

the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

DEPARTMENTAL POLICY ON TRANSPORT

Version 6 FEBRUARY 2019

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DEFINITIONS 1.

Unless otherwise indicated, the following terms shall be defined as follows:

Means any act or omission by any official of the
Department of Roads and Public Works which causes
physical damage to a vehicle and which arises out of willful
or negligent misconduct.
A person in terms of section 36 of the PFMA.
Means an entity that leases vehicles to the Provincial User
Departments for their exclusive use under a full
maintenance lease agreement.
The set engine capacity per category of vehicle for
allocation purposes as amended by the Northern Cape
Department of Transport annually.
The set engine capacity per category of vehicle for
allocation purposes as amended by the Northern Cape
Department of Transport annually.
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 installments
for the duration of the economic use of the vehicle for
official purposes.
Department of Roads and Public Works, Northern Cape
Province
Will include the Departmental Transport management,
District Transport Management and District Transport
Officer.
The office situated in the District Office under whom fleet
management resolves.

"Driver"	An official of the department who is in possession of a
	valid unendorsed driver's license.
"Employee / Official"	(a) any person that has been appointed permanently,
	notwithstanding that such appointment may be on
	probation, to a post contemplated in section 8 (1) (a) of the
	Public Service Act, and includes a person contemplated in
	section 8 (1) (b) or 8 (3) (c) of that Act; or
	(b) any person that has been appointed on contract in
	terms of section 8 (1) (c) (ii) of the Public Service Act
"Family"	The employee spouse, life partner, biological parents,
	adoptive parents, grandparents, biological children,
	adopted children, grand children or siblings.
"Government Vehicle"	(i) Vehicles purchased, maintained and operated by the
	department (government owned vehicle).
	(ii) Vehicle permanently allocated to the department for its
	exclusive use under a full maintenance lease (FML) from
	the appointed service provider.
	(iii) Vehicle rented on a short term basis from an approved
	service provider for the use by the department.
"Headquarters"	City, town or site where the main functions of the
	Department and official are situated.
"Local / Departmental	An official in the transport section who is responsible for
Transport Officer"	the administration of the Department's subsidised and
	government vehicles
"PFMA"	Public Finance Management Act, Act 1 of 1999
'Programme Manager"	The Senior Management Service (SMS) Member who are
r rogrammo managor	
r rogramme manager	responsible for managing a certain Departmental
r regianino manage.	responsible for managing a certain Departmental Programme / Directorate.

	Management Service (MMS) Member who is responsible for the management and budget of a certain programme or sub-programme.
"SAPS"	South African Police Service.
"Transport Officer"	An official in the transport Department who is responsible for the administration of the government owned (GG) transport and subsidized vehicles.

2. INTRODUCTION

The Department of Roads and Public Works acknowledges the seriousness of the availability of major vehicles and the impact this resource has on service delivery, hence the formulation of this policy.

The development of a Transport Policy will enable the Department to realise some of its responsibilities; i.e. service delivery imperatives; economic and efficient usage of resources; etc.

This document has been compiled to inform management and staff of the Department of Roads and Public Works regarding policies and procedures related to the use of government vehicles, departmental owned vehicles and hired vehicles. This document outlines the procedures to be followed and the activities to the use of these vehicles. Deviations from these procedures need to be approved by the Head of Department.

This document also deals exclusively with the usage to government owned vehicles and those which are hired from a rental company, exclusively for government purposes.

It is therefore the responsibility of the Department to ensure that all of its officials are provided with necessary tools to perform their duties in relation to the fulfillment of their contractual obligations with the Department.

This policy revokes all other departmental policies or drafts.

3. REGULATORY FRAMEWORK

- The Constitution of the Republic of South Africa (Act No. 108 of 1996), section 3.1. 215 and 217,
- The Public Finance Management Act no.1 of 1999 (as amended by Act no 29 of 3.2. 1999):

- Section 38 dealing with general responsibilities of accounting officers and specifically subsection 38 (1)(a)(i), 38(1)(b),38(1)(d),38(1)(h) and
- Section 45 dealing with the responsibilities of other officials.
- 3.3. Transport Handbook on Tariffs for the use of Motor Transport; as amended: Amendment No. 1 of 2011 of the Annexure to Transport Circular No.1 of 1977.
- Transport Handbook: Circular No.4 of 2000, Utilization of Government Owned 3.4. Fleet.
- Service Level Agreement between the Northern Cape Provincial Government 3.5. and the approved service providers.
- 3.6. Public Service Regulations, 2001.

OBJECTIVE AND SCOPE

- 4.1. To ensure the following:
 - The validity of the use of vehicles owned by the Department, and vehicles hired by the Department of Roads and Public Works.
 - The accuracy and completeness of the recording of all transactions / activities related to the use of the abovementioned vehicles.
 - The proper maintenance and safeguarding of government owned vehicles.
- 4.2. The policy also prescribes the procedure to be followed when requesting for the government owned vehicle from the pool.
- The policy seeks to minimize the misuse and or unauthorized use of government 4.3. owned vehicles.

Furthermore the policy is intended to clarify the position regarding transport as 4.4. stated in the Public Service Regulations.

5. PRINCIPLES, VALUES AND PHILOSOPHY

All officials must ensure the efficient, effective and economic use of government vehicles and the proper accountability thereof. All officials must adhere to the following policies:

- 5.1. Vehicles may only be used for activities which are in line with the objectives of the Department of Roads and Public Works.
- Vehicles may not be used for political purposes or to take part in industrial / union 5.2. activities.
- Only government employees may be authorised as a driver. 5.3.
- 5.4. An official at assistant director level or above (who is senior to the person travelling and is in their line) Department must authorise all trip authorisations.
- 5.5. Vehicle keys must be kept safely secured in the transport office if not in use and duplicate keys must be stored in a secure place.
- 5.6. If the vehicle is used by a non-state employee (in exceptional circumstances where special permission has been obtained), an indemnity form is to be completed by the non-state employee.
- Drivers are held responsible for all transactions effected while the petrol card is in 5.7. the driver's possession. This card is to be used exclusively for purchases of petrol and toll fees.
- If a government vehicle is used for official purposes, the cost of the use of this 5.8. vehicle is to be borne by the Directorate from whom the request had originated.
- Government owned vehicles are not to be used as a means of transport between 5.9. work and home for departmental employees.

