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TRANSPORT MANAGEMENT POLICY

DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT

LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA



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Acronym	Definition/Explanation
CFO	Chief Financial Officer
DPSA	Department for Public Service Administration
GG	Government Garage (referring to Government owned vehicle)
HOD	Head of Department
ID	Identity Document
LDV	Light Delivery Vehicle
LDARD	Limpopo Department of Agriculture and Rural Development
MEC	Member of Executive Committee
MMS	Middle Management Services
MPV	Multi-Purpose Vehicle
OSD	Occupational Specific Dispensation
SAPS	South African Police Service
SMS	Senior Management Services
SMTS	Senior Management Transport Scheme

1. Acronyms and abbreviations

2. **Executive summary**
- The Transport Management Policy is addressing all matters regarding transport within the Limpopo Department of Agriculture and Rural Development (LDARD). It is explaining the main functions of the transport section – including the departmental Committees and the District Transport Committees. It also explains the process of authorisation for the use of Departmental vehicles, the needs of officials with disabilities and the replacement of vehicles. Rental of vehicles, registration, and the legal framework underpinning the Policy as well as the scope of application is set out clearly in the Policy. Matters such as accidents, smoking, parking, petrol cards, cleaning, etc. is all included in the Policy.
- Both scheme A and scheme B is explained within the boundaries of this Policy.
3. **Introduction**
- The Policy is drafted in terms of Transport Circular No 4 of 2000, as amended, Treasury Regulations dated March 2005, Public Financial Management Act 1 of 1999 as amended and Annexure A of the DPSA Circular Number 2 of 2005 as well as Provincial Treasury Instruction No. 5 of 2016/2017. It is intended to clarify the position regarding the use of vehicles for official purposes in the LDARD. Departmental vehicles are supplied as a tool to support the Department's delivery of its objectives. They are expensive to run and must be used in the most cost-effective manner.
4. **Purpose and objectives**
- The main purpose of this Policy is to provide guidelines on the utilisation of transport and to ensure the most cost-effective transport in the LDARD in order to improve the work environment and service delivery. It covers mainly the use of vehicles owned by the department, private vehicles and hired vehicles.
5. **Authority of the Policy**
- The Policy on Transport Management is issued under the authority and custodianship of the Hon Member of the Executive Council (MEC) for Agriculture and Rural Development as well as the Head of Department (HOD).
6. **Legal Framework**
- The Transport Management Policy is drafted within the framework of the following documents:
- Public Financial Management Act of 1999 as amended,
 - Treasury Regulations dated March 2005,
 - Annexure A of the DPSA Circular Number 2 of 2005,
 - Transport Circular No 4 of 2000 as amended
 - Multilateral Motor Vehicle Accident Act, 1989 (Act No 93 of 1989)
 - Provincial Treasury Instruction Note No.5 of 2016/2017

The Policy applies to those officials within the LDARD who qualifies due to the nature of their work.

7. Scope of application

8. Definitions

CONCEPT	Definition
SCHEME A	Subsidised Motor Vehicle Scheme availed to officials to perform their officials duties
SCHEME B	Scheme on which officials use their privately owned vehicles to perform official duties and reimbursed for official kilometres travelled
MMS -SCHEME	Scheme where members of MMS are allowed to structure their salary packages for Motor Vehicle allowance to enable them to acquire a motor vehicle to perform official duties
SMS -SCHEME	Scheme where members of SMS are allowed to structure their salary packages for Motor Vehicle allowance to enable them to acquire a motor vehicle to perform official duties
Pre Mature Withdrawal	The withdrawal of a subsidised vehicle from the Subsidised Motor Vehicles Scheme A prior to expiry of the Contract
Departmental vehicles	Vehicles which are purchased by the Department for official use by all officials from levels 1 to 12 (levels 11 and 12 who have not structured their packages)
Top-up	When the difference is paid between the smallest vehicle and the GG Vehicles which are kept as pool vehicles by the department
Pool vehicles	GG Vehicles which are allocated to officials for official use
Rental Vehicles	Vehicles rented by the Department from service providers for official use
Service Provider	Private company that provides finance, maintenance and administration of the subsidised motor scheme within a contract issued by the State
Departmental Transport Advisory Committee	The committee appointed in writing by the HOD to scrutinize and evaluate applications for subsidised motor vehicles

9. Policy Pronouncements

9.1 Committees

9.1.1 Transport Section

The following are the main functions of the Transport section

- a) Determines the transport guidelines
- b) Controls the allocation of vehicles
- c) Maintains the asset register for vehicles
- d) Processes monthly returns received from users
- e) Controls the Utilisation of vehicles
- f) Attends to maintenance of all the vehicles,
- g) Verifies all expenditure in respect of transport
- h) Attends to motor vehicle accidents
- i) Provide technical advice to the Transport Advisory Committee
- j) Provide secretariat services to the Transport Advisory Committee

9.1.2 Departmental Transport Advisory Committees

A Departmental Transport Advisory Committee shall be appointed in writing by the HOD as follows:

- Chairperson: SMS member at Chief Director Level
- Vice chairperson: SMS member at Director Level
- Secretariat: Deputy Director Transport Services
- Member: Director: Labour Relations
- Member: Director: Asset Management
- Member: Director : Technical Services

9.1.3 The functions of the Committee are mainly the following:

- a) Ensure that all applications are duly completed.
- b) Ensure the availability of funds.
- c) Ensure that all required documents are attached.
- d) Provide advice on Policy issues.
- e) Check the job description of the applicant to ascertain the level of responsibility and the nature of work and type of vehicle required.
- f) Submit all applications together with recommendations to the Head of Department for consideration.

