



Fleet Management Policy

Effective from 1 July 2025

Reviewed / Approved By	Date	Signature
Chief Financial Officer		
Municipal Manager		
Council		

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1. GENERAL

1.1 The concept of “Council Vehicles”

In terms of these prescriptions and procedures, all vehicles which are the Council’s property,

whether self-propelled or not, are deemed to be council vehicles.

1.2 The driving of Council Vehicles

Only officials in the Council's service who are properly authorised thereto may drive Council Vehicles.

1.2.1 Driving of Council Vehicles

An Official will be authorised to drive a Council Vehicle subject to the following requirements:

- 1.2.2 1. The official must be in possession of a valid driving license, issued by a licensing authority, which authorised the driving of a type, and class vehicle as described by the type of licence issued and a public licence permit if applicable.
2. Irrespective of the license referred to above, an official may only drive a Council Vehicle if he/she has been tested by the Council and declared capable to drive the relevant or similar vehicle.
3. Drivers of Council Vehicles must have their eyes tested annually. Results thereof must be submitted to his/her Department and the Occupational Health and Safety Officer. The driver's valid license must be taken with him/her on the day of the eye test.
4. A licensing code will be indicated on the official's Council ID and his license must be available at all times when driving a Council Vehicle.
5. All testing results and copies of driver's licences should be filed in the personnel file.

1.2.2 Authorisation to drive Council Vehicles

- 1.2.2.1 If an official's licence, regardless of the period, is declared invalid or by a court of law or any other instance, which has the authority to do so, the head of his/her department must be informed immediately and the relevant official may no longer drive a Council Vehicle. The same principle will apply when an official has been declared incompetent to drive a Council Vehicle by way of disciplinary action. The relevant results must be submitted to the Council, Department and Occupational Health and Safety Officer.

1.2.3 Vehicle Issue Register

- 1.2.2.2 The vehicle issue register must be verified and completed by the relevant driver on a daily basis. The register (inventory) is issued to a specific Mogalakwena Municipal vehicle and may not be removed from the vehicle. (Refer to annexure A).

1.3 Utilisation of Council Vehicle

- a. Council vehicles may only be used or applied in the Council's service.

- b. Municipal area.
- c. A person on standby is allowed to be in possession of the council vehicle after hours and that person shall be accountable for the safeguarding of the vehicle.
- d. No vehicle is allowed out of the boundary of the Municipal area without written approval and consent of the Head of the Department or the authorized official.
- e. For routine or planned trips performed on an ongoing basis, a schedule should be drafted indicating the vehicle, the route and the driver and this schedule reconciled to the vehicle kilometres on a weekly basis by the fleet divisional manager. This will assist in identifying abuse of vehicles.
- f. For non-routine trips such as service delivery vehicles, the usage log should be reviewed for any indications of abuse of the vehicles on a weekly basis.

1.3.1 **Fuel economy**

It is expected of a driver of Council vehicles to drive “**effectively**” at all times so as to save fuel. The driver's attitude regarding the actual driving of a vehicle determines the Council's monthly fuel expenditure.

1. Every month the fleet divisional manager or responsible persons in each department will provide each department with a fuel deviation report, which must be investigated for possible corrective action against drivers. Results must be submitted to the Head of Departments for cognisance.
2. The manufacturer's recommended tyre pressure is of utmost importance and must be checked every week while the tyres are still cold, as this ensures fuel economy. This action forms part of the pre-travel inspection.

1.3.2 **Schedule of alteration** (Refer to page 3 of Vehicle Register)

The schedule of alteration must be completed by the operator before driving the vehicle. If operators alternate, the previous and new operator must sign in column E at both sections (a) [previous] and (b) [new] of the schedule of alteration so as to ensure accountability for defects, which also includes inventory shortages.

