



education

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REPUBLIC OF SOUTH AFRICA

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CHIEF DIRECTORATE: FINANCIAL MANAGEMENT SERVICES

Directorate: ASSET AND TRANSPORT MANAGEMENT SERVICES

DEPARTMENTAL TRANSPORT MANAGEMENT POLICY

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DEFINITIONS OF TERMS

GOVERNMENT TRANSPORT:	Are vehicles owned by the North West Provincial Government, administered through the Provincial Department of Community Safety & Transport Management (Government garages) until decentralization of Fleet Management Function is fully implemented. These can be categorized into general hire vehicles and permanently allocated vehicles.
GENERAL HIRE VEHICLE:	A vehicle that is available for hire for a short term hire by a user Department, or a vehicle that is used as a relief for a permanently allocated vehicle undergoing maintenance and repairs.
PERMANENTLY ALLOCATED:	A government vehicle permanently allocated to a user Department of their exclusive use.
DEPARTMENTAL VEHICLES:	Are Government vehicles purchased, maintained and operated, from within the Departments' own funds. These vehicles are accounted for in the Departmental Asset Register.
TRANSPORT OFFICER:	The Departmental Transport Officer at Corporate (Head Office), Institutional, or District level who has been appointed in writing by the Head of the Department to control all Government vehicles at a sub-office within a specific region or district.
TRANSPORT CONTROLLER:	A transport officer at Head Office level who has been appointed in writing by the Head of that Department at Head Office to control all government vehicles within that Department and who is also a Proxy for that user Department.

DRIVER:	An official / employee in possession of a valid unendorsed driver's license which enables him / her to drive a specific category of vehicle; for certain categories of vehicle a valid PDP is compulsory.
CLASSIFICATION CODE:	A code used by GMF to identify the type / class of Government vehicle.
GOVERNMENT GARAGE	An official place where government vehicles will be brought for diagnostic evaluation for repairs / maintenance / accident damages as well as impounded state vehicles.

A. Preamble

A.1 This Policy is informed by previous circulars issued or policies relating to government motor transport, including Transport Circular 4 of 2000 and the latest (2019) version of the Government Motor Transport Handbook. The Policy excludes the subsidized vehicles as they are governed by the Subsidized Motor Transport Handbook.

B. Legislative and related prescript mandate

B.1 This policy is underpinned by the legislative mandates listed hereunder. These legislative mandates have been considered prior to drafting the Government Motor Transport Handbook from which this Policy is established. This policy document is therefore not in contravention of existing legislation, but it rather addresses current challenges.

- (a) Transport Circular No 4 of 2000
- (b) National Road Traffic act (Act 93 of 1996)
- (c) Administrative Adjudication of Road Traffic Offence Act (Act 46 of 1998)
AARTO
- (d) Public Service Act (Act 103 of 1994 as amended)
- (e) The PFMA, Act 1 of 1999 as amended
- (f) Treasury Regulations, 2001
- (g) North West Provincial Transport Circular for Pool Vehicles
- (h) Government Motor Transport Handbook Version 1 of 2019
- (i) Public Service Act, (Act No. 103 of 1994) and regulations, as amended.
- (j) Provincial Road Traffic Acts
- (k) National Road Transportation Act, 1977 (Act No. 74 of 1977)
- (l) Occupational Health and Safety Act, No. 85 of 1993;
- (m) Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993

TRANSPORT POLICY

1. Policy Statement

- 1.1 Transport in the Department is supplied as a tool to support the Department in the delivery of its objectives. It is also a means by which services are delivered, and therefore it must be used in the most cost- effective manner.
- 1.2 The management of transport as a resource rests with the manager responsible for service delivery. The line function head, the institutional head, the program manager and the team leader are the people responsible for the management of transport within their respective components. The line function head will delegate the day to day operation of the resource to a transport officer but will take overall responsibility for performance and control.
- 1.3 As a tool, transport is an asset and it is therefore managed and accounted for in the Departmental Asset Register just like other departmental assets. The Asset Management Policy and the Transport Policy should therefore be seen as complementing each other rather than seen as distinct from each other.

