



**SWARTLAND MUNICIPALITY**

**FLEET MANAGEMENT POLICY**

**REVIEWED AND AMENDED**

**MAY 2025**

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### 1. DEFINITIONS AND ABBREVIATIONS

CFO	Chief Financial Officer
CC	Cubic Capacity
SCM	Supply Chain Management
LDV	Light Duty Vehicle
KM	Kilometre

In this policy, unless the context otherwise indicates:–

“**Council**” means the municipal council of Swartland Municipality;

“**driver**” means all employees engaged in the operation of vehicles and plant, being:

- (a) **occasional driver**: a person who is not a permanent driver but is required to use a municipal vehicle on an *ad hoc* basis to perform his/her duties;
- (b) **professional driver**: a person employed specifically to drive municipal vehicles for general transport purposes.
- (b) **operator**: a person employed specifically to operate civil engineering plant;

“**employee**” means all permanent, part-time or contract employees who are in the employment of the municipality;

“**municipality**” means the Municipality of Swartland established in terms of Section 12 of the Municipal Structures Act, 117 of 1998, and includes any political structure, political office bearer, councillor, duly authorised agent or any employee acting in connection with this policy by virtue of a power vested in the municipality and delegated or sub-delegated to such political structure, political office bearer, councillor, agent or employee;

**“municipal manager”** means the person appointed as municipal manager for the municipality in terms of section 54A of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), or his or her delegate;

**“municipal vehicle”** means all municipal owned vehicles, engineering plant, equipment, motorcycles, trailers, etc. utilised for municipal purposes ;

**“Head of Departments”** means any director, manager/supervisor of the relevant user department responsible for, amongst other duties, are responsible for the management of vehicles, plant and equipment allocated to his or her department and a department for purposes of this policy is used interchangeably to also mean a section.

**“Mechanical Evaluation”** to check that the vehicle’s economic value is in line with and suitable in terms of its actual condition;

**“Technical Evaluation”** means to check vehicle to be more efficient and effective to perform its function.

## 2. POLICY OBJECTIVES

Swartland Municipality maintains an extensive range of plant, equipment and vehicles to assist in providing a high level of service to the community.

- 2.1 This policy aims to provide rules to ensure the proper management of these assets, which will be referred to as the municipal fleet in this document.
- 2.2 This policy aims to ensure the management of municipality’s plant, equipment and vehicles, and will develop strategies to:
  - (a) provide optimally effective and reliable plant, equipment and vehicles to deliver services for current and future needs at the lowest cost;
  - (b) optimise the procurement of all plant, equipment and vehicles to ensure best value for and most appropriate for the municipality’s operating needs.
  - (c) manage the fleet assets to ensure the asset value is maintained and applicable vehicles are roadworthy; and
  - (d) maintain a modern, efficient, reliable and safe fleet of plant, equipment and fleet of vehicles at the lowest possible cost without compromising service levels.
- 2.3 The policy will be accompanied by a detailed Fleet User Guide for the Management of Vehicles, Plant and Equipment to be used by all municipal employees responsible for the daily management of plant, equipment and vehicles.

## 3. REGULATORY FRAMEWORK

This policy should be read in conjunction with the following legislation and policies:

- (a) The Municipal Finance Management Act, 2003, (Act 56 of 2003);
- (b) The Occupational Health and Safety Act, 1993, (Act 85 of 1993);
- (c) The National Road Traffic Act, 1996, (Act 93 of 1996);
- (d) Swartland Municipality’s Supply Chain Management Policy;
- (e) Swartland Municipality’s Asset Management Policy;

- (f) The GRAP 17 Standards;

#### **4. ROLES AND RESPONSIBILITIES**

- 4.1 The Directors of the various directorates shall take overall responsibility for all matters relating to the management, provision and maintenance of municipal vehicles.
- 4.2 The Managers/Heads/Supervisors of all departments who use the vehicles shall be responsible for the proper use and control of fleet assets allocated to their Directorates.
- 4.3 The Manager: Assets, Fleet and Insurance Management 's' responsibility is limited to:
- (a) the registration and licensing of all municipal vehicles; and
  - (b) the management and use of pool vehicles;
  - (c) attendance of Bid Specification Committee meetings;
  - (d) attendance of the Accident Committee; and
  - (e) administrative support function.
- 4.4 The Chief Financial Officer shall be responsible for the completeness and accuracy of the Asset Register and to ensure that all municipal vehicles are recorded in the register and to perform economic life assessments in respect of all municipal vehicles on an annual basis.
- 4.4 The detailed duties and responsibilities of all municipal employees/officials using municipal vehicles and plant are documented in the Fleet User Guide. Any non-compliance with this policy or the Fleet User Guide will result in the application of the municipal Code of Conduct.

