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Department:
Community Safety and Transport Management
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



DEPARTMENTAL TRANSPORT POLICY - 2022

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1. PURPOSE

The purpose of this policy is to regulate the effective, efficient, economical and transparent use of the departmental Pool, scheme A and Scheme B vehicles.

2. MANDATE

This policy derives its mandate from the Government motor Transport Handbook version 1 of 2019 and the 2017 Subsidised motor Transport Handbook version 1 of 2017.

3. DEFINITIONS

In this policy, unless the context otherwise indicates –

“Capital remuneration” means the state’s contribution to the capital cost based on the purchase price minus the estimated resale value of a subsidized vehicle, payable in equal monthly instalments for the duration of the contract;

“Department” means Community Safety and Transport Management

“Accounting Officer” - Accounting Officer / Head of department appointed in terms of PFMA and PSA or his or her delegate

“Officer/ official” means a person who has been appointed on contract in terms of section 8 (1) (c) (ii) of the Public Service Act 103 of 1994;

“Transport officer” means an official appointed / delegated by Head of department who is responsible for the administration of the departmental Scheme A & B and government vehicles;

“Responsibility manager” means the Head of a section or a person acting in that position.

“Proxy” means an appointed official to act on behalf of the Department on Transport related matters

“User / Driver” means official duly authorised to drive a departmental vehicle

“Scheme A” means an approved subsidised motor vehicle allocated to an official to perform official duties

“Scheme B” means an approved privately owned vehicle used to perform official duties

“DTAC” means a departmental Transport Advisory committee

4. INTERPRETATION AND APPLICATION

- 4.1 This policy applies to all applications for the issue of a government vehicle or the applications for the approval and the use of subsidized motor transport and scheme B vehicles
- 4.2 Anything which is not covered by this policy and which is covered by the Government Motor Transport handbook, version 1 of 2019, Subsidised Motor Transport Handbook version 1 of 2017, Provincial employee sports and recreation policy and North-West Provincial Transport circular for pool vehicles and circulars developed by the Department is deemed to have been covered by this policy.
- 4.3 Should any questions arise as to the interpretation of this policy, they must be referred to the secretariat of the Departmental Transport Advisory Committee.

PART ONE: APPLICATIONS FOR AND USE OF SUBSIDIZED VEHICLES - SCHEME A

5. SCHEME A

5.1 Qualification criteria

- 5.1.1. Where an official's duties necessitate the official use of a motor vehicle and where the provision of a Subsidized Vehicle is in the interest of the State, the applicant must complete the Z81 application form. Completing the Z81 on the online system of the RT68 finance service is preferable to reduce discrepancies between the actual vehicles ordered and to reduce the turnaround time of processing the applications. (Example attached as Addendum D)
- 5.1.2. An official will qualify for the Subsidized Scheme A if he/she travels for job related purposes a minimum of 105 000km over the selected contract period. The table below sets out the minimum official business kilometres to be travelled per annum to qualify for a specific contract period

Contract period (Months)	Minimum Business Kilometres per annum
32	39 375 km
36	35 000 km
42	30 000 km
48	26 250 km
54	23 333 km
60	21 000 km

- 5.1.3. An official that qualifies for a shorter contract period, may select a longer contract period to accommodate the affordability of the vehicle with the same minimum required kilometers.

- 5.1.4 An official cannot select a shorter contract period unless they adhere to the required contract kilometers.
- 5.1.5 Any claims by an official that proves that they adhere to the minimum requirements of the subsidized vehicle Handbook will need to be provided.

This can include:

- 5.1.5.1 In the event that the job description and/or performance agreement and/or work plan and responsibilities of the official remain unchanged, a record from the previous maintenance service provider in terms of kilometres travelled or the submission of a log sheet summary of the utilization of the previous vehicle.
- 5.1.5.2 In cases where no statistics of official kilometres are available due to the creation of new posts or a new appointment, the total projected official assigned kilometres that the official shall undertake per month must be considered.
- 5.1.5.3 Log sheets of the utilization of a private motor vehicle or a vehicle provided by government for a continuous period of at least six months including those in where the official was a passenger must be provided.
- 5.1.5.4 In the areas where their jurisdiction is limited but the daily need to use the vehicles is needed; proof of daily utilization supported by proof of the trip will be required. This criterion is based on the on-going utilization compared to kilometers travelled and an official will need to make use of a vehicle for official purposes at least 15 days per month. The official will need to substantiate the claims for the utilization of the vehicle by submitting his/her job description and or performance plan.

