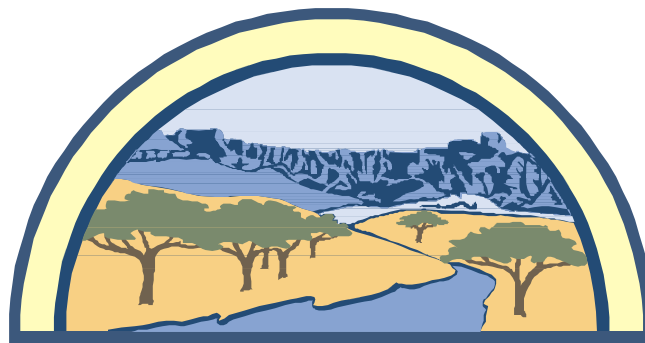


uTHUKELA DISTRICT MUNICIPALITY



UTHUKELA
UMKHANDLU WESIFUNDA
DISTRKSMUNISIPALITEIT
DISTRICT MUNICIPALITY

FLEET MANAGEMENT POLICY

FLEET MANAGEMENT POLICY - UTHUKELA DISTRICT MUNICIPALITY

Definitions

Unless the context otherwise indicates:

(i) Fleet Manager

Refers to the Uthukela District Municipality's Auxilliary Services Manager;

(ii) Fleet Assets

Refers to Council's vehicles, plant and earth moving equipments;

(iii) Useful Life

Is either:

(a) the period of time over which an asset is expected to be used by the municipality,
or

(b) the number of production or similar units expected to be obtained from the asset
by the municipality;

(iv) Residual value

Is the net amount that the municipality expects to obtain for a fleet asset at the end of its
useful life after deducting the expected costs of disposal;

(v) Depreciation

Is the systematic allocation of the depreciable amount of a fleet asset over its useful life;

(vi) Depreciable amount

Is the cost of a fleet asset, or other amount substituted for cost in the financial statements,
less its residual value;

(vii) Driver

Is the official of the Uthukela District Municipality entrusted with a fleet asset at any given
time;

(viii) Asset Policy

Refers to the Asset Policy of Uthukela District Municipality;

(ix) Issue form

Refers to the trip authority form, that allows a driver to drive a municipal vehicle as per the route detailed in such a form;

(x) Management of Pool Vehicles

Management will include servicing, maintenance, issuing of vehicles, purchasing and disposal thereof;

(xi) Log Book

Give details of the route travelled by the driver, including the kilometre reading of the vehicle used for the authorized purpose, and any comments;

1. Problem statement

1.1 The introduction of an efficient fleet management system will ensure the equitable distribution of vehicles across Uthukela District Municipality's departments, component of a pool vehicle system will be entrenched therein. The pool vehicle system will also ensure easy access to Council vehicles by all departments as vehicles will be controlled and managed from a central point i.e. Fleet management. It will contribute to the effective and efficient use of Council resources in that the number of vehicles required will be reduced and the official will be allocated the type of vehicle required for the road and purpose he/ she is travelling on.

2. Purpose

- 2.1** To provide and maintain an effective and efficient fleet of vehicles, equipments and machines, and manage such fleet in a manner that the Municipality's mission and fleet user's aspired goals are met in a cost effective way.
- 2.2** To regulate the management and use of pool vehicles by the officials of the Uthukela District Municipality and to ensure that the fleet are used in a safe and efficient manner.
- 2.3** To provide a procedure for accidents and *modus operandi* for conducting an inquiry into vehicle accidents involving Municipal vehicles.
- 2.4** To provide a framework for remedial actions to be instituted by Management.
- 2.5** To introduce operational controls which explain clearly who can use a vehicle with regard to drivers, passengers, authority to use, issuing, parking, log books, fuel management, fuel cards, keys and equipment.
- 2.6** To ensure that vehicles are serviced on time and properly maintained to support the Council in the attainment of its objects.
- 2.7** To co-ordinate the management of Council transport by means of control measures which are applicable to all officials and Councillors.

