

ENDUMENI MUNICIPALITY



MOTOR VEHICLE ALLOWANCE POLICY FOR TRAFFIC OFFICERS

1. **PREAMBLE**

It is the intention of the Endumeni Municipal Council to introduce a Motor Vehicle Subsidy Scheme for the Traffic Officers in the Safety & Security section of the Department of Corporate Services. The said Motor Vehicle Subsidy Scheme will replace the usage of official Council vehicles by Traffic Officials in the performance of their duties.

2. **WHO QUALIFIES IN TERMS OF THIS POLICY**

The Officials who qualify to benefit from this Policy are those who are designates of the following posts:

- Assistant Head: Safety & Security
- Senior Superintendent: Traffic/Security
- Superintendent: Management Rep: Test Station
- Superintendent: Disaster Management/Law Enforcement
- Assistant Superintendent: Traffic
- Traffic Officers/Examiners

3. **DEFINITIONS**

3.1 **Official Distance**

The distance in kilometers travelled by an employee in his/her employer's service excluding distances between place of work and residence.

3.2 **Working Days**

Indicates the number of working days in the service of the Endumeni Municipal Council, which may include Saturdays, Sundays and Public Holidays.

3.3 **Car Ownership Costs**

As reflected and maintained by the Automobile Association of South Africa in the tables for "Estimated Average Car Ownership Cost Over 6 Years".

The tariff is reflected in cents per kilometers and is composed of the following:

- Fixed cost of the vehicle;
- Total running cost of the vehicle.

3.4 Total Fixed Cost

The tariff in cents per kilometer as determined on the normal retail price (plus VAT excluding accessories) of the vehicle, provided that this value does not exceed the retail selling value of the relative vehicle.

3.5 Total Running Cost

The tariff in cents per kilometer which is composed of the following:

- Cost of fuel in relation to the vehicle's engine capacity or as restricted in this Policy;
- Maintenance costs in relation to the vehicle's engine capacity or as restricted in this Policy.

3.6 SALGBC

South African Local Government Bargaining Council.

3.7 Council

Endumeni Municipal Council

4. OBJECTS OF THIS POLICY

This Policy deals with the payment of a motor vehicle allowance to officials designated under Section 2 above, who are required to utilize private transport in the execution of official duties.

5. CACULATION OF THE MOTOR VEHICLE ALLOWANCE

5.1 For the purpose of this Policy, the motor vehicle allowance payable to the officials designated under Section 2 above, will be determined at 650kms per month and the amount payable to them will be calculated on the AA tariff used by the Endumeni Municipality and as determined by the SALGBC (attached as Annexure "A").

5.2 Any official distance claimed in excess of 650kms up to a maximum of 1 200kms will be compensated at running cost per kilometer only. Such additional claim will only be considered upon monthly submission of the approved log sheet (attached as Annexure "B"), authorized and signed by the Head: Safety & Security and the Manager Corporate Services.

6. **AREA OF JURISDICTION**

It is a requirement of this Policy that the official distance travelled must cover the entire area falling within the boundaries of the Endumeni Municipality, as determined by the Demarcation Board.

7. **TYPE OF VEHICLE**

7.1 The type of vehicle to be purchased is restricted to a sedan vehicle with an engine capacity ranging between 1300cc and 2500cc;

7.2 The choice of colour of the vehicle is optional;

7.3 The purchase of a second hand vehicle is however subject to the submission of a roadworthy certificate issued by a competent and authorized examining authority.

8. **PURCHASE PRICE OF THE VEHICLE**

The purchase price of the vehicle will be determined in accordance with the provisions of Annexure "A" (attached) as approved by the SALGBC, and same will be calculated on the actual price of the vehicle, including 14% VAT, but excluding extras, or the salary scale of the incumbent, whichever is the lower.

9. **FITTING OF BLUE TRAFFIC PATROL BAR LIGHT & SIREN**

9.1 It is compulsory that all vehicles purchased in terms of this Policy, are fitted with removable prescribed blue Traffic Patrol Bar Light and a siren at all times when executing official duties;

9.2 The costs for the purchase, supply and replacement of the blue traffic patrol bar light and siren will be borne by Council.

10. **REPAIRS, MAINTENANCE, INSURANCE AND OTHER INCIDENTAL EXPENSES**

10.1 It is the sole responsibility of the employee to pay for repairs, maintenance, insurance and other incidental expenses that may incur for the vehicle;

10.2 The employee is also responsible for costs in providing alternate means of transport for official usage, when his/her subsidized vehicle is booked off for maintenance and/or repair;

10.3 The employee cannot hold Council responsible for any liability or damage that may occur whilst travelling in his/her vehicle;

10.4 The vehicle must be available for usage during all official working days as defined under Section 3.2 above and during standby/overtime and callout hours.

11. **KEEPING OF LOG BOOK**

11.1 A record of all travelling must be kept on the prescribed log sheet attached as Annexure "B";

11.2 The said log sheet must be scrutinized, authorized and signed by the Head: Safety & Security and the Manager Corporate Services and submitted on a monthly basis to the Chief Financial Officer for payment;

11.3 All log sheets are to be made available for audit purposes when required.

12. **CREDIT WORTHINESS**

12.1 All employees who qualify to benefit from this Policy must ensure that they are credit worthy if they are to acquire their vehicles through a financial institution;

12.2 An employee who qualifies in terms of this Policy but is unable to acquire a vehicle to execute his/her duties as required by Council, will be deemed to be incapacitated and unable to render a service to Council;

12.3 Officials referred to under Section 2, upon the approval of this Policy, will henceforth forfeit their right to be provided with an official vehicle by Council.

13. **TERMINATION CLAUSE**

The Council reserves the right to terminate this Motor Vehicle Policy/Scheme by giving the affected employees a 6 month notice prior to the effective date of termination.