- 5.10. A checklist is to be completed and signed off by the driver returning the vehicle, as well as the driver who is to use the vehicle. This checklist is to serve as confirmation that the vehicle has been returned in a clean and roadworthy condition and it is removed from the premises of the Department in the same condition.
- 5.11. It is the duty of the official to complete and sign off the checklist upon departure and return of the vehicle to the premises.

DOCUMENTS 6.

The following documentation pertains to the use of government owned vehicles:

- Petrol Card (i.e. parking & fuel);
- Trip Authority;
- Vehicle log book;
- Z181 accident report form.

PROCEDURES: RESPONSIBILITY AND AUTHORITY 7.

The following officials are responsible for the various activities within the Department of Roads and Public Works relating to the use of government owned vehicles and government-hired vehicles.

7.1 The Head of Department is responsible for:

- The appointment of the Departmental Transport (Advisory) Committee / Collision Management Unit.
- Approval of the application for subsidized transport scheme.
- Approval of the policy.

7.2 Responsibilities of other officials and units:

- Programme managers are responsible for the implementation of the policy.
- The Directorate Policy and Planning will monitor and evaluate compliance and impact of these guidelines by all programs and sub-programs in the Department.
- Supply Chain Management is responsible for the commitment of the transport management service.
- Management Accounting Division Budget and Expenditure Control, is responsible for the monitoring of the expenditure and budget.
- The Financial Inspectorate will perform investigations with regard to compliance, regulations, policies and procedures.

7.3 The Service Provider is responsible for the following:

- Receive and application form, thereafter submit quotation to the applicant.
- Perform credit rating of the applicant.
- Request a deposit, if necessary.
- Order the vehicle.

7.4 The Departmental Transport Committee is responsible for the following functions:

- 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 HOD.
- To verify applications in terms of job description and this policy.
- To verify the validity of an officer's driver's license.
- To vet application, utilization period and kilometers.
- 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.
- To submit a monthly reports assessing compliance with this policy.
- To perform any other function consistent with this policy as may be conferred by the Accounting Officer.

Responsibilities of the Transport Control Officer and Local Transport 7.5 Officer:

- Co-ordinate motor transport to ensure optimal utilization of vehicles at all times.
- Exercise control over the maintenance of, and expenditure involved in the use of motor and other transport.

- Ensure proper completion and regular scrutiny of all records and returns concerning transport, especially the vehicle asset register of all vehicles under his/her control.
- Ensure the roadworthiness of all vehicles and regular servicing of all vehicles.
- Ensure that once a vehicle has completed its journey it is returned to the designated parking area, in a clean condition and in good working order.
- Ensure compliance with all instructions relevant to the use, operation and maintenance of vehicles.
- Maintain a link with their office and department, Government Motor Transport (GMT) and commercial garages.
- Shall be responsible for the Contract Management and act as proxy on behalf of Department in the management of the National Motor Transport Scheme -Transport Circular No. 5 of 2003.
- In any abuse and misuse of Government vehicles Local Transport Officer should assist Transport Control Officer to take steps against the official.

Responsibilities of the Driver: 7.6

- Safe and legal operation of the vehicle.
- Report any mechanically related problems associated with the vehicle.
- Performance of vehicle checks (i.e. oil and water levels, tire pressure, working condition of lights, etc.) when the vehicle is in her/his possession.
- Performing the instructions as set out in this policy applicable to drivers.
- Performing the instructions of the Transport Officer regarding transport related matter.

- Reporting of accidents, damages and other losses.
- Check the condition of the vehicle, including the expiry period on the licence of the vehicle;
- Ensuring the cleanliness of the vehicle.
- Reporting any damage to the vehicle, that has resulted from prior trips.

7.7 Allocation of Vehicles:

- All vehicles are pooled at Head Office or District Offices and allocated from there by the Transport Officer.
- Vehicles allocation to users (drivers) is subjected to a pre-approved monthly plan and original authorized trip authority.
- Allocation of vehicles can also be done on submission of an approved weekly plan.
- No allocation shall be done outside of the approved monthly or weekly plan.
- Approved monthly plans and trip authorization to be submitted on or before the third Friday of each month, prior to the month the vehicle authorization is required.
- Approved weekly plans and trip authorization to be submitted every Thursday of each week prior to the week the allocation is required in respect of emergencies that were not planned for on the monthly plan.
- However, trip authorization should not run for longer than one week (4x4's excluded) in order to assist the Transport to rotate the vehicle to remain within the allocated kilometers as prescribed by the service provider.

7.8 Authorisation of Use:

- The driver requiring the use of a government vehicle must complete a trip authorization form and forward it to his/her "Supervisor" (an official of assistant director level or above, who is senior to the requestor and in his/her direct management line) for authorization.
- The "Supervisor" forwards the trip authorization form to the Head of the relevant office for final authorization.
- The authorization party should assess the intended purpose for use of the vehicle to ensure that it will be used for activities which are in line with the objectives of the Department.
- If the driver intends to park the vehicle at his/her private residence, an application for this purpose must be completed and forwarded to the relevant Head of Department for authorization. The authorization thereof is subject to the following criteria:
 - There is a garage or lockable gates and;
 - The individual will be leaving early morning or will be returning late at night; or
 - o It is not pragmatic to firstly report to the office (due to the destination to be travelled), or;
 - The individual works from his/her private residence; or
 - o If the vehicle is to be stored overnight at the premises of the driver, a memorandum supporting this fact is to be submitted by the relevant Manager to the Head of Department.

