



DEPARTMENT OF TRANSPORT

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PRETORIA, 0001

TRANSPORT CIRCULAR NO. 4 OF 2000


TO ALL HEADS OF DEPARTMENTS, TRANSPORT OFFICERS AND ACCOUNTING OFFICERS.

INSTRUCTIONS TO OFFICERS AND EMPLOYEES UTILISING GOVERNMENT-OWNED MOTOR TRANSPORT

The new regulatory framework for the Public Service was implemented on 1 July 1999. However, provisions and measures contained in the Public Service Regulations Chapter E and Public Service Staff Code D.IV on matters regarding the utilisation of Government-owned transport and related transport were omitted from this new regulatory framework for the Public Service.

In line with the above, Transport Circular No 1 of 1975 has been withdrawn and is now replaced with Transport Circular No 4 of 2000 which provides updated provisions and measures for the utilisation of Government-owned transport.

Departments should please take steps to ensure that the provisions and measures contained in the Transport Circular No 4 of 200 are brought to the attention of all concerned and are adhered to.


acting DIRECTOR GENERAL : TRANSPORT
1/03/10

TRANSPORT POLICY

1. Policy statement

Transport in the department 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 their organisation. 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 transport within the department. It covers inter alia the use of vehicles owned by the Provinces, vehicles permanently allocated to departments, vehicles from donor organisations, and vehicles hired by the department. If vehicles are paid for by the department but managed by other organisations (e.g., ambulances, mobile clinics etc), the recipient organisation must ensure that their control systems are as effective as those outlined in the policy. They must report against the key performance indicators used by the department. This policy does not cover the use of subsidised vehicles, which is the subject of a separate policy document.

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.

The Provincial Transport division is responsible for the ongoing development of a policy framework and an operational management system for all departmental transport. They will provide technical support to the transport officers and managers within the province, co-ordinate departmental transport management and consolidate management reporting. They will also operate a provincial pool of vehicles that can be accessed through transport officers when local resources are fully committed.

1. Framework

In support of the Policy Statement and governing principles as stated in the Public Service Regulations, the following control mechanisms as part of the plan for implementation are of relevance

(i) *Who can use a vehicle*

A departmental vehicle can be used by any person with the authorised trip

authority involved in an activity in line with the objectives of the department. The loaning of vehicles to other departments is at the discretion of the manager responsible for the transport. The manager must ensure that the organisation borrowing the vehicle will meet the operational control requirements of this policy. Vehicles cannot be used for party political purposes under any circumstances, or to take part in industrial union activities.

(i) Drivers

A departmental vehicle can only be driven by a government employee or an employee appointed in terms of Treasury Instruction S3, provided the S3 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. 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.

(i) Passengers

Passengers carried by a government vehicle must be authorised 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 unauthorised passengers are not conveyed. Family members can only be conveyed in a government vehicle if the line manager signing the trip authority has approved a prior application. The transport officer will hold the approval on file for at least three years. Family members travel at their own risk and the department accepts no responsibility for them.

(i) Authority to use a vehicle

All movements must have a signed trip authority before the vehicle is moved. In normal circumstances a trip authority must be authorised by an official of assistant director level or above, who is senior to the person travelling and is in their direct management line. In circumstances where this is not possible, alternate signatories must be identified locally.

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. a

school health nurse operating from home), 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. As a good rule, transport between residence and work is deemed private.

(i) 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.

(i) Parking a vehicle overnight

In normal circumstances vehicles must be parked at official locations. The transport officer must allocate an approved parking place for each vehicle. The parking places should be lockable or with 24 hour security available. When the vehicle is away from its home base, the driver must use a steering or gear lock on the vehicle. Where secure facilities are not available, the vehicle should be parked at the nearest official property. The driver of the vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit.

Parking charges for the use of secure parking will be refunded.

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

- a) the location has been reviewed by the transport officer and security is considered adequate, e.g. There is a garage or lockable gates **and**,
- b) the member of staff 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

- a) 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**

- a) If the individual works from home **or**,
- a) 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.

(i) Log books, petrol cards, 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.

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.

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. It must be possible from the details given for a distance check to be carried out.

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.

(i) Management systems

The following key indicators must be kept for each vehicle:

- Actual kilometers traveled
- Fuel utilisation (km/l)
- Total maintenance cost
- Maintenance cost per kilometer
- Running cost per kilometer
- Availability
- Utilisation
- Vehicle Performance Vs other similar vehicles within the fleet

The provincial transport division must monitor, in conjunction with the users, the indicators and address shortcomings or deviancies immediately.

(i) Depreciation and distance lives

Depreciation should be calculated on either the reducing-balance method or on a straight-line basis over the cost of the vehicle. Vehicles should be replaced when it is optimally viable to do so

(i) *Disposal of vehicles*

The disposal of vehicles withdrawn from service must be effected in accordance with the provisions of Treasury Instructions and the Tender Regulations.

(i) *Privately owned motor transport*

The head of department may authorise the use of privately owned motor transport on official duty, where it is cost-effective to do so. The distance allowance payable is as determined by the National Department of Transport and approved by the relevant Treasury components.

Heads of departments must ensure no abuse occurs in this regard.

DEFINITIONS

- GOVERNMENT TRANSPORT** are vehicles owned by Government, administered through the Provincial Transport Departments (Government garages). These can be categorized into general hire vehicles and permanently allocated vehicles
- GENERAL HIRE VEHICLE** A vehicle that is available for hire for a short term hire by a user department, or a vehicle that is used as relief for a permanently allocated vehicle undergoing maintenance and repairs.
- PERMANENTLY ALLOCATED VEHICLE** a Government vehicle permanently allocated to a department for their exclusive use
- DEPARTMENTAL VEHICLES** are Government vehicles purchased, maintained and operated, from within a department's own funds
- TRANSPORT OFFICER** is 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 vehicles at a sub-office within a specific region or district.
- TRANSPORT CONTROLLER** is a transport officer at regional level who has been appointed in writing by the Head of Department to control all government vehicles within a region that comprises several institutions.
- TRANSPORT CONTROL OFFICER** is 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 vehicles within the department.
- DRIVER** an official / employee in possession of a valid unendorsed drivers licence which enables them to drive a specific category of vehicle. For certain categories of vehicles a valid PrDP is compulsory.
- CLASSIFICATION CODE** a code used by GMT to identify the type / class of Government vehicle.