2. The Scope of the Policy

- 2.1 This policy covers the use of transport within the North West Province. It covers inter alia: vehicles permanently allocated to Departments, vehicles from donor organizations, vehicles hired by the Department, and vehicles allocated to Learning Institutions.

3. Departmental Transport Officers' Forum

- 3.1 User Departments that manage their own fleets and are excluded from the Provincial Transport Officers Forum should ensure that a Departmental Transport Forum is established to address all operational matters to promote cost effective Fleet Management within the Department.
- 3.2 The Accounting Officer should ensure that the Transport Officer has the necessary resources to fulfil their functions.

4. Framework

- 4.1 In support of the Policy Statement and governing principles as stated in the Public Service Regulations, the following control mechanisms as part of the plan for implementation are of relevance.

4.2 Who can use a vehicle?

- (a) A Departmental vehicle can be used by an employee, who is in possession of valid driver's license and has been authorised by way of a trip authority for an activity in line with the objectives of his / her component.

- (b) Vehicles cannot be used for party political purposes under any circumstances or to take part in industrial union activities.
- (c) Loaning of pool vehicles between Departments is prohibited and Departments can approach the nearest Government Garage to access pool vehicles if theirs are fully engaged.

4.3 Drivers

- a) A Departmental vehicle can only be driven by a Government employee or an employee appointed in terms of Treasury Instruction S3, provided the S3 contracted employee has a clause contained in the contract stating that for government transport purposes this employee is regarded as an employee of the state. An addendum to this effect must be added to the contract of existing S3 contract employees.
- b) The driver must have an unendorsed valid driver's license. The Transport Officer must check the driver's license for validity.
- c) The driver must have no outstanding transport related disciplinary action against them at the time of taking the car.
- d) Where necessary, drivers must be in possession of a Professional Drivers Permit.
- e) The Department may require officials making use of a government vehicle to undergo a competency test.

4.4 Passengers

- (a) Passengers carried in a government vehicle must be authorised to travel in that vehicle. The picking up of casual passengers is not allowed under any circumstances. This also includes picking up of government officials who are not authorized to travel in that government vehicle or other passengers such as family members – spouse, children etc. who are not included in the trip authority.

5. AUTHORISATION OF ANY OTHER PERSON OTHER THAN THE EMPLOYEE

- 5.1 Any person who is not an employee or is contracted by the state and is approved to make use of government motor transport will do so after being authorised by the Superintendent General or any Departmental Representative delegated by the Superintendent General as in compliance with Section 41 of OHS Act indemnity is prohibited.
- 5.2 In the event that the vehicle is involved in an accident, the responsibility of legal duty to care for the affected employee will not be upon the department but the injured person will be referred to the assistance of Road Accident Fund, and by doing so, no one should give commitment of any sort but to inform the Superintendent General about the incident through the Director of Asset Management & Transport. However, should the incident be as a result of the

negligence of a driver necessary steps will be taken against the driver to remedy the situation.

- 5.3 School Governing Bodies` Members (SGBs), and learners must be in possession of Identity Documents when transported by government vehicles.
- 5.4 **NB:** SGB members are not allowed to drive state vehicles because they are not employees of the Department but they can be transported to attend meetings of the school.
- 5.5 Any person other than employees of the department, will be permitted to be transported by the state vehicle only in a case of emergency (i.e. when the said employee of the contractor or any service provider on site got injured or not feeling well. However, the limitations of that transportation will strictly be to the nearest medical facilities not home. This will apply to emergencies in official premises including the schools.

