

Northern Cape Provincial Government

Office of the Premier



Transport Policy

TRANSPORT POLICY

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1. Terminology

“HOD”

Head of Department: Office of the Premier

“OTP”

Office of the Premier

“PFMA”

Public Finance Management Act, Act No. 1 of 1999 (as amended by Act 29 of 1999)

“Accounting Officer”

A person mentioned in section 36 of the PFMA

2. Policy objectives

In terms of PSCBC Resolution No. 3 of 1999, an employee must generally take responsibility for the costs of commuting to work. In exceptional circumstances, the employer may provide transport for a commuter.

The policy will enable OTP officials to:

- Utilize departmental resources to commute to work in exceptional cases, subject to approval by the Executing Authority.
- Reimburse the department for government transport utilized on a monthly basis.

- On humanitarian grounds, request for relatives of employees to be transported with government vehicles, in the case of the employee being unable to because of official duties.

3. Legislative mandates

- Public Service Regulations, 1999
- PSCBC Resolution No. 3 of 1999, paragraph X, sub-paragraph 3.4 that deals with Transport between residence and work.

4. Scope of application

The criteria that will apply when officials request government transport is as follows:

- When exceptional transport problems arise and no other viable solution exist;
- When officials are occupied as a result of their official duties and cannot transport relatives to school or elsewhere.

This policy is applicable to all employees of the OTP, who:

- is in need of utilizing government transport to commute to work;
- is in need of utilizing government transport for relatives of the employee.

5. Time framework

This policy will be effective from the date of approval.

6. Policy summary

6.1 Transporting of officials

- 6.1.1 The official must complete an application form for arrangement of transport that will be duly recommended by the Head of Unit and the Accounting Officer, and approved by the Executing Authority. See Annexure A
- 6.1.2 Arrangements must be made with the Transport officer in the Office of the CFO to avail a vehicle for this purpose.
- 6.1.3 Arrangements must be made with the Office of the CFO for the monthly reimbursement, the tariffs as per Annexure A. The Executing authority shall determine whether an employee shall pay according to Option (a) of Option (b) in Annexure B.

6.2 Transporting relatives of employees

- 6.2.1 The official must complete an application form for arrangement of transport that will be duly recommended by the Head of Unit and the Accounting Officer, and approved by the Executing Authority. See Annexure A
- 6.2.2 Arrangements must be made with the Transport officer in the Office of the CFO to avail a vehicle for this purpose.
- 6.2.3 Arrangements must be made with the Office of the CFO for the monthly reimbursement, the tariffs as per Annexure A. The Executing authority shall determine whether an employee shall pay according to Option (a) or Option (b) in Annexure B.

7. General administrative arrangements

7.1 Monthly reimbursements

- 7.1.1 Officials must complete an undertaking for the monthly reimbursements to OTP as per Annexure B.
- 7.1.2 The Executing authority shall revise the tariffs in Annexure B on 1 October each year by the lesser of
 - (a) the increase in the transport Consumer Price Index, or
 - (b) The general salary increase

7.2 Disciplinary actions

- 7.2.1 Disciplinary actions may be taken against officials who abuse the provisions of this policy as per the financial mismanagement provisions of the PFMA.

8. Miscellaneous

- ⇒ See Annexure A for approval by the Executing Authority
- ⇒ See Annexure B for a list of monthly tariffs

Annexure A: Approval for utilization of government transport

A. Instructions

This application must be completed by the applicant, recommended by the responsible Unit Head and the Accounting Officer, and approved by the Executing Authority of the department.

B. Application details:

1. Details of applicant

Name and Surname.....

Rank..... Persal No

Unit.....

2. Motivation for utilizing government transport

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Declaration

I, the undersigned undertake to comply at full to the official departmental policy regarding Transport as outlined in the departmental transport policy.

I agree to reimburse the department as set out in Annexure B of the policy.

I further agree that the approval of the government transport authorization can immediately be withdrawn if it is found that this agreement is misused.

Signature

Date

Rank

Recommended/Not recommended

Signature

Date

Rank

Unit

Approved/Not approved

Signature
Head of department

Date

Annexure B: Tariffs for government transport between residence and work

Option	Monthly tariff
(a) For a round-trip	
<i>Journey of</i>	
0-10km	R17.50
Between 10-20 km	R21.50
Between 20-30 km	R32.50
Betweenr 30-40	R43.00
Over 40 km	R52.50
(b) Uniform tariff	R35.50

Endorsed by SMT