



# WESTERN CAPE EDUCATION DEPARTMENT

## GOVERNMENT VEHICLE TRANSPORT POLICY

## TABLE OF CONTENTS

	Page no.
1. <a href="#">PREAMBLE</a>	4
2. <a href="#">OVERVIEW</a>	4
3. <a href="#">PURPOSE</a>	5
4. <a href="#">EFFECTIVE FLEET MANAGEMENT</a>	5
5. <a href="#">ENFORCEMENT</a>	5
6. <a href="#">LEGISLATIVE AND POLICY FRAMEWORK</a>	6
7. <a href="#">PROCUREMENT OF VEHICLES</a>	6
8. <a href="#">USE OF GG VEHICLES AND LEASED VEHICLES FOR OFFICIAL PURPOSES</a>	7
9. <a href="#">OFFICIAL JOURNEYS</a>	7
10. <a href="#">UNAUTHORISED JOURNEYS</a>	7
11. <a href="#">BOOKING OF A GG VEHICLE FOR OFFICIAL JOURNEYS</a>	9
12. <a href="#">PARKING OF GG VEHICLES ON PRIVATE PROPERTY</a>	10
13. <a href="#">BOOKING OF A HIRED VEHICLE FROM GMT</a>	10
14. <a href="#">BOOKING OF A GG VEHICLE FOR OFFICIALS PERFORMING OVERTIME DUTIES AND TRAVEL BETWEEN THEIR PRIVATE RESIDENTIAL ADDRESS AND WORKPLACE</a>	11
15. <a href="#">USE OF PRIVATE VEHICLES FOR OFFICIAL PURPOSES</a>	12
16. <a href="#">ALLOCATION AND CONTROL OF GG VEHICLES</a>	13
17. <a href="#">DRIVER DATABASE</a>	15
18. <a href="#">INDIVIDUAL DRIVER IDENTIFICATION TAG (ORANGE TAG)</a>	15
19. <a href="#">EFFICIENT VEHICLE UTILISATION</a>	16
20. <a href="#">TRAFFIC VIOLATIONS</a>	16
21. <a href="#">ALLEGED MISUSE OF VEHICLES</a>	17
22. <a href="#">HIGH RISK VEHICLES</a>	17
23. <a href="#">HIJACKINGS AND LOSSES (DAMAGES AND LOST VEHICLE EQUIPMENT)</a>	17

24.	<u>USE OF GG VEHICLE FOR ATTENDANCE OF MEMORIAL OR FUNERAL SERVICES</u>	18
25.	<u>TRANSPORT OF OFFICIALS/STAFF WITH PHYSICAL DISABILITIES</u>	19
26.	<u>PROFESSIONAL DRIVING PERMITS (PRDP)</u>	19
27.	<u>THE USE OF GG VEHICLES FOR OFFICIAL FUNCTIONS AND EVENTS</u>	20
28.	<u>THE USE OF GG VEHICLES FOR ATTENDING INTERVIEWS</u>	20
29.	<u>THE USE OF GG VEHICLES FOR ATTENDING TRAINING/WORKSHOPS AND CONFERENCES</u>	20
30.	<u>UTILISATION OF GOVERNMENT VEHICLES FOR SMS/MMS MEMBERS WITH CAR ALLOWANCES</u>	21
31.	<u>DRIVER SANCTION</u>	21
32.	<u>INDEMNITY FORM</u>	21
33.	<u>DAMAGES AND CLAIMS AS A RESULT OF ACCIDENTS/NEGLIGENCE</u>	22
34.	<u>CAPTURING OF MONTHLY ODOMETER READINGS</u>	22
35.	<u>FUEL/TOLL CARDS</u>	23
36.	<u>RE-FUELING OF GOVERNMENT MOTOR VEHICLES</u>	23
37.	<u>LOST/STOLEN FUEL CARDS</u>	24
38.	<u>DRIVERS</u>	24
39.	<u>ROADWORTHINESS OF VEHICLES</u>	25
40.	<u>SERVICING/MAINTENANCE AND REPAIR OF GG VEHICLES</u>	26
41.	<u>CLEANLINESS AND NEATNESS OF GG VEHICLES</u>	26
42.	<u>ACCIDENTS</u>	26
43.	<u>VEHICLE TRACKING</u>	27
	<u>LIST OF ANNEXURES</u>	27

## **1. PREAMBLE**

- 1.1 This Policy applies to all staff (including contract workers, interns, etc), using state-owned vehicles (hereinafter referred to as GG vehicles), and Departmental hired vehicles in the Western Cape Education Department (WCED).
- 1.2 The National and Provincial Policy on the use of GG vehicles is contained in the National Transport Circular No. 3 of 2019, dated 26 September 2019, issued by the Department of Transport.
- 1.3 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:
  - 1.3.1 The effective, efficient, economical, and transparent use of the resources of the Department.
  - 1.3.2 Management, including the safeguarding and maintenance of the assets of the Department; and
  - 1.3.3 He/she must also take steps to prevent unauthorized, irregular, and wasteful expenditure and losses and discipline any official who contravenes or fails to comply with any prescript.
- 1.4 In terms of section 9(1) of the PFMA, the accounting officer of an institution must exercise all reasonable care to prevent and detect unauthorized, irregular, fruitless, and wasteful expenditure and must, for this purpose, implement effective, efficient, and transparent processes of financial and risk management.
- 1.5 This document is to be read in conjunction with the instructions of the Government Motor Transport Handbook, Version 1 of 2019 for Users of GG vehicles.