1.3.3 **Retention of fuel receipts and reconciliation to bank statements**

All fuel receipts should be retained by municipal officials and handed over to the fleet divisional manager for reconciliation. On a monthly basis, the bank statements should be reconciled against petrol receipts and kilometres travelled per vehicle. This should be reviewed by the fleet divisional manager and any discrepancies investigated further.

1.3.4. **Liability for Fines**

The driver will be liable for all fines except for the unroadworthy car provided that the car had to be driven because of emergency situation:

1.4 Transport of passengers

Persons who are not in the Council's employ may not be transported in a Council vehicle. The exception to the rule is when an official has to transport persons during the execution of his duties, i.e. patients in ambulances and in other instances relevant to the specific duties. The Finance Department must arrange special insurance when private persons are transported in Council vehicles. **Co-travelling may be arranged among officials.** In any other circumstances, the Head of Department's written permission must be obtained and a copy thereof be submitted to the Occupational Health and Safety Officer.

Council employees may only be transported if the following requirements are adhered to:

1.4.1 No person may be transported if the vehicle is not provided with a purpose made seat, with the exception of the following:

1. Transport of employees in the carriage of vehicles is permitted subject to the following conditions:
 - a. Persons in transit may under no circumstances sit on the edge of the carriage, irrespective of whether the vehicle is moving or not.
 - b. No person is permitted to remain standing on the carriage of a vehicle.
 - c. Transport of persons in a carriage without proper sides is not permitted.
 - d. When persons are transported in a carriage of a vehicle, no part of the body may protrude at the edges of the carriage. Persons must ascend and descend the vehicle in a proper manner and no jumping down from the parked vehicle is allowed.
 - e. If persons as well as machinery, equipment (including tools) or any items are transported, it must be ensured that:
 1. The driver's view in the rear-view mirror is not impeded.
 2. In either reverse or forward gear, the trailer may not move horizontally (at least 65 degrees).
 3. The cargo may not protrude more than 1,8m at the back, 300mm in front and 150mm at the sides.
 4. The load is properly secured (no loose equipment is permitted).
 5. The load does not leak onto soil or a public road.
 6. The load or material be spread evenly over the entire surface of the trailer, and may not exceed less than 80kg or more than 100kg on the trailer hook.
 7. If single items are transported, the load be situated as near as possible to the length of the axle.
 8. The load may not exceed the gross vehicle mass as indicated on the weight chart of the trailer or vehicle.

- g. No person be transported in the carriage of a tipper vehicle.
- h. The responsibility to adhere to the above requirements or any other prescriptions pertaining to the safety of passengers lies with the driver of the vehicle.

1.5 **Traffic Rules**

It is at all times expected of the driver of a Council vehicle to adhere to the traffic rules and prescriptions as contained in the Road Traffic Act, 93 of 1996, which includes goods and persons.

1.6 **Reverse with Council vehicles**

When reversing a Council vehicle, the following rules must be complied with:

- 1. The driver of the Council vehicles must ensure that the area behind the vehicle is clear of any other vehicles, equipment, etc.
- 2. In case of a heavy vehicle, a second person must take position outside the vehicle to assist the driver by way of hand signals, to reverse the vehicle in a proper and safe manner.

1.7 **Tidiness of Council Vehicles**

It is the driver's responsibility to ensure that Council vehicles are kept clean and tidy at all times. Except for official emblems and Mogalakwena Municipalities numbers, no other advertisements of any nature may be affixed to the vehicle unless the department head or the head of vehicles grant permission.

1.8 **Vehicle Logbooks**

The driver of the Council vehicle is responsible for the proper completion and recording of vehicle logbooks (log sheets).

- 1.8.1 The log sheet assimilation must be submitted to the fleet divisional manager or responsible persons in each department every end of the month for every vehicle from the responsible official.
- 1.8.2 If a vehicle in your department has not been used during the month it must still be recorded on the log sheet ("not used") and submitted to the Transport Manager or responsible persons in each department.
- 1.8.3 If an additional pool vehicle is hired, all information must be recorded on the logbook provided for this purpose and the same procedure as stated above must be followed.
- 1.8.4 All log sheets must be verified properly and signed by the responsible person or supervisor so as to ensure that the information is correct.

