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Enquiries: JT Solomons

Circular: 0043/2020

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: *To inform officials utilising government (GG) vehicles of the requirement to submit a completed driver details and verification form, as well as clear certified copies of their valid driver's licence, identity document and proof of residence.*

Subject: **Completion and submission of the driver details and verification form and supporting documentation for users of government (GG) vehicles**

1. This circular has been revised and repeals and replaces Circular 0020/2015, dated 10 April 2015, in its entirety.
2. The purpose of this circular is to inform officials who are required to use GG vehicles that Government Motor Transport (GMT) is in the process of obtaining the comprehensive details of all the drivers of GG vehicles in order to establish and maintain a driver database on iFleetman (Vehicle Fleet Management System), redirect traffic offence notifications to the correct official and for the purpose of issuing individual driver tags (Orange VDO tags) to officials to whom GG vehicles are allocated.
3. The Administrative Adjudication of Road Traffic Offences Act, 1998 (Act 46 of 1998), as amended, places a major responsibility on vehicle fleet operators to acquire accurate information on drivers, particularly with regards to the pending implementation of the demerit points system, which is aimed at drivers who commit traffic offences. This can eventually result in a driver's licence being suspended or revoked. Officials with suspended or revoked driver's licences will not be authorised to drive GG vehicles.
4. Responsibility managers and heads of offices and sections are therefore requested to ensure that all officials who utilise GG vehicles complete the attached driver details

and verification form and send it, together with the supporting documents requested on the form, to the Western Cape Education Department Head Office (for attention: Ms F Abdou, Room 2-07).

5. Only clear, certified photocopies of the identity document and driver's licence, together with proof of residential address (not older than 3 months), are acceptable.
6. Officials are requested to email the documents, clearly scanned in colour and in a compressed TIFF or PDF format. You are reminded that the size of a file attached to an emailed message may not exceed 50 000 KB (5 MB).
7. On expiry of an official's driver's licence, a copy of the renewed driver's licence card/temporary driver's licence needs to be submitted to the transport officer to update the driver database at GMT.
8. Officials who fail to submit their forms or who are not registered on the iFleetman system will not be authorised to drive GG vehicles. The iFleetman system will not allow transport officers to issue GG vehicles to officials if they have not been registered on the system.
9. 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

10. The content of this circular must be brought to the attention of all concerned.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2020-10-26