GOVERNMENT MOTOR TRANSPORT OPERATIONAL PLAN

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1 MOTOR TRANSPORT ADVISORY COMMITTEE (MTAC)

- 1.1 A Motor Transport Advisory Committee, under the Chairpersonship of the Provincial Department of Transport, must be established at Provincial level to consider and make recommendations with regard to the operation of both official and subsidised vehicles in use within a Province's borders. Nothing precludes National Departments from participation on this committee.
- 1.1 Each Provincial Department must be represented on this committee.
- 1.1 The Provincial Head of Transport must consider for approval all recommendations made by the Committee.

2. TRANSPORT CONTROL OFFICER AND LOCAL TRANSPORT OFFICER

2.1 The duties of TCO, local TO and any other official designated to assist with

2.2 transport functions is to:

2.1.1 co-ordinate motor transport and to ensure optimal utilisation of vehicles at all times.

2.1.2 exercise control over the maintenance of and expenditure involved in the use of motor and other transport.

2.1.3 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.

2.1.4 ensure that all vehicles are kept in good roadworthy condition and that they are serviced on a regular basis.

2.1.5 ensure that all instructions relevant to the use, operation and maintenance of vehicles are complied with.

2.1.6 act as a link between their office and department, GMT and commercial garages.

2.2 At stations where no local TO has been appointed, the driver or the official and/or the employee in charge of the Government (GOV) fleet must assume the duties of the local TO.

2.3 All TCO (Head Offices), TC (Regional Offices/Station) and TO (station) must be appointed in writing by the Head of the Department or his/her delegate.

3. ITINERARIES

3.1 It is necessary that itineraries be prepared in advance in consultation with the TCO, local TO or the official or employee in charge of the GOV fleet. Such itineraries should be prepared with regard to the most suitable and cost effective mode of transport to be used.

- 3.2 The user of the vehicle must carefully compile after trips, and on a daily basis, log-sheets and trip returns. The local TO must compare the itineraries with the completed log-sheets with a view to determining liability for unnecessary trips. In those cases where it has been ascertained that the vehicle was used for a purpose other than that for which it had been required originally, the local TCO must report the matter to the head of his/her department, after conducting an investigation and obtaining the user's written comments on the matter.

4. DISTANCE REQUISITIONS FOR GENERAL HIRE VEHICLES

- 4.1 Without driver – When a general hire vehicle is provided on a permanent basis, or a temporary basis, as relief transport or for a casual trip, without the services of a driver, a distance requisition book (TV 6/6 logsheet) will be provided by GMT. This requisition should be completed in accordance with the instructions (descriptive or financial) issued with it. The TO must still issue a trip authority. When collecting vehicles the official concerned must produce his/her identity document and the signed requisition form.
- 4.2 With driver - When a general hire vehicle (including a contractor's vehicle obtained by GMT) is provided with the services of a driver, the driver will provide a distance requisition form. The official conveyed must complete the distance requisition form at the point of pick up and, depending on the relevant department or Provincial policy, return it to the driver of the vehicle at the end of the trip.
- 4.3 Completion of the requisition form – It will be incumbent upon the official or employee completing the requisition form to ensure that all the information is recorded correctly. This is to enable the responsible user department to be debited accordingly –the entries regarding **the odometer readings and the times of arrival and departure** are of cardinal importance for the finalisation of financial claims from user departments.
- 4.4 Supply – The distance requisition book in use by the State are obtainable from the Government Printer and/or GMT.
- 4.5 Safe custody of distance requisition book – The local TO must take the necessary care with regard to the safe custody of the distance requisition book.

5. LOG-BOOKS FOR GOVERNMENT VEHICLES

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

5.2 Supply – Supplies of logbooks and/or forms being used with regard to departmental vehicles are obtainable from the Government Printer or the department responsible for the said vehicle.

5.3 Safe custody – The local TO or the official using the vehicle must take the necessary care with regard to the safe custody of the logbook, keys and bankcard.

6. USE OF GOVERNMENT-OWNED TRANSPORT

6.1 Official purposes – GOV fleets are provided for strictly official services and are not to be used for private or other purposes without the necessary authority, except in the following cases:

6.1.1 Where an official -

6.1.1.1 whilst using a GOV 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 mutatis mutandis to the standard conditions contained in paragraph 6.1.3, provided that the official or employee concerned, if time permits, obtains the prior approval for the necessary transport arrangements from the head of his/her department. 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.

6.1.1.2 whilst using a GOV vehicle on official duty, comes across an accident or breakdown, he/she may not use the GOV 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 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 authorised 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 6.1.3 and the following conditions, use the GOV 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 authorised 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 authorised route.

- 6.1.1.2.1 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 log-book of the GOV vehicle or on the distance requisition; and
- 6.1.1.2.2 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;
- 6.1.1.2.3 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 or a 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 vehicle to remove such persons and their personal effects to a safe place or to bring assistance to them, subject *mutatis mutandis* to the standard conditions contained in paragraph 6.1.3 and provided that -
 - 6.1.1.3.1 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;
 - 6.1.1.3.2 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;

- 6.1.1.3.3 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
- 6.1.1.3.4 if proper authority has not been obtained, the official or employee requests covering authority for his 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 of the transport and other expenses incurred in the interests of each such person.
- 6.1.2 An official having to attend a social function in his/her official capacity may use a GOV vehicle for his/her conveyance as well as that of his/her spouse and/or, if necessary, other members of his/her household, subject mutatis mutandis to the standard conditions contained in paragraph 6.1.3.
- 6.1.3 Standard conditions – The following standard conditions apply in respect of all the cases mentioned in this subparagraph and must be complied with:
- 6.1.3.1 Use must be made of the GOV vehicle already allocated to the official or employee or available at the departmental office, institution or station. The most economical vehicle suitable for the service must be used.
- 6.1.3.2 Sufficient space must be available in or on the vehicle and the available space must not be required for official purposes or for the special purpose of the particular transport service authorised.
- 6.1.3.3. The vehicle may not be overloaded.
- 6.1.3.4 An appropriately licensed and duly authorised official or employee who is on official duty must drive the vehicle.
- 6.1.3.5 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.
- 6.1.3.6 Unofficial passengers who are to be conveyed must report in good time at a convenient central point or at convenient points on the authorised route of the

vehicle and they must be off-loaded only at a central point or at points on the route.