1.9 **Safeguarding of Council vehicles at private residences**

The driver undertakes:

1. To maintain the vehicle in the condition he received it.
2. To ensure that the vehicle is locked away in an enclosed area / yard at all times while not being used for official duties.
3. That the vehicle will not be used for private purposes and that no private persons will be transported unless his official duties require otherwise.
4. That no private work will be done on any part, equipment or mechanical modifications of the vehicle.
5. That no radio/speakers or any private equipment will be installed in the vehicle, unless the Head of Department and the Transport Manager or responsible in each department grant permission to do so.
6. To keep the vehicle tidy and clean at all times.
7. That damage and defects will be reported immediately.
8. That change of address will be reported immediately.

Refer to annexure B.

The annexure must be completed and signed and placed on the official's personal file and a copy thereof must be forwarded to the Occupational Health and Safety Officer.

1.10 **Safeguarding of vehicle keys**

1. If a vehicle is not being used, the keys will be removed and handed to the Transport Manager or responsible persons in each department.
2. When a vehicle overnights in a department's yard or storage site, the keys must be removed and handed in to Transport Manager / responsible person.
3. The Transport Manager or responsible persons in each department will lock the keys away in a lockable enclosure.
4. The vehicles' spare keys are the responsibility of the responsible Transport Manager or responsible persons in each department.
5. A register must be kept for the issuing and receiving of keys by the Transport Manager or responsible persons.
6. For Vehicles required to be utilised after hours a memo/roster should be created and signed for by officials that will be in control of Council vehicles after hours. The following details should be included:
 - a. The vehicle registration number
 - b. Name of official
 - c. Signature and date
 - d. Purpose
 - e. Approval by the fleet manager and responsible supervisor

2. VEHICLE MAINTENANCE

2.1 Pre-travel inspections

It is the responsibility of a driver of a Council vehicle to execute the pre-travel inspections on a daily basis as referred to on page 2 of the vehicle register, and apart from its scheduled services, inspect the vehicle for defects. Where applicable all grease points to be greased every week.

The Transport Manager or responsible persons in each department, Supervisor or Head of Department undertake to conduct test-checks from time to time to determine whether pre-travel inspections are carried out regularly and thoroughly. Any deviations will be reported to the Head of Department and it is expected of the relevant Head to institute corrective action against transgressors.

2.2 Reporting of vehicle defects

2.2.1 When a defect of fault to the vehicle occurs, irrespective of whether it affects the roadworthiness of the vehicle or not, it must be recorded immediately on the statement of defects (refer to page 4 of the vehicle register) and the relevant department must report the matter to the fleet divisional manager or responsible persons in each department as soon as possible by way of an internal job order. The vehicle must be taken by the operator to the appropriate dealer to be repaired.

2.2.2 The statement of defects referred to above, must be completed and signed by the relevant operator and the fleet divisional manager or responsible persons in each department. (Refer to page 4 and 5 of the vehicle register).

2.2.3 All defects should be submitted to management for follow up. The follow up should be performed regularly for the defects reported by seniors with Management.

2.3 Handling of vehicles / equipment

All Council vehicles, including any fixed equipment on vehicles like cranes, power sources, pumps, etc., may under no circumstances be handled in such a manner that could result in excessive erosion or breakage of the equipment or which could cause decreased durability. No person may use specialised equipment or any crane vehicle without the necessary permission and proper training.

2.4. Approval of vehicle maintenance

The Transport Manager should also perform a maintenance analysis against market cost to date on a regular basis. The analysis report should be submitted to Council for information and noting.

2.5. Review of Service books

Transport Manager or delegated officials will review the service books on a regular basis, but at least annually and update the asset register accordingly.