7.9 Issuing of Vehicles:

- In extreme urgent cases and emergencies, vehicles may be utilised by a verbal trip authority from a Director (or otherwise delegated in the line function, to the Transport Officer and a signed trip authority obtained within 24 hours of the trip.
- Official transport will not be provided for officials working overtime unless proof can be given that no public transport is available at the said times and at least a Director has approved that request in advance with all the proper documentation.
- Vehicles may only be issued on the day of travel, unless prior approval was obtained the application to park the vehicle at the driver's private residence.
- A duly completed trip authorization form is required before any vehicle may be issued including daily messenger trips.
- The Transport Officer completes the vehicle issue form and records the following:
 - Condition of the vehicle;
 - Odometer reading;
 - Quantity of fuel in the tank;
 - Log book and petrol card number.
- The driver signs the vehicle issue form and accepts responsibility for the vehicle.
- The signed trip authority document must be carried in the vehicle.
- A copy of the signed trip authority must be filled by the Transport Officer.
- The driver must have his/her license available upon request by the Transport Officer.

- Continued late return of vehicles may result in refusal to issue a vehicle in future.
- If the return is late or over a weekend the books, keys and checklist must be handed in at security.

7.10 **Use of Vehicles:**

- The driver accepts full responsibility for the vehicle, log book, keys and petrol card upon signing the vehicle issue form until returning it to the Transport Officer.
- The driver must adhere to all traffic regulations at all times. imposed due to the non-adherence to traffic regulations will not be settled by the Department.
- The driver is not allowed to pick up any casual passengers.
- Immediate family members may only be conveyed within the vehicle if prior authorization was obtained. An indemnity form is to be completed for those passengers.
- The vehicle may only be used for official purposes, and may not be used for private purposes.
- Private property conveyed in the vehicle may not be of such a nature that could possibly cause any damage to the vehicle.
- Loose vehicle equipment like spare wheel, toolkit, jack etc. will be checked in the pre and post trip inspection and will be the responsibility of the driver until the vehicle is checked in.

7.11 Parking of vehicles:

- All necessary precautionary measures must be taken to safeguard the vehicle against damage, theft or irregular use.
- The driver should ensure the safe parking of the vehicle. Parking charges incurred for the government vehicle will be refunded (legitimate receipts to be submitted).
- If no secure facilities are available, the driver can park the car at the nearest official property for example at a Police Station.
- Vehicles must be parked at official locations in the approved parking allocations as allocated by the Transport Officer at night.
- Vehicles may only be parked at the driver's private residence if authorization has been obtained from the Head of the Department.
- The vehicle is to be parked in a garage or an area with lockable gates.
- The vehicle may not be used for any private purpose while kept at the residence of the official.

7.12 Rental Vehicles via Car Rental Companies:

Such bookings are made by filling out a short term requisition form. All applicable procedures, guidelines and policies do apply.

NO SHOW

No show by departmental officials or appointees not showing up for booked pick up must be reported within 24 hours to the car rental company and his/her line manager to facilitate the immediate addressing of the problem. If it is not reported it will be regarded as an admission of guilt. No shows from bookings made, must be reported to the car rental companies emergency number immediately to facilitate.

7.13 Accidents:

- In the case of a government vehicle being involved in an accident, it must be reported irrespective of the nature / seriousness of the incident.
- The incident must be reported to the police within 24 hours thereof.
- The government vehicle driver's details must be supplied upon request if reasonable grounds are present to supply the details.
- All the information (i.e. vehicle registration number, name, ID number, insurance broker, etc.) of the other driver must be obtained.
- The driver must provide an endorsement in the vehicle log book, and complete necessary parts of the Z181 - accident report form.
- The Z181 accident report form, should include witness statements and other relevant supporting documentation, which must be submitted to the local Transport Officer.

7.13.1 Accidents Involving Rental Vehicles:

- All accidents and losses must be reported to SAPS within 24 hours.
- The Car Rental company must be informed within 24 hours.
- The Z181 must be filled out and sent to the Transport Officer.
- Transport Committee to facilitate tabling at the Loss and Disposal Committee meeting for a decision.
- Policies and prescripts of the Car Rental agency also apply.

7.14 **Damages and Other Losses:**

- The driver of the vehicle must report the incident to his/her Transport Officer without delay.
- The Transport Officer must notify the police within 24 hours and his/her head office and the entity.
- The Transport Officer must ensure that all the relevant details are obtained for the investigation to be carried out.
- Adherence to DRPW's approved Loss and Disposal Policy to apply in all cases.

7.15 Maintenance of Vehicles:

- The driver should ensure that the vehicle is in a roadworthy condition.
- The air pressure of the tyres must be verified once a week to ensure the adequacy thereof.
- Fuel and oil as prescribed by the manufacturer must be used.
- The fuel consumption of vehicles must be monitored.
- The following indicators must be maintained for each vehicle:
 - Actual kilometers travelled;
 - o Fuel utilization;
 - Total maintenance cost;
 - Running cost per kilometer;
 - o Availability;

- o Utilisation; and
- Vehicle performance compared to similar fleet vehicles.
- Battery replacement the replaced battery must be handed to the supplier as part payment for the new battery and an invoice must be supplied. Batteries still under guarantee must be returned to the supplier.
- Any vehicle must be serviced and/or repaired by the local agent of the manufacturer.
- All vehicles must be serviced within the intervals as indicated in the servicing coupon booklets.
- The Transport Officer is responsible for timeous performance of all repairs and replacement of spare parts.

MISUSE AND ABUSE OF VEHICLES 8.

Abuse / Misuse and Unauthorized Use of Government Vehicles: 8.1

- The driver or an employee who, without authority, irregularly, recklessly, negligent used a vehicle or misused it may be subjected to disciplinary action, apart from any other relief available to the Department.
- The driver or the officials who has been found to have abused / misuse the government vehicle; after thorough investigation has been conducted may be suspended from using government vehicle in future.
- All costs (i.e. damage to property; fines for impounded vehicles; third party claim in case of accidents; tariff charged by; the service provider in case of a rented car; levy on distance covered; etc) associated with abuse / misuse and unauthorized utilization of government vehicle will be borne by the driver.
- All abuse of state vehicles must be investigated by the Transport Officer within 2 working days from the date of the alleged incident.

