



MAKINDYE SSABAGABO MUNICIPAL COUNCIL

REVIEWED AND UPDATED MUNICIPAL ,
COUNCIL FLEET MANAGEMENT POLICY



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MAKINDYE-SSABAGABO MUNICIPAL COUNCIL

REVIEWED AND UPDATED FLEET MANAGEMENT POLICY



FOREWORD

Over the years, the Municipal Council has been allocating funds towards the purchase of Municipal council vehicles, trucks, motor cycles and road equipment in order to only improve service delivery but to build a strong and a sound asset base for the Municipal Council. As a result, a fully-fledged fleet has been established in the Municipal Council.

Despite putting significant resources on the acquisition, we have not been having a fleet management policy to facilitate efficient, Inclusive, affordable and sustainable management of the Municipal fleet.

It is my pleasure to endorse the Municipal Council fleet management Policy which has been carefully made to; provide and maintain a safe working environment, to protect our employees and the citizens of the Municipality where we conduct business from injury and property loss.

The Municipal Council considers the use of automobiles as part of the working environment. The Municipal Council is committed to promoting a heightened level of safety awareness and responsible driving behavior in its employees. Our efforts and the commitment of employees will prevent vehicle accidents and reduce personal injury and property loss claims. This policy requires the full cooperation of each driver to operate their vehicle safely and to adhere to the responsibilities outlined in the Fleet Management Policy.

I encourage all stakeholders to report bad driving by our employees so that corrective action is taken in accordance with this policy and other laws applicable.


Ssemwanga Godfrey
His Worship-Mayor

ACKNOWLEDGEMENT

This Fleet Management Policy has been developed as a step forward to address pertinent operational and Maintenance challenges of the Municipal Council vehicles and road equipment.

A thorough analysis of the rules, regulations and guidelines on the use of government vehicles has been done to come up with a user friendly fleet management policy. It provides a framework to all Municipal Council fleet users with a set of realistic standards and guidelines to enhance good management practices and establish a proper system through which sustainable handling, management and final disposal of the available Municipal Council fleet will rest upon.

I thus request all Municipal fleet users to adhere to the policy to facilitate efficient, inclusive, affordable and sustainable management of the Municipal fleet.



Richard K. Monday
Town Clerk

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CLAUSE ONE

1.0 PREAMBLE

Makindye Ssabagabo Municipality possesses a fleet of vehicles and equipment to facilitate its operations. These include motor vehicles, motorcycles and road equipment.

The objective of this policy is to facilitate efficient, Inclusive, affordable and sustainable management of the Municipal fleet.

1.1 POLICY STATEMENT, PURPOSE AND VISION

1.1.1 POLICY STATEMENT

All Municipality vehicles are a property of Makindye Ssabagabo Municipality Council. The Municipality vehicles are acquired through: Direct purchase by funds from Government of Uganda, or internally/locally generated funds, Donations and Projects.

The Mechanical Engineer/fleet coordinator shall be the overall manager of all Municipality vehicles. The Deputy Town Clerk shall be immediate supervisor of the fleet coordinator.

The Departmental vehicles shall be entrusted to the Heads of these units for day to day operations, management and Administration, but their maintenance shall be overseen by the Mechanical Engineer/fleet coordinator.

1.2 PURPOSE

The purpose of the Fleet Management Policy is to ensure that vehicles, implements and relevant equipment, as listed on the MUNICIPAL Fleet Register, are utilized economically and effectively by means of maintaining roadworthiness and safe operation, hence ensuring optimal use and availability and optimizing user satisfaction & service delivery.

