



LIMPOPO

PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
ECONOMIC DEVELOPMENT, ENVIROMENT & TOURISM

TRANSPORT POLICY

2011

1. CONTENT PAGE

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2. TABLE OF CONTENTS

No	Contents	Page
1.	Cover Page	1
2.	Contents page	2
3.	Definitions	3-4
4.	Acronyms and abbreviations	5
5.	Preamble	6
6.	Introduction	6
7.	Purpose and objectives	6
8.	Scope of application	6
9.	Legal mandates	6-7
10.	Policy pronouncements	7-25
11.	Penalty	25
12.	Dispute resolution	25
13.	Inception date	25
14.	Policy review	25
15.	Enquiries	25-26
16.	Recommendation and approval	26

3. DEFINITIONS

In this policy, unless the context indicates otherwise-

“Authorized driver”

means a government official who is authorized to drive a government Vehicle and is in possession of a valid Driver's license which is approved by the traffic department;

“Authorized parking”

means any premises approved for parking vehicles;

“Department”

means the Limpopo Department of Economic Development, Environment and Tourism;

“Employee”

means a person appointed by the Department of Economic Development, Environment and Tourism in terms of the Public Service Act, 1994 as amended;

“Government subsidized motor vehicle”

means a motor vehicle owned by both employee and the department purchased in terms of the National Transport Circular No.5 of 2005 or its amendments from time to time;

“Government Vehicle”

means any motor vehicle owned by the department;

“Itinerary”	means an official government document which entails a detailed route or record of travel of an employee;
“Log Sheet”	means a chronological record of all travelling by an employee;
“Messenger driver”	means an officer employed by the department for provisioning of driving services, who has a valid Public Drivers Permit.
“Official premises”	means any government owned premises;
“Premature withdrawal”	means termination of the subsidized motor vehicle agreement before the expiry of the contract period.
“Unofficial passenger”	means a person conveyed in a government vehicle for any purpose not directly in the interest of the performance of the duties of the department, and includes an employee of the department who is not authorized to be a passenger at the time of conveyance; and
“Valid driver’s license”	means a driver’s license which is approved by the traffic department.

4. ACRONYMS AND ABBREVIATIONS

4.1 **LDV** - Light Delivery Vehicle.

4.2 **MMS** - Middle Management Services.

4.3 **MPV** - Multi-Purpose Vehicle.

4.4 **SMS** - Senior Management Services.

4.5 **SMTS** - Subsidized Motor Transport Schemes.

5. PREAMBLE

The utilization of vehicles for official purposes is meant to enable employees to fulfill their responsibilities in executing official duties of the department. The transport management system ensures responsible utilization of the departmental motor vehicles, subsidized and those utilized by the MMS and SMS.

6. INTRODUCTION

Transport in the department is a tool by which service is delivered. This policy covers the use of transport owned by the department, subsidized and those utilized by the MMS and SMS. This policy intends to clarify the position regarding transport as stated in the Public Service Regulations and other relevant legal prescripts. It is also the objective of this policy to regulate the use of motor vehicles for business purposes in the most cost-effective manner.

7. PURPOSE AND OBJECTIVES

The purpose of the policy is to provide for the efficient, effective, economic use and management of the departmental motor transport, subsidized motor transport, MMS and SMS in the Department of Economic Development, Environment and Tourism.

8. SCOPE OF APPLICATION

This policy is applicable to all employees, including Learners, Interns and Contract workers of the Department of Economic Development, Environment and Tourism.

9. LEGAL FRAMEWORK

The legal and policy framework for formulating and implementing this policy are:

- 9.1 National Road Traffic Act, 1996 (Act No.93 of 1996).

