



the dr&pw

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

**DEPARTMENTAL  
SUBSIDISED VEHICLE ALLOCATION  
POLICY**

Version 2  
FEBRUARY 2019

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## 1. DEFINITIONS AND ACRONYMS

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

<b>“Abuse”</b>	Means any act or omission by any official of the DRPW which causes physical damage to a vehicle and which arises out of wilful or negligent misconduct.
<b>“Assigned official kilometres”</b>	Means the number of official kilometres prescribed for a specific subsidised vehicle.
<b>“Benchmark categories”</b>	Refer to the set engine capacity per category of vehicle for allocation purposes as amended by the Northern Cape Department of Transport, Safety and Liaison annually.
<b>“Benchmark categories”</b>	Means the set engine capacity per category of vehicle for allocation purposes as amended by the Northern Cape Department of Transport, Safety and Liaison annually.
<b>“Benchmark price”</b>	Means the set capital amount per category of vehicle for purchase purposes as amended by the National Department of Transport quarterly.
<b>“Capital remuneration”</b>	Means the State’s contribution to the capital cost based on the purchase price minus the estimated resale value of a subsidised vehicle, payable in equal monthly instalments for the duration of the selected official utilization period.
<b>“CFO”</b>	Means Chief Financial Officer.
<b>“Department (DRPW)”</b>	Means Department of Roads and Public Works, Northern Cape Province.
<b>“DPSA”</b>	Means Department of Public Service and Administration.
<b>“DTC”</b>	Means the departmental Transport Committee, which will include the departmental Transport management, District Transport Management and DTO.
<b>“DTM”</b>	Means District Transport Manager, which is the office situated in the District Office under whom fleet management resolves.
<b>“Driver”</b>	Refers to an official of the Department who is in possession of a valid unendorsed driver's license.
<b>“DTO”</b>	Means departmental Transport Officer. Refers to an official in the transport section who is responsible for the administration of the Department's subsidised and government vehicles.

<b>“Employee / Official”</b>	<p>Refers to:</p> <p>(1) 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</p> <p>(2) any person that has been appointed on contract in terms of section 8 (1) (c) (ii) of the Public Service Act.</p>
<b>“Family”</b>	<p>Refer to the employee’s spouse, life partner, biological parents, adoptive parents, grandparents, biological children, adopted children, grandchildren or siblings.</p>
<b>“Government Vehicle”</b>	<p>Refers to:</p> <p>(1) Vehicles purchased, maintained and operated by the Department (government owned vehicle).</p> <p>(2) A vehicle permanently allocated to the Department for its exclusive use under a Full Maintenance Lease (FML) from the appointed service provider.</p> <p>(3) A vehicle rented on a short term basis from an approved service provider for the use by the Department.</p>
<b>“Head Office”</b>	<p>Refers to the city, town or site where the main functions of the Department and official are situated.</p>
<b>“HOD”</b>	<p>Means Head of Department, referred to in the Public Service Act, 1994 (Proclamation No. 103 of 1994, chapter 3), and unless otherwise indicated, an officer to whom they have delegated their powers in terms of these instructions. This official is the Accounting Officer (AO), a person in terms of section 36 of the PFMA, 1999. The PFMA clarifies the division of responsibilities between the Head of Department and the political head [called the “Executive Authority” – the Member of the Executive Council (MEC)]. The Executive Authority is responsible for policy choices and outcomes, while the Accounting Officer implements the policy and achieves the outcomes by taking responsibility for delivering the outputs defined in the departmental budget, which is also prepared by the Accounting Officer.</p>
<b>“MMS”</b>	<p>Means Middle Management Service.</p>
<b>“PERSAL”</b>	<p>Means Personnel and Salary Information System.</p>

<b>“PFMA”</b>	Refers to the Public Finance Management Act, Act Nr. 1 of 1999, as amended.
<b>“Programme Manager”</b>	Refers to the SMS member who is responsible for managing a certain departmental Programme / Directorate.
<b>“PSA”</b>	Refers to the Public Service Act, Act Nr. 103 of 1994, as amended.
<b>“Responsibility Manager”</b>	Refers to the SMS or MMS member who is responsible for the management and budget of a certain programme or sub-programme.
<b>“SAPS”</b>	Means South African Police Service.
<b>“Selected official utilisation period”</b>	Means the utilization period selected by an official, in respect of the utilization of a subsidised vehicle, subject to approval by the HOD.
<b>“Service provider(s)”</b>	Means the private sector company that will provide the finance and administration for the Subsidised Transport Scheme within a contract issued by the Department.
<b>“SMS”</b>	Means Senior Management Service.
<b>“Subsidised motor transport or “subsidised vehicle”</b>	Means motor transport which in terms of these instructions is to be utilised by an officer as a work tool.
<b>“Transport Officer”</b>	Refers to an official who is responsible for the administration of the government owned transport and subsidised vehicles.

## 2. INTRODUCTION

- 2.1 This departmental Subsidised Vehicle Allocation Policy makes provision for subsidised motor transport for those officials who qualify in terms of the policy. Subsidised vehicle transport is not a service benefit, but a work facility, which shall not be construed as a right. The appointed service provider(s) within a contract issued by the Department shall undertake the provision of finance, maintenance, and administration for the subsidised vehicle allocation scheme.
- 2.2 The vehicle allowance packages that this policy makes provision for, allows for officials on management levels eleven (11) and above (i.e. the MMS and SMS) to have easy access to transport means while executing their official duties, hence the need for the allocation of monthly official traveling kilometres.

### **3. BACKGROUND**

- 3.1 The Subsidised Motor Transport Policy is a national policy, which this departmental policy is based on, and was initiated by the National Department of Transport. The national Subsidised Motor Transport Policy took effect from 1 July 2003. The national policy makes provision for two schemes, namely Scheme A and Scheme B.
- 3.2 An official shall qualify for Scheme “A” if he or she travels, for job related purposes, a minimum of 21 000 official kilometres per year, with a minimum of 112 000 official kilometres (21 000/12 months = 1750 kilometres per month). It is however, the prerogative of the HOD to approve excess official kilometres.
- 3.3 The combined capital remuneration and maintenance allowances shall be paid to the official as the fixed cost element of the monthly travel allowances and shall be calculated by the service provider(s). The service provider(s) shall deduct the fixed cost element from the official’s salary over the contractual period electronically by way of a stop order via PERSAL.
- 3.4 The fuel allowance constitutes the variable cost element of the monthly travel allowance and is calculated according to the actual official mileage completed per month multiplied by the fuel allowance tariffs in cents per kilometre. Officials are compelled to keep accurate records if they intend claiming tax relief for actual running expenses.

