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Enquiries: JT Solomons

Circular: 0045/2020

Expiry date: None

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

Short summary: Use of government vehicles (GG) for travelling between private residence and workplace

**Subject: Use of government transport by officials who perform overtime duty and travel between their private residential address and workplace**

1. This circular has been revised and repeals Circular 0024/2015, dated 10 April 2015, in its entirety.
2. It is hereby confirmed that officials who perform **organised overtime duty after 18:00** may apply to be provided with government-owned/leased transport from their workplace to their private residences, provided that the necessary application forms are submitted well in advance and that **such official transport is available**.
  - 2.1 This is in terms of Transport Circular No. 3 of 2019 dated 26 September 2019 - section D "Application and usage of government vehicles" paragraph 2 – "Utilization of Government Vehicles". Paragraph 2.6 states the following "Government transport can be made available for officials between their residence and normal place of work to ensure the safety of officials or to accommodate after hours travel as approved by the Accounting Officer or his/her delegate".
  - 2.2 Furthermore the Basic Conditions of Employment (BCEA) Act 75 of 1997 Chapter 2 Paragraph 17 "Night work" 17(1) states "In the "night work" means work performed after 18:00 and before 06:00 the next day.(2) An employer may only require or permit an employee to perform night work, if so agreed, and if-(a) the employee is compensated by the payment of an allowance, which may be a shift allowance, or by a reduction of working hours; and (b) **transportation is available between the**

**employee's place of residence and the workplace** at the commencement and conclusion of the employee's shift".

3. The names and ID numbers of authorised passengers must be indicated on the Application to Travel form (GMT 2019-01) and such passengers may only be transported to their place of permanent residence.
4. Officials who have been granted authority to utilise government transport for the purposes of official overtime and have family responsibilities ie having to take their children to school in the mornings need to apply for prior permission from their Director and the necessary Indemnity form (GMT 2019-04) completed, due to the fact that family members are not covered by the State in the event of an accident that results in any injuries/death sustained as a result.
5. The following procedure is in place for the collection and returning of government vehicles used for overtime purposes:-
  - Officials may only collect government vehicles (if available) after 14:30 daily.
  - Officials need to ensure that vehicles are returned promptly before 08:00 as a failure to do so has a direct impact on the ability of the GG Transport section to provide an efficient and effective transport service to meet the normal daily transport needs of our clients.
- 5.1 In the event of an official who is working overtime and has been issued with a government vehicle, and is unable to report for duty for any reason including ill health, the following measures will apply:-
  - Urgent arrangements need to be made within the officials Directorate to ensure that the GG vehicle is collected from the absent officials place of residence and returned to GG Transport within the stipulated time.
  - Failure to comply with the above-mentioned step will be viewed in a very serious light and corrective steps may be taken against the official, including not being issued government owned/leased vehicles for overtime purposes in the future.
6. Due to the cost containment measures currently in place, all requests for government transport for overtime purposes needs to be properly motivated and controlled by the delegated official and the coordination of vehicle trips needs to be implemented, in order to reduce the current expenditure on the daily and kilometre costs of the vehicle fleet.
7. 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 A Gana Tel. no. 021 467 2715  
Ms V Ntshinga Tel. no. 021 467 2808

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

**SIGNED:** BK SCHREUDER

**HEAD: EDUCATION**

**DATE:** 2020-10-26