#### **5. PURCHASE & DISPOSAL**

##### **5.1 Purchase of vehicles**

- 5.1.1 The relevant Director or delegate supported by the Asset Management & Fleet Unit shall form the Specifications Committee together with the delegated SCM official who shall be responsible for the specification informing tenders for the provision of new vehicles and equipment.
- 5.1.2 To reduce the municipal carbon footprint and mitigate the rising fleet costs, the specifications committee will determine appropriate parameters for the purchase of vehicles/fleet with same set as follows:
- a) For passenger vehicles, the engine capacity should be limited to 1500 cc.
  - b) For bakkies, the engine capacity should allow for a range of 1900 cc to 2500 cc based on the capacities of the various vehicle manufacturers, subject the operational needs requirement.
  - c) If the relevant directorate requires a higher capacity vehicle, such request must be accompanied by a detailed needs-analysis informed by the operational requirements as envisaged by the SCM Regulations or Circulars supporting same.

- 5.1.3 All records pertaining to the transfer of fleet items between the various departments and the acceptance of vehicles allocated must be approved by the relevant directors and forwarded timeously to the Manager: Assets, Fleet and Insurance Management Department.
- 5.1.4 All Bakkies, Combi's and Passenger vehicles must be bought with a manufacturer maintenance/service plan of at least 5 years and a minimum of 90 000km.
- 5.1.5 For the purchase of All Bakkies, Combi's and Passenger vehicles the use of any available Transversal Tender must first be considered. The municipal tender process may only be utilised if evidence is available that such process is in the best interest of Swartland Municipality having cognisance of local economic development.
- 5.1.6 The relevant Director or delegate must ensure the following with a new vehicle:
- that the items are insured prior to delivery
  - logbook, fuel card and affix with SM logo
  - ensure that the vehicle monitoring system is fitted if allowed by the budget

## **5.2 Disposal and economic life assessment**

- 5.2.1 The Assets, Fleet and Insurance Management Department must follow the normal Supply Chain Management procedure for the disposal by means of sale of vehicles.
- 5.2.2 Vehicles are only disposed of on public auctions, or donated to government institutions or written off by means of an accident or theft. Vehicles written off by accident will be collected by the applicable insurance company
- When vehicles are disposed of, the following process will be implemented:
    - ✓ Ensure that vehicles / Plant are de-registered or a change of ownership form has been completed and processed by the Traffic department.
    - A schedule of disposed vehicles/plant must be compiled and distributed to the Asset Management and the Insurance clerk to remove from the insurance register, the fleet officer to cancel fuel cards and remove tracking device and Asset management team to remove from the Asset Register.
    - In cases where vehicles are written off by the insurance company, the insurance clerk will notify the relevant Manager who will ensure that the applicable documentation are completed.
- 5.2.3 Economic life assessment should be performed in order to determine the economic service life expectancy of vehicles and plant under their specific operating conditions.
- 5.2.4 In terms of GRAP, vehicle and plant assets are required to be depreciated over their respective useful life as determined by Management from time to time. The Chief Financial Officer must ensure that vehicle and plant assets are depreciated annually and have their appropriate values entered in the asset register.
- 5.2.5 Vehicles shall be evaluated for disposal in terms of the Asset Management policy when they have reached their economic useful life or due to uneconomical running and maintenance costs.

