



Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

FLEET MANAGEMENT POLICY

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1. DEFINITIONS

Term	Definition
Departmental Vehicle	Departmental vehicle (also referred as GG vehicle) is a vehicle that is purchased, utilized and managed by the Department for use by officials in the execution of their departmental duties. It is a tool by which a service is delivered and therefore management of this resource is instrumental in the effective delivery of services. This definition includes both FML vehicles and MM vehicles.
FML Vehicle	Vehicles leased under finance lease through GFMS
MM Vehicle	Vehicles purchased and owned by the Department
Authorised Trip	Authorized trip is the use of a departmental vehicle for work related activities having been duly approved by the delegated official.
Unauthorised Trip	Unauthorized trip is the use of a departmental vehicle without the consent and approval of the delegated official, i.e. the vehicle is used or retained for purposes not consented or authorized by the delegated official. Non-work-related trips are deemed as unauthorized trips.
Transport Officer	Is a person who has been appointed in writing by the Head of Department/his or her delegated official to control and manage all fleet vehicles at that specific office/site. Their rank shall be at least at supervisory level and above, i.e. senior admin officer (level 08)
Transport Officer Assistant	Is a person who assists the Transport Officer with the day to day duties of managing the fleet vehicles.
Driver	Is an official in possession of a valid unendorsed driver's license with necessary Departmental authorization which enables him/her to drive a specific category of vehicle according to the Road Traffic Act
Delegated Official	Is an official appointed by means of a job description to execute specific functions
Service Provider	Service Provider is a party contracted to the Department to render services according to the Service Level Agreement
Proxy	Is an official who has written authorization to act on behalf of the Department on transport related matters. Their rank shall be at least in the level of a Director
Representative	Is a person appointed/elected to represent the Department on transport related matters in the absence of the proxy. Their rank shall be at least in the level of a Deputy Director
GFMS	Government Fleet Management Services
Unserviceable Assets	Assets which owing to normal wear and tear have become obsolete and no longer suitable for the purpose for which they were originally acquired.
Itinerary	Is a detailed plan or route for a journey

Term	Definition
Useful Life	The time period over which it is expected that an asset will be used by the Department
Department	means Eastern Cape Department of Education
GG Handbook	Issued by the National Department of Transport regarding all transport matters

1. INTRODUCTION

- 1.1 In terms of Section 9.1 of the Public Financial Management Act, 1999 (Act 1 of 1999) the Accounting Officer of an institution must exercise all reasonable care to prevent and detect unauthorised, irregular, fruitless and wasteful expenditure, and must, for this purpose, implement effective, efficient and transparent processes of financial and risk management.
- 1.2 This Fleet Management Policy is developed to guide those appointed to assist the Accounting Officer in the performance of their duties.
- 1.3 This policy should be read together with other prescripts mentioned elsewhere in this document and circulars that will be issued from time to time whenever there are new developments in this regard.
- 1.4 Although the Fleet Management Sub-Directorate has the overarching responsibility for control and management of fleet processes, it is the responsibility of all users to ensure due care is taken when using department vehicles, as stated in section in the PFMA.

2. OBJECTIVES

- 2.1 To ensure effective and efficient control, utilization, safeguarding and management of departmental vehicles.
- 2.2 To ensure vehicle drivers, Transport Officers and Fleet Managers are cognizant of their roles and responsibilities in the utilization and management of departmental vehicles.
- 2.3 To prescribe requirements and procedures relating to management and administration of departmental vehicles.

3. SCOPE OF THIS POLICY

- 3.1 This policy is intended to cover:
 - the use of vehicles owned by the Department;
 - the use of vehicles leased by the Department;
 - the use of vehicles donated to the Department;

- the use of vehicles hired on behalf of the Department.
- 3.2 This policy does not apply to the use of subsidized vehicles which will be subject to a separate policy document.
 - 3.3 This policy is applicable to all ECDoE employees in the permanent, temporal and or contractual employ of the Department.

4. LEGISLATIVE FRAMEWORK

This policy must be read in conjunction with the following legislative and regulatory frameworks:

- 4.1 Public Finance Management Act, 1999 (Act of 1999 as amended by Act 29 of 1999)
- 4.2 National Treasury Regulations issued in terms of Public Finance Management Act, 1999
- 4.3 Regulations in respect of the framework for Supply Chain Management issued in terms of the Public Finance Management Act, 1999
- 4.4 Public Service Act, no. 103 of 1994
- 4.5 Government Motor Transport Handbook Version 1 of 2019
- 4.6 Transport Circular 9 of 2005
- 4.7 National Treasury Circulars and Practice Notes
- 4.8 SMS handbook
- 4.9 GFMS Service Level Agreement (SLA)
- 4.10 Departmental Circulars and Internal Memos

5. LICENSING AND REGISTRATION OF DEPARTMENTAL VEHICLES

- 5.1 It is a requirement that all departmental vehicles must be registered in terms of the Road Traffic Act, 1989 (Act No 29 of 1989) as amended.
- 5.2 Registration of departmental vehicles must occur at the Local Traffic Authority.
- 5.3 The following vehicle classes must be registered:
 - 5.3.1 All goods vehicles with a gross vehicle mass (GVM) of more than 3 500 kg (3½ metric ton). (b)
 - 5.3.2 All busses/mini-busses that transport passengers must dispose of a competency certificate that must be displayed in accordance with the Road Traffic Act.
 - 5.3.3 All departmental vehicles should display a valid license disk on the left side of the vehicle's windscreen. The license is annually renewable and the cost borne by the Department.
 - 5.3.4 In cases of tractors, trailers, implements and other machinery it must be placed in license holders purchased and installed according to the procurement procedures.
- 5.4 Failure to affix the license disk may result in the particular Transport Officer being subjected to disciplinary action for non-performance.
- 5.5 Licenses must be renewed annually. Licenses must be renewed within 21 days after expiry or else a penalty will be charged.