- i. The driver of a departmental vehicle must indicate his or her rank, name, and directorate, purpose of the journey, destination, and sign as the driver of the vehicle. The trip authorisation form must also be signed by the Immediate Supervisor and be approved by Responsibility/Programme Manager or delegated officials.
- ii. The Director Asset Management or his /her delegated official may give approval for the use of Departmental vehicles for official purposes in the absence of the relevant immediate Supervisor and Responsibility/Programme Manager.
- iii. Alterations on the trip authorisation form should be visible and initialled.
- iv. Correction fluid (Tippex) or any other forms of erasures should not be used on the trip authorisation form. The Transport Officer should investigate all alterations on the trip authorisation form.
- v. The trip authorisation form must be submitted to the Transport Section for finalization.
- vi. The driver must carry out in full, the instructions in the Policy and trip authorisation / transport request form.
- vii. The driver of the vehicle must fill in the start odometer reading and travelled kilometres on the trip authorisation form and also attach petrol slips if the petrol

9.2.1.2 Procedure for completing the official vehicle request/Trip authority form

The trip authorisation form (Z606) for the use of all Departmental vehicles must be completed for all official trips to be undertaken. The trip authorisation forms are available from Transport Section.

9.2.1.1 Trip authorisation

9.2.1 Authorisation for the use of Departmental Vehicles

9.2 Use of Vehicles

- i. Ensure that applications are duly completed.
- ii. All required documents are attached.
- iii. Submit all applications together with recommendations to the Departmental Transport Committee (Head Office).

The functions of the District Transport Committee are mainly the following:

- i. Chairperson: District Director
- ii. Vice chairperson: Finance Deputy Director
- iii. Secretariat: Transport Officer
- iv. General Member: Municipal Deputy Directors

Composition of District Transport Committee:

9.1.4 District Transport Committees

The personal, misuse or unauthorized use of Departmental vehicles is prohibited and disciplinary action shall be taken against such officials.

9.2.2.1 Personal/Misuse/Unauthorized Use of Government Motor Transport

9.2.2 Private use of Departmental Motor Transport

The Transport Officer shall ensure that students undergoing internship in the Department complete and submit the indemnity form prior to utilising departmental vehicles.

9.2.1.5 Use of Departmental vehicles by students/unofficial passengers

- a. Death of departmental official: A bus should be used. In case a bus is not available, 3 sedans should be used. Official transport will be provided only for officials working at the station where the deceased was based.
- b. Death of wife/husband or dependent child of departmental official: One vehicle, preferably a sedan, should be used by official(s) who will represent the department.
- c. In case of death of extended family members, e.g. mother, father, brother or sister no vehicle will be issued.

9.2.1.4 Use of Departmental vehicle for Bereavement

- i. In a case where an official or the immediate family of the official passed away, the departmental vehicle shall be allocated as follows:
 - a. Death of departmental official: A bus should be used. In case a bus is not available, 3 sedans should be used. Official transport will be provided only for officials working at the station where the deceased was based.
 - b. Death of wife/husband or dependent child of departmental official: One vehicle, preferably a sedan, should be used by official(s) who will represent the department.
 - c. In case of death of extended family members, e.g. mother, father, brother or sister no vehicle will be issued.

9.2.1.3 Reservation, authorisation and issuing of departmental vehicles

- i. Allocation register where bookings of all Departmental vehicles are recorded should be maintained to safeguard valuable information.
- ii. Vehicles will be issued on the day of the trip where possible or the day before the trip if the trip is to be undertaken early in the morning.
- iii. Vehicles allocated to the drivers in the Ministry can be taken home under exceptional circumstances after authorisation by either Director in the office of the Ministry or Director Asset Management.
- iv. If long journeys are undertaken, the reservation of a departmental vehicle must be made beforehand, at least a day in advance before 12:00, where possible.
- v. When Departmental vehicles are used over weekends for official purposes, the relevant Director must authorize the trip. An appropriate motivation on the trip authorisation form must be noted and submitted to the Transport Officer.

- viii. The completed trip authorisation and logbook should be checked by the Transport Officer for correctness and verified by the immediate supervisor and or Responsibility/Programme Manager. Transport Section must review all the logbooks and trip authority forms for correctness and compliance.

- vi. The Ministry shall manage the vehicles allocated to Ministerial Protectors and drivers in the ministry. and noted correctly on the trip authority. Office Manager shall ensure that the kilometres travelled are noted in the logbook Ministerial Protectors and drivers in the ministry. The Private Secretaries or the A weekly/monthly standing exemption may be issued for vehicles driven by the
- iv. Vehicles cannot be used for party political purposes under any circumstances.
- iii. The driver must have no outstanding disciplinary actions relating to departmental vehicles against him/her at the time of taking the vehicle.
- ii. The Transport Officer must check the licenses for validity. be placed under his/her control.
- i. No official may drive a departmental vehicle unless he or she has been duly authorized to do so (by an officer who has been delegated with the necessary power to provide such authority) and, unless he/she is, in terms of the Road Traffic Laws, is competent and properly licensed to drive a particular class of vehicle which is to

9.3.2 Authority to drive Departmental vehicles

The Transport officer shall be the head of Transport Unit within the Department and or Districts

9.3.1 Appointment of Transport Officer

9.3 Control measures

- iii. Director Asset Management shall approve the all requests for replacement of vehicles within the approved period of the scheme.
- e. The fuel claim shall be in line with the National Department of Transport guideline despite the type of vehicle.
- d. The official who uses his/her own vehicle for the performance of official duties does it at own risk. The Department shall not be held liable for any damage, theft, etc.
- c. It shall be impractical to use a departmental vehicle.
- b. The Departmental vehicles are not available, and
- a. It is more cost effective to use;
- ii. The Utilisation of private vehicles by officials below Director levels can only be approved under one of the following circumstances if:
 - i. Director Asset Management shall make recommendation to the Chief Financial Officer for the use of a privately owned vehicle by officials below level thirteen for the performance of official duties at prescribed rates per kilometre.