3. **ACCIDENTS/INCIDENTS (Including Breakdowns)**

All accidents, incidents, damage or loss to Council vehicles, irrespective of how slight it might be, must be reported immediately. Even if a Council vehicle is involved in an accident and no damage is involved, the incident must still be reported and an accident or incident dossier must be opened.

3.1 **Reporting of vehicle accidents/incidents**

All vehicle accidents or damage to vehicles, irrespective of how slight the damage might be, must be reported in the following manner:

1. Any official involved in an accident will immediately inform the Traffic Section, Department, Occupational Health and Safety Officer and the Transport Manager or a responsible person in each department before the vehicle is removed from the accident scene.
2. The traffic officer shall be responsible for recording of the accident/incident.
3. Immediately after the above actions have been concluded, the driver of the vehicle or responsible official shall take the vehicle to the Transport Manager or any responsible persons in each department to determine the extent of the damage and record the accident within 24 hours.
4. The Transport Manager or responsible persons in each department will record the accident in an accident register where the driver must sign so as to allocate an accident reference number.
5. The Transport Manager or responsible persons in each department will be responsible for obtaining quotations to complete the insurance claim.
6. The relevant department must inform the Occupational Health and Safety Officer of the accident.
7. The transport manager or responsible person will report to the Chief Financial Officer or delegated person with the accident reference number and his/her ID document as soon as possible within a month in hand.
8. Each Department will complete the insurance reports and submit to Finance who will forward it to the insurer.
9. The Transport Manager or responsible persons in each department will send the vehicle for repair after an approved order has been received from the Finance Department.
10. Each Department to submit a report to council with regard to accident/incident.

3.2 **Reporting of breakdowns**

1. All breakdowns should be recorded in a logbook with the following detail:
 - a. Vehicle Number
 - b. Registration number

- c. Date of Breakdown
 - d. Driver
 - e. Location of incident
-
- 2. The responsible persons or driver in each department will be responsible for obtaining quotations to complete the insurance claim.
 - 3. Transport Manager or delegated person will complete the insurance reports and submit to the insurer.
 - 4. The fleet divisional manager or delegated persons in each department will send the vehicle for repair after an approved order has been received from the Finance Department and the insurer has responded to the claim.
 - 5. Each Department to submit a report to council with regard to breakdown

3.3 Investigation of Accident/Incident/ Breakdown

All accidents / incidents/Breakdowns involving council vehicles will be investigated by a committee and if found to be negligent on the part of the driver, a disciplinary process will be instituted.

ANNEXURE “A”

VEHICLE REGISTER

VEHICLE REGISTER NUMBER _____ **PM** _____

VEHICLE TYPE _____

LICENCE CODE _____

VEHICLE INVENTORY

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

DEPARTMENTALLOCATION _____

RESPONSIBLE DRIVER _____

SIGNATURE

SUPERVISOR

SIGNATURE

DRIVERS COMPETENCE ACCESSORY

DAILY VEHICLE CHECKLIST

Every driver of this vehicle will be responsible and held accountable to go through this list on a daily basis.

	M	TU	W	TH	F	S	S
a. Leaks: oil, water and fuel							
b. Tyres, wheel nuts							
c. Exhaust system							
d. Tail lights							
e. Indicator lights							
f. Parking, dim and bright lights							
g. Rear view mirrors							
h. Suspension system							
i. Body dents							
j. Oil level							
k. Brake fluid level							
l. Water level							
m. Battery water level							
n. Hydraulic oil level							
o. Wiring							
p. Wipers							
q. Hooter							
r. All gauges							
s. Steering							
t. Seats							
u. Windows							
v. Doors							
w. Spare tyre + car jack							
x							
y							
z							

RESPONSIBLE DRIVER

(Print Name)

ADDITIONAL RESPONSIBLE DRIVERS

SIGNATURE

RECORD OF OPERATOR CHANGE

This record of operator change must be completed before the operator drives this vehicle. Should a change of operator occur, both the (a) previous operator and (b) the new operator must sign the record of operator change sheet in column E in order to obtain accountability that is also to include inventory shortages.