Misuse of a vehicle will result in disciplinary action being taken against officials in terms of the Public Service Co-ordinating Bargaining Council Resolution no. 2 of 1999, as amended by the Public Service Co-ordinating Bargaining Council Resolution No. 1 of 2003.

8.2 Smoking:

- No smoking is allowed in any government vehicles.
- Violation of this policy will lead to a refusal to allocate vehicles to an individual This will be dealt with in terms of the Public Service in the future. Regulations.

8.3 Suspension of Officials from Driving Government Vehicles:

- The Transport Committee may suspend an officer from driving a government vehicle where:
- I. the official has subjected a government vehicle to misuse or irregular use;
- proof exist that the official has driven a vehicle to misuse or irregular use; II.
- III. the official was found guilty to have driven the vehicle whilst under the influence of liquor or narcotic drugs.

8.4 **Drunken Driving:**

Drunken driving is a criminal offence; will not be tolerated within the Department. In the event of an accident whilst under the influence of liquor, may lead to the following:

- o Report to the SAPS; a case of malicious damage to government property opened.
- o Disciplinary action on misconduct instituted against the official.
- Damages suffered recovered from the official.

8.5 Suspension of Officials from driving Government-Owned Vehicles:

- If damage is caused to one of the Department's owned vehicles and it is evident that the official:
 - Used the vehicle with authorization for official purposes.
 - o Possesses a valid driver's license or other appropriate license.
 - Used the vehicle in the interest of the Department.
 - o Did not allow unauthorized persons to handle the vehicle.
 - o Did not deviate from the official journey or route without prior authorization.
 - o Did not, without prior consultation with the State Attorney, make an admission that was detrimental to the State.
 - Was not involved with the use of alcohol or drugs.
- The Department will in those cases, accept liability for any loss or damage suffered by another person.
- A disciplinary enquiry will be instituted should an employee deviate from any of these provisions. If the outcome of such a disciplinary process provides evidence of negligence, the employee will be liable to pay for the costs and losses incurred.

- If the employee is held liable, the accounting officer must determine the amount of the damage and in writing request the official to pay the amount within 30 days or in reasonable installments, depending on the amount.
- It should be noted that after any deductions, an employee must have sufficient money left to maintain himself / herself and any dependants. Discretionary deductions should not exceed 40% of the employee's basic salary.

8.6 **Tracking System:**

- All vehicles must be fitted with a tracking system.
- This system will assist the transport unit to assess driver behavior.
- This system information shall be used in any abuse as misuse cases of vehicles.
- Transport officers shall use the information to warn drivers of their driving behavior.

HIRED VEHICLES 9.

- Vehicles which are hired from commercial rental establishments, are to be used exclusively for government purposes.
- When the vehicle is no longer is use, it must be returned immediately to prevent unnecessary charges. The cost for use of the vehicle is to be settled by the Department.
- The same procedures apply to hired vehicles as to Government owned vehicles with regard to transporting passengers, issue of usage, parking etc.

TOLLGATE FEES 10.

- If toll fees are incurred on authorized trips, the cost thereof is to be settled by the Department.
- The driver of an authorized vehicle must use the card to pay for the tollgate fees. Otherwise he must pay the amount from his pocket and later claim the exact amount. In that case the legitimate receipt must be submitted with the claim.
- Proof of the amount paid is to be kept by the driver and is to be produced once the vehicle is returned to the Department.

11. MONITORING AND EVALUATION

- The Directorate Strategic Planning Management will monitor and evaluate 11.1 compliance and impact of these guidelines by all programs and sub-programs in the Department.
- The Financial Inspectorate will perform investigations with regard to compliance, 11.2 regulations, policies and procedures.
- 11.3 The departmental Transport (Advisory) Committee shall convene meetings on a monthly basis in order to assess the performance of the Department with regards to this policy.

12. **POLICY REVIEW**

- 12.1 This policy shall be assessed every five [5] years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed that time as necessary to reflect substantial organisational etc. changes at the Department or any change required by law.
- 12.3 Deviations from this policy must be approved by the Accounting Officer.

13. APPROVA	1:	3.	А	P	Р	R	O	V	Α
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This policy is Comments:			

ACCOUNTING OFFICER

05.03.19

ANNEXURE A: R	EQUIRED FORM	MS AND DOCUM	MENTATION

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Page 1



TRIP AUTHORISATION FORM

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RANK:						
DIRECTORATE						
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HEAD OF UNIT/	SECTION		HEAD	OF DEPARTMI	ENT (HOD)	

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81/147909 (Z606)

TRIP AUTHORISATION FORM FOR THE USE OF GOVERNMENT OWNED AND SUBSIDISED VEHICLES

IMPORTANT NOTICE: THIS TRIP AUTHORITY IS SUBJECT TO THE CONDITIONS AS STIPULATED OVERLEAF

NB: This form has to be completed in full and in duplicate prior to departure, copy to be attached to official Transport Request form in respect of general hire vehicle

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Officer/Employee Beampte/Werknemer	Station Standplaas	*******************************
Department Departement	Month Maand	********************
Branch Tak	Vehicle registration No. Voertuigregistrasie No	

DISTANCES • AFSTANDE

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Z 79 (81/150571)

