



agriculture, land reform
& rural development

Department:
agriculture, land reform & rural development
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

GOVERNMENT MOTOR TRANSPORT POLICY

NORTHERN CAPE PROVINCE

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PREAMBLE

Transport in the Provincial Administration of the Northern Cape is a tool by which service is delivered and therefore management of the resource rests with the manager responsible for service delivery. The line function head, the institutional head, the program manager and the team leader are the people responsible for the management of transport within each department. The line function head will delegate the day-to-day operation of the resource to a transport officer but will take overall responsibility for performance and control.

This policy covers the use of motor transport within the Provincial Administration of the Northern Cape' Department of Agriculture, Land Reform and Rural Development. It covers inter alia the use of vehicles owned by the department, vehicles allocated on a long term basis to the department under the agreement with Service Providers or State Entities, and vehicles hired by the departments on a short term basis.

This policy is intended to clarify the position regarding transport as stated in the Public Service Regulations. Transport within a department is supplied as a tool to support the department in the delivery of its objectives. It must therefore be used in the most cost-effective manner.

1. DEFINITIONS

In this policy, unless the context otherwise indicate, the following words shall have the meanings assigned to them hereinafter:

AD HOC VEHICLE means a vehicle that is available for hire for a short term from Service Providers;

CLASSIFICATION CODE means a code used by Service Provider to identify the type/class of vehicle.

DEPARTMENTAL TRANSPORT OFFICER means a transport officer at Head Office level who has been appointed in writing by the Head of Department at

Head Office to control all Government owned vehicles and/or FML and Ad hoc vehicles within the department;

DRIVER means an official / employee of the Department of Agriculture, Land Reform and Rural Development, in possession of a valid unendorsed driver's licence which enables them to drive a specific category of vehicle. For certain categories of vehicles a valid PrDP is compulsory.

FML VEHICLE means a vehicle permanently allocated to a department for their exclusive use under a Full Maintenance Lease from Service Providers;

GOVERNMENT OWNED VEHICLES (GOV) means Government vehicles purchased, maintained and operated, from within a department's own funds, these include vehicles that leased from a State entity and carry **ALR** registration number plates;

PFMA means the Public Finance Management Act, 1999 (Act No. 1 of 1999);

SERVICE PROVIDER means, in respect of FML and Ad Hoc vehicles, the leasing company which supplies vehicles to the NCPA;

TRANSPORT OFFICER means a transport officer at institutional, regional or district level who has been appointed in writing by the Head of Department at Head Office to control all Government owned vehicles and/or FML and Ad hoc vehicles at a sub-office within a specific region or district;

2. APPLICATION

This policy shall apply wholly to the Department of Agriculture, Land Reform and Rural Development within the Northern Cape Provincial Administration.

The Policy shall not apply to:

- Subsidized vehicles
- Senior Management Service and
- Vehicle for MEC, whether Ad hoc or leased.

3. MOTOR TRANSPORT COMMITTEE

A Motor Transport Committee, under the Chairpersonship of a designated Senior Manager must be established within the Department to consider and make recommendations with regard to the operation (efficiency, adequacy and appropriateness) of both government-owned and subsidised vehicles in use within the Province's borders. Nothing precludes other Provincial Departments from participation on this committee.

Each Core function unit of the Department must be represented in this committee.

The Head of the Provincial Department of Agriculture, Land Reform and Rural Development must consider for approval all recommendations made by the Committee.

4. DUTIES OF TRANSPORT OFFICER AND DEPARTMENTAL TRANSPORT OFFICER

The Head of Department shall appoint, in writing, and official to perform the duties of Transport Officer and where necessary, a Departmental Transport Officer. The duties of the DTO, TO and any other official designated to assist with transport functions is to:

- 4.1. Co-ordinate motor transport within the Department and to ensure optimal utilisation of vehicles at all times.
- 4.2. Exercise control over the maintenance of and expenditure involved in the use of motor and other transport.
- 4.3. Ensure the proper completion and regular scrutiny of all records and returns concerning transport. An important element of this function is the Vehicle Asset Register of all vehicles under their control.
- 4.4. Ensure that all vehicles are kept in good roadworthy condition and that they are serviced on a regular basis.

- 4.5. Ensure that all instructions relevant to the use, operation and maintenance of vehicles are complied with.
- 4.6. Ensure at all times that the ignition, door lock and any other keys of the vehicles as well as petrol cards being used, are suitably safeguarded against loss of theft. Any duplicate keys in their possession must be kept separate from the keys in use and must also be kept in a safe place.
- 4.7. At stations where no TO has been appointed, the driver of the official and/or the employee in charge of the Government owned fleet must assume the duties of the TO.
- 4.8. All GOV vehicles are subject to inspection by the TO or duly authorised officials, including officials from the Transport Committee to ensure that the department maintain their transport in a proper state of repair and efficiency and that the required instructions are complied with. Officials or employees in charge of transport must furnish all the information required by such inspecting officers.

5. DRIVING OF VEHICLES

5.1 Drivers

Vehicles under this policy can only be driven by a Departmental government employee or an employee appointed on a contract basis, provided the contracted employee has a clause contained in the contract stating that for government transport purposes this employee is regarded as an employee of the state. An addendum to this effect must be added to the contracts of existing S3 contract employees.

5.2 Driver's License

The driver must have an unendorsed valid driver's license. The transport officer must check the license for validity. The driver must have no outstanding transport related disciplinary action against them at the time of taking the car.

Where necessary, drivers must be in possession of a Professional Drivers Permit.

Special attention is drawn to the conditions contained in the National Road Traffic Act, 1996 with regards to the driving of a vehicle by a person in possession of –

- a) A learner's licence only for the particular class of vehicle;
- b) A permit of driver's licence only, obtained outside the borders of the RSA or a prescribed area for the particular of a similar class of vehicle;
- c) A driver's licence only, issued by a government department for the driving of any GOV vehicle of the particular class while such vehicle is used on official duty and as long as such person is an official or employee of government department.

Special attention is drawn to the provision of the National Road Traffic Act, 1996 with regards to the duties of a driver in connection with the reporting of physical disabilities from which he/she may suffer or which he has sustained or developed after issue of a driver's licence. Cases where it is deemed necessary to modify the standard driving controls of a vehicle before a special driver's licence could be issued to such person in terms of the provision of the National Road Traffic Act, 1996 must first be referred to the Head of Department for consideration.

