cogta

Department:
Co operative Governance and Traditional Affairs
MPUMALANGA PROVINCIAL GOVERNMENT

TRANSPORT POLICY

MPUMALANGA
A Pioneering Spirit

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1 Purpose of policy

The purpose of this policy is to regulate the applications for and the use of subsidised and government owned vehicles.

2 Regulatory framework

This policy derives its mandate from the National Transport policy and the transport circulars.

3 Definitions

In this policy, unless the context otherwise indicates:

"Accounting Officer" means the Head of Department;

"capital remuneration" means the state's contribution to the capital cost based on the purchase price minus the estimated resale value of a subsidises vehicle, payable in equal monthly installments for the duration of the selected official utilisation period;

"department " means the Mpumalanga Department of CoGTA;

"head of department" means the head of department referred to in the Public Service Act, 1994, and, unless otherwise indicated, an officer to whom he or she has delegated powers in terms of this policy;

"official / employee" 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

"responsibility manager" means the head of a section or a person acting in that position.

"transport officer" means an official in the transport section who is responsible for the administration of the department's subsidised and government vehicles;

4 Scope of application

This policy applies to all officials of the Department, excluding members of Middle Management Service and Senior Management Service.

5 Appointment of Transport Committee

5.1 The Accounting Officer must appoint a transport committee to advise him or her with regard to the responsibilities and powers conferred upon him or her in terms of this policy.

5.2 The committee shall consist of the Chief Financial Officer or his or her delegate, and managers from each programme of the Department.

5.3 The Accounting Officer must appoint one member of the committee, preferable the Chief Financial Officer or his or her delegate, to be the chairperson of the committee.

6 Functions of the Transport Committee

The functions of the transport committee are --

6.1 to evaluate all applications for subsidised 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 Officer;

6.2 to verify applications in terms of job description and this policy;

6.3 to verify the validity of an officer's drivers licence;

6.4 to vet application, utilisation period and kilometres;

6.5 to review all applications in the context of the previous kilometres travelled and available exception reports from the service provider on utilisation of a previous vehicle;

6.6 to submit a monthly reports assessing compliance with this policy; and

6.7 to perform any other function consistent with this policy as may be conferred by the Accounting Officer.

7 Subsidised vehicles: Scheme A

7.1 Qualification criteria

7.1.1 An officer qualifies for scheme A of the subsidised 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.

7.1.2 The Accounting Officer may, on application to him or her, approve official kilometers in excess of 29 000 kilometers.

7.1.3 Officials applying for Sedans shall be allowed to apply to the maximum limit of 2 litre engine

7.1.4 in case of light delivery vehicles, officials shall be allowed to apply to the maximum limit of 2.5 litres

7.2 Allocation requirements

7.2.1 A qualifying officer may, subject to approval by the Accounting Officer and clause 8.2.2 below, be allocated only a motor vehicle which falls under National Contract RT57;

7.2.2 The allocation of a subsidised vehicle to an officer must take into account the nature of the official duty for which the vehicle is required and may take into account the level of such officer;

7.2.3 A qualifying officer must purchase a vehicle approved by the Accounting Officer. The additional costs for the purchase of a vehicle over and above the benchmark approved by the head of department will be borne by the officer.

7.3 Logbook

7.3.1 An officer who has been allocated a subsidized vehicle must keep a logbook reflecting all the distances travelled, both official and private.

7.3.2 The logbook must be made available for inspection by a transport officer or the transport committee at any time.

8 Subsidised vehicles: Scheme B

8.1 Qualification criteria

Participation under scheme B will be subject to under strict condition.

8.1.1 An officer qualifies for scheme B of the subsidised vehicles if he or she travels, for job related purposes, less than 21 000 official kilometres per year, and does not qualify for a subsidised vehicle under Scheme A;

8.1.2 An officer qualifying under this scheme may not purchase a vehicle through the National Contract RT57;

8.1.3 An officer who travels less than 6000 official kilometres per year may participate under this scheme using his or her own vehicle subject to the HOD's approval.

9 Applications for approval of subsidised vehicles

An officer who applies for a subsidised vehicle must submit the following to the transport committee or its designated secretariat:-

9.1 a Z81 application form, obtainable from the transport section;

9.2 a copy of applicant's identity document, latest salary advice and a valid driver's licence;

9.3 the kilometre and daily utilisation of a government or outsourced vehicle for the previous six months; and/or

9.4 the kilometre utilisation of a privately owned vehicle for approved official services for the previous six months; and/or

9.5 the total projected official assigned kilometres that the official shall undertake per month which would be subject to changing circumstances that may occur; and

9.6 a recommendation signed by the responsibility manager.

10 Official utilisation of subsidised vehicles

10.1 An officer may not permit another person to make use of his or her subsidised vehicle for official purposes in the absence of such officer.

10.2 The official utilisation period for a subsidised vehicle shall be for a minimum period of 36 months and a maximum period of 48 months.