9.2.2.2 Authorisation for Official use of private motor transport

- 9.3.3 Passengers**
- i. Passengers in a departmental vehicle must be authorized to travel in the vehicle and their names and ID numbers noted on the trip authorisation form.
 - ii. Unauthorized passengers are not permitted under any circumstances.
 - iii. Passengers are expected to carry the ID documents with them when using the GG vehicle.
- 9.3.4 Keys**
- i. Keys are to be kept in a lockable cabinet or safe.
 - ii. The Transport Officer must keep duplicate keys of vehicles in separate sealed envelopes. Particulars of each vehicle are to be noted on the envelopes.
- 9.3.5 Petrol Cards**
- i. In order to ensure proper control over petrol cards, the Transport Officer shall note down the number of the petrol card on the trip authorisation form if the driver takes it with on a trip. The Transport Officer must also compare petrol slips received from the driver with the entries in the logbook.
 - ii. The use of petrol cards must be limited to the absolute minimum and only in unavoidable cases or when long distances have to be travelled. Each vehicle is issued with petrol card, which is valid for that specific vehicle.
 - iii. Lost or stolen petrol cards must be reported to the Transport Officer and the local SAPS within 24 hours by the officials to whom the petrol card was allocated.
- 9.3.6 Logbooks**
- i. It is the responsibility of the Driver to complete the vehicle logbook legibly and accurately. The number of kilometres travelled and the speedometer reading should be accurately recorded in the logbook as they are indicated in the trip authorisation form.
 - ii. Log books are to be fully compiled and the Transport Officer must compare itineraries for each log sheet, with a view to determining accountability for each trip. Should it be determined that departmental vehicles have been misused, the head of that particular office shall be informed and the necessary steps taken to clarify the situation or to take the necessary disciplinary actions.
 - iii. If any vehicle has not been used during the month, a nil return must also be submitted. It is the duty of Transport Officers to ensure that all trips, petrol slips and the intake of fuel, etc., are recorded in logbooks and that this information is checked after every trip.
 - iv. The Transport Officer is responsible for the monthly closing and co-ordination of all logbooks, and should ensure that expenditure on departmental transport is correctly allocated.
 - v. The Deputy Director Transport Services shall review the logbooks on monthly basis to ensure that any discrepancies discovered are rectified immediately.

- vi. Log sheets for the previous month should be submitted to the Transport Officer on or before the 7th of each month.
- 9.3.7 Accessories (Spare wheel, spanner and jack)**
- i. Every departmental vehicle shall be equipped with the necessary tools, for example, wheel spanner, spare wheel and jack.
 - ii. The Transport Officer shall check all the above items before the issuing and after the return of the vehicle.
 - iii. If the Transport Officer neglect his/her duties in this regard he/she shall be held liable for any lost item.
 - iv. These accessories are the responsibility of the driver until the vehicle is checked back by the Transport Officer. The driver is required to replace any items that are missing whilst the vehicle was issued to him/her.
- 9.3.8 The safeguarding of vehicles**
- i. The Director: Asset Management may approve the installation of tracking devices and the insuring of vehicles to ensure protection against damages and losses.
 - ii. She/he is also responsible for the approval of annual renewal of the vehicle insurances and tracking devices.
 - iii. The official will also be responsible for the upgrade of the units once they have reached 36 months /120 000 kilometres.
- 9.3.9 Inspection and maintenance of vehicles**
- i. Each vehicle shall be inspected by the Transport Officer and the driver at the time of issuing and returning the vehicle.
 - ii. The Transport Officer and the driver shall physically inspect the vehicles' body work and accessories for damages, the speedometer reading, the spare wheel, spanner, and jack to ensure that the vehicle is in a good condition, both the body work and the engine prior and after the journey.
 - iii. The driver and the Transport Officer must complete the inspection form before and after the journey.
 - iv. The Transport Officer must physically inspect all departmental vehicles at least once a month for damages and speedometer readings as well as overall conditions of the vehicles.
 - v. The Transport Officer must establish, implement and maintain a register to keep record of all vehicles, their service records and any other relevant information. This register must make provision for the official (detailed name in print and signature and date); hand over of the vehicles to the service providers for services or repairs and for the receiving back thereof).

- 9.3.12 Driving departmental vehicles under the influence of intoxicants.**
- i. The drivers may under no circumstances drive the departmental vehicles while under the influence of liquor or drugs.
 - ii. An official who drives a departmental vehicle while intoxicated shall be disciplined and be held responsible for any claims that may arise, if the driver is involved in an accident.
 - iii. The official shall be black listed from driving government vehicles for a period not exceeding 36 months of which he/she will have to be tested for competency prior to approval to drive.

