



# LDoT & CS Government Motor Transport Handbook

Version 1 of 2019

## TABLE OF CONTENTS

1.	DEFINITIONS AND ABBREVIATIONS .....	4
2.	PREAMBLE .....	4
3.	SCOPE AND PURPOSE OF APPLICATION .....	5
4.	INTERPRETATION .....	5
5.	GENERAL PRINCIPLES .....	6
6.	LEGISLATIVE FRAMEWORK.....	6
7.	GOVERNANCE STRUCTURES .....	7
7.1.	<i>Coordinating Committee of LDoT &amp; CS Government Motor Transport (CCGMT)...</i>	7
7.2.	<i>Mechanical Services Sub Committee (MSSC) .....</i>	7
7.3.	<i>Provincial Transport Officers Forum .....</i>	7
7.4.	<i>Departmental Transport Officers Forum .....</i>	7
7.5.	<i>User Departments .....</i>	7
8.	OFFICIAL FORMS AND DOCUMENTATION .....	8
<b>SECTION A: VEHICLES .....</b>		<b>8</b>
1.	PROCUREMENT OF VEHICLES .....	8
2.	ACCESSORIES AND CONVERSIONS .....	8
2.1.	<i>Accessories .....</i>	8
2.2.	<i>Conversions .....</i>	8
2.3.	<i>Decals and branding .....</i>	9
3.	VEHICLE REPLACEMENT .....	9
4.	DISPOSAL.....	9
5.	KEYS .....	9
6.	ODOMETERS .....	10
7.	VEHICLE ASSET VERIFICATION .....	10
8.	INSURANCE AND RISK MANAGEMENT.....	10
9.	VEHICLE REGISTRATION PLATES.....	10
10.	TRANSFER OF VEHICLES .....	10
<b>SECTION B: MAINTENANCE, SERVICES, REPAIRS AND TOWING .....</b>		<b>11</b>
1.	AUTHORISATION FOR SERVICES AND REPAIRS .....	11
2.	SERVICING OF VEHICLES.....	11
3.	TOWING .....	12
<b>SECTION C: FUEL AND TOLL .....</b>		<b>12</b>
1.	FUELLING OF VEHICLES .....	12
2.	FUEL / TOLL CARDS .....	13
3.	LOST OR STOLEN CARDS .....	13
<b>SECTION D: APPLICATION AND USAGE OF GOVERNMENT VEHICLES .....</b>		<b>13</b>
1.	USE OF PRIVATE VEHICLES .....	13
1.1.	<i>Authorisation.....</i>	13
1.2.	<i>Other Transport.....</i>	14
2.	UTILIZATION OF GOVERNMENT VEHICLES .....	14
3.	AUTHORIZATION TO TRAVEL .....	14
4.	FUNERAL AND MEMORIAL SERVICES .....	15
5.	RECREATIONAL ACTIVITIES .....	16
6.	FORMAL UNION ACTIVITIES.....	16
7.	PARTY POLITICAL PURPOSES .....	16
8.	SMOKING.....	16

9. DRINKING .....	16
10. UNAUTHORISED OR MISUSE OF THE VEHICLE .....	16
11. GARAGING AND PARKING.....	17
11.1. General vehicle security .....	17
11.2. Parking on government property.....	17
11.3. Parking on private or commercial premises .....	17
11.4. Garaging and parking cost.....	17
12. INDEMNITY .....	18
13. LOADING OF VEHICLES.....	18
<b>SECTION E: TRANSPORT OFFICER.....</b>	<b>18</b>
1. APPOINTMENTS / STRUCTURE.....	18
2. RESPONSIBILITIES .....	18
3. RESOURCES .....	19
4. RECORDS .....	19
5. ISSUING A VEHICLE .....	20
6. RETURN OF A VEHICLE .....	20
7. LOG BOOKS .....	21
8. VEHICLE MAINTENANCE AND SERVICES .....	21
9. MANAGEMENT OF VEHICLE .....	21
10. MANAGEMENT OF TRAFFIC VIOLATIONS .....	22
11. REPORTING OF LOSSES.....	22
<b>SECTION F: DRIVER.....</b>	<b>22</b>
1. VEHICLE DEFECTS .....	23
2. PRIVATE GOODS.....	23
3. LICENCES/PERMITS .....	23
4. LOG BOOKS.....	23
5. LOSSES (DAMAGES AND LOST VEHICLE EQUIPMENT).....	23
6. OIL TOP-UP .....	24
7. TYRES .....	24
8. PASSENGERS.....	24
9. SAFETY CHECK.....	24
10. TOLL FEES.....	25
11. RESPONSIBILITIES IN THE EVENT OF AN ACCIDENT OR INCIDENT .....	25
11.1. Actions to be taken in the event of an accident or incident.....	25
11.2. Gathering of information at the scene of an accident.....	27
11.3. Furnishing information after being involved in an accident .....	27
12. TRAFFIC VIOLATIONS.....	28
<b>ADDENDUMS .....</b>	<b>28</b>
ADDENDUM A: VEHICLE HANDING OVER CHECKLIST .....	28
ADDENDUM B: TRIP AUTHORISATION FORM FOR THE USE OF GOVERNMENT OWNED VEHICLE .....	28
ADDENDUM C: REQUEST FOR PRIVATE GARAGING OF A GOVERNMENT VEHICLE.....	28
ADDENDUM D: INDEMNITY FORM .....	28
ADDENDUM E: GOVERNMENT VEHICLE LOG BOOK .....	28
ADDENDUM F: GOVERNMENT VEHICLE ISSUE FORM .....	28
ADDENDUM G: ACCIDENT / INCIDENT REPORT .....	28

