



DEPARTMENT OF TRANSPORT
UMNYANGO WEZOKUTHUTHA

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Reference : T6/17/P

TO: ALL HEADS OF DEPARTMENT
MEMBERS OF THE MOTOR TRANSPORT ADVISORY COMMITTEE
ALL DEPARTMENTAL TRANSPORT OFFICERS

PROVINCIAL TRANSPORT MANAGEMENT (PTM) CIRCULAR NO 10 OF 2005: SAFEGUARDING OF OFFICIAL VEHICLES

1. At the Departmental Transport Officers forum held on 12 April 2005, the representative from Wesbank Auto requested Departments to ensure that vehicles taken in for repairs, are handed over to bona vide employees of the merchant in order to prevent theft of vehicles. An example was cited whereby a Departmental Official handed over the vehicle to an individual posing as an employee of the merchant in the merchant's premises, as the Department was informed that the service of the vehicle had not been completed and should be brought in for that purpose.
2. The above is of concern and Departmental Transport Officer's (DTO's) must therefore ensure that strict control measures are in place when vehicles are taken to merchant premises for repairs. Drivers must be made aware of the consequences of handing over vehicles to individuals that are not bona vide employees of the merchant. In addition hereto, there are adverse financial implications to Departments, as stolen vehicles, if recovered are very seldom recovered in a satisfactory condition, resulting in costs for repairs, maintenance etc should the vehicle still be retained in service. Unrecovered vehicles are written off as losses and / or fruitless expenditure.
3. In view of the serious implications surrounding this matter and the provisions of paragraph 10.1.1 of the Treasury Regulations to the Public Finance Management Act (PFMA), 1 of 1999 which, inter alia, states "The accounting officer of an institution must take full responsibility and ensure that proper control systems exist for assets and that preventative mechanisms are in place to eliminate theft, losses, wastage and misuse", DTO's must ensure that official vehicles are at all times secure, and that drivers are also educated on methods of safekeeping of official vehicles. Cognisance must be taken of section 38(1)(d) of the PFMA, 1 of 99 which states, inter alia, that Accounting Officers are responsible for the management, including the safeguarding and maintenance of the assets of the department.
4. Submitted for your information and attention.
5. Kindly bring the contents of this circular to all relevant officials within your Department.

 05-06-22
For Head: Transport

h: policies/circ/circ 2005/PTM Circular 10 of 2005.Safeguarding of official vehicles

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