5.2 In addition to the minimum requirements

- 5.2.5 An official can only apply to partake in the subsidized motor transport scheme if they are in full time employment of the State.
- 5.2.6 In the event that a department opts to issue a subsidized vehicle to officials on probation, their PMDS reports will need to be submitted along with their application for a subsidized vehicle.
- 5.2.7 The official needs to be in possession of a valid driver's license or the nominated driver for a physically handicapped official needs to be in possession of a valid driver's license.

- 5.2.8 Every application for a Subsidized Motor Vehicle must be evaluated as a new application in terms of the job specification and/or work plan and/or performance agreement and responsibilities of the official irrespective of whether an official was issued with a subsidized vehicle previously.

5.3 Issuing of subsidized vehicles to Middle Management members

- 5.3.1 Officials on Salary levels 11 and 12 that want to take part in the subsidized motor transport scheme can only do so once they have met the minimum qualifying criteria of the scheme.
- 5.3.2 Officials that take part in Scheme A of the Subsidized Motor Transport scheme will not be allowed to structure for a motor vehicle allowance but can structure their packages according to the other provisions that was made by The Department of Public Service and Administration.

6. APPLICATION FOR A SUBSIDIZED VEHICLE

- 6.1. An official, who complies with all the specified qualifying criteria and wishes to be provided with a Subsidized Motor Vehicle for the performance of their official duties, should submit a Z81 application form to their department.
- 6.2. Official's needs to electronically complete the Z81 application form as provided on the website of the RT68 Finance service provider. This application will also set out the details of the contributions by the official and the State and needs to accompany the application of the official to the Subsidized Motor Transport Committee.
- 6.3. The application needs to be signed by the responsible Head of the Directorate and countersigned by the Chief Director or General Manager or higher ranking delegated official.
- 6.4 The following information shall be required in the initial application process:
- 6.4.1 The Z81 application form
 - 6.4.2 A copy of applicant's identity document, a valid driving license and the latest salary advice;
 - 6.4.3 The job description and/or the performance agreement and/or the work plan of the official
 - 6.4.4 Utilization report of a previous subsidized vehicle, government owned vehicle or a private motor vehicle as ratified by his/her Senior Manager
 - 6.4.5 Memorandum or motivation for the allocation of subsidized vehicle as supported by his/her Senior Manager.

- 6.4.6 The application must then be submitted to the Secretariat for compiling the application to the DTAC.
- 6.4.7 Upon approval of the Z81 application by the DTAC as specified by the Head of Department or his delegate in Schedule 1, the application form must be signed by the Head of Department or his/her delegate.
- 6.5 All applicants must submit the information as set out in Addendum A in addition to the Z81 application form once the application has been signed by the Head of Department.
- 6.6 The finance service provider shall assess the credit worthiness and the affordability of each individual application received to determine whether the finance will be approved for the official purchasing a Subsidized Vehicle under the Scheme.

7. LOG-SHEETS

- 7.1 All official trips undertaken with a subsidised vehicle, must be authorised
- 7.2. A log sheet, form Z79 is to be completed in triplicate by the official. The log sheet is to reflect all distances covered, both official and private.
- 7.3 The original and middle copy of Z79 together with an approved trip authorization and approved weekly/monthly movement plan reflecting all destinations on Z79 must be directed to the Departmental Transport Officer on or before the 7th of each month.
- 7.4 All log sheets (Z79) are only to reflect the kilometers that were travelled in one month. Log sheets must be filled in from the first of each month to the last day of the month (28, 29, 30th or 31st).
- 7.5 The following signatures must appear on the Z79 and must be strictly controlled:
- The signature of the official in whose name the vehicle is registered.
 - Signature of the Head of the Directorate or his/her delegate
 - Signature of the Transport Officer

8. APPOINTMENT OF DEPARTMENTAL TRANSPORT ADVISORY COMMITTEE

- 8.1 The Accounting Officer should appoint a Departmental Transport Advisory Committee in writing to advise him or her with regard to the responsibilities and powers conferred upon him or her in terms of the Subsidized Motor Transport Handbook version 1 of 2017.