Date	Paid to Betaal aan	Fuel/Brandstof		Engine of		Tyres and tubes		Servicing		*Spare and rep	aire	*Miscella-		Total	Total	
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rtify that the sertifiseer d	subsidised vehicle was n at die gesubsidieerde voe	ecessarily and who tuig noodsaaklik e	olly em n uitslu	ploy iitlik	/ed on Go vir die ge	ver spe	rnment se esifiseerd	erv de a	ice on the amptelike	rit	ficial tri te in Re	ps s geri	pecified ngsdier	i. ns go	ebruik _, v	ı
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rtify that the	official trips were necess	ary and that the an	rangem	ent	s made w	ere	the mos	t e	conomica	Lin	each i	nsta	nce	urGi	*5 *	
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lify that this	s return has been examine at hierdie opgawe nagegaa	d and that all offici	ial trips	unc	dertaken v	ven	e necess	ian an	<i>dtekening</i> / and in th	van ne i	r <i>Plaasiii</i> nterest	ke Va of ti	e rvoerbe he Stati	amp	te	•

Signature of Departmental Transport Officer: Head Office Handtekening van Departementele Vervoerbeampte: Hoofkantoor

G.P.-S. 81/181177

81/151177 (Z 181)

VERSLAG OOR 'N ONGELUK REPORT ON AN ACCIDENT

A.

- (I) Verwys na besteande voorskrifte voordst hierdie vorm in tweevoud of in drievoud, na gelang van omstandighede, voltool word.

 Refer to existing instructions before completing this form in duplicate or triplicate, as circumstances may require.
- (ii) Verstrek alle toepasiike/bekombare inligting. Furnish all applicable/available information.
- (iii) Stuur len opsigte van 'n GG-voertuig twee atskrifte aan die Staatsgarage en die ander aan u ele departement. In respect of a GG vehicle two copies must be made available to the Government Garage and the other to your own department.

DEEL I/PART I

(Besonderhede verstrek te word deur drywer van staatsvoerluig) (Particulars to be furnished by the driver of the government vehicle)

1.	Staatsvoertuig No.	Fabrikaat Make	Prov./regnr.: Prov. reg. No.
2.	Naem van drywer Name of dr. '8r	Rang Rank	
3.	Datum van ongeluk Date ol sccident	Tyd Time	hh
4.	Plek waar ongeluk plaasgevind het Place where accident occurred		
	(noem naam van die straat/per (Indicate name of street/road a	d en naam van en geskatte	atstand na die naaste dorp) listance to the nearest town)
5.	Geskatte spoed van staatsvoertuig onmiddellik voor Estimated speed of government vehicle immediately	die ongeluk before accident-occurred	
6.	Hoe was die sigbaarheid? Nature of visibility?	indlen s It poor,	swak, wat was die rede? state reason
	H-1-C-1-1-MILITANIA TARANIA TA		
7.	Watter soort pad was dit op die plek van die ongeluk Type of road at spot of accident. Macadamised/grav	? Teer/grond/beton.* (* Haz rel/concrete.* (* Delete which	il deur wat nie van toepassing is nie.) never is not applicable.)
8.	Wat was die toestand van die blad op die plek van State condition of road surface at spot of accide	ni. Comugated/potholed/loc	ggate/los/stowwerig/nat/glyerig/erg gerand/weinig se/dusty/wet/slippery/severely cambered/slightly
	gerond.* (* Haal deur wat nie van toepassing is nie.) cambered.* (* Delete whichever is not applicable.)		
9.	Was die pad toegekamp? Was the road fenced in?	Indien wel, aan beide kante If so, on both sides or on or	of slegs een kent? ne side only?
	Waar diere by die ongeluk betrokke was, meld of Where animals were involved, indicate whether the	f 'n veewagter die diere op y were tended to or driven i	ogepas of sangeja het en verstrek sy naam en by a herdsman and give his name and estimated
	geskate ouderdom age		
10.	Watter tekens, hoor- of sigbaar, het u gegee? What signs, audible or visible, did you give?	() -) (p) - p - p - p - p - p - p - p - p - p	(101)1419645544444444444444444444444444444444
11.	Wattertekens, hoor- of sighter, het die ander party What signs, audible or visible, did the other party give	gegee? ve?	
12.	Het u binne 3 uur voor die ongeluk plaasgevind het Did voutake any alcoholic liquor or narcotic drugs w	enige alkoholiese drank of vithin 3 hours before the occ	rerdowingsmiddels gebruik? urrence of the accident?
13.	Was die bestuurder van die ander voertuig volgens		
	Was the driver of the other vehicle in your opinion s	soneuffri ent rebnu to redo	of liquor?
	Verstrak redes ten opsigte van laasgenoemde Give reasons if the latter applies		
14.	Het u aan 'n derde party skuld erken? Did you admit liability to a third party?		Indien wel, aan wie en presies wat het u gesê? If so, to whom and state precisely what you said
	**************************************	************	

DEPARTMENT OF ROADS AND PUBLIC WORKS 32 GOVERNMENT TRANSPORT & SUBSIDISED VEHICLE POLICY

4.7"	Link		/151177 (Z 181)
15.	Did	lemand anders skuld erken? Indien well, gee volledige besonderhede met vermeiding van naam anyone eise admit liability? If so, full particulars as well as the name of person must be furnished	
	1-911-		