VEHICLE RECEIVED BY		DATE RECEIVED	DISTANCE / HOUR READING	FUEL Lt	DESCRIPTION OF DEFECTS DURING OPERATOR CHANGE	E
NAME PRINTED	SIGNATURE					
						a.
						b.
						a.
						b.
						a.
						b.
						a.
						b.
						a.
						b.
						a.
						b.
						a.
						b.
						a.
						b.
						a.
						b.
						a.
						b.
						a.
						b.
						a.
						b.
						a.
						b.
						a.
						b.
						a.
						b.
						a.
						b.

RECORD OF OPERATOR CHANGE

[illegible]

RECORD OF OPERATOR CHANGE

[illegible]

RECORD OF DEFECTS

During the compulsory monthly inspection carried out by the respective supervisor, this record of defects must be completed by both the responsible operator and the supervisor.

DATE ON WHICH DEFECT WAS DISCOVERED	SIGNATURE OF PERSON DISCOVERING DEFECT	DESCRIPTION OF DEFECT	DISTANCE / HOUR METRE READING	DATE REPORTED TO SUPERVISOR	SUPERVISOR'S AND SIGNATURE	REMARKS

RECORD OF ROUTINE INSPECTIONS AND REPORTING OF DEFECTS TO TRANSPORT MANAGER FOR REPAIR WORK

During this record defects and shortage are listed for which the Transport Manager will sign. Should defects not be repaired immediately, the Transport Manager could request in his remarks column that the vehicle be returned at a later date for repair work to be completed. The operator of the vehicle. When receiving his vehicle, must make sure that all equipment to the inventory list is present in his vehicle before signing receipt thereof.

DATE SENT FOR REPAIRS	LIST OF DEFECTS AND OPERATOR'S SIGNATURE	SIGNATURE OF RECEIPT BY TRANSPORT MANAGER	ORDER NUMBER	REMARKS BY MECHANIC	DATE ON WHICH VEHICLE WAS RECEIVED BY OPERATOR

RECORD OF ROUTINE INSPECTIONS AND REPORTING OF DEFECTS TO TRANSPORT MANAGER FOR REPAIR WORK

DATE SENT FOR REPAIRS	LIST OF DEFECTS AND OPERATOR'S SIGNATURE	SIGNATURE OF RECEIPT BY TRANSPORT MANAGER	ORDER NUMBER	REMARKS BY MECHANIC	DATE ON WHICH VEHICLE WAS RECEIVED BY OPERATOR

RECORD OF ROUTINE INSPECTIONS AND REPORTING OF DEFECTS TO TRANSPORT MANAGER FOR REPAIR WORK

DATE SENT FOR REPAIRS	LIST OF DEFECTS AND OPERATOR'S SIGNATURE	SIGNATURE RECEIPT TRANSPORT MANAGER	OF BY	ORDER NUMBER	REMARKS MECHANIC	BY	DATE ON WHICH VEHICLE WAS RECEIVED BY OPERATOR

ANNEXURE “B”

HAND OUT AND STORAGE OF OFFICIAL VEHICLE

I, _____ in service of the Mogalakwena Municipality in the _____ section received an official vehicle.

Make and model	
Registration Number	
PM Number	
Address of storage place	

That is equipped with the following equipment:

1	X	Blue light	
1	X	Siren	
1	X	Medical Aid fully equipped	
1	X	Fire-extinguishing	
1	X	Spare Tyre	
1	X	Wheel Spanner	
1	X	Jack Screw	
6	X	Skittles	
1	X	Ladder	
1	X	Canopy	
1	X	Triangle	
5	X	Tyre numbers	
1	X	Battery	
1	X	2 Way Radio	

STATEMENT OF DRIVER

I undertake the following:

1. To maintain the vehicle in the same condition that I have received it.
2. To ensure that the vehicle is locked away in an enclosed area / yard at all times whilst not being used for official duties.
3. That the vehicle will not be used for private purposes and that no private persons will be transported unless his official duties require otherwise.
4. That no private work will be done on any part, equipment or mechanics of the vehicle.

