

FIRST DRAFT

CHIREDZI RURAL DISTRICT COUNCIL TRANSPORT POLICY



Foreword:

Vehicles are an integral part of delivering public services in transit to congregate public needs and wants. Therefore motor vehicles are imperative to the day to day operations of Chiredzi Rural District Council (CRDC). In fact Council cannot function without the aid of vehicles hence they are the centre for Council functionality. The transport system, under normal circumstances, should consume 25% of the Council's total annual budget, consequently permitting an efficient functioning of the organization's transport system.

Accordingly, motor vehicles purchased by Chiredzi Rural District Council shall be managed under one of two arrangements. Each of these arrangements is governed by a discrete policy as indicated below. Although each of the policies has common elements, there are important differences. Thus, before applying a policy, it is necessary to know the category of vehicle-

1. **Council General Fleet policy:** refers to conditions for management of vehicles purchased by Council for pool or departments or for special purpose use.
2. **Council Executive vehicles policy:** where the conditions for provision of vehicles to senior staff by virtue of their contract or where their salary package is determined individually by Council as described. Registration in black and white plates.

Council Transport Policy

General Fleet

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CHIREDZI RURAL DISTRICT COUNCIL

TRANSPORT POLICY - GENERAL FLEET

1. Purpose

1.1 Chiredzi Rural District Council has adopted this Transport Policy - General Fleet as its standard procedure for the acquisition, enhancement, use, control, maintenance, repair, and disposal of the council's general motor vehicle fleet, and for the management of related forms of personnel transport. This policy does not apply to Executive Fleet vehicles (see Transport Policy – Executive Fleet).

2. Definition of terms

2.1 **'Council vehicle'** is defined as any motor driven vehicle owned by Council and registered in the name of Chiredzi Rural District Council.

2.2 **'Special purpose vehicle'** is any non-passenger vehicle, e.g. fire tender, ambulance.

2.3 **'Authorized User'** is any member of Council or associate authorized by the Chief Executive Officer to operate a Council vehicle for Council business purposes.

Chief Executive Officer means the overall Head of Council/ Accounting Officer who is accountable to Council

2.4 **"Transport manager"** means an official in the central administration who is responsible for maintenance; repair and administration of Council fleet of vehicles;

2.5 **'Accountable items'** are the vehicle log, vehicle keys, wheel spanner, jack, and spare wheel.

2.6 **'Notifiable Event'** is an accident or incident involving damage to a Council vehicle.

2.7 **"Workshop Foreman"**

3. Authority

3.1 The Chief Executive Officer holds delegated authority and power from, and is accountable to, Council for all aspects of the Council's Transport Policy.

4. Responsibility

4.1 The Human Resources and Administration Officer is responsible to the Chief Executive Officer for- management of the Council's General Fleet;

- The implementation, monitoring and on-going review of the Transport Policy - General Fleet;
- Provision of central support services to facilitate the effective management of the Transport Policy - General Fleet;

- Provision of an annual report to the Chief Executive Officer on the operation of the Transport Policy - General Fleet which will include certification of compliance.

4.2 The Human Resources and Administration Officer will make adequate budgetary provision to meet the initial purchase and replacement cost and such annual provision to meet the cost of registration, traffic accident charge, comprehensive insurance (including appropriate insurance ‘excess’), maintenance, repair and operating costs of all Councils’ General Fleet.

4.3 The Workshop foreman shall:

- Record on a central database of all General Fleet vehicle details and relevant information; Record and produce monthly fuel analysis report and submit to the HR and Admin Officer and Chief executive officer;
- maintain vehicles in a safe and roadworthy condition at all times;
- maintain vehicles in accordance with the manufacturer's recommended service schedule;
- direct that vehicle fuel and lubricants are purchased using the Council’s purchasing procedures;
- direct that vehicles be operated only in accordance with the manufacturer's instructions;
- Direct that continuing arrangements for the proper garaging and/or securing of vehicles are effected;
- be responsible for the interior and exterior cleanliness of vehicles;
- maintain a register of Authorized Users;
- direct that vehicles are used only by Authorized Users;
- direct that vehicles are never used for personal purposes unless prior authority is given by the Chief Executive Officer.
- direct that only members of Chiredzi Rural District Council or other persons specifically authorized by the respective head of department to travel in General Fleet vehicles;
- liaise with the Transport manager regarding any and all damage as a result of accidental or deliberate act and organize effective repairs by the Workshop foreman at the earliest opportunity;
- direct that vehicles be provided with a vehicle log (Appendix C) which is maintained;
- direct that all elements of this policy, as amended from time to time, are complied with;
- That smoking, taking of illicit drugs or consumption of alcohol is not conducted in vehicles;
- provide a certification, as at 31 December in each year for annual accounts purposes that, to the best of his or her knowledge, vehicles have been operated in accordance with this policy in the preceding calendar year.