## 1. Definitions and Abbreviations

Term	Definition
<b>AARTO</b>	Administrative Adjudication of Road Traffic Offences
<b>CCGMT</b>	Coordinating Committee of LDoT & CS Government Motor Transport
<b>COF</b>	Certificate of Fitness
<b>DPSA</b>	Department of Public Service and Administration
<b>GG Vehicles</b>	Vehicles owned or rented for government transport purposes
<b>AO/Accounting officer</b>	Accounting Officer/Head of Department appointed in terms of PFMA and PSA or his/her delegate.
<b>IDP</b>	International Driving Permit
<b>MMS</b>	Middle Management Service
<b>MSSC</b>	Mechanical Services Sub Committee
<b>PFMA</b>	Public Finance Management Act, 1994 (Act No. 1 of 1994)
<b>PPP</b>	Public-Private Partnership
<b>OEM</b>	Original Equipment Manufacturer
<b>Proxy</b>	An appointed official to act on behalf of the user department on transport related matters
<b>PRDP</b>	Professional Driving Permit
<b>SCM</b>	Supply Chain Management
<b>SMS</b>	Senior Management Service
<b>Transport Officer</b>	Also referred to as the Departmental Fleet Manager / Transport Control Officer / Departmental Transport Officer/ District Transport Officer / Transport Controller /Local Transport Officer. These are Officials appointed by the accounting officer or his/her delegate at head office, provincial, regional or district levels to manage the fleet functions for the relevant department in line with the structure of the Province/ Department.
<b>User departments</b>	National and provincial departments and entities (public and trading) responsible for the usage and where applicable maintenance of LDoT & CS Government Motor Transport.
<b>CTO</b>	Committee of Transport Officials.
<b>POV</b>	Provider of Vehicles
<b>SI</b>	Standing Instructions

## 2. Preamble

- 2.1. This handbook replaces all previous circulars issued or policies relating to LDoT & CS Government Motor Transport, including Transport Circular 4 of 2000.
- 2.2. Transport Circular 9 of 2005 remains applicable for the use of vehicles by MMS members.
- 2.3. This Handbook excludes the subsidized vehicles as governed by the Subsidized Motor Transport Handbook.

### **3. Scope and purpose of application**

- 3.1. In terms of the provisions of the Public Finance Management Act, 1999 (Act No. 1 of 1994) and the Treasury Regulations issued in terms of the Act, Accounting Officers are responsible for:
  - 3.1.1. The effective, efficient, economical and transparent use of the resources of the Department;
  - 3.1.2. Management, including the safeguarding and the maintenance of the assets of the Department, and
  - 3.1.3. 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.
- 3.2. The Handbook contains guidelines based on best practice and legislative prescripts and developed to provide guidance and direction to those appointed to assist the Accounting Officers in the performance of their duties.
- 3.3. The Handbook is applicable to all government motor vehicles, whether these vehicles are owned or rented by government with the purpose of utilizing it for official purposes.
- 3.4. The Handbook should be read together with other prescripts mentioned elsewhere in this Handbook and further prescripts issued from time to time.
- 3.5. User departments may develop further detailed prescripts but should however not be in conflict with this Handbook or other related legislative prescripts.
- 3.6. The provision of vehicles for members of the executive and presiding officers are contained in the Ministerial Handbook.
- 3.7. The utilization of private vehicles for members of Senior Management are contained in the Senior Management Handbook.
- 3.8. The provision of vehicles for Judges are contained in the Judges Handbook.
- 3.9. The provisions for the structuring of a car allowance by members on salary levels 11 and 12 as allowed for in the MMS dispensation issued by the DPSA are contained in Transport Circular 9 of 2005.

### **4. Interpretation**

- 4.1. Should any questions arise as to the interpretation of the contents of this LDoT & CS Government Motor Transport Handbook (hereafter referred to as The Handbook), they are to be referred to the National Department of Transport via the Provincial Transport Departments or the head offices of other national departments responsible for LDoT & CS Government Motor Transport.

## **5. General Principles**

For Government to maintain service delivery standards, the procurement, utilization and maintenance of Government Vehicles should be done in a cost effective manner. To achieve this, the following needs to be adhered to:

- 5.1. Most suitable purchase and allocation of vehicles.
- 5.2. Effective management of the utilization of vehicles.
- 5.3. Maintenance of vehicles in terms of manufacturer's prescripts to ensure that the vehicles are in a roadworthy condition.
- 5.4. Effective management of driver behaviour.
- 5.5. Keeping vehicles clean and presentable.
- 5.6. Compliance with the provisions of Road Traffic legislation and other relevant legislation.
- 5.7. Effective management and the prevention of misuse of government vehicles.

## **6. Legislative Framework**

Transport Officers and Drivers are bound by the provisions of following prescripts:

- 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. Governance Structures**

### ***7.1. Coordinating Committee of LDoT & CS Government Motor Transport (CCGMT)***

The Coordinating Committee of LDoT & CS Government Motor Transport (CCGMT) is a National Forum comprising of Provincial and National Department's Fleet Managers. This committee is a sub-committee of the Committee of Transport Officials (COTO), mandated to address strategic matters relating to policies and operations to promote cost effective fleet management in government.

### ***7.2. Mechanical Services Sub Committee (MSSC)***

The Mechanical Services Sub Committee is a sub-committee of the CCGMT deals with various issues relating to road construction plant, equipment and road construction fleet. This includes policies and operations to promote cost effective fleet management in government and to ensure that the fleet is functional, serviced, maintained and that all disposal processes are managed

### ***7.3. Provincial Transport Officers Forum***

Each province shall ensure that a transport committee or forum is established inclusive of the designated Transport Officers of the relevant user departments. This committee or forum shall meet at least once a quarter and will need to address all operational matters to promote cost effective fleet management. A representative of the National Department of Transport will form part of these forums. The Provincial Department of Transport will convene and facilitate the meeting.

