



Fleet Management Policy



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TERMINOLOGY

The following are the terminology used in the Fleet Management Policy of the Safety and Security Education Training Authority.

TERMINOLOGY DESCRIPTIONS	
SASSETA	Safety and Security Sector Education Training Authority
EMCS	Executive Manager Corporate Services
CEO	Chief Executive Officer
DEFINITIONS	
Employee	Any person employed by SASSETA who is permanent or on long term or short-term fixed contract, receives remuneration, and on the approved organisational structure.
Authorised Driver	Means an employee who holds a valid motor vehicle driver's license.
Authorised Passenger	Means an employee of SASSETA or any other person accompanying an employee of SASSETA in a SASSETA vehicle in furtherance of official SASSETA business.
Authorised Use	Means the usage of SASSETA vehicles for official SASSETA business or any other business as approved by the relevant Line Managers.
Valid Driver's Licence	Valid driver's licence in terms of the National Road Traffic Act (Act No 93 of 1996) (NRTA) for the particular class of vehicle utilised by him/her.
Inspections of official vehicles	This is pre- and post-inspections of official vehicles which is to be carried out by an authorised driver prior to embarking on a trip and after completion of a trip and/or on a daily basis in order to ensure that the vehicle is in a roadworthy, safe working and clean condition, by completing the prescribed pre- and post- inspection form attached as Annexure "A"

1. PURPOSE OF THE POLICY

The purpose of this policy is to:

- 1.1 Regulate and monitor the use of official vehicles (pool vehicles) of SASSETA.
- 1.2 Ensure that the users of the official vehicles comply with the policy and procedure in respect of fleet management.
- 1.3 Ensure that the official vehicles are in optimal condition and are used for SASSETA business related matters only.
- 1.4 Ensure cost effective and efficient usage of available funding in respect of fuel and maintenance.
- 1.5 Prevent possible abuse/misuse of official vehicles.
- 1.6 Enhance safe driving and usage practices in respect of the SASSETA official vehicles.

2. SCOPE OF POLICY

- 2.1 This policy is applicable to all permanent and fixed-term contract employees of SASSETA who make use of pool vehicles.
- 2.2 This policy governs the use and maintenance of all SASSETA vehicles by all permanent and fixed-term contract employees of the SASSETA.
- 2.3 Temporary staff and interns may have access to the vehicles only as passengers. They are not allowed to drive SASSETA vehicles.
- 2.4 When there is a high demand for vehicles by staff, staff will get preference for allocation over Management.

3. GENERAL PRINCIPLES

- 3.1 SASSETA Pool Vehicles should be considered as a tool of trade to support SASSETA in achieving its strategic objectives and must be utilized, similarly as other resources, mainly effectively, efficiently, and economically.
- 3.2 The policy will be amended as and when required, pending new directives, policies that may have a bearing thereon, or based on new practices and procedures.
- 3.3 SASSETA vehicles should be used by employees who are in possession of a valid South African Driver's license.
- 3.4 An employee whose driver's license is less than 18 months, will be encouraged to drive in the company of an employee who has been driving for periods longer than 18 months.

- 3.5 SASSETA vehicles will be sanitized before issue to staff and Auxiliary Services will ensure that vehicles are sanitized as soon as they are returned to the office.

4. LEGISLATION

The policy is drafted with due consideration to applicable South African laws and prescripts, and other SASSETA policies and procedures.

5. FLEET MANAGEMENT

- 5.1 The Auxiliary Services Unit is responsible for managing vehicle allocation, maintenance of vehicles, transport and fleet related matters and administration of the policy.
- 5.2 In the absence of the Auxiliary Services Practitioner the functions related thereto, will be delegated accordingly to another employee appointed by the Executive Manager: Corporate Services.

6. VEHICLE ACCESS AND PROCEDURE

Use of a SASSETA vehicles is subject to an employee's adherence to the terms and conditions of this policy, and such further amendments or additions as may change from time to time.

