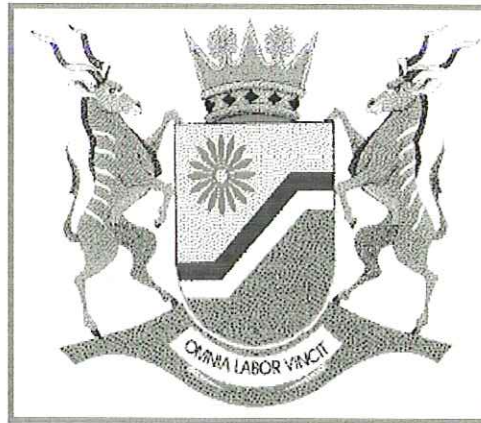


MPUMALANGA
DEPARTMENT OF EDUCATION



TRANSPORT POLICY



DEPARTMENTAL TRANSPORT POLICY

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DEPARTMENTAL TRANSPORT POLICY

1. PURPOSE

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

2. POLICY STATEMENT

This policy covers the use of Government Owned Vehicles and does not cover the use of subsidized vehicles, which is the subject of a separate policy document.

The policy is intended to clarify the utilization and control of Government Owned Transport as stated in the National Policy and Public Service Regulations which stipulates that transport within a department is supplied as a tool to support the department in the delivery of its objectives. It shall therefore be used in the most cost-effective manner.

3. SCOPE OF APPLICATION

The policy applies to all employees of the Mpumalanga Department of Education, employed in terms of the Public Service Act, 1994 as amended, as well as The Employment of Educators Act, 1998 (Act No 76 of 1998)

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4. DEFINITIONS

In this policy, unless the context otherwise indicates:

“Accounting Officer” means the Head of Department.

“Department” means the Mpumalanga Department of Education.

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

“Official/ employee” means a person who:

- (a) has been appointed permanently, notwithstanding that such appointment may be on probation, to a post contemplated in section 8 (1) (a) of the Public Service Act, and includes a person contemplated in section 8 (1) (b) or 8 (3) (c) of that Act, or
- (b) has been appointed on a contract in terms of section 8 (1) (c) (ii) of the Public Service Act.

“Responsibility manager” means the head of a section or a person acting in that position.

“Transport Officer” means an official in the transport section who is responsible for the administration of the department's Government owned vehicles

“Vehicle” means Government Owned Vehicle (s)

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5. UTILIZATION

- 5.1 A vehicle shall be utilized by any official/ employee of the Department with an authorized trip authority, valid driver's license and involved in an activity in line with the objectives of the department.
- 5.2 Drivers transporting goods and passengers, in excess of four shall require a PDP
- 5.3 Vehicles shall not be utilized for private purposes.
- 5.4 No private passengers shall be transported without prior approval from the Head of Department or his/her delegate.
- 5.5 All Officials/ employees utilizing vehicle shall at all times be entrusted to keep it in good condition.
- 5.6 Additional fitting of any equipment in all passenger vehicles is prohibited.
- 5.7 To convert any vehicle into a specialised one, approval shall be obtained from the Head of Department.
- 5.8 All specialized equipment fitting shall be performed by a qualified transport expert who shall issue a compliance certificate.
- 5.9 All officials/ employees entrusted with the duty of operating or controlling vehicle to ensure that such vehicles are not used irregularly or misused in any way.

6. AUTHORISATION OF VEHICLES

- 6.1 All vehicles shall be issued to officials with a signed trip authority and supporting documents.

7. SECURITY OF VEHICLES

- 7.1 Vehicle shall be parked at Government premises with lockable facilities and 24 hour security available. (Head office, District offices and Circuit offices)
- 7.2 The driver shall use a gear lock when the vehicle is parked.
- 7.3 **Permission may be given for a vehicle to be parked at private premises with conditions.**
- 7.4 Director Supply Chain Management/ District Directors are to approve the private parking.