- iv. Under no circumstances are articles/documents, which are State/private property, to be left on the seats or floor of a vehicle, when such a vehicle is parked and left unattended. Should it be necessary to leave such articles/documents in the vehicle, they are to be locked in the boot of the vehicle.
- d. Whilst a vehicle is parked at home it may not be used for any non-work related purposes. If an emergency arises when it is necessary to use the vehicle then a signed trip authority for the movement must be obtained within 24 hours of the journey and the Transport Officer must be informed immediately. Private use of the vehicle shall lead to the withdrawal of the privilege and possible disciplinary action.
- a. The location has a garage or lockable gates.
 - b. The driver shall be leaving early (before 7:00) in the morning or returning late at night (18:00). Exceptions can also be made if the personal security of the individual is also at stake.
 - c. If the home of the individual is at a place between the office and the destination such that it is not sensible to come to the office (normally a journey of at least 25 km).
 - d. Whilst a vehicle is parked at home it may not be used for any non-work related purposes. If an emergency arises when it is necessary to use the vehicle then a signed trip authority for the movement must be obtained within 24 hours of the journey and the Transport Officer must be informed immediately. Private use of the vehicle shall lead to the withdrawal of the privilege and possible disciplinary action.
- iii. A vehicle may be parked at home overnight under the following circumstances:
 - i. All Departmental vehicles should be parked/garaged in Departmental parking bays.
 - ii. Exception: An application for permission to park/garage a Departmental vehicle at private residence/locations must be recommended by the Responsibility Manager and be approved by HOD/delegated official.

9.3.11 Parking/Garaging of Departmental vehicles

- i. The Vehicle Register shall be located in the Asset Management Directorate under the control of the Transport Services.
- ii. The asset register shall be updated for control purposes to, inter alia, determine whether all vehicles allocated to the Department are accounted for in the departmental records.

- 9.3.17 Accident Report**
- i. The driver shall complete a Z181 form (obtainable from the Transport office) accompanied by a completed statement of the driver as well as recommendation by the officials in Transport Management Unit.
 - ii. An accident report from SAPS must also be attached to the form.

- 9.3.16 Accidents and Incidents**
- i. All accidents and incidents, whether on private property or a public road or any area, and irrespective of whether any other person, or animal, or another vehicle is involved, must be reported to the SA Police Service (SAPS) within 24 hours by the driver/Transport Officer and a reference/case number be obtained from them.
 - ii. The Transport Officer must be informed immediately.
 - iii. Each case must be treated on its own merit.

- 9.3.15 Forfeiture of cover by the driver**
- i. The driver of a Departmental vehicle shall forfeit the cover if:
 - a. He/she was under the influence of alcohol or narcotic drugs, or
 - b. The concentration of alcohol is above the prescribed traffic law limit;
 - c. He/she acknowledges guilt to a third party before the State Attorney has been consulted;
 - d. The vehicle was being used without authority for purposes which were not strictly official;
 - e. The driver was not in possession of the applicable drivers' licenses;
 - f. He/she drove a vehicle without being authorized thereto; and
 - g. He/she allowed the vehicle to be driven by a person who was not authorized to do so;
 - h. The driver has deviated from the normal route as stated in the trip authority.

- 9.3.14 Insurance Cover**
- i. The Department may insure vehicles belonging to the Ministry. Apart from the cover which drivers enjoy in terms of the Mutilateral Motor Vehicle Accident Act, 1989 (Act No 93 of 1989), officials who are authorized passengers in/or drivers of departmental vehicles shall have the benefit of the following:
 - a. Officials who are involved in an accident whilst on an official approved trip, shall be defended by the state against him/her by a third party.
 - b. Officials, who are injured whilst on official duty as a passenger in a Departmental vehicle, shall be considered to have been injured on duty, and the matter is to be handled in accordance with the rules and regulations concerning injuries sustained whilst on duty.

- 9.3.13 Use of Departmental vehicles during the attendance of studies**
- Officials are not allowed to use Departmental vehicles for attending private studies.

- iii. All traffic fines should be followed up on a monthly basis by the Transport Officer.
- ii. Respective drivers shall be liable for all traffic fines e.g. parking and speeding fines.
- i. It is the responsibility of each driver of a government owned vehicle to adhere at all times to the laws of the country.

9.3.22 Traffic fines

The Department may arrange that departmental owned vehicles be cleaned internally or alternatively utilize the services of the Service Provider to clean the vehicles.

9.3.21 Cleaning of the vehicles

owned vehicle is prohibited.

In line with the Department's Policy, the use of cell phones while driving government

9.3.20 No Cell phone Policy

vehicle.

In line with the Department's Policy, no smoking is permitted in any government owned

9.3.19 No smoking Policy

the driver.