- 6.1.3.7 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 or, if no logbook is kept, on the distance requisition. If it is impracticable to record the particulars in the logbook or on the distance requisition, it must be recorded in a suitable office register.
- 6.1.3.8 The nature of any private property or 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.
- 6.1.3.9 Persons who load and unload private property or goods onto or from a GOV 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.
- 6.1.3.10 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 or goods are conveyed must accept liability for making good any 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 or goods or on account of the conveyance of such passengers, property or goods. If the expenditure or 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 department.

6.2 Unofficial passengers – Subject to the provisions of paragraph 5.1, no unofficial passengers, i.e. all persons whose conveyance in GOV vehicles are not necessary for the execution of official duties, as well as government officials or employees who are off duty, and private property, may be conveyed in such

vehicles without written authority having been obtained from the head of the department concerned.

6.3 Conveyance of luggage – Official drivers and passengers may convey in government-owned 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 TI. W7.

6.4 Private use prohibited – Subject to the provisions of paragraph 5.1, the use of a GOV vehicles for purposes such as proceeding home for meals, making 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 vehicles to ensure that such vehicles are not used irregularly or misused in any way.

6.5 Indemnity – Article 40 of the Public Service Act, 1994 determines that whenever any person is conveyed in or makes use of any vehicle, aircraft or vessel which is the property of the State, the State 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, aircraft or vessel, unless such person is so conveyed or makes use thereof in, or in the interest of, the performance of the functions of the State. Provided that the provisions of this section shall not affect the liability of a person in the service of the State who wilfully causes the said loss or damage.

6.6 Trip authority

6.6.1 Procurement procedure and completion of the Trip Authority form

- 6.6.1.1 The driver must complete his/her portion of the trip authority by signing his/her name and also printing it. His/her ID number, persal number and telephone number must also be furnished.
- 6.6.1.2 The trip authority must then be submitted to the supervisor, who must sign it and also furnish his/her name in print, rank and telephone number.
- 6.6.1.3 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.
- 6.6.1.4 The driver must then fully execute the instructions on the trip authority.
- 6.6.2 Standard trip authority forms are obtainable from the Government Printer on catalogue number 81/147909 (five blocks per pack – 500 sheets).

7. LOAD ON VEHICLES

The load on any GOV 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 29 of 1989), Regulation 365 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 department of the GOV 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.

8. CO-OPERATION OF OFFICIALS AND EMPLOYEES TO PROMOTE EFFICIENCY IN THE OPERATION OF GOVERNMENT-OWNED VEHICLES

- 8.1 Without the full co-operation of all concerned the State's transport operation cannot function efficiently, and officials and employees using motor vehicles are therefore earnestly requested to display at all times the same interest in GOV vehicles, which they would have displayed, had those vehicles been their own.
- 8.2 Inspection – All GOV's are subject to inspection by duly authorised officials to ensure that departments 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.
- 8.3 Use of green ink and green pencils – As the use of writing material of this colour is confined exclusively to the Office of the Auditor-General, it would be appreciated if officials or employees refrain from using such ink and pencils when completing any documents in connection with the use and maintenance of GOV vehicles.
- 8.4 Instructions - Non-compliance with standing instructions contained in this annexure, as well as any instructions issued by heads of departments or appearing on forms or in books used in connection with official travelling and transport, will render the offending officials liable to disciplinary action and, in certain cases, to making good any loss which the State may suffer.

9. DRIVING OF GOVERNMENT-OWNED VEHICLES

- 9.1 Authority and licence
- 9.1.1 No official or employee may drive a GOV vehicle unless he/she has been authorised to do so by an official of his/her department who has the necessary power to exercise such authority, and furthermore unless he/she is capable and properly licensed in terms of Regulation 239 of the Road Traffic Act (Act 29 of 1989), to drive the particular class of vehicle in which the vehicle under his/her control falls. Special attention is**

drawn to the fact that for certain types of vehicles a Professional Drivers Permit must be obtained.

9.1.2 Special attention is drawn to the conditions contained in the RTA with regards to the driving of a vehicle by a person in possession of –

9.1.2.1 a learner's licence only for the particular class of vehicle;

9.1.2.2 a permit or driver's licence only, obtained outside the borders of the RSA or a prescribed area for the particular or a similar class of vehicle;

9.1.2.3 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 that government department.

9.2 Physical disabilities – Special attention is drawn to the provision of the RTA 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 Section 18 of the provisions of the RTA (Act 29 of 1989), must first be referred to the Head of Department for consideration.

9.3 Competence of drivers – The Head of Department (or his delegate) who has the power to authorise an official or employee to drive, 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 official or employee must, of necessity, drive a GOV vehicle and it is considered necessary, he/she should be subjected to a retest by the authority concerned in terms of Regulation 79 (2) (d) of the Road Traffic Act, even if this has to be done at State expense.

9.4 Careful handling – Drivers must exercise proper care in the use and handling of a GOV 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.

10. ROADWORTHINESS OF VEHICLE

10.1 The driver of a GOV vehicle must at all times ensure that the vehicle is in a roadworthy condition, with special emphasis in this connection on the steering, the brakes, the lights, 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.

10.2 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.

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

10.4 A Roadworthy Certificate as required by Regulation 267 of the Road Traffic Act No. 29 of 1989, and an Operator Card for vehicles exceeding 3 500 kilograms, must be displayed at all times for all makes of vehicles.