The Head of Department (or his/her delegate) who has the power to authorize an official or employee as a driver, must satisfy himself/herself that any incompetence or doubtful ability on the part of such an official or employee is not of such a nature as to expose the State to risk. Where such an official or employee must, of necessity, drive a GOV or FML vehicle and it is considered necessary, he/she should be subjected to a retest by the authority concerned in terms of the National Road Traffic Act, 1996 even if this has to be done at State expense.

Drivers must exercise proper care in the use and handling of a GOV or FML vehicle. Any evidence of neglect, rough handling or reckless driving must be reported to the Head of the Department in order that appropriate action may be taken.

The Head of Department may within his/her sole discretion require that an official/ employee driving an GOV or FML vehicle should possess his/her driver's license for a period of not less than six (6) months.

6. ROADWORTHINESS OF VEHICLE

The driver of a GOV or FML vehicle must at all times ensure that the vehicle is in a roadworthy condition and has a valid vehicle license, with special emphasis in this connection on the steering, the brakes, the light, the wheel nuts, the condition of the tyres and safety belts. In this regard certain types of vehicles such as trucks must be tested regularly for a Certificate of Fitness to be issued.

Any defects discovered must receive immediate attention before they assume serious proportions or possibly cause resultant damage, such as where there is any indication of excessive engine heat or lack of oil pressure the engine must be switched off immediately and the vehicle must not be driven further under its own power until the matter has been rectified. In such a case the radiator cap must not be removed until the engine has cooled down, and depending on the possible cause or the circumstances water may be added only then, but only while the engine is idling.

While a GOV or FML vehicle is being driven, the driver must pay proper attention to the dash gauges and indicators, and immediately take appropriate action should anything unusual be noticed, for the prevention of damage or further damage to the vehicle or its components.

A Roadworthy Certificate and an Operator Card for vehicles exceeding 3500 kilograms, must be displayed at all times for all makes of vehicles.

7. SAFE DRIVING

Traffic and any other regulations applicable to users of the road must be strictly observed at all times. Where these rules are not observed, the State will not pay any penalties imposed.

The applicable speed limit must not be exceeded at any time.

Users of a GOV and FML vehicles must obey the rules of the road at all times. To acquire good driving habits the following hints are provided:

- Thorough knowledge of traffic regulations and signs;
- Overtaking of passing of traffic only when the road is clear and it can be done safely;
- When driving at night:
 - Reduce speed;
 - Dip headlights;
 - Keep left as far as possible;
 - Stop or park off the road surface only.
- Using safety belts;
- Courtesy and consideration towards fellow users of the road;
- Not using cellular telephones without a hand-free kit, while driving.

8. AUTHORITY TO USE A VEHICLE

Vehicles mentioned in this policy may be used by any person with an authorized trip authority.

The driver must complete his/her portion of the trip authority by signing his/her name also printing it. His/her ID number must also be furnished.

The trip authority must then be submitted to the supervisor, who must, if satisfied with the trip, sign it and also furnish his/her name in print, rank and telephone number.

The trip authority must then be submitted to the Head of the relevant office, who must sign it and also furnish his/her name in print, rank and telephone number. In circumstances where this is not possible, alternate signatories must be identified locally. The driver must then fully execute the instructions on the trip authority.

A faxed trip authority is an acceptable document. If a vehicle is moved in an emergency, a trip authority must be obtained immediately after the event, or within 24 hours of the movement. This process is only to be used in a case of extreme emergency and the manager must be satisfied that the journey was necessary.

If a vehicle is based with a member of staff away from the office (e.g. service centres), then a trip authority can be issued against a weekly or monthly work plan. Trip authorities must not run longer than one week at a time. Monthly trip authorities must be accompanied by an addendum approved by the Head of Department or designee. As a good rule, transport between residence and work is deemed private.

9. PURPOSE OF USE

Vehicles may only be used by a government employee in the course and scope of his/her employment or by a person involved in an activity in line with the objectives of the Department, i.e. strictly for official purposes.

Vehicles cannot be used for party political purposes under any circumstances, to take part in industrial union activities or for private or other purposes without the necessary authority.

The use of GOV, FML and Ad Hoc vehicles for purposes such as proceeding home for meals, make social calls, taking relatives for outings and making detours for private purposes is not permissible and a violation of the Code of Conduct. The State expects every official or employee entrusted with the duty of operating or controlling GOV, FML and Ad Hoc vehicles to ensure that such vehicles are not used irregularly or misused in any way.

An official having to attend a social function in his/her official capacity may use a GOV, FML or Ad Hoc vehicle for his/her conveyance as well as that of his/her spouse and/or, if necessary, other members of his/her household, subject to the approval, in writing, of the Head of Department.

The vehicle may not deviate from the Authorised route or be delayed unnecessarily in the private interest of the driver or the passengers or in connection with the loading or unloading of private property or goods.

10. CONVEYANCE OF PASSENGERS

Passengers conveyed by a government vehicle, FML or Ad Hoc vehicle must be authorized to travel in the vehicle. The picking up of casual passengers is not allowed under any circumstances. The driver of the vehicle will be held responsible for ensuring that unauthorized passengers are not conveyed. Family members can

only be conveyed in a government, FML or Ad Hoc vehicle if the line manager signing the trip authority has approved a prior application and an indemnity form is signed. The approval must always be kept in the vehicle and the transport officer will hold a copy of the approval on file for at least three years. Family members travel at their own risk and the Departments shall accept no responsibility for them.

Where an official, whilst using a GOV, FML and Ad Hoc vehicle in the execution of his/her duties, requires, in the interests of the State, the services, assistance or presence of a member of the public, a dignitary or a prominent citizen, he/she may convey such person or persons in such vehicle free of charge. This is subject to the official or employee concerned, if time permits, obtaining the prior approval for the necessary transport arrangements from the Head of Department or designee. Cases of this nature include, inter alia, those where a person is required to act as a guide, where an official requires a person to be present at an inspection, or where it is required that an eminent person make an address at an official function, etc.

