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POLITICAL OFFICE BEARER VEHICLE POLICY 2026-27



UMZIMVUBU MUNICIPALITY
POLITICAL OFFICE BEARER VEHICLE POLICY
TABLE OF CONTENTS

1. BACKGROUND.....	2
2. DEFINITIONS.....	2 & 3
3. OBJECTIVES.....	3
4. TYPE AND SIZE OF OFFICE BEARERS VEHICLE.....	4
5. VEHICLE SPECIFICATIONS.....	4
6. ACQUISITION OF OFFICE BEARERS VEHICLE.....	5
7. USE, STORAGE AND MAINTENANCE OF OFFICE BEARERS VEHICLE.....	6
8. REPLACEMENT OF OFFICE BEARERS VEHICLE.....	6
9. TAXABILITY ON THE USE OF POLITICAL OFFICE BEARER VEHICLE AND PAYMENT OF TRAVELLING ALLOWANCE TO THE MAYOR AND SPEAKER	
10. SECURITY AND SAFE KEEPING OF OFFICE BEARERS VEHICLE.....	7
11. WAIVER OF THIS POLICY AND DATE OF COMMENCEMENT.....	8
12. AMENDMENT AND REPEAL OF THIS POLICY.....	8
13. APPROVAL OF THE POLICY.....	
BACKGROUND	

- 1.1 Political Office Bearer is required to perform and attend to official duties and functions on behalf of the Municipality and therefore deserve to be provided with the necessary transportation to assist them to perform such duties.
- 1.2 Therefore, this policy serves to regulate the provision and utilization of the vehicles provided for the Office Bearers for official purposes; The Vehicle shall only be used by the Mayor and Speaker or the persons acting in such capacity.
- 1.3 Sections 62 and 78 of the Local Government: Municipal Finance Management Act 2003 (Act No. 56 of 2003) places an obligation on municipal officials to take all reasonable steps to ensure that the resources of the municipality are used effectively, efficiently, and economically.
- 1.4 The Act requires of the officials to take effective and appropriate steps to prevent, within their areas of responsibility, any unauthorized, irregular, fruitless or wasteful expenditure.
- 1.5 The constitution of the Republic of South Africa, 1996 (act 108 of 1996) further imposes an obligation on the municipality to operate efficiently and effectively and to ensure the citizens get full value on public resources.
- 1.6 Circular no: 37281 of 2014 makes provision of a council vehicle to the municipal Mayor and Speaker to enable them to effectively perform their respective Council duties, Paragraph 6 (a) (iv) of the circular stipulates that a municipal council may make a vehicle available to the Mayor and Speaker, where applicable, for use on official business. This policy will therefore provide guidelines on provision of municipal vehicle to the Mayor and Speaker as full-time Councilors of the municipality.

1. DEFINITIONS

- | | |
|-------------------------|---|
| 1.1 COUNCIL | : Means a Municipal Council established in terms of the Municipal Structures Act No. 117 of 1997 |
| 1.2 DAMAGE | : Means any form of damage caused on Political Office Bearer Vehicle due to any incident. |
| 1.3 EXECUTIVE COMMITTEE | : Means a committee of Council established in terms of the Municipal structures Act No.117 of 1997. |
| 1.4 FAULT | : Means any fault of, but not limited to, mechanical, electrical, and electronic nature. |
| 1.5 MAYOR | : Means the political office-bearer elected in terms of the Municipal structures Act No. 117 of 1997. |

- 1.6 MINISTERIAL DETERMINATION** : Means a determination of the amount of monthly travelling allowance payable to Councilors including the Mayor in terms of The Remuneration of Public Office-Bearers Act No 20 of 1997
- 1.7 MUNICIPALITY** : Means an institution established in terms of the Municipal Structures Act No. 117.
- 1.8 MUNICIPAL MANAGER** : Means the person employed as Municipal Manager in terms of section 56 of the Municipal Systems Act No 32 of 2000 or a designee.
- 1.9 SAFE PLACE** : Means any place with a reasonable level of security where a MAYORAL/SPEAKER vehicle may be parked at night.
- 1.10 VEHICLE SPECIFICATIONS** : Means both standard and extra vehicle fittings.
- 1.11 IMMEDIATE FAMILY MEMBER** : Means a brother, sister, son, daughter and spouse of the Mayor/Speaker.