### ***7.4. Departmental Transport Officers Forum***

User Departments that manage their own fleets and that are excluded from the Provincial Transport Officers Forum shall ensure that a departmental transport forum is established to address all operational matters to promote cost effective fleet management within the department.

### ***7.5. User Departments***

User Departments are responsible for the application and enforcement of the prescripts depicted in this Handbook and will report, where required into the relevant provincial and national structures.

## **8. Official Forms and Documentation**

- 8.1. The Addendums to the LDoT & CS Government Motor Transport Handbook are to be used by end user departments as instructed in the LDoT & CS Government Motor Transport Handbook.
- 8.2. End user departments may utilize similar forms where additional information is required or where it is necessitated to streamline internal processes.
- 8.3. End user departments do however need to ensure that the minimum information as contained in these forms are retained when any alternative form is utilized.

## **Section A: Vehicles**

### **1. Procurement of Vehicles**

- 1.1. Accounting Officers are responsible for the procurement of Government Vehicles through the National Treasury Transversal Contract RT57. In the event of a Trading entity or where centralized procurement takes place, it will be the authorized official.
- 1.2. Should a vehicle be required by a department and not be available on the National Treasury Transversal Contract RT57, the Supply Chain Management processes must be followed in line with the PFMA.

### **2. Accessories and Conversions**

The Trading Entity or Department should develop a policy applicable to the fitment of accessories. Additional equipment or accessories may be fitted to vehicles subject to the following:

#### **2.1. Accessories**

- 2.1.1. No accessory shall be fitted to a vehicle that will jeopardize the warrantee of the vehicle or fitted in such a way that it does not conform to Road Traffic Legislation.
- 2.1.2. Accessories or fitments at the time of the procurement of the vehicle must be done through the RT57 vehicle procurement contract, unless the required accessories are not provided for under the contract.
- 2.1.3. The prescribed SCM processes needs to be followed for the fitment of any accessories or through any other contract arranged through the SCM process.

#### **2.2. Conversions**



- 2.2.1. Any conversion or alteration to a vehicle needs to be done in accordance with the Road Traffic Legislation.

### ***2.3. Decals and branding***

- 2.3.1. In the event that a decal must be fitted to a vehicle, such shall be approved by the trading entity or department.
- 2.3.2. Be done in such a manner as to ensure that the branding does not negatively affect the price of the vehicle at the time of disposal.
- 2.3.3. Decals fitted to vehicles must comply with the national and provincial standards issued from time to time.

## **3. Vehicle Replacement**

- 3.1. Vehicles must be replaced when the continual usage is no longer economically viable to the State with specific consideration to the age and kilometres travelled. In view thereof, the following guidelines must be followed:
  - 3.1.1. A Trading Entity or Department must determine a Replacement Policy.
  - 3.1.2. The Replacement Policy must recognize the cost of the vehicles, residual values and the life to date cost of repairs and maintenance.
  - 3.1.3. The policy needs to make provision for the various categories of vehicles, expected life span, replacement cost and the availability of funds.
  - 3.1.4. Withdrawal of vehicles needs to occur as soon as possible after expiry of the economic life of each vehicle to benefit from the residual (resale) values at its optimal point.

## **4. Disposal**

- 4.1. The disposal of Government Motor Vehicles must be processed in terms of the PFMA, SCM processes and Treasury Regulations. The following must be taken into account:
  - 4.1.1. The Trading Entity or Department must develop a Disposal Policy.
  - 4.1.2. All redundant, obsolete, unserviceable and uneconomical to repair vehicles and equipment must be dealt with in terms of the Policy.

## **5. Keys**

- 5.1. Transport officers are to ensure that all duplicate keys are kept separate from the keys in use in a lockable safe and that a register of all keys are kept.

- 5.2. Any loss or theft of keys must be reported without delay to the department. The person in possession of the keys at the time of loss or theft must in addition, report it to the SAPS to obtain a case number.
- 5.3. The keys (original and duplicate) must be handed over to the department or entity that is responsible for withdrawing the vehicle when requested to do so.

## **6. Odometers**

- 6.1. No tampering with an odometer is permitted.
- 6.2. Non-functioning odometers needs to be reported to the designated official immediately.

## **7. Vehicle Asset Verification**

- 7.1. Departments must ensure that all vehicles are physically verified, on an annual basis, against the vehicle asset registers. This verification must include:
  - 7.1.1. VIN numbers
  - 7.1.2. License plate (Registration plates)
  - 7.1.3. License disk
  - 7.1.4. Vehicle condition report
- 7.2. Any other information as required by the Accounting Officer or his/her delegate
- 7.3. Ad hoc, planned or unannounced vehicle inspections may be conducted at any given time or place by authorised officials when a need arises.
- 7.4. Inspection reports must be placed on record for auditing purposes.

## **8. Insurance and Risk Management**

- 8.1. Government vehicles, in general, are not insured as the State does not insure liability for any expenditure arising from claims by third parties.
- 8.2. Government may insure vehicles in terms of the Treasury Regulations when deemed economical and based on a risk assessment.
- 8.3. All accidents, losses and claims against the State will be dealt with in line with the applicable legislation.

## **9. Vehicle Registration Plates**

- 9.1. The display of all registration / number plates must comply with the road traffic legislation.

## **10. Transfer of Vehicles**

- 10.1. A vehicle may only be transferred to another user department if the prescripts of the Road Traffic Legislation and the PFMA (Transfer of Assets) are followed.