4.4 Authorized Users will be required to complete an Authorized User Undertaking, (Appendix A) as amended from time to time, prior to first use of any vehicle.

5. Vehicle Standards and Specifications

Vehicles for General Fleet, purchased by Council are listed in the Schedule to this Policy, or are special purpose vehicles appropriate to purpose.

6. Vehicle maintenance

The vehicle maintenance shall take the form of three distinct programmes as stated in the maintenance policy to be adopted. These are the

- preventative maintenance – performed basing on mileage and time
- demand maintenance-performed only when need arises
- Crisis maintenance- performed when the vehicle is involved in a breakdown.

With the inception of this maintenance procedure there shall be need for a recovery vehicle.

7. Health and Safety

Council shall make use of a ‘Driving at Work’ policy in place covering every element of Council business vehicle operation, Every employee driving on Council business will be required to sign up to the policy. In this way the policy makers can reduce the risk of being prosecuted and a possible custodial sentence.

7.1 The overall responsibility for the safeguarding of a vehicle issued to a driver and any accessories therein rests with the official concerned.

7.2 Drivers must exercise proper care in the use and handling of Council vehicles through observing Zimbabwe traffic rules and safety obligations as stated in the safety policy(to be provided)

7.3 Any Council official who without authority, irregularly, recklessly, negligently used a vehicle or misused it may be subjected to disciplinary action, or his/her driving authority terminated.

7.4 All traffic fines must be paid by the official to whom the vehicle was issued at the time the traffic fines were issued.

7.5 A driver of any Council vehicle who is involved in an accident must report the accident to the ZRP or to a traffic officer within 24 hours after the accident occurred.

7.6 The driver must endeavour to obtain the particulars of the other driver involved in the accident, or where this is not possible, a case reference number from the ZRP or the traffic officer to whom the accident is reported.

7.7 The driver must immediately report the accident to the Workshop Foreman and Human Resources and Administration officer and complete the accident report form to effect assessment. The driver must be suspended from driving with immediate effect.

7.8 The accident must be referred to the vehicle care committee for investigation or inquiry and recommendation. The vehicle care committee must, promptly ascertain whether an officer is in the wrong side as contemplated in this policy, and make recommendations to the Chief Executive Officer within 5 working days .

8. Purchase/Disposal/Replacement

8.1 All vehicles will be acquired by the Human Resources and Administration Officer with the recommendation from the Workshop Foreman.

8.2 The procedure for purchase and disposal of Council vehicles will be in accordance with the Tender Procedures and Delegations in Relation to Financial rules and regulations as amended from time to time.

8.3 The period of time a vehicle is retained will be determined by the Workshop Foreman and recommend the issue to the Chief Executive Officer for approval.

8.4 All vehicle replacements and disposals will be arranged by the Workshop Foreman after the Chief Executive Officer recommends the disposal of the vehicles concerned.

9. Operating Procedure

9.1 For the use of any Council General Fleet vehicle, a booking will be recorded in an appropriate Vehicle booking log (Appendix D) by the Workshop Foreman.

9.2 The authorized user will be provided with the accounted items for the vehicle by the Workshop Foreman.

9.3 At the completion of the period of authorized use, the Authorized User will complete the trip record in the vehicle log, return the accountable items to the Workshop Foreman, reports any notifiable event, provide any receipt of expenditure and inform the current location of the vehicle.

10. Use of Private Vehicles on Council Business

10.1 Use of private vehicles on Council business is discouraged.

10.2 The Council will not accept any liability of whatsoever nature which may arise from use of a private vehicle on Council business.

10.3 The rate of reimbursement will be at the rate prescribed from time to time as indicated on agreed council hire schedule.

11. Taxis

11.1 A Head of Department may authorize the use of taxis at their discretion on a limited and irregular basis, in accordance with Human Resources Policy and Procedures, and must make budgetary provision for costs of such use.

