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To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors (Head Office and district offices), and Chief Education Specialists (Head Office and district offices)

Short summary: *This circular serves to issue the GG Transport Policy of the Western Cape Education Department, 2024.*

**Subject: Government Garage (GG) Transport Policy of the Western Cape Education Department (WCED), 2024**

1. The purpose of this circular is to issue the GG Transport Policy of the WCED, 2024.
2. The GG Transport Policy of the WCED, 2024, is attached, and must be implemented with immediate effect.
3. The attached policy represents a single source of information on the management and usage of GG vehicles in the Western Cape Education Department and aims to empower staff members and to provide the necessary prescripts in order to ensure that the GG vehicles are used and maintained in an effective, efficient, economical, and transparent manner.
4. All previous approved GG Transport Policies of the WCED are herewith repealed.
5. Kindly bring the contents of this circular to the attention of all staff.

**SIGNED:** B WALTERS  
**HEAD: EDUCATION**  
**DATE:** 2024-10-01