2. OBJECTIVES

- 2.1** To provide for acquisition of Political Office Bearer Vehicle by the Municipality.
- 2.2** To provide a framework for use, management, and maintenance of the Office Bearers Vehicle.
- 2.3** To enable the Mayor / Speaker to execute his/her functions in an efficient and effective manner.
- 2.4** To cater for general transport needs of the Mayor / Speaker
- 2.5** To facilitate the service delivery processes
- 2.6** To maximize safety and security of the Mayor / Speaker
- 2.7** To protect the dignity of the Mayor / Speaker
- 2.8** To protect the image of the Municipality

3. TYPE AND SIZE OF POLITICAL OFFICE BEARER VEHICLE

3.1 The type of POLITICAL OFFICE BEARER VEHICLE shall be a SUV (Sports Utility Vehicle).

3.2 The make of the vehicle shall be chosen by the Executive committee of Council

3.3 Due care shall be exercised when choosing a vehicle make to avoid unnecessary maintenance problems.

3.4 The size of a vehicle shall be medium to large with a limited capacity of four passengers excluding the driver.

3.5 The engine capacity of the vehicle shall be limited to a maximum of 4.0 litres.

3.6 The type and size of POLITICAL OFFICE BEARER VEHICLE shall be determined in terms of the afore-mentioned provisions.

4. VEHICLE SPECIFICATIONS

The following, but not limited to, vehicle specifications will apply where necessary to Office Bearers Vehicle:

4.1 Vehicle that is a 4X4 or All wheel drive

4.2 High profile security system

4.3 Power steering

4.4 Alarm system

4.5 Air conditioner or climate control

4.6 Spotlights

4.7 CD/Radio

4.10 Tow bar

5. ACQUISITION OF POLITICAL OFFICE BEARER VEHICLE

5.1 A VEHICLE shall be acquired either through vehicle lease or purchase arrangement.

5.2 The lease or purchase arrangement and maintenance of Political Office Bearer Vehicle shall be provided for, under the Councilors' administration budget.

5.3 Political Office Bearer Vehicle shall be acquired through the normal procurement processes of the Municipality.

5.4 The price of the vehicle shall be controlled through limitation of the engine capacity of the vehicle up to a maximum **of R 700 000.00** or 70% of the Office bearer's remuneration excluding delivery costs, license fees and maintenance costs if the vehicle is leased.

5.5 The quality, safety, reliability, and durability of the vehicle shall be considered as key determinants in the acquisition process.

5.6 Cost of repairs on Political Office Bearer Vehicle to be borne by the Municipality and shall be authorized by the Municipal Manager.

6. USE, STORAGE AND MAINTENANCE OF POLITICAL OFFICE BEARER VEHICLE

6.1. Political Office Bearer Vehicle shall be used for the office bearers transport needs.

6.2 In case of emergency, Office bearer's vehicle may be used for any other official purpose within a reasonable time frame subject to the office bearer's consent.

6.3. Political Office Bearer Vehicle shall also be used for the Office bearers' private needs.

6.4 There shall be a trip log sheet for Office Bearers Vehicle, which will be used for logging the opening mileage at the beginning of each trip and closing mileage at the end of the trip.

6.5 The monthly mileage of Political Office Bearer Vehicle shall be limited to a maximum of 13 000 km for both private and official trips, and unused mileage will lapse at the end each month.

6.6 The cost of use shall be determined through the Department of Transport tariffs.

6.7. Political Office Bearer Vehicle shall be driven by the office bearers' driver subject to possession of a valid driving license.

6.8. Political Office Bearer Vehicle may be used for ceremonious and official functions of other organizations including governmental institutions which are deemed befitting attendance by the Mayor/Speaker or his/her representative or designee.

6.9. Political Office Bearer Vehicle shall be insured as part of the municipal fleet.

6.10. Political Office Bearer Vehicle shall be maintained as per specifications.

6.11. Political Office Bearer Vehicle shall be in the possession and under the control of the Municipality for 24 hours.

6.12. In the event of Political Office Bearer Vehicle being involved in an accident or having major mechanical faults, an external Investigators shall be appointed by the Speaker or the Mayor in consultation with the Municipal Manager to investigate the causes of and general circumstances pertaining to the damages.

6.13 The external Investigators will draw findings and make recommendations regarding the damages to Political Office Bearer Vehicle and submit his or her report to the municipal manager.