## **Section B: Maintenance, Services, Repairs and Towing**

### **1. Authorisation for Services and Repairs**

- 1.1. Pre-authorisation must be obtained from the service provider or designated official responsible for the maintenance of the vehicle by the Transport Officer before taking a vehicle to a service provider/merchant.
- 1.2. When delivering a vehicle to a merchant the official must obtain written acknowledgement of receipt. **(Addendum A)**
- 1.3. The following minimum information needs to be contained as part of the vehicle acknowledgment of receipt by the merchant:
  - 1.3.1. Date and time of receipt
  - 1.3.2. Vehicle registration number
  - 1.3.3. Vehicle make, model and colour
  - 1.3.4. Engine and VIN Number
  - 1.3.5. Vehicle condition
  - 1.3.6. Odometer reading
  - 1.3.7. Fuel level
  - 1.3.8. Vehicle accessories
  - 1.3.9. Merchant name, address and contact details
  - 1.3.10. Official name, department, Persal number and contact details
  - 1.3.11. Contract details of the department
- 1.4. When collecting a vehicle from a merchant, the official collecting the vehicle must sign the invoice and endorse the latter with the following information:
  - 1.4.1. First name and surname
  - 1.4.2. Contact telephone number
  - 1.4.3. ID number / Persal Number
  - 1.4.4. Date and time of collection
  - 1.4.5. Department name
- 1.5. All trips to and from service providers/merchants must be processed in terms of the trip authority procedure explained in the Handbook.

### **2. Servicing of Vehicles**

- 2.1. The Transport Officer must ensure that vehicles are serviced as prescribed by the relevant OEM.

- 2.2. When the vehicle is left with the merchant, pre and post inspection must be conducted to ensure that the vehicle is received back by the end user in the same condition as it was delivered to the merchant.

### **3. Towing**

- 3.1. All use of trailers and towing vehicles must be in accordance with the provisions of the National Road Traffic Legislation.
- 3.2. No private property may be towed.
- 3.3. No government vehicle shall be towed by any other vehicle than those authorized by the appointed maintenance and repair service provider, unless these services are provided by a government department with vehicles specifically modified to render such services.
- 3.4. No government vehicle is allowed to tow any another vehicle other than those specifically modified and approved to do so by the relevant authority.

## **Section C: Fuel and Toll**

### **1. Fuelling of Vehicles**

- 1.1. All drivers of government vehicles shall ensure that the correct fuel is disbursed into the vehicle.
- 1.2. The pump attendant must always be requested to fill a tank to capacity, without overfilling.
- 1.3. All fuel receipts must be signed indicating the driver name, the vehicle registration number and the odometer reading of the vehicle. In the event that the fuel slip is lost by the driver, the driver will need to submit an affidavit in this regard.
- 1.4. The official needs to ensure that the fuel receipt is returned to the Transport Officer at the same time as the vehicle.
- 1.5. Fuel purchases must be indicated in the Log Book and on the approval to travel form.
- 1.6. All fuel receipts/slips issued by the filling stations must be attached to the Application to Travel (trip authority) and be handed over to the Transport Officer.
- 1.7. Make use of diesel rebate filling sites where possible.
- 1.8. In the event that a vehicle is fitted with technology that assists with the payment and management of fuel the driver needs to check the list of filling

stations that makes use of the technology to effectively plan the refuelling of the vehicle.

## **2. Fuel / Toll Cards**

- 2.1. An official may be issued with a fuel/toll cards should it be required.
- 2.2. The transport officer must ensure that the card is safely stored when not in use.
- 2.3. The driver must be present when the transaction is processed to limit the possibility of cloning.
- 2.4. Cards should not be exposed to direct sunlight.
- 2.5. 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.
- 2.6. The cards must only be used for approved purchases such as fuel, oil and toll fees and not for any other use.
- 2.7. Any top ups on a prepaid fuel cards must be authorized by the relevant authority.
- 2.8. In the unlikely event that an official fills 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.

## **3. Lost or stolen cards**

- 3.1. The person who was in possession of the fuel card when it was lost or stolen must report it to SAPS and obtain a case number. The person shall also submit a written report on the circumstances of the loss or theft of the card.
- 3.2. The official must also immediately report to the transport Officer
- 3.3. The Transport Officer needs to follow the processes as prescribed by the service provider for reporting a lost or stolen card.
- 3.4. Any unauthorised use of card must be dealt with in terms of the applicable Treasury Regulations/PFMA and the Department's Loss Control

# **Section D: Application and Usage of Government Vehicles**

## **1. Use of Private Vehicles**

### ***1.1. Authorisation***

- 1.1.1. This will be applicable for any official that is utilizing his/her own vehicle that does not form part of the SMS or MMS dispensation.

- 1.1.2. The use of a private vehicle can only be approved where pool vehicles are not available for use by the official or where the utilization of a pool vehicles is not practical or feasible.
- 1.1.3. The accounting officer or his/her delegate must evaluate the cost effectiveness of an employee using a privately owned vehicle for official purposes, prior to giving authorisation and prior to the trip being undertaken.
- 1.1.4. The relevant authority must be obtained and approved prior to the official journey been undertaken. An official will not be reimbursed in the event that an official did not obtain the required authorization.

### ***1.2. Other Transport***

- 1.2.1. Any other mode of transport that may be utilized by an official will be dealt with under the normal S&T policy as applicable in each department.

## **2. Utilization of Government Vehicles**

- 2.1. A Government vehicle can be used by any person with the relevant authority, involved in an activity in line with the objectives of government.
- 2.2. Government vehicles can only be utilised by SMS members as prescribed in the SMS handbook.
- 2.3. Government vehicles can only be utilised by MMS members as specified in terms of Transport Circular 9 of 2005.
- 2.4. Vehicles can be provided by government for officials to utilize at a location other than their normal place of work, irrespective of their rank.
- 2.5. LDoT & CS Government Motor Transport may be provided for official trips where the official's private vehicle or subsidized vehicle is not fit for purpose or where road conditions may require. The utilizations of a government vehicle for MMS or SMS members will need to be authorised by the Accounting Officer or other delegated official
- 2.6. 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.
- 2.7. Transport from home to work for certain categories of physically handicapped officials can be provided as approved by the Accounting Officers in terms of the Handbook on Reasonable Accommodation for People with Disability in the Public Services as issued by the DPSA.