In the case where a GG vehicle has bumped over a stationary object the case will be referred to the Loss Control Committee for evaluation and recommendation to recover the loss from

9.3.18 Negligence

- iii. The following details must be obtained from the driver of the other vehicle before leaving the scene of the accident:
 - a. The full names of the person;
 - b. The identity number of the person;
 - c. A work addresses and telephone number (if applicable);
 - d. A home address and telephone number;
 - e. Ask to view the driver's license of the other driver, as it has to be on his/her possession as required by law;
 - f. Whether it is a company vehicle or privately owned vehicle; and
 - g. If it is a Company vehicle, the full name of the Company and its address.
- iv. A person might be very apprehensive/ confused after an accident due to shock and belief that this accident was solely due to her/his negligence. If a person refuses to provide you with the requested information do not accept this. Insist that a Traffic Officer or Police Officer be called to the scene for assistance. Should the person decide to drive away in his vehicle at least write down the registration number.
- v. It is the responsibility of each driver to inform the Transport Officer as soon as an incident occurs or damage is noticed on a vehicle (at least within 24hours).
- vi. When an incident occurs or the vehicle breaks down the Transport Officer must be notified immediately so as to make arrangements for the vehicle to be towed.

i. 70% of the assigned distance life of the vehicle is intended for use on official duties and 30% for private purposes. An employee will qualify for Scheme A if he/she travels for job related purposes a minimum of 21 000 kilometres per annum or 1 750 kilometres per month and a maximum of 2333 kilometres per month not exceeding 29 000 kilometres per annum.

9.7.1 Requirements and Conditions

9.7 Scheme A

ii. Ministry vehicles may be rented by the Department from service providers for official use.
 of loan.
 i. Vehicles for the Ministry shall be loaned from the Limpopo Department of Transport/ G-Fleet and the Department is charged for running costs for the period

9.6 Rental of vehicles

be withdrawn from service after written motivation is provided by Transport.
 ■ In the event that the vehicle is unserviceable/unable to be repaired, it may also
 ■ Buses/trucks: 300 000 km
 ■ LDV's/sedans: 250 000 km
 following kilometres:
 iii. GG vehicles will only be withdrawn from service once they have accumulated the cost effective to maintain them.
 ii. Vehicles shall be replaced on reaching their useful life cycle or where it is no longer the Asset Management/Transport Services.
 i. Requests for the replacement of vehicles must be fully motivated and submitted to

9.5 Replacement of Departmental Vehicles

disability.
 ii. On the approval of the Head of Department, the Department shall install the necessary required equipment in designated vehicle/s to cater for people with in all provisions of this Policy.
 i. The Department shall create an enabling environment for officials with disabilities

9.4 The needs of officials with disabilities

reimbursement.
 iii. Officials utilizing private transport/taxis shall be reimbursed for the amount they have paid on a daily basis. Such officials will submit an affidavit when claiming for for the duration of the overtime.
 ii. Officials utilizing their own vehicles shall be reimbursed for kilometres travelled
 i. The Department may provide transport for officials working overtime.

9.3.24 Transport for officials working overtime

The Transport Officer is responsible for the renewal of vehicle licenses.

9.3.23 Renewal of licenses

9.7.3 Utilisation Period

i. The official utilisation period for a subsidised motor vehicle shall be for a minimum period of 32 months and a maximum period of 48 months.

9.7.2 Registration and licensing

i. The Service Provider(s) shall be the title holder and shall be responsible for the registration of the subsidised vehicle.

ii. On receipt of the particulars necessary for the licensing of the subsidised vehicle, the official shall ensure that the vehicle is licensed at the local licensing authority. The cost of the registration and licensing is to be borne by the official.

iii. The applicant completes the application form for a subsidised vehicle (Z81) and the application form for finance in black ink and submits the said application forms with copies of the following documents to his/her supervisor:

a. Copy of appointment letter.

b. Certified copy of the identity document.

c. Certified copy of the driver's license.

d. Certified copy of the recent salary advice.

e. Copies of log sheets of the past six (6) months and motivation to cover projected kilometres to be travelled.

f. Newly appointed officials shall not provide six months travelling pattern but should attach appointment letter and motivation to cover projected kilometres to be travelled.

g. Job description.

h. Detailed motivation reflecting reasons for being supplied with a subsidized vehicle, areas to be travelled and distances/kilometres to be covered.

iii. The supervisor must scrutinize and evaluate the application form (Z81) against the following:

a. Availability of funds (budget).

b. Whether the documents as indicated in paragraph 9.7.1.ii above are attached.

c. Recommends or turn down the application.

d. Forward the recommended applications to the Transport Officer.

iv. All vehicles shall be purchased in terms of the National Contract.

v. Employees with disabilities shall give specifications and accessories to be added to the vehicles of their choice at the expense of the Department.

vi. An abbreviated salary record (pay slip) shall be attached to the application form in order to determine affordability of the applicant.

vii. The Department shall ensure that the subsidised motor vehicle is insured before it is handed over to the employee and such insurance is renewed throughout the contract period.

viii. The applicant shall have been appointed, absorbed or on probation and have a valid driver's license.

