

# BERGRIVIER MUNICIPALITY



## ESSENTIAL MOTOR ALLOWANCE SCHEME POLICY

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## 1. SCOPE OF APPLICATION

- 1.1 This Policy shall be observed by Bergrivier Municipality and this Policy shall apply to all employees of Bergrivier Municipality qualifying and/or applying for participation in the Essential User Car Scheme in accordance with the criteria set out below.
- 1.2 This system and procedure does not apply to:
- 1.2.1 Any position where the employees are required to drive a vehicle with Municipality identification and/or a special purpose vehicle.
  - 1.2.2 Employees on fixed term contracts.
  - 1.2.3 As a general rule employees working in the uniformed departments are issued with official vehicles.
  - 1.2.4 The municipal manager as well as employees employed in terms of Section 56 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) (hereinafter referred to as senior managers) and manager's reporting to senior managers, as well as managers qualifying for a perk car allowance scheme.

## 2. DEFINITIONS

In this policy, unless the context indicates otherwise:

<b><i>“Ad Hoc Transport Allowance”</i></b>	means an allowance allocated by the municipality when an employee has to use his/her own transport on a casual or temporary basis and subject to availability, for the carrying out of official duties by express order of his/her Director or other employee with the delegated authority to order such use of private transport
<b><i>“Delegated Authority”</i></b>	means the persons authorised to take decisions in accordance with the Municipality's System of Delegations as amended from time to time. <i>(The current system of delegations determines that all Directors can approve requests for essential transport allowances)</i>

<b>“Designated essential user position”</b>	means a position to which an essential user allowance may be attached.
<b>“Director”</b>	means an employee of Bergrivier Municipality who, in terms of a Council resolution or an Act, is directly responsible to the Municipal Manager for the administration of a directorate of the Municipality, or is acting in such capacity
<b>“Duties”</b>	means the work, functions, tasks attached to a position via an approved job description.
<b>“Employee”</b>	means a person who works for or renders a service to the Municipality, regardless of the shape of his/her employment contract and to which any factor listed in section 200A (1) of the Labour Relations Act applies
<b>“Essential Motor Allowance”</b>	means an operational allowance attached to a specific position (“designated essential user position”) in accordance with the requirements and criteria provided in this system and procedure and guidelines and paid monthly to the incumbent of such position when the incumbent complies with criteria in the system and procedure for receiving the allowance. The allowance is linked to a designated essential user position and not to the employee or incumbent of such position.
<b>“Fixed capital costs”</b>	A vehicles’ fixed cost values (which are inclusive of VAT) and include the depreciation on the vehicle's value, comprehensive insurance and the licensing of the vehicle as defined in the AA tables.
<b>“Leave”</b>	means: (a) the annual leave and/or sick leave entitlement as per the SALGBC Main Collective Agreement; (b) for the purpose of clause 9.3, the annual leave and sick leave entitlement under (a) as well as approved absences on official business, maternity leave and suspension on full pay and (c) injury on duty leave; and family responsibility leave.
<b>“Line Manager”</b>	means the person with direct authority and/or responsibility over subordinates in their respective departments, divisions and sections;
<b>“Log-Book”</b>	means a form prescribed by the Municipality on which the actual distance travelled daily is recorded
<b>“Municipality”</b>	means the Bergrivier Municipality, a municipality established in terms of section 12 of the Municipal Structures Act, 1998 (Act 117 of 1998), as amended

<b>“Municipal Manager”</b>	means the person appointed as such in terms of Section 54A of the Local Government: Municipal Systems Act (Act 32 of 2000) and includes a person acting in his/her stead
<b>“Normal Place of Work”</b>	means location allowance where an employee ordinarily reports for work each day.
<b>“Standard Vehicle”</b>	means the retail purchase price as on 1 July of each year as determined by the SALGBC of the following standard vehicles 1400cc or 1600cc sedan or a 1600cc or 2000cc bakkie, whichever is appropriate and approved by the relevant Municipality for work purposes on the SALGBC tables which forms the basis for calculations of the essential scheme
<b>“Official kilometres”</b>	means kilometres travelled to execute duties attached to a position and exclude kilometres from home to normal place of work. Official kilometres include after-hour call-out trips where the employee has to travel from his home to a location where his services are required in which case payment is based calculated on the minimum distance between the employee’s home and place of duty and back.
<b>“Regular Transport Allowance”</b>	means an allowance allocated by the municipality when it expects an employee to travel at least 300km per month on a continuous basis in the carrying out of official duties and does not supply official transport
<b>“Running costs”</b>	means vehicle maintenance costs regarding servicing, repairs, tyres and lubrication and fuel as defined in the AA tables and linked to the standard vehicle.
<b>“SALGBC”</b>	means South African Local Government Bargaining Council
<b>“Transport allowance scheme for essential users”</b>	means a scheme which provides for participation by employees who are permanently employed by the municipality and who at the discretion of the municipality need private transport in the carrying out of official duties
<b>“Usage”</b>	means the permanent daily continuous use of a vehicle and/or the number of official kilometres travelled.