6.14 If an element of negligence has been proven to be on Political Office Bearer, an amount equal to the insurance excess in case of a vehicle accident or 10 % of the costs of repairs in case of mechanical faults shall be borne by the Office bearers.

6.15. The Relief vehicle will be activated into use on either of the following reasons:
i) when the Mayoral/Speaker's has shown defects that may lead to serious damages to the vehicle by way of verification at the Municipal Traffic department.
ii) when either the Mayoral/Speaker's vehicle is due for service and to defray hiring expenses.
iii) when the option of using the Relief vehicle will reduce the cost of hiring a vehicle for official municipal business.

6.16. **Only passengers approved by the Political Office Bearer are allowed in the Political Office Bearer's vehicle.**

6.17. Political office bearers are allowed to drive Political Office Bearer Vehicles in a case of driver unavailability and in a case of emergency.

7. REPLACEMENT OF POLITICAL OFFICE BEARER VEHICLE

7.1. Political Office Bearer Vehicle will be replaced when it reaches a mileage of 200 000 or five years whichever comes first.

7.2 Necessary budgetary provisions shall be made for replacement of Office Bearers Vehicle.

7.3 Replacement of Political Office Bearer Vehicle shall be transacted by the Municipal Manager in compliance with the provisions of this policy.

7.4 **Political Office Bearer Vehicle will be replaced if/when a new council term starts and a new Political Office Bearer is elected.**

8. TAXABILITY FOR THE USE OF POLITICAL OFFICE BEARER VEHICLE AND PAYMENT OF TRAVELLING ALLOWANCE TO THE OFFICE BEARERS.

8.1 For purposes of taxation, the use of Political Office Bearer Vehicle will be treated in the same way as the use of company cars in the private sector.

8.2 Any applicable tax deductions arising out of the use of Political Office Bearer Vehicle for private purposes by the Mayor/ Speaker shall be made on the Mayor/ Speaker salary as per income tax regulations.

8.3 The Mayor/ Speaker/ Chief Whip shall receive monthly payment of travelling allowance in terms of the ministerial determination.

9. SECURITY AND SAFEKEEPING OF POLITICAL OFFICE BEARER VEHICLE

- 9.1 Political Office Bearer Vehicle will be kept in a safe place or parked in a lockable garage at night.
- 9.2 All security devices fitted on Political Office Bearer Vehicle must be activated when the vehicle is parked.
- 9.3 The safety and security of Political Office Bearer Vehicle shall be maintained at all times.
- 9.4 Any damage or fault on Political Office Bearer Vehicle shall be reported to the office of the Municipal Manager for the purpose of effecting repairs as soon as possible.
- 9.5 Excess arising from insurance claims shall be borne by the Municipality unless the Council resolves otherwise.

10. RESPONSIBILITY OF POLITICAL BEARERS VEHICLE DRIVERS **Drivers Shall:**

- 10.1. Make sure that they have a valid unendorsed driver's licence and required Professional drivers permit.
- 10.2. Adhere to the Road Traffic Act, and not exceed the speed limit;
- 10.3. Not carry unauthorised passengers and goods in Municipal Vehicles;
- 10.4. Not deviate from the trip authority
- 10.5. Not drive the Political Office Bearer Vehicle under the influence of drugs/Alcohol or any intoxicating substance
- 10.6. Not exchange or transfer responsibility for the Political Office Bearer Vehicle.
- 10.7. Refrain from theft of vehicle equipment. E.g. spare wheel, spanner and other tools.
- 10.8. Inspect vehicle prior departure and on completion of the trip.
- 10.9. Protect the vehicle against theft.
- 10.10. Make sure they have the authority to park the vehicle overnight signed by delegated authority.
- 10.11. Maintain the vehicle in good condition.
- 10.12. Maintain and keep the trip sheet updated.
- 10.13. Keep the vehicle filled with fuel before parking it at the municipality.
- 10.14. Report all incidents/accidents to the fleet management office.
- 10.15. Not overload the vehicle with goods/passages

- 10.16. Be responsible for their driving tags, if lost they will be responsible to replace them.
- 10.17. Be held responsible for traffic transgression committed.
- 10.18. Not smoke in a Municipal vehicle.
- 10.19. Political Office Bearer Vehicle drivers are responsible for safe keeping of fuel cards
- 10.20. Make sure to report lost/stolen fuel cards
- 10.21. Make sure the Log book is completed for each and every trip taken.
- 10.22. The driver is not allowed to have the engine running for more than 5 minutes.

