

ENDUMENI MUNICIPALITY

POLICY FOR THE USE OF MUNICIPAL VEHICLES BY COUNCILLORS

Comment [GE1]: Approved on 1/12/08,
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1. Introduction

Municipal vehicles are the property of the municipality, funded by the ratepayers of Endumeni and should only be used for municipal purposes. The Municipal Manager, as accounting officer of the municipality, is accountable for the property of Endumeni Municipality.

In terms of the determination of upper limits of salaries, allowances and benefits of municipal councillors by the Minister of Provincial and Local Government, a travelling allowance covering 500 kilometers forms part of the remuneration package of councillors. The distance of 500 kilometers is deemed to be sufficient for a councillor to cover traveling within the municipal area as part of his/her day-to-day activities as a councillor in the applicable constituency.

Councillors will be reimbursed for travelling expenses outside the municipal boundaries of Endumeni Municipality in terms of the Subsistence and Travel Policy of the council.

2. Circumstances under which councillors may use official vehicles

Council vehicles may only be used for official purposes under the following conditions:

2.1 *To destinations outside the boundaries of Endumeni Municipality*

- For traveling to destinations outside the municipal area of Endumeni when the councillor is delegated to attend a meeting on behalf of Endumeni Municipality
- After completion of a Trip Authorization Form and obtaining the approval of the Municipal Manager in terms of the procedure stipulated in section 3.

2.2 *Within the boundaries of Endumeni Municipality*

- Where the councillor's private vehicle is not suitable to reach certain destinations within Endumeni Municipality's boundaries
- Upon providing authorization that the cost for such usage be deducted from the Councillor's allowance at the next payment of salaries and allowances, calculated as follows:

- Distance travelled X applicable Department of Transport tariff for the use of privately owned vehicles
- After completion of a Trip Authorization Form and obtaining the approval of the Municipal Manager in terms of the procedure stipulated in section 3.

2.3 Mayoral vehicle

The following conditions for the use of the mayoral vehicle will apply:

- The official mayoral vehicle may only be used by the Mayor and his/her companion attending functions, to which he/she in his/her capacity of Mayor of Endumeni has been formally invited; or
- A councillor representing the Mayor, with his/her companion, at a function where to the Mayor was invited in his/her capacity as Mayor of Endumeni;
- Usage is subject to prior completion of a Trip Authorization Form and obtaining the approval of the Municipal Manager in terms of the procedure stipulated in section 3.
- No passengers, other than the Mayor's companion, aide or bodyguard, councillors or municipal officials may be transported in this vehicle
- The logbook for this vehicle must be submitted to the Municipal Manager at the end of each month

3. Procedure to obtain approval for the use of a municipal vehicle

- 3.1. Arrangements for use of a municipal vehicle must be made timeously.
- 3.2. Before any Councillor is handed a municipal vehicle an official Trip Authorization Form must be completed, in order to clearly indicate the official nature of such trip and further specify a destination and duration of usage.
- 3.3. All supporting documents/invitations are to be appended to the Trip Authorization Form in support of the trip to be undertaken.
- 3.4. In the event of no supporting documents being available the Councillor is to indicate full detail on the Trip Authorization Form in order to specify the reasons why such trip should be deemed as official council business.
- 3.5. On completion of the foregoing documentation the Municipal Manager or designated official will endorse the Trip Authorization Form authorizing the trip.

- 3.6. On completion of the trip vehicle keys together with the odometer readings indicating the actual distance travelled are to be handed to Municipal Manager's Secretary.
- 3.7. The vehicle is to be inspected for any damage prior to departure and at the return of the vehicle to the administration.

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