- 8.2 The committee shall consist of 10 members, the Chairperson at SMS level, CFO or his/her delegate must be represented at the committee, 5 members preferably at a level of middle management and 3 members from Transport management unit to serve as secretariat to the committee
- 8.3 The secretariat will scrutinize all applications and documentation prior to the presentation of the application to the committee.

9. FUNCTIONS OF THE DEPARTMENTAL TRANSPORT ADVISORY COMMITTEE

The functions of the transport committee are –

- 9.1 To evaluate all applications for subsidized vehicles based on the transport policy, the circular issued from time to time by the Department of Transport and this policy and advise and make recommendations to the Accounting Officer;
- 9.2 To verify all applications in terms of the job description and/or of work plan and/or performance contract of the individual and the application of the vehicle.
- 9.3 To verify the validity of an officer's driving license;
- 9.4 To determine the application of the vehicle to suit the job description;
- 9.5 To vet application, utilization period and official kilometers;
- 9.6 To review all applications in the context of the previous kilometers travelled and available exception reports from the service provider on utilization of a previous vehicle;
- 9.7 To develop a compliance checklist to ensure that all applications comply with the requirements of the policy
- 9.8 To submit a monthly reports assessing compliance with this policy; and
- 9.9 To perform any other function consistent with the policy as may be conferred by the Accounting Officer.
- 9.10 To advise on the suitability of the type of vehicle required by the official such as a Light Delivery Vehicle (LDV) / Multi-Purpose Vehicle (MPV)/ Sports Utility Vehicle (SUV) or sedan vehicle and the required engine size.
- 9.11 To advise on the economic implications and practicality of the subsidized vehicle.
- 9.12 To advise the Head of Department in line with Schedule 1 of the Subsidized Motor Transport Handbook.

10. FAILURE TO TAKE DELIVERY OF A VEHICLE

- 10.1 An official signing a final order to purchase a subsidized vehicle will be liable for any cost incurred, should he/she fail to take delivery of the vehicle. The following exceptions will be applicable:
- 10.1.1 Where the official resigned from the employment of the department.
- 10.1.2 Where the official passed away.

- 10.1.3 Where an incorrect vehicle, which does not correspond to the vehicle order as signed by the official, was delivered.
- 10.1.4 Where the official cannot take delivery of the vehicle due to circumstances beyond his or her control as motivated to the Head of Department of the end user department, with the end user department confirming such in writing to the finance service provider.
- 10.1.5 When the official cannot obtain finance for the vehicle due to the quarterly escalation in price or as determined by the finance service provider in terms of the National Credit Act.
- 10.2 Authorization for a subsidized vehicle can be withheld from an official for a period of 24 months, if the official ordered a previous subsidized vehicle and refused to take delivery of the vehicle despite the vehicle corresponding to the vehicle order form as signed by the official

11. OFFICIAL UTILIZATION PERIOD

- 11.1 All officials applying for a subsidized vehicle will be required to utilize the subsidized vehicle for a 32, 36, 42, 48, 54 or a 60 -month period or 160 000 kilometres, whichever comes first.
- 11.2 Officials will be required to travel the minimum contracted kilometres as set out in the Z81 application form within the specified period.
- 11.3 To qualify for a 60% subsidy, and official will be required to travel a minimum of 105 000km for official business purposes over the specified contract period.

12. OFFICIALS LEAVING THE EMPLOYMENT OF THE STATE

- 12.1 An official leaving the employment of the State has three options in terms of the outstanding amount owed to the finance service provider:
- 12.1.1 The official can make a once-off payment in respect of the outstanding amount owed to the finance service provider.
- 12.1.2 The official can refinance the outstanding amount owed to the service provider.
- 12.1.3 The official can dispose of the vehicle in consultation with the finance service provider to cover the outstanding amount owed to the finance service provider.

