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Department:  
Community Safety & Transport Management  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA

# **TRANSPORT MANAGEMENT POLICY**

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## 1. PURPOSE

The purpose of this policy is to regulate the applications for and the use of subsidized motor vehicles as well as the government owned vehicles.

## 2. MANDATE

This policy derives its mandate from the National Transport policy and the transport circulars issued by the National Department of Transport from time to time.

## 3. DEFINITIONS

In this policy, unless the context otherwise indicates –

**“Capital remuneration”** means the state’s contribution to the capital cost based on the purchase price minus the estimated resale value of a subsidized vehicle, payable in equal monthly instalments for the duration of the selected official utilisation period;

**“Department”** means the Community Safety and Transport Management

**“Accounting Official”** means the Accounting Official referred to in the Public Service Act, 1994, and, unless otherwise indicated, an official to whom he or she has delegated powers in terms of this policy;

**“Official”** means a person who –

- (a) Has been appointed permanently, notwithstanding that such appointment may be on probation, to a post contemplated in section 8 (1) (a) of the Public Service Act, and includes a person contemplated in section 8 (1) (b) or 8 (3) (c) of that Act; or
- (b) Has been appointed on contract in terms of section 8 (1) (c) (ii) of the Public Service Act;

**“Transport official”** means an official in the transport section who is responsible  
for the administration of the department’s subsidized and  
government vehicles;

**“Responsibility manager”** means the head of a section or a person acting in that position.

**North West Public Transport Intervention Team** remunerated in terms of Public Finance Management Act and Regulation 20.2

#### **4. INTERPRETATION AND APPLICATION**

- 4.1 This policy applies to all applications for the issue of a government vehicle or the applications for the approval and the use of a subsidized vehicle.
- 4.2 The North West Public Transport Intervention Team (NWPTIT) will claim kilometer travelled as per paragraph 21 of the policy.
- 4.3 Anything which is not covered by this policy and which is covered by the National Transport policy or the circular issued by the Department of Transport, is deemed to have been covered by this policy.
- 4.4 Should any questions arise as to the interpretation of this policy, they shall be referred to the transport committee. If the questions are with regard to the interpretation of the National policy or the circulars issued from time to time, such questions shall be referred to the National Department of Transport.

### **PART ONE: APPLICATIONS FOR AND USE OF SUBSIDIZED VEHICLES**

#### **5. SCHEME A**

##### **5.1 Qualification criteria**

- 5.1.1 An official qualifies for scheme A of the subsidized vehicles if he or she travels, for job related purposes, a minimum of 21 000 and not exceeding a maximum of 29 000 official kilometers per year.
- 5.1.2 The Accounting Official may, on application to him or her, approve official kilometers in excess of 29 000 kilometers.

##### **5.2 Allocation requirements**

- 5.2.1 A qualifying official may, subject to approval by the Accounting Official and clause 5.2.2 below, be allocated only a motor vehicle which falls under National Contract RT57
- 5.2.2 The allocation of a subsidized vehicle to an official shall take into account the nature of the official duty for which the vehicle is required and may take into account the level of such official;

- 5.2.3 A qualifying official may, purchase a vehicle higher than the benchmark approved by the Accounting Official, provided he or she shall pay the excess costs above the benchmark approved by the Accounting Official the additional costs for the purchase of the vehicle over and above the benchmark approved by the Accounting Official shall be borne by the official.

### **5.3 Logbook**

- 5.3.1 An official who has been allocated a subsidized vehicle shall keep a logbook reflecting all the distances travelled, both official and private.
- 5.3.2 The responsible driver shall made logbook available for inspection to the transport official on monthly basis.
- 5.3.3 The logbook shall be submitted to the Transport Official before the 7<sup>th</sup> of each month for reconciliation and calculation of trips undertaken failing which an official shall forfeit his/her monthly claim.

## **6. SCHEME B**

### **6.1 Qualification criteria**

- 6.1.1 An official qualifies for scheme B of the subsidized vehicles if he or she travels, for job related purposes, less than 21 000 official kilometers per year, and does not qualify for a subsidized vehicle under Scheme A;
- 6.1.2 An official qualifying under this scheme may not purchase a vehicle through the National Contract RT57;
- 6.1.3 An official who travels less than 6000 official kilometers per year may participate under this scheme using his or her own vehicle. The Department shall not contribute towards the insurance and maintenance of the vehicle utilized.

