

PROCEDURE MANUAL FOR IMPOUNDING OF STATE VEHICLES

WHAT IS VEHICLE ABUSE

- Bad driving habits that impact on the fuel consumption and maintenance and repair costs of a vehicle
- Using the incorrect type of vehicle for a specific activity
- Using a Government vehicle without authority
- Using a Government vehicle for private purposes
- Contravening the Road Traffic Act.

DRIVER ABUSE

1. Private Use of Vehicle
 - Shopping
 - Children
 - Weekends
2. Unauthorised trips
3. Vehicle abuse
4. Speeding
5. Illegal Parking
6. Driver under influence

TOP TEN RULES FOR DRIVERS OF A GOVERNMENT VEHICLE

1. You must be on official business
2. You must be authorised
3. You must possess a valid driver's licence
4. You must have a trip authority
5. You must have a vehicle itinerary
6. You must have a Wesbank First Auto Card
7. You must check the vehicle's roadworthiness
8. You must not transport private passengers
9. You must not transport private property
10. You must drive in a responsible manner

ROLE OF RTI

Checklist:

- Check the Trip Itinerary Form
- Is the form authorised
- Is location consistent with itinerary
- Passenger details
- Valid drivers licence
- Roadworthiness of vehicle
- Condition of driver

THE NO-NO VEHICLES

The following vehicles must not be stopped by RTI for inspections

His majesty the King;s vehicles (ZK)

Military vehicles

SAPS

Correctional Services vehicles that are used to convey prisoners

IMPOUNDING A VEHICLE

Look at the checklist

Complete the Vehicle Abuse Report Form (VAR)

CIRCUMSTANCES UNDER WHICH A VEHICLE MAY BE IMPOUNDED

- The driver is intoxicated
- The driver has no driver's license
- The vehicle is unlicensed
- The vehicle is not roadworthy, has a serious defect or the license disc is removed
- The driver is unable to identify himself/herself
- The vehicle is driven by a person who is not in the employ of the KwaZulu-Natal Provincial Administration and is not authorised to drive the government vehicle
- The vehicle exceeded the speed limit
- The vehicle was used in a serious criminal offence and therefore impounded by the South African Police
- The trip authority is incomplete and/or outdated
- If speedometer is disconnected
- Conveying unauthorised passengers
- Vehicle not displaying Departmental decals

****It is acknowledged that when the speed limit is exceeded, fines are issued and/or vehicles are impounded depending on the speed that the vehicle was traveling at. It would therefore be appreciated if the RTI could provide guidance on this aspect or advise whether the 20km as recommended is acceptable.**

NB: Vehicles may only be impounded for the above reasons.

HOW TO IMPOUND THE VEHICLE (WHAT TO DO)

1. Take the vehicle to the nearest Road Traffic Inspectorate station, or a secure Government premises, e.g. SAP
2. Confiscate all vehicle keys, fuel card, fuel vouchers, trip authority, trip itinerary.
3. Remove log book.
4. Keys, fuel card, log book to be locked away in a safe secure place.
5. Record events in occurrence book.
6. Make note of all loose items (luggage, parcels etc) left in vehicle. (Responsibility of the driver to remove)
7. Obtain driver's signature.
8. Ensure that all windows are closed, doors and boot locked (note defects)
9. Fax Documents to Motor Transport Services on 033-3455325 immediately
10. Vehicle to be released only on Motor Transport Services authority.

WHAT DOES MTS DO ONCE VEHICLE IS IMPOUNDED

1. Receive the vehicle abuse report and trip authority from RTI.
2. Check vehicle details on the Asset Register or Transport System.
3. Log the case onto the database.
4. Send a letter to the Head of the Department or designated nominee together with Annexure A for completion when requesting release of the vehicle.
5. When completed Annexure A and copy of drivers Identity and licence received, fax a letter to RTI to release the vehicle.
6. Vehicle must only be released on MTS's authority.
7. Monitor the period the vehicle is in impound.
8. Vehicles in impound for over a month must be reported to the Head of Department for immediate action.
9. Arrange for re-allocation of vehicle in impound for over a month Departments in greater need of them.

VEHICLES CHECKED BY RTI BUT NOT IMPOUNDED

RTI often stop Government vehicles to conduct routine checks. If everything is in order the vehicle is allowed to proceed, however, if the RTI officer for some reason is not totally satisfied with a particular aspect pertaining to the use of the vehicle, and such aspect is not one of the reasons to impound a vehicle, the following may be done:

1. Bring this to the attention of the driver and treat as a verbal warning.
2. Inform the driver that if there is a repeat of this, the vehicle will be impounded.

3. Complete a Vehicle Abuse Report Form, which must be signed by the driver, and clearly mark on the Form that the Vehicle was not impounded.
4. Fax Vehicle Abuse Report to Motor Transport Services on 033-3455325.
5. This will be logged onto the database and sent to the respective Department as a case of Vehicle Abuse for corrective measures to be taken.