



OFFICE OF THE DIRECTOR ASSET FLEET AND LOGISTICAL MANAGEMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: Mr A Gideon Tel: 040 602 7007 Fax :040 608 4451. Email: andrew.gideon@ecdoe.gov.za

Website: www.ecdoe.gov.za

**TO: DDG'S
CHIEF DIRECTORS
DIRECTORS
DISTRICT DIRECTORS
SCM DEPUTY DIRECTORS
ALL TRANSPORT OFFICERS**

FROM: THE HEAD OF DEPARTMENT

DATE: 28 OCTOBER 2021

SUBJECT: UTILIZATION OF GG VEHICLES DURING THE EXAM PERIOD

1. Reference is made to the Top Management meeting of the 26 October 2021 where Districts requested that GG vehicles be used over weekends during the exam period.
2. The purpose of this correspondence is to formalise the utilisation of GG vehicles during the examination period in the following manner:
 - All vehicles must be utilised inclusive of conditional grant vehicles during the exam period.
 - Vehicles must not exceed the stipulated 3125 km per month, District Deputy Directors must ensure that all vehicles in the district are used randomly to avoid under or over utilization.
 - The usage of Fleet Management Leases (FML's) vehicles must first be utilized and prioritised up to the monthly prescribed monthly kilometre threshold of 3125 km, thereafter the Manage Maintenance (MM's) must be utilised in Districts.
 - As per fleet management internal control measures, the memo requesting the utilisation of GG vehicles over weekends will only be approved by the Head of Department.
 - Districts must submit requests for 'Over weekends utilisation', every Wednesdays via the Cluster Chief Directors to Asset and Fleet Management's office which will in turn submitted it to the Head of Department for approval.
 - The current utilisation in terms of Kilometres and the planned distance to be travelled must be indicated in the request for each vehicle.
 - A consolidated request per District with the name and rank of the official/s, Persal number, and the period the vehicle/s will be used, must be submitted via the Cluster Chief Directors to the Director Asset and Fleet Management's office.
3. Cluster Chief Directors are to ensure that GG vehicles utilisation at the district level adheres to the content of this memorandum.



4. The escalation of transport cost had necessitated the need to use government vehicles only when really needed.
5. Thank you for your support and co-operation in ensuring the reduction of transport cost in the Department.

Yours in Service Delivery

Ms N. NGCENGWANA
CHIEF FINANCIAL OFFICER

04 November 2021

DATE