- 5.6 The Director: Logistics and Disposal Management must be appointed in writing by the Head of Department as the Proxy of the Department to register the Department as the owner of the vehicles.
- 5.7 The Deputy Director: Fleet Management must be appointed by the Head of Department as Representative of the Department.
- 5.8 The duties of the Proxies are to manage license renewals, traffic offences as well as all other administrative functions to vehicles. Only the proxy can sign documents on behalf of the Department.
- 5.9 The duties of the Representative are to execute all abovementioned functions.
- 5.10 The proxy will ensure that the representative execute all the above-mentioned tasks delegated to him/her.

6. UNAUTHORISED DRIVERS OF DEPARTMENTAL VEHICLES

The following categories of officials are NOT permitted to drive departmental vehicles unless duly authorized by the Head of Department in writing:

- 6.1 Employees on learnership or internship program;
- 6.2 Temporary employed employees;
- 6.3 Contract workers, unless expressly authorized to drive departmental vehicle and or specified in their contracts;
- 6.4 Educators;
- 6.5 Learners;
- 6.6 Employee who only has a learner's license;
- 6.7 Employee who does not have a driver's license;
- 6.8 An employee whose driver's license is endorsed for any reason;
- 6.9 Employee who is on suspension by the Department;
- 6.10 Departmental officials participating in the subsidy scheme;
- 6.11 An official who has the benefit of the vehicle financing scheme for middle management and senior management.

7. TRANSPORTING OF EDUCATORS AND LEARNERS ON DEPARTMENTAL VEHICLES

Transporting of educators and learners using departmental vehicles is strictly prohibited except under the following circumstances which must be approved by the delegated official:

- 7.1 Educators and learners may be transported using departmental vehicles when attending sessions relating to therapy, legal and or labour related proceedings, court cases on behalf of the Department.
- 7.2 Learners experiencing learning barriers and attending departmental programs offered by Inclusive Education Directorate.
- 7.3 Each case must be treated on its merits and be approved by the District Director in conjunction with Director: Logistics and Disposal Management.
- 7.4 Transporting of educators and learners using departmental vehicles to attend workshops, trainings, sport activities, music competitions and other extra mural

activities is strictly prohibited. Organisers of these events must procure alternative transport services for transporting educators and learners.

8. UTILISATION OF DEPARTMENTAL VEHICLES BEYOND EASTERN CAPE BORDERS

- 8.1 Departmental vehicles must be used only for official purposes;
- 8.2 Departmental vehicles must be used primarily within the borders of the Eastern Cape;
- 8.3 Permission to cross borders of the Eastern Cape Province must be obtained from the relevant District Director and approved by the Head of Department;
- 8.4 Approval to cross the borders of South Africa must be obtained from the Head of Department and Head of GFMS.
- 8.5 The request must be submitted to the Head of Department in writing no less than ten days before the intended trip.

9. AUTHORISED TRIPS

The Eastern Cape Department of Education is committed to providing appropriate transport to enable officials to carry out their duties. The following are regarded as official trips, this list is not exhaustive:

- 9.1 Authorised trips to provide services to educational institutions, e.g. school visits etc;
- 9.2 Authorised trips to attend official meetings, workshops, training and seminars;
- 9.3 Authorised trips to District Offices, CMCs, Institutes, Teacher Development Centers, and other sites of the Department;
- 9.4 Authorised trips to other government departments;
- 9.5 Authorised trips to building sites such as new schools or new education facilities;
- 9.6 Taking departmental vehicles to a workshop for repairs/services;
- 9.7 Authorised trips to attend funerals and memorial service for staff members.

10. UNAUTHORISED TRIPS

The following are regarded as unauthorised trips, this list is not exhaustive:

- 10.1 Use of departmental vehicles without prescribed authorization (completion and submission of signed Z606 form);
- 10.2 Use of departmental vehicles to commute between home and the workplace;
- 10.3 Use of departmental vehicles to go shopping or dropping official's children at schools;
- 10.4 Use of departmental vehicles to attend social outings and gatherings;
- 10.5 Transporting colleagues or other persons who are not authorized to make use of departmental vehicles;
- 10.6 Use of departmental vehicles for any activity which is not indicated on the trip authority;

- 10.7 Use of departmental vehicles to commute learners and educators unless for purposes stated in paragraph seven (07) above;
- 10.8 Unauthorized visits to any place.

11. TRIPS TO ATTEND FUNERALS AND MEMORIAL SERVICES FOR STAFF MEMBERS

- 11.1 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;
- 11.2 Officials nominated to represent the Department in funerals can be provided with one vehicle designated to carry four passengers i.e. sedan (as per Circular 6 of 2007) to attend the funeral;
- 11.3 Approval for issue of the vehicle must be granted by the relevant Director of the Unit, and Director: Asset and Fleet Management;
- 11.4 The Department is in no way obliged to provide transport to other officials attending funerals or memorial services;
- 11.5 Departments will not provide official government transport to any family member of the deceased or employees under the employment of the State.

12. DUTIES AND RESPONSIBILITIES OF A TRANSPORT OFFICERS AND FLEET MANAGERS

The following are duties and responsibilities of Transport Officers and any other delegated official designated to assist with transport functions:

- 12.1 Co-ordinate fleet and ensure optimal utilization of vehicles at all times;
- 12.2 Ensure monthly compilation and submission of vehicle utilization reports for inputs to the program performance indicator;
- 12.3 Exercise control over the maintenance of and expenditure involved in the use of departmental vehicles;
- 12.4 Ensure proper completion and regular scrutiny of all records and documents of departmental vehicles in their control;
- 12.5 Ensure maintenance of an updated Fleet Asset Register for all vehicles under their control;
- 12.6 Ensure that all vehicles are kept in good roadworthy condition and are serviced on a regular basis;
- 12.7 To monitor and make arrangements for regular repairs and maintenance of departmental vehicles in their control;
- 12.8 Ensure that all instructions relevant to the use, operation and maintenance of vehicles are complied with and communicated to the drivers;
- 12.9 Act as a link between their office and Head Office, GFMS and other stakeholders;
- 12.10 To attend the licensing of all departmental vehicles under their control;
- 12.11 All officials entrusted to administer use and management of departmental vehicles must be appointed in writing by the Head of Department or his/her delegate;
- 12.12 Logbooks with specific details must be kept up to date and inspected by the Transport Unit/Office Managers or designated representatives regularly.