### **4. REGULATORY FRAMEWORK**

- 4.1. The Constitution of the Republic of South Africa Act, Act No. 108 of 1996, sections 215 and 217.
- 4.2. The Road Traffic Act, Act No. 93 of 1996.
- 4.3. The Road Traffic Amendment Act, Act No. 21 of 1999.
- 4.4. The Road Accident Fund Act, Act No. 56 of 1996.
- 4.5. The Public Service Act (PSA), Act No. 103 of 1994.
- 4.6. The Public Finance Management Act (PFMA), Act no. 1 of 1999 (as amended by Act no 29 of 1999).
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- 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.
- 4.7. The National Transport Policy for New Subsidised Motor Transport Scheme, Circular No. 5 of 2003.
- 4.8. National Transport Circular, No. 4 of 2001.
- 4.9. National Transport Circular, No. 5 of 2003.
- 4.10. Senior Management Service Handbook, issued by the DPSA, dated 01 December 2003.
- 4.11. Service Level Agreement between the Northern Cape Provincial Government and the approved service providers.
- 4.12. The Treasury Regulations, 2001.
- 4.13. The Treasury Regulations, 2005.
- 4.14. The Public Service Regulations, 2001.

## **5. POLICY OBJECTIVES**

- 5.1 To emphasise that the provision of a Subsidised Vehicle to an officer is deemed a work facility, which enables the official to undertake essential and approved official journeys in those cases where the use of other available transport is neither practical nor economical. The concession to qualifying officers to participate in the Subsidised Motor Transport Scheme can therefore not be construed as a right.
- 5.2 The policy is intended to clarify the position regarding transport as stated in the Public Service Regulations.
- 5.3 To guide the Department in formulating Allocation Criteria suitable to the service delivery requirements based on the Allocation Criteria.
- 5.4 To ensure uniformity in respect of the allocation of Subsidised vehicles.
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- 5.5 To ensure that vehicles are allocated according to functions performed by the official.
- 5.6 To ensure that category of vehicle allocated is suitable for the terrain to be travelled.
- 5.7 To ensure that the most economical category of vehicle is allocated for the specific function, thereby achieving cost efficiency.
- 5.8 To provide proper facilities for officials in order to undertake their work efficiently and effectively.
- 5.9 To enable the undertaking of essential and approved official trips where the use of other available transport is neither practical nor economical.

## **6. SCOPE OF APPLICATION**

This policy is applicable to all employees within the DRPW, where applicable, however officials who are eligible for the SMS Scheme are excluded, which is also applicable to the MMS Scheme, if structured for car allowance from the provisions of this policy.

## **7. PROCEDURES**

### **7.1 DRPW Benchmark Categories for Subsidised Vehicle Allocation**

- 7.1.1 Taking into consideration the traveling needs, nature of work and the terrain of the Province of the Northern Cape (and not ranks of officials), the benchmark categories for the allocation of subsidised vehicles in the DRPW will be as follows:
  - a) Sedan vehicles: up to 1600cm<sup>3</sup>.
  - b) Light Delivery vehicles: up to 2000cm<sup>3</sup>.
  - c) Double Cabs vehicles: up to 2500cm<sup>3</sup>.
  - d) Sport Utility Vehicles: up to 2500cm<sup>3</sup>.

### **7.2 Approved Accessories for Allocated Subsidised Vehicles**

- 7.2.1 The approved accessories will be as follows:
    - a) canopy;
    - b) air conditioner;
    - c) smash 'n grab (safety tinting);
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- d) gear lock;
- e) spare-wheel lock; and
- f) tow bar.

### 7.3 The Required Minimum Kilometres to be Travelled and Official Utilisation Period of a Subsidised Vehicle

- 7.3.1 The official is required to travel a minimum of 21000 and a maximum of 29000 official kilometers per annum. It is however, the prerogative of the HOD to approve official kilometres in excess of 29000 kilometres.
- 7.3.2 The official utilisation period for a Subsidised Vehicle shall be for a minimum period of 32 months and a maximum period of 48 months. The official must complete the contracted utilisation period that has been negotiated per individual contract with the service provider.
- 7.3.3 The average annual thresholds relating to mileage would require an official to travel a minimum of at least 70% official and 30% private mileage, based on the total kilometres travelled.

**NOTE:** It is required by law to fit a tracker as approved by the service provider, if the vehicle cost is above R 150 000,00 excluding approved accessories.

### 7.4 Development of departmental Allocation Criteria

In terms of the PFMA, 1 of 1999, the AO of each department is accountable for the management and disposal of assets within his/her department. AO's, in conjunction with the CFO's and DTO's should therefore set criteria for the allocation of subsidised vehicles, depending on the service delivery requirements of the department.

### 7.5 The departmental Transport Committee (DTC)

- 7.5.1 The Head of the Department should appoint a committee to advise him/her, with regard to the responsibilities and powers conferred upon them under these policy guidelines.
- 7.5.2 The function of this committee will be to evaluate all applications for Subsidised Vehicles based on the Subsidised Motor Transport regulations and to advise and make recommendations to the HOD.
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- 7.5.3 The committee should at least be represented by representatives/officials from each directorate as delegated by his/her Programme Manager.
- 7.5.4 The functions of the advisory committee should at least be, inter alia:
- a) verification of the application in terms of job description and the policy;
  - b) determination of the application of the vehicle to suit the job description;
  - c) vetting of applications, utilisation periods and kilometres;
  - d) reviewing of all applications in the context on previous kilometres travelled and/ or available processing of exception reports from the service provider(s) on utilisation of a previous vehicle; and
  - e) submission of a monthly report assessing compliance to this policy and allocation of subsidised vehicles relating to subsidised vehicles to the HOD.

## **7.6 Control Measures regarding the Custody and Maintenance of Subsidised Vehicles**

- 7.6.1 It is the duty of the official to exercise due care and diligence with regard to the custody and maintenance of the subsidised vehicle. The vehicle is to be available for inspection by the DTO at least twice a year.
- 7.6.2 For **Scheme A** the following criteria applies:
- a) All official kilometers will be monitored monthly and reviewed every six (6) months.
  - b) If the official travelled less than the required minimum kilometers (21000 per annum):
    - i) the portion of the capital remuneration by the Department for twelve months will be recovered from the official calculated pro rata as follows:
$$\frac{21000kmPa - OfficialTravelledkmPa}{21000kmPa} \times DepartmentCapital Remuneration \times 12months$$
    - ii) the official will be advised to apply for Scheme B in the next application.
  - c) If the official travelled more than the required maximum kilometers (more than 29000 km per annum):
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- i) the official will apply for an extension for the maintenance period of up to 20000 km, which must be approved by the HOD.
  
- d) If the official estimates to travel more than 31500 km per annum (160000 km + 20000 km extension X 70% / 4 years) which is the official maximum 29000 km per annum plus extension of the maintenance period, it is advised to resort to a departmental vehicle.

7.6.3 For **Scheme B** the following criteria applies:

- a) The official kilometers must not be less than 6000km per annum and exceed 21000km per annum.
  
- b) There is no limitation to the engine capacity for all qualifying officials, but the vehicles will be subjected to a technical inspection paid for by the official.
  
- c) No multiple claims will be allowed per month.
  
- d) No application for extension of kilometers will be allowed for the scheme.

**NOTE:** All applications will be forwarded by the departmental Transport Committee to the HOD for approval. The applicant(s) will be advised accordingly for all applications which have not been approved.

7.6.4 Logsheets:

- a) All logsheets **must** be submitted no later than the seventh (7<sup>th</sup>) of each month for processing of payment.
  
  - b) If submitted after the seventh (7<sup>th</sup>), the payment will be processed in the next open salary month.
  
  - c) If not submitted within thirty (30) days from the first of each month, payment will be forfeited.
  