## **7. APPLICATIONS FOR APPROVAL OF SUBSIDIZED VEHICLE**

An official who applies for a subsidized vehicle shall submit the following to the transport committee or its designated secretariat:-

- 7.1 A Z81 application form, obtainable from the transport section;
- 7.2 A copy of applicant's identity document, latest salary advice and a valid driver's license;
- 7.3 The kilometers and daily utilization of a government or outsourced vehicle for the previous six months; and/or Log sheet confirms kilometers travelled.
- 7.4 The kilometers utilization of a privately owned vehicle for approved official services for the previous six months; and/or

- 7.5 The total projected official assigned kilometers that the official shall undertake per month which would be subject to changing circumstances that may occur; and
- 7.6 A recommendation signed by the responsibility manager.

## **8. APPOINTMENT OF TRANSPORT COMMITTEE**

- 8.1 The Accounting Official shall appoint a transport committee in writing to advise him or her with regard to the responsibilities and powers conferred upon him or her in terms of this policy.
- 8.2 The committee shall consist of the Chairperson at SMS level and four members at a level of middle management.

## **9. FUNCTIONS OF THE TRANSPORT COMMITTEE**

The functions of the transport committee are –

- 9.1 To evaluate all applications for subsidized vehicles based on the transport policy, the circular issued from time to time by the Department of Transport and this policy and advise and make recommendations to the Accounting Official;
- 9.2 To verify applications in terms of job description and this policy;
- 9.3 To verify the validity of an official's driver's license;
- 9.4 To determine the application of the vehicle to suit the job description;
- 9.5 To advise the Accounting Officer on any deviation by the official whilst utilising the allocated vehicle.
- 9.6 To vet application, utilization period and kilometers;
- 9.7 To review all applications in the context of the previous kilometers travelled and available exception reports from the service provider on utilization of a previous vehicle;
- 9.8 To submit a monthly reports assessing compliance with this policy; and
- 9.9 To perform any other function consistent with this policy as may be conferred by the Accounting Official.

## **10. OFFICIAL UTILISATION OF SUBSIDIZED VEHICLES**

- 10.1 An official may not permit or loan another person to make use of his or her subsidized vehicle for official purposes in the absence/presence of such an official.
- 10.2 The official utilization period for a subsidized vehicle shall be for a minimum period of 32 months and a maximum period of 60 months.

- 10.3 An official shall travel a minimum of at least 60% official kilometers and 40% private mileage in any given year. The cost of private mileage incurred in excess of the 30% shall be borne by the official.

## **11 OFFICIALS LEAVING THE STATE**

- 11.1 If an official leaves the employment of the state, before the expiry of the contract period mentioned in clause 10.2, the official shall be liable for the outstanding settlement value of the vehicle.

## **12. CONVERSION FROM ONE SCHEME TO THE OTHER**

- 12.1 An official who wishes to convert from one scheme to the other shall submit an application to the transport committee.
- 12.2 The application shall, as far as is practicable, be supported by the documents mentioned in clause 7, as well as a motivation explaining the change in the circumstances of the official which necessitates the conversion.
- 12.3 An application for conversion from scheme B to A shall be treated as a new application for a subsidized vehicle.
- 12.4 If it appears from the records of official kilometers travelled for a period of six months, that an official who was allocated a vehicle on scheme A no longer qualifies for such, the transport official, may submit the relevant documentation to the transport committee for the review of the allocation of such official.
- 12.5 In the event of a review contemplated in 12.4 above, the transport committee may call upon the official concerned to show cause, why his or her allocation should not be reviewed

## **13 WITHDRAWAL OF SUBSIDIZED VEHICLE**

- 13.1 An official shall complete the contractual utilization period that has been negotiated per individual contract with the service provider.
- 13.2 An official shall have travelled at least 105 000 official kilometers
- 13.3 The full amount of the purchase price has been repaid by the official.

