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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: *This circular informs officials of the policies governing the use of Government Garage (GG) vehicles and leased vehicles.*

Subject: Use of GG vehicles and leased vehicles for official purposes

1. This circular has been revised and repeals and replaces Circular 0032/2015, dated 26 May 2015, in its entirety.
2. National and Provincial policy on the use of GG vehicles is contained in National Transport Circular No. 3 of 2019, dated 26 September 2019, issued by the Department of Transport and the Public Service Regulations.
 - 2.1 The above-mentioned Transport Circular states that in terms of the provisions of the Public Finance Management Act (PFMA), 1999 (Act 1 of 1999), and the Treasury Regulations issued in terms of the Act, accounting officers are responsible for:
 - a) the effective, efficient, economical and transparent use of the resources of the department;
 - b) management, including the safeguarding and the maintenance of the assets of the department; and
 - c) taking steps to prevent unauthorised, irregular, and wasteful expenditure and losses and discipline any official who contravenes or fails to comply with any prescript.
 - 2.2 In terms of section 9(1) of the PMFA, the accounting officer of an institution must exercise all reasonable care to prevent and detect unauthorised, irregular, fruitless and wasteful expenditure and must, for this purpose, implement effective, efficient and transparent processes of financial and risk management.

3. **Official journeys**

The Western Cape Education Department (WCED) is committed to providing appropriate transport to enable officials to carry out their duties. The following are regarded as official journeys:

- a) Journeys to provide services to educational institutions such as school inspections and guidance.
- b) Journeys to attend meetings, workshops and seminars.
- c) Journeys to building sites, e.g. new schools or new facilities.
- d) Taking GG vehicles to a workshop for repairs or quotations.

4. **Unauthorised journeys**

4.1 With reference to paragraph 2.2, the following are regarded as unauthorised journeys:

- a) The use of a GG vehicle without the prescribed authorisation (completion and submission of the GMT 2019-01 form).
- b) The use of a GG vehicle to travel to a marking centre to mark or moderate examination scripts.
- c) The use of a GG vehicle to commute between home and the workplace.
- d) The use of a GG vehicle to go shopping.
- e) The use of a GG vehicle to go on outings e.g. to the beach.
- f) Transporting one's family or members of one's family without the necessary authorisation and completion of indemnity forms.
- g) Transporting colleagues or other persons who are not authorised to make use of the transport.
- h) Unauthorised visits to any place.
- i) Use of the vehicle by or for the transport of an official who has the benefit of the vehicle financing scheme for middle management service and senior management service members.
- j) Use of the vehicle for any activity which is not indicated on the trip authority form.

4.2 Should an official be seconded to another office or station, the GG vehicle must be returned to the original station of issue. If there is a need for transport at the new office or station, a new application must be made for a GG vehicle at the relevant office or station.

4.3 In cases where a valid Application to Travel form cannot be produced or where government transport is misused, the transport prescripts make provision for a traffic law enforcement officer to act against such a driver, which can include the arrest of the driver and the impounding of the GG vehicle.

4.4 The WCED can also take disciplinary action against the official for misconduct in terms of the disciplinary code and sanctions can be imposed which can include, inter alia, a written warning, suspension or dismissal. In such cases, evidence will include the tracking report, vehicle logsheets and the trip authority form of the GG vehicle used.

4.5 Officials will be held personally responsible for any traffic offences incurred and an appeal is made to officials utilising GG vehicles to obey the relevant traffic regulations and the Administrative Adjudication of Road Traffic Offences Amendment Act, 2019 (Act 4 of 2019).

4.6 Please note that repeated transgressions can lead to the suspension of the official's privilege/right to utilise GG vehicles.

5. **Use of GG and leased vehicles**

5.1 In order to make use of a GG vehicle or leased vehicle, an official is expected to apply for it in the prescribed manner and to be in possession of a valid trip authority. Owing to the high cost of fuel, officials are requested to plan their work requiring the use of GG vehicles in such a way as to curb unnecessary expenditure.