  - d) All logsheets must be accompanied by approved official trip authorisation. This excludes local trips i.e. within Kimberley.
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## **7.7 Performance Assessment**

The following criteria/mechanisms will be used to assess departmental performance in meeting the objectives of the policy:

- 7.7.1 The departmental Transport Committee meetings will be held on the third Monday of each month.
- 7.7.2 DTO's must maintain a database of all subsidised vehicles and perform inspections of the subsidised vehicles at least twice a year which will highlight the following:
- a) Whether the type and category of vehicle is suitable/appropriate for the duties of the subsidised vehicle owner. (If the vehicle is not suitable/appropriate for the functions of the subsidised vehicle owner, the costs in terms of repairs, maintenance and allowances paid to the subsidised vehicle owner could prejudice both the state and official).
  - b) Whether the vehicle is serviced in accordance with the manufacturers guidelines and whether any damages are repaired timeously so as not to hamper service delivery and compound existing damages.
  - c) Whether the official kilometres travelled are in terms of the provisions of this Policy - if kilometres travelled do not reflect the actual situation due to other circumstances, full details and motivation should be submitted. This is crucial to ensure that the official complies with the contractual obligations of 1750 kilometres per month.
  - d) Whether the vehicle is the smallest and least expensive but suitable for the job.
  - e) Verify the Department's Capital Remuneration on each vehicle upon delivery.
- 7.7.3 Management Reports on vehicle utilization, servicing maintenance, repairs should be generated from the DTO's database to determine cost implications in terms of the aforementioned criteria. Exceptions in terms of excessive services, repairs and maintenance could be an indication that vehicles may not be performing optimally which could be attributed to inappropriate application.
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7.7.4 A relief vehicle will only be issued to an official who has a subsidised vehicle under the following conditions, if:

- a) The subsidised vehicle is not suitable for the terrain to be travelled by the official.
- b) The subsidised vehicle was involved in an accident, stolen etc. and is not available for official duty.

**NOTE:**

- a) A relief vehicle will not be issued periodically but as and when required for official purposes.
- b) The issuing of a relief vehicle is subject to approval by the HOD.

## **7.8 The MMS Vehicle Allocation Scheme**

7.8.1 All MMS must get approval from the HOD to use his/her own private vehicle for official purposes.

7.8.2 The salary must be structured to allow for travel allowance.

7.8.3 All conditions as set in Scheme B must be met.

## **7.9 Subsidised Vehicle Insurance**

7.9.1 All officials will be notified of the service provider handling insurance for their subsidised vehicles and must adhere to the conditions of the policy.

7.9.2 Officials will be reimbursed with access paid if they were involved in an accident during official duty and damages due to natural causes for all trips.

## **7.10 Policy Compliance**

7.10.1 The provisions of this policy, which are applicable to Subsidised Motor Transport, bind the official participating within the scheme.

7.10.2 Failure to comply with the provisions of this policy may render the offending official liable to disciplinary action in terms of the Public Service Regulations, and/or liability for any loss which the Department may suffer.

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- 7.10.3 In certain cases withdrawal of the concession in respect of the use of subsidised motor transport may be enforced as sanctions to a disciplinary process.

## **8. ROLES AND RESPONSIBILITIES**

### **8.1 Officials who Qualify for a Subsidised Vehicle**

Officials who meet the qualifying criteria for a subsidised vehicle must:

- 8.1.1. Complete the application for subsidised motor transport (Appendix C of this policy) and submit to Programme Manager for completion of Part B of the application.
- 8.1.2. Ensure that the information supplied in Part A, Paragraph 2 of the application for subsidised transport is comprehensive and specific to justify the allocation of the subsidised vehicle requested, in terms of the Allocation Criteria.
- 8.1.3. Ensure that traveling statistics for the past 6 months are attached to the application form. In cases where no statistics of official kilometers are available due to the creation of new posts or a new appointment, only the total projected official assigned kilometers that the officer shall undertake per month must be reflected on the application for subsidised transport.
- 8.1.4. Attach certified copies of his/her identity document, drivers license and recent payslip (not older than 3 months).

### **8.2 Programme Managers**

Programme Managers must confirm the following on the application for subsidised transport:

- 8.2.1. The official distance per annum that is considered necessary for the applicant to perform his duties effectively.
- 8.2.2. The type and engine capacity of the vehicle that the official qualifies for in terms of the Vehicle Allocation Policy/Allocation Criteria.
- 8.2.3. Whether funds are/will be available for the payment of allowances.
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### 8.3 The departmental Transport Officer (DTO)

The DTO must:

- 8.3.1. Check all applications for subsidised vehicles to ensure correctness.
- 8.3.2. Ensure that travelling statistics for the past 6 months are attached to the application form.
- 8.3.3. Ensure that certified copies of the applicant's identity document, drivers' license and recent payslip (not older than 3 months) are attached to the application form.
- 8.3.4. Check if the vehicle requested is on the RT57 contract.
- 8.3.5. Check benchmark prices.
- 8.3.6. Check if the vehicle being applied for is what the official qualifies for in terms of the *Allocation Criteria*.
- 8.3.7. Establish whether motivation is submitted for those applications that deviate from the Policy.
- 8.3.8. Submit application forms to the Service Provider with relevant supporting documentation, if the application has been approved by the HOD.
- 8.3.9. Fax quote to applicant once in receipt thereof from Service Provider.
- 8.3.10. Submit signed quote from applicant to Service Provider.
- 8.3.11. Once in receipt of confirmation of order from the Service Provider, submit confirmation of order to applicant and await delivery of vehicle.

### 8.4 The departmental Transport Committee (DTC)

The DTC must consider the following when recommending/not recommending the subsidised vehicle:

- 8.4.1. The nature of the duties of the official.
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- 8.4.2. The nature of the terrain to be traversed by the official.
- 8.4.3. The traveling statistics of the official for the past six months.
- 8.4.4. The type and engine capacity of the vehicle that the applicant qualifies for in terms of the *Allocation Criteria* against what is being requested official for the past 6 months.
- 8.4.5. Whether the vehicle being applied for is the smallest and least expensive vehicle (and not confined to purchase price only), which is considered functionally suitable for the specific job requirements.

## **9. MATTERS AFFECTING THE ALLOCATION OF SUBSIDISED VEHICLES**

### **9.1 Maternity Leave (Not Exceeding Four (4) Months)**

- 9.1.1 It will be the duty of the official on the Subsidised Motor Transport Scheme, to apply in writing for written approval from the HOD to write off the minimum kilometres requirement for a period of four (4) months, with a supporting document attached, to confirm that the official concerned is going on maternity leave.
  - 9.1.2 It is required that this official submit the application within one (1) month prior to the maternity leave commencing.
  - 9.1.3 It is further required from the official to keep monthly records of all private kilometres travelled for the period of maternity leave.
  - 9.1.4 Should the official become ill at the end of her maternity leave, she will apply for normal sick leave.
  - 9.1.5 It will be the duty of the official on the Subsidised Motor Scheme to apply in writing for written approval from the HOD and to be submitted along with supporting documents to the secretariat of the departmental Transport Committee to write off the minimum kilometres requirement for that period.
  - 9.1.6 It is further required for the official to keep monthly records of all private kilometres travelled for that period.
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- 9.1.7 The HOD will approve long and short leave written off kilometres once the concerned Programme Manager has approved said leave in writing.