11. SAFE DRIVING

11.1 Traffic regulations – 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.

11.2 Speed limits – The applicable speed limit must not be exceeded at any time.

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

- 11.3.1 Thorough knowledge of traffic regulations and signs.
- 11.3.2 Overtaking or passing of traffic only when the road is clear and it can be done safely.
- 11.3.3 Driving at night:
 - 11.3.3.1 Reduce speed.
 - 11.3.3.2 Dip headlights.
 - 11.3.3.3 Keep left as far as possible.
 - 11.3.3.4 Stop or park off the road surface only.
- 11.3.4 Using safety belts.
- 11.3.5 Courtesy and consideration towards fellow users of the road.
- 11.3.6 Not using cellular telephones while driving.

12. SAFE CUSTODY OF GOVERNMENT-OWNED VEHICLES AND OTHER STATE PROPERTY

- 12.1 Officials in charge of GOV vehicles must ensure that vehicles are adequately garaged or parked and must at all times take all reasonable steps to safeguard vehicles, including accessories and tools, against theft, irregular use, damage and fire. Under no circumstances may articles or documents, whether State or private property, be left on or under the seats, 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 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.

13. GARAGING AND PARKING OF GOVERNMENT-OWNED VEHICLES

13.1 On State premises – Where possible, GOV vehicles must be garaged or parked on State premises. Under no circumstances may vehicles be garaged on State premises, under carports or on parking sites where unauthorised persons have free access. The necessary measures must be taken at all times to safeguard vehicles against loss or theft. Departments may not raise any charge for the garaging or parking of GOV vehicles on State premises – this is a free service.

13.2 On private or commercial premises

13.2.1 Obtaining quotations – Where official facilities are not available, quotations for the service must be obtained and submitted to the relevant authority in the case of a general hire vehicle, and to the head office of the department concerned in the case of a departmental vehicle.

13.2.2 Authority – Permanent garaging or parking of vehicles on private premises in a properly lockable area or garage can be authorised by the relevant authority in the case of a pool vehicle, and by the head of the department concerned in the case of a departmental vehicle, 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 general hire vehicle is involved, the head of the department concerned or any other official authorised by GMT 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 vehicle on private premises. However, care must be taken to ensure that the above requirements are complied with. User departments are responsible at all times for the cost of the vehicles.

13.3 On tour – 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.

13.4 Parking meters and parking lots – 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.

13.5 Conditions – When a GOV vehicle is garaged or parked, every precaution must be taken to safeguard it against damage, theft or irregular use. To this end –

13.5.1 the hand 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;

13.5.2 the windows must be closed;

13.5.3 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 GMT or other 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 doors be not locked, in order to enable vehicles to be shifted;

13.5.4 if the vehicle is garaged in a lock-up garage the doors of the latter must also be locked; and

13.5.5 any departure from this general procedure may be made, in the case of a pool vehicle, only on the authority of the relevant authority, and in the case of a departmental vehicle only on the authority of the head of the department concerned.

14. IGNITION AND DOOR LOCK KEYS OF GOVERNMENT-OWNED MOTOR VEHICLES

14.1 Safe custody of keys – Local TCO's and all officials or employees in charge of vehicles must ensure at all times that the ignition, door lock and any other keys of the vehicles being used are suitably safeguarded against loss or theft. Any duplicate keys in their possession must be kept separate from the keys in use, must also be kept in a safe place. In the case of a pool vehicle, must be handed in at GMT when the vehicle is finally returned.

14.2 Changing of locks

14.2.1 Under normal circumstances, the ignition locks and door locks will not be changed or replaced in cases where keys of pool vehicles have been lost or stolen. In such cases, an available duplicate key must be used until such time as the local 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 GMT for further attention.

14.2.2 Apart from compliance with any provisions of paragraph 16.3, all cases of the loss or theft of keys of pool vehicles must be reported without delay to GMT, to decide whether or not under the particular circumstances the locks of the vehicle should be changed. GMT must also be informed whether or not fresh keys have already been obtained.

14.2.3 Regarding the changing or replacing of locks of departmental vehicles and the obtaining of new keys in cases where keys have been lost or stolen, the instructions of the head of the department concerned must be complied with.

15. INSURANCE

15.1 Cover – 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 authorised 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. Officials or employees driving a GOV vehicle, and their passengers, are covered to the following extent:

- 15.1.1 An official who whilst driving a GOV 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.
 - 15.1.2 An official who is injured whilst using a GOV 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.
 - 15.1.3 If the amount referred to in paragraph 14.1 does not exceed R20 000 the accounting officer may, without reference to the State Attorney, decide whether the said person is liable for the damage and if so, the necessary steps for recovering the loss must be taken. However, in the event of there being any doubt or their being a dispute between the accounting officer and the said person the matter must be referred to the State Attorney for a decision.
- 15.2 Forfeiture of cover by driver – The cover and arrangements referred to in paragraph 14.1 will, as far as the driver of a GOV vehicle is concerned, not be applicable in a case where the driver –
- 15.2.1 did not act in the performance of his/her official duties or bona fide (good attitude) believed that he/she was so acting;
 - 15.2.2 exceeded his/her powers mala fide (maliciously);
 - 15.2.3 without prior consultation with the State Attorney made an admission that harmed the State's case;
 - 15.2.4 used the GOV vehicle concerned without authority for other than official purposes;

- 15.2.5 where applicable, was not in possession of an appropriate driver's licence;
- 15.2.6 handled the GOV vehicle without having been properly authorised thereto;
- 15.2.7 allowed the vehicles to be handled by a person not authorised to do so;
- 15.2.8 without authority deviated from the authorised or official trip or route, or handled or used a GOV vehicle or occupied the driver's seat while the engine was running, and
 - 15.2.8.1 he/she was under the influence of intoxicating liquor or a drug having a narcotic effect; or
 - 15.2.8.2 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.

