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**MPUMALANGA PROVINCE**  
**REPUBLIC OF SOUTH AFRICA**

## **TRANSPORT POLICY**

**2018/19**



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## 1 Purpose of Policy

The purpose of this policy is to regulate the applications for and the use of subsidised and government owned vehicles as well as executive vehicles.

## 2 Regulatory Framework

National Transport Policy; Transport Circulars;  
Constitution of South Africa, as amended (Act No. 108 of 1996);  
Public Finance Management Act, 1999 (Act No. 1 of 1999);  
Treasury Regulations, 2005.;  
Public Service Act 1994; as Amended (Act No.103 of 1994)  
Public Service Regulations

## 3 Definitions

In this policy, unless the context otherwise indicates:

**"Accounting Officer"** means the Head of Department;

**"capital remuneration"** 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 installments for the duration of the selected official utilisation period;

**"Department"** means the Mpumalanga Department of CoGTA;

**"Head of department"** means the head of department referred to in the Public Service Act, 1994, and, unless otherwise indicated, an officer to whom he or she has delegated powers in terms of this policy;

**"Official / employee"** means a person who —

- (a) 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

has been appointed on contract in terms of section 8 (1) (c) (ii) of the Public Service Act  
**"Responsibility manager"** means the head of a section or a person acting in that position.

**"Transport officer"** means an official in the transport section who is responsible for the administration of the department's subsidised and government vehicles;

#### **4 Scope of application**

This policy applies to all officials of the Department.

- 4.1 The Accounting Officer must appoint a Transport committee /s to advise him with regard to the responsibilities and powers conferred upon him in terms of this policy.
- 4.2 The Transport committee and the Finance committee shall consist of members recommended by the Chief Financial Officer or his or her delegate
- 4.3 The committees shall submit all reports to the Chief Financial officer for further recommendation and to the Head of Department for final approval

#### **5 Functions of the Transport Committee regarding their Advisory role pertaining to Subsidised vehicles**

Not limited to functions allocated to the Transport committee, in terms of this policy the functions of the committee are --

- 5.1 To convene at least twice per annum to consider applications;
- 5.2 Evaluate all applications for subsidised vehicles based on the transport policy, the circular issued from time to time by the Department of Transport, and this policy and advise and make recommendations to the Accounting Officer;
- 5.3 To verify applications in terms of job descriptions and this policy;
- 5.4 To verify the validity of an officer's drivers licence;
- 5.5 Determine the application of the vehicle to suit the job description;
- 5.6 To vet application, utilisation period and kilometres;
- 5.7 To review all applications in the context of the previous kilometres travelled and available exception reports from the service provider on utilisation of a previous vehicle;
- 5.8 To submit a monthly report assessing compliance with this policy; and

- 5.9 To perform any other function consistent with this policy as may be conferred by the Accounting Officer.
- 5.10 To evaluate applications to use private vehicles for official purposes and make recommendations for the Accounting Officer's approval, excluding Members of Middle Management and Senior Management Services.

## **6 Subsidised vehicles: Scheme A**

### **6.1 Qualification criteria**

- 6.1.1 An officer qualifies for scheme A of the subsidised vehicles if he or she travels, for job related purposes, a minimum of 21 000 and not exceeding a maximum of 29 000 official kilometres per year.
- 6.1.2 The Accounting Officer may, on application to him or her, approve official kilometers in excess of 29 000 kilometers.
- 6.1.3 Officials applying for Sedans shall be allowed to apply to the maximum limit of 2 litre engine
- 6.1.4 In case of light delivery vehicles, officials shall be allowed to apply to the maximum limit of 2.5 litres.

### **6.2 Allocation requirements**

- 6.2.1 A qualifying officer may, subject to approval by the Accounting Officer and clause 8.2.2 below, be allocated only a motor vehicle which falls under National Contract RT57;
- 6.2.2 The allocation of a subsidised vehicle to an officer must take into account the nature of the official duty for which the vehicle is required and may take into account the level of such officer;
- 6.2.3 A qualifying officer must purchase a vehicle approved by the Accounting Officer.

## **6.3 Logbooks**

- 6.3.1 An officer who has been allocated a subsidized vehicle must keep a logbook reflecting all the distances travelled, both official and private.
- 6.3.2 The logbook must be made available for inspection by a transport officer or the transport committee at any time.

## **7 Subsidised vehicles: Scheme B**

### **7.1 Qualification criteria**

Participation under scheme B will be subject to strict conditions:

- 7.1.1 An officer qualifies for scheme B of the subsidised vehicles if he or she travels, for job related purposes, less than 21 000 official kilometers per year, and does not qualify for a subsidised vehicle under Scheme A;
- 7.1.2 An officer qualifying under this scheme may not purchase a vehicle through the National Contract RT57;
- 7.1.3 An officer who travels less than 6000 official kilometers per year may participate under this scheme using his or her own vehicle.