**Replacement Criterion Table**

<b>VEHICLE GROUP</b>	<b>CRITERIA</b>	<b>REPLACEMENT</b>
1. Motor Cycles	1. Age 2. Km 3. Mech. evaluation	10 years and/or 80 000km >60%
2. LDV and Cars (Capacity <1 ton) (Light Duty)	1. Age 2. Km 3. Mech. evaluation	> 10 years and/or 200 000km >60%
3. LDV (1 ton) (Heavy Duty)	1. Age 2. Km 3. Mech. evaluation	> 10 years and/or 200 000km > 60%
4. Medium vehicles (Capacity 3 - 5 ton)	1. Age 2. Km 3. Mech. evaluation	>10 years and/or 275 000km > 60%
5. Heavy vehicles (Capacity 6 - 9 ton)	1. Age 2. Km 3. Mech. evaluation	>12 years and/or 300 000km > 60%
6. Extra heavy vehicles (Capacity 10 ton +)	1. Age 2. Km 3. Mech. evaluation	>12 years and/or > 375 000km > 60%
7. Tractors	1. Age 2. Hrs 3. Mech. evaluation	>12 years and/or 15 000hrs > 60%
8. Earth moving equipment	1. Age 2. Hrs 3. Mech. evaluation	>12 years and/or 15 000hrs > 60%
9. Refuse compactor	1. Age 2. Mech. evaluation	>9 years and/or > 60%
10.1 Fire engines	1. Age 2. Mech. evaluation 3. Tech. evaluation	15 - 20 years and/or > 60% > 70%
10.2 Fire engines (Light Vehicles) (SANS 10090:2003 Edition 3)	1. Age 2. Mech. evaluation 3. Tech. evaluation	10 years and/or > 60% > 70%
11. Vehicle used for Political Office Bearer	1. Km 2. Mech. evaluation	120 000km >60%
Small implements 12. Rollers, Cement Mixers, Track Excavators, Trailers and related Equipment	1. Age 2. Mech. evaluation	>10years and/or >60%

### **5.3 Vehicles used for Political Office Bearers**

- 5.3.1 The threshold limit for vehicle purchases relating to official use by political office-bearers must not exceed the lowest of R700 000 or 70% (VAT inclusive) of the total annual remuneration package for the different grades of municipalities, as defined in the Public Office Bearers Act and the notices issued in terms thereof by the Minister of Cooperative Governance and Traditional Affairs, whichever is lower.
- 5.3.2 The procurement of vehicles used for Political Office Bearers must be undertaken using the national government transversal contract mechanism, unless it may be procured at a lower cost through other procurement mechanisms.
- 5.3.3 Before deciding to procure a vehicle, the Accounting Officer or delegated official in terms of his/her System of Delegation must provide the council with information relating to the following criteria which must be considered-
- (a) status of current vehicles;
  - (b) extent of service delivery backlogs;
  - (c) terrain for effective usage of the vehicle; and
  - (d) any other policy of council.

## **6. FLEET PLANNING**

### **6.1 Fleet register**

The Manager: Asset and Fleet Management shall ensure that all key data of each vehicle is included in the asset register. The details in the vehicle register must include:

- (a) a description of the vehicle, (registration number, model, etc);
- (b) purchase cost;
- (c) current depreciated value;
- (d) the useful life; and
- (e) date of acquisition - date of disposal (if applicable).

### **6.2 Renting of vehicles**

The renting of vehicles or equipment must be approved by the relevant director or as per approved delegation of authority subject to budget allocation. The Manager shall be responsible for arranging the renting of vehicles or equipment and the managing thereof. The insurance of the rental vehicle must be included in the rental amount.

## **7. OPERATION AND MAINTENANCE**

### **7.1 Maintenance plan**

- 7.1.1 The relevant manager must ensure that annual maintenance takes place per each vehicle's prescribed maintenance schedule.
- 7.1.2 Each Manager must ensure that no vehicles are used beyond their service/maintenance schedules.
- 7.1.3 For vehicles that are still within their warranty periods, the maintenance plan shall be as prescribed by the manufacturer.
- 7.1.4 For vehicles outside the warranty period, the maintenance plan shall be informed by items such as the prescribed maintenance intervals and issues noted in the vehicle logbooks.

### **7.2 Registration, annual renewal & certificates of fitness**

The Assets, Fleet and Insurance Management Department must maintain a register of the registration certificates, roadworthy certificates (COF's), licences and all other data pertaining to the identity of all vehicles, plant and equipment.

