



**DEPARTMENT OF TRANSPORT
UMNYANGO WEZOKUTHUTHA**

Enquiries : Mrs G Orsmond
Extension : 1828
Reference : T6/17/P

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

- 3 APR 2007

**CONTINUATION TO PROVINCIAL TRANSPORT MANAGEMENT (PTM) CIRCULAR NO 1 OF 2007:
SUBSIDISED MOTOR TRANSPORT SCHEME : COMPLETION OF LOGSHEET (Z79).**

1. PTM Circular 1 of 2007 dated 12 February 2007 regarding the completion of logsheets (Z79) for subsidized vehicles, has reference.
2. PTM Circular 1 of 2007 does state that in addition to the Employee and LTO signing the Z79, the Responsibility Manager must sign the logsheet in lieu of the DTO's signature, as agreed at the DTO Forum on 12 December 2006. Concerns have subsequently been raised regarding the Local Transport Officer (LTO) signing the Z79, as supervisors are in a better position to sign the Z79, as some LTO's are not always fully aware of the trips undertaken by subsidized vehicle owners.
3. In view of the above, kindly therefore ensure that the following signatories appear on the completed Z79:
 - Employee (subsidized vehicle owner)
 - Supervisor
 - The Responsibility Manager, or his/her delegated line Manager
4. Kindly ensure that the contents of this communiqué are brought to the attention of all officials dealing with subsidised motor transport and subsidised vehicle owners within your Department.

For Head: Transport

h: policies/circ/circ 2007/Continuation to PTM Circular 1 of 2007. Completion of logsheets(Z79).

MOTOR TRANSPORT SERVICES DIRECTORATE

Street Address: 230 Prince Alfred Street, Pietermaritzburg, 3201, Republic of South Africa
Postal Address: Private Bag X9013, Pietermaritzburg, 3200, Republic of South Africa
Tel: (27) (33) 3951 800 – Fax: (27) (33) 345 5325
Internet: <http://www.kzntransport.gov.za/home.htm>