## **3. Authorization to Travel**

- 3.1. An application for approval to travel / trip authority needs to be completed and approved by the delegated authority before any vehicle may be issued.
- 3.2. The compulsory information to be contained in the approval to travel/ trip authority is attached as **Addendum B**.
- 3.3. Applicants must certify that the particulars on the application are correct.
- 3.4. Drivers of vehicles must have the appropriate valid drivers' license or International Drivers Permit (AA IDP) and/or Public Driving Permit (PRdP) applicable to the class of vehicle to be driven.
- 3.5. The user departments may require officials making use of a government vehicle to undergo a competency test.
- 3.6. In the event that a driver does not disclose the fact that their driving license or PDP is suspended, they may face disciplinary action.
- 3.7. In cases where the user of a vehicle must deviate from the approved trip, approval must be obtained from the approver of the original application or from an alternative official duly authorised to approve such application.
- 3.8. The Transport Officer shall retain the original approved application to travel, including the names of all the passengers and keep it on record.
- 3.9. A copy of the approved application must be kept in the vehicle during the trip.
- 3.10. Approvals for officials to travel outside the borders of South Africa needs to be aligned with the internal policies of the user departments for cross border travelling.
- 3.11. An official that is a passenger or driver of a government vehicle may not approve the trip.

#### **4. Funeral and Memorial Services**

- 4.1. Departments will not provide official government transport to any family member of the deceased or employees under the employment of the State.
- 4.2. LDoT & CS Government Motor Transport can however be utilized under the following conditions:
  - 4.2.1. Government officials that are nominated by the accounting officer to represent their relevant department at a funeral, memorial service or any other functions related thereto.
  - 4.2.2. For all other officials who will be attending the funeral or a memorial service, transport may be made available based on the request. This should be based on the availability and as approved by the accounting officer or his/her delegate.
- 4.3. Subsidized vehicle owners, SMS or MMS members who have structured for a car allowance, will not be issued with a government vehicle, but will have to

utilize their vehicles officially to perform all memorial and funeral functions as set out above.

- 4.4. In the event that a bus is made available by the department, all subsidized vehicle owners, SMS and MMS members may use the bus, unless the accounting officer approves otherwise.
- 4.5. Any deviation from these guidelines, should be approved by the Accounting Officer.

## **5. Recreational Activities**

- 5.1. The accounting officer or his/her delegate of each department can at their discretion approve the use of government vehicles for recreational activities in which a department is involved. This can include sport, cultural activities or any other activities in which the department is represented.

## **6. Formal Union Activities**

- 6.1. The accounting officer or his/her delegate of each department can at their discretion approve the use of government vehicles for formal union activities.

## **7. Party Political Purposes**

- 7.1. Vehicles may not be used for Party Political Purposes

## **8. Smoking**

- 8.1. Smoking is not permitted in vehicles

## **9. Drinking**

- 9.1. The consumption of alcohol or prohibited substances in a government vehicle is prohibited.

## **10. Unauthorised or Misuse of the vehicle**

- 10.1. When vehicles are used irregularly, driven recklessly or negligently, or misused, disciplinary action must be taken against the offending official, apart from any proceedings which may be instituted in terms of the Road Traffic Legislation.
- 10.2. Where vehicles are used without authority, the official concerned will be held liable for the cost of the distance covered in line with those rates issued by the National Department of Transport for private vehicles.
- 10.3. For all heavy duty vehicles, the costs as incurred by the department or as charged by a government trading entity will be payable by the official.
- 10.4. The official will be held liable for the cost incurred in repairing any damages to the government vehicle and for settling any third-party claims where such a vehicle was involved in an accident.



- 10.5. Any misuse, abuse, unlawful or incorrect vehicle application by an official shall lead to disciplinary action.
- 10.6. Misuse of vehicles may lead to impounding of the vehicles by law enforcement officers. The authorities impounding vehicles should immediately inform the department concerned of the place where the vehicle is stored and the process of releasing it

## **11. Garaging and Parking**

### ***11.1. General vehicle security***

- 11.1.1. All windows must be closed and the doors must be locked.
- 11.1.2. Vehicle keys and vehicle remotes must be kept in a safe place.
- 11.1.3. Where possible, remove the face of the radio and store in a safe place.
- 11.1.4. Valuable items such as laptops, cameras etc. must not be left in the vehicles.
- 11.1.5. Where value items have to be transported, they should be locked away in the boot or placed out of sight.
- 11.1.6. Officials should physically verify that the vehicle is locked, once the official locked the vehicle using the remote.

### ***11.2. Parking on government property***

- 11.2.1. Vehicle must only be parked if the minimum security requirements have the following amongst others, fenced, security lockable gate, lockable garage, undercover parking, boom gate, security estate, carports and security guards.
- 11.2.2. Should none of the above minimum security requirements be met, then prior arrangements must be made for alternative premises that may be used

### ***11.3. Parking on private or commercial premises***

- 11.3.1. 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. (**Addendum C**)

### ***11.4. Garaging and parking cost***

- 11.4.1. Parking costs incurred by an official to ensure that the vehicle is safely parked or garaged will be reimbursed in accordance with the Subsistence and Travel allowance policy.

- 11.4.2. Any other garaging and parking costs will be dealt with in terms of the relevant agreements between parties.

## **12. Indemnity**

- 12.1. Any person that is not an employee or contracted by the State and approved to make use of LDoT & CS Government Motor Transport must sign an indemnity form. (**Addendum D**)

## **13. Loading of Vehicles**

- 13.1. User must ensure that goods loaded in or onto vehicles do not exceed the load capacity as prescribed for the specific vehicle.
- 13.2. Specialised/dangerous loads must be transported in terms of the prescribed legislation.

