



**DEPARTMENT OF TRANSPORT**  
**UMNYANGO WEZOKUTHUTHA**

Enquiries : Miss A Singh  
Extension : 2237  
Reference : T6/17/P

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

22 DEC 2005

**PROVINCIAL TRANSPORT MANAGEMENT (PTM) CIRCULAR NO 31 OF 2005: WITHDRAWAL OF DRAFT POLICY ON OFFICIAL USE OF GOVERNMENT-OWNED VEHICLES AND DRAFT SUBSIDISED VEHICLE ALLOCATION POLICY**

1. As you are aware, the draft Policy on official use of Government-owned vehicles and the draft Subsidised Vehicle Allocation Policy were ratified at the Motor Transport Advisory Committee (MTAC) meeting held on 2 September 2005. However concerns were raised, by certain Departments that the draft Policy on official use of government-owned vehicles was prescriptive in some instances and does not give Departments the flexibility to streamline the document to suit individual Departmental requirements, and it was suggested that the document be referred to as a "Policy Guideline". The members therefore unanimously ratified the document as a "Policy Guideline".
2. The Motor Transport Services Directorate has, in the interim, investigated the Department of Transport's original mandate in relation to the operation of provincial motor transport in the Province, to determine whether it is appropriate for the development of **Provincial policies**, especially in light of the provisions of the Public Finance Management Act, 1 of 1999 and the responsibility and accountability that it places on Accounting Officers in respect of, *inter alia*, the management of departmental assets.
3. In November 1996, a memorandum was forwarded to the Cabinet of KwaZulu-Natal relating to the operation of provincial motor transport in the Province, and which gave rise to Cabinet Resolutions 451 and 485 dated 20 November 1996 and 11 December 1996, respectively. Paragraphs 2.1. and 2.2 of the aforementioned memorandum to Cabinet which is dated 11 November 1996 states, that with effect from 1 April 1995, each Department will have to provide funds for its own vehicle needs thus ensuring proper accountability, and placing responsibility for the control, costs and utilisation of vehicles at **departmental levels**. The Heads of Department were in favour of this approach as it ensured that each Department would be made accountable for the expenditure, in relation to **its individual policies** and activities. This, in essence indicates that each Department would be responsible for decisions relating to vehicle usage at an operational level in respect of Departmental vehicles, be it official or subsidised.
4. Paragraph 2.5. mandates the Department of Transport to only develop transport guidelines, in line with policies/instructions issued from time to time by the National Department of Transport. This, it would appear compels the Province to look to the National Department of Transport (NDOT) for guidance with respect to meeting the transport needs within the public sector, ensuring value for money and consistency.

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**MOTOR TRANSPORT SERVICES DIRECTORATE**

Street Address: 230 Prince Alfred Street, Pietermaritzburg, 3201, Republic of South Africa  
Postal Address: Private Bag X9013, Pietermaritzburg, 3200, Republic of South Africa  
Tel: (27) (33) 345-3321 – Fax: (27) (33) 345 5325  
Internet: <http://www.kzntransport.gov.za/home.htm>

5. It would therefore appear that policies affecting official and subsidised vehicles would need to be developed at Departmental level and not Provincial level as each Department would be made accountable for the expenditure incurred by that Department.
6. In light of the above, each Department is required to, based on the resolutions passed by the Cabinet of Kwa Zulu-Natal in November/December 1996, and the autonomy given to Accounting Officers in terms of the Public Finance Management Act, 1 of 1999, develop individual policies, which would best serve specific Departmental needs.
7. Submitted for your urgent attention, please.



**For Head: Transport**

h: policies/circ/circ 2005/PTM Circular 31 of 2005.withdrawal of policies

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