16. ACCIDENTS

- 16.1 Procedure – The following procedure must be followed in the event of a GOV 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:
 - 16.1.1 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 furnish full particulars.
 - 16.1.2 If requested to do so, supply the name and address of the driver of the GOV vehicle and the number of the vehicle to any other person having reasonable grounds for requesting the information.
 - 16.1.3 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.

- 16.1.4 In the event of any third party admitting liability, endeavours must be made to obtain a written statement from him/her to that effect.
- 16.1.5 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.
- 16.1.6 At least the following particulars, which are required for completing the Z181-accident report form, must be obtained as soon as possible, preferably at the scene of the accident:
- 16.1.6.1 The registration number, makes and type of the other vehicle(s).
- 16.1.6.2 The name, address, ID number, and home and work telephone number of the driver(s) and the owner(s) of the other vehicle(s).
- 16.1.6.3 The name of the insurance company/broker with respect to the other vehicle(s).
- 16.1.6.4 Whether the driver acted in his/her own interests or in the interests of the owner of the vehicle.
- 16.1.6.5 The nature and extent of the damage caused to the other vehicle(s) in this particular accident only.
- 16.1.6.6 The name, address, ID number, home and work telephone number and estimated age of any passengers and/or pedestrian(s) involved in the accident and of any person(s) killed or injured, as well as the nature and extent of injuries.
- 16.1.6.7 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.
- 16.1.6.8 The name, address, ID number, and home and work telephone number of every witness, including the occupants of the other vehicle(s) concerned.

16.1.6.9 Measurements for the preparation of a sketch of the scene of the accident.

16.1.6.10 Whether or not the road was fenced in on either sides or one side only.

16.2 Reporting the accident (other than to the police)

16.2.1 The driver of the GOV 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 for which he is responsible and must send the report, together with statements by witnesses and other supporting documents, in duplicate in the case of both pool vehicle, permanently allocated vehicles and departmental vehicles, to his/her local transport officer.

16.2.2 Supplies of the Z181- accident report form can be obtained from the Government Printer or from GMT. Officials are encouraged to keep a form available for immediate completion in the event of an accident.

16.3 Disposal of accident report form

16.3.1 The local TO must ensure that the responsible departmental representative furnishes the statement regarding the official use of the vehicle. The mechanical report must be completed by GMT in the case of pool vehicles and permanently allocated vehicles and in accordance with the instructions of the department concerned in the case of departmental vehicles.

16.3.2 The local TO, after complying with the instructions contained in paragraph 15.3.1, in the case of government transport, must send the original report form and all the supporting documents to GMT. A copy of the report form and copies of supporting documents must be filed appropriately. In the case of a departmental vehicle, the complete original report and the supporting documentation must be disposed of as directed by the head of the department.

16.4 Legal proceedings - Should the driver of a GOV vehicle be required to appear at an autopsy or 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 GMT in the case where a government vehicle was involved in the accident, and to his/her local TO in the case where a departmental vehicle was involved, in order that the State Attorney may be consulted in the matter. Where applicable, the written undertaking referred to in the proviso to paragraph 14.1 must accompany these documents.

16.5 Third-party claims received

16.5.1 Third-party claims received must immediately be handled in terms of Treasury Instruction W and be submitted, in the case where a government vehicle was involved in the accident, to the relevant authority, or where a departmental vehicle was involved, to the Transport Officer.

16.5.2 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 possibly prejudice the State's case.

16.6 Accident repairs – The procedure to be adopted in connection with carrying out repairs to GOV vehicles arising out of accidents is prescribed in paragraph 28.

17. DAMAGE, LOSSES, DEFICIENCIES AND THEFT

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

17.2 Checking of vehicle

17.2.1 An official or employee who takes over a GOV vehicle must ensure that any damage or deficiency is immediately, in writing, brought to the attention of –

17.2.1.1 the relevant authority in the case of a pool vehicle; or

17.2.1.2 the TO who must determine responsibility for the loss in the case of a departmental vehicle, his head office and also GMT.

17.2.2 A person who does not comply with the requirements of paragraph 16.2.1 will be deemed to have received the vehicle in good order.

17.2.3 Further to paragraph 16.2.1.1, 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.

17.3 Damage, losses, deficiencies and thefts must be reported.

17.3.1 Where incidents of damage, loss, deficiency and theft occur, the official operating the GOV vehicle must immediately report the incident to his/her transport officer, who in turn must notify the police within 24 hours and his/her head office and GMT without delay. Where an official returns a pool vehicle to GMT he must report any damage, loss, deficiency or theft which has not yet been brought to notice. TO therefore have to ensure that all cases are properly investigated by obtaining all particulars, statements, etc.

17.3.2 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 his headquarters without delay to his/her TO, who in turn must notify the head office immediately. Where the official or employee returns a pool vehicle directly to GMT on his return, he must immediately also report the incident to GMT.

17.3.3 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 TO by hand, must notify that officer of the loss or theft, stating the number of the vehicle and the number of the bank card. The TO in turn must immediately notify his/her head office, and in the case of a pool vehicle also the relevant authority, of the particulars, who will cancel said card immediately.

17.4 Restitution – 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. Where a pool vehicle is involved, the steps prescribed in this subparagraph must be taken, wherever practicable, in consultation and collaboration with the relevant authority.

17.5 Repairs and replacements – The TO or the official in charge of the vehicle must have the matter rectified in accordance with the instructions contained in paragraph 29.

18. DISPLAY OF REGISTRATION PLATES, ETC. ON GOVERNMENT-OWNED 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 a particular department, the manufacturer's mascots and name and model inscriptions and clearance tokens, no marks, special or private insignia, mascots, stickers or advertising material may be displayed on any GOV vehicle without the approval of the head of department of Transport in the case of government vehicles or the head of the department concerned in the case of departmental vehicles.

18.2 Government ownership mark

18.2.1 GOV vehicles, with the exception of all general hire vehicles under all circumstances, 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. DW 1234, must have separate plates on which a government ownership mark appears, fitted not less than 150 mm from the usual registration number plates, and –

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

18.2.1.2 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 Vehicle indicator number – All GOV vehicles must be allocated indicator letters, followed by a unique number, for each vehicle by GMT. 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 Information in respect of the carrying capacity to be displayed on certain vehicles –

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 Regulation 368 and 369 of the Road Traffic Act (Act 29 of 1989).