3. Management, Accountability and Responsibility for Fleet management.

- 3.1** The fleet management policy and operational fleet management will be the responsibility of the Fleet management and will be administered by the Fleet Services Division of the Department.
- 3.2** Fleet assets required on an *ad hoc*, seasonal or temporary basis should be provided from the central pool.
- 3.3** This policy will apply to all Uthukela District Municipality officials, who are required to use pool vehicles when conducting their official duties.
- 3.4** This applies to casual drivers as well as full-time drivers.
- 3.5** Heads of Departments will be accountable for the vehicles which are allocated to officials within their respective Departments.
- 3.6** Authorisation for the usage of vehicles will only be approved by Heads of Departments, except where the HOD has delegated such a power to the senior official within his/her Department.
- 3.7** Such an official referred to in 3.6 must be from the level of a Manager or higher.

- 3.8 HOD's will be responsible for the management of fleet assets that have been allocated to their respective Departments.
- 3.9 HOD's are required to budget in their operational budget for the usage of vehicles by the employees within their Departments.
- 3.10 HOD's are responsible for the disciplinary action arising from the misuse of Council vehicles by the employees.

4. Policy statement

- 4.1 This policy covers the use and management of pool vehicles within the Uthukela District Municipality.
- 4.2 If vehicles are paid for by the Uthukela District Municipality but managed by other organisations, the recipient organisation must ensure that their control systems are as effective as those outlined in the policy. They must report against the key performance indicators used by the Uthukela District Municipality.
- 4.3 Transport to a department of the Uthukela District Municipality is supplied as a tool to support the department in the delivery of its objectives. It must therefore be used in the most cost-effective manner.
- 4.4 The Fleet Services Division, within the Fleet management is responsible for the ongoing development of a policy framework and an operational management system for the use of pool vehicles.
- 4.5 The Fleet management will co-ordinate Uthukela District Municipality's fleet management and consolidate management reporting

5. Utilisation of fleet assets

- 5.1 The Council's fleet assets should be utilized in a responsible manner, which will ensure the valuable and long-term use of such assets.
- 5.2 Negative deviations must be reported, followed up and corrected on a continuous basis.
- 5.3 Utilisation of fleet assets shall be determined as a percentage of the period actually used against the period available and ready for service; and/or the distance or hours covered or applied against the norm set for that class fleet asset, depending on the application.
- 5.4 **Allocation of Vehicles**
 - 5.4.1 All ADM vehicles are considered as property of the Council regardless of the original source of the vehicle.

- 5.4.2 An authorisation must be obtained from the Head of Department of the employee who intend to have a vehicle allocated to him/ her.
- 5.4.3 There are three (3) types of allocations that can be approved by the Heads of Departments.
- 5.4.3.1 **Permanent allocation** to official who due to the nature of his/her duties require permanent vehicle.
- 5.4.3.1.1 Officials with Council vehicles allocated to him/her will be required to sign a weekly trip authority which will be approved by his/ her HOD.
- 5.4.3.1.2 Monthly log book in respect of the vehicle permanently allocated to the official will have to be submitted to Finance Department by the Fleet management for costing purposes.
- 5.4.3.1.3 The Fleet management will be responsible for repair and maintenance of the vehicle permanently allocated to the official.
- 5.4.3.1.4 Vehicles can be allocated to officials for a short term period of a week, two weeks or a month depending on the need.
- 5.4.3.1.5 Short term and Long term allocation of vehicles can only be effected subject to an approval by the Head of Department of the official who intends to have the vehicle allocated.
- 5.4.3.1.6 **The Heads of Departments shall take responsibility and be accountable for officials allocated vehicles in their respective departments.**
- 5.4.3.1.7 Motivation for the allocation referred to in 5.4.3.2.2 must be in writing stating the reason for such an allocation with the signature of the HOD.
- 5.4.3.2 The Fleet management cannot issue a vehicle for either a short-term or long-term allocation without the approval of the HOD.
- 5.4.3.2.1 The policy cater for regular and daily allocation of vehicles.
- 5.4.3.2.2 The regular or daily allocation operates on the basis of day to day need for the use of vehicles as determined by the official's operation duties of ADM.