### **3. AIM OF SCHEME**

- 3.1. Employees may qualify for participation in the Essential User Scheme where the duties of such employee necessitate the daily use of a vehicle, where Bergrivier Municipality does not provide an official vehicle for such duties and where the employee per agreement provides a vehicle for the execution of the duties attached to the position of the employee.
- 3.2. The Essential User Scheme is not linked to or reserved for any post designation or post level.
- 3.3. The Essential User Scheme does not have the intention of providing a fringe or service benefit to any employee, but rather aims to compensate employees for costs incurred in utilizing a private vehicle for the execution of duties attached to the position of the employee.
- 3.4. The Essential User Scheme is to provide a cost-effective way to deal with transport needs for service delivery.
- 3.5. An essential user allowance is not a condition of service, but an operational allowance attached to a specific position (not a person) and payable to an employee providing and using his/her private vehicle for the execution of official duties.
- 3.7. An essential user allowance shall not be recommended for the purpose (explicitly or otherwise) of providing additional income, a fringe benefit, perk or hand-out to employees.
- 3.9. The municipality will require the availability of an appropriate essential standard vehicle for the position identified when filling such a position.

### **4. CRITERIA FOR PARTICIPATION**

- 4.1. Employees shall only be considered for participation in the Essential User Scheme where Bergrivier Municipality does not provide an official vehicle

for use by the employee in the execution of duties attached to the position the employee holds.

4.2 The position the employee holds must require the regular use of a vehicle equal to not less than 300 kilometres per month, averaged over a six (6) month period:

4.2.1 Where a previously designated position becomes vacant, the previous usage can be used for approval of an essential user allowance subject to the review provisions in clause 13;

4.2.2 Where the position is newly created, the usage must be established prior to approval of the essential motor allowance;

4.2.3 Periods of approved leave shall be discounted for the purpose of calculating the 6-month period referred to herein; and

4.2.4 Running costs only, will be paid for kilometres per month exceeding 1166 km in any given month;

4.2.5 Where an employee travels less than 300 kilometres per month in the execution of the duties attached to the position the employee holds, the employee shall be compensated for costs incurred in traveling as per the provisions of the Subsistence and Travelling Policy of Bergrivier Municipality.

4.3 Where an incumbent of a position uses a pool vehicle for carrying out official duties, he/she must travel a minimum of 300 official kilometres per month, monitored over a period of 12 (twelve) consecutive months prior to application:

4.3.1 Periods of approved leave shall be discounted for the purpose of calculating the 12-month period referred to herein; and

4.3.2 Running costs only, will be paid for kilometres per month exceeding 1166 km in any given month.

- 4.4 There must be **no** appropriate dedicated Council owned vehicles (including pool vehicles) or leased vehicles available which can be used on a dedicated or shared basis for the purpose referred to in clause 5.1.
- 4.5 The department in which the employee is employed must ensure that sufficient funds have been provided in the budget to cover the cost of the Essential User Scheme Allowance payable to the employee:
- 4.5.1 Where insufficient funds have been provided in the budget, the employee shall be reimbursed for costs incurred in traveling as per the provisions of the Subsistence and Travelling Policy of Bergrivier Municipality until such time as budgetary provisions allows participation in the Scheme.
- 4.6 Continued participation in the scheme shall require the constant and continued completion of vehicle logbooks by the employee and the monthly submission of the vehicle log books on / before the 7<sup>th</sup> of the month to the immediate supervisor of the employee for verification by the Line Manager.
- 4.7 Utilising a private or pool vehicle and payment of an essential user allowance must be considered the most cost effective, efficient and economical way of providing transport to perform the duties attached to the position. In this regard the delegated authority should inter alia consider the following aspects:
- 4.7.1 How is the department currently dealing with the transport needs attached to the position?
- 4.7.2 Is there an existing Municipality vehicle in use or an alternative vehicle available for use?
- 4.7.3 Is participation in the Essential User Scheme the most economical option?
- 4.7.4 What are the job requirements of the incumbent, and does it require a specific type of vehicle for official use?