## **2. OVERVIEW**

- 2.1 The management and control of GG Transport generally reside with Supply Chain Management (SCM), the Logistical & Support Services section.

### 3. PURPOSE

- 3.1 To provide guidelines to officials regarding the procedure to follow to obtain a GG vehicle or hired vehicle to undertake an official journey.
- 3.2 To create awareness amongst officials in the Department of the proper usage of GG vehicles as an official tool to deliver an efficient service.
- 3.3 To ensure that GG vehicles are well-maintained, kept clean, and always operated optimally.

### 4. EFFECTIVE FLEET MANAGEMENT

- 4.1 Effective management of all government vehicles (i.e.: pool and hired) is becoming increasingly vital due to the substantial cost to the Department. Further due to an increase in the misuse of GG vehicles, the Department has implemented a disciplinary guide issued by the Department of the Premier's (DoTP) Corporate Services Centre, Circular 3/3/4/P dated 23 December 2013, to curb the alleged misuse of GG vehicles by officials.
- 4.2 To ensure effective management of state-owned assets, it is crucial to implement a system that supervises, monitors, and controls the use of all government vehicles. By doing so, the optimal usage of these high-cost assets and their maintenance can be ensured.
- 4.3 The GG Transport Officers are responsible for their vehicle fleets' day-to-day operation and control.
- 4.4 All Transport Officers must be formally appointed in writing by the Head of the Department or his/her delegate. This appointment letter empowers Transport Officers to carry out their duties effectively.

### 5. ENFORCEMENT

- 5.1 If any employee believes that any official has violated the requirements of this Policy, they have the right to report the incident or person to the Misuse Report line. The Misuse Report line can be reached by calling **082 906 4057 or 021 467 8707** or email at [GMT.Communications@westerncape.gov.za](mailto:GMT.Communications@westerncape.gov.za).
- 5.2 Disciplinary procedures will be initiated by the Department against any official(s) who breach this Policy, following an investigation.

- 5.3 Any driver who operates a GG vehicle without prior written approval from an authorized official to approve trip authorities, will be subject to disciplinary action being taken against the implicated official(s).

## **6. LEGISLATIVE AND POLICY FRAMEWORK**

The provisions of the following prescripts apply:

- 6.1 National Road Traffic Act, 1996 (Act No. 93 of 1996).
- 6.2 National Road Traffic Amendment Act, 1999 (Act No. 21 of 1999).
- 6.3 National Road Regulations of 2000.
- 6.4 Administrative Adjudication of Road Traffic Offences (AARTO) Act, 1998 (Act 46 of 1998).
- 6.5 Public Finance Management Act (Act No. 1 of 1999) and its Regulations, as Amended.
- 6.6 Public Service Act, (Act No. 103 of 1994) and Regulations, as amended.
- 6.7 Any prescript issued by the respective Departments.
- 6.8 Provincial Road Traffic Acts
- 6.9 National Road Transportation Act, 1977 (Act No. 74 of 1977)
- 6.10 Protection of Personal Information Act (Act No. 4 of 2013)
- 6.11 Code of Conduct for the Public Service
- 6.12 Public Service Bargain Council (PSBC) Agreements
- 6.13 Guide for Members of the Executive
- 6.14 Handbook, Judges
- 6.15 Handbook, Senior Managers
- 6.16 Middle Management Services dispensation by the DPSA
- 6.17 The Handbook on Reasonable Accommodation for People with Disability in the Public Services

## **7. PROCUREMENT OF VEHICLES**

- 7.1 The WCED procures new vehicles via a SLA entered into between the Department of Mobility (GMT), and the WCED on 3 March 2008. It should be noted that the Directorate: Procurement Management is responsible for said procurement and cost centres should not liaise directly with the Department of Mobility when there is a need to procure additional vehicles as such actions have adverse effects on fleet management and accounting requirements of the department.

## **8. THE USE OF GG VEHICLES AND LEASED VEHICLES FOR OFFICIAL PURPOSES**

- 8.1 To utilize a GG or hired vehicle, an official must apply for it in the prescribed manner by completing the Trip Application Form and the Request for garaging form in the case of overnight parking. In the event that a GG pool vehicle is not available, an Application to Hire form must be completed. Due 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 reduce unnecessary expenses.
- 8.2 All GG vehicles must be securely parked at the office or institution. Exceptions to this Policy may only be granted in exceptional cases, with the necessary consideration of the financial implications for the state and must be approved by the Head of the Department or his/her delegate.
- 8.3 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.