1.3 VISION:

The implementation of this Policy is for the specific purpose of establishing a uniform code of practice and conduct for all departments, users, drivers and operators of the Municipal Fleet. The Policy is directed at promoting knowledge and understanding of the disciplines important to improve productivity, vehicle care, safety, security and driving skills, reducing vehicle abuse, unsafe operating practices and misappropriation, resulting in a possible cost saving on the capital and operational budget

CLAUSE TWO

2.0 PROCUREMENT OF NEW VEHICLES AND ROAD EQUIPMENT

- 2.1** The Municipal Council shall follow the standard procurement policy of Public Procurement and Disposal of Public Assets (PPDA) when purchasing, maintaining and disposing vehicles and road equipment.
- 2.2** The Town Clerk shall, where necessary, consult with the Government PPDA and relevant government departments/Ministries, for example, Ministry of Health, Ministry of Transport and Works to ensure conformity with other related laws/policies in respect to the motor vehicle/road equipment specifications to be procured.
- 2.3** The Procured vehicle/road equipment shall be received by the Works Department and Internal Auditor for verification before handing it over to the End user.
- 2.4** The End User shall be responsible for Insurance of the vehicle/road equipment upon recommendation from the office of the mechanical engineer/fleet coordinator.
- 2.5** All newly acquired vehicles/road equipment shall be comprehensively insured for a period not exceeding five years from the date of purchase. The terms of insurance shall be negotiated with reputable companies that are pre-qualified by Makindye Ssabagabo Municipality PDU to offer insurance services.
- 2.6** Vehicles/road equipment procured under projects shall be insured by the projects for the life of the project upon recommendation from the office of the Mechanical Engineer/fleet coordinator.
- 2.7** Disposing off the Municipal Council vehicles shall be in accordance with the PPDA Regulations and Gridlines and on the recommendation of the Board of Survey.

CLAUSE THREE

3.0 SERVICING AND REPAIRS PROCEDURE

- 3.1** All Municipality vehicle/road equipment repairs shall be controlled, monitored and overseen by the Mechanical Engineer/fleet coordinator under the supervision of the Deputy Town Clerk.
- 3.2** Before the vehicle/road equipment is serviced or repaired, the end-users shall seek authority from the office of the Town Clerk upon recommendation by the Mechanical Engineer/fleet coordinator.
- 3.3** The Mechanical Engineer/fleet coordinator shall first inspect each vehicle / road equipment due for service/repair to establish the need. To establish this, the date of last service/repair and mileage shall be checked.

- 3.4** The Mechanical Engineer/Fleet Coordinator shall physically inspect and test the vehicle/road equipment to establish the need for service and/or repair. In addition to carrying out the routine checks, each vehicle has been issued a movement logbook. Thus, additional checks shall be carried out on the motor vehicle log book to establish the dates and times of travel, time of parking after the day's work and the mileage covered, which shall be compared with those in (2) above to see if there is consistency. Lack of consistency shall be a disciplinary measure that shall be recommended to the Chairperson rewards and sanctions committee.
- 3.5** All repairs/servicing of Municipality vehicles/road equipment shall be handled in prequalified garages in accordance with the PPDA regulations except where circumstances justify work elsewhere. In such a case, the circumstances shall be explained to the contracts committee.
- 3.6** Pre-work assessment and post work certification shall be carried out by the mechanical engineer/fleet coordinator.
- 3.7** Routine service should be after a minimum mileage of 5000km and full service should be as per the manufacturer's specification or servicing center.

CLAUSE FOUR

4.0 FUEL ALLOCATION PROCEDURE

- 4.1** All Municipality fuel shall be allocated through prequalified Fuel stations approved by Municipal Council from time to time.
- 4.2** The Municipal Council shall have an emergency Fuel Tank with relevant safety features for critical services.
- 4.3** Other system of the procurement can be used only in areas where fuel advantage cards are not used, which is the case for most of the pool vehicles.
- 4.4** All Municipal vehicles/road equipment shall only get fuel from pre-qualified fuel stations.

CLAUSE FIVE

5.0 GENERAL ADMINISTRATION GUIDELINES

- 5.1** All Municipality vehicle/road equipment Registration books shall be under the custody of the Town Clerk to ensure proper monitoring and accountability for the usage of all Municipal vehicles. The user units and mechanical engineer shall remain with photocopies of registration books. Every driver shall have a copy of the log book in which he or she records all the journeys made. Each journey entered in the log book shall be certified by an authorized officer by countersigning against each entry; and a driver shall not carry unauthorized passengers or goods in a Municipal Council vehicle.
- 5.2** The mechanical engineer/fleet coordinator shall be responsible for budgeting and submission to

management quarterly and annual reports on the performance of the transport services