## **14 PREMATURE WITHDRAWAL**

- 14.1 If any reason, such as dismissal, retirement, ill health, death, resignation, retrenchment, change of job content or an official is transferred to a post where a subsidized vehicle is not justified, the monthly travel allowance and insurance shall be terminated.
- 14.2 An official shall also have travelled 112 000 official Kilometers



- 14.3 An official shall under no circumstances be allowed to withdraw from a contract unless a minimum of 32 months has been completed, he or she is not owing official kilometers. eg a vehicle that has completed 32 months but still owes some official kilometers assigned to be travelled does not qualify to be withdrawn, until such Kilometers has been settled.
- 14.4. If for any reason such as dismissal, retirement, ill health, death, resignation, retrenchment or where an official is transferred a post where subsidized Vehicle is not justified the monthly travel allowances and insurances shall terminate.
- 14.5 The State shall not be liable for any allowances after the date of termination of a contract. This implies that the official is liable for the full outstanding debt of the subsidized vehicle on the date of withdrawal.
- 14.6 Officials shall under no circumstances be allowed to withdraw from a contract unless a minimum of 32 months has been completed.
- 14.7 An official shall have travelled 70% of the official kilometers (84000 Km) and should adhere to the following process:
- 14.8 An application should be made to the Transport Advisory Committee
- 14.9 Attached to the application, the official should submit proof, that 70% of the total mileage incurred to date is official mileage and
- 14.10 Proof shall be in a form of completed Z79's over the period that the vehicle has been utilized.
- 14.11 The Transport Advisory Committee shall present the application to the Head of Department, who shall have the discretion of whether an official should continue utilising the vehicle at an increased vehicle maintenance tariff or whether a new vehicle should be approved

## **15. PROHIBITED ACTIONS**

- 15.1 Any official provided with a subsidized vehicle may not utilize a Government owned vehicle.
- 15.2 In instances where a special task cannot be executed in the official subsidized vehicle the Head of Department or Director Supply Chain Management with a permission of a Transport official may give permission or approval subject to submission of an application to that effect.
- 15.3 No official kilometers that are undertaken by the relief vehicle are to be credited against the subsidized vehicle.
- 15.4 An official provided with a subsidized vehicle may not under any circumstances utilize the services of any Government Garage or Workshop-owned or any Government contracts, for the maintenance and operation of the subsidized vehicle.
- 15.5 All queries relating to the ordering of vehicles shall be through the Transport Official to the Service Provider (Standard Bank). No exceptions shall be made.

## **16. DELEGATION**

- 16.1 Unless otherwise indicated to the contrary, the Accounting Official may delegate, in writing, any of the powers conferred upon him or her by this policy to another official on the conditions that he or she determines.

## **17. GENERAL MATTERS**

The following matters shall be dealt with in accordance with the circular issued by the National Department of Transport from time to time:

- 17.1 monthly allowance;
- 17.2 maintenance plan;
- 17.3 log sheet;
- 17.4 normal and premature withdrawal;
- 17.5 insurance;
- 17.6 transfer between provinces;
- 17.7 payment of premiums;
- 17.8 registration and licensing;
- 17.9 relief transport;
- 17.10 Emergency service vehicle.

## **18 MONTHLY TRAVEL ALLOWANCE**

- 18.1 The monthly travel allowance are based on the Departmental benchmark that aligned to benchmark vehicles listed in annexure "A"
- 18.2 If an official exercise the option to purchase a more expensive vehicle other than that approved by the Head of the Department, the monthly travel allowance shall be limited based on the approved benchmark.
- 18.3 If an official exercise the option to purchase a less expensive vehicle than that which is approved by the Head of the Department, the monthly allowance shall be based on the actual purchased.
- 18.4 The combined capital remuneration and maintenance allowances shall be paid to the official as the fixed cost element of the monthly travel allowances and shall be calculated by the Service provider.

The service provider shall deducts the fixed cost element from the official's salary over the contractual period electronically by way of a stop order via PERSAL.

- 18.5 Only official trips claims shall be paid,
- 18.6 Trips from home to work shall not be claimed
- 18.7 Trips from home to work by Traffic Officials can only be claimed on condition that an official submits **proof of accident or incident report** he/she attended during his/her trip to work.

## **19 PAYMENT OF EXCESS ON SUBSIDIZED VEHICLE**

The payment of excess in the event of an insurance claims shall be, in the case of a claim arising from the official use of the vehicle, the Department shall reimburse the official on proof of validity of that claim and in the case of the claim arising from the private use of the vehicle, the excess shall borne the official.