## **9. OFFICIAL JOURNEYS**

- 9.1 The WCED is committed to providing appropriate transport to enable officials to carry out their duties.
- Officials may utilize GG vehicles for the following authorized journeys:
- 9.1.1 Journeys to provide services to educational institutions such as school inspections and guidance.
- 9.1.2 Journeys to attend meetings, workshops, training interventions, conferences, and seminars.
- 9.1.3 Journeys to building sites, e.g. new schools, or new facilities.
- 9.1.4 Taking GG vehicles to a workshop for repairs or quotations.

## **10. UNAUTHORIZED JOURNEYS**

- 10.1 With reference to paragraph 1.4, the following journeys are considered unauthorized:
- 10.1.1 The use of a GG vehicle without the prescribed authorization (completion and submission of the GMT 2019-01 form).

- 10.1.2 The use of a GG vehicle to travel to a marking centre to mark or moderate examination scripts. This applies to markers and moderators who are appointed on contract and can claim for their travel expenses.
  - 10.1.3 The unauthorized use of a GG vehicle to commute between home and the workplace.
  - 10.1.4 The use of a GG vehicle to go shopping, unless the shopping is for official purposes.
  - 10.1.5 The use of a GG vehicle to go on outings e.g. to the beach, end of year functions.
  - 10.1.6 Transporting one's family or members of one's family without the necessary authorization and completion of indemnity forms.
  - 10.1.7 Transporting colleagues or other persons who are not authorized to make use of the transport.
  - 10.1.8 Unauthorised visits to any place.
  - 10.1.9 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.
  - 10.1.10 Use of the vehicle for any activity which is not indicated on the trip authority form.
- 10.2 Should an official to whom a GG vehicle has been issued, 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.
- 10.3 In situations where a driver fails to produce a valid Application to Travel form or misuses government transport, the transport Regulations allow for a traffic law enforcement officer to act against the driver. This may include the arrest of the driver and the impounding of the GG vehicle.
- 10.4 The WCED has the authority to take disciplinary action against any official who engages in misconduct, according to the disciplinary code. The WCED will consider various evidence, such as the tracking report, vehicle log sheets, and the trip authority form of the government vehicle used, in such cases. In the case of a pending disciplinary action against an official related to a charge of misuse or unauthorised use of a GG vehicle, the Directorate Employee Relations must in writing inform the GG Transport section of the temporary suspension of the official pending the outcome of the disciplinary case.



- 10.5 Officials will be held personally responsible for any traffic offenses incurred and an appeal is made to officials utilizing GG vehicles to obey the relevant traffic Regulations and the Administrative Adjudication of Road Traffic Offences Amendment Act, 2019 (Act 4 of 2019).
- 10.6 Please note that repeated transgressions can lead to the suspension of the official's privilege/right to utilize GG vehicles.

## **11. BOOKING OF A GG VEHICLE FOR OFFICIAL JOURNEYS**

- 11.1 Any official intending to drive a GG vehicle must possess a valid driver's license, as well as proper authorization for the specific journey. The Application to Travel form (GMT 2019-01) must be completed by the driver and approved by one of the following:
- a) Deputy Directors or higher at Head Office and Education District Offices and,
  - b) Departmental Heads at institutions.
- 11.2 The recommending official must confirm that the applicant has been informed about the guidelines mentioned in the Department of the Premier's Corporate Services Centre Circular 3/3/4/P, dated 23 December 2013. Additionally, they must ensure that there are sufficient funds available in the budget for the proposed vehicle trip or journey.
- 11.3 The driver must submit the approved Trip Authority form (GMT 2019-01) to the transport officer at least 48 hours before the journey. Before collecting the GG vehicle, the driver must hand his/her valid unendorsed driver's license to the transport officer for verification. A copy will be placed on the driver's license file for record-keeping purposes. Officials must present a valid driver's license to access a GG vehicle. The trip authorization may not be issued for a period exceeding one (1) month.
- 11.4 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/incident occurring.
- 11.5 In the event an official has been issued with a government vehicle and is unable to report for duty for any reason including ill health, arrangements are to be made where practically possible to have the vehicle returned to GG transport.

## **12. PARKING OF GG VEHICLES ON PRIVATE PROPERTY**

- 12.1 The GMT Handbook 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 unauthorized 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.
- 12.2 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. While 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.
- 12.3 The WCED expects 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 authorization by the Head: Education, or his/her delegate, has been obtained.

## **13. BOOKING OF A HIRED VEHICLE FROM GOVERNMENT MOTOR TRANSPORT (GMT)**

- 13.1 With the increasing demand for GG vehicles, it is of the utmost importance that the vehicle requirements and needs of officials be met through the institution's vehicle pool as the primary source.
- 13.2 Should a pool vehicle not be available, additional general hire vehicles may be hired from GMT. All applications for rental vehicles must be requested via the Transport Officer at Head Office using the Application for Hire form from GMT (GMT 2019-05) duly authorized by the Head of Department or his/her delegate.
- 13.3 In instances where rental vehicles are booked out by GMT, users are requested to ensure the rental vehicles are returned timeously and signed back to GMT. Failure to do so may result in users being held liable for any additional costs incurred.
- 13.4 The usage of general hire vehicles rather than the acquisition of permanently allocated vehicles is preferable and encouraged, where practically possible, as the cost of a

rental vehicle is more cost-effective for short-term use and parking and can be returned to GMT after the use thereof.