The names of unofficial passengers or other persons must be recorded on the trip authority by the driver or in the logbook of the vehicle. If it is impracticable to record the particulars in the logbook, it must be recorded in a suitable office register.

Whenever a person is conveyed in or makes use of any vehicle which is the property of the State, the Service Provider or a person in the service of the State shall not be liable to such person or his or her spouse, parent, child or other dependant for any loss or damage resulting from any bodily injury, loss of life or loss of or damage to property caused by or arising out of or in any way connected with the conveyance in or the use of such vehicle, unless such person is so conveyed or makes use thereof in, or in the interest of, the performance of the functions of the State. This provision shall not affect the liability of a person in the service of the State who wilfully causes the said loss or damage.

11. ISSUING OF VEHICLES

All vehicles should be issued on the day of travel unless advance authority to park the vehicle at home has been obtained. The driver must carry his/her license and produce it for the transport officer upon request. The signed trip authority must be carried in the vehicle with a copy placed on the file at the transport office. The

intended time of departure and return is to be recorded on to the vehicle issue form and compared against the actual time of return. Continued late return of vehicles may lead to a refusal to allocate vehicles in the future.

The transport officer will complete a vehicle issue form, recording the condition of the vehicle, quantity of fuel in the tank, log book and petrol card numbers. The driver will sign this. The driver then takes responsibility for the vehicle at that point. The vehicle will be checked in using the same process. The driver must hand in all petrol/diesel/oil purchase slips to the transport officer for checking after each trip.

12. GARAGING AND PARKING OF VEHICLES

- 12.1 Under normal circumstances GOV, FML and Ad Hoc vehicles must be garaged or parked on official premises. Under no circumstances may vehicles be garaged on State premises, under carports or on parking sites where unauthorized persons have free access. The necessary measures must be taken at all times to safeguard vehicles against loss or theft. Department may not raise any charge for the garaging or parking of GOV, FML and Ad Hoc vehicles on State premises – this is a free service.
- 12.2 Garaging or parking of vehicles on private premises in a properly lockable area or garage can be authorized by the Head of the Department in cases where there is no or unsuitable garaging available on State premises or at commercial parking garages or where the nature of the duties of the official concerned is such as to necessitate the use of private garaging. Where in the latter case a FML or Ad Hoc vehicle is involved, the Head of the Department concerned will be required to certify that the proposed arrangement is in the interest of the State. The trip authority being used will at the same time serve as authority for garaging in the case of the ad hoc garaging of a GOV, FML or Ad Hoc vehicle on private premises. However, care must be taken to ensure that the above requirement is complied with. The Department is responsible at all times for the cost of garaging or parking of the vehicles. The parking places should be lockable or with 24 hour security available.

- 12.3 In the case of vehicles on tour, the most suitable arrangements must be made where facilities for official garaging are not available, and any expenditure incurred in this connection must be borne by the department using the vehicle. The driver must use a steering or gear lock on the vehicle (if available and supplied.)
- 12.4 Where an official makes use of parking meters or parking lots while on duty, the expenditure actually and necessarily incurred may be refunded to him/her by his/her department, which will then have to bear the costs.
- 12.5 When a GOV, FML and Ad Hoc vehicle is garaged or parked, every precaution must be taken to safeguard it against damage, theft or irregular use. To this end –
- 12.5.1 the hand (parking) brake must be applied, and where the vehicle is parked on a slope, the front wheels must be turned towards the curb or against the slope, and furthermore, where such vehicle has a conventional gear box either low gear or reverse gear must be engaged, and if it is fitted with an automatic gear box the gear selector lever must be moved to the "P" (parking) position;
- 12.5.2 The windows must be closed;
- 12.5.3 the doors must be locked and the ignition key and the door lock key must be removed and kept in safe custody, except when the vehicle is garaged or parked on State premises where caretakers or watchmen are on duty, or at a commercial garage or parking garage where it is required that the ignition key not be removed and the vehicle door be not locked, in order to enable vehicles to be shifted;
- 12.5.4 If the vehicle is garaged in a lock-up garage the doors of the latter must also be locked;

12.5.5 Under no circumstances may articles or document, whether State of private property, be left on or under the seat, on the floor or in the glove box of a vehicle used on official duty while such vehicle is parked and left unguarded. If such articles or documents must out of necessity be left in the vehicle, they must be locked away in the boot or in an enclosed area. When, on account of their mass and/or size, it is impracticable to move articles to the boot of the vehicle or where special heavy vehicles are carrying large consignments of State property, the driver or other responsible official must take all possible and practical precautions for the safeguarding of such State property before he/she necessarily absents himself temporarily from the vehicle. Responsible officials or employees will be held liable for any loss to the State caused through non-observance of this paragraph.

12.6 Permission may be given for a vehicle to be parked overnight at a home of an official if the following conditions are met:

- The location has been reviewed by the transport officer and security is considered adequate, e.g. There is a garage or lockable gates **and;**
- The employee/official will be leaving early morning or returning late at night. The actual times that this would come into force would be the time when public transport starts/stops. Exceptions can also be made if the personal security of the individual is also at stake, **or;**
- If the home of the individual is at a place between the office and their destination such that it is not sensible to come into the office (normally a journey saving of at least 25 km would be expected), **or;**
- If the individual works from home **or,**
- The individual is on call and there is no means by which they can be transported in event of a call out.

A signed authority form to park a vehicle at home must be issued. The person responsible for signing trip authorities must sign it. It will normally be issued for each occasion. However, for those on call, blanket permission can be issued for a specific time period. The permission is subject to review and can be withdrawn at any time.

Whilst a vehicle is parked at home it may not be used for any private purposes. If an emergency arises and it becomes necessary to use the vehicle, a signed trip authority for the movement must be obtained within 24 hours of the journey. Private use of the vehicle whilst parked at home will lead to the withdrawal of the privilege and possible disciplinary action.

13. LOAD ON VEHICLES

The load on any GOV, FML and Ad Hoc vehicle may not exceed the maximum recommended by the manufacturer of the vehicle. Apart from the unfair strain on the vehicle, with resultant accident risk and high wear, overloading also has an adverse effect on the road surface and tyre life and may induce failures which endanger the lives not only of the occupants of the vehicle but also of other users of the road. In the case of commercial motor vehicles, the Road Traffic Act (Act 93 of 1996), prohibits any load exceeding that laid down by the manufacturers of the vehicle, which can be determined by subtracting the tare of the vehicle from the GVM (gross vehicle mass) indicated on the left-hand side of the vehicle. The driver may be personally held liable for any punishment that may be imposed by any court with respect to the infringement of the Act.