Transport Policy

- 9.2 Public Finance Management, 1999 (Act No, 1 of 1999).
- 9.3 Treasury Regulations of 2001.
- 9.4 Public Service Act, 1994 (Proclamation R 103 of 1994).
- 9.5 Public Service Regulations, 2001 as amended.
- 9.6 National Department of Transport Circular No.4 of 2000.
- 9.7 National Department of Transport Circular No.9 of 2005.
- 9.8 National Transport Policy for New Subsidised Motor Transport Scheme Circular No, 5 of 2003.
- 9.9 Limpopo Provincial Policy for the Provision of Government Subsidised Motor Transport Circular No.10 of 2004.
- 9.10 Senior Management Service Handbook issued by the Department of Public Service and Administration dated 01 December 2003.
- 9.11 Limpopo Provincial Subsidised Motor Transport Policy No. 1 of 2007.
- 9.12 Department of Public Service and Administration Circular No. 2 of 2008.

10. POLICY PRONOUNCEMENTS

10.1 PART 1 - GOVERNMENT OWNED VEHICLES

- (a) Government Owned Vehicles are strictly provided for official departmental services and cannot be used for private or any other purposes.

- (b) The following people shall not be permitted to operate or drive government owned vehicles:-
- (i) Volunteers;
 - (ii) Employees on learnership or internship programmes;
 - (iii) Temporary employees; and
 - (iv) Contract workers, unless expressly authorized to drive a government owned vehicle.
- (c) The department will be responsible for all costs incurred in the provision of Public Drivers Permit to messenger drivers whose work necessitate the use of buses and trucks.

10.1.1 RESPONSIBILITIES OF AUTHORISED DRIVERS

All departmental authorized drivers who are allocated a government owned vehicle must:-

- 10.1.1.1 ensure compliance with Road Traffic Laws and Regulations and operate the vehicle with care;
- 10.1.1.2 ensure that traffic fines are paid on time and if the authorized driver failed to effect payment within the prescribed period, the department may pay the amount and recover costs from his or her salary without notice;
- 10.1.1.3 adhere to the departmental Transport Policy;
- 10.1.1.4 ensure that all passengers conveyed in the government vehicle are authorized to travel in the vehicle;

10.1.1.5 ensure that the logbook is properly completed at the beginning of and at the end of every journey;

10.1.1.6 not pick up unauthorized passengers; and messenger drivers must have a valid Public Drivers Permit at all times.

10.1.2 USE OF GOVERNMENT – OWNED VEHICLE AFTER HOURS, WEEKENDS AND PUBLIC HOLIDAYS

An employee who is required to undertake a trip using a government owned vehicle after hours, during weekends and public holidays must obtain prior approval from the Head of Department or his or her delegate together with an exemption form that grants the employee permission to travel outside working hours before an authorized trip is undertaken.

10.1.3 LOGBOOK, PETROL OR TOLL CARDS AND VEHICLE KEYS

10.1.3.1 A driver of a government owned vehicle must:-

- (a) ensure that the logbook, petrol or toll cards and vehicle keys are kept safe at all times;
- (b) keep receipts of all transactions made on the petrol and toll cards, make an entry of all such transactions in the logbook, and submit the receipts to the Transport Office at the end of the official trip; and
- (c) return the logbook, petrol or toll cards and the vehicle keys to the Transport Office at the end of the official trip.

10.1.3.2 A logbook shall be properly and legibly completed on a point to point destination during and upon completion of an authorized trip.

10.1.3.3 Log sheet returns shall be submitted to the Transport Office before the 7th day

of each month.

10.1.4 UNOFFICIAL PASSENGERS

An employee required to transport an unofficial passenger must ensure that the prescribed indemnity form (form Z164) is properly completed and signed by such passenger and submit the indemnity form to the Transport Office in the department before the trip is undertaken.

10.1.5 SAFE CUSTODY, GARAGING AND PARKING OF GOVERNMENT OWNED VEHICLE

A driver of a government owned vehicle is required, during the course of the official trip, to park the vehicle at a place authorized for parking or at any government parking premises that have 24 hours security.

10.1.6 REPORTING OF ACCIDENTS

10.1.6.1 A driver who is involved in a motor vehicle accident shall report the accident at the Police Station and to the Transport Control Officer within 24 hours of the occurrence of such accident. A driver must submit a completed accident form and a police accident report to the Transport Office within 5 working days after the accident.