- 20** The officials shall be able to proof that when an accident or an incident occurred he/she was on Official trip/duty by providing the following;

- Approved Trip Authorisation
- Approved movement sheet or alternatively
- Accident or an incident report which shall support the motivation

## **21 OFFICIAL KILOMETRES TRAVELLED PER MONTH**

SMS members shall not be allowed to travel more than **3000** KM's per month, in case of kilometres exceeded a motivation shall be approved by the Head of Department prior to travelling and confirmation of availability of budget.

Other officials shall not be allowed to travel more than **2500** Km's per month, in case of kilometres exceeded a motivation shall approved by the Head of Department prior to travelling and confirmation of availability of budget.

Traffic officials shall not be allowed to exceed **3000** Km's per month; in case of kilometres exceeded a motivation shall be approved by the Head of Department prior to travelling and confirmation of availability of budget.

North West Public Transport Intervention Team members shall be allowed to travel maximum **3000** Km's per month at a rate determined by SARS. The current rate is R3.82 per KM and is not taxable.

## **22. AIR TRAVEL CLASSES AND INTERNATIONAL TRIPS**

- 22.1 The Accounting Officer, Senior General Managers and General Managers may travel business class.
- 22.2 The MEC may travel first class.
- 22.3 All other officials and non-officials regardless of their rank and/or destination must travel economy class unless the Accounting Officer has provided specific prior approval.
- 22.4 If the duration of the travel plan i.e. from the hours in total, or if there is more than a six hour time difference between South Africa and the international country with regards to the time of arrival in the international country, business class may be booked, regardless of the official's rank.

## **23. CAR RENTAL AND OTHER GROUND TRANSPORTATION**

- 23.1 A rental vehicle may only be utilised by officials where other transport is not available or impractical and is normally utilised in conjunction with air travel away from an official's office.
- 23.2 In all other cases, a pool car must be utilised if it is available.
- 23.3 In the event where there is no pool car, the selected travel agent will hire the vehicle, (all hired vehicles will be administered by the travel agent).
- 23.4 When using a pool car, no claims may be submitted with regards to mileage travelled and/or toll gate fees paid.
- 23.5 Only the Accounting Officer and Senior General Managers may make use of the executive parking at the airport. All other officials must use the public undercover parking facilities and claim back the actual parking costs provided that the official concerned submits the original parking fee receipt.
- 23.6 Any extra charges for special requests (special models, colours, personal indemnity insurance, chauffeurs, etc) are the sole responsibility of the travelling official and the Department will not be held responsible for such charges.
- 23.7 Prior to any trip being undertaken, it shall remain the official's responsibility to check and inspect the vehicle (hired or pool) and indicate damages on the receipt forms. The

Department will not be held responsible and accountable for the damages to the vehicle if the official (prior to departure) did not check the vehicle. In these cases the official will be held liable for any damages.

23.8 The following persons may not use pool cars and government VIP vehicles:-

- 23.8.1 Officials without a driver's license;
- 23.8.2 Officials with subsidized vehicles;
- 23.8.3 Officials on the MMS or SMS vehicle schemes.

23.9 Officials are only allowed the use of the following groups of vehicles (rental):-

1600cc	Mid-size: Group B	For 1 to 4 officials travelling together
Any vehicle (excluding special imports)	Luxury cars: Group Q	Accounting Officer and Senior General Managers

23.10 When a vehicle is received from the rental agency, the agency will ensure that all vehicle fuel tanks are filled. If it is necessary to refuel the vehicle, the official is responsible for the refuelling expenses, which will be reimbursed by the department on submitting proof of expenditure or a petrol advance can be requested.

23.11 The Department will bear its own damage and accident risks. The following insurance cover should, however, be accepted:-

- 23.11.1 Collision Damage Waiver (CDW)
- 23.11.2 Theft/loss Waiver (TW).

23.12 In both these instances, the Department will investigate who is liable for the excess payment or accident administration fees arising from the claim against the Department.

