

**“ The City of Heritage ”**



**ULUNDI LOCAL MUNICIPALITY  
DEPARTMENT OF PROTECTION SERVICES**

**TRAFFIC OFFICERS MOTOR  
VEHICLE POLICY**

**OUR VISION: “BY 2030 ULUNDI WILL BE THE GATEWAY TO THE CORE OF THE  
ZULU CULTURAL HERITAGE**

## **Preamble**

Whereas Council intends providing transport scheme allowance to its Traffic Officers as a best practice to provide efficient, effective and economical protection and law enforcement services to the community

Whereas Council desires to regulate the transport scheme permutations to establish parameters and bench marks

Council therefore herewith establish this Traffic Officers Motor Vehicle Policy to apply to all Traffic Officers in the scheme

## **TABLE OF CONTENTS**

### **ITEM SUBJECT**

#### **1. DEFINITIONS**

**1.1 Official Distance**

**1.2 Car Ownership Cost**

**1.3 Total Fixed Cost**

**1.4 Total Running Cost**

**1.5 An Allowance Bearing Job or Post**

**1.6 Transport Allowance Scheme**

**1.7 Council**

#### **2. OBJECTS OF THE SCHEME**

#### **3. SCHEME PARTICIPATION**

#### **4. SCHEME STIPULATION**

##### **5. Determination of Transport Allowance**

##### **5.2.1. A Fixed Transport Allowance**

5.3 Adjustment and Revision of transport Allowance Tariffs

5.4 Suspension of Transport Allowance

5.5 Second hand vehicles

5.6 Color specifications, duty of care and working equipment

5.7 Penal Provision

5.8 Other matters

### **1.6 Transport Allowance Scheme**

Relates to an allowance as shall be approved by Council and amended from time to time

### **1.7 Council:**

#### **Ulundi Local Municipality**

### **2. OBJECTS OF THE SCHEME:**

This scheme deals with the payments of a transport allowance to Traffic Officers employed by Council who are to utilize private transport in the execution of official duties, subject to qualification criteria.

The objects of the scheme are thus to provide for the following:

Uniform guidelines, conditions and limitations in terms of which the scheme is to be run.

Making provisions for the basis of compensation and scheme benefits – in respect of Traffic Officers who utilize private transport in the execution of official duties, after prior agreement with same to utilize private transport for official purposes.

### **3. SCHEME PARTICIPATION**

Any Traffic Officers employed by Council, who with specific agreement with Council utilizes a private vehicle in the execution of official duties, is a participant to the scheme subject to all the conditions and limitations contained in the scheme.

### **4. SCHEME STIPULATION**

All Traffic Officers employed by Council who, with the approval of the Council, utilizes private transport in the execution of official duties admission to and participation in the scheme is thus primarily determined by the utilization of private transport for official purpose.

Participation in the scheme is thus determined and limited by cost advantages and economic considerations. It is therefore the prerogative of Council itself, with due consideration to the scheme stipulations and economy , to determine to what extent private transport is to be utilize for official purposes

## **5. Determination of Transport Allowance**

5.1 Provision is made in this scheme for the payment of transport allowance in respect of the utilization of private transport in an official capacity.

5.2 Subject to conditions contained elsewhere in this policy, the Council of Ulundi determines the following allowance as the only form of subsidization applicable to its Traffic Officers.

### **5.2.1 A fixed Transport Allowance**

The allowance is intended for incumbents of **Task Grade 8 to 11** only, who in terms of this Policy qualify.

The above –mentioned incumbents receive a fixed monthly allowance according to the following tables:

For purposes of this policy is regulated that Traffic **Officers Task Grade 8 to 11** receive a fixed monthly allowance of **R 6 500.00** p/m.

It is thus a requirement that such incumbents of post must have their subsidized private transport available on a daily basis for the execution official duties. The payment of a monthly transport allowance is however subject to the following conditions, i.e.

**5.2.1.1** No official transport is provided to such incumbents, except during incidents of emergency and after prior authorization by the HOD.

**5.2.1.2** Residence to place of work journeys do not form part of the allowance.

**5.2.1.3** That all other requirements contained in this Policy are complied with

**5.2.1.4** Traffic Officers who qualify for scheme participation shall submit a monthly log sheets.

## **5.5 Second hand vehicles**

The purchase of second hand vehicles is subject to a roadworthy certificate issued by an external examining officer appointed by the Head of Department to report on the general condition and value of the vehicle, subject to the approval by the Accounting Officer. Eligibility to partake in the scheme is subject to the vehicle ownership registration in the name of the incumbent.

## **5.6 Colour specification, duty of care and working equipment**

All vehicles falling under the scheme shall be bright in colour. Any deviation here from shall be approved by the Accounting Officer, such vehicles shall bear an identification insignia: i.e. a magnetic star, a portable blue lamb and a two way radio when on duty.

Personnel when deciding on a choice of vehicle should consider the municipal terrain to be traversed, as the unsuitability of a vehicle shall not be an excuse to undermine the call of duty or the instruction to carry out certain responsibility.

All issued working equipment shall remain in the motor vehicle at all material times in the purport and spirit that a peace officer is always on duty.

Vehicle owners have a duty of care over the aesthetic and cleanliness of a vehicle. The head of Department shall bear a duty to inspect the motor vehicles at agreed intervals.

## **5.7 Tow Bars**

All subsidized vehicles for Traffic Officers must be fitted with an SABS approved, tow bar at the employees cost

## **5.8 Penal Provision**

Any breach of the above provisions, unless otherwise expressly stated in this policy, shall be dealt with in Terms of the Code of Conduct for municipal employees and / or the Disciplinary Code applicable to municipal employees.

## **5.9 Other matters**

Prior to application the employer shall endeavor to promulgate the contents of the above Policy by availing copies hereof to all users who shall acknowledge receipt hereof. Such acknowledgements shall be stored safely in the employee's personal file.