### **7.3 Insurance**

- 7.3.1 The relevant Manager must ensure that all vehicles assigned to his or her department are properly bar coded, insured and supplied with a fuel card where applicable.
- 7.3.2 The Manager: Assets, Fleet and Insurance Management must ensure that sufficient detail of the entire fleet of the municipality is communicated to the corporate insurance service provider.
- 7.3.3 All accidents or damage to vehicles must be reported immediately to the relevant Divisional Head, who will have the authority to withdraw the vehicle from service in order to repair it or prevent further damage. Accidents and damage to vehicles must be reported in accordance with the Insurance Management Policy.

### **7.4 Vehicle Accident Committee**

An Accident Committee has been established, the main function of which will be to act as the controlling body for conducting accident investigations and ensuring that drivers or operators abusing vehicles, be kept accountable where negligence on the part of the driver or operator is proved. The relevant department is responsible to conduct a disciplinary meeting if the driver is found negligent.



## **7.5 Authorising service & repairs**

- 7.5.1 The relevant Manager must ensure that no payment for service or repairs that are covered by a maintenance agreement or warranty are authorised.
- 7.5.2 All services and repairs to specialised vehicles must, as far as possible, be contracted to the original manufacturer, or authorised service centre, due to the specialised nature of the work.
- 7.5.3 The relevant Manager must adhere to the supply chain management policy requirements when servicing and repairing vehicles, plant and equipment.
- 7.5.4 The relevant Manager must maintain a warranty register which will provide details of the warranty conditions and periods of each vehicle in his or her department. The warranty information must be reported to the Asset and Fleet Management Division.
- 7.5.5 The relevant Manager is to aggressively pursue claims against the manufacturer for reimbursement of costs caused through the failure of a component apparently defective at manufacture, and against repairers for faulty workmanship.

## **7.6 Breakdowns**

- 7.6.1 Breakdowns which result from the inappropriate use of vehicles or non-compliance with vehicle management procedures, such as pre-trip inspections, are to be thoroughly investigated by the relevant Manager and appropriate action taken.
- 7.6.2 The Supply Chain Management division is responsible to develop procedures and actions to be taken by drivers who experience breakdowns outside working hours and to provide drivers with a list of approved suppliers who can assist with repairs and tow in services after working hours.

## **7.7 Fuel and refuelling**

- 7.7.1 The Manager: Assets, Fleet and Insurance Management shall be contract manager for the fuel management system used by the municipality and ensure that the users of petrol cards are properly informed of the use thereof.
- 7.7.2 The relevant Manager is responsible to sign off and furnish the Manager: Asset and Fleet Management with monthly log sheets and receipts issued by fuel suppliers.
- 7.7.3 It is the responsibility of each driver or operator to provide the correct odometer/hour meter reading to the fuel station attendant and to ensure that all log sheets are properly completed and supported by receipts issued by fuel suppliers.
- 7.7.4 Refuelling from sources other than municipal suppliers will not be allowed.
- 7.7.5 It is the responsibility of the relevant Director supported by the Divisional Head to monitor consumption (e.g. Misuse / High consumption) and to take the necessary action. In addition the Asset and Fleet management division will monitor fuel

consumption and provide same to the director who must act where instances of potential misuse are at play.

## **8. POOL VEHICLES**

- 8.1 Pool vehicles are provided for use by municipal employees and temporary employees who by nature of their duties are required to use them during working hours or when required performing standby duties.
- 8.2 The : Assets, Fleet and Insurance Management Department shall be responsible for the management and allocation of all pool vehicles.
- 8.3 In the event that no pool vehicle is available due to operational reasons, an employee may use his or her private motor vehicle with the authorisation of the Manager of the department and claim expenses in terms of the municipality's Subsistence and Travel policy.
- 8.4 Use of a pool vehicle by a councillor must be authorised by the Municipal Manager and the respective authorisation form must be completed.
- 8.5 Officials requiring the use of a pool vehicle must book a vehicle at least 7 days in advance, except in cases of emergency where the Manager: Asset and Fleet may approve the use of a pool vehicle. Short notice for booking a vehicle may however be accepted subject to the availability of a pool vehicle.
- 8.6 A pool vehicle shall not be released unless written authorisation by the relevant Manager has been received and keys and tag must be collected on the day and time when the vehicle is to be used.
- 8.7 In the event that a pool vehicle is needed before 08:00, the official concerned may collect the vehicle before closing time the day before. In such instance, the vehicle must be parked at the official's residence but it must be parked behind a lockable gate or garage and may not be used for any other purposes. The official will take full responsibility for the safeguarding of the vehicle.
- 8.8 Where the official using the pool vehicle returns after 17h00 from Monday to Thursday and after 15h45 on Friday, the keys and inspection checklist must be returned to Asset and Fleet Management by 08:00 on the next working day.
- 8.9 Prior to use of the pool vehicle the official must inspect the vehicle for any damages, interior defects, tidiness, logbook completion and lost tools and report any defects or damage to Asset and Fleet Management as soon as possible. The last user of a vehicle will be held responsible for any unreported damage, defects, or loss.
- 8.10 The official using the vehicle must ensure that the vehicle is returned in good condition, failing which the municipality reserves the right to take disciplinary action and/or withhold the allocation of a pool vehicle to such official.