13. REPORTING ON UTILISATION OF DEPARTMENTAL VEHICLES

- 13.1 Monthly returns on the utilization of vehicles must be forwarded to Head Office, Directorate: Asset and Fleet Management;
- 13.2 Reports must reflect the average monthly kilometers covered as well as the average number of days utilized by every departmental vehicle during the month;
- 13.3 The period of reporting for each month must start from the 25th to the 24th of the following month;
- 13.4 Reports must reach the Head Office Fleet Management Unit on or before the 3rd of every month;
- 13.5 In cases where a departmental vehicle exceeds the prescribed 3,125 kilometers per month the overutilization must be explained. If the space is insufficient the motivation must be furnished as an attachment;
- 13.6 In the case where a departmental vehicle does not cover the prescribed **1 500 kilometer** per month or maintain **sixteen (16)** days utilisation per month, the underutilization must be explained in the applicable space of the report. If the space is insufficient the motivation must be furnished as an attachment;
- 13.7 In the case of regular underutilization of a vehicle, an indication must be given whether the vehicle can be reallocated elsewhere. If **not** the reasons to retain the vehicle must be properly motivated.

14. ROLES AND RESPONSIBILITIES OF DRIVERS OF DEPARTMENTAL VEHICLES

- 14.1 Drivers must sign the undertaking as prescribed in the trip authority form to request allocation of a vehicle and confirm that he/she is aware of the stipulations of the transport procedures and regulations;
- 14.2 The trip authority form must be signed by the duly authorized manager (or his/her delegate) of the driver, to confirm that he/she is aware of the journey to be undertaken;
- 14.3 Drivers must keep the original trip sheet and Fleet Management Section must keep the duplicate trip sheet;
- 14.4 When a driver of a departmental vehicle is allocated a vehicle for a trip, he/she remains responsible for that vehicle and he/ she may not hand over the vehicle to any other person without the authority of the Transport Officer or his/ her delegate.

15. PRE AND POST INSPECTION OF VEHICLES

- 15.1 All departmental vehicles must be subjected to pre and post inspection by duly authorized officials together with the driver of the vehicle to ensure that any dents, scratches, and any other anomalies on the vehicle are noted prior and after the trip;
- 15.2 Pre-trip inspection:
 - The driver must ensure that any damage to or shortage of equipment, is brought to the attention of the Transport Officer or his/her delegate without delay prior the trip;
 - Tyres, brakes, oil, fuel, water, lights, flickers, battery, side mirrors, spare wheel, lifting jack and other tools must on receipt of the vehicle be checked by the driver and he/ she must ascertain that everything is in order;

- Shortages of equipment or defects of the vehicle must immediately be noted on the Z606 form and reported to the Transport Officer, failure to do so, may lead to the driver being held liable for any shortage or defect.
- 15.3 Post-trip inspection:
- Vehicles handed back by the driver must be received by the Transport Officer or his/ her delegate;
 - The driver must ensure that any damage to or shortage of equipment, is brought to the attention of the Transport Officer or his/her delegate without delay after the trip;
 - Vehicles returned after working hours when the Transport Officer or his/ her delegate has already knocked off, must be inspected by the Transport Officer or his/her delegate immediately the following day and inform the driver immediately of any defects / shortages;
 - Failure by The Transport Officer or his/ her delegate to inspect the vehicle may lead to him/ her being held liable for any shortage or damage to the vehicle.

16. PROCEDURE FOR ISSUING OF VEHICLES

- 16.1 All vehicles must be issued on the day of travel unless prior approval to park the vehicle at home of the driver has been obtained from the delegated official;
- 16.2 The most economical vehicle suitable for the purpose must be used;
- 16.3 No departmental vehicle must be issued and used over weekends without the prior approval of the Head of Department or his/her delegate;
- 16.4 Departmental vehicles must be issued to officials who are capable and properly licensed in terms of Regulation 239 of the Road Traffic Act (Act 29 of 1989), to drive the particular class of vehicle as per their driving license. Special attention is drawn to the fact that for certain types of vehicles a Professional Drivers Permit must be obtained;
- 16.5 The original trip authority form must be carried in the vehicle and a copy thereof shall be retained by the Transport Officer for accounting and reporting purposes;
- 16.6 The Transport Officer will issue a vehicle to an authorized driver after complying with the following procedures:
- 16.6.1 The Transport Officer will issue a vehicle inspection form and record therein the following:
- condition of the vehicle,
 - the quantity of fuel in the tank,
 - log book availability,
 - petrol card number where applicable; and
 - items of equipment in the vehicles;
- 16.6.2 The driver will sign the vehicle inspection form in the presence of the Transport Officer;
- 16.6.3 The driver, by signing the vehicle inspection form, certifies thereby that the details contained therein are correct and that he/she assumes the responsibility for the vehicle and the equipment items thereon;
- 16.6.4 The vehicle inspection form forms part of the trip authority form;

- 16.6.5 The Transport Officer will take receipt of a returned vehicle by following same procedure referred to on this paragraph and paragraph 15 above and shall endorse the vehicle inspection form mileage traveled by the driver and condition of the vehicle.
- 16.6.6 The Transport Officer shall, furthermore, require the driver to produce all petrol slips for petrol purchased during an extended trip for the purpose of verifying fuel and costs incurred in connection with the purchase of fuel by a driver who drove the vehicle.

17. ALLOCATION OF VEHICLES

- 17.1 The allocation of departmental vehicles to specific posts/persons is forbidden;
- 17.2 Personal preferences for specific vehicles shall not be practiced by Transport Officers;
- 17.3 Vehicles will be allocated according to availability, distances to be travelled, etc. Bookings must as far as possible be made in advance;
- 17.4 Allocation of departmental vehicles to officials with physical disabilities:
- Special attention is drawn to the provisions of the Road Traffic Act (RTA) with regards to the duties of a driver in connection with reporting of physical disabilities from which he/she may suffer or which he has sustained or developed after issue of a driver's license.
 - Cases where it is deemed necessary to modify the standard driving controls of a vehicle before a special driver's license could be issued to such a person in terms of Section 18 of the Provisions of the RTA (Act 29 of 1989), must first be referred to the Head of Department for consideration and approval.