## **8 Scheme B (Private /SMS)**

- 8.1 Officials must attach a memo with approval from HOD for current financial year stating the type of vehicle that is going to be used for official purposes
- 8.2 The Transport officials must have access to inspect private vehicles to verify type of the vehicle used as per the approved memo by the HOD.
- 8.3 Officials should make the transport officers aware of any changes of a vehicle for private usage.

## **9 Applications for approval of subsidised vehicles**

An officer who applies for a subsidized vehicle must submit the following to the Transport committee through the SCM unit:-

- 9.1 A Z81 application form, obtainable from the transport section;
- 9.2 A copy of applicant's identity document, latest salary advice and a valid driver's license;
- 9.3 The kilometer and daily utilisation of a government or outsourced vehicle for the previous six months; and/or
- 9.4 The kilometer utilisation of a privately owned vehicle for approved official services for the previous six months; and/or
- 9.5 The total projected official assigned kilometers that the official shall undertake per month which would be subject to changing circumstances that may occur; and
- 9.6 A detailed recommendation signed by the responsibility manager.

## **10 Official utilisation of subsidised vehicles**

- 10.1 An officer may not permit another person to make use of his or her subsidised vehicle for official purposes in the absence of such officer.
- 10.2 The official utilisation period for a subsidised vehicle shall be for a minimum period of 36 months and a maximum period of 48 months.
- 10.3 An officer must travel a minimum of at least 70% official and 30% private kilometers in any given year. A penalty will be imposed on an official who travels more than 30% private kilometers as contemplated in the National Policy.

## **11 Officials leaving the State**

If an officer leaves the employment of the state, before the expiry of the period of the contract, the officer will be liable for the outstanding settlement value of the vehicle.



## **12 Conversion from one Scheme to the other**

- 12.1 An officer who wishes to convert from one scheme to the other must submit an application to the Transport committee.
- 12.2 The application must be supported by the documents mentioned in clause 7, as well as a motivation explaining the change in the circumstances of the officer which necessitates the conversion.
- 12.3 An application for conversion from scheme B to A must be treated as a new application for a subsidised vehicle.
- 12.4 If it appears from the records of official kilometers travelled for a period of six months, that an officer who was allocated a vehicle on scheme A no longer qualifies for such, the transport officer, must submit the relevant documentation to the committee for the review of the allocation of such officer.
- 12.5 In the event of a review contemplated in above, the Transport committee may call upon the officer concerned to show cause, why his or her allocation should not be reviewed.

### 13 Accidents and Incidents

- 13.1 A driver of a government vehicle or executive vehicle who is involved in an accident must report the accident to the SAPS or to a traffic officer within 24 hours after the accident occurred.
- 13.2 The driver must endeavour to obtain the particulars of the other driver involved in the accident, or where this is not possible, a case reference number from the SAPS or the traffic officer to whom the accident is reported.
- 13.3 Any accident involving a government vehicle must be referred to the Transport committee of the Department for investigation and recommendation. The committee must, amongst others, ascertain whether an officer has forfeited the state cover as contemplated in the Treasury Regulations.
- 13.4 A driver of a subsidised vehicle who is involved in an accident must report the accident to the SAPS or to a traffic officer within 24 hours after the accident occurred.
- 13.5 The driver must immediately report the accident to his supervisor and to the transport officer and complete the accident report form.
- 13.6 **The Supervisor and Responsibility manager of the any official involved in an accident involving either a Subsidised vehicle, fleet or executive vehicle must, within 3 days receive the accident report from the responsible official and make recommendations thereon for discussion and consideration by the Transport Committee for consideration**

### 14 Functions of the Transport Committee concerning accidents and cases of fraud

Not limited to other functions allocated to this committee, in terms of this policy the functions will be to:

- 14.1 To evaluate all reports and cases on Accidents and Fraud relating to any state-owned or subsidised vehicle within the Department.
- 14.2 To review the recommendations from the Responsibility Manager of the applicable official and report to the Accounting Officer accordingly as well as to advise whether further action or investigation is necessary
- 14.3 Scrutinize all GG vehicles accidents, theft and losses reports.
- 14.4 Consider irregular, improper and unauthorised use of GG vehicles.
- 14.5 Suggest solutions and make recommendations to the Accounting Officer
- 14.6 To make any recommendations where necessary reports and files to the Finance committee pertaining to the disposal of any vehicle as and when necessary.

## **15 Issuing of Government vehicles**

- 15.1 A government vehicle must not be issued to an officer unless such officer has
  - 15.1.1 a valid driver's license without adverse endorsements; and
  - 15.1.2 has a trip authority for such a trip.
- 15.2 A trip authority must be completed by the officer who will be driving the government vehicle and signed by his or her supervisor. If it is not possible to obtain the signature of the supervisor, an alternate signatory may be identified *in* the Department.
- 15.3 A government vehicle must be issued only on the day of travel unless advance authority to park the vehicle at home has been obtained.
- 15.4 Unless the Accounting Officer directs otherwise, a trip authority must not run longer than one week at a time.
- 15.5 The driving and parking of government vehicles during weekends and public holidays must be limited and will only be authorised by the Accounting Officer or his or her delegate under exceptional circumstances.