- 13.5 No official may interact with officials at GMT regarding the availability of hired vehicles. All requests for hired vehicles must be submitted to the GG Transport Office which in turn will liaise with GMT.

**14. BOOKING OF A GG VEHICLE FOR OFFICIALS PERFORMING OVERTIME DUTIES AND TRAVEL BETWEEN THEIR PRIVATE RESIDENTIAL ADDRESS AND WORKPLACE.**

- 14.1 All requests for government transport for overtime purposes need to be properly motivated and controlled by the delegated official and the coordination of vehicle trips needs to be implemented, to reduce expenditure on the daily and kilometre costs of the vehicle fleet.

- 14.2 It is hereby confirmed that officials who perform approved overtime duty after 18:00 may apply to be provided with government-owned/leased transport from their workplace to their private residences provided that the necessary application forms are submitted well in advance and that such official transport is available.

- 14.3 The WCED Directorates have various projects that run concurrently throughout the year for which officials are required to utilize GG vehicles. In the event that staff do not work overtime on a particular day, they do not qualify for the use of a GG vehicle on that day.

- 14.4 Government transport can be made available for officials between their residence and normal place of work to ensure the safety of officials or to accommodate after-hours travel as approved by the Accounting Officer or his/her delegate.

- 14.5 Only authorized passengers may be transported from the office to their permanent residence from Monday to Friday, and their names and ID numbers must be listed on the Application to Travel form (GMT 2019-01). Return travel is only permitted for Saturdays, Sundays, or public holidays.

- 14.6 Officials who have been granted authority to utilize government transport for official overtime and have family responsibilities i.e. having to take their children to school in the mornings need to apply for prior permission from their Director and the necessary Indemnity form (GMT 2019-04) completed since the State does not cover

family members in the event of an accident that results in any injuries/death sustained as a result.

- 14.7 The following procedure is in place for the collection and return of government vehicles used for overtime purposes: -
  - 14.7.1 Officials may only collect government vehicles (if available) after 14:00 daily.
  - 14.7.2 Officials need to ensure that vehicles are returned promptly before 08:00 as a failure to do so has a direct impact on the ability of the GG Transport section to provide an efficient and effective transport service to meet the normal daily transport needs of users.
- 14.8 In the event an official has been issued with a government vehicle for overtime purposes and is unable to report for duty for any reason including ill health, arrangements are to be made where practically possible to have the vehicle returned to GG transport.

## **15. USE OF PRIVATE VEHICLES FOR OFFICIAL PURPOSES**

- 15.1 GG vehicles should be the first consideration as a mode of transport for official journeys, excluding MMS and SMS staff, unless otherwise approved. The use of privately owned vehicles should only be considered when GG vehicles or GMT hired vehicles are not available.
- 15.2 In cases where a GG vehicle or GMT hired vehicle is not available, an allowance per kilometre in accordance with the engine capacity of the vehicle may be paid to the official via the duly submitted and authorized Travel and Subsistence(S&T) claim process and the Z43 claim form in respect of official journeys undertaken by privately owned motor transport.
- 15.3 The allowance per kilometre rate is determined monthly by the National Department of Transport. The submission of S&T claims for payment is subject to the official completing a trip authorization and travel plan and the Responsibility Manager granting approval in writing before an official trip is undertaken. This is in accordance with the WCED's Policy for Air Travel, Road Transport, and Accommodation for Official purposes. The purpose of the Policy is also to give effect to the mandatory implementation of cost containment measures related to air travel, road transport, and accommodation as contained in the National Travel Framework (NTF)

- 15.4 Should a private vehicle being used for official purposes be involved in an accident; the driver of the vehicle should note that the Department will not be held liable for any insurance claims that may arise. Therefore, any additional costs arising from an accident will be for the personal account of the driver (e.g. excess). Drivers are recommended to inform their private vehicle insurance provider that their private vehicle is used for both Private and Business purposes.

## **16. ALLOCATION AND CONTROL OF GG VEHICLES**

- 16.1 To ensure the optimal use of GG vehicles, it has been decided that all GG vehicles will be administered in a vehicle pool under the direct control of a Transport officer. Vehicles will therefore be issued daily to officials in accordance with their needs.

- 16.2 The following list sets out the responsibilities of the Transport Officer:

16.2.1 Coordinating transport and ensuring that it is always used in the best and most cost-effective manner.

16.2.2 Exercise control over the maintenance of the vehicle fleet to minimize the running costs of the fleet.

16.2.3 Ensuring that vehicles are used optimally and that vehicles that are not utilized are returned immediately for redistribution.

16.2.4 Ensuring that all records in connection with the fleet are properly completed, checked regularly, monitored, and submitted in accordance with instructions.

16.2.5 All instructions in connection with the use, operation and maintenance of vehicles are complied with, as prescribed in the GMT Handbook and all other prescripts are distributed within the department.

16.2.6 Analysing reports on (at least) a monthly basis to identify, confirm and report any cases of possible fraud and misuse.

16.2.7 Serving as a link between the officials from the department and service providers in accordance with the relevant contracts.