23.13 Section 40 of the Public Service Act, 1994, indemnifies the Department or any official of the Department against claims from unofficial passengers, their spouses, parents or children or any other dependants, with regard to any loss, injuries or damage which may result from the use of Government owned motor transport, under normal circumstances.

23.14 Any surcharge for traffic fines or accident administration fees must be paid by the official concerned and will not be reimbursed by the Department.

## 24 **PENALTY FEES ON CHANGES AND CANCELLATION OF FLIGHT TICKET, HOTEL ACCOMMODATION AND CAR RENTAL**

24.1 In the event of any travelling arrangements being cancelled once they have been confirmed, the official concerned should compile a motivation report on the changes and seek approval for the payment of cancellation fees, if any.

- 24.2 Should the cancellation occur on the request of the Department, it will be held accountable for the cancellation fees.
- 24.3 Should the cancellation be due to the negligence or request of the official, the official shall be held accountable for the cancellation fee.

## **PART TWO: GOVERNMENT VEHICLES**

### **25. ISSUE OF GOVERNMENT VEHICLE (POOL VEHICLES)**

- 25.1 A government vehicle shall not be issued to an official unless such official
  - 25.1.1 Has undergone a driving test at the traffic department;
  - 25.1.2 Has undergone defensive driving course (push and pull)
  - 25.1.3 Has a valid driver's license with no endorsements; and
  - 25.1.4 Has a trip authority for such a trip.
- 25.2 A trip authority shall be completed by the official who shall be driving the Government vehicle and signed by his or her supervisor, where possible. If it is not possible to obtain the signature of the supervisor, an alternate signatory may be identified in the Department.
- 25.3 No official shall be allowed to request or loan a government vehicle from Department of Transport without a permission of Departmental Transport Official.
- 25.4 An emergency requirement of pool vehicle from Department of Transport should be approved by Director Supply Chain Management.
- 25.5 A government vehicle shall be issued only on the day of travel unless advance authority to park the vehicle at home has been obtained.
- 25.6 Unless the Accounting Official directs otherwise, a trip authority shall not run longer than one week at a time.
- 25.7 Only the Accounting Official or the relevant delegate shall authorize the driving and parking of a government vehicle during weekends and public holidays.

### **26. USE OF GOVERNMENT VEHICLES**

- 26.1 A government vehicle shall be used only by the person authorised by the trip authority.
- 26.2 A government vehicle shall be used only for official purposes and not for private or other purposes, unless authority has been granted as such.

- 25.1 A driver of a government vehicle is not allowed to carry passengers or pick up casual passengers without the necessary authority.
- 26.4 A driver of a government vehicle should not deviate from the authorized route, without obtaining prior approval.
- 26.5 The driver shall keep and complete the log book at the end of each trip and shall return keys, log book to the transport official after utilizing the vehicle.

## **27 TRANSPORTATION OF EMPLOYEES WITH DISABILITIES TO AND FROM THE PUBLIC SERVICE WORKPLACE**

- 27.1 The operation of reasonable accommodation measures for people with disability commences when an employee with disability enters the workplace up until when she leaves the workplace.
- 27.2 An employee with disability shall write a letter and submit through his/ her supervisor And Directorate manager for assistance with transport. Only those who have declared their disability status.
- 27.3 The letter shall be submitted to Employment Equity Manager for consideration.
- 27.4 HR Planning and Employment Equity Unit shall compile a memo for requisition of Transport for an employee with disability attaching all the relevant documents.
- 27.5 The memo shall be signed by the EE Manager, Director Supply Chain Management, HOD and the MEC.
- 27.6. The HOD shall explore options to provide transportation to employees with disability who as a result of the gravity of their disability may not otherwise be able to utilise public transport and who may not be able to drive nor qualify for any government subsidised transport.
- 27.7 Chapter X of the PSCBC Resolution 3 of 1999 gives the MEC discretionary powers to provide transportation to officials, with due regard to specified tariffs.
- 27.8 When the department decides to provide the said transportation for people with disabilities to and from the place of work, the terms and conditions as agreed upon shall be in writing in a form of a departmental policy that has been well consulted with employees with disability in order to ensure consistency.
- 27.9 The transport section shall liaise with the employee for further advice on transport issues.