## **9.2 Suspension**

Where an official on the Subsidised Motor Transport Scheme has been suspended, the following procedures will apply:

- 9.2.1 Where an official has been suspended and after disciplinary proceedings have been concluded and said official has been found not guilty, the official will apply in writing with supporting documents attached, to the HOD for written approval to write off the minimum kilometres required for that period of suspension. While on suspension, the official is required to keep monthly records of all private kilometres travelled for that period.
- 9.2.2 Where the official has been suspended and after disciplinary proceedings have been concluded and said official has been found guilty and receives a suspended sentence, the official will be required to travel the outstanding kilometres required during the suspension period and at the end of his/her contract term, the official must further submit a written application for approval from the HOD to write off the kilometres required.
- 9.2.3 Where the official has been suspended and after disciplinary proceedings have been concluded and the said official has been found guilty and dismissed, the Department will deduct the paid allowances for the suspension period, in accordance with the Public Service Act (PSA) of 1994 as amended, from the official's pension fund.
- 9.2.4 In terms of the finance leasing agreement with a financial institution within the Republic of South Africa, the Department will not be held liable for further payments or instalments, insurance and maintenance of the said vehicle of the official on the Subsidised Motor Transport Scheme.

## **9.3 Early Retirement**

- 9.3.1 Where an official who is between the ages of fifty (50) and fifty nine (59) applies for a Subsidised Motor Transport Scheme vehicle, the HOD will only approve a thirty six (36) months contract.
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9.3.2 The monthly kilometres required will be determined by the departmental Transport Committee, in consultation with the HOD.

9.3.3 The official will be required to keep monthly records of all private kilometres travelled during that period on a monthly basis.

## **9.4 Retirement**

9.4.1 No official who is of age sixty (60) and above will qualify for an application to be placed on the Subsidised Motor Transport Scheme.

## **9.5 ILL Health Retirement**

9.5.1 Where an official on the Subsidised Motor Transport Scheme is placed on ill health retirement by the Department, the HOD will write off the kilometres requirement that is outstanding.

9.5.2 In terms of a finance leasing agreement with a financial institution within the Republic of South Africa, the Department will not be held liable for further payments or instalments, insurance and maintenance of the said vehicle of the official on the Subsidised Motor Transport Scheme.

## **9.6 Death**

9.6.1 In the event of the death of an official who is on the Subsidised Motor Transport Scheme, the kilometres requirement will be paid up at the time of death.

9.6.2 A certified copy of the original death certificate must be submitted.

## **9.7 Transfers**

9.7.1 Should an official on the Subsidised Motor Transport Scheme be transferred externally to another Provincial or National department, he/she must submit in writing, confirmation of his/her transfer to the Unit that is responsible for management of the Subsidised Motor Transport Scheme.

9.7.2 Where the transfer is approved, that official will be responsible to submit his/her documents to the department where he/she is transferred to.

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- 9.7.3 The Unit responsible for the Subsidised Motor Transport Scheme will ensure that all documents are transferred to the other department.
- 9.7.4 All advanced payments made by the Department will be recovered from the receiving department. These payments include, but are not limited to, insurance payments.
- 9.7.5 In cases where officials are transferred from another department to the DRPW, the official must be notified of this Policy during the interview process.
- 9.7.6 In cases where officials are transferred from another department to the DRPW, all benefits will be maintained with a current subsidised vehicle, until the contract expires and a new application shall have to be made and processed in accordance with this Policy.

## **10. MONITORING AND EVALUATION**

- 10.1 The Directorate Strategic Planning Management will monitor and evaluate compliance and impact of these guidelines by all programs and sub-programs in the Department.
- 10.2 The Internal Audit Unit of the Department will perform investigations with regard to compliance, regulations, policies and procedures.
- 10.3 The departmental Transport Committee shall convene meetings on a monthly basis in order to assess the performance of the Department with regards to this policy.

## **11. POLICY REVIEW**

- 11.1 This policy shall be assessed every five (5) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed at any time as deemed necessary, to reflect substantial organisational etc. changes at the Department or any change required by law.
  - 11.2 Deviations from this policy must be approved by the HOD.
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**12. APPROVAL OF THE POLICY AND DATE OF EFFECT**

*This policy is Approved / Not Approved*

Comments:

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**HEAD OF DEPARTMENT**

05.03.19  
**DATE**

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## ANNEXURE A: REQUIRED FORMS AND DOCUMENTATION

(8/19/2006) PjvKensburg - lnp authorisation.doc

Page 1



the dr&pw

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

### TRIP AUTHORISATION FORM

<b>NAME:</b>				
<b>RANK:</b>				
<b>DIRECTORATE:</b>				
<b>DETAILS OF TRIP</b>				
DEPARTURE DATE	RETURN DATE	NO. OF DAYS	DESTINATION	REASON
.... / .... / 20....	.... / .... / 20....			
.... / .... / 20....	.... / .... / 20....			
.... / .... / 20....	.... / .... / 20....			
.... / .... / 20....	.... / .... / 20....			
.... / .... / 20....	.... / .... / 20....			
<b>TRAVEL BY</b>		CAR	PLANE	<i>Please give motivation below if travelling by plane.</i>
<b>COST CENTRE</b>		<b>BUDGET AVAILABLE</b>	YES	NO
DATE ..... / ..... / 20.....		<b>APPROVED/NOT APPROVED</b>		
..... <b>APPLICANT'S SIGNATURE</b>		..... <b>DIRECTOR</b>		
RECOMMENDED / NOT RECOMMENDED		<b>HOD's signature required for flights and Sen. Managers</b>		
..... <b>HEAD OF UNIT/SECTION</b>		<b>APPROVED/NOT APPROVED</b>		
		..... <b>HEAD OF DEPARTMENT (HOD)</b>		

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**

**(TO BE COMPLETED BY THE PERSON REQUESTING TRANSPORT)**

Name of main driver:	Driver's ID Number:	Licence No.:	Code:
Department:	Section:	Telephone No.:	
Name of co-driver:	Co-driver's ID No.:	Licence No.:	Code:
Vehicle Registration No.:	Vehicle Station:	Make/Model:	

**PART 1: TO BE COMPLETED BEFORE JOURNEY**

Date	Starting point	Odometer reading	End point	Odometer reading	Reason for trip

Validity Period: Date From ..... To: ..... Time Period: From ..... To: .....

Passengers: Enter names and ID No's of authorised passengers below. An ID MUST BE carried while travelling in a Government Vehicle. Note: Hospital patients are exempted from carrying ID, but names must be listed below.

Names	ID No	Reasons	Name	ID No	Reasons

Goods/Equipment	Quantity	Reason

*\* If this is a permanent allocation of the vehicle, then provide a brief explanation of the intended use:*

From: ..... To: .....  
**ABOVE TRIP/S AUTHORISED BY:**  
 I hereby certify that the journeys are official and that funds are available to cover the expenditure.

Supervisor's Name: ..... Signature: ..... Tel. No.: ..... Date: .....

Responsibility Manager: ..... Signature: ..... Tel. No.: ..... Date: .....

