

## GOVERNMENT MOTOR TRANSPORT REQUEST FOR GARAGING OF A GOVERNMENT VEHICLE

**Instructions:**

- a. Requests must be approved in terms of client institution delegations.
- b. The declaration by the applicant must be attached to the application to travel form.
- c. A copy of this approval must be kept in the vehicle at all times and be available on request.
- d. A copy of this approval must be kept on record for audit purposes.

1. Full names and surname of driver/official: \_\_\_\_\_

2. ID Number: \_\_\_\_\_

3. Position: \_\_\_\_\_

4. Persal no. \_\_\_\_\_

5. Client Institution: \_\_\_\_\_

6. Component: \_\_\_\_\_

7. Vehicle registration number: \_\_\_\_\_

8. Make and model \_\_\_\_\_

9. Garaging period: Date from: \_\_\_\_\_ Date to: \_\_\_\_\_

10. Short motivation for application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Address where vehicle will be stored:

\_\_\_\_\_

\_\_\_\_\_

12. Is a lock-up garage available? Yes  No

13. If not available, what other secure storage facilities are available:

\_\_\_\_\_

\_\_\_\_\_

14. If no suitable garaging facilities are available at the official's residence, is safe parking available at a nearby Government institution? If such facilities are available, have the necessary arrangements been made and confirmed in writing?

Yes  No

**DECLARATION BY APPLICANT**

I, \_\_\_\_\_, hereby declare that every precaution will be taken to safeguard the vehicle against damage, theft or irregular use, further that – the windows will be closed, the doors will be closed and locked. The ignition key and the door lock key will be removed and kept in safe custody, and

I will double check if it is properly locked in a case where the vehicle locks by means of a remote.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SUPERVISOR**

Request recommended: Yes  No

REMARKS / CONDITIONS OF APPROVAL:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**INITIALS AND SURNAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DELEGATED AUTHORITY**

Request approved: Yes  No

REMARKS / CONDITIONS OF APPROVAL:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**INITIALS AND SURNAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_