



FLEET MANAGEMENT POLICY

UTHUKELA ECONOMIC DEVELOPMENT

AGENCY

2026/2027 FINANCIAL YEAR

POLICY TITLE	FLEET MANAGEMENT
DATE APPROVED	29 MAY 2026
IMPLEMENTATION DATE	01 JULY 2026
REVIEW DATE	14 OCTOBER 2025

TABLE OF CONTENT

- 1. DEFINITIONS.....5**
- 2. PURPOSE OF THE POLICY5**
- 3. LEGISLATIVE FRAMEWORK.....6**
- 4. POLICY STATEMENT6**
- 5. SCOPE OF THE POLICY6**
 - 5.1 RESPONSIBILITIES OF DRIVERS..... 7**
 - 5.2 USAGE 7**
 - 5.3 PUBLIC IMAGE 8**
 - 5.4 CAREFUL HANDLING 8**
 - 5.5 INSPECTION 8**
 - 5.5 WHO CAN USE A VEHICLE? 10**
 - 5.6 REGISTRATION..... 10**
 - 5.7 COMPETENCE OF DRIVERS 10**
 - 5.8 PASSENGERS 10**
 - 5.9 AUTHORITY TO USE A VEHICLE IN AN EMERGENCY OR IN CASES OF URGENCY..... 11**
 - 5.10 USE OF VEHICLES OVER THE WEEKEND OR PUBLIC HOLIDAYS..... 11**
 - 5.11 ISSUING OF VEHICLES..... 11**
 - 5.12 HIRING OF VEHICLES FOR OPERATIONAL PURPOSES 12**
 - 5.13 COURTESY VEHICLES..... 12**
 - 5.14 PARKING A VEHICLE OVERNIGHT 12**
 - 5.15 LOGBOOKS, VEHICLE KEYS AND VEHICLE EQUIPMENT 13**
 - 5.16 MANAGEMENT SYSTEMS 13**
 - 5.17 ACCIDENTS/INCIDENTS 14**
 - 5.18 REPORTING THE ACCIDENT (OTHER THAN TO THE POLICE)..... 16**
 - 5.19 COMPLETION OF ACCIDENT REPORT FORMS 16**
 - 5.20 LEGAL PROCEEDINGS..... 17**
 - 5.21 ACCIDENT REPAIRS 17**
 - 5.22 TOWING OF ENTITY VEHICLES..... 17**
 - 5.23 REPORTING OF DAMAGE, LOSSES AND THEFTS 18**
 - 5.24 ROADWORTHINESS OF VEHICLES..... 18**
 - 5.25 SAFE DRIVING 19**
 - 5.26 LOADS ON VEHICLES..... 20**

5.27	SERVICING OF VEHICLES.....	20
5.28	MODIFICATION OR ALTERATION OF ENTITY VEHICLES AND THE DISPLAY OF EMBLEMS AND SIGNAGE.....	20
5.29	IRREGULAR, IMPROPER AND UNAUTHORISED USE OF ENTITY VEHICLES	21
5.30	KZN DIVISION SALGBC	21
5.31	LIABILITY	21
5.32	SUSPENSION OF OFFICIALS FROM DRIVING ENTITY VEHICLES	21
5.33	INSPECTION	22
5.34	PARKING METERS AND PARKING LOTS.....	22
5.35	INSTRUCTIONS.....	22
5.36	VEHICLE KEYS	23
5.37	UPDATING OF FLEET MANAGEMENT POLICY	23
5.38	AWARENESS	24
5.39	MONITORING & EVALUATION	24
5.40	COMPLIANCE/ NONCOMPLIANCE	24
6.	APPROVAL BY	24