13. NORMAL WITHDRAWAL

- 13.1 Normal withdrawal of a vehicle is the withdrawal of the vehicle after the completion of the 36, 42, 48, 54 or 60 month contract period or 160 000 kilometres whichever comes first or in the event of an official resigning, passing away or being promoted.
- 13.2 The responsibilities of the RT62 maintenance service provider will terminate based on the 36, 42, 48, 54 or 60 months from the date of delivery of the vehicle.
- 13.3 The contract between the official and the RT68 finance service providers will terminate on the date of expiry of the contract once all repayments as specified at the time of the contract signature was done.
- 13.4 The vehicle will remain insured till the last day of calendar month in which the termination of the finance agreement was done.
- 13.5 All penalties outstanding to the department will need to be calculated at the time of withdrawal.
- 13.6 The finance, maintenance and insurance service providers need to be informed of normal withdrawals. Where possible such notification should be given three months in advance.

14. PRE MATURE WITHDRAWAL

- 14.1 An official can request for a vehicle to be withdrawn from the scheme prior to the expiry of the contract period under the following conditions:
 - 14.1.1 If it can be proven that the vehicle has continuous mechanical breakdowns that cannot be resolved.
 - 14.1.2 The Department withdraws the vehicle due to the underutilization of vehicle by the official after a minimum period of 32 months.
 - 14.1.3 The official leaving the employment of the state.
 - 14.1.4 Early retirement due to medical reasons.
 - 14.1.5 Promotion of an official to the level of Director.
 - 14.1.6 Promotion or transfer of the official to a position where a vehicle will not be required.

15. NOTIFICATION OF WITHDRAWAL

The Transport Officer needs to ensure that all service providers are informed in writing within a maximum of three months of any vehicle withdrawn from the scheme.

16. PROHIBITED ACTIONS

- 16.1 Any official provided with a subsidized vehicle may not utilize a Government owned vehicle.
- 16.2 In instances where a special task cannot be executed in the official subsidized vehicle the Head of Department may approve utilisation of a state vehicle subject to submission of an application to that effect.
- 16.3 No official kilometers that are undertaken by the relief vehicle are to be credited against the subsidized vehicle. (Refer to relief car on Subsidised motor Transport Handbook version 1 of 2017 section 40 p 34)
- 16.4 An official provided with a subsidized vehicle may not under any circumstances utilize the services of any Government Garage or Workshop-owned or any Government contracts, for the maintenance and operation of the subsidized vehicle.
- 16.5 Any kilometres travelled by an official with an alternative vehicle supplied by the official can be claimed for under the tariffs applicable for private vehicles. These kilometres are not to be credited to the subsidized vehicle and the payment thereof will need to be done through the normal Substance and Travel (S&T) claims procedure within the department and not through the maintenance service provider.

NB: Any payments in this regard are subject to the approval of the Head of Department or his/ her delegate.

17. CALCULATION OF THE UTILIZATION OF THE SUBSIDIZED VEHICLE

- 17.1 A subsidized vehicle can be withdrawn from the scheme if an official has not travelled the minimum required kilometres within each year of utilizing the subsidized vehicle upon approval thereof by the Head of Department.
- 17.2 In the event that a vehicle is withdrawn from the scheme, the penalties for underutilization of the subsidized vehicle will be applicable.

