



DEPARTMENT OF TRANSPORT
UMNYANGO WEZOKUTHUTHA

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Reference : T6/17/P

TO: ALL HEADS OF DEPARTMENT

ALL MEMBERS OF THE MOTOR TRANSPORT ADVISORY COMMITTEE
ALL DEPARTMENTAL TRANSPORT OFFICERS

- 7 DEC 2007

**PROVINCIAL TRANSPORT MANAGEMENT (PTM) CIRCULAR NO 11 OF 2007 : PROFORMAS
PERTAINING TO THE UTILISATION OF OFFICIAL AND SUBSIDISED VEHICLES**

1. As you are aware, the following proformas pertaining to the utilisation of official and subsidised vehicles are mentioned in the General Transport Delegations of Authority, which were withdrawn as at 30 June 2007. As Departments are compiling their own transport Delegations of Authority, Departments will in all probability set different levels of authority/responsibility which may not correspond to those on the existing proformas. The following proformas will therefore be burnt onto CD's for Departments to utilize as guide when drafting their own proformas, which will be specific to Departmental control measures. Arrangements will be made for the collection of the CD at the next DTO Forum as the volume of the proformas will be prohibitive utilising the e-mail facility:

PMT/PROF/0002: ACCIDENT REPORT FORM

PMT/PROF/0005: GARAGING AUTHORITY.

PMT/PROF/0007: EXEMPTION TO CARRY A TRIP AUTHORITY

PMT/PROF/0008: REQUEST FOR AUTHORITY TO USE STATE-OWNED VEHICLE TO TRAVEL OUTSIDE THE PROVINCE

PMT/PROF/0012: SUBSIDISED VEHICLE INSPECTION SHEET

PMT/PROF/0052: AUTHORITY FOR USE OF RELIEF VEHICLE BY SUB CAR PARTICIPANTS

PMT/PROF/0053: VEHICLE PARTS CHECKLIST

2. It is however felt that certain proformas should be standard in terms of policy requirements. Hereunder are the proformas that should be standard across the Province, and any changes/amendments, etc will be effected by the MTS Directorate within DOT, as custodian of these proformas, in consultation with the User Departments:

PMT/PROF/0001: Trip Authorisation: **Stocks are available from CPS**

PMT/PROF/0003: Subsidised Vehicle Claim Form

PMT/PROF/0004: Private on Official Application Form

PMT/PROF/0009: Annexure "C" – Continuation sheet to PMT/PROF/0001: **Stocks are available from CPS**

PMT/PROF/0010: Annexure "D" – Continuation sheet to PMT/PROF/0001: **Stocks are available from CPS**

PMT/PROF/0011: Annexure "E" – Continuation sheet to PMT/PROF/0001: **Stocks are available from CPS**

PMT/PROF/0015: Application for Subsidised Vehicles

PMT/PROF/0025: Registration and Licensing of Government-Owned Vehicles

PMT/PROF/0032: Indemnity Form: **Stocks are available from CPS**

PMT/PROF/0039: Order Request Form for Official Vehicles

4. Submitted for your information and necessary attention, please.

For Head: Transport

h: policies/circ/circ 2007/PTM Circular 11 of 2007. Proformas pertaining to the utilisation of official and subsidised vehicles

MOTOR TRANSPORT SERVICES DIRECTORATE

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