10.1.7 INJURY ON DUTY

An employee who is injured while using a government owned vehicle on official duty either as a driver or a passenger shall be regarded as having been injured on duty.

10.1.8 USAGE OF GOVERNMENT MOTOR TRANSPORT FOR MEMORIAL AND FUNERAL SERVICES

10.1.8.1 This paragraph must be read with the departmental social club policy.

10.1.8.2 The department shall provide official government transport where the departmental officials are nominated to represent the department at a funeral or memorial service in the instance of a deceased employee.

10.1.8.3 An employee who owns a subsidized motor vehicle and who opts to utilize his or her subsidized motor vehicle after being nominated by the Head of Department or his or her delegate to attend or perform during memorial and funeral services, such a trip shall be regarded as official. Prior approval must be granted by the Head of Department or his or her delegate.

10.1.8.4 The departmental bus shall be made available for employees who wish to attend the funeral.

10.1.9 TRANSPORT FOR EXTRA MURAL ACTIVITIES

10.1.9.1 Transport shall be provided for participants of social club activities undertaken such as sport clubs and choir established by the department.

10.1.9.2 An employee who gets involved in a motor vehicle accident whilst pursuing social club activities will be regarded as having been injured whilst on duty.

10.2 PART II - SUBSIDISED MOTOR TRANSPORT

(a) The provision of a subsidized vehicle to an employee is deemed as a work facility that enables such employee to perform official duties of the department. The Subsidized Motor Transport Scheme is not a service benefit, and cannot be construed as a right.

(b) An employee is provided with a subsidized vehicle only in cases where an employee's duties necessitate the permanent and regular use of a motor vehicle

and where the provision of a subsidized vehicle is considered to be in the interest of the department.

10.2.1 APPLICATION FOR A SUBSIDISED VEHICLE

An employee who qualifies to be provided with a subsidized vehicle for the performance of the official duties shall submit an application form (Z81) to the department and shall select the scheme under which he or she wishes to operate, namely

- (a) **SCHEME A:** 70% of the assigned distance life of the vehicle is intended for use on official duties and 30% for private purpose; or
- (b) **SCHEME B:** An employee qualifies for scheme B if she or he travels for a job related purpose, not more than 21 000 kilometers per year. However, the employee is not restricted for private kilometers.

10.2.2 DEPARTMENTAL TRANSPORT ADVISORY COMMITTEE

10.2.2.1 The department shall establish a Departmental Transport Advisory Committee and the Committee shall serve for a period of 3 years. The Committee shall meet once a quarter and it consists of 6 officials appointed by the HOD as follows:-

- (a) General Manager - Corporate Services.
- (b) General Manager - Integrated Enterprise Development.
- (c) General Manager - Environmental Trade and Protection.
- (d) Senior Manager – Budget.
- (e) Senior Manager - Risk Management.
- (f) Senior Manager - Logistical Support Services.

10.2.2.2 The General Manager: Corporate Services shall act as the Chairperson of the

Committee and the Head of Transport unit shall provide the secretariat services to the Committee. Such delegation shall be limited to a rank not lower than a Manager.

10.2.2.3 The functions of the committee includes among other things:-

- (a) vetting all applications;
- (b) verify and evaluate applications for subsidized vehicles provided in terms of the Subsidized Motor Transport Regulations;
- (c) check if applications are in line with the job description of the applicant and the Transport Policy;
- (d) advise and make recommendations to the Head of Department after evaluations of applications;
- (e) check the utilization period and official kilometers on 6 months intervals; and
- (f) attend to any other transport issues in the department that may be assigned to the Committee by the department.

SCHEME A

The following pre - requisites need to be adhered to when an employee applies for a subsidized motor vehicle - Scheme A:

10.2.3 SPECIFIC QUALIFYING CRITERIA

10.2.3.1 An employee qualifies for the allocation of a smallest functional vehicle for the service, as per the benchmark determined in the National Contract. If an employee travels for job related purpose a minimum of 21 000 km per annum or 1750 km per month and not exceeding 29 000 official kilometers per annum.