- 16.3 The following additional rules apply to district offices in rural areas:

16.3.2 In cases where officials use their homes as points of departure (offices), to their service delivery locations because it is uneconomical to travel to the office or institution every day, GG vehicles may be allocated to officials for up to 30 consecutive

days with the Director's approval. Government vehicles used in this way will still be part of the GG vehicle pool at the district office concerned and no demands for additional vehicles will be considered. The GG vehicles may be parked at the private residences of the officials concerned, on condition that they are parked in a garage or behind a lockable gate at night and during weekends and that a Request for Garaging of a Government Vehicle form (WC GMT 2019-03) is approved. A new Application to Travel form (GMT 2019-01), together with an itinerary, which indicates, among others, envisaged trips, departure times and distances, must be submitted to the Transport Officer at the end of each month, for vehicle bookings for the following month.

16.3.3 It is the responsibility of the Director at the District Office, together with the Chief Directorate: Districts at Head Office, to decide whether GG transport should be allocated to educational institutions in the area, with due regard to the services being rendered by such institutions (for example art centres and schools for learners with special needs (ELSEN)). Such a vehicle must be allocated to the institution and not to an individual. The Director at the District Office should also decide if the vehicle should be parked at the institution or securely parked elsewhere.

16.4 The movements/vehicle trips of GG vehicles must be strictly monitored. The transport officer must record on the i-Fleetman system/vehicle trip register, the date and time a GG vehicle is issued and returned. The name and telephone number of the official who uses the vehicle as well as his or her component must be recorded for audit purposes. This arrangement applies to officials at the Head Office and Education District Offices.

## **17. DRIVER DATABASE**

17.1 All drivers of government motor transport need to be registered on the GMT Drivers' Database before any GG vehicle may be allocated to them. This will assist in streamlining bookings and the redirecting of traffic fines processes. The driver declaration together with a copy of the driver's ID, driver's license, and proof of residence need to be submitted via their Institutional Transport Officer to GMT.

17.2 Transport Officers need to verify all the information of drivers of GG vehicles on an annual basis. A list of registered drivers is available from GMT from the Fleetman database. Failure to register on the i-Fleetman driver's database will result in the Transport section being unable to issue a GG vehicle to the official.

## **18. INDIVIDUAL DRIVER IDENTIFICATION TAG (ORANGE TAG)**

18.1 Blue immobilizer tags are being replaced by orange tags. The following aspects regarding the orange tags should be noted:

- (a) Each official's details (name, surname) have been loaded on the tag that will be issued and must only be used by the official to whom it is issued.
- (b) The tag is not vehicle-restrictive, and you will be able to start any GG vehicle issued to you.
- (c) Each time the tag is used in any GG vehicle the usage is registered against the official to whom the tag was issued.
- (d) The current blue tags will be removed from all vehicle keys and drivers will not be able to use GG vehicles issued to them without inserting their issued orange tag.
- (e) As is the case with access permits officials are not allowed to let other officials utilize their tags.
- (f) All traffic violations/misuse complaints will be registered in the details of the tag that was used at the time of such offenses.
- (g) These tags are issued to all registered drivers on the GMT database whether frequent users or not.
- (h) The cost for replacement of the tag, in case of loss or theft is estimated at R300, which will be for the official's account.
- (i) In addition to the orange tag, each official is issued with a white plate containing their name, surname, and unique tag number. Officials whose names and/or surnames have been spelled incorrectly or whose

surnames have changed for some reason will be issued with an amended tag when such errors are indicated. Corrections to name plates are done at no cost.

- (j) Officials should note that they will not be able to use GG vehicles as drivers without the new driver tag.

## **19. EFFICIENT VEHICLE UTILIZATION**

- 19.1 A benchmark has been set as a measure to ensure all GGs are being effectively utilized. A GG vehicle must be driven for at least 12 days per month or 1000 km per month to be deemed efficiently utilized.
- 19.2 The transport officers at Head Office and the Education District Offices must continuously monitor the monthly utilization of their GG vehicle. If a GG vehicle is found to be underutilized, the reasons for the underutilization should be identified and provided.
- 19.3 Should a GG vehicle be under-utilized for more than 3 months; the Transport Officer will recommend the withdrawal of the vehicle and reallocate the vehicle to where it can be optimally utilized.

## **20. TRAFFIC VIOLATIONS**

- 20.1 Drivers of GG vehicles accept full responsibility for any traffic violations. Drivers should note that misuse, abuse, and traffic violations will lead to disciplinary action in terms of Departmental prescripts. Despite a fine having been paid by the driver, the driver is not exempted from any disciplinary process related to the misuse of the vehicle.
- 20.2 If a vehicle is impounded due to traffic violations and/or grossly misused, the official will be held liable for the cost of having the vehicle released.



## **21. ALLEGED MISUSE OF VEHICLES**

- 21.1 In terms of DotP circular 3/3/4/P dated 23 December 2013, Misuse of GG-Vehicles, Transport Officers should be delegated the task of conducting the investigations and making recommendations to the line managers to implement progressive discipline or refer the matter to the Directorate: Employee Relations if formal disciplinary action is required due to misconduct.
- 21.2 According to Section 7(3) (b) of the Public Service Act 1994 as amended" a Head of Department shall be responsible for the efficient management and administration of his or her Department, including the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of State property and he or she shall perform the functions that may be prescribed in the Disciplinary code and procedure, Resolution 1/2003 of the PSCBC.