## **28. GARAGING AND PARKING**

- 28.1 An official in charge of a government vehicle shall ensure that the vehicle is adequately garaged and parked and shall at all times take all reasonable steps to safeguard the vehicle including accessories therein against theft, irregular use, damage or fire.

28.2. An authority shall be obtained for every day that a vehicle is parked in an area outside its designated parking area.

28.3 An approval shall first be obtained from the Accounting Official to park a government vehicle outside its designated parking area.

## **29. INSPECTION OF VEHICLES**

29.1 A government vehicle shall be inspected by a transport official and the driver thereof before allocating the vehicle to the driver concerned and on return of the vehicle to the transport official.

29.2 During the inspection, the transport official shall record, in front of the driver, all the accessories in the vehicle and damages, if any, to the vehicle.

29.3 The driver shall immediately report any mechanical defect to Transport Official.

## **30. RESPONSIBILITY FOR THE GOVERNMENT VEHICLE**

30.1 The overall responsibility for the safeguarding of a vehicle issued to an official and any accessories therein rest with the official concerned.

30.2 Drivers shall exercise proper care when they are in the use and handling of a Government vehicle.

30.3 An official who uses a vehicle without authority, irregularly, recklessly, neglected the vehicle or misused it shall be subjected to a disciplinary action, apart from any other relief available to the Department.

30.4 All traffic fines due to reckless driving and negligence shall be paid by the official who was using the vehicle at the time of such traffic offences.

## **31. ACCIDENTS**

31.1 A driver of a government vehicle who is involved in an accident shall report the accident to the police or to a traffic official not later than 24 hours after the accident occurred.



31.2 The driver shall endeavour to obtain the particulars of the other driver involved in the accident, or where this is not possible, a case reference number from the police or the traffic official to whom the accident is reported.

31.3 The responsible driver shall immediately report the accident to a Transport Official and complete the accident report form.

31.4 The accident report shall be referred to the Transport Official and who shall recommend for investigation to be conducted.

## **32 SUSPENSION OF OFFICIAL FROM DRIVING GOVERNMENT VEHICLES**

32.1 The disposal and accident committee may suspend an official from driving a Government vehicle where –

32.2 The official has subjected a government vehicle to misuse or irregular use; or

32.3 Proof exists that the official has driven a vehicle recklessly or the vehicle was involved in an accident whilst being so driven; or

32.4 The official drove the vehicle whilst under the influence of liquor or narcotic drugs

## **33. DAMAGE TO GOVERNMENT VEHICLE**

33.1 Any damage, loss, deficiency as a result of *vis major* and other inevitable causes and thefts (other than damage, losses and deficiencies arising out of an accident) shall be reported first to the transport official and thereafter be dealt with in terms of the policy on losses and theft of state property.

## **34 SUBMISSION OF LOG-SHEETS**

34.1 The monthly log-sheet shall be submitted to the Transport Official before the 15<sup>th</sup> of each month, failing which the responsible official shall be liable for penalty as determined by the Department of Public Works Roads and Transport.

## **35 DISPOSAL OF GOVERNMENT VEHICLES**

The government vehicles shall be disposed of in accordance with the procedure contemplated in the asset management policy.

## **36 TRANSFER OF GOVERNMENT VEHICLES**

35.1 A government vehicle may not be transferred from the Department to another

without the authority of the Accounting Official.

**ANNEXURE "A"**

**DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT SUBSIDIZED  
VEHICLE BENCHMARK**

The revision of benchmark for the financial year 2021/2022 based on 6% inflation rate in view of the fact that prices of vehicles have increased.

**CATEGORY "A" SEDAN**

	2020/2021
Sedan Engine Capacity	1.8cm 3

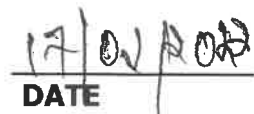
**CATEGORY "B" LIGHT VEHICLE DELIVERY VEHICLE (LDV's)**

	2020/2021
Engine Capacity	2.5cm 3

No **Multipurpose vehicles and Special Utility Vehicles** shall be recommended or approved.

The policy shall be reviewed in April 2024, after three years subject to National Transport Policy amendments.

  
**MR M. MOKONYAMA**

  
**DATE**

**ADMINISTRATOR in terms of Section 100 (1) (b) Constitution of South Africa  
Department of Community Safety and Transport Management**