10.2.3.2 An application for subsidized vehicle shall be made as per the prescribed application form (Z81) and a full job description shall be attached to the

application form so as to ascertain the level of responsibility and nature of work that the applicant performs.

10.2.3.3 The applicant shall submit the following information in addition to the application form (Z81) and must be certified by the Head of the Directorate:-

- (a) The abbreviated salary record (pay slip) of the applicant in order to determine affordability in line with the current notch or disposable income of the applicant;
- (b) Kilometers and daily utilization of a government or outsourced vehicle for the previous 6 months;
- (c) The total projected official assigned kilometers that the applicant shall undertake per month, that shall be subjected to changing circumstances that may occur;
- (d) In case where no statistics of official kilometers are available due to the creation of new posts or a new appointment, only the total projected official assigned kilometers that the applicant shall undertake per month must be reflected on the application form and confirmed by the Senior Manager of the applicant's directorate; and
- (e) A report from the respective Senior Manager confirming the availability of budget for maintenance allowance, capital remuneration, and fuel reimbursement cost.

10.2.3.4 An applicant shall be appointed or absorbed or where contractually employed in the department, the applicant must remain employed for a period not less than 32 months from the date of approval of the application.

10.2.3.5 Each application shall be in the interest of the department and such an application shall at its initial stage, be signed by the Head of the Directorate or District Manager who certifies the daily utilization projected by assigned official kilometers or contracted period.

- 10.2.3.6 All relevant managers shall be held responsible for non-compliance on the submission of log returns by their subordinates as well as failure to meet optimal utilization of the subsidized vehicles.
- 10.2.3.7 Every application for a subsidized vehicle shall be evaluated as a new application irrespective of the fact that the applicant was previously in possession of a subsidized vehicle.
- 10.2.3.8 The department must ensure that an applicant who is a person living with disability or the nominated driver is in possession of a valid driver's license and such a copy shall be attached to the application form.
- 10.2.3.9 All vehicles shall be purchased on National Contract by the contracted service provider.
- 10.2.3.10 An applicant shall be allocated any motor vehicle under a National Contract provided that the vehicle is identified as a subsidized vehicle.

10.2.4 BENCHMARKING OF SUBSIDISED VEHICLES

- 10.2.4.1 Taking into consideration the travelling needs, nature of work and the terrain of the Province (and not ranks of officials), the smallest functional vehicle has been identified as a sedan of an engine capacity of 1551 -1750cc and LDV, station wagon or special utility vehicle of engine capacity of 1951 -2500 cc inclusive of 4x4. Station wagon or multi-purpose vehicle of an engine capacity of 1951 -2000 cc inclusive of 4x4.
- 10.2.4.2 An applicant shall be required to pay the difference should the department approves a purchase of a bigger and more expensive vehicle than that which is the smallest functional vehicle for the service or where the cost of the vehicle exceeds her or his benchmark. The applicant will be expected to pay

the difference on the insurance cover premium, fuel claim and maintenance allowance of such a vehicle. The service provider may at its discretion, request a deposit of the difference between the purchase price of the selected vehicle for which the official functionally qualifies.

10.2.5 INSURANCE OF SUBSIDISED MOTOR TRANSPORT

The department is responsible for paying the insurance cover of the subsidized motor vehicle.

10.2.6 UTILISATION PERIOD

10.2.6.1 The official utilization period for a subsidized vehicle shall be for a minimum period of 32 months and a maximum period of 48 months. The period linked to kilometers shall be estimated as illustrated below:-

A	B	C	D	E
CONTRACT PERIOD IN MONTHS	TOTAL CONTRACT KMS/DISTANCE	STANDARD KMS/DISTANCE OFFICIAL AND PRIVATE PM (B/A)	STANDARD PRIVATE KMS=30% (C*.30)	STANDARD OFFICIAL KMS PM =70% (C8.70)
32	160,000	5 000	1 500	3 500
36	160,000	4 444	1 333	3 111
42	160,000	3 810	1 143	2 667
48	160,000	3 333	1 000	2 333

10.2.6.2 The maximum distance or kilometers to be travelled during a lifespan of the vehicle is 160 000 km (70% official and 30% private kilometers) despite the engine capacity or class of the vehicle.