6. Authority to use a Vehicle

- 6.1 All movements must have a duly completed, signed and authorized trip authority before the vehicle is moved. In normal circumstances a trip authority must be authorized by an official at Assistant Director level or above, who is senior to the person travelling and is in their direct management line. In circumstances where this is not possible, alternate signatories must be identified locally.
- 6.2 A faxed trip authority is an acceptable document. If a vehicle is moved in an emergency, a trip authority must be obtained immediately after the event or within 24 hours of the movement. This process is only to be used in a case of extreme emergency and the manager must be satisfied that the journey was necessary.
- 6.3 If a vehicle is based with a member of staff away from the office (e.g. a school or health nurse operating from home), then a trip authority can be issued against a weekly or monthly work plan.
- 6.4. Trip authorities must not run longer than one week at a time except during: examination time, execution of a project, and the need in the office of the Member of the Executive Council (MEC).
- 6.5 As good rule, transport between residence and work is deemed private and government vehicles must not be used for transporting of officials or colleagues without authorization.
- 6.6 The use of transport outside the province should strictly be authorized by senior managers, i.e. Director level and above.
- 6.7 In case of injury on duty the use of state vehicle will be permitted to all employees irrespective of the salary level, unlike on normal basis so as the

injured person can receive medical assistance on time, as the Department is mandated to transport injured persons.

7. Issuing of vehicles

- 7.1 All vehicles should be issued on the day of travel unless advance authority to park the vehicle at home has been obtained.
- 7.2 The driver must carry his or her license and produce it to the transport officer / traffic officer upon request.
- 7.3 The signed trip authority must be carried in the vehicle with a copy placed on the file at the transport office.
- 7.4 The intended time of departure and return is to be recorded on the vehicle issue form and compared against the actual time in return.
- 7.5 Continued late return of vehicles will lead to a refusal to allocate vehicles in the future.
- 7.6 Arrangements should be made with the Transport Officer / Manager if the vehicle is going to be returned late.
- 7.7. The transport officer will complete a vehicle issue form, recording the condition of the vehicle, quantity of fuel in the tank, opening kilometres log book and E-Fuel (petrol/diesel) card.
- 7.8 The driver will sign this, and then take responsibility for the vehicle at that point.
- 7.9 On the vehicle's return, a post-trip check will be made and the check-list will be completed using the same process.
- 7.10 The driver must hand in all petrol/diesel/oil purchase slips to the transport officer for checking after each trip.

8. Parking a vehicle overnight

- 8.1 In normal circumstances vehicles must be parked at an official location. The transport officer must allocate an approved parking place for each vehicle and these parking places should be lockable or serviced with 24-hour security.
- 8.2 Where secure facilities are not available, the vehicle should be parked at the nearest official property. The driver of the vehicle is responsible for ensuring that the vehicle is parked at a safe place as circumstances permit. ***The prescribed form must be completed, signed and approved by the Senior Manager.***
- 8.3 Parking charges for the use of secure parking will be refunded to a Departmental official on production of proof to his/her component - where

he/she reports. Permission may be given for a vehicle to be parked overnight at a home of an official if the following conditions are met.

- a) The location has been reviewed by the transport officer and security is considered adequate, e.g. there is a garage or lockable gates.
- b) The member of staff will be leaving early in the morning or returning late at night, the actual times that this would come into force, would be the time when public transport has not resumed operations for the day / or ended services.

Exception can also be made if the personal security of a member is at stake and at least 10km round trip would be expected to be covered, or

- c) If the home of the individual is at a place between the office and their destination, such that it is not sensible to come to the office (normally a journey saving of at least 25km, would be expected), or
- d) If the individual works from home or
- e) The individual is on call and there are no means by which they can be transported in the event of a call-out.

- 8.4 An overnight parking form should be duly completed for parking a vehicle at home and must be issued for each occasion. The trip authority should be signed by responsible official, and the Director or his or her delegate must sign the overnight parking.

However, for those on call, blanket permission can be issued for a specific time period and must be strictly monitored. The permission is subject to review and can be withdrawn at any time.