18.5 Clearance certificates

18.5.1 GOV vehicles carrying registration number plates with the registration number "GG" or any other registration mark specially approved by the provincial authorities and by which the vehicles can readily be identified as being GOV 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 GMT in the case of a pool vehicle, and to the head of the department concerned in the case of a departmental vehicle. The loss or destruction of a clearance certificate must immediately be investigated and reported to the police.

18.6 Maintenance of plates and information – Officials must ensure that the registration number plates and the display, of the information referred to in paragraphs 17.3 and 17.4, on the vehicles in their charge are always in good order and that the colour of the plates, the letters and the figures are maintained in a clear and distinct condition at all times.

18.7 Use of GOV vehicles outside the borders of the Province or the Republic – Where it is necessary for a GOV vehicle to be used outside the said borders, the official concerned must first through the head of the relevant department arrange for the required authority to take a GOV vehicle across the said borders. In the case of a pool vehicle the required authority must be obtained from the relevant authority.

19. SPEEDOMETERS AND ODOMETERS AND ODOMETER SEALS

19.1 It is important that the odometer should always reflect the true distance done by a GOV vehicle. Any defect in an odometer must as soon as is feasible be reported to the manufacturer or rectified in accordance with the repair instructions contained in paragraph 29, 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 effected 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 GMT, or his department, as the case may be, to have the meter cable properly resealed.

19.2.4 If odometer seals on a GOV vehicle are found broken, the matter must immediately be reported to the TO, who must try to establish the reason therefor and must notify his head office and GMT, in the case of a pool vehicle, of the circumstances without delay.

20. GOVERNORS

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

21. CARE OF TYRES

21.1 Inflation of tyres – Inflation of tyres to the pressures recommended by the manufacturer of the vehicle is of prime importance. Incorrect 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 reasonably equal rolling radius of the wheels on the front and the rear axles of the bogie by interchanging 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 invariably leads to fight between front and rear axles, which results in heavy wear on tyres and on axle components, except where an 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 or 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. IRREGULAR, IMPROPER AND UNAUTHORISED USE OF GOVERNMENT-OWNED MOTOR TRANSPORT

22.1 Action to be taken – If GOV 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, apart from any proceedings which may be instituted in terms of the Road Traffic Act.

22.2 Liability – Where GOV vehicles are used without authority, the official concerned will be held liable for -

22.2.1 the cost of the distance covered, incorporating drivers tariffs where applicable; and

22.2.2 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.

23. SUSPENSION OF OFFICIALS FROM DRIVING GOVERNMENT-OWNED VEHICLES

23.1 In the event of a GOV vehicle being or having been subjected to flagrant misuse or irregular use; or

23.2 where positive proof exists that an official is or was guilty of reckless or wilful conduct whilst driving a GOV vehicle or such vehicle was involved in an accident while being so driven; or

23.3 where the driver of a GOV vehicle has been found guilty of driving such vehicle

23.3.1 while under the influence of intoxicating liquor or narcotic drugs; or

23.3.2 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 vehicle until such time as the head of the relevant department has decided, in consultation with the Provincial Head of Transport, to permit him to resume driving such vehicles. The Government Motor Transport division must be notified of all suspensions and lifting of suspensions to prevent the suspended driver from obtaining a pool vehicle.

24. FUEL AND OIL

24.1 Sources of supply

When officials in charge of GOV vehicles require fuel and/or oil they must obtain supplies from the nearest commercial garage or, where relevant, the nearest departmental fuel pump.

24.2 Grade of petrol/diesel/oil used in vehicles

Only petrol/diesel/oil prescribed by the manufacturer of a vehicle may be used in GOV vehicles. In the case of unleaded petrol GMT must be consulted.

24.3 Fuel in separate containers

In view of the fire hazard and the risk of theft, the transporting of additional amounts of fuel in separate containers is prohibited. As concerns extra fuel

tanks, GMT must be consulted and approval obtained before extra tanks are fitted onto government vehicles.

24.4 Fuel saving – important factors

24.4.1 Efforts should be made to establish the vehicle's fuel consumption, either in litres per 100 km, or from one filling of the fuel tank to the next. A 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.

24.4.2 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.

24.4.3 When driving a vehicle, the appropriate gear must always be selected, with due regard to road conditions.

24.4.4 The vehicle's speed should be kept as even as possible and the most economical speed for the particular vehicle must be maintained, with due regards to the speed limits applicable at different localities.

24.4.5 Acceleration should be evenly and gently executed.

24.4.6 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.

25. PURCHASE RESTRICTIONS

Purchases should be limited to immediate requirements of commodities and services essential for the roadworthiness, operation and maintenance of the GOV vehicles. The purchase of quantities for keeping in stock is not permitted. Tools, accessories and a locking type fuel tank cap may not be bought under any circumstances, unless prior approval was obtained from GMT in the case of a government vehicles or from the department concerned

in the case of a departmental vehicle. Additives purchased to protect the cooling system must contain the SABS mark of approval.

26. BATTERIES, TYRES, TUBES AND ESSENTIAL TOOLS

26.1 Officials in charge of GOV vehicles must approach GMT or the departmental source of supply for the replacement of all unserviceable batteries, tubes and tyres and essential tools such as jacks and wheel spanners. In case of an emergency, these items may be bought locally subject to tender delegations, and in the case of –

26.1.1 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.

26.1.2 a tyre, the unserviceable tyre must be disposed of as prescribed in paragraph 29.1.1, with the new tyre procured only from specialist tyre dealers.

26.1.3 a jack, the unserviceable jack must be returned to GMT in the case of a pool vehicle, and to the TO concerned in the case of a departmental vehicle.

