



PROVINCE OF KWAZULU – NATAL – ISIFUNDAZWE SAKWAZULU - NATALI

DEPARTMENT OF TRANSPORT
UMNYANGO WEZOKUTHUTHA

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

**Enquiries: Mrs V Anandhpuri
Extension: 2307
Reference: T6/17/P**

PROVINCIAL TRANSPORT MANAGEMENT (PTM) CIRCULAR NO: 6 OF 2005

**SUBJECT: VEHICLES AWAITING COLLECTION AT THE DEPARTMENT OF TRANSPORT
FLEET SERVICES PREMISES.**

1. The Fleet Services components of the Department of Transport are currently experiencing a space shortage problem with regards to the garaging of new official vehicles purchased, and is the point of reference to this communication.
2. It has been brought to light that Departmental Officers from user Departments are not ensuring that new vehicles received at the Fleet Services premises are being collected timeously, as a result the Fleet services storage areas are being filled to capacity.
3. Although the DTO's have been contacted in this regard, responses are slow, hence the obvious space problem.
4. In light of this, all DTO's will in future be presented with a formal notification in lieu of vehicles awaiting collection, in the form of the attached proforma; namely, "Vehicles awaiting collection at Fleet Services".
5. This document will be completed by the Motor Transport Services Directorates Vehicle Asset Register Section and handed to DTO's upon collection of the First Auto cards.
6. User Departments will henceforth be required to arrange to have all new official vehicles collected from the respective Fleet Services premises by the specified date on the document.
7. Your compliance to the above will be appreciated and without a doubt provide a mutual benefit.

For HEAD: TRANSPORT

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 0155



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DEPARTMENT OF TRANSPORT
UMNYANGO WEZOKUTHUTHA

Enquiries: Mr SA Mazibuko
Extension: 2247
Reference: KZN

Date: _____

Attention: _____

VEHICLES AWAITING COLLECTION AT FLEET SERVICES: _____

Kindly be advised that that the following vehicle(s) has/have been received by the Fleet Services _____
_____ offices and is/are awaiting collection.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Kindly ensure that the vehicle(s) are collected within **seven (7)** working days due to a dire space shortage experienced at the Fleet Services premises. Please ensure that the details of the designated official(s) collecting the vehicle(s) is timeously forwarded to the relevant Fleet Services office prior to the collection of the vehicle(s) and that he/she produces a valid identity document upon collection of the vehicle(s). Should the two requirements mentioned above not be complied with, the Fleet Services will not be obliged to release any vehicle(s). The Department of Transport will not be held liable for any loss(es) or damage(s) sustained to the vehicle(s) thereafter. Should you have any queries with regard to the collection of your vehicle(s), you may contact:

_____ on (_____) _____

Your co-operation in this regard will be appreciated.

For Head: Transport

MOTOR TRANSPORT SERVICES DIRECTORATE

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