## **22. HIGH RISK VEHICLES**

- 22.1 The nine (9) to sixteen (16) seater vehicles are deemed high-risk and are prone to theft and hijackings. It is therefore imperative that Transport Officers ensure that these vehicles are adequately safeguarded.

## **23. HIJACKING AND LOSSES (DAMAGES AND LOST VEHICLE EQUIPMENT)**

- 23.1 The driver and Transport Officer needs to report hijacking and thefts within 24 hours to the SAPS and obtain a case number.
- 23.2 An official should report vehicle hijacking and thefts immediately to the Transport Officer.
- 23.3 Any defect detected must be reported by the Transport Officer in line with the loss control processes of the Department.
- 23.4 The Transport Officer or the Official must immediately report vehicle hijacking and thefts to the tracking service provider.

## 24. ATTENDANCE OF MEMORIAL OR FUNERAL SERVICES

24.1 GG vehicles can only be utilized to attend a memorial or funeral service of a deceased official under the following conditions:

- (a) An official(s) may be nominated to represent the Department.
- (b) Such trips must be authorized by the delegated official with the rank of at least a Director or Head of Institution.
- (d) Should a suitable GG vehicle not be available from the vehicle pool, alternative transport can be arranged via GMT.
- (e) Should the use of government transport be approved to attend a funeral or memorial service, the delegated official must ensure that the names of all the nominated passengers are listed on the application to travel form and that any members of the public complete indemnity forms.
- (f) Should the use of government motor transport be granted, such transport is only to be utilized within the boundaries of the Republic of South Africa.
- (g) An MMS/SMS Official who has been nominated to represent the WCED and has structured their salary package to make use of a car allowance, must utilize their private vehicle to attend the memorial or funeral services and claim accordingly.
- (h) If a bus is made available by the Department, an MMS/SMS member may use the bus, unless the Accounting Officer approves otherwise.
- (i) Any trip undertaken by an official who wishes to attend a memorial or funeral service and has not been nominated by the Department will not be regarded as an official trip, for which S&T cannot be claimed.
- (j) Senior Managers should consider the impact on service delivery before transport is provided for the attendance of the funeral or memorial service.
- (k) The Department is not obliged to provide transport for the attendance of funerals or memorial services. In instances where transport is provided, the most cost-effective mode of transport must be selected.
- (l) Official transport will not be provided to any family member of the deceased or to a government official who has not been nominated to attend the service.

## **25. OFFICIALS/STAFF WITH PHYSICAL DISABILITIES**

- 25.1 The WCG Disability Desk and GMT Fleet Services have a fully adapted vehicle, which is available for transporting staff with physical disabilities to off-site meetings, training, and other official events.
- 25.2 The vehicle must be booked and hired through GMT Fleet Services via the GG transport section, as with any other GG vehicle. Institutions are responsible for nominating a driver when hiring the vehicle, only a Code B license is required. Drivers will receive instructions on how to operate the wheelchair lift as well as the wheelchair restraints and how to secure the physically disabled passengers.

## **26. PROFESSIONAL DRIVING PERMITS (PRDP)**

- 26.1 To drive on a public road in South Africa and transport goods, dangerous goods, or passengers for an income you must have a professional driving permit (PrDP).
- 26.2 The permit is issued in addition to an ordinary driving license. A PrDP applies to the following motor vehicle categories:
- (a) a goods vehicle with a gross vehicle mass exceeding 3 500kg
  - (b) a breakdown vehicle or a bus
  - (c) a minibus weighing more than 3 500kg or designed to carry 12 or more people (the driver included)
  - (d) light motor vehicles indicated in the economic sector for carrying passengers for reward (taxi-cab)
  - (e) a motor vehicle designed to carry 12 or more people
  - (f) any vehicle for which an operating license is issued
  - (g) dangerous goods vehicle (e.g. fuel tanker).
- 26.3 All costs relating to new, or the renewal of professional driving permit applications are for the Official's cost.
- 25.4 Motor vehicles that require roadworthy certificates in terms of Regulation 142 of the National Road and Traffic Regulations
- 25.5 Certain classes of vehicles within the vehicle fleet require a Roadworthy Certificate as per Regulation 267 of the Road Traffic Act No. 29 of 1989, namely.
- (a) goods vehicle/trucks with a gross vehicle mass that exceeds 3 500 kilograms require certification annually;
  - (b) busses require certification every 6 months;

- (c) mini busses that are designed or adapted for the conveyance of 12 or more persons, including the driver are tested annually;

## **27. THE USE OF GG VEHICLES FOR OFFICIAL FUNCTIONS AND EVENTS**

- 27.1 Official travel may be claimed, and GG's may be requested for all Departmental functions, but not for WCG Better Together games and end-of-year/social functions, or any other event where alcohol is to be consumed by the driver.
- 27.2 The accounting officer or his/her delegate can at their discretion approve the use of government vehicles for formal union activities.
- 27.3 Under no circumstances may government vehicles however be used for any party political purposes.