- 5.3** No Driver shall be allowed to drive vehicles/road equipment they are not Licensed / allocated to drive.
- 5.4** No unauthorized person shall not be allowed to drive Municipal vehicle/road equipment unless recruited as a Municipal Driver or authorized by the Town Clerk in writing.
- 5.5** In case of accidents or theft involving a municipal vehicle, a municipal driver must inform the Police Immediately and record a statement at the nearest Police Station. The mechanical engineer/fleet coordinator should be contacted with a written incident report by the driver.
- 5.6** The Municipal Council shall designate a public officer to be in charge of transport matters, who shall among other duties, maintain a fuel register on any Government vehicle and carry out monthly fuel reconciliation exercises;
- 5.7** Every Municipal Council vehicle shall be subject to an annual inspection, irrespective of age or condition; a Municipal Council vehicle shall not be driven outside official working hours without authority of the Responsible Officer;
- 5.8** where a Municipal Council vehicle is required for official use outside official working hours and on weekends, the Responsible Officer may grant authority in writing for a specified period of time and shall ensure that the authority is not misused;
- 5.9** The Department responsible for transport shall undertake periodic census of all Municipal Council vehicles, plants, among others, maintain an inventory for all Government vehicles and periodically share a report with the Accounting Officer.

CLAUSE SIX

6.0 NON OFFICIAL OPERATIONS

- 6.1** The Security personnel at the gate shall not allow any officer to take the motor vehicle on weekends/non-official working days unless the OFFICER has a written permission from the Office of the Town Clerk.

CLAUSE SEVEN

7.0 HUMAN RESOURCE

- 7.1** All drivers shall be managed in the Municipal Drivers Pool under the mechanical engineer/fleet coordinator who shall be responsible for their deployment and transfers as need arises.
- 7.2** No driver shall normally be attached to any Department for more than 3 years, except for disciplinary causes.
- 7.3** The minimum qualification for appointment as driver will be as per the Uganda Public Service Standing Orders and Job descriptions.

- 7.4** For field work, vehicles/road equipment, if not possible to return them to the designated parking yard, should be surrendered at the end of the day at the nearest police station/post or established government institution.
- 7.5** A Municipal Council driver who completes a period of 36 months without scratches and accidents to a Municipal Council vehicle in his or her charge, shall be rewarded in accordance with the reward and sanctions framework.
- 7.6** A Municipal driver who loses a public vehicle shall be prosecuted and shall be liable to disciplinary action;
- 7.7** A driver of a Municipal Council vehicle shall observe traffic rules and shall be subject to prosecution for breaking any of the traffic rules like any other drivers and shall be personally liable to costs arising out of traffic offences;
- 7.8** A Municipal Council driver, like any other public officer, shall not be re-engaged to drive any Municipal Council vehicle and project related vehicles after he or she has been dismissed from the Public Service;
- 7.9** A Municipal Council driver shall observe any other rules put in place by the Responsible Officer for the purpose of protecting Municipal Council vehicles.

CLAUSE EIGHT

8.0 CONTROL OF THE USE OF MUNICIPALITY VEHICLES

- 8.1** Electronic tracking devices will be installed in all Municipal road equipment. The respective sectors should adequately plan and budget for this type of equipment
- 8.2** The mechanical engineer/fleet coordinator will Issue instructions and guidelines and clarify all relevant laws, regulations, policies and procedures to all drivers
- 8.3** The mechanical engineer/fleet coordinator will ensure prompt reporting of motor vehicle accidents and a post-accident review as soon as they occur.
- 8.4** The Security at the gate will not allow any unauthorized vehicle to get out.
- 8.5** It may be necessary for the mechanical engineer/fleet coordinator to nominate from among the drivers, their head in order to;
- 8.6** Fulfill the maintenance, safety and seat belt requirements.

CLAUSE NINE

9.0 MOTOR VEHICLE USAGE VIOLATIONS

It is the responsibility of the mechanical engineer/fleet coordinator to control and regulate misuse of Municipal Vehicles. When misuse is discovered, it is the responsibility of the Mechanical engineer/fleet coordinator to determine the cost and send notification to Town Clerk. Recovery of the cost of misuse is not to be considered as a disciplinary action. In case of failure to recover the

cost of misuse, the Town Clerk will refer the errant officer to Municipal rewards and sanctions committee.