12. Rental Vehicles

12.1 Where it is not possible to obtain a Council vehicle, a Head of Department may seek authority for the use of a commercially operated, self-drive rental vehicle particularly for the approved task to be carried out.

12.2 The approval of the Executive Officer and Chief Executive Officer is required for any hire/rental agreement.

12.3 Arrangements to hire vehicles are to be done by the Human Resources and Administration officer.

12.4 The budget centre concerned will meet all costs associated with the rental vehicle.

13. Lease/Hiring out

13.1 No vehicle leasing arrangements may be entered into without prior approval of the Chief Executive Officer.

14. Insurance

14.1 Council shall keep operative comprehensive insurance for all registered Council vehicles which provide insurance cover and indemnity, the benefit of which is available to authorized users of those vehicles.

14.2 Under the terms of this policy no insurance cover is provided when a Council vehicle is driven by:

- An unauthorized driver
- A driver under the influence of drugs and any intoxicating substance,
- A driver under the influence of alcohol exceeding the legal limit
- An unlicensed driver with the knowledge of the Council.

14.3 In any of the instances listed above, all costs to repair damage are to be borne by the driver.

14.4 Budget units are responsible for any insurance excess charges.

14.5 The Human Resources and Administration officer is responsible for coordinating all motor vehicle insurance claims and subsequent repairs.

15. Personal Loss/Damage

15.1 Council's insurance cover does not apply to unauthorized use of vehicles or in cases where conditions of use have been breached.

15.2 The Council will not accept liability for any damage, injury, loss, or theft involving use of a Council vehicle where that damage, injury, loss, or theft is not covered by the Council's insurance policies.

16. Transport Care Committee (TCC)

This committee shall be chaired by the member of Staffing Committee; where its duties vary from:-

16.1 To verify applications and concerns raised by the H.R and Admin officer in terms of this policy.

16.2 To assess' notifiable events and make recommendations to the Chief Executive Officer for grade 1-8.

16.3 To verify the validity of an officer's drivers licence;

16.4 To perform any other function consistent with this policy as may be conferred by the Chief Executive Officer.

17. Non-Compliance

17.1 The use of a Council vehicle under this policy is a privilege and not a right. There non-compliance with the policy may result in the withdrawal of usage entitlement and, where appropriate, the instigation of disciplinary proceedings.

CRDC Transport Policy
General Fleet

SCHEDULE

**VEHICLE STANDARDS AND SPECIFICATIONS APPROVED
FOR GENERAL FLEET PURCHASE**

1. Vehicles approved for General Fleet purchase preferably 6-cylinder or 4-cylinder vehicles available on Government tender board specifications. The particular make and model of vehicles to be purchased will be determined based on the planned use and overall cost to the council and professional advice periodically obtained from the Workshop foreman.
2. Council General Fleet passenger vehicles will be equipped with the standard engine, standard manual or automatic transmission, power steering, cruise-control (if available), driver and passenger airbags and anti-lock (ABS) braking and air conditioning system. Vehicles will be registered in the name of Chiredzi Rural District Council. Each Council van, bus, and truck will be fitted with a reverse warning lights/beeper.
3. Specifications for commercial vehicles may vary according to need and use.
4. Vehicle colour will be selected from across the range of available colours having particular regard to factors of safety and resale value.

CHIREDCI RURAL DISTRICT COUNCIL

TRANSPORT POLICY - GENERAL FLEET

AUTHORISED USER UNDERTAKING

I (PLEASE PRINT FULL NAME)Of
..... department agree that when using a council
General Fleet vehicle as an Authorized User-

1. I will use a council vehicle only for council business purposes and not for personal purposes.

2. I will use a council vehicle if and only if -
 - (a) I hold a current driver's license valid in Zimbabwe appropriate for the vehicle driven.
 - (b) I have provided details of my license number and expiry date to the Workshop Foreman and have sighted my driver's license.
 - (c) I am not under the influence of alcohol or drugs when driving the vehicle.

3. Whilst in my care and control I will-
 - (a) Ensure that the vehicle is maintained in a safe and roadworthy condition at all times.
 - (b) Ensure that fuel and lubricants are purchased using the council's fuel and lubricants purchasing procedures.
 - (c) Ensure the vehicle is operated in accordance with the manufacturer's instructions.
 - (d) Ensure the vehicle is safely secured when not in use.
 - (e) Be responsible for the interior and exterior cleanliness of the vehicle.
 - (f) Ensure the vehicle log is properly completed and maintained.
 - (g) Seek the approval of Chief Executive Officer before driving the vehicle.