- 9.7.4 Spread sheet**
- ii. The maximum distance/kilometres to be travelled during the lifespan of the vehicle is 160 000 kilometres (70% official and 30% private kilometres) despite engine capacity or class of vehicle.
 - iii. Trip authorisations must be completed and approved by the Responsible Manager before an official trip is undertaken.
 - iv. It is the responsibility of the Transport Officer to verify the Utilisation of vehicles to ensure that all entries in log sheets are accurate and legible. The log sheet shall reflect all distances travelled (both official and private including kilometres travelled from home to work and from work to home on daily basis.)
- 9.7.5 Distance chart**
- i. The distance chart has been introduced to monitor the recording of kilometres travelled on a point to point basis.
 - ii. All officials' trips shall be in accordance to the Distance Chart.
 - iii. Deviation from the distance chart shall be limited to a maximum of 10 kilometres.
- 9.7.6 Maintenance and Repairs of Subsidised Motor Vehicles**
- i. It is the duty of the employee to exercise responsibility with the custody and maintenance of the vehicle. The subsidised vehicle should be available for inspection by authorized persons, who include, Departmental Transport Officers, Service Providers, Risk and Compliance Officials, as well as officials from the Office of the Auditor General. Such regular inspections should be carried out at least once per annum.
 - ii. The maintenance of the vehicle shall be made according to the maintenance plan by the Service Provider, subject to the manufacturer's service time schedule. However, the maintenance plan limits the replacement of tyres to 8 (two sets) for sedan vehicles. For LDV vehicles, tyres are limited to 10 (two and half sets).
 - iii. In the event that 160 000 kilometres are exceeded prior to the expiry of the contract, the vehicle will be withdrawn from the scheme and the registered owner will be compelled to service the vehicle at own costs in line with the manufacturer's specifications.
 - iv. As a result, payments of maintenance allowance lapses.
 - v. Trips undertaken for servicing of subsidised motor vehicles are regarded as private
- 9.7.7 Use of Subsidised Motor Vehicles**
- i. All official trips must be authorized by delegated officials. Log sheets shall reflect both official and private kilometres. The original log sheets shall be submitted to the Transport Officer on or before the 7th of each and every month.

9.7.11 Refund of excess

When an official is involved in an accident with his/her subsidised vehicle while on official duty the following information has to be supplied/furnished before payment is made:

- Itinerary and log sheet approved by the Responsibility Deputy Director.
- A letter from the supervisor to confirm that the official was on official duty when the accident occurred.

9.7.10 Accidents

Accidents should be reported by the driver/Transport Officer within 24 hours to the Police and accident report forms must be completed and submitted to the Service Provider within 5 days from the date of occurrence with all the relevant documents attached.

9.7.9 Underutilisation

In case where the subsidised vehicle owner underutilises his/her vehicle for a period of four months without advancing reasons to justify the situation, the Department will withdraw the insurance cover, capital and maintenance allowance after consulting with the Service Provider in writing, e.g. (when an official is on maternity leave and on study leave).

9.7.8 Over utilisation

- In terms of the SCHEME A, members are expected to travel 27996 kilometres per annum (This is translated into minimum of 2333 kilometres per month)
- In some cases, official would travel less than minimum while in other cases officials would travel more than the minimum kilometres per month.
- The pattern is not an obligation, however, official are not expected to exceed the annual 27996 kms without the approval of the Head of Department.
- Should the officials exceed the annual kms without approval from Head of Department or his/her delegate, the excess kilometres shall not be paid but converted into private.
- In terms on SCHEME B, SMS and MMS SCHEMES officials shall not be allowed to exceed the kms per month in terms of the Provincial Treasury Instruction.

- Where a subsidised vehicle has not travelled at all during the month or while the official is, for example, on study leave or maternity leave, only private kilometres shall be completed with reasons for failure to travel official kilometres.
- A NIL log returns shall be completed and submitted to the Transport Officer for record and audit purposes.
- In case where an employee fails to submit monthly log sheets for three consecutive months or more without a valid reason, only one month fuel claim shall be reimbursed in this regard.
- Under no circumstances shall official kilometres be inflated.

- i. Normal withdrawal of a vehicle is the withdrawal of the vehicle after the completion of the 36,42,48,54 or 60 month contract period or 160 000 kilometres whichever comes first or in the event of an official resigning, passing away or being promoted. The responsibilities of the RT62 maintenance service provider will terminate based on the 36, 42, 48, 54 or 60 months from the date of delivery of the vehicle.
- iii. The contract between the official and the RT68 finance service providers will terminate on the date of the expiry of the contract once all repayments as specified at the time of the contract signature was done.
- iv. The finance, maintenance and insurance service providers need to be informed of normal withdrawal, where possible such notification should be given three months in advance.

9.7.14 Normal Withdrawal

- i. An official can request for a vehicle to be withdrawn from scheme A prior to the expiry of the contract period under the following conditions:
 - a. If it can be proven that the vehicle has continuous mechanical breakdowns that cannot be resolved.
 - b. The department withdraws the vehicle due to the underutilisation of the vehicle by the official after a minimum period of 32 months.
 - c. The official leaving the employment of the state.
 - d. Early retirement due to medical reasons.
 - e. Promotion of an official to the level of a MMS or SMS.
 - f. Promotion or transfer of the official to a position where a vehicle will not be required.

9.7.13 Premature Withdrawal

- i. The scheme does not provide for the use of privately owned motor vehicles as a relief and crediting of the subsidised motor vehicle with such kilometres.
- ii. Owners of subsidized vehicles are not allowed to drive or use government owned vehicles, unless a special authority has been granted by the Head of Department when a special task or function has to be executed.
- iii. If an official has a privately owned vehicle to be used during the time that his/her subsidised vehicle has been taken for repairs, he/she may apply for authority from the Head of Department to participate under scheme B with his/her privately owned vehicle until the vehicle is repaired.

9.7.12 Relief Transport

- c. The accident report from SAPS must be attached.
- d. In the case of a claim arising from the private use of the vehicle, the excess is paid by the official and will not be refunded by the Department.

- 9.9 Utilisation of vehicles of MMS/SMS**
1. All MMS AND SMS shall be implemented with respective instructions without any deviation
 2. SMS AND MMS members participating in the scheme are obliged to maintain a reliable (private) vehicle to be utilized for official journeys.
 3. No time frames exist when a vehicle may be replaced. (If a member so wishes, she or he may purchase /lease a new or reliable pre owned vehicle).
 4. However, MMS/SMS members must at all times have their vehicles or substitutes for official journeys.
 5. All MMS/ SMS members who have structured their packages should utilize their vehicles for both official and private purposes.
 6. Officials on levels 11 to 16 who no longer structure their salary packages to include vehicle allowance shall use their vehicles for official purposes and claim official kilometres travelled.