27. METHOD OF PAYMENT FOR SERVICES AND SUPPLIES

27.1 Procedure to be followed:-

27.1.1 All services such as repairs and garaging and supplies such as fuel and accessories required for a GOV vehicle must be covered by the issue, to the commercial garage or the private person, providing such service or supplies –

27.1.1.1 where relevant, a suitable fuel card provided by GMT;

27.1.1.2 in the case of all vehicles, of a maintenance sticker for identification purposes, to be affixed to the windscreen. A maintenance manual will be made available and must be kept with the slip holder.

27.1.2 Instructions with regard to the use of fuel cards must be strictly complied with. Some of the more important aspects are discussed below.

27.2 Control over bankcards

On receipt of the bankcard, the GG or provincial number must be compared with the registration number on the numberplate. The fuel card will not be accepted by a commercial service station for any services if the number on the fuel card does not correspond with the particulars of the vehicle. A fuel card is valid only for the vehicle for which it was issued.

27.3 Use, checking and safe custody of bank/ fuel cards

27.3.1 Fuel cards must always be issued and received against a signature.

27.3.2 Fuel cards may be issued only on production of a duly authorised trip authority. Any fuel card must be entered in the prescribed register each time it is issued and returned.

27.3.3 The times when fuel cards are issued and returned must be recorded in a column immediately after "date issued" and "date returned" in the prescribed register.

27.3.4 Fuel cards must be kept in a lockable cabinet when not in use and must be checked daily by the TO or a person delegated by him.

27.3.5 When the taking in of fuel is checked, attention must be paid to odometer reading, amount of fuel purchased (taking into account the capacity of the fuel tank), registration number and signature of the driver and of the employee at the commercial filling station. The initial(s) and surname of the driver must be printed under his signature. The driver of the GOV vehicle must also check these particulars.

27.3.6 The taking in of fuel according to fuel slips must be examined against the issuing documentation without delay for purposes of control and fuel consumption.

- 27.3.7 In the case of repair or maintenance, the supplier must be notified of the details of the financial institution in charge of the fuel card – the financial institution's approval must also be obtained when the prescribed limit for such services is exceeded, in which case the authority number must be recorded on the transaction slip. The official in charge of the vehicle or the TO must ascertain whether the supplier is a registered dealer of the financial institution. If an unregistered dealer is used, the user department concerned will be held liable for the damage.
- 27.3.8 Fuel cards may under no circumstances be left with suppliers.
- 27.3.9 Lost fuel cards must immediately be reported by telephone and in writing to GMT and within 24 hours to the service provider.
- 27.3.10 In the event of any irregular use of fuel cards being identified or suspected, the matter must be reported without delay to GMT and the South African Police Service. An internal investigation must be initiated immediately.

27.4 Invoices

The local transport officer or the official in charge of the GOV vehicle must request the agent concerned who represents the particular make of vehicle or the commercial garage or the person from whom the services or the supplies were obtained, to specify all charges and details of services rendered and of spares, materials, accessories, etc. supplied, as well as any discounts allowed.

28. SERVICING OF GOVERNMENT-OWNED VEHICLES

28.1 All GOV vehicles must be serviced in accordance with the policy and specifications prescribed by the manufacturers concerned. Local TO and the officials in charge of these vehicles are responsible for ensuring that the arrangements set out below are complied with strictly.

28.2 For the necessary servicing, repairs and attention, GOV vehicles must be taken to -

28.2.1 the local agent for the make of vehicle concerned, or

28.2.2 in the absence of a local dealer, to a reliable commercial garage registered with the financial institution as a dealer. Departments are advised to consider calling for period contracts to service their vehicles on a local or magisterial basis, thereby ensuring local participation and lower prices.

28.3 All servicing subject to payment – The State is required to pay for all servicing, irrespective of whether or not the servicing coupon booklet referred to in paragraph 28.6 contains free service coupons.

28.4 Adjustments and repairs – 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 of 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 financial institution is approached for authorisation. If necessary, the official must first approach GMT for instructions.

28.5 Warranty – GOV vehicles in most cases carry a warranty for the first 20 000 kilometres, although this can vary per manufacturer. Should any defect(s) occur before reaching this distance reading, the official in charge of the vehicle must –

28.5.1 report the matter without delay to the local agent in the case of a pool vehicle and to his/her local TO in the case of a departmental vehicle; and

28.5.2 at other centres, without delay take the matter up with the local agent for 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 relevant authority in the case of a pool vehicle or to his local TO in the case of a departmental vehicle.

28.6 Servicing intervals – Officials and employees in charge of GOV's must ensure that the vehicles are serviced as set out in the servicing coupon booklet supplied with the vehicles. In the case of uncertainty, GMT must be consulted. In exceptional circumstances because of weather or road or other abnormal conditions, it may be necessary to service vehicles more frequently than is

normally required. The official or employee must make a suitable entry on the trip return in such cases.

28.7 Timeous arrangements – When a vehicle requires to be serviced, the official in charge of the vehicle 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.

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

28.9 Complaints against local agents – Where an official or employee in charge of a GOV vehicle or the local TO has any complaint with regard to the service rendered or quality of work against the local agent for 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 GMT in the case of a pool vehicle or to his local TO in the case of a departmental vehicle.

28.10 Washing and polishing – Where possible a vehicle should only be washed once a month and polished once every six months. Departments must ensure sufficient control mechanisms exist to prevent abuse of this function.

29. REPAIRS AND REPLACEMENT OF SPARE PARTS AND ACCESSORIES

29.1 Responsibility – The local TO or the official in charge of a GOV is responsible for ensuring that the required repairs and replacements are carried out in time, with due regards to the instructions contained in paragraph 24 (Purchase restrictions).