4. I further acknowledge that-
 - (a) I am aware of, and will comply with, the council's Transport Policy as amended from time to time.
 - (b) It is my responsibility to comply with the Zimbabwe Road Traffic Act 1976 and the Statutory Instrument 154 of 2010 when the vehicle is used.

(c) I am liable for any traffic infringements involving the vehicle of whatsoever nature which occur during any period of my use.

(d) I am aware of and will comply with-

- (i) The council's procedures to be followed in the event of mechanical failure or breakdown;
- (ii) In the case of an accident, I shall follow all the legal and reporting procedures and requirements of the council's insurance policies;
- (iii) In the case of damage, the requirement is to promptly report the damage to the Workshop Foreman and Human Resources and Administration officer.

5. I have read the Conditions of Use (found at Appendix B) and will comply with them.

Dated this.....day of.....20....

Signed by
(Authorized User)

General Fleet

Appendix B

CONDITIONS GOVERNING USE OF CHIREDDI RDC VEHICLES

Chiredzi Rural District Council's Transport Policy sets out below the conditions governing use of its vehicles.

A. General Conditions of Use of General Fleet Vehicles

1. Drivers shall hold a current driver's license valid in Zimbabwe.
2. In accordance with council's standards, smoking is not permitted in council vehicles.
3. The vehicle is to be locked when unattended.
4. All articles carried are to be stowed to avoid damage.
5. The driver is responsible for penalties imposed as a result of traffic or parking offence.
6. General Fleet vehicles must not be used for personal purposes unless authority is granted by the Chief Executive Officer.

B. Accidents

1. In the event of an accident resulting in serious personal injury or death, call

Police on 031 2333 or 2393

Fire on 031 5151 or 3147

Ambulance and Doctor 031 4084 or 2388

Chief Executive Officer 031 2547 or 0772 409 570

2. Notify the police if any personal injury or damage to property is involved. A police report is required to support any Work Cover claim.
3. In the event of an accident with another vehicle(s), the following details must be obtained:
 - Name and address of Driver(s) of other vehicle(s)
 - Name and address of Owner(s) of other vehicle(s)
 - Registration number(s) of other vehicle(s)
 - Description of vehicle(s)
 - Damage to other vehicle(s)
 - Name of insurance company (ies).
4. Obtain name and address of any witnesses.
5. **NB Admission of responsibility or liability must not be made.**

6. Circumstances of the accident must not be discussed with anyone other than authorized personnel, e.g. police.
7. Any and all damage must be reported promptly to the Workshop foreman and Human Resources and Administration officer.
8. Any reported / form of accidents must pass after a vivid assessment by the transport manager and vehicle care committee.
9. Claims, letters of demand, written summonses or other legal correspondence received must be forwarded unanswered to HR and ADMIN officer, immediately on receipt.

C. Vehicles Fueling

1. Drivers must check the fuel level before using a General Fleet vehicle. If refueling is required, this should be done using the normal fuel requisition procedure. An odometer reading must be provided at the point of fuelling.
2. Unless specified by the vehicle manufacturer, standard fuel used in Zimbabwe (i.e. either petrol/diesel) must be used.

D. Breakdown

1. In the event of a breakdown or mechanical failure, the vehicle must be removed from the carriageway and secured after ensuring all council and personal possessions are removed from the vehicle.
2. The Workshop Foreman, should be conducted immediately after the breakdown as stated in the maintenance policy
3. Arrangements should be made to tow the vehicle to council workshop if repairs cannot be done on site.
4. **It will not be advisable for drivers to make vehicle repairs or cause for such by any other technician without prior approval from the Workshop Foreman.**

General Fleet

Appendix C

CHIREDZI RURAL DISTRICT COUNCIL

VEHICLE LOG SHEET Annex 2

Chiredzi		department	Station	Vehicle type	period	Vehicle no							
Date	Departure		Arrival		Details of duties	Driver/operator	Meter readings		Trip kilometers/hours	Code number			
	From	Time	At	Time			Start	Finish					
Certified that this is a true and correct statement.20.... Signature of official					Deduct: closing meter reading from previous log(or start of temporary issue trip Recorded kilometres/hours..... Estimated kilometres/hours..... Total Kilometres/Hours For The Log.....			FUEL SUMMARY					
Checked by head of office20.... Signature													
												Bal b/f	drawn
Hire req/order No-----Driver Normal time-----Days@\$-----And/or-----Hours@\$---\$----- Over time (ie before 7a.m and /or after 6pm) -----Hours@\$-----=\$-----										fuel			
										Oil			