- 9.8 Scheme B**
1. The Department is not compelled to have officials participating in this scheme due to the following:
 - a. An employee qualifies for Scheme B if he/she travels for job related purposes for not more than 24 000 kilometres per annum or 2000 kilometres per month.
 - b. However, the officer is not restricted with regard to private kilometres.
 - c. An application for participation under Scheme B shall be made and a full job description should be attached to ascertain the level of responsibility and type of work of the official.
 - d. Head of Sub-Branch, District, College or Research Station shall recommend the application.
 - e. Every application for participation under Scheme B shall be evaluated as a new application and the approval shall be based upon the discretion of the Head of Department.
 - f. The official shall only participate in the scheme after the approval has been granted by the Head of Department or his or her Delegate
 - g. An employee shall be allowed to use his/her own private motor vehicle.
 - h. An official is allowed to use only the approved vehicle in the SCHEME B for official purposes.
 - i. An employee shall be remunerated on the rates which fall under "private on official" cent per kilometres only for actual official kilometres travelled.
 - j. The employee shall provide insurance for his/her own vehicle at own expenses.
 - k. The duration of the approval shall last for 12 (twelve) months.
 - l. An official shall be allowed to replace a vehicle within the approved period of 12 months without a new application
 - m. Re-application of Scheme B must be made 2 (two) months before expiry of contract on subsidised vehicle/ expiry period of Scheme B.

9.11 Benchmark Price (SCHEME A)

- i. Members must secure his/her own financing to acquire a vehicle unless he/she qualifies for financing arrangements provided for in the SMTS (B-Scheme);
- ii. Must obtain and maintain a comprehensive insurance on the vehicle;
- iii. Is fully responsible for running and maintenance, registration and licensing and parking fees;
- iv. Journey between member's home and usual place of work constitute a private journey;
- v. At all times a member is obliged to provide free transport to official passengers to the same destination on an official journey;
- vi. All times members must ensure that kilometre claims are for the actual vehicle used for official purpose.

9.10 General Responsibilities on Members:

7. All MMS/SMS members who have structured their packages must arrange alternative transport when their vehicles are taken in for service or are damaged.
8. All MMS/SMS members who do not participate in the motor allowance may use any mode of transport that is cost effective, including the use of their own vehicles.
9. Officials may use vehicles owned by either their spouse or partners.
10. Substitute vehicle to be used for official purpose and as substitute must be inspected and registered by Transport Unit before being used. Written permission from the spouse as well as a copy of the ID document of the spouse and copy of the marriage certificate need to be presented. The responsibility regarding insurance matters is that of the spouse as well as all risks. The LDARDD will not be liable for any claims by the spouse.
11. However, only one (1) vehicle is allowed to be registered on the system at any given time; therefore claims for only one (1) vehicle may be submitted.
12. Vehicles must be registered in the names of the participating official (or official's spouse) and the Transport Officer should inspect and open files for all MMS/SMS vehicles.
13. MMS/SMS members are not allowed to participate in Scheme A.
14. Officials affected by Occupational Specific Dispensation (OSD) translation can participate under scheme A provided their salaries are not structured for car allowance.
15. If Officials choose to participate in MMS they should structure for car allowance. The vehicles should be registered in their own names.
16. Officials should travel for job related purposes for not more than 24 000 kilometres per annum or 2000 kilometres per month.
17. Transport Unit reserve the right to inspect the vehicle used for official purpose to avoid usage of small engine capacity vehicle and claim for kilometres with vehicle with bigger engine capacity.

10. Default

Categories	Fuel Type	Engine Category Limit
Category A. Station wagon and Sedans	Petrol and diesel vehicles	1951-2150
Category B. Light delivery vehicles, single cab 4X2, and Extended cab 4X2	Petrol and diesel vehicles	1951-2150
Category C. 4X4 Light delivery vehicles, all double cabs, 4X4 singles/ extended cabs	Petrol and diesel vehicles	2001-2500
Category D. Multipurpose vehicles, sports utility vehicles, cross over vehicles	Petrol and diesel vehicles	2151-2500

MMS/SMS AND SCHEME B BENCH MARKS FOR PAYMENT OF FUEL ALLOWANCE

Categories	Engine Category Limit	Not applicable. Can only be considered after approval by Provincial Treasury
Category A. Station wagon and Sedans	1551-1750	
Category B. Light delivery vehicles, single cab 4X2, and Extended cab 4X2	1951-2150	
Category C. 4X4 Light delivery vehicles, all double cabs, 4X4 singles/ extended cabs and utility vehicles, cross over vehicles		

SCHEME A

Limits for fuel claims (engine capacity) are set as follows for all officials and non-officials with exception of those utilising subsidised vehicles.

