

BAVIAANS MUNICIPALITY

POLICY ON VEHICLE USAGE AND VEHICLE ACCIDENTS

1. PURPOSE OF THE POLICY

- 1.1 To regulate the use of official municipal vehicles and to ensure that they are used in a safe and efficient manner in order to minimise accidents and abuse of vehicles.
- 1.2 To provide a procedure for accidents and modus operandi for conducting an inquiry into vehicle accidents involving municipal vehicles.
- 1.3 To provide a framework for remedial actions to be instituted by management.

2. APPLICATION OF THE POLICY

- 2.1 This policy will apply to all users of municipal vehicles. Where an employee of Baviaans Municipality is required to drive during the course of his / her duties he or she will fully subscribe to the conditions of this policy.
- 2.2 This applies to casual drivers as well as fulltime drivers.

3. REGULATIONS

- 3.1 Driver's Licences
 - Every employee required to drive, will furnish the Municipality with a certified copy of his / her driver's licence. Only the new credit card type driver's licence will be acceptable.
 - It is incumbent upon the employee to renew his / her driver's licence on the expiry date indicated on his / her driver's licence.
 - Departmental Managers will ensure that new employees are competent before handing over a vehicle to a new employee.
 - Copies of driver's licences will be kept on the employee's personal file.
 - It is incumbent upon the employee to inform his / her superior of all endorsements or other restrictions placed on his / her driver's licence.
- 3.2 Use of Municipal Vehicles
 - Municipal vehicles will only be used for authorised and essential trips on Council business.
 - Employees driving a Municipal vehicle will ensure that the Logbook, provided for the vehicle, is properly completed after each trip. Logbooks will be returned to the Departmental Manager or his / her designate before or on the 6th day of the following month.
 - Departmental Managers will ensure that a Vehicle Authorisation Form is completed for every trip outside the Municipal area.

- Council vehicles are **not to be taken home** except with the written permission of the relevant Departmental Manager. In that case an employee will ensure that the vehicle is kept in a lock-up garage. Where such facility is not available, the vehicle will be parked at a police station or Municipal depots or workshops where there is security.
- Authorisation to take vehicles home will only be granted by Departmental Managers. The standard authorisation letter will be completed whenever a vehicle is to be taken home.
- **Only Municipal employees on official duty and work-related** passengers will be carried as passengers in Council vehicles.
- Employees undertake to look after Municipal vehicles and to keep these vehicles in a clean, safe and roadworthy state at all times.
- It is incumbent upon Departmental Managers to inspect vehicles in the care of his / her department on a monthly basis.
- All vehicles will be driven with due care at all times.
- No intoxicating liquor may be consumed whilst in charge of a Municipal vehicle.

3.3 Vehicle Accidents

- The following procedure shall be followed in the event of a Municipality – owned motor vehicle being involved in an accident, no matter how trivial, and irrespective of whether or not any person or animal or property, other than the Council vehicles is involved:
- Call a police or a traffic officer and, if requested to do so supply name and address of the driver of the motor vehicle to any person having reasonable grounds for requiring this information.
 - If a police or traffic officer is not available, report the accident to a police station as soon after the occurrence of the accident as practicable.
 - In no circumstances shall liability be admitted or unguarded statements be made to any person or payment offered or made to a third party.
 - Should any third party involved admit liability, endeavours should be made to obtain a statement in writing from him / her to this effect.
 - Should a driver of a vehicle be suspected of being under the influence of intoxicating liquor or drugs, this fact must be brought to the notice of the police or traffic officer present at the scene of the accident with the least possible delay and every assistance should be rendered to such police or traffic officer in ensuring that the suspected person is examined by a doctor as soon as possible, or be subjected to a legally permissible Alco-test.

- Obtain as soon as possible, preferably at the scene of the accident, at least the following particulars, which are required for completing the accident report form:
 - i) Registration number, make and type of other vehicle
 - ii) Name(s) and address of driver(s) of the other vehicle
 - iii) Name(s) and address(es) of person(s) involved in an accident by it she/he/they was/were passenger(s) of the Municipal vehicle's driver or the third-party or pedestrian(s).
 - iv) Name and address of the third party's insurance company
 - v) Name, occupation and address and age or estimated age of any pedestrian(s) involved in the accident any of any pedestrians killed or injured.
 - vi) Description of animals and fixed objects involved in the accident and the name and address of the owner.
 - vii) Name and address of witnesses including the occupants of the other vehicle(s) in their capacities as witnesses.
 - viii) Measurements for the preparation of a sketch of the scene of the accident (pace off the distance if there is no tape measure).
 - ix) Note the geographical landscape of the place of accident, type of road, accident related obstructive substances of object on or around the road, road make-up including any fencing and weather condition at the time of the accident.

3.4

Internal Accident Reporting

- The driver of the Municipal vehicle shall, within twenty-four hours after the accident, ensure that the accident report form is completed by the claims official in the Finance Department and also ensure that statements by witnesses and other relevant supporting documents e.g. case reference numbers are forwarded to the claims official or his / her superior in the event of his / her absence.
- The claims official or her superior shall make endeavours (in addition to obtaining a mechanical report on the condition of the vehicle after the accident) to obtain a minimum of two repair quotations from different repairing agencies or write-off report if applicable and trade-in value of the vehicle.
- In the event of institution of a legal action by the third party, the driver concerned shall upon receipt of summons, subpoena or notice to appear in court pass that information to the claims official or his / her superior so that the Municipality's insurers may be approached.
- Any accident damage or third party claim received shall immediately be submitted to the claims official.
- Any damage made to the Municipal vehicle as a result of an accident involving another vehicle or animal(s) or any object, shall be reported to the claims official.

- Upon admission of complete liability in the accident report a driver of the Municipal vehicle involved in accident shall be given an option to personally bear all repair costs.

3.5

Duties of the Safety Officer

- He shall investigate all vehicle accidents and gather all documentary, photographic and other evidence that may be relevant to the case.
- If feasible the Safety Officer / Designee may conduct an inspection of the accident scene.
- He shall objectively advise the Departmental Manager on the circumstances of any vehicle accident and, based on available evidence, whether any further action is recommended in each case.
- He may interview the driver, assessor, third party or any other person with information relevant to the accident.
- He must request witnesses to make a verbal / written statement about the accident.
- He must probe the nature of the trip and granting of authority to the driver.
- He shall after completing an investigation on each accident case and draw and submit a report to the Departmental Manager formatted as follows:
 - i) Introduction
 - ii) Statement of case
 - iii) Findings
 - iv) Recommendations
 - v) Signature

3.6

Remedial actions

All remedial and corrective actions will be subject to and governed by the Municipality's disciplinary procedure.