Whilst a vehicle is parked at home it may not be used for any private purpose. If an emergency arises, and it becomes necessary to use the state vehicle, a signed trip authority for the movement must be obtained within 24 hours of the journey.

Private use of the vehicle whilst parked at home will lead to the withdrawal of the privilege and possible disciplinary action.

9. LOG BOOKS, LOG SHEETS, PETROL CARD, VEHICLE KEYS, VEHICLE EQUIPMENT

9.1 The Departmental Transport Officer will control the issuing of logbooks and trip authorities of the vehicles belonging to the Department. The daily, weekly and monthly compilation of log-sheets and submissions to Head Office, will be the responsibility of Transport Officers and their respective supervisors.

9.2 It is the responsibility of the Transport Officer and the immediate supervisor at Head Office to ensure accurate billing in respect of kilometres travelled, rental and tariffs charged on pool vehicles.

9.3 Vehicles should at all times be optimally utilized, and every effort must be made to ensure that there is a balance on the monthly accumulation of kilometres per vehicle, in the interest of averting over utilization of a specific vehicle.

9.4 Any vehicle that travels more than 4 000 kilometres in a month or travels excessive and suspicious kilometres on any specific trip(s), will probe an investigation and disciplinary action will be taken against an official should it be found that the vehicle was misused.

10. SUBMISSION OF LOG-SHEETS / NON- OR LATE SUBMISSION

10.1 The submission date of log-sheets from Area Offices and Special Schools to District Offices, is the 15 of each month, and Districts are expected to submit to Head Office on 18 of each month. Action will be taken against Transport Officers and their immediate supervisors for late or non-submission of log-sheets.

NB. The penalty cost for late submissions of log-sheets constitutes fruitless and wasteful expenditure, and will be recovered from the official that may have been driving the vehicle at the time.

10.2 The driver takes responsibility for the logbook, keys and petrol card once the vehicle issue form has been signed, until the vehicle has been returned to the transport officer at the end of the journey.

10.3 All vehicle keys should be safely secured (preferably in a locked container / safe / drawer) in the transport office when the vehicle is not in use. A spare set of all vehicle keys should be kept in a secure place (e.g. the office safe).

10.4 Loss of keys resulting in replacement costs of the entire locking system will be borne by the Department. The officials will be responsible for the replacement costs if it is found that the costs were due to negligence on their part.

10.5 If a petrol card is issued, it should be treated as cash and the driver will be held responsible for the transactions that took place on it, whilst it is in his / her possession.

10.6 All fuel receipts must be kept and made available when the vehicle is returned to the transport officer. Each government vehicle will be issued with a petrol card.

10.7 It is the responsibility of the driver to fill in the vehicle logbook legibly and accurately. Details of a trip (point to point description and purpose of trip), dates of travelling, speedometer readings, travelled kilometres, and petrol slips **must** be provided.

10.8 Loose vehicle equipment / accessories, e.g. the spare wheel, tool-kit, jack and any other extras will be checked at the time of issuing the vehicle, and will remain the responsibility of the driver until such time as the vehicle is returned to the transport officer.

11. MANAGEMENT SYSTEMS

The following key indicators must be kept for each vehicle:

- Actual kilometres travelled,
- Fuel utilization (litres / kilometres travelled),
- Total maintenance cost per kilometre,
- Running cost per kilometre,
- Availability,
- Utilization, and
- Vehicle performance versus other similar vehicle within the fleet

The provincial transport division must monitor, in conjunction with the users, the key indicators and address shortcomings immediately. This information should be kept by each transport officer in their designated components.

12. DEPRECIATION AND DISTANCE LIVES

Depreciation should be calculated on the reducing – balance method, or on a straight-line basis over the cost of the vehicle. Vehicles should be replaced when it is optimally viable to do so. Presently, vehicles are scrapped due to life-to-date (ltd) maintenance history; i.e., if maintenance cost exceeds purchase price, and if the repair span has been reached.