10.2.6.3 The Head of Department or her or his delegate in consultation with the applicant and the service provider shall determine the utilization period or monthly distance to be travelled by an applicant subject to the provisions of this policy.

10.2.6.4 Trip authorization must be completed, approved by the responsible manager and the supervisor respectively before an official trip is undertaken with a subsidized vehicle.

10.2.6.5 The Transport Officer in the department must verify the utilization of vehicles and ensure that all entries in log sheets (form Z79) are accurate and legible. The log sheets shall reflect all distances covered both official and private in a point to point form. Logging must be done every time when the subsidized vehicle is in use.

10.2.7 MAINTENANCE AND REPAIRS OF SUBSIDISED VEHICLES

10.2.7.1 It is the responsibility of the employee to exercise due care with the custody and maintenance of the vehicle. The subsidized vehicle shall be available for inspection by an authorized person, including the departmental Transport Officers, Provincial Government Motor Officials and Service Providers. The inspection of such subsidized motor vehicle shall be conducted once a month.

10.2.7.2 The maintenance of the vehicle shall be made according to the maintenance plan of the Service Provider subject to manufacturer's service time schedules. However, the maintenance plan limits the replacement of tyres to 8 (two sets) for category A and D vehicles. For category B and C vehicles, tyres are limited to 10 (two and half sets).

10.2.7.3 Where 160 000 km is exceeded during the lifespan of the vehicle, the employee shall be compelled to service the vehicle at own expense in line

with manufacturer's specification and as a result, payment of maintenance allowance shall lapse.

10.2.7.4 Trips undertaken for servicing of the subsidized vehicle are regarded as private.

10.2.7.5 The department shall not allow the conversion of vehicle from government owned to subsidized vehicle.

10.2.8 USE OF SUBSIDISED VEHICLES

10.2.8.1 It is imperative that all official trips shall be authorized. Log sheets shall reflect both official and private mileage. The original log sheets shall be submitted to the Transport unit before the 4th day of each month.

10.2.8.2 Where a vehicle has not travelled at all during the month (or while the officer is on study or maternity leave), only private kilometers shall be completed. A nil log returns for official kilometers shall be completed and submitted with reasons for failure to travel official kilometers for record and audit purposes. The department will extend the contract period by the same period which has not been travelled in order to cover all the outstanding kilometers.

10.2.8.3 If an employee exceeds the indicated monthly official kilometers without prior approval, the department shall pay the approved maximum kilometers only, as indicated below:-

- (a) 2799 km in the case of 48 months contract.
- (b) 3090 km in the case of 42 months contract.
- (c) 3733 km in the case of 36 months contract.
- (d) 4200 km in the case of 32 months contract.

10.2.8.4 An employee shall obtain prior approval from the Head of Department or his or

her delegate before excess kilometers can be travelled.

10.2.8.5 In case where an employee fails to submit the monthly log sheet for a period of 3 consecutive months or more without valid reasons, only 1 month fuel claim shall be reimbursed.

10.2.9 RELIEF TRANSPORT

The use of privately owned vehicle as a relief transport is forbidden. In case where a subsidized motor vehicle is unfit for use (under repairs) for a period of more than 30 days, the owner may request a special authority from the Head of Department or his or her delegate to use the government owned vehicle to execute his or her official duties and kilometers accumulated shall not be used in the subsidized vehicle.

10.2.10 WITHDRAWAL OF SUBSIDISED VEHICLES

10.2.10.1 PREMATURE WITHDRAWAL

- (a) A subsidized vehicle that has exceeded 160 000km or a minimum period of 32 months of its lifespan, but before the expiry of the agreed contract period may be pre-maturely withdrawn from service on the recommendation of the Departmental Transport Advisory Committee and the approval of the Head of Department.
- (b) In the event of termination of the employee's services from the public service, an employee will be responsible for negotiating with the service provider to refinance the vehicle or settle the outstanding balance on the vehicle as specified by the service provider, as well as settle the monetary value of outstanding kilometers as determined by the department.
- (c) In cases where a subsidized vehicle is withdrawn prematurely as a result of non-compliance to transport regulations, laws and policies, the outstanding kilometers

for the months that the department has already subsidized the vehicle shall be converted into monetary value for the employee to pay.