- 4.7.5 Does the duty of the Employee require the frequent transportation of heavy goods or machinery?
- 4.7.6 Is the current vehicle of the Employee suitable for official use?
- 4.8 Line Managers must ensure that no unnecessary trips are undertaken to achieve the necessary usage.

## **5. WHICH EMPLOYEES QUALIFY FOR THE SCHEME**

- 5.1 Where an employee on a regular basis must make use of transport to perform his/her official duties, the Municipality may at its sole discretion approve an essential user transport allowance to such employee for the use of his/her private vehicle.
- 5.2 The Municipality also reserves the right to immediately withdraw an employee from the scheme, should any of the criteria under which the employee was allowed to participate in the scheme, not be met.
- 5.3 Participation in the scheme shall be restricted to those employees who:
  - 5.3.1 Are permanently employed by the Municipality.
  - 5.3.2 Need the continuous daily use of motor transport to perform their official duties efficiently.
  - 5.3.3 Operate under circumstances where his/her regular use of an official municipal pool vehicle becomes impractical or uneconomical.
  - 5.3.4 Are not required to drive either a 'functional' vehicle with special fittings or with a municipal logo/markings as part of their normal official duties.
  - 5.3.5 Travel a minimum of 300 km per month on a continuous basis in carrying out of official duties.
  - 5.3.6 Has a suitable vehicle available, registered in the name of the employee.

## 6. CALCULATION OF ALLOWANCE

The allowance payable will consist of two elements:

### 6.1 CAPITAL (FIXED) COSTS

- 6.1.1 Participating employees shall be eligible for fixed capital costs calculated based on a standard for fixed cost based on the following annual Local Government Bargaining Council (SALGBC) schedule for essential users:

<b>FIXED COSTS</b>			
<b>NORM</b>	<b>R 274 000</b>	<b>R 288 500</b>	<b>R 346 200</b>
<b>CAPACITY</b>	1400cc / 1600cc	1600cc Bakkie	2000cc Bakkie
<b>FINANCING</b>	69 834	73636	88 678
<b>INSURANCE (1/2)</b>	11738	12134	14019
<b>TOTAL</b>	81 572	85 770	102 697
<b>ANNUAL DISTANCE</b>	14 000	14 000	14 000
<b>CENT/KM</b>	<b>583c</b>	<b>613c</b>	<b>734c</b>

*\* The figures set out above, apply as from 1 July 2023 and is subject to annual amendments by the SALGBC.*

- 6.1.2 The rates shall apply as the basis of calculation from the beginning of July to the end of the following June. This shall be a basis for calculation only and shall not imply any requirement to purchase a specific vehicle.
- 6.1.3 The fixed costs will only be paid to a maximum of 1166 km per month.
- 6.1.4 The allowance payable in respect of fixed capital costs shall incorporate the following elements:
- 6.1.4.1 annual insurance relating to the standard vehicle concerned,

6.1.4.2 interest, and

6.1.4.3 depreciation

## 6.2. RUNNING COSTS

6.2.1. Participating employees shall also be eligible for running costs which are payable in accordance with the following annual SALGBC schedule for essential users regarding, fuel and maintenance for the respective norm cc engine size for actual official kilometres travelled.

RUNNING COST		
1400cc / 1600cc	1600cc Bakkie	2000cc Bakkie
<b>216c</b>	<b>241c</b>	<b>250c</b>

*\* The figures set out above, apply as from 1 July 2023 and is subject to annual amendments by the SALGBC.*

6.2.2. All participants will be subjected to the same calculation criteria irrespective of post or level and travel claims outside the jurisdiction of Bergrivier Municipality shall be calculated on running costs only.

6.2.3. Running costs shall only be paid up to the 1166-kilometre limit and all claims for trips more than the 1166-kilometre limit must be substantiated through monthly authorized vehicle log sheets to be submitted at a date to be determined at the discretion of the Municipality to qualify for payment of additional kilometres travelled.