## **28. THE USE OF GG VEHICLES FOR ATTENDING INTERVIEWS**

- 28.1 The request for official transport will not be granted when WCED officials attend interviews at any institution or department.

## **29. THE USE OF GG VEHICLES FOR ATTENDING TRAINING/WORKSHOPS AND CONFERENCES**

- 29.1 The request for official transport may be granted when WCED officials attend approved nominated training, workshops, or conferences, which take place during official working hours. Official transport may not be granted in cases where training happens after hours, due to privately funded commitments or as a result of a WCG study bursary.
- 29.2 To ensure maximum cost efficiency staff need to carpool as far as possible when training is scheduled at the Provincial Training Institute at Kromme Rhee or any other location outside of the CBD.

### **30. UTILIZATION OF GOVERNMENT VEHICLES FOR SMS/MMS MEMBERS WITH CAR ALLOWANCES**

- 30.1 An MMS/SMS member who structures their remuneration package for a vehicle allowance may not use GG vehicles unless authorized by the Accounting Officer or his/her delegated official.
- 30.2 Government motor transport may be provided for official trips where the SMS/MMS official's private vehicle is not fit for purpose or where road conditions necessitate it. The utilization of a GG vehicle for this purpose will need to be authorized by the Accounting Officer or his/her delegated official.

### **31. DRIVER SANCTION**

31.1 All government contract workers including, interns must apply for approval and could then be granted authorization by GMT to drive a GG vehicle. Contract and temporary employees of the WCED must seek permission from GMT to use GG vehicles, as the state bears the risk of any damage to the vehicles. Therefore, before contract staff can use GG vehicles, the following documentation is required to obtain permission from GMT:

- A legible copy of the individual's Identity document.
- A legible copy of the individual's driver's Licence (back and front).
- A copy of the individual's PERSAL printout or appointment letter (clearly stating his/her start and end dates).
- Proof of individual's residential address (not a postal address) not older than 3 months. If none can be supplied, then an affidavit signed by a Commissioner of Oaths citing the persons' address must be submitted. The affidavit must be completed and signed by the applicant *Examples of "proof of residence" as required by GMT:*
  - ❖ *A bank statement, municipal bill, cell phone or retail account, existing lease, rental or credit agreement, insurance policy, current TV, or motor vehicle license document (not older than 3 months and must be in your name).*

31.2 Employees at Head Office and Education District Offices are to submit their applications to their relevant Transport Office which in turn applies to GMT.

### **32. INDEMNITY FORM**

32.1 Any person who is not an employee or contracted by the Department and approved to make use of government motor transport must sign an indemnity form.

### **33. DAMAGES AND CLAIMS AS A RESULT OF ACCIDENTS/NEGLIGENCE.**

- 33.1 Government-owned vehicles are not insured. The State carries its accident risks and accepts liability for any expenditure arising from claims by third parties that would ordinarily be payable by an insurer.
- 33.2 All accidents, losses, and claims against the State will be dealt with in line with the applicable legislation.

### **34. CAPTURING OF MONTHLY ODOMETER READINGS**

- 34.1 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 (AARTO) Act no 4 of 2019 (Points demerit system).
- 34.2 The billing process carried out by GMT relies on the accurate submission of the odometer readings of GG vehicles, captured by clients via the I-Fleetman client module facility. These odometer readings will first be verified by GMT against the vehicle tracking or e-fuel information. Thereafter it will be billed, and the account transmitted via e-mail to the Department for validation against GG vehicle log sheets and to process payment.
- 34.3 Please note that when vehicle odometer readings are not submitted timeously, GMT will bill on the average kilometres travelled per GG vehicle for the month.
- 34.4 It is therefore necessary that vehicle log sheets are submitted promptly before the 23rd of each month. Head Office and Education District Offices utilizing the client module on I-Fleetman 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.
- 34.5 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 WCED 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.

### **35. FUEL/TOLL CARDS**

- 35.1 Transport officers must ensure that the fuel card is safely stored when not in use.
- 35.2 The driver must be present when the transaction is processed to limit the possibility of cloning.
- 35.3 Cards should not be exposed to direct sunlight.
- 35.4 The card is to be treated as cash and the driver will be held responsible for any transactions whilst it is in his/her possession.
- 35.5 The cards must only be used for approved purchases such as fuel, oil, and toll fees and not for any other use.
- 35.6 In the unlikely event that an official fill up the vehicle at his/her own cost due to the fuel card not activating, the cost will be reimbursed on submission of proof of expenditure through the normal Travel and Subsistence process.