5.2 During school holidays, all state vehicles must be securely parked at the office or institution. Heads of offices or institutions may deviate from this policy only in exceptional cases, with the necessary consideration of the financial implications for the state.

5.3 If officials are mostly office-bound, a GG vehicle cannot be made available to them for full-time use, since vehicles are allocated to institutions. If an official journey is to be undertaken, the official will have to apply in the prescribed manner. (See paragraph 4.1 regarding members of middle and senior management.)

5.4 Transport officers must ensure that the above-mentioned stipulations are strictly adhered to and that vehicle keys, logbooks and fuel/toll cards are returned with the vehicle. Officials involved with special projects during school holidays must apply to use a GG vehicle specifically for that purpose.

6. **Application for authorisation of vehicle trip**

6.1 No official may drive a GG vehicle unless he/she is in possession of a valid driver's licence and valid authorisation for the specific journey. The driver must complete the Application to Travel form (GMT 2019-01). This must be approved at three levels by one of the following:

- a) At Head Office by a person of a rank not below that of Deputy Director.
- b) At district offices by a person of a rank not below that of Senior Administrative Official.
- c) At an educational institution by the head of the institution.

6.2 The official who recommends the application must confirm that the applicant has been informed of the prescripts as stated in Department of the Premier Corporate

Services Centre Circular 3/3/4/P, dated 23 December 2013, and ensure that funds are available in the budget for the vehicle trip/journey.

- 6.3 The driver must submit the approved Trip Authority form (GMT 2019-01) to the transport officer at least 24 hours before the journey. Before the GG vehicle is collected, the driver must hand his/her valid unendorsed driver's licence to the transport officer for verification. A copy will be placed on the driver's licence file for record keeping purposes. Officials who are not able to produce a valid driver's licence will not be provided with a GG vehicle. Trip authorisation may not be issued for a period exceeding one month.
- 6.4 Contract and temporary employees of the WCED should first apply for permission to use GG vehicles, as the state carries its own risk with regard to damage to vehicles. Permission needs to be obtained from Government Motor Transport before contract staff may drive GG vehicles.
- 6.5 All prescripts applicable to the use of GG vehicles must be adhered to. Any damage to a GG vehicle as a result of, among others, an accident or theft, must be reported by the driver to the transport officer as soon as possible and to the nearest police station within 24 hours of the accident occurring.
- 6.6 The GG vehicle must be kept clean inside and out and must be returned in the condition in which it was issued. Repeated non-compliance with this ruling can lead to an official being charged in terms of the *Code of Conduct for Public Servants*.

7. **Parking of GG vehicles on private property**

- 7.1 National Transport Circular No. 3 of 2019 stipulates the general vehicle security measures that need to be taken when a GG vehicle is parked on private property. All reasonable precautions must be taken to protect the vehicle against theft, fire, damage and unauthorised use. A lock-up garage or lockable gates must be available to secure the vehicle. Any overnight garaging by the driver or co-driver taking the vehicle home prior to a trip, must be approved prior to the parking of the vehicle by the official.
- 7.2 A signed authority form to park a state vehicle at an official's home must be issued, i.e. Application for Private Garaging of State-Owned Vehicles. Whilst a GG vehicle is parked at an official's home, it may not be used for any private purposes. Private use of a GG vehicle, or a vehicle rented or leased by the WCED, is strictly prohibited.
- 7.3 The WCED expects of each official entrusted with the use of a GG vehicle or rented and leased vehicles to ensure that such vehicles are not used inappropriately and that applications for official use are verified by the officials to whom this duty has been delegated. Unofficial passengers, i.e. those who are not transported for official purposes, off-duty officials and private property, e.g. furniture, may not be transported

in official vehicles, unless written authorisation by the Head: Education, or his/her assignee, has been obtained.

8. 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
9. The contents of this circular must be brought to the attention of all officials who make use of GG vehicles in the performance of their duties.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2020-12-21