1. DEFINITIONS

- **"Driver"** means an official or employee authorised to use a vehicle in terms of section 6.1 of this Policy, or purporting to be so authorised;
- **"Fuel receipt"** means a mechanically printed receipt issued by a petrol station for payment for fuel and a mechanically printed receipt issued at a Toll Station for payment of a toll fee;
- **"General authorisation"** means a standing authority to use an Entity vehicle;
- **"Entity fleet"** means all Entity vehicles;
- **"Entity vehicles" and "vehicle/s"** means vehicles owned by the Entity, vehicles from donor organisations and vehicles hired by the Entity;
- **"Entity"** means the uThukela Economic Development Agency;
- **"Employee/employees"** means Entity's employee/ employees;
- **"The Sectional Head"** means the section to which any employee has been placed or appointed and, in the case of employees reporting directly to the CEO, means the CEO;
- **Fleet Office:** means the section within the corporate service department of the Entity responsible for the maintenance and control of vehicles
- **"Trip authority"** means an authority to use an entity vehicle for a journey

2. PURPOSE OF THE POLICY

The Policy is to achieve the objective of accountability for the use of Entity Fleet Vehicles by the various user departments, whilst at the same time ensuring that the interests of the Entity are always managed as objectively and participative as possible. Ensuring that Entity Fleet Vehicles are managed in a manner, which employs appropriate management systems and operational information, thereby offering controls in the use thereof and most importantly the eradication of the misuse of Entity assets.

3. LEGISLATIVE FRAMEWORK

The following legislative provisions have a bearing on the Fleet Management policy; hence, the policy must abide to each legislative requirement:

3.1 The Code of Conduct for the Public Service;

3.2 The Public Service Act, no 103 of 1994 (as amended); Entity Finance Management Act, No 56 of 2003;

3.3 Treasury Regulations; and Prevention and Combating of Corrupt Activities Act, No 12 of 2004;

3.4

4. POLICY STATEMENT

Transport within the Entity is supplied as a tool to support the Entity in the delivery of its services and key objectives and the allocation of a vehicle is not a right of any official or employee. This Policy has been compiled for the specific purpose of establishing a uniform code of practice and conduct for all users and drivers of Entity Fleet Vehicles.

The content of this Policy is directed at promoting knowledge and understanding of the importance of the Fleet Management Services, activities and effective/efficient control, utilisation, safeguarding and management of Entity vehicles, plant and equipment and to eliminating Entity Fleet Vehicle abuse.

The General Manager: Corporate Services will delegate the day-to-day control of the operation of Entity Fleet Vehicles to a Sectional Head but will take overall responsibility for performance and control. This Policy covers the use of all Entity Fleet Vehicles and it does not cover the use of subsidized vehicles, which is the subject of a separate policy document.

5. SCOPE OF THE POLICY

This Policy applies to all employees who make use of vehicles owned by the uThukela Economic Development Agency. This policy and procedures shall be reviewed annually and if necessary, it will be revised, approved and adopted by the board members of the Entity

- Accountability in the need and use of Entity Fleet Vehicles
- Control the usage of Entity Fleet Vehicles to eliminate abuse of those vehicles.
- To effect saving by the Entity by enforcing the policy and the controls in the usage of Entity Fleet Vehicles.
- To provide procedures in reporting and investigating abuse, damages and losses of Entity Fleet Vehicles

5.1 RESPONSIBILITIES OF DRIVERS

The full co-operation of all employees concerned is always required to ensure that the Entity Fleet System functions efficiently. All drivers are expected to accept and exercise the responsibilities associated with the operation of vehicles, as described in this Policy document.

5.2 USAGE

Entity fleet vehicles are provided strictly for official services only and is not to be used for private purposes.

5.2.1 When an Entity Fleet Vehicle is to be used, the driver must ensure that a copy of the Trip Authority (refer attached Annexure B), is duly authorised and signed, is kept in the vehicle as the Road Traffic Authorities could at any time stop an Entity Vehicle and request to be presented with the said documents. Failing to produce the said documents the vehicle will be impounded, and the driver may be liable to a fine and possible disciplinary action for failing to carry the said documents.