29.2 At other centres

29.2.1 Repairs other than accident repairs – Where a GOV vehicle, stationed at a centre where there is no government garage, requires repairs and replacements as a result of fair wear and tear, damage, losses, deficiencies and thefts (excluding damage, losses or deficiencies arising out of accidents)

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- 29.2.1.1 and the repairs are estimated to cost less than the prescribed tariffs adjusted for inflation, the official in charge of the vehicle must entrust repairs to the local agent for the particular make of vehicle, or where there is no such agent, to a reliable local commercial garage on the approval of the TO;
- 29.2.1.2 where repairs are estimated to cost more than the prescribed tariffs adjusted for inflation, the matter must be reported to the relevant authority in the case of a pool vehicle, or to the responsible local TO in the case of a departmental vehicle, who will instruct the official in charge of the vehicle as to the course to be adopted with regard to repairs. In cases of urgency the nature and costs of the repairs required as well as the name of the agent for the particular make of vehicle or, where there is no local agent, the name of the garage to whom the work can be entrusted, must be furnished by fax or telephone to GMT or to the local TO, as the case may be.
- 29.2.2 Spare parts and accessories – Subject to the provisions of paragraphs 25 and 26, all spare parts and accessories that are essential for the roadworthiness, operation and maintenance of a GOV vehicle must be obtained from the local agent for the particular make of vehicle, or where there is no agent, from a reliable local commercial garage. Where the spare parts and accessories are not available, the local agent, if any, must be requested to obtain them without delay. In the case of departmental vehicles this must be done in accordance with the instructions of the department concerned.
- 29.2.3 Invoices – Attention is invited to the provisions of paragraph 27.4.
- 29.2.4 Warranty – Where the warranty referred to in paragraph 28.5 is applicable, the instructions contained in paragraph 28.5.2 must be complied with when repairs and replacements as a result of fair wear and tear or damage has become necessary.
- 29.2.5 Complaints against local agents – Attention is invited to the provisions of paragraph 28.9, which also apply in respect of repairs, replacements, and the obtaining of spare parts and accessories dealt with under paragraphs 28.2.1 and 28.2.2 above.
- 29.2.6 Accident repairs - Where repairs arising from accidents are involved, written quotations in addition to the estimated costs of repair must be invited in

consultation with GMT and be sent to the relevant authority in the case of a pool vehicle or to the responsible local TO in the case of a departmental vehicle, who will instruct the official employee in charge of the vehicle as to the course to be adopted regarding the repairs.

30. DISPOSAL OF UNSERVICEABLE TYRES, BATTERIES, SPARE PARTS, ACCESSORIES, TOOLS, ETC.

30.1 Items to be returned

30.1.1 All unserviceable tyres in the case of a pool vehicle must be returned to GMT, and in the case of a departmental vehicle to the address advised by the department concerned.

30.1.2 Where in an emergency a battery was purchased locally and the unserviceable battery being replaced is not handed to the supplier of the new battery in part-payment, the unserviceable battery must be returned to GMT.

30.2 Disposal of other items – All unserviceable accessories, tools, parts, etc must be disposed of by public auction in the case of GMT vehicles, and in the case of departmental vehicles as prescribed by the department concerned.

30.3 Method of return

30.3.1 All items to be returned must be forwarded in the safest and most economical way. In all cases, a label must be attached to the item and the number of the vehicle from which it has been removed must be recorded on the label.

30.3.2 Regardless of whether commercial garages assist officials in this regard the instructions regarding the method of return must be complied with.

30.4 Items to be scrapped – 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.

31. TRANSFER OF GOVERNMENT-OWNED MOTOR VEHICLES

31.1 A GOV vehicle may under no circumstances be transferred from one department to another without the authority of the relevant authority, in the case of a government vehicle, or of the head of the department concerned, in the case of a departmental vehicle. At all times GMT must be informed of such movements.

32. FITTING ADDITIONAL EQUIPMENT TO GOVERNMENT-OWNED MOTOR VEHICLES

Additional equipment may be fitted to a GOV vehicle only subject to the following conditions:

32.1 The head office of the department/directorate must request authority from GMT.

32.2 Costs attached to the fitting of original equipment will be charged to the account of the department concerned. When such a vehicle that has already been fitted with additional equipment is replaced, the costs will be charged to the account of GMT.

32.3 The fitting of equipment must be done in consultation with GMT.

32.4 No alterations may be made other than is necessary in order to facilitate the fitting of the equipment to the vehicle.

32.5 Equipment fitted must be of the removable type.

32.6 The department/directorate must assume responsibility for any damage resulting from the fitting of the equipment.

32.7 Where a tow bar is fitted to a vehicle, the department/directorate must assume responsibility for any damage to a vehicle resulting from the towing of a towed unit.

32.8 All requirements of the Road Traffic Act must be complied with.

32.9 The costs relating to damage to a vehicle as a result of the theft of unauthorised equipment will be recovered from the user department concerned.

APPLICATION AND UNDERTAKING IN TERMS OF T.I. W3.5.2

I,, the undersigned, hereby apply to the State Attorney to defend me in the action brought against me by, in terms of the provisions of T.I. W3.5.2.

1. I hereby undertake to pay on demand to the State all costs (including attorney and client costs) resulting from the case, as well as the costs of the claimant, if such costs were paid by the State, and any amounts that the Department may pay on my behalf in terms of any settlement of the claim or in terms of any court order against me, if the State Attorney after consultation with the Accounting Officer finds that I have forfeited the cover referred to in Chapter W of the Financial Manual.
2. I hereby authorise the State to deduct from my salary any amount in one amount or in such instalments as are deemed necessary by the Accounting Officer any amount owed by me in terms of this undertaking. I hereby also cede to the State all my rights and claims to any legal costs that may be granted to me in terms of a court order in this case.
3. I hereby declare that I am aware of the provisions of section 2(3)(a) of the General Pensions Act, 1997 (Act 29 of 1997), regarding deductions that may be made in terms of and in accordance with that section on my retirement or dismissal of any annuity or benefit payable to me in terms of the Government Service Pension Act, 1973 (Act 57 of 1973), in respect of an amount owed by me to the State in terms of a decision contemplated in this agreement.
4. I am aware that the State Attorney may later act against me on behalf of the State in a case resulting from or relating to this matter, and I hereby agree that he may use any information obtained from me against me and that his action on my behalf in this case does not prevent him from acting against me subsequently in other cases.

Signed at on this day of 19.....

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Signature

Witnesses: 1.

2.

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