



PROVINCE OF KWAZULU - NATAL - ISIFUNDAZWE SAKWAZULU - NATALI

DEPARTMENT OF TRANSPORT
UMNYANGO WEZOKUTHUTHA

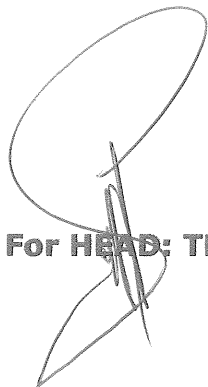
**TO: HEADS OF DEPARTMENT
MTAC MEMBERS
ALL DEPARTMENTAL TRANSPORT OFFICERS**

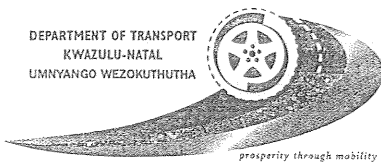
**Enquiries: Mrs V Anandhpuri
Extension: 2299
Reference: MLB 12/25**

PROVINCIAL TRANSPORT MANAGEMENT (PTM) CIRCULAR NO: 3 OF 2004

RE: UPCOMING AUCTION AT FLEET SERVICES DURBAN

1. All Departments are hereby advised that the next auction for Board of Survey vehicles will be convened by the Fleet Services Durban, and is the point of reference of this communication.
2. The auction will be held at the Fleet Services Durban auction yard, situated on Gazalle Crescent, off the Jan Smuts Highway in Durban on the 25 November 2004 at 10h00am.
3. You are also kindly requested to notify all relevant staff accordingly, in terms of circular 18 of 2004, issued on the 24 June 2004. A copy has been enclosed for your reference.
4. Should you have any further queries you may contact Mr Clive Naidoo at Fleet Services Durban on (031) 306 2266.
5. Submitted for your information and further attention, please.


For HEAD: TRANSPORT 04-11-17



DEPARTMENT OF TRANSPORT
UMNYANGO WEZOKUTHUTHA

Office of the Head of Department
Ihhovisi leNhloko yo Mnyango

Enquiries : Ms SE Grobbelaar
Telephone : 033 - 3453321
Reference : T6/17/P

TO: ALL HEADS OF DEPARTMENTS
ALL MTAC MEMBERS
ALL DEPARTMENTAL TRANSPORT OFFICERS

2004 -06- 24

MTS CIRCULAR NO 18 OF 2004

RETENTION OF VEHICLES IDENTIFIED FOR BOARD OF SURVEY (BOS) BY USER
DEPARTMENTS UNTIL DATE OF AUCTION

1. I refer to the attached circular No 8/99 dated 28 June 1999 wherein it states that official vehicles that have been identified for Board of Survey (BOS) are towed to the respective Fleet Services, prior to the auction thereof. These vehicles are parked at the Fleet Services premises for indefinite periods of time awaiting the date of auction.
2. The vehicles whilst parked at the Fleet Services premises are exposed to risk of theft, vandalism, stripping of vehicle parts and the elements. The condition of the vehicles in turn adversely affects returns on the sale of vehicles on Board of Survey (BOS). It must be mentioned that properly maintained vehicles by the owner Departments will result in good resale values which will yield best returns on the original capital invested when purchasing vehicles, taking into consideration the discount allowed to government by manufacturers on vehicle purchases. Further, in terms of the Vehicle Replacement Policy, approved by the Acting Director-General: KwaZulu-Natal on 31 October 2000, vehicles that are disposed of should be sold at open market related prices to obtain optimal returns.
3. In view of the above, it has become imperative that the abovementioned practice of parking BOS vehicles at the Fleet Services whilst awaiting auction, be discontinued with immediate effect. Vehicles identified for BOS must remain at the owner Department's premises, until notification has been received from the respective Fleet Services that an auction is to be held. Arrangements will then be made for the towing of the vehicles to the Fleet Services.


DR KB MBANJWA
HEAD: TRANSPORT

DEPARTMENT OF
TRANSPORT

UMNYANGO
WEZOKUTHUTHA

DEPARTEMENT VAN
VERVOER

172 Burger Street/Burgerstraat 172, Pietermaritzburg, 3201
Private Bag/Isikhwama Seposi/Privaatsak 9043, Pietermaritzburg, 3200
Telephone/Ucingo/Telefoon: 0331-35586\00 Fax: 0331-3558092

Enquiries: Ms B Nogwanya
Telephone: 3558665
Reference: T6/17/P Circular No. 8/99

Date: 28 June 1999

TO: ALL HEADS OF DEPARTMENTS

SUBJECT: OFFICIAL VEHICLES BROUGHT TO PROVINCIAL MOTOR TRANSPORT (PMT) REGIONAL OFFICES EITHER FOR BOARD OF SURVEY OR ANY OTHER REASON AND MISSING VEHICLES

1. PMT is charged with the responsibility of governing the provincial fleet of official vehicles to ensure that the usage, replacement and disposal of vehicles are monitored, controlled and managed effectively.
2. A tendency has developed whereby officials from User Departments abandon provincially owned vehicles at the Regional Office premises (Government Garages) resulting in numerous problems being experienced which hinder the effective and efficient control and monitoring of the provincial fleet.
3. It has therefore become necessary to put in place procedures to be followed by officials when a Province-owned vehicle is brought to Provincial Motor Transport Regional Office either for disposal or any other reason. The procedure is designed to ensure that all Departments are adhering to the rules governing the Provincial Transport fleet and to assist the Directorate: Provincial Motor Transport (PMT) in monitoring and management of the provincial fleet.
4. The procedure is as follows:
 - 4.1 Whenever a vehicle is brought in to the Regional Offices the User Department must ensure that the relevant Annexures A(1) and A(2) are completed (copies enclosed). The User Department must in turn notify the Regional Office whether the vehicle needs to be repaired or the vehicle should be placed on the Board of Survey.
 - 4.2 If the decision by the user department is to BOS the vehicle, there should be no attempts to withdraw the vehicle after it has been placed for BOS.
 - 4.3 If the Department decides to repair the vehicle, the vehicle should be removed from the Regional Office premises within 14 days.
 - 4.4 If the vehicle is not removed after 14 days, the vehicle should be placed for BOS where necessary or absorbed in the Transport General Hire Fleet.
 - 4.5 User Departments should advise PMT as soon as a vehicle goes missing so that the Asset Register is updated and the First Auto card is cancelled. Failure to do so and the vehicle is recovered by this Department and not claimed by the user Department within a month of being advised of its recovery, will result in the vehicle being absorbed into the Transport General Hire Fleet.
 - 4.6 All costs of breakdown services (private/State provided) will be borne by the respective user Department.
 - 4.7 Vehicles will only be released from the Regional Office upon receipt of Annexure A(3), which must be completed by the respective Departmental Transport Officer and forwarded to the Regional Office prior to the release of the vehicle.
5. Your co-operation will greatly assist us.

JENNY GRAY
DEPUTY DIRECTOR GENERAL - TRANSPORT