6.2.4 Running costs are only paid regarding official kilometres travelled and no costs is payable with regards to kilometres travelled between home and place of work. The only exception to this rule is in the event of an after-hours callout where the employee has to travel from his/her home to a location where his/her services

are required or with regard to identified posts as determined by the Municipal Manager.

## **7. PROCEDURE FOR APPROVAL OF ESSENTIAL TRANSPORT ALLOWANCE**

- 7.1 Where a transportation need is identified in a department, the prescribed application form (***Annexure 1***) must be accompanied by a comprehensive motivation drawn up by the Line Manager using the principles and criteria as contained in this policy. All the relevant documents are to be submitted with the motivation (i.e. prescribed application form, log sheets, budget provision, recommendation and a statement by the Line Manager that all the provisions contained in the system and procedure have been met).
- 7.2 Where an incumbent of a position uses a private vehicle for carrying out official duties, he/she averages a minimum of 300 kilometres per month, monitored over a period of six (6) consecutive months prior to application.
- 7.3 Where an incumbent of a position uses a pool vehicle for carrying out official duties, he/she must travel a minimum of 300 official kilometres per month, monitored over a period of twelve (12) consecutive months prior to application.
- 7.4 The motivation submitted (as the case may be) by the Line Manager will be assessed by the delegated authority to ensure that the criteria contained in this policy are met, including the availability of funds on the budget.
- 7.5 Once formally approved, the delegated authority is to inform the Department Human Resource Services who will then check the application for correctness against the system and procedure. Implementation to follow the first of the month following approval and inform the Salary Section of the approved application for implementation.

7.6 Advertisements for filling of positions may include reference to essential user allowance as a requirement attached to the position provided that any review process in terms of clause.

## **8. ADJUSTMENT TO ALLOWANCE**

The elements comprising the fixed capital and running cost allowance will be adjusted once per annum on 1 July by the Western Cape Division of the SALGBC.

## **9. HOME TO OFFICE TRIPS**

The Essential User Scheme allowance is only payable with regard to official kilometres travelled for the execution of official duties and shall not be paid for trips between the place of residence of the employee and place of work.

## **10. AVAILABILITY OF VEHICLE**

10.1 Participation in the scheme contractually binds the participating employee to provide his/her own transport on a full-time basis in order to fulfil his/her duties as an official of the Municipality in accordance with the requirements of his/her post.

10.2 If a vehicle, in respect of which a transport allowance is paid, is unavailable for use, it shall be the employee's responsibility to provide a suitable replacement vehicle at the employees own cost. If necessary, the employee will have to make available a temporary suitable vehicle for use at his/her own cost.

10.3 The employee acknowledges that a municipal vehicle will not be at his/her disposal and that his/her own vehicle will be available for official duties during working hours.

- 10.4 The employee shall always be responsible to inform his/her Line Manager of any replacement vehicle provided and shall submit the following details relative to the replacement vehicle, type of vehicle, make, model and engine size.
- 10.5 The municipality may adjust the allowance payable where the employee on a prolonged basis makes use of a vehicle with an engine size smaller than what the allowance has been calculated on or cease the allowance for the period that the employee's vehicle is unavailable, and no replacement vehicle is provided.

## **11. FURTHER CONDITIONS**

- 11.1 A vehicle purchase/used in terms of the scheme shall be required by the employee's Director, to be suited to the nature of the employee's post, e.g. if the job content requires the use of a light delivery vehicle (LDV), the employee cannot purchase a sedan.
- 11.2 In the case where the relevant Director decides that a sedan vehicle is sufficient for the performance of official duties, the employee may acquire a bakkie, but the allowance will be based on the approved sedan vehicle. For all other cases where a better or larger vehicle than the approved category is used, only the allowance as applicable to the approved category of vehicle, will be payable.
- 11.3 Monitoring of vehicle usage will be conducted at monthly intervals. Heads of departments are therefore, required to ensure that records reflecting official trips and distance travelled of vehicle participating in the scheme are always in use and kept up to date.
- 11.4 Employees participating in the scheme shall be required to meet the maintenance repair costs of their vehicles and always keep the vehicles in a road worthy condition.