CLAUSE TEN

10.0 CRITERIA FOR USAGE OF MUNICIPALITY VEHICLES

- 10.1** The mechanical engineer/fleet coordinator must determine that the following criteria have been met before releasing a Municipal vehicle/road equipment to an employee or authorizing an employee to use a private or personal vehicle on official Municipal business:
- 10.2** The person requesting for vehicle use is, in fact, a Municipality employee in active service.
- 10.3** Written approval of the use has been given to an individual by the Town Clerk through the head of department.
- 10.4** The mechanical engineer/fleet coordinator has a copy of the person's driving permit.
- 10.5** The person has a valid Ugandan driver's license in his/her possession. The driver's license is of the correct class for the type of vehicle he/she is driving.

CLAUSE ELEVEN

11.0 USE OR LEASING ROAD EQUIPMENT (Motor grader, steel drum roller, vibro roller, dresser, bull dozer, excavator, pneumatic roller, dump truck, water bowser, tractor among others)

The Municipal road equipment should only be given/leased out under the following circumstances:

- I. Formal request should be addressed to the Town Clerk through the Municipal Engineer, with a copy to His Worship, the Mayor by whoever wants to lease/ or use any road equipment.
- II. An electronic tracker will be installed in all equipment to notify the Municipal Authorities of the whereabouts at any one moment, the Town clerk can immediately immobilize it if misused.
- III. In case of road works to be executed, the department/Division should always prepare a schedule highlighting specific location including Division, Cell and name of the road and submit it to the Office of the Town Clerk.
- IV. The LCI chairpersons of cells and police units where works should be informed/notified before the road equipment is dispatched.
- V. The eligible entities/persons to request for the road equipment include; neighboring local governments, Wakiso District, UNRA, Municipal Divisions, Administrative Units, religious bodies and schools.
- VI. Approval of the release of the road equipment should only be done after the requesting

entity/person has paid a maintenance fees below;

Motor grader

Uganda shillings 800,000/= (eight hundred thousand shillings) per day for neighboring local governments and Uganda shillings 500,000/= (five hundred thousand shilling) per day for institutions within the Municipality and this fee should be paid to the Municipal Account. Account name: **Makindye Ssabagabo Municipal Council General Fund. Account Number: 2612100018 in Centenary bank, any branch.**

Maintenance fees for other road equipment will be determined when the Municipal Council acquires them

- I. The maintenance fee is not meant for any major mechanical problem done by the requesting entity/person. Any major mechanical problem as result of the requesting entity should be rectified by it/him/her.
- II. The requesting entity/person for the road equipment should meet the allowances of the Operator, operator attendant and standby boy.
- III. The road equipment operating time is between **7:30am and 5:30pm.**
- IV. The road equipment must be returned clean after use.
- V. After a day's work in the field, the road equipment should be parked at the nearby Police/entity's parking yard.
- VI. Only the Municipal Council operator should drive/operate the road equipment.
- VII. The Municipal Assistant Engineering Officer should be in charge of supervising the works and to be facilitated by the requesting entity.
- VIII. Servicing of the road equipment should be approved after a comprehensive report on the previous works in kilometers done is attached to the requisition.
- IX. The road equipment should be serviced and repaired by a prequalified service provider.
- X. The Office of the Town Clerk reserves the right to recall the road equipment from wherever it may be in case a red flag is cited in its use.

CLAUSE TWELVE

12.0 ACCIDENT RECORD KEEPING,REPORTING AND ANALYSIS

The Municipal Council considers elimination of motor vehicle accidents as a major goal. To meet this objective, all accidents will be reported to management, investigated, documented and reviewed by the Municipal accident review committee that will be set up by the accounting officer.

i. Driver

Since the driver is the first person at the accident scene, he/she will initiate the information-gathering process as quickly and thoroughly as is feasible.

ii. Management

Management will obtain accident data from the driver through the Transportation Accident Report

- form and/or by verbal communication. It is important for management to determine the extent of the accident, especially if it involves injury or death to the driver, passengers, or other parties.
- iii. Management will immediately proceed with a formal investigation to determine the underlying causes as well as what can be done to prevent similar occurrences. The accident report will be forwarded to the insurance claims office along with any additional support data (e.g., witness statements, photographs, police reports, etc.).