- 8.11 After the use of a pool vehicle, the official shall ensure that the vehicle is not parked when fuel tank has less than  $\frac{1}{4}$  fuel and there after it shall be parked in its allocated parking. Once parked, the driver must ensure that the logbook is completed properly.
- 8.12 Upon return of a pool vehicle, the keys and vehicle tag as well as the completed trip authorisation form and pre-drive inspection sheet must be returned to Asset and Fleet Management.

## **9. CONTROL**

### **9.1 Fleet User Guide**

- 9.1.1 A Fleet User Guide, which contains full details of the vehicle control measures to be followed, and which describes the duties of the employees responsible for the use and daily management of municipal vehicles is set out in the Fleet User Guide.
- 9.1.2 All users of vehicles will be required to accept the responsibilities allocated to them in terms of the Fleet User Guide in writing.

### **9.2 Allocation of vehicles**

- 9.2.1 Vehicles may only be allocated by the relevant Manager and in the case of pool vehicles by The Assets, Fleet and Insurance Management Department, to a person in the employment of the municipality, whose name appears on the list of approved drivers.
- 9.2.2 Any change in driver/operator allocation must be reported to the Manager and must bear his or her approval.

### **9.3 Drivers licences**

- 9.3.1 No employee may drive any municipal vehicle without a valid driver's licence, such licence being subject to validation by the relevant Manager. If a driver's licence is expired, the official is prohibited from operating the vehicle.
- 9.3.2 No employee may operate any plant or equipment without proof of having received proper training for the specific plant/equipment entrusted to him, such proof to be validated by the relevant Manager. If the relevant training or certification is time-bound the training or certification must be renewed before expiry.
- 9.3.3 The cost of obtaining drivers licences or public driver's permits are to be borne by employees. Only where it is a job requirement for an employee to be in possession of a public driver's permit or operator's certificate, the municipality may reimburse the employee for the cost of obtaining the permit or certificate, which cost shall include:
  - (a) The costs charged by the traffic department in respect of the application for and issuing of the permit;
  - (b) The cost of the medical examination, provided the employee is examined by a doctor approved by the municipality; and

- (c) The cost of the criminal record clearance; and
- (d) The cost of operator training including travel and subsistence.

9.3.4 Employees who choose to make use of their own doctor will not be reimbursed for the cost of medical examination.

9.3.5 Employees may be reimbursed for the cost of ID photos.

9.3.6 Applicants for new positions in the municipality, where a driver's licence/operators certificate is a pre-condition for employment, are to be tested and approved of by the relevant Manager before an appointment is made.

#### **9.4 Induction**

9.4.1 The relevant Manager must subject all new drivers to an induction course during which his or her duties and responsibilities will be explained. No driver may use or operate vehicles, plant or equipment before the required induction course has been completed.

9.4.2 All drivers must be informed of the contents of this policy and issued with a copy of the Fleet Users Guide, the receipt of which is to be signed off.

#### **9.5 Training**

9.5.1 The relevant Manager must ensure that all drivers are properly trained to operate vehicles, plant or equipment used in each department.

9.5.2 Internal training is to be done by each department itself and the relevant Manager must maintain a training log as well as an induction log.

#### **9.6 Use of private vehicles**

9.6.1 The use of private vehicles for municipal business is not permitted unless approved by the relevant Manager.

9.6.2 The municipality will not be liable for any claims for damages as a consequence of an employee using his or her private vehicle for municipal business unless there is malicious damage to the employee's vehicle which is not the fault of the employee.

