



Reference: 20200617-6523
File no.: 5/1/7/4
Enquiries: JT Solomons

Circular: 0042/2020

Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Circuit Managers and Officials at Head Office and district offices

Short summary: Procedure for the allocation of government (GG) vehicles to Head Office and district offices and to institute control measures for the allocation and control of such vehicles.

Subject: Allocation and control of government (GG) vehicles

1. This circular has been revised and repeals and replaces Circular 0026/2015, dated 31 March 2015, in its entirety.
2. To ensure the optimal use of GG vehicles, it has been decided that all GG vehicles will be administered in a vehicle pool under the direct control of a **Transport officer**. Vehicles will therefore be issued **daily** to officials in accordance with their needs. **The issuing of vehicles must be approved by an official at the level of Deputy Director or higher and only the official Application to Travel form (GMT 2019-01) may be used for this purpose.**
3. The transport control officer and transport officers at Head Office and district offices must be appointed in writing by the Head of the Department or his/her delegate. The responsibilities of a transport officer are contained in paragraph 8 of the Transport Officer Handbook- GMT Circular U2 06A 2014-15(GMT). Any additional duties related to transport may be assigned to that official.
4. Additional rules apply to district offices in rural areas.
5. In cases where officials use their homes as points of departure (offices), to their service delivery locations because it is uneconomical to travel to the district office every day, GG vehicles may be allocated to officials on a monthly basis with the Director's approval. Government vehicles used in this way will still be part of the GG vehicle pool at the district office concerned and no demands for additional vehicles will be

considered. The GG vehicles may be parked at the private residences of the officials concerned, on condition that it is parked in a garage or behind a lockable gate at night and over weekends and that a Request for Garaging of a Government Vehicle form (WC GMT 2019-03) is approved. A new Application to Travel form (GMT 2019-01), together with an itinerary, which indicates, among others, envisaged trips, departure times and distances, must be submitted to the transport officer at the end of each month, for vehicle bookings for the following month.

6. It is the responsibility of the Director at the district office, together with the Chief Directorate: Districts at Head Office, to decide whether GG transport should be allocated to educational institutions in the area, with due regard to the services being rendered by such institutions (for example Art centres and schools for learners with special needs). Such a vehicle must be allocated to the institution and not to an individual. The Director at the district office should also decide if the vehicle should be parked at the institution or securely parked elsewhere.
7. The movements/vehicle trips of GG vehicles must be strictly monitored. The transport officer must record on the iFleetman system/vehicle trip register, the date and time a GG vehicle is issued and returned. The name and telephone number of the official who uses the vehicle as well as his/her component must be recorded for audit purposes. This arrangement is applicable to officials at Head Office and district offices.
8. For more information, any of the following officials at Head Office may be contacted:

Mrs F Abdou: Tel. no. 021 467 2811
Mrs C Albertus: Tel. no. 021 467 2794
Ms V Ntshinga: Tel. no. 021 467 2808
Ms A Gana: Tel. no. 021 467 2715
9. The content of this circular must be brought to the attention of all concerned.

SIGNED: BK SCHREUDER
HEAD: EDUCATION
DATE: 2020-10-26