18. PROPER USE / DRIVING OF DEPARTMENTAL VEHICLES

- 18.1 The driver of a departmental vehicle shall not deviate from the shortest route to the destination to serve his / her private interest or those of his/her passengers, or in connection with the conveyance, loading or unloading of private property or goods;
- 18.2 Use of departmental vehicles for private use is strictly prohibited and will be subject to disciplinary action;
- 18.3 The driver of any vehicle shall not deviate to any unauthorized routes or destinations and shall not enter any unauthorized premises or areas;
- 18.4 Drivers are expected to route their vehicles so as to secure maximum operating efficiency at minimum expense;
- 18.5 In cases where it has been ascertained that the vehicle was used for a purpose other than that for which it had been required originally, the Transport Officer must report the matter to the Head of his/her section, after conducting an investigation and obtaining the driver's written comments on the matter;
- 18.6 It is the responsibility of drivers and other user of departmental vehicles to keep vehicles clean and free from litter at all times;
- 18.7 Smoking inside departmental vehicles is strictly prohibited.

19. COMPETENCE OF DRIVERS

- 19.1 Drivers of departmental vehicles may be subjected to a driver's competency test facilitated by the Fleet Management Section at least once per financial year or as deemed necessary by the Transport Officer;
- 19.2 Copies of the competency test certificates shall be provided to the GFMS;
- 19.3 The Head of Department (or his delegate) who has the power to authorize an official or employee to drive, must satisfy himself/herself that any incompetence or doubtful ability on the part of such an official or employee is not of such a nature as to expose the Department to risk;
- 19.4 Where such official or employee must, of necessity, drive a departmental vehicle and it is considered necessary, he/she should be subjected to a retest by the authority concerned in terms of Regulation 79 (2) (d) of the Road Traffic Act, even if this has to be done at departmental expense;
- 19.5 All drivers of heavy vehicles (vehicles with a gross vehicle mass (GVM) of more than 3,500 kg) or vehicles transporting 12 passengers or more must possess a valid Professional Drivers Permit (PDP);
- 19.6 The Transport Officer reserves the right to refuse issue of a departmental vehicle if an official refuse to take an alcohol detection test / alcohol breathalyzer test when asked to do so.

20. TRIP ITINERARIES

- 20.1 It is necessary that itineraries for all planned trips be prepared a week before embarking on a journey in consultation with the Transport Officer or his / her assistant for proper planning and allocations of departmental vehicles;
- 20.2 The Transport Officer reserves the right to consolidate trips of officials who are going in the same direction / destination for economic and efficient use of departmental vehicles;
- 20.3 The itinerary must reflect the sequence of the trips and on a daily basis the driver must chart to and fro trips on the log sheets;
- 20.4 The Transport Officer must compare the itineraries with the completed log-sheets with a view to determine liability for unnecessary trips.

21. COMPLIANCE TO TRAFFIC REGULATIONS AND RULES OF THE ROAD

- 21.1 Traffic regulations and other rules of the road applicable to road users must be strictly observed at all times;
- 21.2 Where these rules are not observed, the Department will not be held liable and any penalties imposed will be for the responsible driver;
- 21.3 The Department reserves the right to institute disciplinary action against traffic regulation offenders;
- 21.4 The applicable speed limit must be observed at all times;
- 21.5 The manner in which a departmental vehicle is driven and handled is directly subjected to public observation. Drivers of departmental vehicles shall therefore act in such a manner that they will not embarrass the government and especially the Department or expose it to negative criticism;

- 21.6 All cases reported by the public must be investigated and disciplinary steps must be taken against officials where necessary;
- 21.7 To acquire good driving habits the following hints are provided:
- Thorough knowledge of traffic regulations and signs;
 - Overtaking or passing of traffic only when the road is clear and it can be done so safely;
 - Observation of speed limit and road traffic signs at all times;
 - Use of safety belts at all time.
 - When driving at night the following is advised:
 - ✓ Reduce speed.
 - ✓ Dip headlights.
 - ✓ Keep left as far as possible.
 - ✓ Stop or park off the road surface only.
- 21.8 Notwithstanding the speed limits on public roads, drivers of heavy vehicles, busses and panel vans must reduce their speed according to the load that is transported, condition of roads, weather condition, etc.

22. SHORT-TERM HIRING OF VEHICLES

- 22.1 Hiring of vehicles is done when there is a pressing need to conduct ad hoc or special projects, and the departmental fleet is not sufficient to meet the demand;
- 22.2 Only when all other alternatives have been explored should the hiring of extra vehicles be considered;
- 22.3 Recommendation to hire extra vehicles should be obtained from the Transport Officer after trying all attempts to obtain vehicles departmentally;
- 22.4 The Head of the Unit or his/her delegated official requiring extra vehicles must approve the hiring of vehicles and avail the necessary funds;
- 22.5 The process of hiring of vehicle must be done through the Transport Management Office.
- 22.6 When a hired vehicle has been provided on a temporary basis, a requisition book (log book) must be completed at all times;
- 22.7 The Transport Officer must still issue a trip authority as in the case of departmental vehicles;
- 22.8 When collecting a hired vehicle, the official concerned must produce his/her identity document, driving license and the signed requisition form;
- 22.9 It is incumbent upon the official or employee completing the requisition form to ensure that all the information is recorded correctly. This is to enable the Department to be billed accordingly;
- 22.10 The entries regarding **the odometer readings and the times of arrival and departure** are of cardinal importance for the finalization of financial claims for the Department.

