



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

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**Reference** : T6/17/P

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

10 JUN 2005

**PROVINCIAL TRANSPORT MANAGEMENT (PTM) CIRCULAR NO 7 OF 2005: NOTIFICATION TO SERVICE PROVIDER (WESBANK CORPORATE) WHEN OFFICIALS CHANGE JOB DESCRIPTIONS, RESIGN ETC**

1. A concern was raised by Wesbank Corporate at the Departmental Transport Officer's Forum held on 28 September 2004 whereby officials resign or change job descriptions/functions before the subsidised vehicle has been delivered, without requesting for the vehicle order to be cancelled. This becomes problematic if the vehicle has been registered as the vehicle is regarded as second hand, and its value is decreased through depreciation and it becomes difficult, if not impossible to dispose off under these circumstances.
2. In view of the above, it is imperative that officials inform their DTO's if their job description/function changes whereby a subsidised vehicle is no longer required. Likewise should an official resign or is intending to resign, timeous notification must be made to the DTO informing him/her of such in order for the vehicle order to be cancelled. Inasmuch as officials are not allowed to contact the Service Provider directly, they are however obliged to inform their DTO of any change in circumstance that would affect their subsidised vehicle application.
3. DTO's are therefore strongly urged to advise officials of the implications of not notifying the DTO of any change in job description/function which would not only impact on the need for a subsidised vehicle, but may also as a consequence, have financial implications to the Department. DTO's must also ensure that once they are in receipt of any such notification, to immediately inform the Service Provider to cancel the vehicle order.
4. It must be mentioned that despite this matter being raised in September 2004, communications with the Service Provider has revealed that the situation has not improved. Kindly therefore ensure that the content of this circular is brought to the attention of all relevant officials within your Department as a matter of priority.
5. Submitted for your urgent attention.

**For Head: Transport**

h: policies/circ/circ 2005/PTM Circular 7 of 2005.Notification to SP when sub vehicle owner is changing job descriptions etc

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