16.		strek besonderhede van die sigbare skade aan e particulars of visible damage to	
	(1)	staatsvoertuig government vahicle	
	(ii)	ander voertuie the chief vehicles the chief vehicle	
	(fii)	ander voorwerpe oner objects	
17.	hier	em en adres van elke passasier in of op die staatsvoemuig (meld rang en departement. Kry verklarings ne and address of each passenger in or on the government vehicle (give rank and department. Obtain state aan): attach):	van hulle en heg ments from then
	(1)		
	(11)		
	(iii)		
18.		am, adres en telefoonnommer van eike getuie (meld geslag en geskatte ouderdom); ne, address and telephone number of each witness (state sex and estimated age).	
	(1)	Passasier(s) in ander voeruig— Passenger(s) in other vehicle—	
		(a)	*********************
		(b)	
	(ii)	Ander getuie(s)— Other witness(as)—	
		(8)	
		(b)	w
1.	. Re	gistrasienommer van ander voertuig Fabrikaat Tipe gistration number of other vehicle Make	
2		Neam en adres van drywer Name and address of driver	
	(b)	Telefoonnommer en ID No. van drywer Telephone number and ID No. of driver	
3	. (a)	Name and address of owner	
	(b)	Telefonnommer en ID No. van elenaar Telephone number and ID No. of owner	************************
4	, Ind	ien die drywer en die eienaar verskillende persone is, het die drywer die ander voerluig in belange van d he driver and the owner are different persons, did the driver drive the other vehicle in the interests of the o	e eienaar of vir : mer or for his ov
		doeleindes bestuur?	
5			
	(ii)	Name of insurance company of other vehicle Versekeringskyfnommer Insurance disc number	
6	. Na.	am, adres en geskatte ouderdom van voetgangers wat by die ongeluk betrokke was: me, address and estimated age of pedestnans involved in the accident:	
	IVA	the, address and estimated age of pedestrialis shoulder in the accident.	
	(1)		
	(11)	, ,	***************************************
1	De	skrywing van diere (versmek uilkenningsmerke) en vaste voorwerpe wat by die ongetuk betrokke was scription of animals (furnish identification marks) and fixed objects involved in the accident	
_		Naam en adres van eienaar Name and address of owner	
2			

DEPARTMENT OF ROADS AND PUBLIC WORKS | 33 GOVERNMENT TRANSPORT & SUBSIDISED VEHICLE POLICY |

			81/151177 (Z181)
D.	1.	Is u bewus van iemand wat gadood is? Are you awere of anyone killed?	Indian wel, wie? If so, who?
	2.	is u bewus van ismand wat beseer is? Are you aware of anyone injured?	Indian wel, wie? If so, who?
		0	333355000 M M M M M M M M M M M M M M M M M
		(i)	
E.	1.	Datum on plek van aanmelding van die ongeluk by die polisie/verkeers Date and place where accident was reported to the police/traffic police	spolisie
	2.	Naam van polisiebeampte of polisiekantoor waar aangemeld Name of police officer or police station reported to	UBIG Dt dlf Doltgielvativeetsborigia was)
			(state whether police/traffic police)
	3.	Saaknommer Case number	
	4.	Het die polisie/verkeerspolisie die ongelukstoneel besoek? Did the police/traffic police visit the scene of the accident?	Indien wel, voor of na die verwydering van die
		voertuig? vehicle?	
	5.	As die ongeluk glad nie of nie so gou moontlik aangemeid is nie, verst If the accident was not reported or not reported at the sarliest available	rek redes e opportunity, state reasons
		this is a second of the second	
F.	(inc	verklaar dat de volgende volledige beskrywing van hoe die ongeluk pla dien hierdie nilmte onvoldoende is, gebruik 'n aparte vel papier en onde beste verstaan.)	эттекен ак оок. Экгут ашаенк ен п ов атпртенке ша маг о
	l de (if t	adare the following full description of how the accident occurred to be truthis space is inadequate, use a separate sheet and sign it as well, Write.	us: legibly and in the official language most familiar to you.)
	****		A.

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			*
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	****	44999	
Clic	L-/D/L	acsDatum/Dete	
Pié	ro-ii	ace	Handtekening van drywer/Signature of driver
		DEEL I/PART II	
pap		orskritte vir die takening van 'n sketsplan van die toneel van die wat hierby asngehag moet word: rections for the drawing of a draft plan of the scene of accident and	
ette	ache	ed hereto: Verstrak name van strate, nasje en wydtes desryen, esook wydte	es van enige grondskopers.
		Furnish names of streets, roads and widths thereof as well as	en ander voorwerpe voor en na die ongeluk. Dui aan in
		watter righting die botsende elemente beweeg net. Verstrek komp	asrigtings.
	3	direction of the moving objects. Furnish compass directions. 3. Dul plek aan waar botsing plaasgevind het. Dul aan hoe ver valgevind het en Indien op of naby krutsing, dui duidelik asn-	an kant van pad, teerstraat of randsteen botsing plaas-
		geving net an install of or hash knowing, did didded assistance indicate place where socident occurred. Indicate distance indicatering and if in or near a crossing, Indicate clearly—	om side of road, tarred road or curb where accident
		 hoe ver punt van bo'sing was van die denkbeeldige middelp the distance of the point of impact from the imaginary centre 	re of the crossing; and
		(ii) hoe ver punt van botsing was van vaste- of gebroke middel the distance of the point of impact from the fixed or broken	lyn of stoplyne (indien enige) op pad/straat. centre line or stop line (if any) on the road/street.
	4	 Toon gly-, rem- en sleepmerke aan op dieselfde wyse as in para Indicate skid, brake and drag marks in the same manner as in para 	graaf 3 hierbo.