# **Section E: Transport Officer**

## **1. Appointments / Structure**

- 1.1. The accounting officer or his/her delegate must appoint in writing, separate Transport Officer/s at the various levels for each institution to manage the functions. The letters of appointment must be placed on record for control purposes.

## **2. Responsibilities**

The following list sets out the responsibilities of the Transport Officer and may be augmented/amended by the accounting officer or his/her delegate based on the structure of the department. The Transport Officers responsibilities should include at least the following functions:

- 2.1. Coordinating transport and ensuring that it is always used in the best and most cost effective manner.
- 2.2. Exercise control over the maintenance of the vehicle fleet with the aim to minimize the running costs of the fleet.
- 2.3. Ensuring that vehicles are used optimally and that vehicles that are not utilized are returned immediately for redistribution.
- 2.4. Ensuring that all records in connection with the fleet are properly completed, checked regularly, monitored and submitted in accordance with instructions.

- 2.5. All instructions in connection with the use, operation and maintenance of vehicles are complied with, as prescribed in this Handbook and that all other prescripts are distributed within their department.
- 2.6. Analysing reports on (at least) a monthly basis in order to identify, confirm and report any cases of possible fraud and misuse.
- 2.7. Serving as a link between the officials from the department and service providers in accordance with the relevant contracts.

### **3. Resources**

- 3.1. The accounting officer should ensure that the Transport Officer has the necessary resources to fulfil their functions.

### **4. Records**

The Transport Officer needs to ensure that the following records are kept and maintained in paper or electronic format. For this purpose, records may be combined. The Transport Officer is responsible to follow up on any outstanding documents and provide feedback when required to do so.

- 4.1. Contact particulars of drivers
- 4.2. Policies and procedure documents
- 4.3. Blank forms for all vehicle related services such as vehicle booking forms, accident report forms, garaging forms etc.
- 4.4. Service Level Agreements
- 4.5. Records to be kept of all documents related to the specific vehicle. This will include log sheets, all documentation related to maintenance, services and repairs, tyres (fitment, size, date of replacement, brand) and batteries.
- 4.6. Storage and filing of all completed trip authorizations forms, parking/storing authorizations.
- 4.7. Vehicle asset register for all vehicles that the Transport Officer is responsible for.
- 4.8. Motor vehicle license records / Certificate of Fitness (COF) records
- 4.9. Fuel and Toll cards records
- 4.10. A spare key register
- 4.11. Accident/loss records
- 4.12. Vehicle Inspection records
- 4.13. Log Books issued records

4.14. Drivers' license/driving permit records / Suspended drivers' records

4.15. Traffic offences records

4.16. Service intervals records

4.17. Vehicle disposal records

## **5. Issuing a vehicle**

5.1. When issuing a vehicle, the Transport Officer needs to ensure the following:

5.1.1. That the vehicle issued complies with all Road Traffic Legislation.

5.1.2. That a vehicle condition report is done, indicating the condition of the vehicle at the time of the vehicle being issued.

5.1.3. That the correct vehicle for the application is issued.

5.1.4. That the code indicated on the driver's license of the official corresponds with the class of vehicle issued.

5.1.5. That the official be informed of the type of fuel required by the vehicle, also specifying on whether 50ppm or 500ppm diesel is required.

5.2. All vehicles are to be issued with at least the following:

5.2.1. Log Book

5.2.2. Fuel/Toll Card, where applicable

5.2.3. Vehicle manufacturer manuals/service books.

5.2.4. Trip authority

5.2.5. Pre and post inspection sheet

5.2.6. Vehicle key

5.2.7. Blank copy of the accident report form

5.2.8. Garaging authorization where applicable

5.2.9. Any other authorized instructions to the driver of the vehicle as deemed fit by the department.

## **6. Return of a vehicle**

6.1. At the time of vehicle being returned, the Transport Officer needs to ensure the following:

6.1.1. That all items issued with the vehicle are received back

6.1.2. That a vehicle condition report is done upon the vehicle being returned,

6.1.3. That all fuel purchase receipts and toll slips are handed in with log book on completion of the trip.

6.1.4. That the entries into the log book are verified upon the return of the vehicle or on a monthly basis if a vehicle is allocated on a permanent basis.

## **7. Log books**

- 7.1. Log Books must be kept in a safe place and not be left in vehicles when unattended/parked. (**Addendum E**)
- 7.2. Log Books can be procured through SCM process or from Government Printers

## **8. Vehicle maintenance and services**

- 8.1. In terms of maintenance and repairs the Transport Officer needs to ensure the following:
  - 8.1.1. Vehicle downtime is monitored and reported on to management and the required service provider.
  - 8.1.2. The minimum down time of a vehicle and that appropriate action is taken to minimize the down time, including preventative maintenance.
  - 8.1.3. The delivery of vehicles to merchants for repairs and maintenance as advised by the service provider and collect when notified. The Transport Officer must ensure that service books for the vehicles are stamped as evidence that the vehicle was serviced.”
  - 8.1.4. That any vehicles defects are repaired.
  - 8.1.5. That wheel balancing and wheel alignment are done regularly, including the rotation of wheels to ensure extended tyre life.
  - 8.1.6. That regular windscreen inspections are conducted to ensure the repair of windscreens and to minimize replacements.

## **9. Management of vehicle**

- 9.1. In terms of the management of the vehicle, the Transport Officer should ensure the following:
  - 9.1.1. That vehicles are kept clean and presentable
  - 9.1.2. That fuel purchase slips are validated against the log book entries and system data.
  - 9.1.3. That fleet utilizations reports are obtained and scrutinized.
  - 9.1.4. That itineraries are compared with the completed logbooks.
  - 9.1.5. That out of sync odometer readings are monitored
  - 9.1.6. That misuse complaints are investigated and feedback supplied.
  - 9.1.7. That details of drivers involved in traffic violations are provided.