If a load is transported on or in a vehicle care should be taken that it will be properly safeguarded at all times in order to prevent any potential damage or loss. Damage or loss caused by overloading or negligent control over a load on vehicles will be recovered from the user of the GOV, FML or Ad Hoc vehicle. When a towed unit is used, the total mass of this unit may not exceed the mass of the towing vehicle concerned as prescribed by the manufacturers.

14. PRIVATE PROPERTY ON VEHICLES

Official drivers and passengers may convey in government-owned, FML and Ad Hoc vehicles such personal luggage as is required by them on the particular

journey. Losses of or damage to such luggage must be dealt with in accordance with the Treasury Regulations.

The nature of any private property of goods that are to be conveyed, including small purchases and personal effects of unofficial passengers must be such that the loading, unloading and conveyance thereof will, under no circumstances, cause any damage to the vehicle, State property or injury to official passengers.

Persons who load and unload private property or goods onto or from a GOV, FML or Ad Hoc vehicle do so at their own risk, and in cases where officials or employees sustain injuries on duty whilst assisting in the loading or unloading of such property or goods, the usual provisions concerning injuries on duty are not applicable.

The unofficial passengers, officials, employees and other persons or the driver or representative (s) of an authorised mess, club or canteen, as the case may be, in whose private interest property of goods are conveyed must accept liability for making good and expenditure which the State may incur or losses which it may suffer as a result of damage (excluding damage resulting from an accident in which the vehicle may be involved) caused to the vehicle or State property by the unofficial passengers or the private property of goods or on account of the conveyance of such passengers, property of goods. If the expenditure of the amount of the loss cannot be recovered by the Department using the vehicle from the person (s) liable, the Head of the Department concerned must approach the Treasury for authority to accept the amount involved as a charge against the vote of his/her Department.

15. LOG BOOKS, PETROL CARD, VEHICLE KEYS, VEHICLE EQUIPMENT

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

Log-sheets must be completed in every detail, during or immediately after a trip, and disposed of by the official or employee using the vehicle in accordance with the instructions issued with it.

All vehicle keys should be safely secured (preferably in a locked container) in the transport office when the vehicle is not in use. A spare set of all vehicle keys should be kept in a secure place, e.g. the office safe. Under normal circumstances, the ignition locks and door locks will not be changed or replaced in cases where keys of vehicles have been lost or stolen. In such cases, an available duplicate key must be used until such time as the transport officer or the official or employee concerned has obtained a fresh key from a local garage or locksmith; if no duplicate key is available, the matter must be reported to the TO or the SERVICE PROVIDER for further attention.

All cases of the loss or theft of keys of pool vehicles must be reported without delay to the TO or Service Provider, to decide whether or not under the particular circumstances the locks of the vehicle should be changed.

The petrol card is to be treated as cash and the driver will be held responsible for the transactions that take place on it whilst it is in his/her possession. All fuel receipts must be kept and made available when the vehicle is returned to the transport officer.

It is the responsibility of the driver to fill in the vehicle logbook legibly and accurately. The object and authority numbers must be filled in, when necessary. It must be possible from the details given for a distance check to be carried out. Officials or employees should refrain from using green ink and pencils when completing any documents in connection with the use and maintenance of GOV or FML vehicles, as the use of writing material of this colour is confined exclusively to the office of the Auditor-General.

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

16. ITENERARIES

It is necessary that itineraries be prepared in advance in consultation with the DTOP< TO or the official or employee in charge of the vehicles. Such itineraries should be prepared with regard to the most suitable and cost effective mode of transport to be used.

The user of the vehicle must carefully compile after trips, and on a daily basis, log sheets and trip returns. The TO must compare the itineraries with the completed log sheets, with a view to determining liability for unnecessary trips. In those cases where it had been required originally, the DTP must report the matter to the head of department, after conducting an investigation and obtaining the users' written comments on the matter.

17. MANAGEMENT SYSTEMS

The following key indicators must be kept for each vehicle:

- Actual kilometers traveled
- Fuel utilization (Km/l)
- Total maintenance cost
- Maintenance cost per kilometer
- Fueling cost per kilometer
- Availability
- Utilization
- Vehicle Performance versus other similar vehicles within the fleet.

The provincial Department of Agriculture, Land Reform and Rural Development must monitor, in conjunction with the users, the indicators and address shortcomings or deviancies immediately.

18. DISPLAY OF REGISTRATION PLATES, ETC ON VEHICLES

- 18.1 Except for the usual registration number plates, other approved plates or marks to indicate government ownership or the use of the vehicle by the department, the manufacturer's mascots and name and model inscriptions and clearance tokens, no marks special or private insignia, mascots, stickers or advertising material, other than the Arrive Alive stickers, may be displayed without the approval of the Head of Department of Agriculture, Land Reform and Rural Development in the case of government owned vehicles and the Service Provider in the case of FML and AD Hoc vehicles.
- 18.2 GOV vehicles which do not carry registration number plates on which appears a special registration mark approved by the provincial authorities and by

which the vehicles can be identified as GOV vehicles, e.g. ALR0001, must have separate plates on which a government ownership mark appears, fitted not less than 150mm for the usual registration number plates, and –

18.2.1 in the case of vehicles other than motor cycles and scooters, on such plate must be displayed on the front of the vehicle and one on the back thereof; and

18.2.2 In the case of motor cycles and scooters, such plate must be displayed on the left-hand side of the front of the motor cycle or scooter.

18.3 All GOV vehicles must be allocated indicator letters, followed by a unique number, for each vehicle. Such indicator letters and numbers must be stencilled in good quality paint on the engine side of the dashboard or, for lack of space, on the inside of the bonnet of the vehicle concerned in such a position that it is clearly legible when the bonnet is opened.

18.4 On buses and goods vehicles, information regarding the tare (T), gross vehicle mass (GVM) and where applicable number of passengers must be stencilled or displayed in some other permissible manner in accordance with the requirements of the Nation Road Traffic Act (Act 93 of 1996).