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	(Verklaring van piaaslike (Statement by local	DEEL III/PART III senior verteenwoordiger van die bet senior representative of the departm	trokke departement) ent concerned)
Ek,		met rang	VED
ι,	(naam in bioklette (name in capital let	275)	k of
In diens	by	•	bevestig hierby dat: hereby confirm that:
1.		icientiteli No.	dle gemagtigde drywer van was the authorised driver of
	steatsvoertuig No.	was en dat hy in besit is van d	ie volgende geldige bestuurdersisensie wat of the undermentioned velld driver's license
	by sy identiteitsdokument ingelyf is: incorporated in his identity document:	•	·
	Lisensie No.	Datum v.	an ultrelking ssue
	Land van uitreiking Country of issue	Kode	465 968 864 8 1 Marie and a state of the sta
2.	Telephone number and address of the c	department	447 8-6744 Loo 2 0 0 0 14 2 14 2 14 2 14 2 14 2 14 2 1
3,	Die voertuig ten tye van die ongeluk op The vehicle was used on official busine	amptelike diens gebruik was; en ess at the time of the accident; and	
4.	Die volgende gemagtigde passasiers in The following authorised passengers w	of op die staatsvoertuig was: vere in or on the government vehicle:	
		***************************************) 1-010-141-150-141-7-160-7-00-160-01-16-14-1-1-16-14-1-1-1-1-1-1-1-1-1-1-1-
	(1)		mint within 100 F00 may 100 per 1001 a 14704/14 0 1010 a 1 100 per 1004/14 m. g n. major 121 1 1 1 1 1 1 1 1 1
	(10)	er hûg y yn de gene i gan am g an iag erige gegleggjer y med ene generefe y sen û yerin. An	. Lie a langua con a de com populación e para entra a pomo en a una mon a po mo en el contro de
Datum/	Date	Hand	tekening van senior verteenwoordiger
		5	Signature of senior representative
	(Besonderhede verstrek te wor	DEEL IV/PART IV d deur Staatsgarage/departementele w	erkswinkel/nandelsoarage)
1	(Particulars to be furnished by	Government Garage/departmental world	kshop/commercial garage) Tipe
١.	Government vehicle No	Fabrikaat en jaarmodel Make and year of manufacture	Туре
	Тапа Таге	Bruto voertuigmassa Gross vehicle mass	(siegs vir busse en goedere voer- (buses and goods vahicles only-
	tuie—soos op voertuig geskilder.) as stencilied on vericie).		, , , , , , , , , , , , , , , , , , ,
	Aard van skade aan staatsvoertuig Nature of damage to government vehicle	PPPE (7.4618)	
3.	Estimated cost of repairs	>+***(1)*********************************	
	Toestand van: Condition of:		
	(ii) Voetrem Foot brake	***************************************	**************************************
	(iv) Stuurmeganisme	***************************************	
	Steering mechanism(v) Ligre		***************************************
	·Lights		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
5.	Is die ongeluk toe te skryf aan 'n meganie Is the accident attributed to a mechanical		Indien wel, wat was die defek? If so, what was the defect?
6.	Watter gedeelte van die staatsvoertuig ne Which part of the government vehicle, in y	et, volgans u mening, met dis ander voe your opinion, came into collision with the	ortuig/voorwerp in botsing gekom? (Verduidelik) e other vehicle or object? (Explain)
7.	en/of bewys van herstelwerk aan die vo	pertuig, (* Haal deur war nie van toepas; ntai workshop/commercial garage* whit	taande besonderhede verstrek asook kwitansie sing is nie)
	vant receipt and/or proof of the repairs	done to the vehicle. (*Delete whichever	r is not applicable).
Datum	vant receipt and/or proof of the repairs	done to the vehicle. (*Delete whichever	r is not applicable).

DEPARTMENT ROADS AND PUBLIC WORKS FLEET MANAGEMENT

INCIDENT REPORT

DATE OF INCIDENT	
TIME OF INCIDENT	
PLACE OF INCIDENT	
VEHICLE MAKE	
VEHICLE REGISTRATION	
DRIVER'S NAME	
DEPARTMENT/REGION	
THIRD PARTYDETAILS	
DESCRIPTION OF INCIDENT	
INCIDENT SKETCH	
	·,
INCIDENT SKETCH TRIP AUTHORISATION NUMBER	
TRIP AUTHORISATION NUMBER	
TRIP AUTHORISATION NUMBER CASE NUMBER	
TRIP AUTHORISATION NUMBER CASE NUMBER INJURIES/FATALITIES WITNESSES	
TRIP AUTHORISATION NUMBER CASE NUMBER INJURIES/FATALITIES	

PLEASE ATTACH A DETAILED INCIDENT REPORT

PLEASE ATTACH A COPY OF THE TRIP AUTHORISATION AND DRIVER'S LICENSE

RT 58/2006CV

Subsidised Vehicle Policy

Annexure C ANNEXURE "A" 81/149966 (Z81)

File/Application No.:_____

APPLICATION FOR THE PROVISION OF SUBSIDISED TRANSPORT

BRA	NCH/DIVISION/DIRECTORATE:
	THIS APPLICATION MUST BE PROPERLY COMPLETED BEFORE A REQUEST SUBSIDISED TRANSPORT WILL BE CONSIDERED
Part A	A To be completed by the official who requires the vehicle.
Part I	B To be completed by the Head of the Division/Directorate in which the applicant is employed.
Part (To be completed by the Departmental Advisory Committee and the Head of Department in terms of General Department of Transport Delegation.
	PART A 1.) PARTICULARS OF APPLICANT
servir havin	ULL NAMES AND SURNAME) ng as an official within the Department of and g the rank of, apply to be allocated a Subsidised Motor Vehicle for the execution of my duties. ollowing further particulars in connection with my application are submitted:
1.1) 1.2) 1.3)	I D No. (Book of Life): Driver's License No: PERSAL/PERSOL No:
1.4) 1.5) 1.6)	My period of continuous service in the Department/Administration dates from to the present time. The date of appointment to my present post is My headquarters are at My postal address is

DEPARTMENT OF ROADS AND PUBLIC WORKS | 37 GOVERNMENT TRANSPORT & SUBSIDISED VEHICLE POLICY |

RT 58/2	006CV Subsidised Veh	licle Policy	Annexure C ANNEXURE "A" 81/149966 (Z81
	2.) DUTIES OF APPLICANT, WHIC	CH REQUIRE THI	E USE OF A VEHICLE
2.1)	My duties are briefly as follows:		
2.2)	Nature of the service for which a Subsice		
!.3)	The types of roads and the general state	thereof to be travers	sed are as follows:
4)	Nature and mass of equipment and/or ba		
5)	Number of official passengers who will The average monthly official distance to	normally have to be	conveyed:
()	The average number of days per month business is,	on which the vehicle	e will be used for official
3)	I am unable to make use of local, officia for the following reasons:		
	The vehicle is necessary to provide an exapplicable).		al service. (Delete words not
	3.) VEHICLE C	URRENTLY IN US	SE
) '	The following are particulars of the vehi	cle (if any) which is	now being used for the service:
(a) Make:	d) Year of man	ufacture:
8	e) Engine swept volume cm³ g) Ownership of vehicle: Subsidised/Priv	/ate/Official "Pool"/	official assigned tokm's e words not applicable).
l i	Official distance traveled (if Subsidise Registration number of vehicle	ed Vehicle)	km,

GOVERNMENT TRANSPORT & SUBSIDISED VEHICLE POLICY

RT 58/2006CV

Subsidised Vehicle Policy

Annexure C

ANNEXURE "A" 81/149966 (Z81)

4.) VEHICLE REQUIRED

a) Make:		b) Model:	
c) Type:		d) Engine swept volume	cm ³
e) Choice of colour	1.)	2.)	
	3.)	4.)	
g) Is a deposit going t			
	h vehicle is to be deliv	reted.	