RESP. CODE 



 OBJECTIVE CODE

Transport Officer's Name: ..... Signature: ..... Tel. No.: ..... Date: .....

**PETROL CARD NO.: (TO BE COMPLETED BY TRANSPORT OFFICER)**

--	--	--	--	--	--	--	--	--	--

Issued by: ..... Rank: .....  
 Received by: ..... Signature: .....

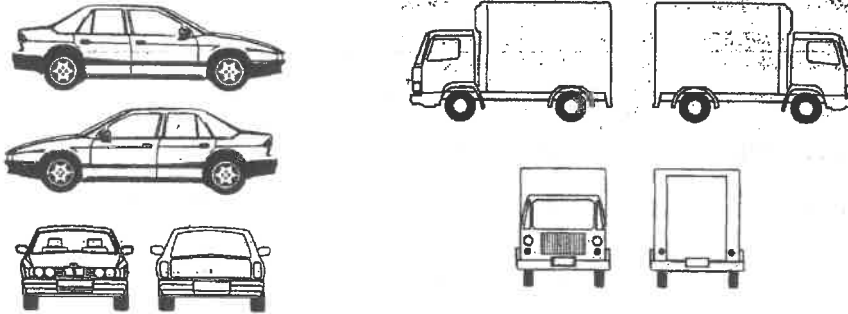
81/147909 (Z606) cont.

VEHICLE INSPECTION AND ISSUE: Is the vehicle roadworthy?

YES                      NO

Indicate defects on vehicle prior to departure with .....



I hereby confirm that I hold a valid driver's licence and acknowledge that I have read and understood my responsibilities as the driver of this official vehicle set out in the Handbook for Drivers of Official Vehicles.

Driver's signature:..... Date: .....

**PART 2: TO BE COMPLETED AFTER THE JOURNEY**

Number of fuel vouchers issued to the driver before the trip (                      ) and the number of used vouchers returned after the completion of the trip (                      ).

Indicate defects identified on vehicle on completion of trip .....

Refuelling particulars (Slips to be attached).

DATE	KM/ READING	NAME OF SERVICE STATION	TOWN	LITRES REPLENISHED		VALUE		QUANTITY OF FUEL (Subsequent to journey) (Tick relevant column)					
				Fuel	Oil	R	c	F	3/4	1/2	E		

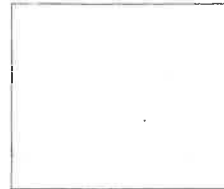
Vehicle & Petrol card returned by:

Driver's Signature:                      Driver's Name:                      Date:

Transport Officer's Signature:                      Transport Officer's Name:                      Date:

**The trip authority will be subject to the following conditions:**

- \* The contents of the Transport and the Driver's of Official Vehicles Handbooks are understood and adhered to at all times.
- \* That the vehicle may not be re-fuelled unnecessarily.
- \* The authority is obtained to keep the vehicle overnight.
- \* That the Transport Section be advised as soon as possible of trip cancellation.
- \* Vehicle keys are only issued to authorised licenced driver.
- \* That the Fleet Management Service Provider card and keys are handed back to the Transport Officer as soon as possible after the journey.
- \* Vehicle is issued with the following tools/accessories: triangle(s), jack, wheel spanner, spare wheel(s), petrol cap, petrol card no.







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**DEPARTMENTAL SUBSIDISED VEHICLE ALLOCATION POLICY**

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Z 79 (81/150571)

**EXPENDITURE • UITGAWES**

Date Datum	Paid to Betaal aan	Fuel/Brandstof		Engine oil Enjinnolie	Tyres and tubes Binne- en buitbande	Servicing Versiening	*Spares and repairs *Onderdele en herstel- werk	*Miscella- neous *Diverse	Total Totaal
		Quantity Hoeveelheid	Cost Koste						
<b>TOTALS TOTAAL</b>									

**\*To be specified here/Moet hier gespesifiseer word:**

I certify that the subsidised vehicle was necessarily and wholly employed on Government service on the official trips specified.  
 Ek sertifiseer dat die gesubsidieerde voertuig noodsaaklik en uitsluitlik vir die gespesifiseerde amptelike ritte in Regeringsdiens gebruik was.

.....  
*Signature of officer/employee*  
*Handtekening van beampte/werknemer*

I certify that the official trips were necessary and that the arrangements made were the most economical in each instance.  
 Ek sertifiseer dat die amptelike ritte noodsaaklik was en dat die reëlings getref in elke geval die mees ekonomiese was.

.....  
*Signature of Local Transport Officer*  
*Handtekening van Plaaslike Vervoerbeampte*

I certify that this return has been examined and that all official trips undertaken were necessary and in the interest of the State.  
 Ek sertifiseer dat hierdie opgaawe nagegaan is en dat alle amptelike ritte onderneem noodsaaklik en in Staatsbelang was.

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

---

G.F.-S. 61/151177

61/151177  
(Z 181)

**VERSLAG OOR 'N ONGELUK  
REPORT ON AN ACCIDENT**

**Notes/Notes:**

- (i) Verwys na bestaande voorskrifte voordat hierdie vorm in tweevoud of in drievoud, na gelang van omstandighede, voltooi word.  
Refer to existing instructions before completing this form in duplicate or triplicate, as circumstances may require.
- (ii) Verstrek alle toepaslike/bekombare inligting.  
Furnish all applicable/available information.
- (iii) Stuur in opsigte van 'n GG-voertuig twee afskrifte aan die Staatsgarage en die ander aan u eie 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 staatsvoertuig)  
(Particulars to be furnished by the driver of the government vehicle)

- A.
1. Staatsvoertuig No. / Government vehicle No. .... Fabrikaat / Make ..... Prov./regnr. / Prov. reg. No. ....
  2. Naam van drywer / Name of driver ..... Rang / Rank .....
  3. Datum van ongeluk / Date of accident ..... Tyd / Time ..... h .....
  4. Plek waar ongeluk plaasgevind het / Place where accident occurred .....

(noem naam van die straat/pad en naam van en geskatte afstand na die naaste dorp)  
(Indicate name of street/road and name of and estimated distance to the nearest town)

  5. Geskatte spoed van staatsvoertuig onmiddellik voor die ongeluk / Estimated speed of government vehicle immediately before accident occurred .....
  6. Hoe was die sigbaarheid? / Nature of visibility? ..... Indien swak, wat was die rede? / If poor, state reason .....
  7. Watter soort pad was dit op die plek van die ongeluk? Teer/grond/beton.\* (\* Haal deur wat nie van toepassing is nie.) / Type of road at spot of accident. Macadamised/gravel/concrete.\* (\* Delete whichever is not applicable.)
  8. Wat was die toestand van die blad op die plek van die ongeluk? Sinkplaat/slaggats/los/stowwerig/hat/glyerig/erg gerond/weinig gerond.\* (\* Haal deur wat nie van toepassing is nie.) / State condition of road surface at spot of accident. Corrugated/potholed/loose/dusty/wet/slippery/severely cambered/slightly cambered.\* (\* Delete whichever is not applicable.)
  9. Was die pad toegeskamp? / Was the road fenced in? ..... Indien wel, aan beide kante of slegs een kant? / If so, on both sides or on one side only? .....

