



**CAPE WINELANDS DISTRICT**  
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## **USAGE OF OFFICIAL VEHICLE POLICY**

**POLICY ADOPTED BY COUNCIL ON 24 MAY 2005  
AT ITEM MC 7.3**

## Annexure R

**USAGE OF OFFICIAL VEHICLE POLICY.****1. Purpose**

The purpose of this policy is to regulate the use of official Council vehicles and minimising instances of misuse.

**2. Scope**

This policy applies to all employees at CWDM District Municipality.

**1. Policy**

CWDM District Municipality operates a fleet of official vehicles for individual use in the performance of their duties. Employees of Council who are entitled to subsidised transport schemes, and duly reimbursed for the use of their respective vehicle in performing their duties, are not allowed to drive or use official vehicles. Only drivers that are authorised by Council may drive official vehicles.

**3.1 Transportation to residence or eating places**

- Employees of Council may be granted approval on use of official vehicles for transportation between individuals place of work, residence, or eating place only when at least one of the following circumstances exist:
- The nature of the work requires a vehicle at or near an employee's residence in order to respond to emergencies or expected stand-by duty calls.
- An employee is required to depart on or return from a work assignment early or late hours.
- Public transport is not practicable or reasonably available while an employee is on a work assignment or official travel.
- Special or emergency situations required by employee's work, such as unexpected overtime, make it unreasonable to expect an employee to use other transportation to his/her residence.

**2. Personal Use**

Use of an official vehicle for an employee's personal convenience or benefit constitutes misuse and is prohibited. Misuse includes the following examples:

- 4.1 Trips to service stations or repair shops in connection with the servicing or repair of any individuals private car.
- 4.2 While on specific work assignments or official travel, side trips for meals that involves significant extra time distance to satisfy a personal preference when other reasonable and adequate eating places are more convenient to employees residence, or direct route of travel.

- 4.3 Local stops for personal shopping or other businesses, even if such stops are on a direct route of travel or official trip.

### 3. Use by Non-employees

Non-employees are not permitted to use official vehicles.

### 4. Vehicle Costs

Employees who use official vehicles without authorisation are personally liable for the costs of any damages incurred due to their misuse of such vehicles. Misuse means unauthorised use, use for an improper purpose, gross negligence in the care and operation of an official vehicle, or not adhering to traffic safety regulations.

### 5. Public Liability

The use of official vehicles, for unauthorised business may expose the driver to public liability in the event of any accident, particularly if the accident is found to be caused by the driver's negligence. If the use of a vehicle is not official or the driver stops en route or deviates from direct route to conduct personal affairs while on official business, he or she may be found to have departed from the scope of employment. In such case, Council would disclaim liability, and the driver would be financially responsible.

### 6. Valid Drivers Licence

An employee who is authorised to drive an official vehicle must possess a valid driver's licence for the specific category of vehicle. It is the responsibility of the driver to inform his/her supervisor in the event of his/her driver's licence being revoked or suspended. Supervisors must ensure no employee operates an official vehicle without a valid driver's licence.

### 7. Public Drivers Permit

Prescriptive legislation requires drivers of certain category of vehicles to possess a public drivers permit. All prescribed drivers must possess PDP, and Council will bear the costs. It is the responsibility of each Directorate to ensure that each prescribed driver drives an official vehicle with a PDP.

### 8. Accidents

It is the responsibility of a driver of an official vehicle to report any accident or damage of whatever magnitude to the relevant supervisor and the police services immediately. In a period of not more than 24 hours this procedure must be adhered to.

### 9. Passengers (Non-employees)

No passengers who are non-employees are allowed in official vehicles. The Municipal Manager reserves the right to grant permission to non-employees to be transported in official vehicles.

### 10. Authorising Documentation

Drivers of official vehicles must ensure each trip undertaken has been duly authorised, and proper authorising documentation including authorisation form and log sheet must be kept.

### **11. Disciplinary Actions and Penalties**

Drivers who knowingly misuse official vehicles are subject to disciplinary action up to including dismissal. They may also be criminally prosecuted in a court of law.