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Enquiries: JT Solomons

Circular: 0052/2020

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: Informing officials who utilise government (GG) vehicles of their responsibilities regarding the monthly submission of GG vehicle log sheets (GMT 2019/08).

Subject: Monthly submission of government (GG) vehicle log sheets

1. This circular has been revised and repeals and replaces Circular 0027/2015, dated 10 April 2015, in its entirety.
2. The capturing of accurate trip logs per GG vehicle is essential for, inter alia, the following:
 - Accurate trip details per official;
 - Odometer capturing for month-end billing per GG vehicle by Government Motor Transport (GMT) Cape Town;
 - Alleged vehicle misuse queries;
 - Collision/accident investigation;
 - Driver identification; and
 - Management of traffic violations in terms of the Administrative Adjudication of Road Traffic Offences Act, 1998 (Act 46 of 1998), as amended, (Points demerit system).
3. The billing process carried out by GMT relies on the accurate submission of the odometer readings of GG vehicles, captured by clients via the iFleetman client module facility. These odometer readings will first be verified by GMT against the vehicle tracking or eFuel information. Thereafter, it will be billed, and the account transmitted via email to the department for validation against GG vehicle log sheets to process payment.

- 3.1 Please be advised that when vehicle odometer readings are not submitted timeously, GMT will bill on the average kilometres travelled per GG vehicle for the month.
4. It is therefore absolutely necessary that vehicle log sheets are submitted promptly before the 23rd of each month. Head Office and district offices utilising the client module on iFleetman for capturing odometer readings must ensure that all odometer readings of GG vehicles are collected and captured onto the system on or before the 25th of each month.
5. Failure of transport officers to submit GG vehicle log sheets by the required due date could result in GG vehicles being billed on averages which will have an adverse effect on the budgeting process. The Western Cape Education Department will therefore be compelled to act against transport officers who fail to balance and submit log sheets timeously and steps will be taken in terms of consequence management.
6. GG vehicle log sheets must be submitted to Head Office, monthly, before the 23rd of each successive month. The attached log sheet schedule must be completed and accompany the log sheets. Every official who uses government transport, therefore, has a responsibility to ensure that vehicle log sheets are delivered to the transport officer in good time.
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 V Ntshinga	Tel. no. 021 467 2808
Ms A Gana	Tel. no. 021 467 2715

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

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