5. That no radio/speakers or any private equipment will be installed in the vehicle, unless the Head of Department and the grant permission to do so.
6. To keep the vehicle tidy and clean at all times.
7. That damage and defects will be reported immediately.
8. That the vehicle be handed to the supervisor when I am on leave for longer than 7 days, unless arranged with the supervisor.
9. That proper completion and recording of the log sheets and other documentation always kept on date.

That if I do not carry out the rules conscientious the privilege to take my official vehicle to my house will be taken away (APPLICABLE TO STANDBY PERSONNEL ONLY).

SIGNATURE

DATE

STATEMENT OF TRANSPORT MANAGER OR ANY RESPONSIBLE PERSON IN DEPARTMENT (APPLICABLE TO STANDBY PERSONNEL ONLY)

I, the undersigned certify herewith that I inspected _____ house at _____ and that he/she complies with provisions of the policy.

SIGNATURE

DATE

**CONDITIONS OF VEHICLE
COMMENTS**



SECURITY OF

COUNCIL'S

**VEHICLES UTILISED BY
PERSONNEL ON STANDBY**

FOREWORD

On 29 January 2002 an officer parked one of council's traffic vehicles at his residence while on standby. The vehicle got stolen with accompanied traffic equipment. This incident created a transport problem for traffic officers and a reliable service to the community.

On 26 August 2002 Item 23 f), council took a resolution to set a standard for the utilising of council's vehicles by standby personnel.

The resolution reads as follows:

“That a policy with regard to the security of council's vehicles utilised by personnel on standby be submitted.”

Studying of this policy will enable all officials on standby to safeguard council vehicles in a proper manner and without any indistinctness.

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1. Utilization of Council's vehicles.
2. Safeguarding of Council's vehicles at private residences.

3. Safeguarding of Council's vehicles during standby and over-time hours.
4. Safeguarding of Council's vehicles during a breakdown.

1. Utilization of Council's vehicles:

- a) Council vehicles may only be used or applied in the Council's service.
- b) Municipal area.
- c) Only one person on standby will be responsible for a Council vehicle after hours.
- d) Only at a head meeting any other matter or requests can be approved.

- e) No vehicle is allowed out of the boundary of the Municipal area without the written approval and consent of the Head of the Department or an authorized official.

2. Safeguarding of Council's vehicles at private residences:

Council vehicles can only be taken home in the event that the driver is on standby or special permission has been obtained from the Head of Department.

The driver undertakes:

- a) To ensure that the vehicle is locked away in an enclosed area / yard at all times while not being used for official duties.
- b) To maintain the vehicle in the condition he received it.
- c) That change of address must be reported immediately.

3. Safeguarding of Council's vehicles during standby and over-time hours:

- a) The vehicle must be parked at a safe place and as close as possible to the working point to enable standby people to keep an eye on the vehicle at all times if possible while work is in progress.
- b) When the vehicle has to be left alone for instance in a bushy area during an inspection, the driver must lock all doors and activate the vehicle's immobilizer and/alarm if applicable.
- c) When the driver exits the vehicle, he/she must switch off the vehicle and remove the ignition key even when he/she only wants to open a gate to drive through it.
- d) Item C does not apply to vehicle where the engine needs to run to operate equipment connected to it.
- e) When the driver is not occupying the vehicle, he/she must keep the ignition key on his/her person without the possibility of losing it.

4. Safeguarding of Council's vehicles during a breakdown:

When a vehicle breaks down the following procedures must be adhered to.