- (d) Conversion of outstanding official kilometers into monetary value shall not apply in the event where an employee is appointed in a higher position where she or he is participating in SMS or MMS because of the under utilization of the vehicle or because of transfer to a position where the use of a subsidized vehicle is not justified. The vehicle will be removed from service of the department and remain the property of the employee. An employee will be responsible for negotiating with the service provider to refinance the vehicle or settle the outstanding balance on the vehicle as specified by the service provider.
- (e) Under-utilized vehicle shall be withdrawn from the subsidized scheme (Scheme A) within a six months period and the subsidized vehicle contract will be terminated, unless the employee justified the under-utilization of such motor vehicle.

10.2.10.2 NORMAL WITHDRAWAL

- (a) A subsidized vehicle may not be withdrawn from service before the expiry of 32 months of its lifespan or before covering an official distance of 112 000 kilometers irrespective of engine capacity. If the 32 months period expires and the 112 000 kilometers are not yet reached then such vehicle must continue to service the department until the 112 000 official kilometers are reached.
- (b) An employee shall at no circumstances be allowed to change the contract for subsidized vehicle or withdraw from the contract unless a minimum period of 32 months is completed.
- (c) Ownership of the vehicle will be transferred to the employee only on settlement of the outstanding balance determined by the service provider, when the prescribed period expires and on completion of assigned official kilometers as determined by the department. The service provider shall advise the department 3 months prior to

the expiry of the contract to verify compliance with other obligations.

- (d) In the event where an employee fails to cover 70% of the split (112 000), the service provider shall put the transfer of ownership on hold and such ownership will only be passed over once the outstanding official kilometers is covered.

SCHEME B

The following prerequisites need to be adhered to when an employee applies for a subsidized motor transport under scheme B:

- (a) An employee qualifies to apply for scheme B if she or he travels for job related purposes, not more than 21 000 km per year.
- (b) An application for subsidized vehicle shall be made in the application form (Z81) and full job description shall be attached to ascertain the level of responsibility and the nature of work performed by the applicant.
- (c) The abbreviated salary record (pay slip) shall be attached to the application form to determine the current notch or income of the applicant.
- (d) The applicant shall be appointed or absorbed or contractually employed in the public service for a period not less than 32 months from the date of signing the employment contract.
- (e) Each application shall be in the interest of the department, the responsible Head of Directorate recommends such an application and the Department Transport Advisory Committee shall make recommendation to the Head of Department.
- (f) Every application for subsidized vehicle under scheme B shall be evaluated as a new application.

- (g) New vehicles under this scheme shall not be purchased on the National Contract.
- (h) An employee may be allowed to utilize her or his own private vehicle.
- (i) The applicant or nominated driver must be in possession on of a valid driver's license.
- (j) An employee shall be remunerated on the rates, which fall under private kilometers only for actual official kilometers travelled.
- (k) An employee shall be afforded an opportunity to participate on government Insurance scheme at own expense.
- (l) The applicant shall sign a service level agreement with the department and must give a 3 months notice in case of withdrawal of vehicle from the scheme.

10.3 SCHEME FOR MEMBERS OF MIDDLE MANAGEMENT

STRUCTURE OF MOTOR VEHICLE ALLOWANCE

10.3.1 The MMS member who structures for a motor vehicle allowance is obliged to maintain reliable private vehicle to be utilized for official journeys while performing duties with the department. An employee may purchase or lease a new or reliable pre-owned vehicle. However, the MMS member must at all time have the vehicle or a substitute available for official trips.

10.3.2 MMS members may continue to participate in the Subsidized Motor Transport Schemes (A – B Schemes).

10.3.3 MMS members currently participating in the A –Scheme or who enter the Scheme are not allowed to structure for a motor vehicle allowances.