18.5 Clearance certificates

18.5.1. All GOV, FML and Ad Hoc vehicles must display clearance certificates.

18.5.2. If a clearance certificate is lost or destroyed or illegible, this fact must be reported without delay to the TP and to the Service Provider concerned. The loss or destruction of a Clearance certificate must immediately be investigated and reported to the police.

18.5.3. All FML vehicles shall display decals on both front doors with the relevant department's identification.

19. SPEEDOMETERS AND ODOMETERS SEALS

19.1 It is important that the odometer should always reflect the true distance done by a GOV, FML or Ad Hoc vehicle. Any defect in an odometer must as soon as is feasible be reported to the Service Provider or Manufacturer or rectified in accordance with the repair instructions contained herein and any distance done but not recorded on the odometer must be estimated as accurately as possible and added to the reading on the meter when it is repaired.

19.2 Odometer seals

19.2.1 It is essential that the odometer cable of the vehicle must be sealed at both ends at all times in order to guard against irregularities and malpractice.

19.2.2 The breaking of the seals is permitted only for the purposes of having repairs affected to the vehicle, the speedometer or the odometer or the meter cable.

19.2.3 When repairs involving the breaking of the meter seals have been executed or seals are found broken, the TO must immediately take steps, in consultation with the SERVICE PROVIDER or his department, as the case may be, to have the meter cable properly resealed.

19.2.4 If odometer seals on a GOV, FML or Ad Hoc vehicle are found broken, the matter must immediately be reported to the TO, who must try to establish the reason therefore and must notify his head office and/or the SERVICE PROVIDER of the circumstances without delay.

20. GOVERNORS AND TRACKING DEVICES

Where a governor is fitted to a GOV vehicle it must not be tampered with.

All GOV vehicles will be fitted with a tracking device to remotely monitor vehicle usage. The TO will be responsible for compiling, on a monthly basis, each vehicle's usage and timeously alert the relevant Senior Manager of possible abuse or misuse

of the vehicle. Relevant Senior Managers or line managers can request information on vehicle usage on an ongoing basis as part of normal management of state assets. Records obtained using a vehicle tracking system can be used in disciplinary proceedings against the driver of a GOV vehicle.

21. CARE OF TYRES

21.1 Inflation of tyres to the pressures recommended by the manufacturer of the vehicle is of prime importance. In corrected inflation is probably the main factor contributing to undue wear and premature failure of tyres. To ensure the correct air pressure at all times it is important that the tyres of vehicles be checked at least once a week. In addition, a visual inspection of the tyres should be made daily. The provincial and national laws applicable to minimum tyre tread depths must be adhered to at all times

21.2 Inspection and rotation of wheels

21.2.1 Except as indicated below, the rotation of wheels is not considered absolutely necessary.

21.2.2 On trucks with dual rear wheels, tyres with approximately the same amount of wear should be paired. Dual wheels should be run in pairs until the difference in wear between the two tyres becomes so great that re-pairing of wheels is advisable.

21.2.3 In the case of a vehicle with a tandem rear axle it is imperative to systematically inspect the tyres and to maintain a reasonable equal rolling radius to the wheels on the front and the rear axles of the bogie by inter changing them in such a way as to maintain a similar rate of wear between the tyres on the front and the rear axles. Neglect of this aspect of constant rolling radius invariable leads to fight between front and rear axles, which results in heavy wear on tyres and on axle components, except where and inter-axle differential is fitted.

- 21.2.4 Care must be taken that the wheel nuts are properly tightened immediately after a wheel has been rotated or replaced for whatever reason.

21.3 Precautionary measures – The following points should not be overlooked:

- 21.3.1 The replacement of dust caps on tyre valves.
- 21.3.2 The regular inspection of tyres for cuts and bruises and for stones wedged between dual rear wheels.
- 21.3.3 The immediate removal of oil or grease on a tyre.
- 21.3.4 The proper mounting and removal of tyres.
- 21.3.5 The rectification of damage to rims, especially those of tubeless tyres.
- 21.3.6 The immediate rectifications of mechanical defects, which cause unequal tyre wear
- 21.3.7 The use of the correct type of tyre for the service on which the vehicle operates.
- 21.3.8 Avoiding as far as possible any scuffing against or running backing into a kerb and running over projections.
- 21.3.9 Avoiding sudden or fierce braking and unnecessary acceleration. These factors play an important part in causing excessive tyre wear.

22. VEHICLE LIFE SPAN

Depreciation should be calculated on either the reducing-balance method or on a straight-line basis over the cost of the vehicle. GOV vehicles should be replaced when it is optimally viable to do so. All FML vehicles shall be replaced as set forth in the service Level Agreement with the service provider. Transport officers shall ensure that the vehicles are replaced accordingly.

23. DISPOSAL OF VEHICLES

The disposal of government owned vehicles withdrawn from service must be effected in accordance with the provisions of Treasury Regulations made under the PFMA and the Tender Regulations.

24. PRIVATELY OWNED MOTOR TRANSPORT INCL MMS MEMBERS

The Head of Department may authorize the use of privately owned motor transport for official duty, where it is cost-effective to do so, or to accommodate employees/officials who are ably impaired. The distance allowance payable is determined by the National Department of Transport and approved by the relevant Treasury components but at the discretion of the Head of Department, considering the financial position of the department, the Head of Department may limit distance allowed per month. As a general rule the approval of use of a private vehicle will limit the monthly allowable kilometres to **1 750 km per month** or less and the approval lapses at the end of each financial year if the period is not determined in the approval letter.

Officials or employees that wish to utilise their private vehicles for official purposes must apply in writing, through the relevant Senior Manager, to the Head of Department and giving sufficient reasons why a GOV vehicle cannot be utilised.

Middle Management Members (MMS), once they have structured for car allowance, are entitled to use their private vehicles for official use as a first choice as long as it is cost-effective for the department and a monthly work plan or trip plan is preapproved by the relevant Senior Manager. An MMS member cannot be reimbursed for official trips in the absence of a signed, preapproved monthly plan or trip plan. At the sole discretion of the Head of Department, considering the financial position of the department and on the recommendation of the Transport committee, the Head of Department can determine the appropriate benchmark for MMS members and maximum kilometres allowable per month.