Waar diere by die ongeluk betrokke was, meld of 'n veewagter die diere opgepas of aangeja het en verstrek sy naam en geskatte ouderdom / Where animals were involved, indicate whether they were tended to or driven by a herdsman and give his name and estimated age .....

  10. Watter tekens, hoor- of sigbaar, het u gegee? / What signs, audible or visible, did you give? .....
  11. Watter tekens, hoor- of sigbaar, het die ander party gegee? / What signs, audible or visible, did the other party give? .....
  12. Het u binne 3 uur voor die ongeluk plaasgevind het enige alkoholiese drank of verdowingsmiddels gebruik? / Did you take any alcoholic liquor or narcotic drugs within 3 hours before the occurrence of the accident? .....
  13. Was die bestuurder van die ander voertuig volgens u mening nugter of onder die invloed van sterk of bedwelmende drank? / Was the driver of the other vehicle in your opinion sober or under the influence of liquor? .....

Verstrek 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 .....

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**DEPARTMENTAL SUBSIDISED VEHICLE ALLOCATION POLICY**

81/151177 (Z 181)

15. Het iemand anders skuld erken? Indien wel, gee volledige besonderhede met vermelding van naam  
Did anyone else admit liability? If so, full particulars as well as the name of person must be furnished .....
16. Verstrek besonderhede van die sigbare skade aan:—  
Give particulars of visible damage to:—
- (i) staatsvoertuig  
government vehicle .....
  - (ii) ander voertuie  
other vehicles .....
  - (iii) ander voorwerpe  
other objects .....
17. Naam en adres van elke passasier in of op die staatsvoertuig (meld rang en departement. Kry verklaarings van hulle en heg hieraan):  
Name and address of each passenger in or on the government vehicle (give rank and department. Obtain statements from them and attach):
- (i) .....
  - (ii) .....
  - (iii) .....
18. Naam, adres en telefoonnommer van elke getuie (meld geslag en geskatte ouderdom):  
Name, address and telephone number of each witness (state sex and estimated age):
- (i) Passasier(s) in ander voertuig—  
Passenger(s) in other vehicle—
    - (a) .....
    - (b) .....
  - (ii) Ander getuie(s)—  
Other witness(es)—
    - (a) .....
    - (b) .....
- B.**
- |  |                         |                    |
|--|-------------------------|--------------------|
| 1. Registrasienuommer van ander voertuig<br>Registration number of other vehicle ..... | Fabriekaat<br>Make..... | Tipe<br>Type ..... |
|--|-------------------------|--------------------|
- 2. (a) Naam 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) Naam en adres van eienaar  
Name and address of owner .....
  - (b) Telefoonnommer en ID No. van eienaar  
Telephone number and ID No. of owner .....
  - 4. Indien die drywer en die eienaar verskillende persone is, het die drywer die ander voertuig in belange van die eienaar of vir sy eie doeleindes bestuur?  
If the driver and the owner are different persons, did the driver drive the other vehicle in the interests of the owner or for his own purposes? .....
  - 5. (i) Naam van versekeringsmaatskappy van ander voertuig  
Name of insurance company of other vehicle .....
  - (ii) Versekeringskyfnommer  
Insurance disc number .....
  - 6. Naam, adres en geskatte ouderdom van voetgangers wat by die ongeluk betrokke was:  
Name, address and estimated age of pedestrians involved in the accident:
    - (i) .....
    - (ii) .....
- C.**
- 1. Beskrywing van diere (verstrek uitkenningsmerke) en vaste voorwerpe wat by die ongeluk betrokke was  
Description of animals (furnish identification marks) and fixed objects involved in the accident .....
  - 2. (a) Naam en adres van eienaar  
Name and address of owner .....
  - (b) Kode 2300k telefoonnommer van eienaar  
Code and telephone number of owner .....

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**DEPARTMENTAL SUBSIDISED VEHICLE ALLOCATION POLICY**

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- D. 1. Is u bewus van iemand wat gedood is? ..... Indien wel, wie?  
 Are you aware of anyone killed? ..... If so, who? .....
2. Is u bewus van iemand wat beseer is? ..... Indien wel, wie?  
 Are you aware of anyone injured? ..... If so, who? .....
- (i) .....  
 (ii) .....  
 (iii) .....
- E. 1. Datum en plek van aanmelding van die ongeluk by die polisie/verkeerspolisie  
 Date and place where accident was reported to the police/traffic police .....
2. Naam van polisiebeampte of polisiekantoor waar aangemeld  
 Name of police officer or police station reported to .....  
(meld of dit polisie/verkeerspolisie was)  
 (state whether police/traffic police)
3. Saaknommer  
 Case number .....
4. Het die polisie/verkeerspolisie die ongelukstoneel besoek? ..... Indien wel, voor of na die verwydering van die  
 Did the police/traffic police visit the scene of the accident? ..... If so, before or after the removal of the  
 voertuig?  
 vehicle? .....
5. As die ongeluk glad nie of nie so gou moontlik aangemeld is nie, verstrek redes  
 If the accident was not reported or not reported at the earliest available opportunity, state reasons .....
- F. Ek verklaar dat die volgende volledige beskrywing van hoe die ongeluk plaasgevind het, waar is:  
 (Indien hierdie ruimte onvoldoende is, gebruik 'n aparte vel papier en onderteken dit ook. Skryf duidelik en in die amptelike taal wat u  
 die beste verstaan.)  
 I declare the following full description of how the accident occurred to be true:  
 (If this space is inadequate, use a separate sheet and sign it as well. Write legibly and in the official language most familiar to you.)
- .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....

Plek/Place..... Datum/Date..... Handtekening van drywer/Signature of driver

**DEEL II/PART II**

Voorafkrite vir die tekening van 'n sketsplan van die toneel van die ongeluk en onmiddellike omgewing op 'n aparte vel papier, wat hierby aangeheg moet word:  
 Directions for the drawing of a draft plan of the scene of accident and immediate vicinity on a separate sheet, which must be attached hereto:

1. Verstrek name van strate, paaie en wydtes daarvan, asook wydtes van enige grondskouers.  
 Furnish names of streets, roads and widths thereof as well as widths of any road shoulders.
2. Gee die posisie aan van die betrokke voertuie, persone, diere en ander voorwerpe voor en na die ongeluk. Dui aan in watter rigting die botsende elemente beweeg het. Verstrek kompasrigtings.  
 Give the position before and after the accident of vehicles, persons, animals and other objects concerned. Indicate the direction of the moving objects. Furnish compass directions.
3. Dui plek aan waar botsing plaasgevind het. Dui aan hoe ver van kant van pad, teerstraat of randsteen botsing plaasgevind het en indien op of naby kruising, dui duidelik aan—  
 Indicate place where accident occurred. Indicate distance from side of road, tarred road or curb where accident occurred and if in or near a crossing, indicate clearly—
  - (i) hoe ver punt van botsing was van die denkbeeldige middelpunt van die kruising; en  
 the distance of the point of impact from the imaginary centre of the crossing; and
  - (ii) hoe ver punt van botsing was van vaste- of gebroke middellyn of stoplyne (indien enige) op pad/straat.  
 the distance of the point of impact from the fixed or broken centre line or stop line (if any) on the road/street.
4. Toon gly-, rem- en sleepmerke aan op dieselfde wyse as in paragraaf 3 hierbo.  
 Indicate skid, brake and drag marks in the same manner as in paragraph 3 above.