8. LOADS ON VEHICLES

- 8.1 The load on any vehicle shall not exceed the maximum recommended by the manufacturer of the vehicle.
- 8.2 Drivers shall at all times ensure that transported good are properly safeguarded to prevent any potential damage or loss.

9. USE OF VEHICLE OUTSIDE SOUTH AFRICAN BORDERS

- 9.1 Approval shall be obtained from the Head of Department to utilize a vehicle outside the SA borders.
- 9.2 **The request shall be done one month prior to the trip.**

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10 UTILISATION OF PRIVATELY OWNED VEHICLE

10.1 The Head of Department or his/ her delegate may authorise the use of privately owned vehicle on official duty if pool vehicles are not available.

10.2 TRAFFIC REGULATIONS

10.2.1 Drivers shall obey Traffic regulations at all times.

10.2.2 **The Department will not be liable for any penalties imposed to the driver.**

10.2.3 **Any evidence of neglect, rough handling or reckless driving shall be reported to the Labour Section in order that appropriate action may be taken.**

10.3 ACCIDENTS

10.1 All accidents shall be reported to the South African Police Services and Transport Officers immediately.

11 LEGAL PROCEEDINGS

11.1 The driver who is required to appear before an enquiry or civil court shall immediately submit all documentation to Legal Unit.

11.2 The driver shall be personally held liable for any punishment that may be imposed by any court with respect to the infringement of the Acts.

12 RESTITUTION

12.1 If criminal proceedings are instituted against any person other than the official driver of the departmental vehicle or against any other official in connection with the loss, theft, damage or misuse of the vehicle or its parts or accessories, the driver of the vehicle concerned or a responsible official of his department shall consult the Legal Section.

13 THIRD-PARTY CLAIMS RECEIVED

13.1 All Third-party claims will be referred to Legal Unit, with reference to National Policy.

14 DAMAGE, LOSSES, DEFICIENCIES AND THEFT

14.1 The driver shall report all incidents of damage, loss, deficiency and theft, whilst the vehicle is his/her position to the SAPS and Transport Officer.

14.2 The Transport Officer shall report all incidents of damage, loss, deficiency and theft that occur while the vehicle is not issued to an official to the SAPS immediately.

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15 BRANDING OF VEHICLES

- 15.1 Except for the usual registration number plates, the Departmental logo no other branding is permissible without the approval of the Head of Department.

16 AUTHORISED/ UNAUTHORISED UTILISATION OF VEHICLES-

- 16.1 The driver shall be held liable for any authorised/ unauthorised, irregular, reckless, negligence and misused of vehicles

17 SUSPENSION OF OFFICIALS FROM DRIVING GOVERNMENT-OWNED VEHICLES

17.1 The driver will be suspended from driving under the following circumstances:

- (a) In the event of a vehicle being or having been subjected to flagrant misuse or irregular use;
- (b) Where positive proof exists that an official is or was guilty of reckless or wilful conduct whilst driving a vehicle or such vehicle was involved in an accident while being so driven;
- (c) Where the driver of a vehicle has been found guilty of driving such vehicle while under the influence of intoxicating liquor or narcotic drugs;
- (d) While the concentration of alcohol in his/her blood was not less than that prescribed by Legislation

17.2 Official shall be immediately suspended from driving a vehicle until the outcome of the disciplinary hearing.

18 TRANSFER OF GOVERNMENT-OWNED MOTOR VEHICLES

- 18.1 A vehicle shall under no circumstances be transferred from one department to another without the authority of the Head of Department.

19 REVIEWAL OF POLICY

The policy will be reviewed when deemed necessary according to the changing needs and priorities of the Mpumalanga Department of Education.

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20. APPROVAL OF POLICY

This Policy was approved by the Head of Department of Mpumalanga Provincial Department of Education. On 13 (day) of Oct (month) 2011 (year), at Helspruit (place), and comes into operation on 01 (day) Nov (month) 2011 (year).



MRS. MOC MHLABANE
HEAD OF DEPARTMENT

DATE: 13, 10, 2011