9.6.3 Private vehicles used for municipal business must be covered by comprehensive insurance.

9.6.4 Employees will be reimbursed for the use of private vehicles in terms of the municipality's Travel and Subsistence Policy.

9.6.5 Participants in any of the municipality's motor schemes are not permitted to make use of municipal vehicles of similar type for any purpose, but may be transported in a municipal vehicle in exceptional cases with the approval of the delegated Senior Manager.

## **9.7 Compliance with Road Traffic Act**

- 9.7.1 Drivers of municipal vehicles are required to comply with the rules and regulations at all times.
- 9.7.2 Under no circumstances will the municipality be responsible for parking and traffic infringements by drivers.
- 9.7.3 When required, the municipality will make available to the authorities the detail of the driver in control of the vehicle at the time of the offence.
- 9.7.4 Municipal Drivers will be held responsible for all traffic fines incurred by such driver.

## **9.8 Compliance with Occupational Health and Safety Act**

- 9.8.1 The relevant Manager must, in conjunction with the Health and Safety Officer, ensure that drivers of municipal vehicles are medically fit. In order to promote occupational health and safety in the workplace.
- 9.8.2 Each driver/passenger of a municipal vehicle shall, if any situation which is unsafe or unhealthy, including his or her own health situation, comes to his or her attention, as soon as practicable report such situation to the relevant Manager or Supervisor.

## **9.9 Vehicle Usage**

- 9.9.1 Only municipal officials may be transported in a municipal vehicle.
- 9.9.2 Whenever passengers are to be transported on an open truck, it is the responsibility of the driver to ensure at all times, that the passengers are seated within the body of the truck.
- 9.9.3 Only authorized municipal officials may drive a municipal vehicle.
- 9.9.4 Vehicles may only be used for the purpose for which it is designed. Inappropriate use of municipal vehicles must be reported to the Assets, Fleet and Insurance Management department who will in turn report the instance to the relevant persons.
- 9.9.5 Only suppliers who are officially approved and listed in accordance with the relevant Supply Chain Management (SCM) processes are permitted to provide recovery services for broken down vehicles.

## **10. VEHICLE TRACKING**

- 10.1 All vehicles will be fitted with a tracking device.
- 10.2 All drivers will be issued a driver identification tag.
- 10.3 Driver identification tags are unique to each official receiving a tag and may under no circumstances be used by another official.
- 10.4 If a driver loses his/her driver identification tag he/she will be held responsible for the cost of the replacement tag.
- 10.5 Tampering of the device will be reported to the Manager of the department and if found guilty the driver will be held responsible for the repair cost.
- 10.6 Where necessary, officials fulfilling a role of supervision or management may at their own discretion utilise the vehicle tracking to monitor, evaluate or inform staff adherence to the municipal code of conduct.
- 10.7 The municipality may install dash cameras or other similar surveillance equipment in and around the vehicles to protect the council and council employee's interest in the event of loss or damage or public liability. As the devices will form part of the tracking equipment, same might be utilised by officials fulfilling the role of supervision or management. for purposes of alleged misconduct.

## **11. COMPLIANCE AND ENFORCEMENT**

Non-compliance with any of the provisions contained in this policy or the Fleet User Guide, shall be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code.

## **12. RIGHTS**

In fulfilling the duties as the driver of a municipal vehicle, the driver has the right to:-

- refuse to drive an unsafe or un-roadworthy vehicle;
- refuse to drive or refuse to let someone else drive a municipal vehicle allocated to the driver without the necessary authorization, a valid license and
- refuse to use a vehicle for work or loads for which the vehicle is not suited or designed.

Provided that such action is reported to the line manager and any other senior official as needed in order to protect the municipality against operating a vehicle in a manner not congruent with legislation.

**13. PROXY**

There should at all times be two proxy's appointed to sign all vehicle- and National RoadsTraffic Act related documentation on behalf of the Municipality. This function will be held at the asset and fleet offices.

**14. COMMENCEMENT**

This policy will comes into effect on the date of original adoption by the Council of Swartland Municipality, save for the amendments which will come into effect on the first day of the new financial year.