Trip sheet should include:

- i. Registration number of the vehicle
- ii. Name of driver
- iii. Details of the trip, where the trip starts and where it ends Odometer readings at the beginning and at the end of the trip.
- iv. Date and total distance travelled

- v. Litres of fuel issued and amount
- vi. Reason for the trip
- vii. All Entity Fleet Vehicles must be issued with a logbook. The driver/operator is required to record all his/her daily trips in the logbook, of which the completed sheet is to be detached and handed to his/her Supervisor and CEO for checking and to verify correctness, accuracy and that the trips recorded were indeed necessary and most cost effective and then forwarded to Sectional Head's office for reconciliation and retention for record purposes.

5.3 PUBLIC IMAGE

All Entity Fleet Vehicle and any vehicles hired for operational functions shall be driven in a SAFE and COURTEOUS manner, which will promote the Entity's PUBLIC IMAGE. Entity drivers and vehicle/work teams are constantly in public view. Their behaviour shapes the public concept of Entity efficiency in general

5.4 CAREFUL HANDLING

Entity Fleet Vehicles and any hired vehicles shall always be driven and handled with proper care and attention, to obtain the best mechanical service and avoid infringements of the law. Any evidence of neglect, rough handling or reckless driving shall be reported to the Transport Office and will result in disciplinary action. The Sectional Head's office shall follow up all incidents of misuse of vehicles as and when identified or reported

5.5 INSPECTION

Pre-drive inspections of vehicles/plant are to be carried out by drivers/operators daily and Supervisors and Managers on a weekly basis to record any damages or losses.

5.5.1 Every driver of Entity Fleet Vehicles must at all times ensure that the vehicle is in a roadworthy condition and service intervals adhered to at all times, failing which

he/she will be responsible for any penalties/costs of repairs and the payment of any traffic fines that may be imposed.

5.5.2 The last user of an Entity Fleet Vehicle will be held responsible for any unreported damage, defects or losses. The onus is therefore on each driver to thoroughly inspect vehicles prior to acceptance.

5.5.3 All Entity Fleet Vehicles will be inspected quarterly by designated staff appointed by the Sectional Head to ensure that a proper state of cleanliness, repair and efficiency is being maintained by the driver/person responsible for the vehicle.

For drivers, the following is a checklist that should be carried out at least each day, reporting an apparent problem to immediate supervisor;

a) Check proper operation of:

- Headlights, high/low beam
- Parking, stop, reversing lights
- Traffic indicators

b) Check levels of

- Brake/clutch fluid
- Engine coolant
- Windscreen washer
- Automatic transmission
- fluid (while the engine is running)
- Power steering fluid (while the engine is running)

c) Inspect hoses for leaks, check:

- Tyre pressure
- Spare, tyre/tools/jack
- Windscreen for chips and cracks
- Windscreen wiper operation

5.5 WHO CAN USE A VEHICLE?

Entity Fleet Vehicles may only be used by an official or employee of the Entity if employee meets all the requirements:

- 5.5.1 With a valid Credit Card Type License to operate such vehicle; In terms of a general or trip authorisation;
- 5.5.2 In connection with an activity in line with the functions and objectives of the Entity;
- 5.5.3 In possession of a Professional Drivers Permit (PDP) where required by Law, it is the responsibility of the driver to ensure that his/her PDP is always valid
- 5.5.4 Vehicles cannot be used for party political purposes under any circumstances or be used in connection with industrial union strike action activities.
- 5.5.5 Any authority to use a vehicle may be withdrawn at any time.
- 5.5.6 The issue and distribution of vehicles is at the discretion of the CEO or nominee and no employee may demand the use of a specific or vehicle.

5.6 REGISTRATION

The Sectional Heads of each section should ensure that all appropriate vehicle licenses are renewed as required by the Road Traffic Act.

5.7 COMPETENCE OF DRIVERS

All employees operating entity vehicles must possess a valid drives licence with professional Drives Permit (PDP) and at least one year of driving experience.