10.3 An officer must travel a minimum of at least 70% official and 30% private kilometers in any given year. A penalty will be imposed on an official who travels more than 30% private kilometers as contemplated in the National Policy.

11 Officials leaving the State

If an officer leaves the employment of the state, before the expiry of the period mentioned in clause 11.2, the officer will be liable for the outstanding settlement value of the vehicle.

12 Conversion from one Scheme to the other

12.1 An officer who wishes to convert from one scheme to the other must submit an application to the transport committee.

12.2 The application must be supported by the documents mentioned in clause 7, as well as a motivation explaining the change in the circumstances of the officer which necessitates the conversion.

12.3 An application for conversion from scheme B to A must be treated as a new application for a subsidised vehicle.

12.4 If it appears from the records of official kilometers travelled for a period of six months, that an officer who was allocated a vehicle on scheme A no longer qualifies for such, the transport officer, must submit the relevant documentation to the transport committee for the review of the allocation of such officer.

12.5 In the event of a review contemplated in 13.4 above, the transport committee may call upon the officer concerned to show cause, why his or her allocation should not be reviewed.

13 Accidents

13.1 A driver of a subsidised vehicle who is involved in an accident must report the accident to the SAPS or to a traffic officer within 24 hours after the accident occurred.

13.2 The driver must 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 SAPS or the traffic officer to whom the accident is reported.

13.3 The driver must immediately report the accident to the transport officer and complete the accident report form.

14 Issue of Government vehicles

14.1 A government vehicle must not be issued to an officer unless such officer-

15.1.1 has a valid drivers licence with no endorsements; and

15.1.2 has a trip authority for such a trip.

14.2 A trip authority must be completed by the officer who will be driving the government vehicle and signed by his or her supervisor. If it is not possible to obtain the signature of the supervisor, an alternate signatory may be identified *in* the Department.

14.3 A government vehicle must be issued only on the day of travel unless advance authority to park the vehicle at home has been obtained.

14.4 Unless the Accounting Officer directs otherwise, a trip authority must not run longer than one week at a time.

14.5 The driving and parking of government vehicles during weekends and public holidays must be limited and will only be authorised by the Accounting Officer or his or her delegatee under exceptional circumstances.

15 Use of Government vehicles

15.1 A government vehicle must be used only by the person authorised by the trip authority.

15.2 A government vehicle must be used only for official purposes and not for private or other purposes, unless authority has been granted as such.

15.3 A driver of a government vehicle is not allowed to carry passengers or pick up casual passengers without the necessary authority.

15.4 A driver of a government vehicle should not deviate from the authorised route, without obtaining prior approval.

15.5 The driver must keep and complete a logbook at the end of each trip.

16 Garaging and Parking

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

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

17 Inspection of vehicles

17.1 A government vehicle must be inspected by a transport officer and the driver thereof before issuing the vehicle to the driver concerned and on return of the vehicle to the transport officer.

17.2 During the inspection, the transport officer must record, in front of the driver, all the accessories in the vehicle and damages, if any, to the vehicle.

18 Responsibility for the Government vehicle

18.1 The overall responsibility for the safeguarding of a vehicle issued to an officer and any accessories therein rests with the officer concerned.

18.2 Drivers must exercise proper care in the use and handling of a government vehicle.

18.3 An officer who without authority, irregularly, recklessly, negligently used a vehicle or misused it may be subjected to disciplinary action, apart from any other relief available to the Department.

18.4 All traffic fines must be paid by the official to whom the vehicle was issued at the time the traffic fines were issued.

19 Accidents and Incidents

19.1 A driver of a government vehicle who is involved in an accident must report the accident to the SAPS or to a traffic officer within 24 hours after the accident occurred.

19.2 The driver must 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 SAPS or the traffic officer to whom the accident is reported.

19.3 The driver must immediately report the accident to a transport officer and complete the accident report form.

19.4 The accident must be referred to the accident committee of the Department for investigation and recommendation. The accident committee must, *inter &la,* ascertain whether an officer has forfeited the state cover as contemplated in the Treasury Regulations.

20 Suspension of officials from driving Government vehicles

The accident committee may suspend an officer from driving a government vehicle where-

20.1 the official has subjected a government vehicle to misuse or irregular use; or

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

20.3 the official drove the vehicle whilst under the influence of liquor or narcotic drugs.

21 Damage to Government vehicle

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

22 Disposal to Government vehicles

Government vehicles must be disposed of in accordance with the procedure contemplated in the asset management policy.

23 Transfer of Government vehicles

A Government vehicle may not be transferred from the Department to another without the authority of the Accounting Officer.

24 Delegation

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

25 Review of policy

This policy will be reviewed annually and any review thereof is the responsibility of the Executive Management of the Department.

26 Contraventions

Any person who contravenes or fails to comply with any provision of this policy may be subjected to disciplinary action.

THUS DONE AND SIGNED AT NELSPRUIT BY THE ACCOUNTING OFFICER