Reporting of incidents of Fraud/Theft/Loss.
5. In the event of a hijacking or armed robbery, the Business Unit/Office Manager concerned must ensure that the affected staff member(s) is/are given the necessary counseling.
6. Any Council vehicle may be subjected to a search by Security Personnel or by any official from supervisory level upwards.

9. VEHICLE BREAKDOWN AND TOW-IN

In the event of a vehicle breakdown the Fleet Management Officer has to be contacted, who will then make the necessary arrangements regarding tow-in services to the nearest Garage. Only the Tow-in Services on Karibib Town Council contract will be used to remove vehicles that are broken down or been in an accident to the extent of not being able to drive any further.

10. SELECTING, ACQUIRING AND DISPOSAL OF VEHICLES

Once a request for a new vehicle, both as replacement of an old or to fulfill new requirements, have been received from the Fleet Management Officer/ designee and have been approved by the Council, the following steps should be considered

10.1 SELECTION OF VEHICLES

1. When a decision to purchase a vehicle has been made, the lowest cost vehicle able to meet expected operational needs as determined by the Fleet Management Officer/ designee, must be selected taking into consideration historical and anticipated costs including:
 - (i) Initial costs;
 - (ii) Expected resale value;
 - (iii) Fuel consumption;
 - (iv) Maintenance and repair costs
 - (v) Type of duties to be performed by the vehicle
2. The selection of vehicle options should be **supported by operational needs**. When vehicles with air-conditioning are required, those using CFC free refrigerant will be purchased.

10.2 ACQUISITION OF VEHICLES

1. According to Procurement regulations all purchases exceeding *the amount as determined by the Procurement Committee* should not be authorized. The application for Open National Bid should include all the vehicles specifications required.
2. The Procurement Committee of Karibib Town Council will after thorough consideration recommend the bid allocation to the Accounting Officer.
3. The most cost effective procurement method should be chosen. Subject to market conditions, bulk buys as a procurement method proves to be of a cast advantage. Vehicles acquired through dealer stock are generally the most expensive and must be approved by Treasury Dealer stock purchases should be an exception and are not justified on grounds of planning difficulties, year-end surplus spending.

10.3 DISPOSAL OF VEHICLES

1. In accordance with Council regulations, no Council vehicle will be disposed of in any way without the authorization of the Council.
2. When permission is requested from Council to sell vehicles, the original cost prices, replacement values and estimated selling price shall be indicated.
3. The Karibib Town Council will regularly analyze the vehicle fleet to determine the most desirable disposal time frame and ensure budget anticipated replacement costs and vehicle delivery lead-times.
4. Fleet Management will strive to dispose of vehicles after 10 years after acquiring thereof or 200 000 km, whichever option should come first.
5. The vehicle of Karibib Town Council should meet a minimum monthly mileage requirement. Vehicles not achieving the monthly mileage threshold as averaged over a six-month period may be subject to replacement. The minimum monthly mileage threshold is determined by the following calculation: $(D + I + FO) / (R - VO - G)$, defined as follows:-

•	D	=	Average monthly depreciation cost per vehicle
•	I	=	Average monthly insurance cost per vehicle
•	FO	=	Fixed overhead cost per vehicle
•	R	=	Private vehicle mileage reimbursement rate
•	VO	=	Variable overhead cost per mile
•	G	=	Average fuel cost per mile

6. These values used for this calculation should be obtained from Fleet Administration data.
7. A vehicle should also be considered for replacement should the cost to repair a vehicle exceed the market value of that vehicle.
8. Karibib Town Council vehicles that are deemed to have reached the end of their efficient life cycle shall be disposed of according to Finance Instructions.

- Sell by Public Auction only

9. When vehicles are to be sold in accordance with the recommendations of the Management committee and the necessary approval was obtained from Council, the sales therefore shall be held in accordance with Finance Instructions as well as the regulations of the Tender Board.
10. Vehicles deemed for sale by public auction should be kept in safe custody until it can at the first opportunity be transferred to the auction terrain for auctioning. A register should be kept of all vehicles stored at the auction terrain, to determine liability in cases where vehicles might get lost.
11. The income derived from the sale of vehicles shall be applied to the replacement of vehicles.
12. In the event of the application to sell vehicles through Public Auction, the following technical information should be submitted with the request to the department Finance & Asset Management
 - (i) Control point
 - (ii) Make, model & year
 - (iii) Engine number
 - (iv) Chassis number
 - (v) Kilometer reading
 - (vi) Maintenance costs to date
 - (vii) Vehicle Registration number
 - (viii) Present market value

- (ix) Present estimated repair costs (where applicable)
- (x) Recommendations and signatures of the following authorities:
 - Fleet Advisory Committee-Chairperson
 - Chief Executive Officer
 - Council resolution

11. RECORD KEEPING

1. Records shall be maintained on each vehicle controlled by the Karibib Town Council. Records shall include:
 - (i) Accurate vehicle inventory
 - (ii) Reliable, detailed and accurate information of work performed replacement parts and associated maintenance costs.
2. Vehicle maintenance and repair must accompany when transferred to another owner.
3. These records will provide the necessary information required by the Karibib Town Council for reporting requirements.

12. REPORTING GUIDE LINES

The following should be considered vital data when gathering information for reporting purposes:

- (i) Vehicle location;
- (ii) The repair and maintenance history of the vehicle
- (iii) Fuel consumption by fuel type
- (iv) Odometer readings
- (v) Vehicle condition in line with prescribed Karibib Town Council standards and Finance Instructions.

13. PENALTIES

Where a penalty/sanction is not covered in this Policy and a clause is infringed, disciplinary action will be taken in terms of the section 29 of the Council Personnel rules.

14. Reasons for Suspension of Employees from driving Council Vehicle

1. Treats of council vehicles carelessly and recklessly or misuse it in any way
2. Was involved in an accident for which there is definite evidence of gross negligence
3. Guilty of driving under the influence of alcohol or intoxicating drugs
4. If he or she is not fit to do so
5. If he or she commits any other offence that warrants suspension.

15. CONCLUSION

It is trusted that this document will facilitate a safe and pleasant driving experience and reduce vehicle abuse within the Karibib Local Authority Council.

Approved and adopted by the Council of Karibib Town Council as Grievance Policy and Procedures of Karibib on theresolution.....

L.G Goreseb
Chief Executive Officer

P.T. Nabot
Chairperson Of Council

Date:2020