5.8 PASSENGERS

Passengers, other than the employees, may only be carried in an Entity Vehicle if authority to carry specific passengers is granted by:

The CEO, in the case where the driver of a vehicle is an employee

5.9 AUTHORITY TO USE A VEHICLE IN AN EMERGENCY OR IN CASES OF URGENCY

If a vehicle (duly authorised to be used by the specific driver) is used in an emergency, or case of urgency, where it is not possible to obtain prior approval of such use, the Sectional Head must be notified immediately and approval must be obtained as soon as possible after the use of the vehicle, but in any event not later than 24 hrs after such use.

If authorisation is not obtained in terms of this paragraph, or is refused, the driver will be held liable for disregarding instructions and disciplinary action will be instituted. An emergency constitutes death, illness or injuries of such a nature when it is not possible to wait for emergency services to attend to the person/s.

5.10 USE OF VEHICLES OVER THE WEEKEND OR PUBLIC HOLIDAYS

Entity vehicles may be used over weekends or on public holidays depending on the nature of the trip. Such trip will only be allowed if authorisation has been obtained from the CEO, without the approval of the CEO shall be subjected to a disciplinary action.

5.11 ISSUING OF VEHICLES

Issuing Of Vehicles during Working Hours In The Case Of a Trip Authority:

A vehicle will be issued on the day of travel unless advance authority to park the vehicle at home has been obtained, vehicles should always be parked at the nearest official or Entity sites'

5.11.1 The driver must carry his/her driver's license and produce it to the Sectional Head who must verify its validity prior to the issue of vehicle.

5.11.2 A copy of the signed trip authority must be carried in the vehicle and the original must be filed by the Sectional head;

5.11.3 The intended time of departure and return must be recorded on the vehicle issue form.

5.11.4 The continuous unauthorised late return of vehicles may lead to refusal to allocate vehicles in the future. Reasons for late returns must be submitted in writing to the Fleet Office. The Fleet Office will complete the vehicle issue form, recording the condition of the vehicle, quantity of fuel in the tank, log book. The driver must sign this form. The driver takes responsibility for the vehicle at that point. On return, the vehicle will be checked using the same process. The driver must hand in all fuel and toll receipts to the Fleet Office for checking after each trip.

5.12 HIRING OF VEHICLES FOR OPERATIONAL PURPOSES

Vehicles required for operational purposes may only be hired through the SCM Unit on authorisation of the CEO. The provisions of this policy document relating to the allocation, use and care of vehicles shall apply to any hired vehicle provided whilst an official usual vehicle is out of service for whatever reason.

5.13 COURTESY VEHICLES

The provisions of this policy document relating to the allocation, use and care of vehicles shall apply to any courtesy vehicle provided whilst an official usual vehicle is out of service for whatever reason.

5.14 PARKING A VEHICLE OVERNIGHT

- In normal circumstances vehicles must be parked at official locations. The Sectional Head must allocate an approved parking place for each vehicle. The parking place should be lock-able or with 24 hr security available. When a vehicle is away from its home base, the driver must use any anti-theft or security devices fitted in the vehicle. Where secure facilities are not available, the vehicle should be parked at the nearest official property. The driver of the

vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit.

- Parking charges for the use of secure parking will be refunded only if an original receipt is submitted for payment to the CFO. In special circumstances the CEO may grant permission for a vehicle to be parked overnight at a home of an official or employee. A signed authority form to park a vehicle at home (refer to Annexure E) must be issued. The authority is subject to review and can be withdrawn at any time. Whilst a vehicle is parked at home, it may not be used for private purposes. If an emergency arises and it becomes necessary to use the vehicle, the provisions of paragraph 6.4 of this Policy will apply.

5.15 LOGBOOKS, VEHICLE KEYS AND VEHICLE EQUIPMENT

Where Logbooks are required to be completed, they must be completed legibly and accurately in every detail, during or immediately after a trip and must be submitted monthly for data capturing after duly signed and checked by the Sectional Head and CEO. If the first working day of any month falls on a Public Holiday, the Logbooks must be submitted on the first working day of the month concerned. The employee using the vehicle must take the necessary care about the safe custody of the Logbook, keys and equipment.