5.4.3.2.3 The allocations referred to in 5.4.3.3.1 require a signed trip authority which is approved by the HOD in which the official seeking a vehicle is located.

5.5 Who can use a pool vehicle?

5.5.1 Pool vehicles can be used by any official with the authorised trip authority involved in an activity in line with the objectives of the responsible department within the Uthukela District Municipality.

5.5.2 Vehicles cannot be used for party political purposes under any circumstances, or to take part in industrial union activities.

5.6 Exclusions

5.6.1 This policy does not apply to Council's employees who are receiving car allowances, as a separate contract for those employees is in place.

5.7 Drivers

5.7.1 A pool vehicle can only be driven by Uthukela District Municipality employees.

5.7.2 The driver must have an unendorsed valid driver's license. The transport officer must check the license for validity.

5.7.3 The driver must have no outstanding transport related disciplinary action against them at the time of taking the vehicle.

5.7.4 Where necessary, drivers must be in possession of a Professional Drivers Permit.

5.8 Passengers

5.8.1 Passengers carried by a pool vehicle must be authorised to travel in the vehicle.

5.8.2 The picking up of casual passengers is not allowed under any circumstances.

5.8.3 The driver of the vehicle will be held responsible for ensuring that unauthorised passengers are not conveyed.

5.8.4 Indemnification letter will have to be signed by the official who intends to carry passengers who are not Council officials.

5.9 Authority to use a vehicle

- 5.9.1** All officials requiring a vehicle must have a signed trip authority from their management before the vehicle is allocated.
- 5.9.2** In normal circumstances a trip authority must be authorised by an official at Manager level or above, who is senior to the person traveling and is in their direct management line.
- 5.9.3** In circumstances where this is not possible, alternate signatories must be identified within the Municipality.
- 5.9.4** If a vehicle is moved in an emergency, a trip authority must be obtained immediately after the event, or within 24 hours of the movement.
- 5.9.5** This process is only to be used in a case of extreme emergency and the manager must be satisfied that the journey was necessary.
- 5.9.6** If a vehicle is based with a member of staff away from the office, then a trip authority can be issued against a weekly or monthly work plan.
- 5.9.7** Trip authorities must not run longer than one week at a time.

5.10 Issuing of vehicles

- 5.10.1** All vehicles should be issued on the day of travel unless advance authority to park the vehicle at home has been obtained, refer to Clause 5.11 of this policy.
- 5.10.2** The driver must carry his/her license and produce it to the transport officer within the Fleet management upon request.
- 5.10.3** The signed trip authority must be carried in the vehicle with a copy placed on the file at the Fleet Services Division.
- 5.10.4** The intended time of departure and return is to be recorded on to the vehicle issue form and compared against the actual time of return.
- 5.10.5** Continued late return of vehicles may lead to a refusal to allocate vehicles in the future.
- 5.10.6** The Senior Administration Officer: Assets will complete a vehicle issue form; recording the condition of the vehicle, quantity of fuel in the tank, logbook and petrol card numbers.
- 5.10.7** The driver will then sign the issue form.
- 5.10.8** The driver then takes responsibility for the vehicle at this point. The vehicle will be checked using the same procedures.

5.10.9 The driver must hand in all petrol/diesel/oil purchase slips to the transport officer for checking and allocation after each trip.

5.11 Parking a vehicle overnight

5.11.1 In normal circumstances vehicles must be parked at official locations.

5.11.2 The officer responsible for transport must allocate an approved parking place for each vehicle.

5.11.3 The parking places should be lockable or with 24 hour security available.

5.11.4 When the vehicle is away from Council's parking, the driver must use a steering or gear lock on the vehicle.

5.11.5 Where secure facilities are not available, the vehicle should be parked at the nearest official property.

5.11.6 The driver of the vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit.

5.11.7 Parking charges for the use of secure parking will be refunded.

5.11.8 Permission may be given for a vehicle to be parked overnight at a home of an official if the following conditions are met.