CLAUSE THIRTEEN

13.0 INFORMATION TO BE PROVIDED TO THE DRIVER

The Mechanical engineer/fleet coordinator is responsible for providing the driver of a Municipality vehicle with the following information:

- 13.1** The procedures for emergency repair and reporting accident.
- 13.2** Proper storing and parking procedures for Municipal vehicles.
- 13.3** The correct gasoline and oil to be used in the Municipal vehicles.
- 13.4** What constitutes misuse, including failure to use belts and/ or shoulder harnesses.
- 13.5** That monthly logs must be filled in completely for each trip, regardless of the duration, miles driven, or the purpose; if the trip is than one day must be made.
- 13.6** Documents to be kept in the glove compartment of each vehicle. (It is the responsibility of the driver to insure that a current copy of all necessary handbooks, accident report forms (vehicle Form, and travel logs, etc., are in the glove compartment of each Municipal vehicle).
- 13.7** That animals may not be transported in Municipality vehicles unless where approved, with the exception of a seeing - eye or service dog accompanying a passenger.
- 13.8** The level of cleanliness/road equipment of the vehicle both inside and outside.
- 13.9** That Municipal employee may not pick up hitchhikers in a Municipality vehicle.

CLAUSE FOURTEEN

14.0 OPERATION OF A VEHICLE/ROAD EQUIPMENT

- 14.1** The driver of vehicle/road equipment also has an obligation to inspect the vehicle /road equipment before driving it. The vehicle/road equipment should be checked visually to assure that such items as the tires are in good condition and adequately inflated, that the side-view mirror is usable, that there is a gas cap, spare tire, and a jack. The brakes, lights, and other controls should be tested for satisfactory performance.
- 14.2** Problems noticed by the operator while using the vehicle should be noted on a Trip/Daily

Operator Checklist, which should be kept in the vehicle.

CLAUSE FIFTEEN

15.0 AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES

- 15.1** The office of the accounting officer has the responsibility for authorizing persons to drive privately owned vehicles to conduct official Municipality or State business.
- 15.2** If the officer uses his/her private vehicle for Municipal official business, all maintenance costs will be borne by the Municipal Council and this should be done through the prequalified service provider.

CLAUSE SIXTEEN

16.0 MAINTAINING AND SERVICING OF NEWLY ACQUIRED VEHICLES BY THE SUPPLIER

Newly acquired vehicle/road equipment to be maintained /serviced by the supplier for 5years or 150,000 kilometers, whichever comes first.
All new vehicles must be fueled from only prequalified fuel stations/suppliers.
The acquired vehicles to be driven by government employed drivers only

CLAUSE SEVENTEEN

17.0 REGULATING SPEED LIMIT ON MUNICIPAL VEHICLES

One of the key causes accidents, high maintenance costs and shortened vehicle life span is over speeding.
Un regulated speeding also hikes insurance costs. It is therefore important for the Municipal Council to regulate the maximum speed for its vehicles as follows:

Maximum Speed limit within the Municipality boundaries:	50KM/HR
Maximum Speed limit within GKMA:	70KM/HR
Maximum Speed limit upcountry:	90KM/HR

The car tracking system will be used to enforce these speed limits.

CLAUSE EIGHTEEN

18.0 VEHICLE REPAIRS AND MECHANICS

Use of non- professional mechanical service providers is a key driver for shortened vehicle life span. Most brand new vehicles are electric and have inbuilt technology which cannot be

handled by quack or non-professional mechanics.

15.3 Only professional mechanics/garages should be prequalified for vehicle repair.

15.4 Most vehicle suppliers and insurance companies have certified and recommended mechanics. The Municipal Council should use such.

15.5 It is an offense to take the Municipal Council vehicle to a non-prequalified mechanical service provider.

CLAUSE NINETEEN

19.0 PROVISION OF MUNICIPAL COUNCIL VEHICLES.

19.1 The Town Clerk and the Mayor shall be entitled to official vehicles for official duties including house to office running.