### **36. RE-FUELING OF GOVERNMENT MOTOR VEHICLES**

- 36.1 Transport Officers are requested to arrange that the vehicles under their control are refuelled on 28 March of each year or as close to this date as possible, but before 1 April of each year due to the year-end closure of financial year procedures.
- 36.2 The following must be noted in terms of the refuelling parameters:
  - i. only the fuel card, displaying the correct vehicle registration number, make, model and colour description displayed on the card, will transact.
  - ii. the correct vehicle odometer reading, displayed on the vehicle instrument panel is mandated with every ABSA fuel card transaction.
  - iii. only fuel, oil (and toll) can be procured with the card.
  - iv. only diesel or petrol, as printed on the fuel card, can be purchased.
  - v. the tank capacity as printed on the fuel card cannot be exceeded.
  - vi. refuelling is limited to 1,5 hours between fills.
  - vii. vehicles are limited to 3 fill-ups per calendar day.

- viii. when signing the fuel slip, the driver needs to check the transaction details, the vehicle odometer, and the vehicle registration number, and print his/her initials and surname on the fuel slip.
- ix. in the case of declined transactions, the manual transaction will require the presentation of the driver's license and other relevant information from the driver.

### **37. LOST/STOLEN FUEL CARDS**

- 37.1 The official who had the fuel card when it was lost or stolen must report it to SAPS and obtain a case number.
- 37.2 The official shall also submit a written report on the circumstances of the loss or theft of the card.
- 37.3 The official must also immediately report the matter to the transport officer.
- 37.4 The Transport Officer must follow the processes as prescribed by the service provider for reporting a lost or stolen card.
- 37.5 Any unauthorized use of a card must be dealt with in terms of the applicable Treasury Regulations/PFMA and the Department's Loss Control Policy.

### **38. DRIVERS**

- 38.1 The driver of the vehicle needs to report any vehicle defects to the Transport Officer for rectification.
- 38.2 Any serious defects encountered in-route must receive immediate attention to prevent further damage.
- 38.3 The driver must stop the vehicle in a safe place and switch the engine off when the engine overheats or in the case of insufficient oil pressure – seek assistance from the appointed repair and maintenance service provider or designated official.
- 38.4 Transporting private property other than those utilized in the execution of your duties is not allowed as the Department will not be held responsible for any loss of private property in the event of theft, accidents, or hijacking incident.
- 38.5 The driver must ensure that the vehicle has a valid license disc and/or operator's card that must be displayed.
- 38.6 The class of vehicle driven must correspond with the category indicated on the driver's license.



- 38.7 Drivers with learner's licenses may not drive a state vehicle unless it forms part of an approved training program by an accounting officer. It needs to be in line with National Traffic Legislation.
- 38.8 Should a driver await his/her driver's license in a case of renewal he/she must provide proof or a temporary license when requesting to drive a state vehicle.
- 38.9 Upon completion of each trip the logbook must be filled in on a point-to-point basis with the purpose of the trip. The point-to-point destination must correspond with the approved trip authority on the areas travelled.
- 38.10 The driver must submit a completed logbook to the Transport Officer on the return of the vehicle.
- 38.11 Logbooks need to be closed off at the end of each month and must be kept in a safe place and not be left in vehicles when unattended/parked.
- 38.12 Drivers must ensure that their passengers comply with the provisions of the National Road Traffic legislation.
- 38.13 Authorized passengers will be held liable for inappropriate behaviour resulting in damages or losses.
- 38.14 No unauthorized passengers should be transported.

### **39. ROADWORTHINESS OF VEHICLES**

- 39.1 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 the driver must perform an inspection of the vehicle before using it by completing the checklist provided.
- 39.2 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.
- 39.3 Carefully check the GG vehicle for the following defects before proceeding with a trip:
  - 39.3.1 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.
  - 39.3.2 Headlights, and brakes (including the handbrake) not in working order.
  - 39.3.3 No valid license disc.
  - 39.3.4 No spare wheel, jack, or wheel spanner.

- 39.4 Please note it is the responsibility of the driver not to accept any vehicle that is not in a roadworthy condition.

#### **40. SERVICING/MAINTENANCE AND REPAIR OF GG VEHICLES**

- 40.1 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.
- 40.2 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.

#### **41. CLEANLINESS AND NEATNESS OF GG VEHICLES**

- 41.1 It is mandatory to maintain the cleanliness of both the interior and exterior of the GG vehicle. The vehicle must be returned in the same condition as it was issued. Smoking is not permitted in government vehicles. The consumption of alcohol or prohibited substances in a government vehicles is also not allowed. Failure to comply with this regulation may result in an official being charged according to the Code of Conduct for Public Servants.

#### **42. ACCIDENTS**

- 42.1 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.
- 42.2 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 ON 0800 500 005 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 license, statements from witnesses, sketch of accident scene, garaging or overnight authority), within five working days to the relevant transport officer.

### **43. 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.

### **ANNEXURES**

- A) Trip Authorisation Form (Application to Travel) GMT 2019-01
- B) Request for garaging of a GG vehicle - WC GMT 2019-03
- C) Vehicle Check list for Drivers – GMT 2019-07
- D) Indemnity Form
- E) Accident / Collision Report
- F) Misuse Report Form - GMT 2019-11
- G) Passenger list – GMT 2019-02
- H) Hiring form

**APPROVED VIA SUBMISSION DATED 01 OCTOBER 2024**

**SIGNED:** B WALTERS

**HEAD:** EDUCATION

**DATE:** 2024-10-01