5.11.8.1 The location has been reviewed by the Senior Admin Officer: Assets and Archives is considered adequate, e.g. There is a garage or lockable gates and,

5.11.8.2 The member of staff will be leaving early morning or returning late at night.

5.11.8.3 The actual times that this would come into force would be the time when public transport starts / stops. Exceptions can also be made if the personal security of the individual is also at stake, or

5.11.8.4 If the home of the individual is at a place between the office and their destination such that it is not sensible to come into the office (normally a journey saving of at least 25 km would be expected), **or**

5.11.8.5 If the individual works from home **or**,

5.11.8.6 The individual is on call and there is no means by which they can be transported in event of a call out.

- 5.11.9 A signed authority form to park a vehicle at home must be issued.
- 5.11.10 The person responsible for signing trip authorities must sign it.
- 5.11.11 It will normally be issued for each occasion.
- 5.11.12 However, for those on call, blanket permission can be issued for a specific time period.
- 5.11.13 The permission is subject to review and can be withdrawn at any time.
- 5.11.14 Whilst a vehicle is parked at home it may not be used for any private purposes.
- 5.11.15 If an emergency arises and it becomes necessary to use the vehicle, a signed trip authority for the movement must be obtained within 24 hours of the journey.
- 5.11.16 Private use of the vehicle whilst parked at home will lead to the withdrawal of the privilege and possible disciplinary action.

6. Log books, petrol cards, vehicle keys, and vehicle equipment

- 6.1 The driver takes responsibility for the logbook, keys and petrol card once the vehicle issue form has been signed until the vehicle has been returned to the transport officer at the end of the journey.
- 6.2 All vehicle keys should be safely secured (preferably in a locked container) in the transport office when the vehicle is not in use.
- 6.3 A spare set of all vehicle keys should be kept in a secure place, e.g. the office safe.
- 6.4 The petrol card is to be treated, as cash and the driver will be held responsible for the transactions that take place on it whilst it is in his/her possession.
- 6.5 All fuel receipts must be kept and made available when the vehicle is returned to the transport officer.
- 6.6 It is the responsibility of the driver to fill in the vehicle logbook legibly and accurately.
- 6.7 It must be possible from the details given for a distance check to be carried out.
- 6.8 Loose vehicle equipment, e.g. the spare wheel, toolkit, jack and any other extras will be checked at the time of issuing the vehicle and will remain the

responsibility of the driver until such time as the vehicle is returned to the transport officer.

- 6.9** The Fleet Manager will make available to the Finance Department logsheets at the end of each month for costing purposes.

The copy of the logsheet will thereafter be stored in our electronic data system.

7. Management systems

- 7.1** The following key indicators will be kept for each vehicle by the Senior Administration Officer.

- 7.1.1** Actual kilometers traveled
- 7.1.2** Fuel utilisation (km/l)
- 7.1.3** Total maintenance cost
- 7.1.4** Maintenance cost per kilometer
- 7.1.5** Running cost per kilometer
- 7.1.6** Availability
- 7.1.7** Utilisation
- 7.1.8** Vehicle Performance Vs other similar vehicles within the fleet

8. Vehicle Accidents

- 8.1** The following procedure shall be followed in the event of a Municipality-owned motor vehicle becoming involved in an accident, no matter how trivial, and irrespective of whether or not any person or animal or property, other than the council vehicle is involved: -

- 8.1.1** 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.
- 8.1.2** 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.
- 8.1.3** In no circumstances shall liability be admitted or unguarded statements be made to any person or payment offered or made to a third party.
- 8.1.4** Should any third - party involved admit liability, endeavors should be made to obtain a statement in writing from him/her to this effect.
- 8.1.5** Should a driver of a vehicle be suspected of being under the influence of intoxicating liquor or narcotic 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.