18. UNDERUTILIZATION OF A SUBSIDIZED VEHICLE

- 18.1 Special provisions to waiver the applicable penalties can be made by a department at the discretion of the Head of Department.
- 18.2 The following possible mitigating circumstances must be considered prior to imposing the penalties on officials that are not utilizing their subsidized vehicle:
 - 18.2.1 An official whose job description and responsibility has changed since the allocation of the subsidized vehicle.
 - 18.2.2 Consideration of annual leave taken.
 - 18.2.3 An official that, due to medical reasons was absent from work for duration of time and could not have utilized the subsidized vehicle.
 - 18.2.4 Maternity leave
 - 18.2.5 The official being involved in one or more motor vehicle accidents with the subsidized vehicle where the vehicle could not be used for an extended period of time, due to the repairs thereof.
 - 18.2.6 When the vehicle was not available for a prolonged period, due to constant maintenance or repairs due to the unavailability of parts.
 - 18.2.7 The limitation of kilometres travelled by subsidized vehicles due to the implementation of budget constraints within the department.
 - 18.2.8 Any other reason as sufficiently motivated by the Department or the official of circumstance beyond the control of the official.
 - 18.2.9 Should none of the mitigating circumstances as set out above be applicable, the following remedial action can be taken against officials not driving the required business kilometres:
 - 18.2.10 The department can require the official to drive the outstanding kilometres after the contract period had lapsed Government will not contribute any amounts for the maintenance, insurance or capital of the vehicle. The official will only be reimbursed for fuel at the same rate as the subsidized vehicle that was initially approved by the end user department.
 - 18.2.11 The official can be required to pay back the amount for shortage of business kilometres travelled based on the actual cost incurred by the department. For that purpose, the following formula should be utilized:

PART TWO: PRIVATELY OWNED VEHICLE USED FOR OFFICIAL PURPOSE

19. SCHEME B

19.1. OVERVIEW

Scheme B can be utilized by officials that do not meet the minimum kilometer requirements of Scheme A.

19.2. IMPLEMENTATION

- 19.2.1 An official that wishes to partake in Scheme B will need to obtain formal approval from the Accounting Officer or delegated authority. Such an approval will need to include the vehicle category and engine size that is approved and the estimated kilometers to be travelled by the official. Such an approval will still be subjected to the normal authority per trip to be issued by the delegated authority.
- 19.2.2 An official will make use of their own private vehicle and will be reimbursed on private rates for business kilometers travelled on a pre-agreed engine size and vehicle category as approved by Head of Department.
- 19.2.3. The engine size and vehicle category does not need to correspond to the actual vehicle that the official is making use of. In the event that the official is making use of a vehicle where the rate of the actual vehicle is lower than that of the approved vehicle, the department will reimburse the official on the lower rate.
- 19.2.4. An official making use of Scheme B may utilize a government vehicle as and when required with the relevant approvals from a delegated authority.
- 19.2.5. There is no age or kilometer restriction on a vehicles being utilized by official. It is the responsibility of the official to ensure that the vehicle is maintained, reliable and good running order.
- 19.2.6. Government will not assist any official partaking in Scheme B with any guarantee as may be required by a financial institution in the event of an official purchasing a new vehicle.
- 19.2.7. An official partaking in Scheme B cannot procure a vehicle from the RT57 vehicle procurement contract as utilized under Scheme A.
- 19.2.8. Officials partaking in Scheme B will need to adhere to the normal prescripts as implemented within their departments for claiming for official business kilometers travelled on the Private Rates as published by the Department of Transport.
- 19.2.9 The official will need to ensure that they have comprehensive **business** vehicle insurance. The cost for all maintenance, licensing fees, vehicle registrations and any costs incurred due to accident damage will be for the account of the official.

19.2.10. Officials need to ensure that their vehicles comply with the provisions of Road Traffic Legislation in terms of license and roadworthiness. Officials also need to submit proof of ownership and copies of valid driving license and Identity document.

20. PRIVATE AND OFFICIAL KILOMETRES

20.1 For the purpose of Scheme B, the following will be considered as business or official kilometers:

20.1.1 Any trip authorized by an official's supervisor in the execution of his/her duties.

20.1.2 When an official is required to work at a place other than his/her normal place of duty and travels directly from his/her normal place of residence directly to such other place it will be deemed as an official trip, provided that the distance deemed as official, shall be limited to the distance which it would have been, had the official travelled to such other place from his/her normal place of duty. The lesser distance of the official's normal place of residence or his/her normal place of work to the other place of duty will be deemed as official.