During the period, that authorisation is granted for the use of a vehicle, the driver is responsible for the logbook, keys and equipment for the vehicle until the vehicle has been returned to the Sectional Head's office at the end of the journey. Loose vehicle equipment, e.g. the spare wheel, toolkit, jacks and any other extras must be checked at the time of issuing the vehicle and will remain the responsibility of the driver until such time as the vehicle is returned to the Sectional Head's office. The driver/operator must report any losses immediately to the Sectional Head.

5.16 MANAGEMENT SYSTEMS

The Sectional Head must keep the following indicators for each vehicle and submit a monthly report thereon to MANCO:

- Actual kilometres travelled
- Fuel utilisation
- Total maintenance costs
- Utilisation/unauthorised use

The Sectional Head's office monitors the above indicators in conjunction with the driver and report short comings or deviations to the CEO to which the vehicle has been allocated.

5.17 ACCIDENTS/INCIDENTS

5.17.1 PROCEDURE

The following procedure must be followed in the event of an Entity vehicle being involved in an accident/incident, no matter how trivial and irrespective of whether or not any other person or any animal or property or another vehicle is involved, a driver may not leave the scene of the accident unless he/she sustained such injuries and is necessary to be removed from the scene by paramedics or is removed from the scene by a member of the SAPS:

- Call a police or traffic officer if required
- Report the accident/incidents as soon as possible, but within 24 hrs, to a police station and furnish full.
- If requested to do so, supply the name and address of the driver of the Entity vehicle and the number of the vehicle and trip authority number to any other person having reasonable grounds for requesting the information.
- Under no circumstances admit liability to any person at all or at any time or agree to any payment offered or made to a third party.
- In the event of any third-party admitting liability, endeavour to obtain a written statement from him/her to that effect.
- If a driver of a vehicle is suspected of being under the influence of intoxicating liquor or narcotic drugs, this fact must be brought to

the notice of the police or traffic officer called to the scene of the accident with the least possible delay.

- At least the following must be obtained at the scene of the accident:
- The registration number make and type of the other vehicle(s).
- The name, address, ID number, home telephone number and work telephone number of the driver(s) and the owner(s) of the other vehicle(s).
- The name of the insurance entity/broker with respect to the other vehicle(s).
- Whether the driver is the owner of the other vehicle.
- The nature and extent of the damage caused to the other vehicle(s) in this accident
- v/ The name, address, ID number, home telephone number and work telephone number and estimated age of any passengers and/or pedestrian(s) involved in the accident and, if possible, details of any person(s) killed or injured, as well as the nature and extent of the injuries.
- A description of animals and fixed objects involved in the accident and the name and address of the owner, in the case of animals and also the name and estimated age of any herdsman (men) who tended or drove the animals, as well as the nature and extent of injuries and damage.
- The name, address, ID number, home and work telephone number of any witnesses, including the occupants of the other vehicle(s) concerned.
- Measurements for the preparation of a sketch of the scene of the accident. s/ Whether or not the road was fenced in on either sides or one side only. v' Any other relevant information.
- Report the accident/incident to the Sectional Head as soon as possible.
- Take photographs at the accident scene if possible.

5.18 REPORTING THE ACCIDENT (OTHER THAN TO THE POLICE)

The driver of a vehicle involved in an accident must make a suitable endorsement in the logbook of the vehicle and must without delay complete the accident report form (ANNEXURE C) and the negligence report form (ANNEXURE F), obtainable from the Sectional Head, and must submit the reports, together with statements by witnesses and other supporting documents, to the Sectional Head and the CEO for insurance processes.

5.19 COMPLETION OF ACCIDENT REPORT FORMS

5.20.1 The Sectional Head must ensure that the responsible driver furnishes them with a completed incident/accident report (refer to Annexure C). The Sectional Head's office must arrange for obtaining the necessary quotations in respect of the vehicle concerned.