8.1.6 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: -

8.1.6.1 Registration number, make and type of other vehicle.

8.1.6.2 Name(s) and address of driver(s) of the other vehicle.

8.1.6.3 Name(s) and address(es) of person(s) involved in an accident be it she/he/they was/were passenger/s of the Municipal vehicle's driver or the third-party or pedestrian(s).

8.1.6.4 Name and address of the third party's insurance company.

8.1.6.5 Name, occupation and address and age or estimated age of any pedestrian(s) involved in the accident and of any pedestrians killed or injured

8.1.6.6 Description of animals and fixed objects involved in the accident and the name and address of the owner.

8.1.6.7 Name and address of witnesses including the occupants of the other vehicle(s) in their capacities as witnesses.

8.1.6.8 Measurements for the preparation of a sketch of the scene of the accident (pace off the distance if there is no scientific tape measure).

8.1.6.9 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.

8.1.6.10 The Council's vehicle user should obtain identity of the third party involved in the accident.

9. Internal Accident Reporting

- 9.1.1** 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 Officer and also ensure that statements by witnesses and other relevant supporting documents e.g. Case Reference numbers are forwarded to the Claims Clerk or his/her superior in the event of his/her absence.
- 9.1.2** The Claims Clerk or his/her superior shall make endeavors (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.
- 9.1.3** 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 Clerk or his/her superior so that the Municipality's insurers may be approached.
- 9.1.4** Any accident damage or third party claim received shall immediately be submitted to the Claims Clerk.
- 9.1.5** 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 Clerk.
- 9.1.6** 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.
- 9.1.7** The Senior Admin Officer: Assets and Archives will direct traffic fines to relevant users for payment by the offender.
- 9.1.8** The logbook will be used as a source document to ascertain the offenders of traffic rules.

10. Duties of the Fleet Senior Officer:

- 10.1** Shall investigate all Vehicle Accidents and gather all documentary, photographic and other evidence that may be relevant to the case.
- 10.2** If feasible the Senior Officer: may conduct an inspection of the accident scene.
- 10.3** Shall objectively advise the C.F.O. on the circumstances of any vehicle accident and, based on available evidence, whether any further action is recommended in each case.
- 10.4** May interview the driver, assessor, third party or any other person with information relevant to the accident.

10.4.1 Request witnesses to make a verbal/written statement about the accident.

10.4.2 Probe the nature of the trip and granting of authority to the driver.

10.4.3 Shall after completing an investigation on each accident case and draw and submit a report to the C.F.O. formatted as follows:-

10.4.3.1 Introduction

10.4.3.2 Statement of case

10.4.3.3 Findings

10.4.3.4 Recommendations

10.4.3.5 Signature

11. Framework for remedial Actions

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

11.1.2 The following structure of progressive imposition of fines on drivers who have been found partly or mainly responsible for the occurrence of the accident involving a Municipal vehicle through direct or indirect means, shall be adhered to: -

TABLE OF FINES

| RATE OF DAMAGE (%) | RATE OF FINE ® |
|---------------------------|-----------------------|
| 0 – 10 | 500 |
| 11 – 20 | 1 000 |
| 21 – 30 | 1 500 |
| 31 – 40 | 2 000 |
| 41 – 50 | 2 500 |
| 51 – 60 | 3 000 |
| 61 – 70 | 3 500 |
| 71 – 80 | 4 000 |
| 81 – 90 | 4 500 |
| 91 – 100 | 5 000 |

11.1.3 These represent minimum fines. Should the cost of repairs be less than the amounts shown above, the amount of the fine will not exceed the total cost of repairs. The rate of damage shall be determined as follows:-

$$\frac{\text{Approved cost of repairs} \times 100}{\text{Trade-in-value}}$$

11.1.4 These fines may be imposed in addition to any sanction, which a Disciplinary Hearing may decide upon.

11.1.5 The fine is payable by means of deduction from an employee's salary over a period not longer than 6 months.

11.1.6 The Municipal employee shall sign an acknowledgement of debt in which the time frame for the payment of the fine shall also be captured.