20.1.3 When an official is temporarily posted or seconded to a different base office other than his/her normal place of work, and travels directly from his/her normal place of residence directly to such other office it will be deemed as a private trip, provided that the distance deemed as private, shall be limited to the distance which it would have been had the official travelled to his/her normal place of place of duty. Should the difference exceed the distance to the official's normal place of work, the difference shall be deemed as business kilometers.

20.2 For the purpose of Scheme B, the following will be considered as private kilometers and cannot be claimed by the official:

20.2.1 Any trips undertaken related to the maintenance or accident repair of the vehicle. This includes services, routine maintenance, tyre fitments etc.

20.2.2 The collection of a vehicle from the dealership at the time of delivery of the vehicle.

20.2.3 Any kilometers travelled to renew the vehicle license disc.

20.2.4 Any travel between the residence of the official or place of residence to their normal place of work.

20.2.5 Any travel from the official's normal place of work to their residence.

20.2.6 Any travel for the payment of any traffic fines.

20.2.7 Any other travel that is not for official business purposes.

20.2.8 . Travel to common destination using more than one vehicle is prohibited, trips should be coordinated and where there is a pool vehicle and scheme A or B vehicles involved, scheme A or B vehicle should be preferred over pool vehicle

20.3 Log sheet submission

20.3.1. Log sheets should be submitted to Transport Officer at Head Office on or before the 10th of each month.

20.3.2. If submission date is over the weekend , submission should be made on Friday

NB: Should any discrepancies arise from the interpretation of private kilometers, it is the prerogative of the Head of the Department, or his/her delegate to adjudicate the circumstances of the claim and make the final ruling.

Should any of the above instructions be in conflict with any Instructions as issued by National Treasury from time to time, the latter will prevail.

PART THREE: GOVERNMENT MOTOR VEHICLES / POOL VEHICLES

21. ISSUE OF GOVERNMENT VEHICLE (POOL VEHICLES)

21.1 A government vehicle must not be issued to an official unless such official

21.1.1 Has a valid driving license with no endorsements;

21.1.2 Has undergone professional driving course (push and pull)

21.1.3 Has a duly completed and approved trip authority for such a trip.

21.2 A trip authority must be completed by the officer who shall be driving the Government vehicle and signed by his or her supervisor, where possible. If it is not possible to obtain the signature of the supervisor, an alternate signatory may be identified in the Department. An official who is a passenger or driver may not approve the trip.

21.3 No official shall be allowed to request or loan a government vehicle from Department of Transport without a permission of Departmental Transport Officer.

- 21.4 An emergency requirement of pool vehicle from Department of Transport should be approved by Assistant Director / Deputy or Director- Transport Management.
- 21.5 A government vehicle must be issued only on the day of travel unless advance authority to park the vehicle at home has been obtained.
- 21.6 Unless the Accounting Officer directs otherwise, a trip authority must not run longer than one week at a time.
- 21.7 All users/drivers should every financial year submit the following documents for management of Traffic fines
 - 21.7.1 Copy of ID document
 - 21.7.2 Proof of residence
 - 21.7.3 Copy driving license

22. USE OF GOVERNMENT VEHICLES

- 22.1 A government vehicle must be used only by the person authorised by the trip authority.
- 22.2 A government vehicle must be used only for official purposes and not for private or other purposes, unless authority has been granted as such.
- 22.3 A driver of a government vehicle is not allowed to carry passengers including departmental employees or pick up casual passengers without the necessary authority.
- 22.4 A driver of a government vehicle should not deviate from the authorized route, without informing and obtaining prior approval from Transport officer or his/her superiors.
- 22.5 The driver must keep and complete the log book at the end of each trip and must return a completed original trip authority, keys, log book and fuel card to the transport officer immediately after utilizing the vehicle.
- 22.6 It is the responsibility of the user/ driver of the state vehicle that he is properly authorised and that the vehicle allocated is in a good roadworthy condition

23. GARAGING AND PARKING

- 23.1 An officer in charge of a government vehicle must ensure that the vehicle is adequately garaged and parked and must at all times take all reasonable steps to safeguard the vehicle including accessories therein against theft, irregular use, damage or fire.
- 23.2 An authority must be obtained for every day that a vehicle is parked is parked at residential area.