11. TRANSGRESSIONS (MANAGEMENT OF TRAFFIC FINES)

When a traffic fine is received under the name of the proxy or representative, the Logistic Management officer should submit it to the Political Office Bearer Vehicle driver who should acknowledge receipt by signing in a register. If the driver fails to pay the fine within the stipulated time, the traffic fine must be submitted to the payroll department for deduction from the salary. The driver should pay the fine within 30 days. Proof of payment must be submitted to the Logistic Management Officer.

Traffic fine should be re-directed to the driver, to allow shifting liability from the Municipality, traffic fines should be paid by the offender.

12. REPAIR, MAINTENANCE AND SERVICING SERVICES

- a) In the case where a Political Office Bearer Vehicle breaks down or is involved in an accident and need to be towed during office hours as well as after hours, the Logistic Management officer must be contacted in order to arrange for the vehicle to be towed in.
- b) All Political Office Bearer Vehicles must be serviced according to the specifications laid down by the manufacturer.
- c) All Political Office Bearer Vehicles repairs, maintenance and service must be coordinated by the logistic management officer and no vehicle must be taken for repairs, maintenance and service without Logistic Management Officer's knowledge and approval.

13. SAFE KEEPING AND PARKING OF VEHICLES

- a) Drivers in charge of Political Office Bearer Vehicles must ensure that vehicles are safely garaged or parked and must at all times take all reasonable steps to safeguard vehicles, including accessories and tools, against theft, irregular use, damage and fire.
- b) Fuel cards may under no circumstances be left in the vehicle when parked. Vehicles that are equipped with Gear locks, alarms, immobilizers, or other vehicle security apparatus must be activated.
- c) The Municipality will not be held liable, for private goods stolen from Municipality vehicles, in fact No! PRIVATE GOODS WILL BE STORED IN MUNICIPAL VEHICLES.

14. ACCIDENTS AND VEHICLE THEFT

- a) Accidents must be handled as follows and also adhering to Sections 61 and 62 of the National Road Traffic Act No 93 of 1996:
- b) Reporting to SAPS: All accidents and losses involving Political Office Bearer Vehicles must where possible, be reported immediately to Logistic Management Officer and within twenty four (24) hours to the SA Police Service by the official who was involved in an accident or was in control of the vehicle when damaged.
- c) An accident report should be used when reporting to the South African Police Services, and a copy can be left with them.
- d) All cases that cannot personally be reported by the driver to the South African Police Services, must be reported by the Logistic Management Officer e.g. If the driver of a Municipal vehicle involved in an accident, from the nature of his/her injuries cannot report the incident personally to the South African Police Service.

14.1. Internal procedures for cases of accidents and losses involving Political Office Bearer Vehicles;

- (a) (Accident Report) must be completed by the driver of the vehicle immediately.

- (b) Written reports must be obtained by the Logistic Management officer from the driver/passengers and other witnesses (if applicable).
- (c) (Accident Report), written reports, trip sheet, copy of driver's licence and parking authority (if applicable) must be submitted to the Logistic Management officer.
- (d) An insurance claim form must be completed and signed by the driver and Logistic Management officer to ensure that it correctly completed and sent to the insurance to file a claim with twenty four (24) hours.
- (e) Accidents involving political office bearer vehicles must be reported to MANCO in preparation for council.

14.2. All thefts of vehicles must, above the fact that they are reported according as prescribed above, also be reported in the following format.

- (1) Date of theft
- (2) Location
- (3) Make and Registration Number
- (4) Registration number of vehicle
- (5) Purpose/ reason for which the vehicle was used at the time of the theft
- (6) Is negligence relevant/have prescriptions been carried out.
- (7) Has action been taken against staff - announce action
- (8) Case number
- (9) Replacement value of vehicle
- (10) Date on which vehicle was recovered
- (11) Condition

14.3. All accidents with/ damage to/ losses of Political Office Bearer Vehicles must be thoroughly investigated by an external Investigators appointed by the Mayor or the Speaker in consultation with the Municipal Manager.

14.4. External Claims that arise from the use of Political Office Bearer Vehicles must be reported immediately to the Legal officer.