General Fleet

Appendix D

Week commencing

CHIREDZI RURAL DISTRICT COUNCIL

MOTOR VEHICLE BOOKING LOG

Vehicle	date	Period		Name of autho rized user	Signature of authorize d user	Head of department		Location
		From	To			Authorizin g use	Authorizin g return	

CHIREDZI RURAL DISTRICT COUNCIL

Transport Policy

Executive Fleet

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Appendix A Eligible Officer - Executive Fleet Undertaking

CHIREDZI RURAL DISTRICT COUNCIL

TRANSPORT POLICY –POLICY MAKER AND EXECUTIVE FLEET

1. Purpose

1.1 Chiredzi Rural District Council shall adopt this Transport Policy - Executive Fleet as its standard guideline for the acquisition, enhancement, use, control, maintenance, repair, and disposal of the council's Executive Fleet. This policy does not apply to General Fleet vehicles (see Transport Policy – General Fleet).

2. Definitions

2.1 'Council vehicle' is defined as any motor driven vehicle owned by the council and registered in the name of Chiredzi Rural District council.

2.2 'Eligible Officer -' is a member of the Executive staff of the council whose council office has been determined by the Remuneration and Employment/ Conditions of the Staffing Committee.

2.3 'Permitted User' is any member of the immediate family of an Eligible Officer – Executive Fleet, or a person who is an Authorized User in accordance with the Transport Policy General Fleet - and who is authorized to use the vehicle in association with the duties of the appropriate Eligible Officer.

2.4 'Notifiable Event' is an accident or incident involving damage to a council vehicle.

2.5. Executive Staff-means C.E.O, E.Os, Acting E.Os and Assistant E.Os.

2.6. Council Chairperson: The Chairperson of Chiredzi Rural District Council

3. Authority

3.1 The Chief Executive Officer holds delegated authority from, and is responsible to, Council for all aspects of the council Transport Policy - Executive Fleet.

4. Responsibility

4.1 The H.R and Administration officer is responsible to the Chief Executive Officer for-

- Management of the Executive Fleet

- The implementation, monitoring and on-going review of the Transport Policy - Executive Fleet;
- The provision of Central Support Services (CSS) to facilitate the effective management of the Transport Policy - Executive Fleet;
- Provision of an annual report to the Chief Executive Officer on the operation of the Transport Policy - Executive Fleet

4.2 Executive vehicle may be allocated to the Chief Executive Officer, HODs and Assistant EOs for use within their department in 24 hours per day in the District at a Radius of 40km and use on private business after normal working hours and when going out on weekends to seek approval.

4.3 The Eligible Officer - Executive Fleet, to whom a council vehicle has been provided, must:

- maintain the vehicle in a safe and roadworthy condition at all times;
- maintain the vehicle in accordance with the manufacturer's recommended service schedule by the transport section.
- refill fuel and lubricants using the council's current fuel arrangement system wherever possible and report the loss or theft immediately to the H.R and Admin Officer;
- operate the vehicle only in accordance with the manufacturer's instructions;
- make continuing arrangements for the proper garaging and/or securing of the vehicle;
- be responsible for the interior and exterior cleanliness of the vehicle;
- Promptly report any and all damage as a result of an accidental or deliberate act to the H.R and Admin Officer
- liaise with the H.R and Admin Officer regarding the replacement of the assigned vehicle, as and when required;
- comply with all elements of this policy as amended from time to time;
- When away vehicles should be parked on public institutions and those who will be negligent would be responsible for the costs.
- direct that smoking, and taking of illicit drugs or consumption of alcohol is not conducted in the vehicle.

4.4 Eligible Officers - Executive Fleet will be required to complete an Eligible Officer Undertaking, (Appendix A) as amended from time to time, prior to first use of the assigned vehicle.

5. Vehicle Standards and Specifications

5.1 Vehicles purchased by council for the Executive Fleet are listed in the Schedule to this Policy.

6. Vehicle maintenance

The vehicle maintenance shall take the form of three distinct programmes as stated in the maintenance policy. These are:-

- preventative maintenance – performed basing on mileage and time
- demand maintenance-performed only when need arises
- Crisis maintenance- performed when the vehicle is involved in a breakdown.