The use of the SASSETA vehicle may be withdrawn or suspended if an employee abuses the resource in any way or fails to comply with the terms and conditions of this policy.

6.1 Roles & Responsibilities of the User/ Driver

- 6.1.1 Where a vehicle is assigned to an individual (who must be a licensed driver), the individual will be personally responsible for the protection of the SASSETA asset. The driver of the vehicle carries the following responsibilities whilst utilising the vehicle:

6.1.1.1 The driver is encouraged to check the vehicle before embarking on a trip. (This includes checking of water and oil levels, wipers, lights (including warning and brake lights), tyre pressure, etc. The driver must also check the presence of loose vehicle equipment such as the spare wheel, jack, wheel-brace, a toolkit and any other extras.

6.1.1.2 Pre- and post-inspections of official vehicles are to be conducted out by each authorised driver prior to embarking on a trip and after completion of a Fleet Control Form and/or on a daily basis in order to ensure that the vehicle is in a

roadworthy, safe working and clean condition, by completing the prescribed pre- and post- inspection form.

- 6.1.1.3 Any damage/defects found by the authorised driver during the course of the inspection should be reported in writing to Auxiliary Services Unit who must take further action.
- 6.1.1.4 The last authorised driver of an official vehicle will be accountable for any unreported damage/defects/loss.
- 6.1.1.5 Distance travelled on any trip must be correctly calculated and entered into the logbook by the driver by entering the opening and closing odometer readings.
- 6.1.1.6 The correct sequence of places travelled must clearly indicated.
- 6.1.1.7 The number of passengers and all fuel/oil transactions during the trip must be clearly indicated in the logbook. Fuel/oil slips should be stapled together to the relevant page in the logbook prior to return of the logbook to the Auxiliary Services Unit.
- 6.1.1.8 The Pool Car Bag containing the vehicles keys, logbook, petrol card, fuel/oil slips should not be left in the vehicle when parked. It should be in the care of the authorised driver at all times.
- 6.1.1.9 It is the responsibility of the authorised driver of an official SASSETA vehicle to immediately report any accident to the South African Police Service and Auxiliary Services, failing which, the accident must be report within 24 hours. In an instance where the driver is unable to make a statement due to serious injuries sustained, it is advisable that the driver gets medical assistance as priority and a medical certificate from a registered medical practitioner and then report the case at the Police Station.
- 6.1.1.10 Damage to the SASSETA vehicle, of any nature, must be reported to the nearest police station and on return to the Auxiliary Services Unit. SAPS documents with the case number, must be submitted to Auxiliary Services.
- 6.1.1.11 When leaving the vehicle, the driver must turn off the ignition, close all windows, lock the doors and activate the alarm system.



6.1.1.12 Driving a SASSETA vehicle is subject to public observation therefore driving should be in a lawful, legitimate and responsible manner.

6.1.1.13 Any transgression by the driver against the National Road Traffic Regulations that results in a fine will be payable by the driver.

6.1.1.14 If an employee's driver's license is suspended or revoked, it is compulsory to inform Auxiliary Services Unit and thereafter not to drive any of the pool vehicles.

6.1.1.15 Photocopies of all drivers' license are on file and any staff member who is not in possession of the valid and appropriate drivers' license, may not drive a SASSETA vehicle. Licenses are defined as follows:

Light Duty	0 > 3 500kg	Code 8
Heavy Duty	9 001kg – 16 000kg	Code 10
Extra Heavy Duty	16 001kg - >	Code11

6.1.1.16 Should two or more SASSETA employees drive the vehicle on a designated trip, the drivers' licences of all the 'designated' drivers' must be on file.

6.1.1.17 Traffic fines should be paid, by the responsible driver before the due date and proof of receipt submitted to the relevant official in Auxiliary Services Unit.

