



POLICY ON THE MAYOR/DEPUTY MAYOR & SPEAKER'S VEHICLE POLICY

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| Date Approved: | |
| Effective Date: | |

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1. INTRODUCTION

The Mayor, Deputy Mayor and Speaker are required to perform and attend to official duties and functions on behalf of the Municipality and therefore deserve to be provided with the necessary transportation to assist them to perform such duties.

The Minister for Cooperative Governance and Traditional Affairs issued a Government Notice no 1032 dated 7 December 2012 which provided for municipalities to purchase vehicles for the Mayor, Deputy Mayor and Speaker, subject to approval by the relevant MEC for Local Government.

The MEC for Cooperative Governance and Traditional Affairs, the Honorable Nomsa Dube, MP issued a circular granting blanket permission to Municipalities in KwaZulu-Natal to purchase for the Mayor, Deputy Mayor and the Speaker.

Therefore this policy serves to regulate the use of the vehicles provided for the Mayor, Deputy Mayor and Speaker for official purposes.

2. TYPE OF OFFICIAL CAR

- 2.1 The Municipality may identify any of its vehicles they deem fit as an official car for the Mayor, Deputy Mayor and Speaker or decide to purchase a vehicle particularly for this purpose;
- 2.2 If the Municipality decides to purchase an official car for the Mayor, Deputy Mayor and Speaker, the value and type of that vehicle shall be decided upon by the Municipal Manager in consultation with the Executive Committee.
- 2.3 The Mayor, Deputy Mayor and Speaker.

3. TYPE AND SIZE OF A MAYORAL VEHICLE

- 3.1 The type of a Mayoral vehicle shall be an SUV/ SEDAN.
- 3.2 Due care shall be exercised when choosing a vehicle make in order to avoid unnecessary maintenance problems.
- 3.3 The size of a vehicle shall be medium to large with a limited capacity of four passengers excluding the driver.
- 3.4 The engine capacity of the vehicle shall be limited to a maximum of 40 litre.

3.5 The type and size of the Mayoral vehicle shall be determined in terms of aforementioned provisions.

4. USE OF OFFICIAL CAR

- a) It is left to the discretion of the Mayor, Deputy Mayor and Speaker to utilize the vehicle for any reasonable official purpose, provided that such a trip qualifies as an official trip.
- a) The rules of usage in respect of usage of Municipal cars shall as far as possible apply for the use of the Mayor, Deputy Mayor and Speaker's Vehicle, particularly those related to standard operating and maintenance procedures.
- b) The vehicle shall be parked at the Mayor/Deputy Mayor/Speaker's place of residence given the awkwardness of the Mayor/Deputy Mayor/Speaker's duties and responsibilities.
- c) The Mayor, deputy Mayor and the speaker shall not stay with the vehicle outside the boundaries of Ingwe Municipality.
- d) The Municipality may appoint a person to be the official driver for the Mayor and the conditions of service for the driver shall be determined by the Municipality.
- e) The driver shall be provided with the requisite training and equipment necessary to enable him/her to carry out his duties and responsibilities.
- f) The Municipality shall assign a responsibility to any official in case the Mayor's driver is unable to perform his duties due to ill-health or any family responsibility reason.

5. DUTIES OF THE MAYORAL DRIVER

- a) The Mayoral Driver must ensure that he/she obeys the rules of the road at all times when driving Mayoral vehicle.
- g) No Municipal Drivers must drive municipal vehicles while under the influence of alcohol or any other kind of intoxicants.
- h) All the drivers must ensure that they are in possession of a valid driver's license at all

times and PDP where necessary.

- i) Each driver must keep a record of all official trips, fuel and oil purchases in a logbook.
- j) The driver must ensure that the Mayoral vehicle is kept in a clean condition at all times.
- k) Under adverse operating conditions these may be undertaken more frequently but only when absolutely necessary.
- l) Ingwe Municipality shall not employ the driver for the Deputy Mayor and the Speaker but permission may be given by the Municipal Manager to an immediate family member, who shall be the legal spouse or adult child of the Deputy Mayor or Speaker to drive the vehicle when the Deputy Mayor or Speaker is unable to do so, due to ill health provided they possess a driver's license.
- h) Only the Mayor or Mayor's Driver, Deputy Mayor and the Speaker may allow passengers in Council owned vehicles without prior authorization of the Municipal Manager.
- i) Any passenger/s entering or being transported in Municipal vehicles do so at their own risk and may not claim damages for any personal injuries sustained or loss of property.

6. COMPLETION OF THE LOGBOOK

- a) A logbook shall be supplied by the Municipal Manager to the Mayor/Deputy Mayor/Speakers Office with each official vehicle and must always be kept in the vehicle.
- b) The driver shall be responsible for the safe custody of the logbook in use.
- c) The logbook shall be checked by the driver or the Deputy Mayor or Speaker using the Municipal vehicle before each trip.
- d) Log-sheets shall be completed in every detail before and immediately after the completion of each trip.

7. USE OF ANY OTHER MUNICIPAL VEHICLES

The Municipality may assign any appropriate Municipal vehicle to the Mayor/Deputy Mayor/Speaker if the Mayor/Deputy Mayor/r/Speaker's car is not available due to repairs or service. The use of any other Municipal vehicle by the Mayor/Deputy Mayor/Speaker will be limited to circumstances where the designated official Mayor/Deputy Mayor/Speaker's vehicle is not available for use.

8. SPARE PARTS AND ACCESSORIES

All spare parts and accessories essential for the roadworthiness, operation and maintenance of an official vehicle shall be obtained from the local agent for the particular make of vehicle, or in the absence of such agent from a reliable local commercial garage. Where the spare parts or accessories are not available, the local agent, if any, shall be requested to obtain them without delay or if this will take too long the driver will refer the matter in writing under normal circumstances and telephonically only in cases of urgency to the nearest commercial garage.

9. REPAIRS OTHER THAN ACCIDENT REPAIRS

In the case of an official vehicle stationed at a centre where there is no appointed garage, the official in charge of the vehicle shall with prior arrangements with the Manager in the Mayor/Deputy Mayor/Speakers Office, entrust repairs arising out of fair wear and tear to the local agent for the particular make of vehicle or in the absence of a local agent, to a reliable local commercial garage. Repairs arising from causes other than fair wear and tear shall be similarly arranged but with prior approval of the Municipal Manager or his Delegate.

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10. CONCLUSION

The measure stated in this policy seeks to regulate the use of the vehicle designated for the use of the Mayor/Deputy Mayor/Speaker. It is however, important that it be read with other transport and remuneration related regulations for Councilors.

The provisions of the USE OF COUNCIL VEHICLES POLICY of the Municipality apply to

the use of the Mayor, Deputy Mayor and Speaker’s vehicle, where applicable, the driver of the Mayor, Deputy Mayor and Speaker’s vehicle is obliged to observe al the provisions of such policy.

11. COUNCIL APPROVAL AND EFFECTIVE DATE

Approval of Policy by Council and Effective date: -----

MUNICIPAL MANAGER

DATE

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