13. DISPOSAL OF VEHICLES

The disposal of vehicles that are withdrawn from service must be effected in accordance with the provisions of Treasury Instructions and the Tender Regulations. Presently, each government garage at District level, prepares documents for the Authorities involved in the administration and management of state vehicles to authorize such disposal. Documents to be prepared by the latter garages include withdrawal certificates, Board of Survey (BOS) report and the movement of vehicle to the auction yard. This arrangement may cease to exist upon full implementation of the decentralized fleet management function.

14. PROCUREMENT OF GOVERNMENT OWNED VEHICLES

The Department of Education is approved and listed as a participant on the National Transversal Contract (RT-57) issued by National Department of Transport, in conjunction with National Treasury: Contract Management Division. The Department procures vehicles internally (through the Directorate: Asset Management and Transport Services) directly from approved vehicle manufacturers listed in the RT-57 Contract.

15. REPAIRS AND MAINTENANCE OF GOVERNMENT MOTOR FLEET VEHICLES

- 15.1 All Departmental Transport Officers **must** communicate with the nearest Government Garage to make arrangements for repairs and maintenance of pool vehicles.
- 15.2 TsD 139 would be completed by an in-house mechanics, and taken to the capable merchant. Vehicles cannot be taken directly to merchants for repair without the mechanical section / artisan having inspected / diagnosed the vehicle before and after the vehicle has been repaired (i.e., pre- & post-inspection should be conducted before and after each repair, to avoid duplications and wrong diagnoses).
- 15.3 A pre-authorisation number will be allocated by Government Garage via the maintenance service provider of RT46, namely, First National Bank (FNB), to the transport officer / merchant before any repair work commences.

16. DEPARTMENTS PAYING FOR REPAIRS OUT OF OWN BUDGET

- 16.1 The Department of Community Safety and Transport Management (Government Motor Fleet) is paying for the cost of repairs on behalf of the Departments, and claims the cost from the user departments. This arrangement will cease to exist upon full implementation of the decentralized fleet management function.
- 16.2 If the repair costs are too high to incur or if repairs are as a result of an official's negligence either through driving or otherwise and has caused considerable damage to the vehicle, then the responsible official will be held responsible for repair costs; and
- 16.3 Government Garage will assist in obtaining the quotations, as per PFMA or SCM requirements. However, for control purposes the mechanical inspector representing the service provider (bank) will provide his/her inputs on the quotation received.
 - 16.3.1 This (referring to paragraph 16.3) will be done to curtail overcharging by merchants in repairing the vehicle. Also for control purposes the district Fleet Manager, together with the Assistant Director and mechanical artisan will provide approval for this.
 - 16.3.2 Once vehicles are repaired, Departments should allow Government Garage mechanical artisan to conduct quality assurance assessment / inspection on finished vehicles before releasing them to user Departments. This will be carried out to minimise return jobs.

17. SERVICING OF GOVERNMENT OWNED VEHICLES

All government vehicles *must* be serviced on time / or as per manufacturer's schedule plan. The users of transport in the Department should strictly adhere to service intervals and not default.

18. TOWING

All use of trailers and towing vehicles, must be in accordance with the provisions of the National Road Traffic Legislation.

No private property may be towed.

No government vehicle shall be towed by any other vehicle than those authorized by the appointed maintenance and repair service provider, unless these services are provided by a government Department with vehicles specifically modified to render such services.

No government vehicle is allowed to tow any other vehicle, other than those specifically modified and approved to do so by the relevant authority.

19. REPAIRS AND REPLACEMENT OF LOST SPARE PARTS AND ACCESSORIES

The Department will pay for repairs and replacement of lost parts and accessories only if official(s) are not found to be liable for the loss.