6.2 Return of Vehicles to Head Office

6.2.1 On arrival at the office the vehicle must be parked in the designated parking bay.

6.2.2 Staff travelling in the vehicle must remove all personal belongings, inclusive of refuse.

6.2.3 The Logbook, keys to the vehicle and correct petrol card must be submitted to Auxiliary Services Unit. The Auxiliary Services Practitioner or a delegated employee must all times accompany the driver to inspect the condition of the vehicle, the presence of the spare wheel and tools. The driver must at all times when returning the vehicle report any faults or maintenance requirements to Auxiliary Services Unit.



6.3 Parking of Vehicles

- 6.3.1 All SASSETA vehicles must be parked under cover or in legitimate parking areas.
- 6.3.2 Drivers must ensure that SASSETA vehicles are always adequately garaged or parked and take reasonable steps to safeguard the vehicle.
- 6.3.3 No SASSETA vehicle must be parked in a loading zone. The driver will be responsible for any penalties should the vehicle be impounded.

6.4 Overnight Use of Vehicle

6.4.1 The following must be ascertained by the Auxiliary Services and approved by the relevant Executive Manager:

- 6.4.1.1 Full garaging address of the vehicle after hours.
- 6.4.1.2 After hours contact telephone number.
- 6.4.1.3 Whether the garage where the vehicle will be kept overnight is lockable and secured.
- 6.4.1.4 Whether the premises where the vehicle will be kept overnight is fully secured, i.e. fenced.
- 6.4.1.6 Any losses of or damage to the SASSETA vehicle which resulted from negligence or non-compliance to overnight parking requirements or misrepresentation in terms of the location will be for the account of the driver of such a vehicle.

6.5 Accidents and Vehicle Breakdowns

6.5.1 If involved in any kind of accident the authorised driver shall submit within 24 hours after the accident to his/her immediate supervisor the following documents:

- (a) A written complete accident report;
- (b) Completed written prescribed claim form;
- (c) Originally certified copy of valid driver's licence of authorised driver,
- (d) In the case of a 3rd party being involved, the

(i) Police case number; and

(ii) Full contact details (name, telephone and address) of the third party.

(e) The authorised driver may under no circumstances admit liability, make any unguarded statement to any person or offer any form of payment.

6.5.2 In the event of accidents and breakdowns, the driver must at all times where possible stay with the vehicle, and ensure its safety whilst attempts are being made to report the incident.

6.5.3 No damage or broken vehicle may be removed, or, towed from the scene other than by a service provider authorised by SASSETA. A list of authorised services providers will be in the glove compartment of each pool vehicle.

6.5.4 Auxiliary Services Unit within 24 hours after an accident has occurred will submit a duly completed Insurance Claim Form to the Claims Controller of the specific group.

6.5.5 Disciplinary action will be taken against employees who fail to report according to this policy any loss or damage, which occur to a SASSETA vehicle while it is in their possession.

6.6 Transportation of Private Persons

6.6.1 No person that is not an official SASSETA employee or SASSETA stakeholder may be transported in a SASSETA vehicle.

6.7 Private Use of SASSETA Vehicles

6.7.1 SASSETA vehicles may under no circumstances be utilised for private purposes.

6.7.2 No SASSETA vehicles will be provided for private purposes.

7. PETROL CARDS

7.1. Petrol cards must be used for fuel, oil and toll fees only.

7.2 Petrol cards are treated as cash and the driver of a vehicle will be held responsible for any dubious transactions that take place while the petrol card is in his/her possession.

7.3 Drivers responsible for misuse of petrol cards will be disciplined accordingly.

7.4 Auxiliary Services Unit must ensure that petrol cards that expire or have been lost are replaced timeously. Lost cards must be reported immediately to ensure de-activation.