19.2 Pool transport consists of other Municipal Council vehicles, including project and hired transport, meant specifically to cater for the official transport needs of public officers and, where applicable, their families or personal effects as provided for in the Standing Orders and in this policy or as the Responsible Officer may determine.

CLAUSE TWENTY

20.0 LIABILITY FOR SPOT CHECKS OF MUNICIPAL COUNCIL VEHICLES ON THE ROAD.

Any Municipal Council vehicle found travelling on the road may be stopped by authorized officers including the Police for inspection as to its road-worthiness, purpose and authority for the journey and the like. The authorized officer may report either to the Responsible Officer of the driver in question and/or the nearest police station if in his or her opinion there are sufficient grounds for him or her to make such report, including where he or she suspects dishonest or criminal involvement in the use of the vehicle, if the vehicle is not sufficiently road-worthy.

CLAUSE TWENTY ONE

21.0 OBLIGATION OF DRIVERS IN CARING FOR MUNICIPAL COUNCIL VEHICLES

21.1 A Driver of a Municipal Council vehicle must take personal interest and be capable of carrying out limited or routine repair or checks on the vehicle.

21.2 It is the direct responsibility of the drivers to ensure that Municipal Council vehicles are always road-worthy in all respects. Drivers of Municipal Council vehicles are, therefore, just as liable for prosecution for driving defective vehicles as are other drivers, for example when apprehended by the traffic police.

21.3 A Service Chart shall be kept by the Fleet Management Officer on every Municipal Council vehicle in his or her charge to ensure that vehicles are regularly serviced including oiling and greasing.

- 21.4** It will, however, be the duty of the driver of the vehicle to see to it that the chart is followed strictly.
- 21.5** A new Municipal Council driver prior to assumption of duty, shall undergo a driving test by the Mechanical Engineer;
- 21.6** A Municipal Council driver shall be required to undergo periodic training including defensive driving, at a recognized Training Institute;
- 21.7** A Municipal Council driver shall be re-tested periodically every three years, on traffic regulations including traffic signs and shall have a valid driving licence;
- 21.8** A Municipal Council driver shall be required to undergo annual medical checkup, including eye testing at Government expense;

CLAUSE TWENTY TWO

22.0 NON- OFFICIAL DRIVERS

Municipal Council vehicles shall be driven by official drivers except:

- 22.1** A public officer specifically engaged to drive or operate vehicles or plant;
- 22.2** A public officer in the mechanical sections in the course of their duties; for example, when inspecting, testing, running in and demonstrating vehicles;
- 22.3** A public officer who has written permission from a Responsible Officer; or
- 22.4** A public officer who, in case of emergency, shall write a report to explain the circumstances.
- 22.5** Any public officer authorized to drive a Municipal Council vehicle must possess a valid driving licence.
- 22.6** Irrespective of the period of time covered by the permission, must always be conveyed in writing and carried by the person so authorized for production when required.

ANNEXES

ANNEX I VEHICLE ASSIGNMENT AGREEMENT

The undersigned driver/operator hereby acknowledges receipt of a Municipal Council -owned vehicle/road equipment, Plate No:Mileage: belonging to..... Department.

I understand this vehicle is to be regularly cleaned, maintained and serviced, according to the service schedule outlined in the Owner's Manual or the instructions issued by the transport officer/mechanical Engineer/fleet manager whichever is appropriate. Servicing and fuel consumption is to be done from only prequalified fuel stations.

Further, it is agreed that this vehicle will be operated in a safe manner and in accordance with the purpose for which it is intended to. I agree to wear my seat belt whenever the vehicle is in motion and will require other occupants to do so. I agree to be responsible for all traffic and parking violations that occur while the vehicle is assigned to me.

I understand that articles of this agreement apply regardless of who is operating this vehicle. I may authorize others to drive this vehicle according to the following guidelines:

- i. Authorized employees of Makindye Ssabagabo Municipal Council who are authorized in writing by the Town Clerk.
- ii. Other licensed drivers as so designated in emergency situations only.