15. All damages to, losses of Political Office Bearer Vehicles and other property will be recovered from the driver in the cases where:

- 15.1.1.1. An accident occurred because the driver was under the influence of liquor or intoxicating drugs, driving of political office bearer's vehicle under the influence of liquor or intoxicating drugs will result in dismissal.
- 15.1.1.2. The driver makes a confession of guilt to a third party before the Legal Officer has been consulted in the case.
- 15.1.1.3. The vehicle was used without authority for a purpose other than strictly official,
- 15.1.1.4. The official is not in possession of an applicable driver's licence,
- 15.1.1.5. The vehicle was driven without the official being duly authorised,
- 15.1.1.6. In a case where the driver was found guilty of negligence and a claim is approved by the insurance company, the driver is responsible for payment of access amount.
- 15.1.1.7. In a case where the driver was found guilty of negligence and a claim is not approved by the insurance company, the driver is responsible for the repair cost.
- 15.1.1.8. The driver allowed that the vehicle be driven by an unauthorised person.

15.2 When a driver receives a summons, subpoena, claim or notice, it must immediately be handed over to Manager responsible for Fleet Manager for forwarding to Legal Services so that the matter can be brought to the attention of the Municipal Manager.

15.3 Receipt of summons, subpoenas and notices must immediately be acknowledged to the dispatcher and must be dealt with immediately by submitting it to Legal Services. Such acknowledgement of receipt must include nothing that may possibly prejudice the Municipality interests. This again emphasises the fact that under no circumstances must liability be admitted.

15.4 Admission of guilt should not be made without the intervention of the Legal Services.

16. UNAUTHORISED USE/ MISUSE OF MUNICIPAL VEHICLES

- a) In all cases where Political Office Bearer Vehicles are used without written authorisation per trip-sheet, reported to the Municipal Manager and a criminal charges must be laid against such official(s) by the Municipal Manager or his delegates in accordance with the General Law Amendment Act (Act 50/1956) Section 1(1).
- b) In cases where officials authorise such trips for the personal benefit of officials and/or themselves which is not according to provisions, these cases must be investigated and be dealt with accordingly.
- c) In cases where a driver is found guilty on the said criminal charges, expenses with regard to the kilometres travelled, must also be recovered from such official(s)

17. COMMENCEMENT

- 17.1 This Policy will come into effect on the date of adoption by Council.

18. INTERPRETATION OF THIS POLICY

- 18.1 All words contained in this policy shall have an ordinary meaning attached thereto unless the definition or context indicates otherwise.
- 18.2 The dispute on interpretation of this policy shall be declared in writing by any party concerned.

18.3 The Office of the Municipal Manager shall give a final interpretation of this policy in case of written dispute.

18.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council.

19. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY

19.1 This policy may be partly or wholly waived or suspended by the Municipal Council on temporary or permanent basis.

19.2 Notwithstanding clause No. 12.1 the Municipal Manager may under circumstances of emergency temporarily waive this policy subject to reporting of such waiver or suspension to Council.

20. COMPLIANCE AND ENFORCEMENT

20.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.

20.2 It will be the responsibility of Council to enforce compliance with this policy.

21. AMENDMENT AND/OR ABOLITION OF THIS POLICY

21.1 This policy may be amended or repealed by Council as it may deem

22. CONCLUSION

22.1 The measures stated in this policy seeks to regulate the use of vehicles designated to the Mayor and Speaker of Umzimvubu Local Municipality, it is however important that it be read with other transport and remuneration related regulations or circulars for councillors.

22.2 The provisions of Fleet Management Policy of Umzimvubu Local Municipality apply to the use the Mayor and Speaker where applicable, the driver of the Speaker and Mayor vehicle is obliged to observe all the provisions of such policy.

APPROVAL OF THE POLICY

The Municipal Council has approved the amendments thereof.

AUTHENTIFICATION

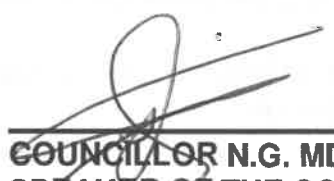
The amendments of the policy and or the new policy was adopted by the Council on the 28 May 2026

As per Council Resolution number: U L M C : 088

SIGNED BY:



MR. G.P.T. NOTA
MUNICIPAL MANAGER



COUNCILLOR N.G. MDZINWA
SPEAKER OF THE COUNCIL

