

FINAL CAR ALLOWANCE POLICY

<u>Policy:</u>	Effective Date: 01 July 2014
Approved:	Review Date: 15 April 2014

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary.

1. SCOPE

The policy applies to all employees receiving car allowance from the municipality except section 56 employees

2. POLICY ADMINISTRATION

Responsibility and authority to implement this policy is with the Municipal Manager and his delegated Managers

3. BUSINESS/EMPLOYER

Business travel is defined as :

Travel between units / and another location, apart from the employees home for business purpose use of vehicle for e.g meeting or workshops that are outside Nketoana.

4. ELIGIBILITY

Car allowance is based on kilometers (km) traveled per month will be allocated as follows:

- Level 1 – 850 km pm.
- Level 2 – 650 km pm.
- Level 3 – 450 km pm.

All other employees whose jobs require extensive travelling will make request to the Municipal Manager, who will investigate and allocate appropriate km to that employee.

Employees who are receiving car allowance will not claim km travelled on business of the municipality in Nketoana Local Municipality's Jurisdiction.

For employees to benefit from this policy employees should be in possession of their own vehicle registered on their names.

Car allowances are taxed at the current applicable tax rates.

Employees receiving a car allowance should keep a detailed logbook.

Employees receiving care allowance are NOT allowed to drive pool cars.

5. VEHICLE MAINTANANCE

Vehicle owners are responsible for all maintenance and regular servicing of the vehicle.

Vehicles should be cleaned in order to maintain the company's good image.

6. TRAFFIC OFFENCE

Fines and other traffic infringements are the responsibility of the driver and will not be paid by council.

Non-payment of these fines may result in disciplinary actions.

7. THEFT OF PROPERTY FROM VEHICLES

Valuable items such as laptops must not be left in the vehicle.

If it is unavoidable items, must be out of sight and stored as per insurance cover stipulations and the vehicle must be securely locked.

The council will not be held responsible for any loss / or damage incurred.

8. AUTHORITY

Formulation Policy : Director Corporate Services

Authorisation Policy : Council

Maintenance Manager : Manager Human Resource.