- 11.5 No employee in any post shall be entitled to claim participation in the scheme as a right.
- 11.6 Where an employee chooses not to participate in the scheme, it shall be Municipality's responsibility to provide the employee with official Municipality transport for the performance of his/her duties, provided that agreement to participate in the scheme shall contractually bind the employee to provide a vehicle for official purposes for at least six (6) months. The employee is thus under obligation to give six (6) months' notice to Bergrivier Municipality if the employee has the intention to withdraw from participating in the scheme.
- 11.7 If any employee participating in the scheme is promoted or appointed to a post which does not qualify for such benefits, a new contractual relationship is created, and the employee concerned will not be able to claim continuation of benefits.
- 11.8 Private vehicles including vehicles of subsidized employees shall not be permitted in the municipal workshop, and no work shall be done on such vehicles.
- 11.9 Employees who participate in the scheme must comply with the following:
- 11.9.1 A daily log be completed on the prescribed form.
  - 11.9.2 Claims above 1166km must be submitted monthly before the 10<sup>th</sup> to the Salary Section on the prescribed form after certification by the supervisor.
- 11.10 Employees receiving an essential allowance must ensure that accessories that would normally have been installed in the vehicle by the Municipality, e.g. a two-way radio and antenna, are installed at the cost of the Municipality and must be barcoded in accordance with the Asset Management policy of the Municipality, where applicable.

Accessories must be removed once the essential allowance has been terminated and must be returned to the Municipality.

- 11.11 Employees interested participating in the scheme, must take note that the employer **shall** install a tracking device into the vehicle at the Municipality's cost, for purposes of monitoring employees' official kilometres. The device can be switched off outside official working hours.
- 11.12 Employees who do not qualify for Essential User participation but are required to use their vehicles for official municipal purposes will be paid per trip as determined by the Travel and Subsistence Policy and Procedures for officials.

## **12. REDUCTION, WITHDRAWAL OR TERMINATION OF ALLOWANCE**

- 12.1 To retain an essential user allowance qualifying employees are required to meet all the requirements in the system and procedure on an on-going basis. Failure to meet any of these requirements could result in the allowance being partially or wholly withdrawn or terminated in terms of the procedure as provided for in this system and procedure.
- 12.2 In cases of absence from duty, the allowances will stop **except** under the following circumstances:
- 12.2.1 when on 22 or less consecutive working days' annual or sick leave (the allowance will only stop for the period which exceeds said number of days);
  - 12.2.2 when away on council business;
  - 12.2.3 during the paid portion of maternity leave;
  - 12.2.4 when suspended on full pay; and
  - 12.2.5 when absent from duty to an injury on duty.



- 12.3 There are various reasons for employees no longer meeting the criteria and requirements attached to the essential user allowance. These include:
- 12.3.1 Promotion to a position which do not receive and/or qualify for an essential user allowance and where the functions attached to the position do not require the incumbent to utilise a vehicle on a daily or continuous basis;
  - 12.3.2 Temporary secondment to a project, position or function which does not require continuous and daily use of a vehicle;
  - 12.3.3 Long term chronic illness exceeding a month in length;
  - 12.3.4 Permanent change(s) to the nature of the employees' current position and or duties, which has resulted in a regular usage below the level required by the scheme;
  - 12.3.5 Employee failing to perform their regular duties as required by the position;
  - 12.3.6 Incorrect allocation of allowance where the usage may have been increased over a period to justify the allocation of the allowance. This shall apply to any allowance where an employee consistently fails to meet the minimum requirements of the scheme following the approval of the allowance;
  - 12.3.7 In the event that it can be shown that employee has received the transport allowance without having the requisite vehicle available; and
  - 12.3.8 Where an employee, notwithstanding the provisions of paragraph 5 above fails to meet the usage criteria for reason of a temporarily nature (for example reduction of work as result of economic factors).

- 12.4 In each of the above cases, the following procedure shall be followed:
- 12.4.1 Employees who are transferred, move laterally to a new position or promoted to a higher position, shall be made aware prior to accepting the appointment that their Essential User Allowance shall cease within a period of six months.
  - 12.4.2 Employees who are temporarily seconded to a project, position or function which does not require usage of a vehicle shall retain their current allowance as a secondment allowance.
  - 12.4.3 In cases of long-term incapacitating illness leave, each case shall be considered on its merits and Human Resources shall make recommendations to the delegated authority on whether the allowance will be retained or withdrawn.
  - 12.4.4 In cases of a permanent change to the functions or geographic area related to a position, the employee shall be given six months written notice that the allowance shall be withdrawn.
  - 12.4.5 In cases of a drop in usage which arises out of an employee failing to perform their duties (i.e. not linked to a permanent change in the function, but due absence from duty) the relevant Manager shall consider whether action should be taken in relation to poor performance. The allowance shall be withdrawn with immediate effect.
  - 12.4.6 In the event that it can be shown that an employee has received an incorrect allocation of allowance due to the usage that may have been increased over a period to justify the allocation of the allowance, the allowance shall be withdrawn with immediate effect and the overpayment of the allowance

for the identified non qualifying period must be recovered from the employee's salary.