24. INSPECTION OF VEHICLES

- 24.1 A pre and post inspection must be conducted by both Transport Officer or his/her representative and the driver.
- 24.2 During the inspection, the transport officer his/her representative must record, in front of the driver, all the accessories in the vehicle and damages, if any, to the vehicle.
- 24.3 The driver shall immediately report any mechanical defect to Transport officer.
- 24.4 All users / drivers must on monthly basis surrender vehicles to Transport Office for monthly inspection
- 24.5 Verification of Fleet to be conducted at least once a year
- 24.6 The officer in charge of the shift should ensure that pre and post inspection is conducted
- 24.7 In case the Transport Officer/ Shift supervisor is unavailable, pre and post inspection should be conducted by officials/ officers exchanging the vehicle(s)

25. UNAUTHORISED OR MISUSE OF STATE/ GOVERNMENT VEHICLE

- 25.1 Where vehicle is used without authority, the official concerned will be held liable for the cost of the distance covered in line with those rates issued by the National DoT for private vehicles.
- 25.2 Misuse may lead to impounding of vehicles by law enforcement officers. The authorities impounding the vehicles should immediately inform Departmental Transport Officer.
- 25.3 An official who uses a vehicle without authority, irregularly, recklessly, neglected the vehicle or misused it, must be subjected to a disciplinary action.
- 25.4 All traffic fines shall be paid by the official who was using the vehicle at the time of such traffic offences.

26. ACCIDENTS

- 26.1 A driver of a government vehicle who is involved in an accident must report the accident to the police or to a traffic officer not later than 24 hours after the accident occurred.
- 26.2 The driver must endeavour to obtain the particulars of the other driver involved in the accident, or where this is not possible, a case reference number from the police or the traffic officer to whom the accident is reported.
- 26.3 The responsible driver must immediately report the accident to a Transport Officer and complete the accident report form.
- 26.4 The accident report must be referred to the Transport Officer, who shall compile a report and recommend for investigation to be conducted.
- 26.5 All users/drivers of state vehicle should not accept liability during an accident

26.6 Failure to submit accident/incident report to Transport Officer within 72 hours will result in non-allocation of vehicle to the user or directorate

27. SUSPENSION OF OFFICIAL FROM DRIVING GOVERNMENT VEHICLES

27.1 The Director/ Deputy Director at RTM district office may suspend an officer from driving a Government vehicle where it is alleged –

27.1.1 The officer has subjected a government vehicle to misuse or irregular use;
or

27.1.2 Proof exists that the officer has driven a vehicle recklessly or the vehicle was involved in an accident whilst being so driven; or

27.1.3 The officer drove the vehicle whilst under the influence of liquor or narcotic drugs

28. DAMAGE TO GOVERNMENT VEHICLE

28.1 Any damage, loss, deficiency as a result of inevitable causes and thefts (other than damage, losses and deficiencies arising out of an accident) must be reported first to the transport officer and thereafter be dealt with, in terms of the policy on losses and theft of state property.

29. SUBMISSION OF LOG-SHEETS

29.1 The monthly log-sheet must be submitted to the Transport Officer on or before the 15th of each month, Transport Officer to submit to District Transport Officer on or before the 17th of each month.

29.2 The District Transport Officer will consolidate and submit to Head Office on or before the 21st of each month

29.3 Head Office will submit to Government Motor Fleet on or before the 25th of each month

29.4 Failure to submit log sheet on time may result in disciplinary procedure against the responsible official.

30. DISPOSAL OF GOVERNMENT VEHICLES

30.1. The government vehicles must be disposed of in accordance with the procedure contemplated in the asset management policy.

31. TRANSFER OF GOVERNMENT VEHICLES

31.1 A government vehicle may not be transferred from the Department to another without the authority of the Accounting Officer

32. FUNERALS AND MEMORIAL SERVICES

Department will not provide official government transport to any family member of the deceased or employees under the employment of the State.

Government motor transport can however be utilized under the following conditions:

32.1. Government officials that are nominated by the accounting officer to represent their relevant department at a funeral, memorial service or any other functions related thereto.

