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Enquiries: JT Solomons

Circular: 0046/2020

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: Revised Application to Travel form (trip authority for allocated government GG vehicles).

Subject: Revised Application to Travel (trip authority) form for allocated government GG vehicles

1. This circular has been revised and repeals and replaces Circular 0025/2015, dated 10 April 2015, in its entirety.
2. The Application to Travel form (GMT 2019-01) has been updated by Government Motor Transport (GMT) and is hereby attached for implementation with immediate effect.
3. The following officials are authorised in terms of the prescripts and delegations to approve trip authorities:
 - Deputy Directors or higher at Head Office and district offices; and
 - Departmental Heads at institutions.
4. On approval of the trip authority, the manager needs to inform the driver of the GG vehicle that he/she needs to be fully aware of the prescripts as set out in the Department of the Premier's Circular 3/3/4/P, dated 23 December 2013.
5. Drivers of GG vehicles accept full responsibility for any traffic violations incurred whilst making use of it and must make use of the individual driver VDO Orange tags at all times, once the tags have been implemented by GMT.
6. Officials utilising GG vehicles must attach a copy of their latest driver's licence demerit points once the Administrative Adjudication of Road Traffic Offences Act, 1998 (Act

46 of 1998), as amended, has been fully implemented by the National Department of Transport.

7. The trip authority regarding permanently allocated GG vehicles is valid for one calendar month only and must be supported by the prescribed itinerary. It is valid only for officials in the execution of their official duties and to carry private passengers duly authorised to travel with the authorised officials.
8. The authority is valid only if a departmental authority number has been issued by the relevant transport officer at Head Office or the district office. The original date-stamped authorities must be kept in the GG vehicle at all times and be available on request.
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 A Gana:	Tel. no. 021 467 2715
Ms V Ntshinga:	Tel. no. 021 467 2808
10. The content of this circular must be brought to the attention of all concerned.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2020-10-26