23. VEHICLE REPLACEMENT

- 23.1 It is the responsibility of Transport Officers to track the vehicle age and odometer readings, to identify vehicles which are about to reach their useful lives, i.e. be non-compliant and report these to Head Office;

- 23.2 A schedule of vehicles on Full Maintenance Lease (FML vehicles) which are about to be non-compliant must be submitted to GFMS on a monthly basis.
- 23.3 FML vehicles will be replaced based on either the age (months) or contract kilometers, whichever comes first.
- 23.4 The following criteria must be used to determine the best time to replace a vehicle.
- 23.4.1 If and when sufficient funds are available, the ideal situation will be to comply with the following criteria:
- (a) When a vehicle reaches over 120 000 – 150 000 Kilometres
 - (b) When a vehicle reaches age:
 - Vehicles GVM under 3500 kg between 4 and 5 years.
 - Vehicles GVM over 3501 kg between 6 and 8 years,
 - (c) When maintenance costs exceed the original purchase price
 - (d) When vehicles are Beyond Economical Repair “B.E.R.”
- 23.4.2 However, if funds are not available, the Department should proceed utilizing the vehicles as long as they are roadworthy and safe to use.

24. DISPLAY OF REGISTRATION PLATES ON DEPARTMENTAL VEHICLES

- 24.1 Except for the usual registration number plates, other approved plates or marks to indicate government ownership or use of the vehicle by a particular department, the manufacturer's mascots and name and model inscriptions and clearance tokens;
- 24.2 No marks, special or private insignia, mascots, stickers or advertising material may be displayed on any departmental vehicle without the approval of the Head of Department.

25. FITTINGS AND ACCESSORIES ON GOVERNMENT VEHICLES

- 25.1 Where a governor or accessory is fitted to a departmental vehicle it must not be tampered with e.g. decals, trackers and sirens.

26. ADMINISTRATION OF TRAFFIC FINES

- 26.1 When the fine is received under the name of a proxy or representative, the Transport Officer must provide a copy of the fine to the relevant driver who must acknowledge receipt by signing in the register;
- 26.2 The **traffic fine must immediately within 7 working days** be forwarded by the Transport Officer to the relevant Traffic Authority who must be requested to re-issue the fine on the relevant driver's name. **(It remains the responsibility of the Transport Officer to make a follow up with the relevant Traffic Authority if they received the request).**
- 26.3 The driver must however pay the fine within the stipulated time. Proof of payment must be submitted to the Transport Officer in order to update the relevant register”;
- 26.4 Deputy Director: Supply Chain Management in the case of District Office must ensure that the relevant traffic fine have been re-issued in the name of the relevant driver of the vehicle;
- 26.5 A register must be all traffic violations or offenders must be maintained;

- 26.6 Habitual offenders should be subjected to disciplinary action at the discretion of the Director: Asset and Fleet Management and or Deputy Director: Supply Chain Management in case of District Offices as advised by Transport Officers.

27. SERVICING OF DEPARTMENTAL VEHICLES

- 27.1 All departmental vehicles must be serviced in accordance with the policy and specifications prescribed in the manufacturers manual;
- 27.2 Transport Officers and his / her Manager are responsible for ensuring that arrangements are made for timely servicing, maintenance and repair of departmental vehicles;
- 27.3 Departmental vehicles must be taken to approved local agents for servicing and repair;
- 27.4 To maximize the availability of vehicles, preventative maintenance must be performed on scheduled basis;
- 27.5 If preventive maintenance is not performed regularly, vehicle life span/cycle will be greatly reduced;
- 27.6 Some vehicles may be prone to excessive breakdowns requiring expensive repairs, causing a vehicle to be out of service when least expected and possibly when needed most;
- 27.7 Vehicles may become unsafe due to lack of preventative / proper maintenance;
- 27.8 Proper and timely maintenance of vehicles may prevent litigation and claims of negligence against the Department;
- 27.9 Preventive maintenance is as important as driver safety programs;
- 27.10 If a vehicle becomes unsafe due to lack of maintenance or repair, the Transport Officer can be held liable for negligent entrustment;
- 27.11 A service record / book for each vehicle must be maintained at all times by the Transport Officer and monitored by his / her manager.

28. FUELING AND OIL

- 28.1 When officials in charge of departmental vehicles require fuel and/or oil they must obtain supplies from the nearest authorized commercial garage with e-fuel system;
- 28.2 Drivers shall ensure the correct odometer reading is captured by the garage attendant when e-fuel is used and petrol slips are kept as proof;
- 28.3 Only petrol/diesel/oil prescribed by the manufacturer of a specific vehicle may be used on departmental vehicles;
- 28.4 In view of fire hazard and the risk of theft, transporting of additional amounts of fuel in separate containers is strongly prohibited;
- 28.5 The Transport Officer reserves the right to investigate any misgivings regarding the distance travelled and the fuel used. This is to avoid draining of fuel from departmental vehicles.

29. CARE OF TYRES

- 29.1 Inflation of tyres to the pressures recommended by the manufacturer of the vehicle is of prime importance;
- 29.2 Incorrect inflation contributes to undue wear and premature failure of tyres;

- 29.3 To ensure correct air pressure at all times, tyres of vehicles shall be checked at least once a week;
- 29.4 In addition, a visual inspection of tyres should be made during pre-post inspection when issuing and returning a vehicle;
- 29.5 The provincial and national laws applicable to minimum tyre tread depths must be adhered to at all times;
- 29.6 Care must be taken that the wheel nuts are properly tightened immediately after a wheel has been replaced for whatever reason;
- 29.7 The following precautionary measures should be complied with:
- Replacement of dust caps on tyre valves,
 - Regular inspection of tyres for cuts and bruises and for stones wedged between dual rear wheels,
 - Immediate removal of oil or grease on a tyres,
 - Proper mounting and removal of tyres,
 - Rectification of damage to rims, especially those of tubeless tyres,
 - Immediate rectifications of mechanical defects, which cause unequal tyre balance,
 - The use of the correct type of tyres for specific vehicles,
 - Avoiding as far as possible any scuffing against or running or backing into a kerb and running over objects;
 - Avoiding sudden or fierce braking and unnecessary acceleration.
 - These factors play an important part in increasing excessive tyre wear and tear.