25. INSURANCE

25.1 In respect of FML and Ad Hoc vehicles, the Service Provider shall ensure that all vehicles are insured. In the event of an accident or incident, the TP shall

ensure that the driver complete the requisite claim form within 24 hours of the event.

25.2 GOV vehicles are not insured by insurance companies. The State carries its own accident risks and accepts liability for any expenditure arising from claims by third parties, including claims by authorized official passengers against the official driver in respect of personal injuries or damage to GOV vehicles or the loss of or damage to State property, which would ordinarily be payable by an insurer.

25.3 Officials or employees driving a GOV, FML or Ad Hoc vehicle, and their passengers, are covered to the following extent:

25.3.1 An Official who, whilst driving a GOV, FML or Ad Hoc vehicle is involved in an accident and is subsequently charged with a criminal offence or against whom civil claims are brought by third parties can be defended through the State Attorney at State expense provided he/she did not forfeit their cover or neglect to adhere to standing instructions. In this regard it will be necessary for the official to submit an undertaking as per Schedule A. Any document pertaining to the case must accompany the undertaking when submitted to the State Attorney.

25.3.2 An official who is injured whilst using a GOV, FML or ad hoc vehicle on official duty either as a driver or as a passenger will be regarded as having been injured on duty and the matter will be dealt with in accordance with the arrangements applicable to injury on duty.

25.3.3 The Accounting officer may decide whether the said person is liable for the damage and if so, the necessary steps for recovering the loss must be taken.

25.4 The cover and arrangement referred to in paragraph 2.5.3 will, as far as the driver of a GPV, FML or Ad Hoc vehicle is concerned, not be applicable in a case where the driver –

- 25.4.1 did not act in the performance of his/her official duties or bona fide (good attitude) believed that he/she was so acting;
- 25.4.2 exceeded his/her powers mala fide (maliciously)'
- 25.4.3 without prior consultation with the State Attorney made and admission that harmed the State's case;
- 25.4.4 Used the vehicle concerned without authority for other than official purposes;
- 25.4.5 Where applicable, was not in possession of an appropriate driver's license;
- 25.4.6 handled the vehicle without having been properly authorized thereto;
- 25.4.7 allowed the vehicles to be handled by a person not authorized to do so;
- 25.4.8 Without authority deviated from the authorized or official trip or route, or handled or used the vehicle or occupied the driver's seat while the engine was running, and
 - a) he/she was under the influence of intoxicating liquor or a drug having a narcotic effect; or
 - b) the concentration of alcohol in his/her blood was not less than that prescribed by legislation and this could have resulted in or contributed to liability being incurred, in which cases own legal counsel must be obtained.
 - c) Was speaking or texting on a cellular phone while driving.

26. ACCIDENTS

The following procedure must be followed in the event of a GOV, FML or Ad Hoc vehicle being involved in an accident, no matter how trivial and irrespective of whether or not any person or animal or property or another vehicle is involved:

- 26.1 Call a police or traffic officer if possible or, if no such officer is available, report the accident as soon as possible, but within 24 hours, to a police station or a police or traffic officer and the Service Provider's call centre and furnish full particulars.

As soon as possible and within 48 hours, report the accident to the TO and the relevant line manager. Where the driver is incapacitated, the relevant Senior Manager or line manager must report the accident to the TO.

- 26.2 If requested to do so, supply the name and address of the driver of the vehicle and the number of the vehicle to any other person having reasonable grounds for requesting the information.

- 26.3 In no circumstances must liability be admitted to any person at all or at any time, or any payment offered or made to a third party.

- 26.4 in the event of any third party admitting liability, endeavours must be made to obtain a written statement from him/her to that effect.

- 26.5 Should a driver of a vehicle be suspected of being under the influence of intoxicating liquor or narcotic drugs, this fact must be brought to the notice of the police or traffic officer called to the scene of the accident with the least possible delay, and every assistance must be rendered to him/her in ensuring that the suspected person be examined by a doctor as soon as possible.

- 26.6 At least the following particulars, which are required for completing the Z181-accident report form or Service Provider's claim form, must be obtained as soon as possible, preferably at the scene of the accident:

26.6.1 The registration number; makes and type of the other vehicle(s).

26.6.2 The name, address, ID number, and home and work telephone number of the driver(s) and the owner(s) of the other vehicles(s).

- 26.6.3 The name of the insurance company/broker with respect to the other vehicles(s).
- 26.6.4 Whether the driver acted in his/her own interests or in the interests of the owner of the vehicle.
- 26.6.5 The nature and extent of the damage caused to the other vehicle(s) in this particular accident only.
- 26.6.6 The name, address, Id number, home and work telephone number and estimated age of any passengers and/or pedestrian(s) killed or injured, as well as the nature and extent of injuries.
- 26.6.7 A description of animals and fixed objects involved in the accident and the name and address of the owner, in the case of animals, and also the name and estimated age of any herdsman (men) who tended or drove the animals, as well as the nature and extent of injuries and damage.
- 26.6.8 The name, Address, ID number, and home and work telephone number of every witness, including the occupants of the other vehicle(s) concerned.
- 26.6.9 Measurement for the preparation of a sketch of the scene of the accident.
- 26.9.10 Whether or not the road was fenced in on either sides or on side only.

26.7 REPORTING THE ACCIDENT (OTHER THAN TO THE POLICE)

- 26.7.1 The driver of the vehicle must make a suitable endorsement in the log-book of the vehicle and must without delay complete those portions of the Z181-accident report form or claim forms for which he is responsible and must send the report, together with statements by witnesses and other supporting document in duplicate, to his/her

transport officer. Officials are encouraged to keep a form available for immediate completion in the event of an accident.