I agree to promptly report all accidents or incidents resulting in injury or damage to the vehicle or other property, no matter how slight.

I understand I am required to maintain a valid driver's license. Further, I herewith grant Makindye Ssabagabo Municipal Council the right to investigate my motor vehicle driving record any time.

My current driver's license is issued by) and is No. _____ and expires on I understand that I am responsible for ensuring that my driving permit is always up to date.

If my driving record contains two moving violations within one-year period, my record will be brought up before the Rewards and Sanctions Committee for consideration of remedial training and/or loss of driving privileges.

I will be required to attend a safe driving class on my own free time and at my expense, and to provide the fleet Coordinator with confirmation of attendance within thirty (30) days of notification if decided by the Rewards and Sanctions Committee.

I understand I am not to modify the vehicle in any way without written permission. This specifically

applies to the installation of cellular telephones, radios, CBs, speakers, etc. This vehicle will be parked at only designated places. Further, I will not take this vehicle out of Uganda without written permission from the Fleet Manager/Transport Officer/Mechanical Engineer

I agree to reimburse the Municipal Council for damages done to this vehicle because of my negligence.

I understand that the operation of this vehicle in a safe operating condition is my responsibility. If this vehicle becomes unsafe, it is my responsibility to notify my supervisor immediately.

I read and agree to the provisions of this Vehicle Assignment Agreement and the requirements of the fleet management policy.

Driver's names:.....Signature date:

In the presence of:

Fleet manager 's name:.....signature:..... date.....

Head of department/Unit's name:signature:..... date

Approved by:

Town Clerk:.....SIGNATUREDATE

Annex II: REQUEST TO USE A MUNICIPAL COUNCIL VEHICLE FOR OFFICIAL USE

I (Insert name) a (Insert job title)
request that I be permitted to drive the vehicle registration number belonging
to..... department to (purpose).

I certify that I POSSESS A VALID DRIVING LICENSE WHICH IS VALID IN THE COUNTRY
of.....in which I will be driving [attach copy of license/permit].

I undertake to complete the vehicle daily log

date _____

Requestor's Signature _____

Authorized by Valid from _____ to _____ .

Authorizer's signature _____

Annex III: VEHICLE DAILY LOG

Vehicle plate number	Date

Time		Meter reading		Purpose of trip	Officer's name and initial	Driver's name and initial
Out	in	At time out	At time in	Purpose of trip		

Purchase of fuel If yes,	If, no Indicate N/A in the box below
Meter reading Amount of fuel..... Coupon name/funding source Activity:	

Reviewed by: _____ Signature: _____
 Title: _____ date _____

Annex IV: VEHICLE HISTORY RECORD AND SERVICE CHART

VEHICLE PLATE NUMBER: _____ **MODEL:** _____ **YEAR:** _____

DATE OF PURCHASE: _____ **DEPARTMENT** _____

MONTH	FUEL EFFICIENCY			REPAIR			SERVICE			PREPARED BY	CHECKED BY
	METRE USAGE	FUEL USAGE	AV. KM/LITRE	No. Garage visits	voucher	cost	No. of services to fuel station	Voucher	Cost		
JAN											
FEB											
MAR											
APRIL											
MAY											
JUNE											
JULY											
AUG											
SEPT											
OCT											
NOV											
DEC											

Annex V: PETROL/DISIEL COUPON/LPO REGISTER

Coupon number/LPO NO.	Acquisition Date/Issuance date	Usage Date (from--- to)	Vehicle plate	Number Mileage

Annex VI: VEHICLE ACCIDENT FACT SHEET

Date of Accident: Time of the accident:		
Municipal vehicle identification number plate:		
Year of make:	Unit value:	Meter Reading:
Injuries sustained by Municipal staff:	sustained by	Injuries
third party:		

Name of Municipal Council staff involved in accident:

Position: _____
Salary per month: _____
Road conditions at time of accident: _____
Visibility: _____
Speed at time of the accident: _____
What is the speed limit in the area of accident? _____
Estimated damage to Municipal vehicle: _____
Sketch of accident site. ATTACHED _____ NOT ATTACHED _____
Police Report: ATTACHED _____ NOT ATTACHED _____
Has insurance Company been informed? _____
If applicable, any reaction? _____
Has there been any claim from third party? _____
If applicable, do you expect any claims?
Vehicle history record: ATTACHED _____ NOT ATTACHED _____
Cleared and Signed by Responsible Officer _____
on _____