9.12 Limits of Fuel Claims

- i. The Department will provide the smallest cheapest functional vehicles to the officials based on the nature of their duties.
- ii. The type and size of a vehicle to be allocated is determined by the nature of duties of the official e.g. Technical work or administration work.
- iii. The Department does not provide for multi-purpose vehicles, minibuses and 4X4 vehicles under normal circumstances.
- iv. Capital remuneration, maintenance and fuel allowance shall be curbed in terms of the Departmental benchmark.
- v. In those instances where the official chooses a subsidised vehicle which is bigger than the smallest functional vehicle he/she should top-up, (that is pay the difference between the price of the smallest vehicle and the vehicle of his/her choice).
- vi. The official should submit a detailed and comprehensive motivation to Provincial Treasury detailing the terrain and other work related facts/conditions on request for subsidy for a vehicle bigger capacity than approved limits.
- vii. The motivation should be supported by the Departmental Transport Committee.

This Policy is issued under the authority and custodianship of the Hon MEC for LDARD and no deviation will be allowed. Should any deviation be necessary, it will need to be approved in writing by the HOD.

11. Termination and review conditions

Transport Management Policy - even if it is a dynamic document, shall be amended and updated when circumstances change. All changes to these guidelines shall first be consulted with all officials before being approved by the HOD for implementation. Any proposed amendment to this guideline must be submitted to the Director Asset Management for co-ordination.

Under usual circumstances, the Policy should be reviewed every 3 years after the date of approval or as and when a need arise.

If the Policy is still under the review process by the time it lapses, an extension period shall be applicable. The approved Policy remain valid until the reviewed version has been approved.

12. Inception date

The date of approval of the Policy is also the date of inception.

13. Enquiries and reporting

All enquiries regarding this Policy should be directed towards:

Director: Asset Management, LDARD, at 015 294 3411.

The Directorate: Assets Management is responsible for the timeous review, circulation, advocacy, and availability and feed-back regarding this document. The Directorate: Asset Management is responsible for reporting towards oversight bodies in the event of enquiries with regards to this Transport Management Policy.

RECOMMENDED:



Head of Department
Maisela, RJ

DATE

2017-11-28

APPROVED:



Hon Member of Executive Council (Acting)
Sekoati, SC (MPL)

DATE

2017/12/06

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Received by: Signature:
 Issued by: Rank:

Transport Officer's Name: _____ Signature: _____ Tel. No.: _____ Date: _____
 PETROL CARD NO.: (TO BE COMPLETED BY TRANSPORT OFFICER)

RESP. CODE _____ OBJECTIVE CODE _____
 Responsibility Manager: _____ Signature: _____ Tel. No.: _____ Date: _____

Supervisor's Name: _____ Signature: _____ Tel. No.: _____ Date: _____

ABOVE TRIP/ AUTHORISED BY: _____
 I hereby certify that journeys are official and that funds are available to cover the expenditure.

From: _____ To: _____

* If this is a permanent allocation of the vehicle, then provide a brief explanation of the intended use:

Goods/Equipment	Quantity	Reason

Names	ID No	Reasons	Name	ID No	Reasons

Passengers: Enter names and ID No's of authorised passengers below. An ID MUST BE carried while traveling in a Government Vehicle.
 Note: Hospital patients are exempted from carrying ID, but names must be listed below:

Validity Period: Date From		To		Time Period: From		To	

Date	Starting point	Odometer reading	End point	Odometer reading	Reason for trip

PART 1: TO BE COMPLETED BEFORE JOURNEY

Vehicle Registration No:	Vehicle station:	Make/Model:
Name of co-driver:	Co-driver's ID No:	Licence No:
Department:	Section:	Telephone No:
Name of main driver:	Driver's ID Number:	Licence No:
		Code:

(TO BE COMPLETED BY THE PERSON REQUESTING TRANSPORT)

NB. This form has to be completed in full and in duplicate prior to departure, copy to be attached to official Transport Request form in respect of general hire vehicle

IMPORTANT NOTICE: THIS TRIP AUTHORITY IS SUBJECT TO THE CONDITIONS AS STIPULATED OVERLEAF

TRIP AUTHORISATION FORM FOR THE USE OF GOVERNMENT OWNED AND SUBSIDISED VEHICLES

81/147909 (Z606)

Annexure B: Pre and post trip checklist for vehicles.



DEPARTMENT OF AGRICULTURE
DAILY INSPECTION/VEHICLE CONTROL FORM(amended 2014/10/22)

Ref No: _____ Date of inspection _____ Time _____ Driver's details Surname and initials _____ License No _____ Directorate/Division/Section _____ District _____		Registration No _____ Date of inspection _____ Time _____																																	
BEFORE USE		AFTER USE																																	
Condition on collection Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Water levels <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Full</td><td>low</td></tr><tr><td>Full</td><td>low</td></tr></table> Oil level <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Full</td><td>low</td></tr><tr><td>Full</td><td>low</td></tr></table>		Full	low	Full	low	Full	low	Full	low	Condition on Return Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Water levels <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Full</td><td>low</td></tr><tr><td>Full</td><td>low</td></tr></table> Oil level <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Full</td><td>low</td></tr><tr><td>Full</td><td>low</td></tr></table>		Full	low	Full	low	Full	low	Full	low																
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DATE STAMP

2.

1. Witnesses

Signed at On the day of

and declare that I will not hold Department of Agriculture and Rural Development liable for any damage arising out of loss of life or bodily injuries suffered by me or for any loss or damage arising out of any accident or cause which may occur during or as a result of being conveyed in the Departmental vehicle.

I, the undersigned (STATE NAME AND SIGNATURE)

OWNED MOTOR VEHICLE
INDEMNITY IN RESPECT OF CONVEYANCE OF UNOFFICIAL PURPOSE IN STATE

DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT

LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA



Annexure C: Indemnity Form