12. Hired Vehicles

12.1 In the case when no pool vehicles are available, the Head of Department must approve the hire of vehicle. It will be the responsibility of the Fleet Manager to hire such a vehicle without delay.

13. Disposal and acquisition of fleet assets by Uthukela District Municipality

13.1 Fleet Assets will be disposed by auctioneering and by donation.

13.2 The straight- line method for the depreciation of fleet assets will be used.

13.3 Subsection 8.1 Of the Assets policy outlines the process to be followed in acquiring Council's assets, and the same will apply to the fleet assets.

14. Traffic Offences

14.1 The driver of a Council vehicle shall diligently obey all traffic laws and shall be responsible for the payment of all traffic fines which may be attributable to his or her negligence.

14.2 Council may, at its sole discretion, financially assist a driver convicted of a road traffic offence with the payment of a fine or private legal assistance to enable a driver to defend a criminal or civil claim against him or her in a court of law.

14.3 The Senior Fleet Officer will direct traffic fines to relevant users for payment by the offender. The logbook will be used as a source document to ascertain the offenders of traffic rules



UTHUKELA DISTRICT MUNICIPALITY

| TRIP AUTHORITY | | |
|--|-----|---------------|
| VEHICLE ISSUE FORM | | |
| Name of driver(s)..... | | |
| Driver(s) ID number..... | | Mileage |
| Name(s) of passenger(s)..... | | Out: |
| | | In: |
| | | Total: |
| | | License Code: |
| | | Time Out |
| | | Time In |
| Journey particulars: | | |
| From: | To: | Date of Trip: |
| From: | To: | Date of Trip: |
| If this is a permanent allocation of the vehicle then provide a brief explanation of the intended use: | | |
| | | |
| | | |
| From:..... | | |
| To:..... | | |

Trip approved by Departmental Head / Designate:

Signature

Print Name:.....

Date:.....Telephone No:.....

DETAILS OF ALLOCATED VEHICLE

Department.....

Vehicle Stationed.....

Registration Number.....

Make/Model.....

Odometer Reading

Condition of Vehicle



.....
Vehicle issued by: Signature

.....
Print Name

.....
Vehicle received by: Signature (Driver)

.....
Print Name

Vehicle returned on..... Odometer Reading

Condition.....

Comments if any

.....
Signature of Senior Administration Officer:.....

Date..... 20.....



UTHUKELA DISTRICT MUNICIPALITY

Date :.....

To:.....

AUTHORITY TO TRAVEL AS PASSENGER IN COUNCIL VEHICLE

Authority is hereby given for you to travel as a passenger in Municipal Vehicle Registration Number..... On for the purpose of.....

By travelling as a passenger in the aforesaid vehicle, you hereby agree that neither the Council nor any of its agents, employees or contractors, shall be liable for any injury, loss or damage to you whatsoever arising from your conveyance in the said vehicle and you hereby waive any claim you may have against the Council in this regard.

Yours faithfully

HEAD OF DEPARTMENT

ACCEPTANCE BY PASSENGER

I.....hereby understand that I shall travel as a passenger in the municipal vehicle referred to herein solely at my risk and hereby agree to indemnify the Council, its agents, employees or contractors against any loss, damage or injury which I may suffer as a result of my conveyance in the said vehicle.

SIGNATURE OF PASSENGER

DATE:.....



UTHUKELA DISTRICT MUNICIPALITY

APPLICATION TO PARK VEHICLE AT HOME OR OTHER SECURE AREA

To: Manager: Fleet Services

I hereby apply for authority to park municipal vehicle Registration Number _____ at my home situated at _____ or at the property situated at _____.

The reasons for this application are as follows:

In the event of my application being approved, I agree to abide by the provisions of the Council's policy with regard to the parking of the vehicle at my home or other secure area.