7. Health and safety.

Council shall make use of a ‘Driving at Work’ policy in place covering every element of council business vehicle operation. Every executive officer driving for council business is required to sign up to the policy. In this way council can reduce the risk of being prosecuted and a possible custodial sentence.

7.1 The overall responsibility is for the safeguarding of a vehicle issued to an officer and any accessories therein rests with the officer concerned.

7.2 Executive Officers must exercise proper care in the use and handling of council vehicles by observing Zimbabwe traffic rules and safety obligations as stated in the safety policy.

7.3 Any officer without authority who irregularly, recklessly and negligently use a vehicle or misuse it shall be subjected to suspension from driving Council vehicles pending investigation. A board of constituted members to investigate the matter. Recommend or not recommend the matter to disciplinary hearing.

7.4 All traffic fines must be paid by the Officer to whom the vehicle was issued at the time the traffic fines were issued.

7.5 Executive Officer of a council vehicle who is involved in an accident must report the accident to the ZRP or to a traffic officer within 24 hours after the accident occurred.

7.6 The Executive Officer/Acting Executive Officer must endeavour to obtain the particulars of the other driver involved in the accident, or where this is not possible, a case reference number from the ZRP or the traffic officer to whom the accident is reported.

7.7 The Executive Officer/Acting Executive Officer must immediately report the accident to the Human Resources and Administration Officer complete the accident report form to effect assessment.

7.8 The accident must be referred to the Board of Inquiry for investigation/inquire and recommendations. The Board of Inquiry must promptly work towards the issue within 5 working days in order to ascertain whether an officer has breached his driving authority as expressed in this policy.

8. Purchase/Disposal/Replacement

8.1 All Executive Fleet motor vehicles will be purchased by the HR & Admin Officer.

8.2 The procedure for purchase and disposal of council vehicles will be in accordance with the Procurement Procedures and Delegations in Relation to Financial status/position as amended from time to time.

8.3 The period of time a vehicle is retained will be five years and the Executive staff and Council Chairperson will buy the vehicles at scrap value.

8.4 All motor vehicle replacements will be arranged by the H.R and Admin Officer.

9. Insurance

9.1 Council shall keep operative comprehensive insurance for all registered council vehicles which provide insurance cover and indemnity and the benefit of which is available to authorized users of those vehicles.

9.2 No insurance cover is provided when a council vehicle is driven by:

- An unauthorized Executive Officer
- A Executive Officer under the influence of drugs
- A Executive Officer under the influence of alcohol exceeding the legal limit
- An unlicensed driver with the knowledge of the Council

9.3 In any of the instances listed above, all costs to repair damage are to be borne by the Executive Officer.

9.4 Budget units are responsible for any insurance excess charges.

9.5 The H.R and Admin Officer is responsible for coordinating all motor vehicle insurance claims and any subsequent repairs.

10. Personal Loss/Damage

10.1 Council's insurance cover does not apply to unauthorized use of vehicles or use in breach of these rules.

10.2 Council will not accept liability for any damage, injury, loss, or theft involving use of a council vehicle where that damage, injury, loss, or theft is not covered by the council's insurance policies.

11. Replacement Vehicle

11.1 If an assigned vehicle is under repair as a result of a Notifiable Event which occurred whilst engaged on council business, arrangements shall be made for the officer to be allocated another vehicle if available for the period of the repair.

10.2 The budget centre concerned will meet all costs associated with the replacement vehicle.

12. Fueling system

12.1 Council's fuel voucher system shall be used when refueling, and an odometer reading provided at the point of issue of the voucher.

12.2 Unless specified by the vehicle manufacturer, standard unleaded petrol and diesel must be used.

12.3 If a fuel voucher is lost or stolen, immediate notification must be given to the H.R and Admin Officer for quick tracing of the voucher.

13. Accident Procedure

13.1 Notify the police if any personal injury or damage to property is involved. A police report is required to support any Work Cover claim.

13.2 In the event of an accident with another vehicle(s), the following details must be obtained:

- Name and address of Executive Officer(s) of other vehicle(s)
- Name and address Owner(s) of other vehicle(s)
- Registration number(s) of other vehicle(s)
- Description of vehicle(s)
- Damage to other vehicle(s)
- Name of insurance company (ies).