30. INSURANCE FOR DEPARTMENTAL VEHICLES

- 30.1 Government vehicles are not insured by insurance companies;
- 30.2 The State carries its own accident risks and accepts liability for any expenditure arising from claims by third parties, including claims by authorized official passengers against the official driver in respect of personal injuries or damage to government vehicles or the loss of or damage to state property, which would ordinarily be payable by an insurer;
- 30.3 Officials or employees driving a government vehicle, and their passengers, are covered to the following extent:
“An official who whilst driving a government vehicle is involved in an accident and is subsequently charged with a criminal offence or against whom civil claims are brought by third parties can be defended through the State Attorney at State expense provided he/she did not forfeit their cover or neglect to adhere to standing instructions”.
- 30.4 FML vehicles leased from GFMS are covered under a self-insurance fund for accidental damage, fire, theft and damage to third part property. The self-insurance policy does not cover death, personal injury, medical expenses and hospitalization or other related expenses resulting from injury;
- 30.5 MM vehicles are not covered under any type of insurance and if involved in an accident the Department becomes liable for any repairs and if is written-off it cannot be automatically replaced;

30.6 An official who is injured whilst using a government vehicle on official duty either as a driver or as a passenger will be regarded as having been injured on duty and the matter will be dealt with in accordance with the arrangements applicable to injury on duty.

31. FORFEITURE OF COVER BY DRIVER

The cover and arrangements referred to in the paragraph above will, as far as the driver of a departmental vehicle is concerned, not be applicable in a case where the driver:

- 31.1 Did not act in the performance of his/her official duties or bona fide (good attitude) believed that he/she was so acting;
- 31.2 Exceeded his/her powers mala fide (maliciously);
- 31.3 Without prior consultation with the State Attorney made an admission that harmed the State's case;
- 31.4 Used the departmental vehicle concerned without authority for other than official purposes;
- 31.5 Where applicable, was not in possession of an appropriate driver's license;
- 31.6 Handled the departmental vehicle without having been properly authorized to do so;
- 31.7 Allowed the vehicles to be handled by a person not authorized to do so;
- 31.8 Without authority deviated from the authorized or official trip / route;
- 31.9 Handled/used a departmental vehicle or occupied the driver's seat while the engine was running while under the influence of intoxicating liquor/ drug having a narcotic effect.

32. ACCIDENTS ON DEPARTMENTAL VEHICLES

The following procedure must be followed in the event of a departmental vehicle being involved in an accident, irrespective of whether or not any person or animal or property or another vehicle is involved:

- 32.1 The driver of the vehicle / Transport Officer / official who is involved in an accident should report the accident to SAPS, Head Office and GFMS appointed service provider within 24hrs and furnish full details;
- 32.2 In no circumstances must liability be admitted to any person at all or at any time, or any payment offered or made to a third party;
- 32.3 In the event of any third party admitting liability, endeavors must be made to obtain a written statement from him/her to that effect;
- 32.4 Should a driver of a vehicle be suspected of being under the influence of intoxicating liquor or narcotic drugs, this fact must be brought to the notice of the police or traffic officer called to the scene of the accident with the least possible delay;
- 32.5 The suspected person must be examined by a doctor as soon as it is practically possible to do so;
- 32.6 The following details are required for completing the Z181 (accident report form), and must be obtained as soon as possible, preferably at the scene of the accident and submitted to GFMS within five (5) working days:
 - The registration number, make and type of the other vehicle(s),

- The name, address, ID number, and home and work telephone number of the driver(s) and the owner(s) of the other vehicle(s),
 - The name of the insurance company/broker with respect to the other vehicle(s),
 - Whether the driver acted in his/her own interests or in the interests of the owner of the vehicle,
 - The nature and extent of the damage caused to the other vehicle(s) in this particular accident only,
 - The name, address, ID number, home and work telephone number and estimated age of any passengers and/or pedestrian(s) involved in the accident and of any person(s) killed or injured, as well as the nature and extent of injuries,
 - A description of animals and fixed objects involved in the accident and the name and address of the owner, in the case of animals, and also the name and estimated age of any herdsman(men) who tended or drove the animals, as well as the nature and extent of injuries and damage,
 - The name, address, ID number, and home and work telephone number of every witness, including the occupants of the other vehicle(s) concerned,
 - Measurements for the preparation of a sketch of the scene of the accident,
 - Whether or not the road was fenced in on either sides or one side of the road.
- 32.7 A driver who has been involved in an accident and considered to be negligent, corrective measures must be taken against the official through the relevant departmental processes and the outcome be commuted in writing to the GFMS on a quarterly basis.

33. REPORTING THE ACCIDENT (OTHER THAN TO THE POLICE)

- 33.1 The driver of the departmental vehicle must make a suitable endorsement in the log-book of the vehicle and must without delay complete portions of the Z181-accident report form for which he is responsible and send the report, together with statements by witnesses and other supporting documents, in duplicate to his/her local Transport Officer within 48 hours;
- 33.2 Supplies of the Z181- accident report form can be obtained from the Head Office Fleet Management Office or from GFMS;
- 33.3 Transport Officers are encouraged to keep Z181 forms available in each vehicle at all times for immediate use in the unfortunate event of an accident occurring.

34. THIRD-PARTY CLAIMS RECEIVED

- 34.1 Third-party claims received shall immediately be handled in terms of Treasury Regulations of 2015 Section 12.2 and be submitted, to the relevant authority, or to the Transport Officer.
- 34.2 If receipt of the claim is acknowledged, it must be stated clearly in the letter of acknowledgement that it is done without prejudice and that the claim is receiving attention;
- 34.3 The letter must contain no statement or admission that could possibly prejudice the State's case.

35. ACCIDENT REPAIRS

- 35.1 The procedure to be adopted in connection with carrying out repairs to departmental vehicles arising out of accidents is prescribed in the Service Level Agreement issued by GFMS;
- 35.2 Only authorized agents can tow departmental vehicles as approved by the relevant Transport Officer.