- 26.7.2 The TO must ensure that the responsible departmental representative furnishes the statement regarding the official use of the vehicle.
- 26.7.3 The TO must sent the original report form and all the supporting documents to the Head of Department for a decision. A copy of the report form and copies of supporting documents must be filed appropriately. In the case of a FML or Ad Hoc vehicle, the claim form and the supporting documentation must be submitted to the Service Provider and disposed of and directed by the Head of the Department.
- 26.8 Should the driver of a GOV, FML or Ad Hoc vehicle be require to appear at an autopsy on inquiry, or should any criminal or civil proceedings be instituted against him/her, he must immediately submit the summons, subpoena or notification to appear served upon him/her to his /her TP in order that the State Attorney may be consulted in the matter. Where applicable, the written undertaking in Schedule a must accompany these documents.
- 26.9 Third-party claims received must immediately be submitted to the Transport officer, who, in the case of a leased vehicle, will submit it to the Service Provider.
- 26.10 If receipt of the claim is acknowledged, it must be stated clearly in the letter of acknowledgement that it is being done without prejudice and that the claim is receiving attention. The letter must contain no statement or admission that could possible prejudice the State's case

27. DAMAGE, LOSSES, DEFICIENCIES AND THEFT

Damage, losses, deficiencies as a result of vis major and other inevitable causes, and thefts (other than damage, losses and deficiencies arising out of accidents) are dealt with in this paragraph.

- 27.1 An official or employee who takes over a vehicle must ensure that any damage or deficiency is immediately, in writing, brought to the attention of the TP, who must determine responsibility for the loss and report it to the Head of Department and/or Service Provider as the case may be.
- 27.2 A person who does not comply with the above requirements will be deemed to have received the vehicle in good order.
- 27.3 The vehicle is the responsibility of the user department and such department will be held liable for any accident damage or loss not reported to GMT beforehand.
- 27.4 Where incidents of damage, loss deficiency and theft occur while a vehicle is on tour, the official concerned must report the incident to the nearest police station within 24 hours and on his return to the headquarters without delay to his/her TO, who in turn must notify the Service Provider or the head office immediately.
- 27.5 In the event of a bank card for the procurement of supplies and services being lost or stolen, the official concerned, in the event of it not being possible to immediately deliver his/her written report to his/her TP by hand, must notify the relevant authority, of the particulars, who will cancel said card immediately.
- 27.6 If criminal proceedings are instituted against any person other than the official driver of the departmental vehicle or against any other official in connection with the loss, theft, damage or misuse of the vehicle or its parts or accessories, the driver of the vehicle concerned or a responsible official of his department must consult the public prosecutor, if time does not permit a consultation with the State Attorney, concerning the possibility of applying to the court for restitution in respect of any loss suffered by the State.

28. EMERGENCY ASSISTANCE

- 28.1 If the driver comes across an accident or breakdown, he/she may not use the GOV, FML or Ad Hoc vehicle to push or tow the vehicle involved in the accident or breakdown. However, in the event of the vehicle involved in the

accident or breakdown creating a risk for road safety and/or when he/she is convinced that his/her action will not cause damage to the GOV, FML or Ad Hoc vehicle, he/she may remove such vehicle from the road surface. He/she may further undertake to deliver a message for the purpose of summoning assistance to a service station, a business undertaking or an address on his/her authorized route. If persons have sustained injuries and/or are stranded as a result of the accident or the breakdown he/she may, if necessary, *mutatis mutandis* subject to the standard conditions contained in paragraph 3 and the following conditions, use the GOV, FML or Ad Hoc vehicle to convey the injured who can be moved safely, and their personal effects, free of charge to a hospital or doctor on his/her authorized route or to the nearest hospital or doctor, and convey the persons who are stranded and their personal effects free of charge to a hotel or an address on his/her authorized route

- 28.2 The residential address (es) of the injured conveyed, if obtainable, and of the stranded person(s), as well as the registration number(s) of the vehicle(s) involved in the accident or breakdown must be recorded in the logbook of the GOV, FML or Ad Hoc vehicle or on the distance requisition.
- 28.3 If at all possible, it must be explained to the injured and/or his/her relatives or to the stranded persons, at the scene of the accident or breakdown, that they are being conveyed at their own risk.
- 28.4 In a case of serious emergency, catastrophe or revolt, and in the absence of arrangements and instructions issued under statutory authority or other law or by Treasury of particular department to meet and control the situation, considers it his/her duty to render assistance to other officials or employees and members of their households and members of the public, he/she may use a GOV, FML or Ad Hoc vehicle to remove such persons and their personal effects to a safe place or to bring assistance to them provided that –
- 28.4.1 Time and circumstances prevent the official or employee from approaching the head of his/her department in writing or in some other way for his/her authority and, where necessary, also Treasury authority, for the rendering of assistance;

- 28.4.2 The persons to whom assistance is to be rendered are not able to use any public means of transport, or are not in possession of suitable privately-owned vehicles or are not in a position to arrange for the use of such transport;
- 28.4.3 it is explained to the persons to whom assistance is to be rendered that they and their personal effects are being conveyed at their own risk and that they may be called upon to refund the transport and other expenditure incurred on their behalf; and
- 28.4.4 if proper authority has not been obtained, the official or employee requests covering authority for this actions from the head of his department and in such request gives full particulars of the circumstances and the urgency of the matter, the names and addresses of the persons assisted and the transport and other expenses incurred in the interests of each such person.

29. IRREGULAR, IMPROPER AND UNAUTHORISED USE OF VEHICLES

- 29.1 If GOV, FML and Ad Hoc vehicles are used irregularly, driven recklessly, neglected or misused, the matter must be viewed in a serious light and disciplinary action against the offending official should be considered, without prejudice to any proceedings which may be instituted in terms of the National Road Traffic Act, 1996.
- 29.2 Where GOV, FML and Ad Hoc vehicles are used without authority, the official concerned will be held liable for –
- 29.2.1 The cost of the distance covered, incorporating government or Service Provider's tariffs where applicable;
- 29.2.2 Where the vehicle was involved in an accident, the cost of repairing any damage sustained by the vehicle and the amount expended in settling third-party claims arising out of the accident; and

- 29.2.3 Where the official is apprehended by law enforcement officer, a fine and, where applicable, a fee for releasing an impounded vehicle.