- 9.1.8. That copies of driver licences and any endorsements are obtained and filed.
- 9.1.9. That all applicable vehicle related registers are updated and current for audit purposes.
- 9.1.10. That fuel consumption is monitored.
- 9.1.11. Identify and investigate exception on oil purchases.
- 9.1.12. That the records are kept of the driver of a vehicle at all times to ensure the redirection of fines.
- 9.1.13. That vehicle licence disks are distributed.
- 9.1.14. That vehicle conversion details are updated and placed on record.

## **10. Management of Traffic Violations**

- 10.1. All traffic violations shall be dealt with in terms of the provisions of Road Traffic and AARTO legislation.
- 10.2. A Transport Officer needs to ensure that records are kept of the driver of a vehicle at a specific date and time to allow the department to redirect the fine to the official that incurred the infringement.
- 10.3. The department owning the vehicle must comply with the Standard Operating Procedures between the Department of Transport and the Road Traffic Infringement Agency as amended from time to time.
- 10.4. Where operator infringement notices are issued the relevant user department is responsible for the payment of the fines.
- 10.5. Official found to be negligent where operator infringement notices were issued must be held liable.

## **11. Reporting of losses**

- 11.1. The Driver and Transport officer needs to report high-jacking and thefts within 24 hours to the SAPS and obtain a case number.
- 11.2. An official should report vehicle high-jacking and thefts immediately to the Transport Officer.
- 11.3. Any defect detected must be reported by the Transport Officer in line with the loss control processes of the department.
- 11.4. The Transport Officer or the Official must immediately report vehicle high-jacking and thefts to the tracking service provider.

## **Section F: Driver**

## **1. Vehicle Defects**

- 1.1. The driver of the vehicle needs to report any vehicle defects to the Transport Officer for rectification.
- 1.2. Any serious defects encountered in-route must receive immediate attention to prevent further damage.
- 1.3. The driver must stop the vehicle in a safe place and switch the engine off when the engine overheats or in a case of insufficient oil pressure – seek assistance from the appointed repair and maintenance service provider or designated official.

## **2. Private Goods**

- 2.1. Transporting private property other than those utilized in the execution of your duties is not allowed.

## **3. Licences/permits**

- 3.1. The driver must ensure that the vehicle has a valid license disc and/or operators card that must be displayed.
- 3.2. The class of vehicle driven must correspond with the category indicated on the driver's license.
- 3.3. Drivers with learner's license 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.
- 3.4. 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.

## **4. Log Books**

- 4.1. Upon completion of each trip the log book must be filled in on a point to point basis with purpose of the trip. The point to point destination must correspond with the approved trip authority on the areas travelled.
- 4.2. The driver must submit a completed log book to the Transport Officer on return of the vehicle.
- 4.3. Log books need to be closed off at the end of each month.
- 4.4. Log Books must be kept in a safe place and not be left in vehicles when unattended/parked.

## **5. Losses (damages and lost vehicle equipment)**

- 5.1. The person who was in possession at the time of the loss or when damage was incurred needs to obtain a SAPS case number. The person shall also submit a written report on the circumstances of the loss or damage.

- 5.2. The Transport Officer needs to follow the processes as prescribed by the service provider for losses and damages.
- 5.3. Losses or damages must be reported without delay to the Transport Officer in the prescribed format
- 5.4. The repair and maintenance service provider or designated official must be informed of any damages or losses that may affect the road worthiness and safe usage of the vehicle.
- 5.5. The Driver and Transport officer needs to report high-jacking and thefts within 24 hours to the SAPS and obtain a case number.

## **6. Oil top-up**

- 6.1. An official should request the fuel attendant to check the oil when a vehicle is filled up with fuel. The driver shall ensure that the oil filler cap is replaced before the vehicle leaves the filling station.

## **7. Tyres**

- 7.1. An official should request the fuel attendant to check the tyre pressure of all tyres at the time of filling up with fuel. This should be done in line with manufacturer specifications.

## **8. Passengers**

- 8.1. Drivers must ensure that their passengers comply with the provisions of the National Road Traffic legislation.
- 8.2. Authorized passengers will be held liable for inappropriate behaviour resulting in damages or losses.
- 8.3. No unauthorized passengers should be transported.

## **9. Safety check**

- 9.1. A driver should not accept a vehicle in a non-roadworthy state.
- 9.2. The Transport Officer must ensure that pre and post inspection checklist (**Addendum F**) is completed in writing by the driver for all vehicles to cover at least the following:
  - 9.2.1. Vehicle details:
    - 9.2.1.1. Vehicle base
    - 9.2.1.2. Transport officers details
    - 9.2.1.3. Engine Number
    - 9.2.1.4. VIN number
    - 9.2.1.5. Vehicle registration number
    - 9.2.1.6. Last date of vehicle detail verification
  - 9.2.2. Accessories
    - 9.2.2.1. Radio, Make and Model



- 9.2.2.2. Air conditioner
- 9.2.2.3. Alarm System
- 9.2.2.4. Tow Bar
- 9.2.2.5. Extras

#### 9.2.3. Glass

- 9.2.3.1. Windscreen
- 9.2.3.2. Rear glass
- 9.2.3.3. Side glass

#### 9.2.4. Lights

- 9.2.4.1. Headlights
- 9.2.4.2. Taillights
- 9.2.4.3. Indicators
- 9.2.4.4. Mirrors

#### 9.2.5. Trim interior

- 9.2.5.1. Carpets
- 9.2.5.2. Seats
- 9.2.5.3. Dash
- 9.2.5.4. Door trim
- 9.2.5.5. Internal trim

#### 9.2.6. Tyres (Good/ Fair/ Poor) for each tyre

#### 9.2.7. General

- 9.2.7.1. Service Book (Y/N)
- 9.2.7.2. Jack (Y/N)
- 9.2.7.3. Emergency triangle(Y/N)
- 9.2.7.4. Lock nuts(Y/N)
- 9.2.7.5. Wheel Spanners(Y/N)
- 9.2.7.6. Hub caps(Y/N)
- 9.2.7.7. Wheel caps(Y/N)
- 9.2.7.8. Spare wheel (Y/N)

### **10. Toll Fees**

- 10.1. Utilise the toll-card for paying toll-fees where a vehicle is not fitted with an e-Tag.
- 10.2. Obtain a receipt from the toll gate, and attach the receipt to the trip sheet.
- 10.3. If the vehicle does not have a toll-card, payment of toll fees must be facilitated by departmental arrangements.
- 10.4. Where applicable eTags may be fitted.
- 10.5. No tampering or removal of eTags is permitted.