- a) The official must park or push the vehicle off the road to a safe place.
- b) He/she must immediately inform the Transport Manager / responsible person in the department and explain where the vehicle is parked and if possible, what the problem or cause of the problem is.
- c) The vehicle must under no circumstances be left alone at any given time.
- d) If there is no radio or telephone contact, the official must lock the vehicle, activate the immobilizer and/alarm and walk to the nearest telephone or position where radio contact can be made. He/she must then inform the Traffic transport manager or responsible person and Emergency Department of the situation. After positive reaction has been received, he/she must return immediately to the vehicle and wait until help arrives.

- e) If the vehicle cannot be repaired at the place where it broke down, the vehicle must be towed to the Mogalakwena municipality. When it is not possible, the vehicle must be towed to the nearest police station or place of safety.



MOGALAKWENA MUNICIPALITY

POLICY

MAINTENANCE OF COUNCIL VEHICLE ASSET REGISTER

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1. Centralised function
2. Vehicle asset register structure
3. Maintenance of additions, disposals, impairments and write-offs schedules
4. Vehicle physical verification and inspection
5. Updating of market value of vehicle assets
6. Reconciliations of vehicle asset register to the general ledger
7. Vehicle utilisation analysis

1. **Centralised Function**

The development and maintenance of the vehicle asset register should be the responsibility of a centralised function who obtain the required information from the vehicle asset official responsible for the fleet in the various divisions.

Any additions, disposal, impairments or write-offs should be approved and the schedules updated by the centralised function once all the required information is collated.

2. **Vehicle Asset Register Structure:**

All vehicles owned by the municipality should be recorded on a vehicle asset register and the following details reflected:

- Asset number;
- Make and model;
- Description of vehicle;

- Cost of vehicle;
- Purchase date;
- Date brought into use;
- Useful life of vehicle;
- Residual value of vehicle;
- Department to which the vehicle belongs;
- Custodian;
- Vehicle Status (In use/Idle/Disposed/Written Off)

3. **Maintenance of additions, disposals, impairments and write-offs schedules**

A schedule of additions, disposals, impairments and write-offs should be maintained throughout the year and the asset register updated accordingly. These schedules should reflect the following detail:

- Asset number;
- Make and model;
- Description of vehicle;
- Cost of vehicle;
- Purchase date;
- Date brought into use;
- Useful life of vehicle;
- Residual value of vehicle;
- Department/Division to which the vehicle belongs;
- Custodian;
- Vehicle Status (In use/Idle/Disposed/Written Off)
- Market value of vehicle
- Date of Last Service

For Additions:

Supplier;
Reason for purchase.

For Disposals/impairments/write-offs:

- Date of sale/impairment/write-off;
- Proceeds;
- Costs;
- Reason for sale/impairment/write-off.

4. **Vehicle Physical Verification and Inspection**

On an annual basis, all vehicles owned by the municipality should undergo a physical verification to ensure that all vehicles are accounted for and all vehicles owned are recorded on the register.

5. **Updating of market value of vehicle assets**

The market value of the vehicle assets included in the vehicle asset register should be updated at least annually. This is the responsibility of the fleet manager who will be assisted by the divisional fleet managers in obtaining the required information.

6. **Reconciliations of Vehicle Asset Register to the General Ledger**

On an annual basis, the updated vehicle asset register should be reconciled to the general ledger and all discrepancies investigated.

7. **Vehicle utilisation analysis**

On an annual basis and following the updating of the vehicle asset register as outlined above, the fleet manager should perform an analysis of the vehicle status identify discrepancies in vehicle requirements and further action taken.

Where a vehicle shortfall has been identified, the fleet manager would need to consider financing alternatives.

Where it has been identified that vehicles are idle for long periods or out of operation, the fleet manager should investigate the reasons and if the vehicle is damaged beyond repair or no longer needed, initiate the sale or write-off thereof.