5.20.2 All completed forms must be submitted to the Sectional Head, after ensuring that the necessary forms have been completed, the original report forms and all the supporting documentation must be forwarded to the Entity Insurers. A copy of the report forms and supporting documentation must be submitted to the CEO to complete the determination of liability form before filing.

5.20.3 Drivers/operators must ensure that they furnish complete and accurate information about accidents/incidents when reporting to Sectional Head. False and inaccurate information will be viewed in a serious light and the driver/operator will be facing disciplinary action.

5.20 LEGAL PROCEEDINGS

Should the driver of a vehicle be required to appear at an inquiry, or should any criminal or civil proceedings be instituted against him/her or the Entity, the driver must immediately submit the summons, subpoena, notice to appear or claim or third party claim to the Sectional Head who will report the matter to the CEO for further action.

5.21 ACCIDENT REPAIRS

Where repairs are necessary to a vehicle that was involved in an accident, the Sectional Head's office shall, in consultation with the CEO, obtain written quotations in terms of the SCM policy and shall arrange the repair of the vehicle where applicable after authorisation from the Entity's Insurers.

5.22 TOWING OF ENTITY VEHICLES

5.23.1 the event of an accident within the uThukela area of jurisdiction which necessitates the towing of an Entity vehicle, for whatever in reason, the driver must without delay make contact with the Sectional Head's office, who will make contact with the CEO and a towing vehicle will be dispensed to the location of the vehicle.

5.23.2 The driver of the Entity vehicle must provide the Sectional Head with the following information:

- His or her name
- The Registration number of the Entity vehicle.
- The make and type of the Entity vehicle
- The location of the breakdown or accident. His or her contact number
- The Kilometre reading of the Entity vehicles.
- The nature of the incident.

5.23.3 In the event of an accident outside of the uThukela area of jurisdiction which necessitates the towing of an Entity vehicles, the driver must contact the Sectional Head's office whom will ensure that an approved towing entity is used and as soon as possible obtain the following information:

- The name, address and telephone number of towing companies.
- The registration number of towing vehicles.
- The name and cellular number of the driver of towing vehicle.
- Where the vehicle will be stored/towed to.

5.23 REPORTING OF DAMAGE, LOSSES AND THEFTS

5.24.1 Where incidents of damage (other than as a result of an accident as dealt with in section 7) loss and/or theft of or from an Entity vehicle occur within the uThukela area of jurisdiction, the driver of the vehicle must as soon as possible report the matter to the Sectional Head, which will if necessary refer the driver to the police to obtain an incident number. Where a driver returns a vehicle to the entity, he or she must report any damage, loss or theft which has not yet been brought to the notice of the Sectional Head.

5.24.2 Where incidents of damage, loss and/or theft of or from an Entity vehicle occur outside the uThukela area of jurisdiction, the driver must report the incident to the nearest police station within 24hrs and ASAP report the matter to the Sectional Head. Repeat damages to Entity vehicles will be investigated by the Sectional Head and the driver might be subjected to disciplinary proceedings should he/she be found to be negligent or misusing the vehicles.

5.24 ROADWORTHINESS OF VEHICLES

The driver of an Entity vehicle must always ensure that the vehicle is in a roadworthy condition. No person may authorise the use of a vehicle that is not roadworthy. Any person who authorises use of such a vehicle may face disciplinary action. For drivers, the following is a list of checks that should be carried out at least each day, reporting an apparent problem to immediate Fleet Office:

- Check proper operation of:
 - Headlights, high/low beam o Parking, stop, reversing lights Traffic indicators

- Check levels of:
 - Brake/clutch fluid o Engine coolant
 - Windscreen washer
 - Automatic transmission fluid (while the engine is running)
 - Power steering fluid (while the engine is running)
- Inspect hoses for leaks, check:
 - Tyre pressure
 - Spare tyre/tools/jack
 - Windscreen for chips and cracks.
 - Windscreen wiper operation
- If a defect is of the type that is likely to cause damage to the vehicle, or is of the type that may render the vehicle unsafe to use, the engine must immediately be switched off and the vehicle must not be driven under its own power until the matter has been rectified.
- Whilst driving a Municipal vehicle, the driver must pay attention to the gauges, indicators and warning lights on the dash and immediately take appropriate action to prevent damage to the vehicle or its components should any malfunction be noticed