20. TRAFFIC FINES

20.1 All vehicles are registered by the Department of Education through the Directorate: Asset Management & Transport Services. A Deputy Director in the Directorate is appointed as the proxy for the Department's fleet.

20.2 The license renewals are the responsibility of the Department's Transport Officer at Head Office. The Transport Officer also manages the responsibility for payments pertaining to penalties for late licence renewals, lost discs and traffic fines.

20.3 Drivers are responsible for payment of all traffic fines / summons and administration fees that are issued for violation of traffic regulations and rules incurred whilst they were using Departmental vehicle.

20.4 The Fleet Management Unit / Transport Section must obtain details of the driver and apply to the issuing Municipality/Licensing Department to redirect the traffic fines to the driver.

20.5 It is the responsibility of the Fleet Management Unit to verify with the Municipality/Licensing office if the fine is paid within stipulated time frames.

20.6 Where a driver failed to pay within a stipulated timeframe, the Fleet Management Unit shall send a written request to the Finance Unit to raise a debt against the official concern, and to deduct a payment.

21. REPLACEMENT OF VEHICLES

21.1 Replacement of vehicles is based on the life to date maintenance history i.e., if the repair cost exceeds the purchase price, the vehicle will be highlighted to be scrapped or replaced.

21.2 The Department shall have a record on the vehicles registration numbers, purchase price, type of vehicles, and model of vehicle with an indication of the financial year and when the vehicle should be replaced.

21.3 Vehicles must be replaced when the continual usage is no longer economically viable to the State with specific consideration to the age and kilometres travelled.

N.B. The Department will replace withdrawn vehicles as and when budget for procurement of pool vehicles is granted.

22. ACCIDENT DAMAGE VEHICLES

Accident damaged vehicles are to be reported to the Departmental Transport Officer. All accident damaged vehicles are to be towed to the nearest Government Garage until the accident report (Z181) is completed for processing. An accident should be reported within 24 hours of occurrence to the nearest Police Station, and within 48 hours to the Government Garage, where the damaged vehicle is towed to. The Z181 Form should be completed in this regard.

Third party claims should be handled by the Department's Legal Service Directorate, through the Office of the State Attorney.

23. INSURANCE

23.1 Government vehicles are not insured by insurance companies, the state carries its own accident risks and accept liability for any expenditure arising from claims by third parties.

23.2 An official who whilst driving a government owned vehicle is involved in an accident and is subsequently charged with a criminal offence or against whom civil claims are brought by the third parties can be defended through the State Attorney at the expense provided.

NB: if a third party is involved, full residential address of that person, postal address, ID number, private vehicle registration number and telephone must be obtained.

23.3 Officials or employees driving a government owned vehicle and their passengers are covered to the following extent:

23.3.1 An official who is injured whilst using a government owned vehicle on official duty either as a driver or passenger, will be regarded as having been injured on duty and the matter

will be dealt with in accordance with the arrangement applicable to injury on duty.

24. SUSPENSION OF OFFICIALS FROM DRIVING GOVERNMENT-OWNED VEHICLES

- 24.1 In the event of a government owned vehicle being or having been subjected to misuse or irregular use, or
- 24.2 Where positive proof that an official is or was guilty of reckless conduct whilst driving a government owned vehicle or such vehicle was involved in an accident while being driven, or
- 24.3 Where the driver of a government owned vehicle has been found guilty (by Legal Services after consultation) of driving such vehicle while under the influence of intoxicating liquor or narcotic drugs, such official must be immediately suspended from driving GOV vehicle until such time that the Head of Department decides to permit him / her to resume driving State Vehicles.
- 24.4 As a precautionary measure, an official who has been involved in an accident whilst driving a state owned vehicle should be placed under suspension until their case has been finalized. This action is aimed at assisting the defaulter not to be exposed to a series of accidents which may cause repayment difficulties should the case not be favourable to him/ her. It may be necessary for the official to be sent to Push and Pull (Driver Training Programme).