30. SUSPENSION OF OFFICIAL FROM DRIVING VEHICLES

- 30.1 In the event of a GOV, FML or Ad Hoc vehicle being or having been subjected to flagrant misuse or irregular use; or
- 30.2 where positive proof exists that an official is or was guilty of reckless or wilful conduct whilst driving such vehicle or such vehicle was involved in an accident whilst being so driven; or
- 30.3 Where the driver of the vehicle has been found guilty of driving such vehicle
- 30.3.1 While under the influence of intoxicating liquor or narcotic drugs; or
- 30.3.2 While the concentration of alcohol in his/her blood was not less than that prescribed by legislation;

Such official must immediately be suspended from driving a GOV, FML or Ad Hoc vehicle until such time as the head of the department has decided to permit him to resume driving such vehicles.

31. FUEL AND OIL

- 31.1 When officials in charge of GOV, FML or Ad Hoc vehicles require fuel and/or oil they must obtain supplies from the nearest commercial garage.
- 31.2 Only petrol/diesel/oil prescribed by the manufacturer of a vehicle may be used in GOV, FML or Ad Hoc Vehicles
- 31.3 In view of the fire hazard and the risk of theft, the transporting of additional amounts of fuel in separate containers is prohibited.
- 31.4 Fuel saving factors
- 31.4.1 Efforts should be made to establish the vehicle's fuel consumption, either in litres per 100 km, or from on filling of the

fuel tank to the net. Knowledge by TO's of the consumption obtained over specific distances or periods is recommended. The discovery of a sudden increase in consumption over a short period also contributes to the immediate disclosing of losses resulting from theft, leakage or mechanical defects or the incorrect recording of fuel consumption.

- 31.4.2 In order to facilitate control over fuel consumption by means of the bankcard fuel tanks of vehicles should always be filled to the maximum capacity of the tank without overfilling the tank. Topping up to a neat figure in rand value must be avoided.
- 31.4.3 When driving a vehicle, the appropriate gear must always be selected, with due regard to road conditions.
- 31.4.4 The vehicle's speed should be kept as even as possible and the most economical speed of the particular vehicle must be maintained, with due regards to the speed limits applicable at different localities.
- 31.4.5 Acceleration should be evenly and gently executed.
- 31.4.6 Any strong smell of fuel, especially when the vehicle is in motion, must be investigated without delay. Besides causing wastage, fuel leaks are extremely dangerous.

32 PURCHASE RESTRICTIONS

No purchases of parts, batteries, tubes and essential tools shall be made without prior approval from Head Office or the Service Provider's call centre, as the case may be.

33 BATTERIES, TYRES, TUBES AND ESSENTIAL TOOLS

- 33.1 Officials in charge of GOV, FML or Ad Hoc vehicles must approach the departmental TO or the Service Provider's call centre of the replacement of all unserviceable batteries, tubes and tyres and essential tools such as jacks and wheel spanners. If such approval is given and in the case of –

- 33.1.1 A battery, the battery being replaced must be handed in to the supplier in part payment for the new battery, and an invoice must be given. Where such unserviceable battery is still under guarantee, such guarantee must be returned to the supplier who issued it, for replacement free of charge, in the case of a departmental vehicle, the unserviceable battery must be disposed of in the way prescribed by the department concerned.
- 33.1.2 All unserviceable accessories, tools, parts, etc must be disposed of by public auction as prescribed by the department.
- 33.1.3 Replaced parts that do not have to be disposed of must be dumped or left at the garage or workshop where the repairs were undertaken.

34. SERVICING OF VEHICLES

- 34.1 All GOV, FML and Ad Hoc vehicles must be serviced in accordance with the policy and specifications prescribed by the manufacturers concerned. TO and the officials in charge of these vehicles are responsible for ensuring that the arrangements set out below are complied with strictly.
- 34.2 For the necessary servicing, repairs and attention, GOV, FML and Ad Hoc vehicles must be taken to:
 - 34.2.1 The local agent of the make of vehicle concerned, or
 - 34.2.2 In the absence of a local agent as set out in paragraph 34.2.1, to a reliable, accredited commercial black empowerment garage in the area.
- 34.3 When the official in charge of the vehicle hands the vehicle over for servicing, he/she must report any adjustments or repairs which he/she considers to be necessary to the agent for the particular vehicle or other reliable commercial garage, as the case may be. Where use is made of the services do the agent or other commercial garage, the official must request that any defect(s)

discovered during the servicing first be brought to his/her notice before the Service Provider is approached for authorization.

34.4 Vehicles in most cases carry a warranty as stipulated in the manufacturer's warranty booklet. Should any defect(s) occur before reaching this warranty, the official in charge of the vehicle must-

34.4.1 Report the matter without delay to the TO; and

34.4.2 At other centres, without delay take the matter up with the local agent of the make of vehicle concerned. In the event of any difficulty, or where there is no local agent for the make concerned, the matter must be reported in writing and without delay to the TO.

34.5 When a vehicle requires to be serviced, the TO must always try to arrange a specific time and date for delivery of the vehicle with the person who will be doing the service, in order to avoid delays.

34.6 No petrol and oil additives other than those prescribed by the manufacturers of the vehicle concerned may be used.

34.7 Where an official or employee in charge of a GOV vehicle or the TO has any complaint with regard to the service rendered or quality of work against the local agent of the vehicle concerned, this does not give him/her the right at any time to take or send the vehicle to another commercial garage without approval, but he/she must report the matter with full particulars without delay and in writing to the Head of the Department.

34.8 Where possible a vehicle should only be washed once a month and polished once every six months.

35. REPAIRS AND REPLACEMENT OF SPARE PARTS AND ACCESSORIES

The TP or the official in charge of a GOV, FML or Ad Hoc is responsible for ensuring that the required repairs and replacements are carried out in reasonable time.

36. VALIDITY

This motor transport policy is in force from the date of the signature of the Head of Department of Agriculture, Land Reform and Rural Development and shall remain in force until replaced by a new policy or repealed by the Head of Department.

37. POLICY REVIEW

This motor transport policy will be reviewed once a year and proposals for review of specific aspects, accompanied by sufficient motivation for review, should be first submitted to the Transport Officer, who in turn will present it to the Transport committee, subject the reviewed section to departmental consultation before recommending any changes to the Head of Department. In a case where the law has changed and this policy needs to be brought into line with new legislation, the transport committee will be make the recommendation to the Head of Department without the process of internal consultation.

Approved


Mr WVD Mothibi

Head of Department
Department of Agriculture, Land Reform and
Rural Development
Kimberley
Northern Cape

01 Apr 2012
Date