36. DAMAGE, LOSSES, DEFICIENCIES AND THEFT

Damage, losses, deficiencies as a result of vis major and other inevitable causes, and thefts (other than damage, losses and deficiencies arising out of accidents) are dealt with in this paragraph.

- 36.1 Where incidents of damage, loss, deficiency and theft occur, the official operating the departmental vehicle must immediately report the incident to his/her Transport Officer and nearest SAPS station within 24 hours and to Head Office and GFMS without delay.
- 36.2 Where an official returns a departmental vehicle he/she must report any damage, loss, deficiency or theft which has not yet been brought to notice;
- 36.3 The Transport Officer must ensure that all cases are properly investigated by obtaining all particulars, statements, etc.

37. LEGAL PROCEEDINGS

- 37.1 Should the driver of a departmental vehicle be required to appear at an inquiry or should any criminal or civil proceedings be instituted against him/her, he must immediately submit the summons, subpoena or notification to appear served upon him/her to Transport Officer and the Legal Office of the Department.
- 37.2 This applies in a case where a departmental vehicle has been involved in an accident, and the State Attorney may be consulted on the matter.
- 37.3 Where applicable, the written undertaking must accompany these documents.

38. INSPECTION OF A VEHICLE BEFORE AND AFTER REPAIRS/SERVICE

- 38.1 Where a driver or Transport Officer or his/her delegate collect a departmental vehicle from a Service Provider, they must sign the return certificate specifying that there are no shortages of equipment and/or noticeable defects/damages;
- 38.2 The person who receives the vehicle shall be held liable for shortages and/or defects found after he/she had taken control of the vehicle and the onus to prove his/her innocence shall rest upon him/her;
- 38.3 Before a vehicle may be driven, the driver must ascertain that he/she is still acquainted with all relevant provisions, traffic regulations, etc.

39. ADDITIONAL EQUIPMENT

Additional equipment may be fitted to a departmental vehicle only subject to the following conditions:

- 39.1 The Director: Asset and Fleet Management must request authority from GFMS;
- 39.2 Costs attached to the fitting of original equipment will be charged to the account of the Department;
- 39.3 When a vehicle that has already been fitted with additional equipment is replaced, the costs will be charged to the account of GFMS;
- 39.4 In the case of MM vehicles, authority to fit additional equipment must be requested from the Head of Department;
- 39.5 All requirements of the Road Traffic Act must be complied with when fitting additional equipment.

40. GARAGING AND PARKING OF DEPARTMENTAL VEHICLES

- 40.1 Where possible, departmental vehicles must be garaged or parked on secured departmental premises;
- 40.2 Under no circumstances may vehicles be garaged on any state premises, under carports or on parking sites where unauthorized persons have free access;
- 40.3 The necessary measures must be taken at all times to safeguard vehicles against loss or theft or damage;
- 40.4 The Department may not raise any charge for the garaging or parking of departmental vehicles on departmental premises, this is a free service;
- 40.5 Permanent garaging or parking of vehicles on private premises in a lockable area or garage can be authorized by the relevant authority in the case of a departmental vehicle;
- 40.6 The trip authority being used will at the same time serve as authority for garaging in the case of the ad hoc garaging of a departmental vehicle on private premises. However, care must be taken to ensure that the above requirements are complied with;
- 40.7 The hand brake must be applied, and where the vehicle is parked on a slope, the front wheels must be turned towards the curb or against the slope;
- 40.8 Where such vehicle has a conventional gear box either low gear or reverse gear must be engaged, and if it is fitted with an automatic gear box the gear selector lever must be moved to the "P" (parking) position.
- 40.9 Under no circumstances may articles or documents or items (e.g. laptops), whether departmental or private property, be left on or under the seats, on the floor or in the glove box of a vehicle used on official duty while such vehicle is parked and left unguarded;
- 40.10 The windows must be closed, the doors must be locked and the ignition key and the door lock key must be removed and kept in safe custody;
- 40.11 If the vehicle is garaged in a lock-up garage the doors of the latter must also be locked.

41. SAFE CUSTODY OF KEYS

- 41.1 The Transport Officer and all officials or employees in charge of vehicles must ensure that at all times the ignition, door lock and any other keys of the vehicles are safeguarded against any loss or theft;
- 41.2 Any duplicate keys in their possession must be safely kept separate from the keys in use;

- 41.3 The ignition locks and door locks of the vehicle must not be changed or replaced unnecessarily;
- 41.4 In cases where keys of departmental vehicles have been lost or stolen, then the keys and ignition shall be changed and the matter must be reported to Head Office immediately for further attention;
- 41.5 All cases of loss or theft of keys of departmental vehicles must be reported without delay to Head Office and a case must be opened with the nearest South African Police Station within 24hrs.

42. IRREGULAR, IMPROPER AND UNAUTHORISED USE OF DEPARTMENTAL VEHICLES

- 42.1 If a departmental vehicle is used irregularly, driven recklessly, neglected or misused, the matter must be viewed in serious light and disciplinary action against the offending official shall be instituted, apart from any proceedings which may be instituted in terms of the Road Traffic Act;
- 42.2 Any evidence of neglect, (pictures) rough handling or reckless driving must be reported to the office of the Director: Logistics and Disposal Management for an appropriate investigation / action to be taken.

43. LIABILITY

- 43.1 Where a departmental vehicle is used without authority, the official concerned will be held liable for the cost of the distance covered, incorporating driver's tariffs;
- 43.2 Where the vehicle was involved in an accident, the cost of repairing any damage sustained by the vehicle and the amount expended in settling third-party claims arising out of the accident must be recovered from the responsible driver;
- 43.3 Non-compliance with standing instructions contained in this Policy, as well as any instructions issued by the Head of Department or appearing on forms or in books used in connection with official travelling and transport, will render the offending officials liable to disciplinary action and, in certain cases, to making good any loss which the Department may suffer.

44. SPEEDOMETERS AND ODOMETERS

- 44.1 It is important that the odometer should always reflect the true distance done by a departmental vehicle;
- 44.2 Any defect in odometer readings must be reported to the Transport Officer, and the vehicle be taken in for repairs or calibration in accordance with the repair instructions contained in the manual book;
- 44.3 Tampering with odometer readings on departmental vehicles is unacceptable and may result in disciplinary action.