32.2. For all other officials who will be attending the funeral or a memorial service, transport may be made available based on the request. This should be based on the availability and as approved by the accounting officer or his/her delegate.

32.3. Subsidized vehicle owners, SMS or MMS members who have structured for a car allowance, will not be issued with a government vehicle, but will have to utilize their vehicles officially to perform all memorial and funeral functions as set out above.

32.4. In the event that a bus is made available by the department, all subsidized vehicle owners, SMS and MMS members may use the bus, unless the accounting officer approves otherwise.

32.5. Any deviation from these guidelines, should be approved by the Accounting Officer.

33. FUEL CARDS

33.1. Fuel cards will be kept by the Transport Officer and will be presented to drivers only when there is a need to fill up

33.2. Driver/ User will sign a register upon receipt of the fuel card pre trip and will present the fuel card post trip and will sign off the register

33.3. Fuel cards will only be used to refill fuel and purchase of oil

33.4. Fuel card will not be used to pay for toll gates, car wash, tyres and maintenance of the vehicle

33.5. All drivers of government vehicles shall ensure that the correct fuel is disbursed into the vehicle

33.6. District and Head office Transport Officers to submit fuel monthly reports as determined by Transport Management unit

34. PROVISION OF TRANSPORT TO PERFORM OVERTIME DUTIES

The Head of Department may consider providing transport assistance to employees (full time employees and contractual employees) who are required to perform remunerated overtime duty in cases where there is no public transport available and there are safety risks to employees as per overtime policy clause 11(d).

NB: Transport will only be availed to staff members performing remunerated overtime as follows

- In the morning during weekdays if remunerated overtime starts at /before 07h00.

- In the afternoon during weekdays if staff performing remunerated overtime knock off at/after 18h00.
- In the morning during weekends if remunerated overtime starts at/before 08h00.
- In the afternoon during weekends if staff performing overtime knock off at/after 16h00.

35. DELEGATION

The Head of Department delegates the under-listed duties to

35.1 Approval to park a state vehicle at residential area –

35.1.1. Deputy Director Transport Management will authorise for all administration, road safety, JAWS intervention and airports vehicles. In case Deputy Director is not available, requests will be authorised by Assistant Director Transport Management.

35.1.2. RTM districts managers will authorise all traffic vehicles for their respective districts – in case district manager is not available, requests will be authorised by Deputy Director Transport Management.

35.2 Approval of trip authorities to run over a week as required by section 21.6

35.2.1 Deputy Director Transport Management will approve for all administration, road safety and airports vehicles.

35.2.2 RTM districts managers will approve for their respective districts

35.3 Approval to withdraw from scheme B for whatever reason to be approved by Chief Director.

36. APPROVED OFFICIAL KILOMETRES TO BE TRAVELLED PER MONTH

36.1 SMS members shall not be allowed to travel more than **3000** KM's per month.

36.2 Other officials (MMS and lower levels) shall not be allowed to travel more than **3000** Km's per month.

36.3 Traffic officials shall not be allowed to exceed **3000** Km's per month.

NB: Any official (SMS or MMS) / Officer who anticipate to exceed set official kilometres should obtain prior approval from the Head of Department.

37. DEPARTMENTAL SUBSIDISED MOTOR VEHICLE (SCHEME A) BENCHMARK

Category	Engine Capacity
Sedan	1600cc
LDV (single/club cab/DC vehicles)	2500cc

The Department does not make provision of **Multipurpose and Special Utility Vehicles.**

38. SPORTS

38.1 Refer to Provincial Employee Sports and Recreation (ES & R) policy

38.2 All items not covered by the Provincial Employee Sports and Recreation policy will be the prerogative of the Head of the Department

39. POLICY REVIEW

This policy shall be reviewed after three years and any new developments will be implemented as circulars.

Effective date: Upon signature of the Accounting Officer.

APPROVAL OF TRANSPORT POLICY

APPROVED

MR M. MORULE
ACTING HEAD OF DEPARTMENT

15/11/22
DATE