5.25 SAFE DRIVING

5.26.1 RAFFIC REGULATIONS

Traffic and any other regulations applicable to users of the road must always be strictly observed. Where these rules are not adhered to, the driver will be responsible for the payment of any penalties or fines imposed and these will have to be paid within 7 working days and proof of payment must be submitted within 7 working days to the Sectional Head's office, failing to pay the fine the monies will be deducted from the driver's salary, should such a deduction be authorised by the CEO

5.26.2 SPEED LIMITS

The applicable speed limit must not be exceeded at any time and any Traffic violation fines will be for the drivers account. The Sectional Head will provide to MANCO a report indicating department vehicles that are exceeding the applicable speed limits and Managers should engage with the "Consequence Management" regulations to discipline the offending drivers.

5.26 LOADS ON VEHICLES

The load on any Entity Fleet Vehicle may not exceed the maximum recommended by the manufacturer of the vehicle. The driver may be personally held liable for any punishment that may be imposed by any court with respect to vehicle load infringement of the Road Traffic Act.

5.27 SERVICING OF VEHICLES

Employees who make use of Entity Fleet Vehicle in terms of a general authorisation must ensure that the vehicles are serviced as prescribed by the manufacturers of the vehicles. When a vehicle requires to be serviced, the official or employee in charge of the vehicle must plan in time with the Sectional Head's office to avoid any delays. Entity vehicles will be trade-in when they reach 250 000km. This will help with the cost containment measures and reduces unnecessary expenditure.

5.28 MODIFICATION OR ALTERATION OF ENTITY VEHICLES AND THE DISPLAY OF EMBLEMS AND SIGNAGE

5.29.1 An Entity's vehicle may not be modified or altered in any way without the prior approval of the CEO in consultation with the Sectional Head's office. The approved branding (such as the uThukela Economic Development Agency) on an Entity Fleet Vehicle may not be covered in any way to obstruct positive identification of the vehicle. Except for the usual number plates, entity crests and fleet numbers, manufacturers' mascots, name and model inscriptions and license tokens. Entity Fleet Vehicle may not display any private insignia, mascots, stickers, advertising or advertising material.

5.29.2 No branding or stickers other than those approved by the Entity may be displayed on a vehicle. Drivers must ensure that the registration plates, Entity logos and any other markings on the vehicles in their charge are always in good order and that the colour of the plates, letters and figures are always clearly visible. Any vehicles purchased must immediately be taken to the Sectional Head's office for the placement of the approved signage and decals as prescribed by the Entity

5.29 IRREGULAR, IMPROPER AND UNAUTHORISED USE OF ENTITY VEHICLES

ACTION TO BE TAKEN

If Entity vehicles are used irregularly, driven recklessly, neglected or misused, the matter will be viewed in a serious light and the official concerned may be suspended from duty pending the outcome of any necessary investigation. In addition to any proceedings which may be instituted in terms of the Road Traffic Act, disciplinary action in terms of the Labour Law will be considered against the offending official.

5.30 KZN DIVISION SALGBC

Where employee has caused loss or damaged to the employment of the employer may make deductions if it can be proven of the employee.

5.31 LIABILITY

5.32.1 Where Entity vehicles are used without permission or authority, the official concerned will be held liable for:

- The cost of the distance travelled, incorporating driver's tariffs where applicable,
- The Entity's Vehicle cellular number and the personal cellular number of the driver, if available.