25. PAYMENT OF FUEL / OIL / REPAIRS

Payment of fuel, oil and repairs are processed by the service provider of RT 46 appointed by National Treasury together with National Department of Transport.

26. FUNERALS AND MEMORIAL SERVICES

The Department will provide government transport to be used during funerals and memorial services of a deceased employee under the following conditions:

- a) The Department will only provide transport to the immediate bereaved family members if the Department holds a memorial service centrally at Head Office, District Office or Sub-District Office subject to approval by the Accounting Officer or delegated Senior Manager.
- b) Departmental officials who are nominated by the Accounting Officer to represent the Department at a funeral, memorial service or any other functions related thereto, will be deemed to be on duty until they return the vehicle back to the Department;

- c) For all officials who will be attending the funeral or a memorial service, transport may be made available on request. This should be based on the availability of transport, and an approval by the Accounting Officer or his / her delegate;
- d) Subsidized vehicle owners, SMS or MMS members who have structured for a car allowance will not be issued with a government vehicle, but may utilise their vehicles officially to perform all memorial and funeral functions as set out above. The vehicle of SMS or MMS member will be deemed to be on official duty and it will only be used for the sole purpose approved for;
- e) In the event that a bus is made available by the Department, all subsidised vehicle owners, SMS or MMS members may use the bus, unless the Accounting Officer approved otherwise. The bus will be deemed to be the state vehicle for compliance with OHS Act, No. 85 of 1993 therefore Journey Management Plan Assessment must be done, and Journey Manager be appointed by SG.

N.B. Any deviation from these guidelines, should be approved by the accounting officer.

27. UNAUTHORISED OR MISUSE OF VEHICLES

- 27.1 When vehicles are used irregularly, driven recklessly or negligently, or misused, disciplinary action must be taken against the offending official, apart from any proceedings which may be instituted in terms of Road Traffic Legislation.
- 27.2 Where vehicles are 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 Department of Transport for private vehicles. For all heavy duty vehicles, the costs as incurred by the Department or as charged by a government trading entity will be payable by the official. The official will be held liable for the cost incurred in repairing any damages to the government vehicle and to settle any third-party claims where such a vehicle was involved in an accident.
- 27.3 Any misuse, abuse, unlawful or incorrect vehicle application by an official, shall lead to disciplinary action.
- 27.4 Misuse of vehicles may lead to impounding of the vehicles by law enforcement officers. The authorities impounding vehicles should immediately inform the Department concerned of the place where the vehicle is stored and the process of releasing it. Should the vehicle be impounded by the Law Enforcers due to the recklessness of the driver additional charge may be imposed in compliance with OHS Act, section 8(2)(h) in case the occupants want to claim Acute Stress Disorder (ASD).

28. CIRCUMSTANCES UNDER WHICH A VEHICLE MAY BE IMPOUNDED

- a) Driver Intoxicated,
- b) No driver's license,
- c) No trip Authority,
- d) Unlicensed vehicle (if not on NATIS system),
- e) Conveying unauthorised passengers / hitch-hikers, and
- f) Vehicle exceeding speed limit.

29. POLICY AND REVIEW

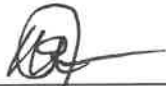
This Transport Policy shall be reviewed every three years, or as and when necessary to ensure alignment and currency to current legislation.

30. POLICY APPROVAL:

~~RECOMMENDED / NOT RECOMMENDED~~

REMARKS:

Recommend the approval of the policy.



**MS M. JANSEN
CHIEF DIRECTOR
FINANCIAL MANAGEMENT SERVICES**

12/11/2024
DATE

~~RECOMMENDED / NOT RECOMMENDED~~

REMARKS:



**MR. M. H. MASHAO
DDG FOR CORPORATE SERVICES**

13/11/2024
DATE

*Approved.
W. Shaw. Acting AO*

13/11/2024