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**DEPARTMENTAL SUBSIDISED VEHICLE ALLOCATION POLICY**

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**DEEL III/PART III**

(Verklaring van plaaslike senior verteenwoordiger van die betrokke departement)  
(Statement by local senior representative of the department concerned)

Ek, ..... met rang van .....  
(naam in blokketjers) with rank of .....  
(name in capital letters)

In diens by ..... bevestig hierby dat:  
employed by ..... hereby confirm that:

1. Identiteit No. die gemagtigde drywer van  
Identity No. was the authorised driver of  
staatsvoertuig No. was en dat hy in besit is van die volgende geldige bestuurderslisensie wat  
government vehicle No. and that he is in possession of the undermentioned valid driver's license  
by sy identiteitsdokument ingelyf is:  
incorporated in his identity document:

Lisensie No. Datum van uitreiking  
License No. Date of issue .....  
Land van uitreiking Kode  
Country of issue Code .....

2. Telefoonnommer en adres van departement  
Telephone number and address of the department .....

3. Die voertuig ten tye van die ongeluk op amptelike diens gebruik was; en  
The vehicle was used on official business at the time of the accident; and

4. Die volgende gemagtigde passasiers in of op die staatsvoertuig was:  
The following authorised passengers were in or on the government vehicle:

(i) .....  
(ii) .....  
(iii) .....

Datum/Date .....

Handtekening van senior verteenwoordiger  
Signature of senior representative

**DEEL IV/PART IV**

(Besonderhede verstrek te word deur Staatsgarage/departementele werkwinkel/handelsgarage)  
(Particulars to be furnished by Government Garage/departmental workshop/commercial garage)

1. Staatsvoertuig No. Fabrikaat en jaarmodel Type  
Government vehicle No. Make and year of manufacture .....  
Tara Bruto voertuigmassa (slegs vir busse en goedere voer-  
Tare Gross vehicle mass (buses and goods vehicles only--  
tule—soos op voertuig gaskilder.) as stencilled on vehicle).

2. Aard van skade aan staatsvoertuig  
Nature of damage to government vehicle .....

3. Beraamde herstelkoste  
Estimated cost of repairs .....

Toestand van:  
Condition of:

(i) Loopvlak van buitebande  
Tread of tyres .....

(ii) Voetrem  
Foot brake .....

(iii) Handrem  
Hand brake .....

(iv) Stuurmeganisme  
Steering mechanism .....

(v) Ligte  
Lights .....

5. Is die ongeluk toe te skryf aan 'n meganiese defek? Indien wel, wat was die defek?  
Is the accident attributed to a mechanical defect? If so, what was the defect? .....

6. Watter gedeelte van die staatsvoertuig het, volgens u mening, met die ander voertuig/voorwerp in botsing gekom? (Verduidelik)  
Which part of the government vehicle, in your opinion, came into collision with the other vehicle or object? (Explain)

7. Naam van Staatsgarage/departementele werkwinkel/handelsgarage\* wat bostaande besonderhede verskaf asook kwitansie  
en/of bewys van hersteiwerk aan die voertuig. (\*Haal deur wat nie van toepassing is nie)  
Name of Government Garage/departmental workshop/commercial garage\* which furnished the above particulars and the relevant receipt and/or proof of the repairs done to the vehicle. (\*Delete whichever is not applicable).

Datum  
Date .....

Plaek  
Place .....

Handtekening/Signature

RT 58/2006CV

Subsidised Vehicle Policy

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

## APPLICATION FOR THE PROVISION OF SUBSIDISED TRANSPORT

File/Application No.: \_\_\_\_\_

BRANCH/DIVISION/DIRECTORATE: \_\_\_\_\_

**NB: THIS APPLICATION MUST BE PROPERLY COMPLETED BEFORE A REQUEST FOR SUBSIDISED TRANSPORT WILL BE CONSIDERED**

- Part A To be completed by the official who requires the vehicle.
- Part B To be completed by the Head of the Division/Directorate in which the applicant is employed.
- Part C 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

I, \_\_\_\_\_  
(FULL NAMES AND SURNAME)  
serving as an official within the Department of \_\_\_\_\_ and  
having the rank of, apply to be allocated a Subsidised Motor Vehicle for the execution of my duties.  
The following further particulars in connection with my application are submitted:

- 1.1) I D No. (Book of Life): \_\_\_\_\_
- 1.2) Driver's License No: \_\_\_\_\_
- 1.3) PERSAL/PERSOL No: \_\_\_\_\_
- 1.4) My period of continuous service in the Department/Administration dates from \_\_\_\_\_  
to the present time. The date of appointment to my present post is \_\_\_\_\_
- 1.5) My headquarters are at \_\_\_\_\_
- 1.6) My postal address is \_\_\_\_\_

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Subsidised Vehicle Policy

Annexure C

ANNEXURE "A" 81/149966 (Z81)

**2.) DUTIES OF APPLICANT, WHICH REQUIRE THE USE OF A VEHICLE**

- 2.1) My duties are briefly as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2.2) Nature of the service for which a Subsidised Motor Vehicle is required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2.3) The types of roads and the general state thereof to be traversed are as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2.4) Nature and mass of equipment and/or baggage to be conveyed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2.5) Number of official passengers who will normally have to be conveyed: \_\_\_\_\_
- 2.6) The average monthly official distance to be traveled is estimated at \_\_\_\_\_ km's.
- 2.7) The average number of days per month on which the vehicle will be used for official business is, \_\_\_\_\_
- 2.8) I am unable to make use of local, official or public transport for the above-mentioned trips for the following reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2.9) The vehicle is necessary to provide an existing/new/additional service. *(Delete words not applicable).*

**3.) VEHICLE CURRENTLY IN USE**

- 3.1) The following are particulars of the vehicle (if any) which is now being used for the service:
- a) Make: \_\_\_\_\_ b) Model: \_\_\_\_\_
- c) Type: \_\_\_\_\_ d) Year of manufacture: \_\_\_\_\_
- e) Engine swept volume \_\_\_\_\_ cm<sup>3</sup> f) Odometer reading \_\_\_\_\_ km's
- g) Ownership of vehicle: Subsidised/Private/Official "Pool"/Official assigned to \_\_\_\_\_  
\* *(Delete words not applicable).*
- h) Official distance traveled (if Subsidised Vehicle) \_\_\_\_\_ km.
- i) Registration number of vehicle \_\_\_\_\_



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Subsidised Vehicle Policy

Annexure C

ANNEXURE "A" 81/149966 (Z81)

**4.) VEHICLE REQUIRED**

4.1) Particulars of the vehicle required:

a) Make: _____	b) Model: _____
c) Type: _____	d) Engine swept volume _____ cm <sup>3</sup>
e) Choice of colour 1.) _____	2.) _____
3.) _____	4.) _____
f) Extras: <u>Gear-Lock and Sealing of Odometer</u>	
_____	
_____	
g) Is a deposit going to be paid on delivery? _____ Amount: _____	
h) Dealership to which vehicle is to be delivered: _____	
_____	
_____	

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 of \_\_\_\_\_ cm<sup>3</sup>.