SIGNATURE OF APPLICANT: _____

DATE: _____

DESIGNATION: _____

DEPARTMENT: _____

APPLICATION APPROVED/ NOT APPROVED BY MANAGER: FLEET SERVICES FOR THE FOLLOWING REASON(S)

SIGNATURE OF MANAGER: FLEET SERVICES: _____

DATE: _____

OR

Authority is hereby granted to _____ to park municipal vehicle

Registration Number at his/her home situated ator

at the property situated at, being the approved parking

area, subject to the following conditions:

- [a] The authority contained herein being valid for the period
..... to
- [b] The authority contained herein being subject to review or withdrawal at any time
subject to prior consultation with the employee where necessary.
- [c] That whilst the vehicle is parked at the home of the employee or at the approved
parking area, it may not be used for any non-work or private purpose.
- [d] That if an emergency arises whilst the vehicle is parked at the home of employee or
the approved parking area necessitating the use of the vehicle, then a signed trip
authority for the movement of such vehicle must be obtained within 24 hours of the
journey.
- [e] The private use of a vehicle whilst parked at the home of the employee or the approved
parking area will lead to the withdrawal of the privilege and possible disciplinary action
against the employee concerned.

SIGNATURE OF MANAGER: FLEET SERVICES:

DATE:.....20.....



UTHUKELA DISTRICT MUNICIPALITY

STOLEN VEHICLE REPORT

| | |
|---|--|
| VEHICLE REGISTRATION NUMBER | |
| MAKE | |
| MODEL | |
| YEAR | |
| VEHICLE INVENTORY NUMBER | |
| COLOUR | |
| ENGINE NUMBER | |
| MILEAGE/ODOMETER READING | |
| DATE OF LAST SERVICE | |
| GENERAL CONDITION INCLUDING RUST | |
| NAME OF DRIVER AT TIME OF THEFT | |
| DATE OF THEFT | |
| PLACE OF THEFT | |
| STATE CIRCUMSTANCES IN WHICH THEFT TOOK PLACE | |
| | |
| | |
| | |

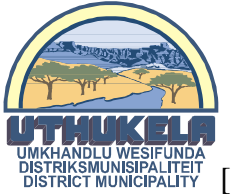
| | | |
|---|------------|-----------|
| | YES | NO |
| WAS THE THEFT REPORTED TO THE SOUTH AFRICAN POLICE SERVICES | | |
| IF YES, DATE OF REPORTING | | |
| S.A. POLICE SERVICE CR NUMBER | | |
| DATE REPORTED TO INSURER | | |
| DATE REPORTED TO COUNCIL | | |
| RESPONSE FROM INSURANCE COMPANY: | | |
| | | |
| | | |
| | | |

SIGNATURE OF DRIVER

SIGNATURE OF MANAGER:
AUXILLIARY SERVICES

DATE

DATE



UTHUKELA DISTRICT MUNICIPALITY

VEHICLE CHECKLIST PRIOR USAGE

DRIVER'S NAME:..... **DATE**.....

VEHICLE MAKE..... **REGISTRATION NO**.....

TIME ISSUED..... **TIME RETURNED**.....

| ACCESSORIES & PARTS | YES | NO | REMARKS |
|---|------------|-----------|----------------|
| 1. Unendorsed Credit Card Drivers Licence produced | | | |
| 2. Radio fitted | | | |
| 3. Petrol level (full tank, $\frac{3}{4}$, $\frac{1}{2}$, $\frac{1}{4}$) | | | |
| 4 Oil level checked | | | |
| 5. Spare Wheel, Jack & Wheel spanner | | | |
| 6. Windscreen | | | |
| 7. Any Dents | | | |
| 8. Mirrors | | | |
| 9. Oil Leaks | | | |
| 10. Rubber Mats | | | |
| 11. Logbook | | | |
| 12. Fuel card | | | |
| 13. Parking disk | | | |

SIGNATURE OF THE DRIVER.....