5.32 SUSPENSION OF OFFICIALS FROM DRIVING ENTITY VEHICLES

Where positive proof exists that an employee is or was guilty of reckless or wilful misconduct whilst driving an Entity's vehicle, or such vehicle was involved in an accident whilst being driven by an official or employee under the influence of

intoxicating liquor or narcotic drugs or while the concentration of alcohol in his/her blood was greater than the maximum concentration prescribed by legislation, such official must immediately be suspended from driving an Entity's vehicle until such time as the CEO, has decided to permit him/her to resume driving such vehicles. The Sectional Head's office must be notified of all suspension and lifting of suspensions to prevent the suspended driver from obtaining a pool vehicle.

Co-Operation of Officials and Employees to promote efficiency in the operation of entity vehicles

Without The Full Co-Operation Of All Concerned, The Entity Sectional Head's Office Cannot Function Efficiently, And Drivers Of Entity Vehicles Must Always Give The Staff Of That Office Their Full Cooperation And Treat Vehicles As They Would Their Own Personal Vehicles.

5.33 INSPECTION

All Entity vehicles are subject to a mandatory monthly inspection by the Sectional Head and that the required instructions are complied with. In addition, random vehicle checks may be undertaken by the Sectional Head and Leasing Entity at their discretion.

5.34 PARKING METERS AND PARKING LOTS

Where an employee makes use of parking meters or parking lots whilst on duty, the expenditure actually and necessary incurred may be refunded to him/her only if an original receipt is produced for reimbursement to the Sectional Head's Office.

5.35 INSTRUCTIONS

Non-compliance with the provisions of this document, or instructions issued by the CEO or Sectional Head who will render the offending employee liable to disciplinary action and, where appropriate, to making good any losses that the Entity may suffer.

5.36 VEHICLE KEYS

Employees in charge of vehicles shall ensure at all times that the ignition, door lock, fuel cap, gear-lock and other keys of the vehicle in use are suitably safeguarded against loss or theft and must be placed after working hours in the key safes provided at each office and the key register must be signed. In the event of a vehicle's keys being lost or mislaid, the driver shall not attempt to open the locking system of the vehicle, but shall obtain assistance from the Sectional Head's office, an OB number must be obtained at the nearest SAPS and it must be reported to the Sectional Head

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 if fitted and removing the key. Vehicle keys will only be replaced on production of a copy of the relevant Sectional Head loss report. All costs for replacement keys will be for the user's account should it be found that such loss was due to driver negligence. All pool vehicle keys must be safely secured in a lock -able key cabinet in the Sectional Head's office when the vehicle is not in use. A spare set of all Entity owned vehicle keys must be kept in a separate secure place within the Sectional Head's office. All vehicles keys, fuel cards and duly completed Trip Authority forms of vehicles returned after normal working hours and vehicles used over weekends must be placed into the key return boxes placed in each office for safe keeping until the next working day and the key register must be signed. No keys, or Trip Authority forms must be left lying around.

5.37 UPDATING OF FLEET MANAGEMENT POLICY

This Fleet Management Policy will be reviewed annually as and revised if necessary and will notify any changes to Management, Supervisors and drivers before submitting to the board for adoption.

5.38 AWARENESS

The Sectional Head of the section is responsible for the communication of the policy to all employees of the Entity. All Senior Managers and Supervisors in different sections are responsible to create awareness and implementation in their respective departments

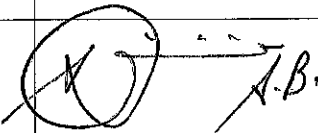
5.39 MONITORING & EVALUATION

The Sectional Head's office will be monitoring the implementation and application of the Fleet Management Policy for ensuring adequate supervision and implementation of the controls and procedures. The Sectional Head's office will evaluate the effectiveness of the implementation of the Fleet Management Policy by users of Entity vehicles.

5.40 COMPLIANCE/ NONCOMPLIANCE

Anyone involved in the use, driving, operation of, maintenance or safekeeping of or a passenger in the entity's vehicle, who is found in breach of any provision of the policy, may be charged with misconduct.

6. APPROVAL BY

NAME	SIGNATURE	DESIGNATION	DATE
MR SB SIBISI		ACTING CHIEF EXECUTIVE OFFICER	29/05/2026