13.3 Obtain name and address of any witnesses.

13.4 Admission of responsibility or liability must not be made.

13.5 Circumstances of the accident must not be discussed with anyone other than authorized personnel, e.g. police.

13.6 Any and all damage must be reported immediately to the H.R and Admin Officer.

13.7 Claims, letters of demand, writs, summonses or other legal correspondence received must be forwarded unanswered to the Chief Executive Officer immediately upon receipt. In the event of accident the driver should be suspended immediately pending investigation.

14. Breakdown Procedure

14.1 In the event of a breakdown or mechanical failure, the vehicle must be removed from the carriageway and secured after ensuring all council and personal possessions are removed from the vehicle.

14.2 The H.R and Admin Officer, should be conducted immediately after the breakdown as stated in the maintenance policy

14.3 Arrangements should be made to tow the vehicle to council workshop if the repair cannot be done on situ.

SCHEDULE

**VEHICLE STANDARDS AND SPECIFICATIONS APPROVED
FOR EXECUTIVE FLEET PURCHASE**

(1) Vehicles approved for Executive Fleet purchase are as follows:

Eligible Officers – Executive	Fleet Type of Car
Chief Executive officer, Council chairman/person	Twin cab of any preferable type
Executive officers, Acting Executive officers, and Assistant Executive Officers.	Single or twin cab vehicles which go well with the working environment.

or any vehicle as otherwise approved by the Chief Executive Officer on the proposal of the Transport manager on the basis of an appropriate costing.

(2) Executive Fleet vehicles will be equipped with the standard engine, standard manual/automatic transmission, air-conditioning, power steering, cruise-control, driver and passenger airbags and anti-lock (ABS) braking.

(3) Vehicle colour will be selected from across the range of available colours having particular regard to factors of safety and resale value.

THE CRDC

TRANSPORT POLICY - EXECUTIVE FLEET

ELIGIBLE OFFICER - EXECUTIVE FLEET UNDERTAKING

I.....

(Please print name)

In consideration of the council pursuant to the provisions of its Transport Policy - Executive Fleet having authorized me to be an Eligible Officer - Executive Fleet of a council vehicle, covenant with council and undertake that-

1. I will use or allow to be used a council vehicle if and only if-

- (a) The Executive Officer holds a current driver's license valid in the State of Zimbabwe appropriate for the vehicle driven.
- (b) I have provided details of my license number and expiry date to the Chief Executive Officer and has sight of my driver's license.
- (c) The Executive Officer is not under the influence of alcohol or drugs when driving the vehicle.

2. Whilst in my care and/or control I will-

- (a) Maintain the vehicle in a safe and roadworthy condition at all times.
- (b) Acquire Fuel and lubricants using the council's normal fueling system.
- (c) Operate the vehicle in accordance with the manufacturer's instructions.
- (d) Secure the vehicle when not in use.
- (e) Be responsible for the interior and exterior cleanliness of the vehicle.
- (f) Notify the Chief executive officer if the vehicle is to be driven outside Chiredzi and Zimbabwe.

3. I further acknowledge that-

- (a) I am aware of, and will comply with, the council's Transport Policy - Executive Fleet as amended from time to time.
- (b) It is my responsibility to comply with the Zimbabwe Road Traffic Act 1976 and the Statutory Instrument 154 of 2010 as amended from time to time.

(c) I am liable for any traffic infringements involving the vehicle of whatsoever nature.

(d) I am aware of and will comply with-

(i) The Council's procedures to be followed in the event of mechanical failure or breakdown;

(ii) In the case of an accident or damage, the legal and reporting requirements of the CRDC's insurance policies;

(e) I am responsible to meet any excess with respect to any insurance claim where, under Chiredzi Rural District Council's insurance policies, an 'excess' applies to Executive Officer under a particular time.

4. I acknowledge that, other than myself, I will allow only a Permitted User to use the vehicle.

5. I will indemnify and hold the council harmless against any claim, demand, or loss made against or incurred by the council as a result of any willful misconduct or bad faith or negligence or breach by me or a third person with respect to the covenants and undertakings herein contained.

6. The undertakings herein are continuous and apply for as long as I am an Eligible Officer - Executive Fleet.

Dated this.....day

Of.....20.....

Signed by

.....

(Eligible Officer - Executive Fleet)