7.5 When filling up, tyre pressure, oil and water levels must be checked each time.

8. MISUSE OF SASSETA VEHICLES

8.1 The following circumstances will be investigated by SASSETA:

- 8.1.1 Petrol card fraud,
- 8.1.2 Deviations from Fleet Control Form,
- 8.1.3 Excessive mileage in relation to the authorised destination,
- 8.1.4 Carrying unauthorised passengers,
- 8.1.5 Charges or accusations of reckless driving, or driving under the influence of any intoxicating substance,
- 8.1.6 General misuse of a vehicle,
- 8.1.7 Failure to report accidents, collisions or damage to a vehicle whilst travelling,
- 8.1.8 Misrepresentation of facts pertaining to distance travelled when completing the logbook, failure to submit fuel/oil slips, failure to report losses of spare wheels/ or tools,
- 8.1.9 Failure to safeguard the car keys; petrol card or bag and its contents whiles utilising the vehicle or when parked,
- 8.1.10 Misrepresentation in terms of the intended location to be travelled to or where the vehicle will be parked overnight or weekends, and
- 8.1.11 Any employee deviating or transgressing the rules stipulated by this policy, or any employee collaborating, assisting or conniving with another employee for the purpose of deviating from or transgressing the provisions of this policy will be dealt with in terms of the SASSETA Disciplinary Policy.

9. NON-SMOKING RULE

- 9.1 It is the policy of SASSETA to comply fully with the requirements of The Tobacco Products Control Act (ACT 12 of 1999). By adhering to the requirements of the abovementioned Act, SASSETA has declared all vehicles as *NO Smoking Zones*. Smoking is permitted only outside the SASSETA Vehicles.
- 9.2 Smoking in SASSETA vehicle is prohibited and drivers are required to ensure that no other Employee travelling as a passenger in the SASSETA vehicle deviates from this rule.
- 9.3 Violation of the non-smoking rule while driving or travelling in a SASSETA vehicle will result in refusal to allocate vehicles to a guilty employee or such penalty as the Auxiliary Services Unit may regard as appropriate.

10. SUBSTANCE ABUSE IN THE VEHICLE

To ensure and promote safe and healthy environment, SASSETA does not permit the use of alcohol by any member of staff, or driver. All found contravening this section would be dealt with as per provisions of the SASSETA's Disciplinary Policy.

11. VEHICLE MAINTENANCE

- 11.1 Maintenance of SASSETA vehicles takes priority over operational requirements as failure to maintain vehicles may create a safety risk for SASSETA staff members.
- 11.2 Maintenance of vehicles may not be delayed because of a shortage of vehicles.
- 11.3 Timeous maintenance is the key to improving availability, reliability and prolonging the life of a vehicle, and is imperative to the safety of drivers and passengers.
- 11.4 The Auxiliary Services must send vehicles for services according to the manufacturers stated requirements in the vehicle handbook, and on or before the date that the maximum mileage has been reached.
- 11.5 All service and repairs of SASSETA Vehicles must be authorized by Auxiliary Services Unit who will issue a purchase order for expenses. Drivers are to ensure that only the repairs or service as itemized on the order are carried out. Should the garage discover while working on the vehicle that further repairs are necessary, this must be cleared with the Auxiliary Services before proceeding.
- 11.6 The Auxiliary Services Unit must ensure the cleanliness of SASSETA vehicles and validity of licenses at all times.
- 11.7 SASSETA will ensure that vehicles are comprehensively insured against.

12. ATTENDANCE OF FUNERALS

- 12.1 SASSETA vehicles will only be released for use for the funeral of a SASSETA employee.
- 12.2 No vehicle will be released for use to attend a funeral of any other person except a SASSETA employee.
- 12.3 Vehicles will be released should employees wish to pay respects to the family of the SASSETA employee prior to the funeral service.
- 12.4 Vehicles may be released for staff to attend an external memorial service of an employee that is arranged by the SASSETA employee's family.

13. DEVIATIONS

- 13.1 No deviations to this policy will be allowed . In cases where issues not covered by the policy arise, the final approval will be granted by the Chief Executive Officer.

14. POLICY REVIEW

This policy shall be reviewed every three (3) years unless there are significant changes to legislation or operational requirements.

15. DISPUTE RESOLUTIONS

- 15.1 All disputes relating to this policy shall be settled through the provisions of the Conditions of Service and the Labour Relations Act, 1995 (Act 66 of 1995).