### **11. Responsibilities in the Event of an Accident or Incident**

#### ***11.1. Actions to be taken in the event of an accident or incident***

The driver will need to ensure that the following actions are taken in the event of an accident or incident. Should the driver be incapacitated, it will be the responsibility of the Transport Officer to fulfil these functions where possible when notified.

- 11.1.1. Call the SAPS and/or Traffic Authorities to the scene of the accident.
- 11.1.2. Do not move the vehicle in the event of injury or death to any passenger(s) or member(s) of the public.
- 11.1.3. Do not make any admission of guilt.
- 11.1.4. Before the vehicle is towed away remove the, fuel and/or toll cards, log book, trip authority, manufactures manual or service book and any other vehicle related documentation or items issued with the vehicle.
- 11.1.5. Report the accident to the SAPS within 24 hours.
- 11.1.6. Log the incident in the log book.
- 11.1.7. Report the accident on the applicable accident report form. (**Addendum G**)
- 11.1.8. Report the accident to the Transport Officer as soon as possible but not later than 24 hours after the incident unless the official is incapacitated.
- 11.1.9. Report cases to the Transport Officer immediately where there are injuries or fatalities to the driver, passengers of the government vehicles or the other vehicle(s) involved.
- 11.1.10. The Transport Officer must ensure that the normal loss procedures within the department are followed.
- 11.1.11. Contact the relevant end user department or trading entity immediately if any notice of legal action/summons, which may have been initiated against the State or an official, was received from either a private party or SAPS.
- 11.1.12. If applicable, furnish the relevant end user department or trading entity with a copy of the Road Accident Fund report, in the event that any occupant in the government vehicle was injured or died as a result of the injuries.
- 11.1.13. Call the appointed repair and maintenance service provider or designated official who will make the necessary arrangements to have the vehicle towed or repaired.
- 11.1.14. The following information must be provided:
  - 11.1.14.1. Name of the driver or reporting officer.
  - 11.1.14.2. Contact telephone number of the driver or reporting officer (if available).
  - 11.1.14.3. Registration number, make and model of the vehicle.
  - 11.1.14.4. Odometer reading of the vehicle.

11.1.14.5.Nature of the incident or accident.

11.1.14.6.Location of the vehicle.

### ***11.2. Gathering of information at the scene of an accident***

In addition to the above and if a driver is physically able to do so, the following information needs to be obtained:

- 11.2.1. The registration number, make and type of all vehicles involved in the accident.
- 11.2.2. The name, address, telephone number and Identity Number of the other driver(s).
- 11.2.3. In the case of a company vehicle, the employer's name, address and business address and contact telephone number.
- 11.2.4. In the case of the other vehicle(s) being driven by a person(s) who is not the lawful owner of such vehicle(s), the nature of the relation between the driver and owner must be determined.
- 11.2.5. Particulars of the damage to both vehicle(s) with specific reference to which areas of the vehicles are damaged. (This must only relate to the present accident).
- 11.2.6. The name, address and contact telephone numbers of any bystander(s) and or other persons involved in the accident (killed or injured) and also the nature and extent of the injuries, if known.
- 11.2.7. A description of any property, animals and/or fixed objects involved (e.g. road signs, telephone poles, etc.) including the details of the owners of any property, animals, or fixed objects
- 11.2.8. The name, address and Identity Number of the any witnesses, including the occupants of the other vehicle(s) involved.
- 11.2.9. If the driver is in possession of a camera/cell phone with a camera, the driver should attempt to capture images of the private vehicle/property involved, company logo on the vehicle (s) and damages to the private vehicle/property at the scene of the collision.
- 11.2.10. In the event that the driver is not in possession of a camera/ cell phone with a camera, the official will need to provide a sketch of the accident scene.

### ***11.3. Furnishing information after being involved in an accident***

The official that was involved in an accident will have to furnish the following information:

- 11.3.1. Full names and surname of driver of GG vehicle.
- 11.3.2. Contact telephone numbers.
- 11.3.3. ID number.
- 11.3.4. Driver's license particulars.
- 11.3.5. Under no circumstances admit liability, to any person or offer any form of payment.
- 11.3.6. The statement to the SAPS must be clear and contain only the driver's version of what happened.
- 11.3.7. It must also be stated to the other party that the State provides its own insurance and that any claims should be submitted to the relevant department or trading entity.

## **12. Traffic Violations**

- 12.1. The operator of a vehicle will be liable for the payment of all fines other than operator infringement notices as set out below.
- 12.2. In the event that 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.

## **END OF HANDBOOK**

## **Addendums**

- Addendum A:      Vehicle Handing Over Checklist**
- Addendum B:      Trip Authorisation Form for the Use of Government Owned Vehicle**
- Addendum C:      Request for Private Garaging of a Government Vehicle**
- Addendum D:      Indemnity Form**
- Addendum E:      Government Vehicle Log Book**
- Addendum F:      Government Vehicle Issue Form**
- Addendum G:      Accident / Incident Report**