10.3.4 The Head of Department or her or his delegate must decide whether an MMS member, who has structured for a motor vehicle allowance, must utilize her or his own vehicle or make use of the provisions for official government vehicle available, taking into account practical implications such as cost effectiveness and road conditions.

10.3.5 MMS member shall obtain and maintain comprehensive insurance on the vehicle, and is fully responsible for all maintenance costs, registration and licensing.

10.3.6 Any trip travelled by the MMS member from home to the usual place of work constitutes a private trip.

10.3.7 An MMS member is obliged to provide free transport to official passengers to the same destination on an official trip.

10.3.8 An MMS member who utilizes her or his private vehicle to carry out official duties, shall be compensated for the kilometers travelled according to the tariffs payable for a privately owned vehicles, as determined by the Department of Transport from time to time and reimburse for toll fees.

10.4 SCHEME FOR MEMBERS OF SENIOR MANAGEMENT SERVICE: RULES GOVERNING THE FLEXIBLE PORTION AND MOTOR CAR ALLOWANCE

(a) A member is obliged to maintain a reliable vehicle to be utilized for official trips.

(b) No time frame exists on when a vehicle may be replaced.

(c) A member must at all times have her or his vehicle (or a substitute) available for official trips.

- (d) The Head of Department or her or his delegate must decide whether an SMS member, who has structured for a motor vehicle allowance, must utilize her or his own vehicle or make use of the provisions for official government vehicle available, taking into account practical implications such as cost effectiveness and road conditions.
- (e) A member shall secure her or his own financing of loans. The State's contract with the contractor to grant loans to members is available. Should a member be unsuccessful in securing a loan, the department may apply for a guarantee from National Treasury in order to secure a loan.
- (f) A member shall obtain and maintain comprehensive insurance on the vehicle, and is fully responsible for all maintenance, registration and licensing of the vehicle.
- (g) A member shall not participate in the Subsidized Motor Transport Scheme.
- (h) Any journey by the member from home to the usual place of work constitutes a private journey.
- (i) As far as possible, a member is obliged to provide free transport for official passengers to the same destination on an official journey.
- (j) If a member uses his or her private vehicle to carry out official duties, the Executing Authority shall compensate a member for the kilometers travelled per month according to the tariffs payable for privately owned vehicle as prescribed by the Department of Transport.

10.5 MONTHLY TRAVELLING KILOMETRES

- 10.5.1 Monthly travelling kilometers for MMS members will be limited to 2 500.
Monthly travelling kilometers for SMS members will be limited to the following:-

(a) Senior General Managers – 1500.

(b) General Managers – 1800.

(c) Senior Managers – 2000.

10.5.2 A submission with a motivation approved by the line manager with proof of funds available must be made to the Head of Department for approval in case where allocated kilometers shall be executed.

11. PENALTY

Failure to comply with the provisions of this policy will be dealt with in terms of the Public Service Disciplinary Code and Procedures as amended.

12. DISPUTE RESOLUTION

Any dispute that may arise out of interpretation and application of this policy will be resolved through grievance or dispute resolution procedure that is provided for in the grievance rules for the public service.

13. INCEPTION DATE

The inception date of the policy is a day after approval by the Member of the Executive Council.

14. POLICY REVIEW

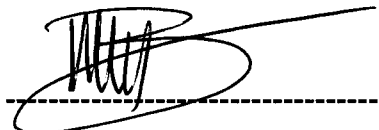
This policy will be reviewed as and when need arise.

15. ENQUIRIES

Enquiries regarding this Policy will be directed to the Senior Manager: Internal Support Services.

16. RECOMMENDATION AND APPROVAL

RECOMMENDED BY:

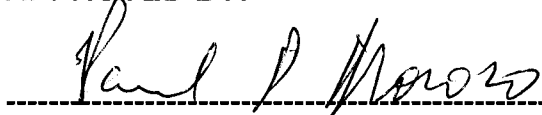


HEAD OF DEPARTMENT: LEDET

15 JULY 2011

DATE

APPROVED BY:



MEMBER OF EXECUTIVE COUNCIL: LEDET

8 - August 11

DATE