DEPARTMENT OF ROADS AND PUBLIC WORKS | 39 **GOVERNMENT TRANSPORT & SUBSIDISED VEHICLE POLICY**

ANNEXURE "A" 81/149966 (Z81)

5.) DECLARATION BY APPLICANT

I accept that should a new vehicle have to be purchased for me, the Department/Administration and not I will negotiate the purchase with the supplier. I declare that the information furnished in this application is correct and true. I declare that I am conversant with and fully understand the requirements and conditions of the Department/Administration's Subsidised Vehicle Scheme and that I accept them. I also accept that these requirements and conditions may be changed by the National/Provincial Department of Transport, representing the State, from time to time without prior reference to myself.

I declare that the Subsidised Vehicle will be used to carry out my normal duties, which may necessitate the carrying of personnel, equipment, tools, etc. The vehicle will also be used on all types of roads, both blacktop and gravel.

In addition I declare that I am in a position to carry out my financial obligations under the scheme.

I accept that ownership of the Subsidised Vehicle remains with the State's appointed service provider(s), and ownership of the vehicle shall transfer to me subject to the conditions as set out in the Subsidised Policy document paragraphs 12 and 17.

I accept that should I leave the service of the State whilst there is still a debt outstanding on my Subsidised Vehicle or should my vehicle be prematurely withdrawn from official service. I shall be liable for the settlement of the full balance of the debt, as determined by the service provider(s), and no allowances will be paid to me.

Should I elect a bigger and/or more expensive vehicle than that which is regarded as the smallest functional vehicle for the service, and provided that it is available on National Contract RT77, I will pay the difference between the purchase price plus VAT on the more expensive vehicle and the purchase price plus VAT on the smallest functional vehicle. I will also be responsible for the monthly payment of the difference in the maintenance and capital allowance between the smallest functional vehicle and the more expensive vehicle. The service provider(s), may, at its discretion, request a deposit for the difference between the purchase price of the elected vehicle and the purchase price of the more expensive vehicle for which I functionally qualify for.

According to my Department/Administration's policy, I qualify for a vehicle with an engine

capacity ofcm ³ .	
I am aware that I will be paid the rates applic	able to the class (cc) of vehicle for which l
functionally qualify, and that I will be required	to travel 70% official kilometers of the total
kilometers traveled over the contract period.	
I close to amorate the webisters.	
I elect to operate the vehicle over	months.
I elect to operate the vehicle on Scheme " ".	
Certified copies of my ID, driver's license and salar	y slip are attached.
SIGNATURE OF APPLICANT:	
DATE:	SIGNED AT:

ANNEXURE "A" 81/149966 (Z81)

PART B

I have scrutinized the properly completed application. To the best of my knowledge the statements and information furnished therein are correct.

The applicant affirms that he/she is conversant with and fully understands the State's Subsidised Vehicle Scheme.

After careful investigation and consideration, I am satisfied that approval of the application will be more advantageous to the State than the use of Government-owned transport.

I have no reason to believe that the applicant will leave the Government Service within the next 32 months or that he/she will in the near future be transferred to a post, which do not necessitate the permanent use of a Subsidise Motor Vehicle. I further undertake to inform the Departmental Transport Officer when the applicant leaves the employment of the State before the completion of the contractual period.

The vehicle, which is being applied for, is the smallest functional vehicle for the service and complies with the policy of this Department/Administration. (Delete if not applicable).

The official distance considered necessary for the appl Km's per annum.	icant to perform his/her duties effectively is
The official qualifies for a vehicle of type.	with an engine capacity
ofcm ³ .	
I confirm that funds are/will be available for the payme	ent of the allowances.
SIGNATURE OF HEAD OF DIRECTORATE	RANK/POSITION
DATE	SIGNED AT

ANNEXURE "A" 81/149966 (Z81)

PART C

CERTIFICATE BY DEPARTMENTAL ADVISORY COMMITTEE

1.	The committee met on/									
	File/Application no, submitted by,									
	for the allocation of a Subsidise									
	Vehicle, and had the following comments to make:									
	i) Revert application to Directorate Head for:									
	a) Completion and recommendation of Part B									
	b) Clarification of the following aspects:									
	ii) Recommended subject to the following:									
	a) Qualifies up to cm³, with a maximum benchmark price of (category)									
	(cc),									
	OR									
	iii) Not recommended due to:									
	iii) Not recommended due to:									
e T	GNATURE OF CHAIRPERSON DATE									
21	GNATURE OF CHARPERSON DATE									
	APPROVAL BY HEAD OF DEPARTMENT									
	terms of General Delegation of Authority this application is approved, with the following nditions:									
_										
1.	Utilization period of months.									
2.	Assigned fuel and maintenance allowances for a vehicle with an engine capacity of, (cc), and vehicle benchmark of will									
	apply.									
3.	Scheme "" is to apply.									

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	HEAD OF DEPARTMENT	DATE	

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SHORT TERM REQUISITION FORM

All fields marked with a * are compulsory. Once completed - please fax to 086 529 8819 or E-mail to ncpg@avis.co.za

Toll Free: 0800 205 111

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