Annex VII: THIRD PARTY CLAIMANT RELEASE FORM

I/We, _____
undersigned, of _____ Do
hereby acknowledge receipt from the Makindye Ssabagabo Municipal Council Fund the sum of _____ in
full and final compensation for the damage and/or injury sustained by _____ as a
result of _____ that
occurred on or about _____ .

In consideration of the above, I/we fully and finally release and forever discharge Makindye Ssabagabo Municipal Council, its insurance agents, and employees from liability in connection with the above-mentioned accident and further admit that I/we are fully indemnified for all claims including all expenses and bodily, material or moral injuries and that I/we have no further claims, rights, and actions against them in respect of the aforesaid accident/incident and consequences therefore whether present or future or hereafter arising, known or unknown to us and of whatsoever nature they may be.

Furthermore, I/we fully and finally withdraw all rights and legal proceedings instituted by _____ in this respect whether criminal, civil or otherwise. In witness whereof, the undersigned as/have executed the present instrument this day of _____ .

Signature(s) of claimant(s) _____

Signature of Witness _____

Profession of Witness _____

Date: - _____

Annex VIII: REQUEST FOR USE OF MUNICIPAL COUNCIL VEHICLE FOR UNOFFICIAL PURPOSES FORM

I hereby request the use of a Municipal Council vehicle for unofficial purposes as set out below and accept the terms and conditions set out in the Municipal Council Fleet management Policy.

I am aware that the vehicle must be returned in the condition it was provided including tools and equipment.

I will take full responsibility for the maintenance and security of the vehicle and for costs incurred as a result of damage or loss while the vehicle is in my custody.

I will indemnify the Municipal Council from any such responsibility and will maintain the logbook and remit the mileage according to the established rate.

If the vehicle is not insured comprehensively, I will be held responsible for any damage or loss of the vehicle.

I am also aware that the failure on my part to comply to the established traffic rules, policies and procedures may result in the vehicle being withdrawn.

Date	Time		Purpose
Trip 1	From	To	
Trip 2			
Trip3			
Trip 4			

I request that that I be permitted to drive the vehicle.

I certify that **I POSSESS A VALID DRIVING LICENSE WHICH IS VALID IN THE COUNTRY(S)** of in which I will be driving [copy of permit attached].

I undertake to complete the vehicle daily log.

I also agree to reimburse the cost of the usage of this vehicle to Municipal Council as per the prevailing reimbursement rates of the office.

Requestor's Signature: _____

Authorized by: _____

Vehicle Released by: _____

Date: _____

ANNEX IX MOTOR GRADE/VIBRO ROLLER REQUEST FORM

Date _____

To The Town Clerk
Makindye Ssabagabo Municipality

REQUEST FOR A MOTOR GRADER / VIBRO ROLLER

This is to request your office to authorize the release of the motor grader / Vibro roller to enable us execute works on _____ (name of the road) which is approximately _____ km in _____ village / cell _____ Division.

We have secured funds for fuel machine operator and attendant and supervising engineer.

We have also secured right of way as per the attached consent letter.

We are ready to deposit the road equipment fees to the municipal A/C.

We shall abide by the Fleet Management Policy.

Requested by _____ Date _____

Approved by _____ Date _____

To be returned on: _____

ANNEX X GARBAGE TRUCK REQUEST FORM

Date: _____

To the Town Clerk
Makindye Ssabagabo Municipality

REQUEST FOR A GARBAGE TRUCK

This is to request your office to release the garbage collection truck to enable us carry out a cleaning exercise in _____ cell _____ Division.

We have secured funds for fuel, driver and operators.

We have secured dumping rights at _____ .

We shall return the truck clean and in good mechanical condition.

Requested by: _____ Date: _____

Authorized by: _____ Date: _____

To be returned on: _____

CC. Mayor

CC. Head Public Health

CC. Security Guard