45. DISPOSAL OF DEPARTMENTALLY OWNED VEHICLES (MMs)

- 45.1 The asset disposal process of the Department should be adhered to for disposal of redundant, obsolete and unserviceable vehicles.

- 45.2 The powers in respect of disposals of such redundant, obsolete and unserviceable vehicles are vested in the Disposal Committee of the Department;
- 45.3 A technical certificate must form part of the disposal process to ensure that vehicle conditions are technically clarified. A Technical adviser of the Service Provider must issue this certificate;
- 45.4 Vehicles that are beyond economical repair must be scrapped at the relevant licensing department and relevant documentation must be obtained immediately after the redundant certificate has been authorized/ approved, this includes the following instances;
 - 45.4.1 Vehicles declared as write-off as a result of accidents or cannot be repaired for possible re-use;
 - 45.4.2 Vehicles that are damaged as a result of fire or any major damage whatsoever, that the repair cost exceeds the purchase or retail price;
- 45.5 In cases where vehicles are disposed while still in use, roadworthy or serviceable (as a result of old age, or excessive kilometers), notification of change of ownership must be completed and submitted to the relevant Traffic Authority by the Transport Officer to remove the vehicle from department ownership or proxy name;
- 45.6 After the certificate of change of ownership has been issued, the Transport Officer shall notify GFMS and all other service providers immediately to remove such vehicle from the system. All necessary documentation must be filed at the local transport offices for inspection and audit purpose;
- 45.7 The process of disposing departmental vehicles must take place as soon as possible to ensure that vehicles are sold in good condition, without any rust sustained or dormancy, no loss of accessories or parts;
- 45.8 If vehicles are disposed through sale, they must be sold at book value (AA Tariffs) or to the highest value on the market;
- 45.9 It remains the prerogative of the department to dispose departmentally owned vehicles through GFMS, on recommendation by the Disposal Committee and approval by Head of Department.

46. APPLICATION FOR THE DISPOSAL OF OBSOLETE/ REDUNDANT VEHICLES

- 46.1 As soon as it is determined beyond all doubt that there are obsolete/ redundant vehicles on the asset register, the following procedure must be followed:
 - 46.1.1 The Transport Officer concerned reports such vehicle(s) per memorandum to the Director: Asset and Fleet Management indicating the following:
 - (a) The registration number of the vehicle(s).
 - (b) Barcode number of vehicles(s)
 - (c) Full description of the vehicle(s) i.e. make, model etc
 - (d) The quantity of the vehicle(s) to be disposed
 - (e) The condition of the vehicle(s)
 - (f) Book value or estimated value of the vehicle(s)

- (g) The age (i.e. year of purchase) and odometer reading / kilometers travelled by the vehicle
- (h) A motivation as to why the vehicle(s) is/are regarded as obsolete/ redundant/ unserviceable.

- 46.2 The Transport Officer must obtain a roadworthy certificate in order to ensure that the vehicle(s) is/ are in a working/ serviceable condition.
- 46.3 If the Director: Asset and Fleet Management agrees with the fact that vehicle(s) is/ are obsolete/ redundant she/ he will request for the approval of the Chief Director: Supply Chain Management to give an order to the requester in writing as mentioned on the memorandum that the relevant vehicle(s) must be disposed following asset disposal process of the Department;
- 46.4 The procedures for the disposal on obsolete/ redundant item(s) as prescribed in paragraph 44 above must be followed and facilitated by the Asset Management Unit;
- 46.5 This procedure applies only to vehicles owned by the Department (MMs), not leased vehicles (FMLs)

47. CONSEQUENCE MANAGEMENT

In the event of a departmental vehicle being or having been subjected to flagrant misuse, abuse or irregular use and where the following occurred:

- 47.1 Where positive proof exists that an official is or was guilty of reckless or willful misconduct whilst driving a departmental vehicle;
- 47.2 Where a departmental vehicle was involved in an accident while the driver of the departmental vehicle has been found guilty of driving such vehicle while under the influence or intoxicated by liquor or narcotic drugs;
- 47.3 Where a departmental vehicle driver has been found to have committed any of the conditions mentioned in Paragraph 10 under the heading (Unauthorized trips);
- 47.4 Such official must immediately be suspended from driving a departmental vehicle until such time the Head of the Department has finalized the case, in consultation with the GFMS, to permit him to resume driving departmental vehicles;
- 47.5 The GFMS must be notified of all suspensions and lifting of suspensions to prevent the suspended driver from obtaining a tag to drive a departmental vehicle;
- 47.6 Disciplinary measures will be imposed against transgressors and may lead to demotion or dismissal.

48. POLICY REVIEW

- 48.1 This policy shall be reviewed every three (03) years from the date of implementation to determine its effectiveness and relevance;
- 48.2 This policy may be reviewed before that time as necessary to reflect substantial organisational changes required by law, regulations or other prevailing policy requirements.

49. DESSEMINATION OF INFORMATION

49.1 Line managers and supervisors are required to ensure all officials in their respective sections are made aware of the contents of this Policy.

50. EFFECTIVE DATE OF THE POLICY

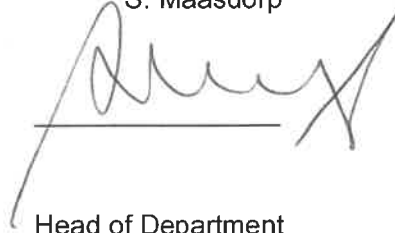
50.1 This policy will be effective from the date of approval as reflected below.

51. Approval

Authorised by:

S. Maasdorp

Signature:



Position of authorising person:

Head of Department

Date Authorised:

20/02/2025

Developed by:

FLEET management

(Directorate responsible for the policy)

Date of last review:

8/10/2018

Date of next review:

AFTER THREE (3) YEARS

This policy replaces:

fleet management policy (2015)

(Name of the policy it replaces)