I am aware that I will be paid the rates applicable to the class (cc) of vehicle for which I functionally qualify, and that I will be required to travel 70% official kilometers of the total kilometers traveled over the contract period.

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 salary 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 Subsidised 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 applicant to perform his/her duties effectively is \_\_\_\_\_ Km's per annum.

The official qualifies for a vehicle of type, \_\_\_\_\_ with an engine capacity of \_\_\_\_\_ cm<sup>3</sup>.

I confirm that funds are/will be available for the payment 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 \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_ and considered the foregoing File/Application no, \_\_\_\_\_ submitted by, \_\_\_\_\_ for the allocation of a Subsidised Motor 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 \_\_\_\_\_ cm<sup>3</sup>, with a maximum benchmark price of (category) (cc), \_\_\_\_\_

**OR**

- iii) Not recommended due to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF CHAIRPERSON**

\_\_\_\_\_  
**DATE**

### APPROVAL BY HEAD OF DEPARTMENT

In terms of General Delegation of Authority this application is approved, with the following conditions:

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.

\_\_\_\_\_  
**HEAD OF DEPARTMENT**

\_\_\_\_\_  
**DATE**

DEPARTMENT OF ROADS AND PUBLIC WORKS | 37

**DEPARTMENTAL SUBSIDISED VEHICLE ALLOCATION POLICY**

01-07-'13 16:27 FROM MMELA EXAMPLE 0114030616 T-769 P0002/0003 F-888  
**MOTOR VEHICLE CLAIM FORM**

POLICY NUMBER SAGOVINE/SAGMT/31684 CLAIM NUMBER 384426

**1. THE INSURED**

Surname: PULLEN Initials: A.A. ID No: 6311175135 081  
 Address (R): 16 RAMATSHELA EXT. IPOPENG Address (W): DEPT ROADS + PUBLIC WORKS  
KIMBERLEY TRAIN DUBS BUILDING  
CORNER MAIN & STATION STREET  
081118 Postcode: 7000  
 Tel no: 053-6311357 Cell no: 071686 0005

**2. THE DRIVER AT THE TIME OF THE ACCIDENT**

Surname: PULLEN Initials: A.A. ID No: 6311175135 081  
 Address (R): 16 RAMATSHELA EXT. IPOPENG Postcode: 8345  
KIMBERLEY  
 Tel No: (W) 053-6311357 (R) NONE Cell no: 071686 0005  
 Driver's License Code: EB Date issued: 28.03.2011 Limitations: 1 Full License?   
 Was the driver sober? YES  NO  Was a blood sample taken after the accident? YES  NO

IF yes, what was the result? NOT APPLICABLE

**3. THE VEHICLE**

Make: TOYOTA COROLLA Year of manufacture: 2009 Registration number: BZD 381 NC  
 Colour: SILVER GREY Is the vehicle insured under any other policy? YES  NO   
 Name and address of the holder if the vehicle is the subject of a hire-purchase agreement or similar agreement: WEST BANK  
 Name and address of a related owner:

Estimated cost of repairs: R  Have instructions for repair been given? YES  NO

IF yes, by whom?

Address where the vehicle may be inspected:

**4. THE ACCIDENT**

Date: 13/12/2012 Place: PETRUSVILLE Time: 23:30  
 If the accident occurred outside the borders of the Republic of South Africa, please mention in which country: N/A  
 Police Station/Traffic Department where accident was reported: PETRUSVILLE POLICE STATION  
 Police/Traffic Department reference number: AR02/2/2012  
 For what purpose was the vehicle being used at the time of the accident? OFFICIAL

**5. WITNESSES**

Name, Address and Telephone Number: NONE  
 Name, Address and Telephone Number:

PASSENGERS in insured vehicle	Name & Address of Owner and Driver	Details of injuries
<u>NONE</u>	<u>A. A PULLEN</u> <u>16 RAMATSHELA EXT. IPOPENG</u> <u>KIMBERLEY 8345</u>	<u>MINOR CHEST AND HEAD INJURIES</u>

01-07-'13 16:28 FROM-MMELA

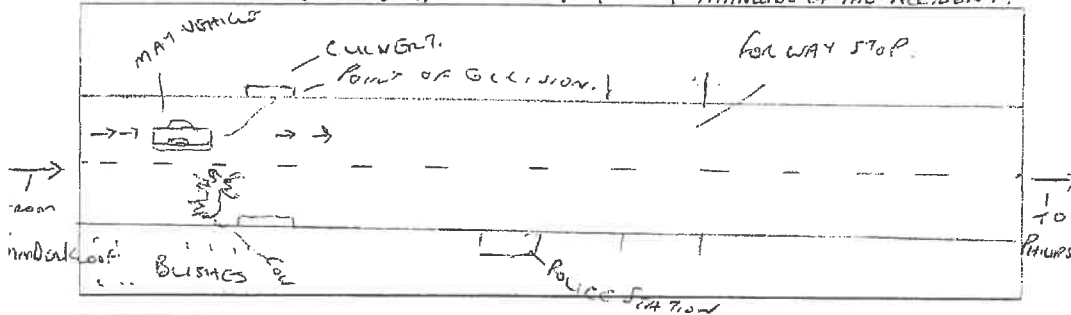
0114030616

T-769 P0003/0003 F-888

**6. DESCRIPTION OF ACCIDENT**  
 (explain what happened)

I WAS DRIVING FROM VAN DER KLOOF TOWARDS PETRUSVILLE ON MY WAY TO DE BAR. ON ENTERING THE TOWN OF PETRUSVILLE A COW SUDDENLY EMERGED FROM THE BUSHES ON THE RIGHT SIDE OF THE ROAD. I SWERVED TOWARDS THE LEFT, TRYING TO AVOID HITTING THE COW, BUT I COLLIDED INTO A CULVERT ON THE LEFT SIDE OF THE ROAD. THE POLICE CAME TO THE SCENE WITHIN A FEW MINUTES OF THE ACCIDENT.

**7. SKETCH OF ACCIDENT** (On the diagram, please indicate clearly the point of impact) MINUTES OF THE ACCIDENT.



7.1 Are there other parties who can claim damages arising from the accident from you or from whom you can claim damages? YES  NO

Third Party Vehicle/s	Registration No	Make & Model	Name & Address of Owner and Driver
	N/A		

PROPERTY OTHER THAN VEHICLES	Name & Address of Owner and Driver	Details of damage
		N/A

PERSONAL INJURIES (Other than in insured vehicle)	Name & Address of Owner and Driver	Details of injuries
		N/A

I declare that to the best of my knowledge and belief that the foregoing is a true and correct and accurate statement of the circumstances relating to the accident and further undertake to render to the company any assistance in my power in dealing with the matter.

DATE 14/01/2013 SIGNATURE OF INSURED [Signature]  
 DATE 14-01-2013 SIGNATURE OF DTO [Signature]

N.B IT IS IMPORTANT THAT YOU NOTIFY THE INSURERS IMMEDIATELY YOU BECOME AWARE OF ANY IMPENDING PROSECUTION, INQUIRY OR DEMAND.