## **16 Use and Inspection of Government vehicles**

- 16.1 A government vehicle must be inspected by a transport officer and the driver thereof before issuing the vehicle to the driver concerned and on return of the vehicle to the transport officer.
- 16.2 The driver must inspect and complete the inspection sheet as well as sign it for confirmation of the absence of or identification of any scratches;
- 16.3 A government vehicle must be used only by the person authorised by the trip authority.
- 16.4 A government vehicle must be used only for official purposes and not for private or other purposes, unless authority has been granted as such.
- 16.5 A driver of a government vehicle is not allowed to carry passengers or pick up casual passengers without the necessary authority.
- 16.6 A driver of a government vehicle should not deviate from the authorised route, without obtaining prior approval.
- 16.7 The driver must keep and complete a logbook at the end of each trip.
- 16.8 Vehicles must be booked well in advance
- 16.9 The driver of such vehicle must immediately return the vehicle upon the date which the trip authority ends.
- 16.10 No official may make use of a vehicle without a trip authority approved by his most senior available supervisor.
- 16.11 No trip authority may be approved by a supervisor from a directorate different from that of the official requiring the use of the vehicle.

- 16.12 All executive vehicles must be made available for inspection by the transport officer at least on a monthly basis.
- 16.13 All executive vehicles must be made available immediately when such a vehicle is due for a service.
- 16.14 All users of vehicles whether fleet vehicles or executive vehicles must ensure that they adhere to the general laws pertaining to driving and must avoid speeding at all cost.
- 16.15 All speeding fines will be for the account of the driver / user of the vehicle and must be settled within two weeks of receiving such a fine.
- 16.16 In the case where a fine is not reported and settled or where the Transport section has informed the individual of the fine for which they are responsible and it is not settled or where no arrangement is made, the department shall pay the fine on behalf of the official without negotiating a reduction with the relevant municipality and recover the exact amount from the official's salary.

## **17 Garaging and Parking**

- 17.1 An officer in charge of a government vehicle must ensure that the vehicle is adequately garaged and parked and must at all times take reasonable steps to safeguard the vehicle including accessories therein against theft, irregular use, damage or fire;
- 17.2 An authority must be obtained for every day that a vehicle is parked in an area outside its designated parking area.
- 17.3 All weekend trips shall be approved by the Accounting Officer or his delegate of at least a Director level.
- 17.4 Approved/declined trips for Districts shall be faxed or e-mailed to the specific Regions.

## **18 Responsibility for the Government vehicle**

- 18.1 The overall responsibility for the safeguarding of a vehicle issued to an officer and any accessories therein rests with the officer concerned.
- 18.2 Drivers must exercise proper care in the use and handling of a government vehicle.
- 18.3 An officer who without authority, irregularly, recklessly, negligently used a vehicle or misused it may be subjected to disciplinary action, apart from any other relief available to the Department.

- 18.4 All traffic fines must be paid by the official to whom the vehicle was issued at the time the traffic fines were issued.

## **19 Suspension of officials from driving Government vehicles**

Any official or driver shall be suspended from further driving where

- 19.1 the official has subjected a government vehicle to misuse or irregular use; or
- 19.2 if proof exists that the official has driven a vehicle recklessly or the vehicle was involved in an accident whilst being so driven; or
- 19.3 where an official failed to report the accident or reported false information
- 19.4 the official drove the vehicle whilst under the influence of liquor or narcotic drugs.
- 19.5 No fleet vehicle shall be issued to any official whose case is still pending and of which the final report from the Transport committee has not been submitted to the Head of Department.

## **20 Damage to Government vehicle**

- 20.1 Any damage, loss, deficiency as a result of *vis maior* and other inevitable causes and thefts (other than damage, losses and deficiencies arising out of an accident) must be reported first to supervisor of the responsible official and thereafter to the Transport unit for further reporting to the Transport Committee.
- 20.2 Responsibility managers must ensure that information is submitted to the Transport committee pertaining to the damages as and when required and must further ensure that the responsible official reported the damages within 24 Hours.

## **21 Disposal of Government vehicles**

Government vehicles must be disposed of in accordance with the procedure contemplated in the asset management policy.

## **22 Transfer of Government vehicles**

A Government vehicle may not be transferred from the Department to another without the approval of the Accounting Officer.

## **23 Delegation**

All delegations shall be in accordance with the Delegation of Authority Manual of the department and according to the official appointment of the Relevant Committee and approved Terms of Reference.

## 24 Review of policy

This policy will be reviewed annually and any review thereof is the responsibility of the Executive Management of the Department

## 25 Contraventions

Any person who contravenes or fails to comply with any provision of this policy may be subjected to disciplinary action.

**THUS DONE AND APPROVED BY THE ACCOUNTING OFFICER**

**APPROVED/ ~~NOT APPROVED~~**



**MR TP NYONI**

**HEAD: CO-OPERATIVE GOVERNMENT AND TRADITIONAL AFFAIRS**

**DATE** 29/03/2018