12.4.7 In the event that it can be shown that an employee has received the transport allowance without having the requisite vehicle available, the allowance shall be withdrawn with immediate effect until such vehicle is available / provided. The overpayment of the allowance for the identified non qualifying period must be recovered from the employee's salary.

12.4.8 In cases where an employee does not meet the usage criteria in any one month, the manager shall consider the reason for this and if it is for a reason of temporarily nature, the manager shall recommend, and the delegated authority shall consider and approve one of the following actions:

12.4.8.1 The employee shall receive a reduced allowance for those months during which the employee does not qualify for the allowance. The reduced allowance shall be calculated on a pro rata basis on the difference between the required minimum of 300 kilometres and the actual usage; or

12.4.8.2 The withdrawal of the allowance subject to a six month notice period.

12.5 Employees whose allowance is permanently withdrawn shall be given six months written notice that the allowance shall be withdrawn and may be considered for inclusion on the scheme at a later date when the qualifying and usage criteria are once again met. Such application shall not be dealt with as a renewal, but as a new application.

12.6 The employee shall be entitled to terminate participation in the scheme upon giving six (6) months written notice to Bergrivier Municipality;

- 12.7 Participation in the scheme shall automatically terminate on termination of service of the employee for whatever reason;
- 12.8 Employees must submit a claim for usage, irrespective of whether they are using their normal vehicle or whether they are using a replacement vehicle for when their normal vehicle is in for repairs. Failure to provide an alternative vehicle shall be considered a serious breach of system and procedure as will failure to submit monthly usage records. Either failure could result in the withdrawal of the allowance.
- 12.9 Non-compliance with the provisions of this policy subject to disciplinary procedures may result in the immediate termination of participation of any employee irrespective of other notice periods that may be reflected in this policy.

### **13. RENEWAL OF ESSENTIAL USER ALLOWANCE**

- 13.1 Essential User allowances shall be formally reviewed in terms of the general provisions and criteria in this system and procedure when a position becomes vacant.
- 13.2 The Line Manager shall review the original motivation for the allowance and, if still required, shall submit a motivated request for renewal to the delegated authority for approval. This shall include supporting motivation, including the kilometre and continuous usage report.
- 13.3 In instances where an essential user allowance has been withdrawn, such applications shall be treated as new requests, requiring a six-month monitoring period prior to the approval of the allowance, to ensure that the usage are indeed within the scope of the system and procedure.

### **14. RECLAIMING OF FUNDS**

- 14.1 The Municipality shall reclaim funds from employees' remuneration where the investigation has shown the allowance to be wrongfully

allocated. The relevant Director shall be accountable for ensuring the reclaiming of funds where required.

- 14.2 Where usage has dropped due to other factors, the Municipality shall terminate the allowance as described above but shall not reclaim from the employee.

## **15. ROLES AND RESPONSIBILITIES**

- 15.1 Human Resources will advise line managers on system and procedures and procedure interpretation.
- 15.2 Line Managers will be responsible for undertaking the monthly monitoring. Line Managers shall also be responsible for investigating reasons for non-compliance, withdrawal of allowances were indicated and reclaiming any funds.
- 15.3 Directors shall be accountable for the overall implementation of the Essential User Scheme within their Directorates and shall ensure that their managers manage the scheme within the parameters of the system and procedure.

## **16. PROCEDURE FOR ADMINISTRATION OF PARTICIPATION IN THE ESSENTIAL USERS MOTOR SCHEME**

- 16.1 The employee shall provide the following relevant information after approval of the application to the Department Human Resource Services before implementation:
- 16.1.1 Copy of valid driver's licence;
  - 16.1.2 Copy of registration certificate;
  - 16.1.3 Proof of insurance including insurance amount and value; and
  - 16.1.4 Other information requested by Department Human Resource Services or Salary Section.

**17. DATE OF APPLICATION OF POLICY**

This policy shall come into effect from the first day of the month succeeding approval thereof by the Municipality.