

PRIVATE ON OFFICIAL APPLICATION FORM

DEPARTMENT : _____ **DIVISION :** _____

APPLICATION FOR AUTHORITY TO USE A PRIVATELY-OWNED MOTOR VEHICLE FOR OFFICIAL PURPOSES ON A DISTANCE ALLOWANCE BASIS

N.B. THIS APPLICATION MUST BE COMPLETED IN ALL RESPECTS BEFORE A DISTANCE ALLOWANCE WILL BE CONSIDERED.

PART A of this application must be completed by the official applying for the use of a privately-owned motor vehicle for official purposes on a distance allowance basis.

PART B must be completed by the Head of the Directorate/Division/ in which the applicant is employed. (N.B. This duty may not be delegated).

PART C must be completed by those officials delegated thereto in terms of General Delegation **0719b**.

INDEMNITY To be completed by the official applying for the use of a privately-owned motor vehicle for official purposes on a distance allowance basis.

PART A

I, _____ (PRINT FULL NAMES) serving as an official within the Department of _____, based at _____ (OFFICE) hereby

apply for authority to use my privately-owned motor vehicle for official purposes and for the payment to me in respect of such use, on a distance allowance in accordance with the approved tariff applicable in terms of the Policy.

The following further particulars in connection with my application are submitted and are correct:-

- (1) The duties and services which entail the use of a motor vehicle are as follows :

- (2) The use of the vehicle is necessary in order to provide an existing / new / additional service (delete words not applicable).
- (3) Particulars of the private vehicle which is to be used are as follows:
 - (a) Make : _____ (b) Type : _____ (i.e. sedan)
 - (c) Odometer reading : _____ (d) Engine swept volume : _____ cm³
 - (e) Registered owner: _____ (f) Registration No. : _____
- (4) Proof of comprehensive insurance for business purposes is attached.
- (5) The estimated official distance for which authority is sought is _____ kms per annum.

I have noted the following General Conditions relating to the use of a private vehicle for official purposes and confirm that they and any other conditions, will be adhered to at all times.

- (a) Authority is for 12 months from the approved date of effect only.
- (b) As the period for the authority for the use of a privately owned vehicle is limited to 12 months and subsequent authorities cannot be guaranteed, officials should be circumspect about entering into purchase/lease agreements with the intention of financing a portion of the payments from income generated from the claims for official journeys.
- (a) The distance allowance is based, inter alia, on expenditure incurred, on a full comprehensive insurance policy for business purposes, which excludes personal cover, and the State, therefore, does not assume liability for any claim arising out of the use of privately-owned vehicles on official duty, except claims in respect of personal injury to officers or employees covered by the Workmen's Compensation Act, 1941, or the Government Service Pension Act, 1973, and claims by authorised official passengers against the official driver. Officials should, therefore, ensure that they are adequately covered against claims before using their privately-owned vehicles on official duty and, in this respect, they should consult with their insurance companies.

N.B.: Proof of insurance clearly indicating "Business use" is required for record purposes.

- (d) Officials must possess a valid drivers license.
- (e) The kilometre rate payable will be based on the engine swept volume and type of vehicle considered as appropriate and in terms of the Policy for the work to be performed, i.e. if a 1600 cm³ sedan will suffice for the task to be performed then only the kilometer tariff applicable to the aforementioned size and type of vehicle will be paid to the official, irrespective of whether the official makes use of a larger or different type of vehicle e.g. 3000 cm³ or 4x4 vehicle. This policy is the same as the "Allocation Policy for Subsidised Vehicles".
- (f) A logbook shall be completed daily before an official trip is undertaken as well as Immediately once the trip is complete. Failure to comply with this requirement will result in the official not being able to claim the mileage, which is not filled in, up to the present odometer reading. Spot checks of the logbook can be done by any supervisor or delegated staff member. Mileage from work to home and vice versa is regarded as private mileage and may not be claimed unless authorised in writing by the Head of the Department

SIGNATURE OF APPLICANT

DATE

PLACE

INDEMNITY

USE OF A PRIVATE VEHICLE FOR OFFICIAL PURPOSES

I, _____ (print name), South African identity number _____ (insert identity number), hereby acknowledge that in the event that I use my personal vehicle or a vehicle belonging to another person or entity on official business for the KwaZulu-Natal Department of _____ (Department), that the Department shall not be liable for any damage to the vehicle or for any costs in the event the vehicle is stolen. The Department shall also not be liable for any damage or injury caused to the driver or any passenger in such vehicle.

I hereby indemnify and hold the Department harmless against any claims of any nature whatever and however arising out of my wilful or negligent actions or omissions while using my personal vehicle or a vehicle belonging to another person or entity on official business as authorised by the Department.

In the event that I use my personal vehicle or a vehicle belonging to another person or entity on official business as authorised by the Department, I further acknowledge that I shall be entitled to reimbursement for mileage for official business upon submission of documentation in the format required by the Department, at the kilometer rate applicable to Departmental employees.

SIGNED AT _____ on the _____ day of _____ 2000.

By _____
DEPARTMENTAL EMPLOYEE

AS WITNESSES

1. _____

2. _____

PART B

I have scrutinised the foregoing application and the information therein is, to the best of my knowledge correct. Proof of insurance for business purposes is attached.

After careful investigation and consideration of the application I am satisfied that approval of the application will be in the interest of the Administration, financial or otherwise.

The application is forwarded for approval. I consider that the annual official distance necessary for the applicant to perform his duties effectively is _____ kms. I recommend that the distance allowance be for a vehicle with an engine swept volume of _____ cm³ and of type A/B/C/D with effect from _____.

- A. Passenger cars: Sedans and station wagons
- B. 2x4 Light Delivery Vehicles
- C. 4x4 Light Delivery Vehicles
- D. Mini-bus and Multi Purpose Vehicles

REMARKS: _____

SIGNATURE OF HEAD OFFICE

RANK

DATE :

PLACE

PART C

(ONLY FOR USE BY THOSE OFFICIALS AUTHORISED IN TERMS OF GENERAL DELEGATION 0719 WHERE THE ANNUAL DISTANCE ALLOCATION DOES NOT EXCEED 20999 KM)

- (1) Application approved / not approved.
- (2) Annual Official Distance authorised _____ kms.
- (3) Running allowance authorised for engine swept volume _____ cm³ and of type A / B / C / D / E (delete which is not applicable).
- (4) Date of effect _____
- (5) Proof of insurance for business purposes is attached

RESPONSIBILITY MANAGER / DIRECTOR

DESIGNATION / RANK

DATE :

PLACE

NB: DELEGATION 0719 LIMITATIONS
Responsibility Manager - Limited to Ad-hoc trips only
Director - Annual authority for a maximum of 20999km

