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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: *This circular informs officials of their responsibilities when making use of Government Garage (GG) vehicles.*

Subject: Officials' duties and responsibilities when using GG vehicles

1. This circular has been revised and repeals and replaces Circular 0030/2015, dated 10 April 2015, in its entirety.
2. With the increased usage of GG vehicles by officials of the Western Cape Education Department (WCED), it has become necessary to remind officials of their duties and responsibilities in terms of National Transport Circular No. 3 of 2019, dated 26 September 2019, and Circular U2 13B-2019-20, dated 20 December 2019.

3. Booking of a GG vehicle for official journeys

A GG vehicle must be booked at least 24 hours before the official trip is made, by completing an Application to Travel (GMT 2019-01) form, in duplicate. The trip authority needs to be approved by an official on a level of Deputy Director or higher and funds need to be available.

4. Roadworthiness of vehicles

- 4.1 Government Motor Transport (GMT) has upgraded the GG vehicle fleet and replaced vehicles that have reached the end of their life cycle. We intend, together with your assistance and cooperation, to maintain and improve the condition of GG vehicles. To ensure that each vehicle is in a safe and roadworthy condition it is imperative that

the driver performs an inspection of the vehicle before using it by completing the checklist provided.

- 4.2 Should there be any damage to or mechanical problems with the vehicle, the driver needs to report it immediately to the transport section. Should any damage, loss or theft of vehicle equipment not be reported, the last driver to use the vehicle concerned will be held responsible.
- 4.3 Carefully check the GG vehicle for the following defects before proceeding with a trip:
- a) Dents and scratches on the vehicle body and bumpers, cracked windscreen and windows, smooth and damaged tyres, and oil and water spills under the vehicle.
 - b) Headlights, brakes (including the handbrake) not in working order.
 - c) No valid licence disc.
 - d) No spare wheel, jack or wheel spanner.
- 4.4 Please note it is the responsibility of the driver not to accept any vehicle that is not in a roadworthy condition.

5. **Servicing/maintenance and repair of GG vehicles**

- 5.1 Any defect on the vehicle must receive immediate attention to prevent further damage. The defective vehicle will not be issued until the defect has been rectified.
- 5.2 Servicing and maintenance of GG vehicles take priority over the use of the vehicles and therefore planned maintenance will not be delayed due to a shortage of vehicles. Transport officers are to be informed of any vehicle services or repairs due, i.e. if the vehicle servicing indicator light is on.

6. **Cleanliness and neatness of GG vehicles**

- 6.1 Smoking is not permitted in GG vehicles. Consideration needs to be given to non-smokers who are also required to use the vehicle. Non-compliance will lead to disciplinary action against officials who continue to smoke in vehicles in contravention of the *WCED Smoking Policy, 2015*, and discard cigarette ash and butts in the vehicle.
- 6.2 Drivers of GG vehicles, in consultation with transport officers, must ensure that vehicles are kept clean and neat, both inside and out. All empty bottles/cans, discarded lunchboxes, work documents, etc. must be removed from the vehicle before it is returned.

7. **Accidents**

- 7.1 An accident or loss involving a GG vehicle must be reported within 24 hours to the South African Police Services (SAPS) and the relevant transport officer.
- 7.2 The driver must:
- a) not move the vehicle in the event of injury or death to any passenger(s) or member(s) of the public;
 - b) not admit liability to any person or offer any form of payment;
 - c) contact Nedfleet to have the vehicle towed away if necessary (ensure valuables are removed from the vehicle and that the logbook and fuel card/toll card are handed over to the transport officer);
 - d) obtain a SAPS case number within 24 hours; and
 - e) complete a Collision/Accident Report (GMT 2012-02), obtainable from transport officers, and submit it, together with any relevant supporting documents (i.e. trip authority, driver's licence, statements from witnesses, sketch of accident scene, garaging or overnight authority), within five working days to the relevant transport officer.

8. **Vehicle tracking**

Officials need to be aware that GG vehicles are fitted with electronic global positioning satellite tracking devices and that vehicle trips and driver behaviour i.e. speeding are strictly monitored.

9. **Telephone numbers**

- 9.1 GMT makes use of the following service providers:
- a) Nedbank (Nedfleet);
 - b) Automated Fleet Solutions (Afsol) (vehicle tracking); and
 - c) Transit Solutions(eFuel).
- 9.2 Their telephone numbers are as follows:
- 9.2.1 **NEDFLEET:**
- a) Service authorisation and tyres: **0800 500 005**
 - b) Reporting of lost/stolen fuel/toll cards: **0800 500 005** (office hours)/**071 879 5111** (after hours)
 - c) Towing of vehicles (accident or mechanical breakdown): **0800 500 005**
- 9.2.2 **AFSOL**
Afsol Call Centre: **082 316 1761**

9.2.3 **TRANSIT SOLUTIONS (eFuel):**

- a) eFuel Helpdesk (manual overrides): **0860 100 353**
- b) Installation or calibration problems: **021 467 4768** (office hours)/**071 879 5111** (after hours)

9.2.4 **GMT:**

- a) Lost or stolen items, as well as vehicle condition problems: **021 467 4756**
- b) Reporting of accidents: **021 467 4713** (office hours)/**0800 500 005** (after hours)
- c) Vehicle theft or hijackings: **082 316 1761** (this is a 24-hours-a-day, seven-days-a-week line and where circumstances permit reporting must be immediate)
- d) GMT R&M Client Care Centre: **08000 092 468**
- e) Vehicle misuse reporting line: **0800 092 468/082 906 4057**

10. 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

11. The contents of this circular must be brought to the attention of all concerned.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2020-12-21