

# Northern Cape Provincial Government

## Office of the Premier



## Management of Fleet Vehicles 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

“The Entity”

NORTHERN CAPE FLEET MANAGEMENT TRADING ENTITY

“Official”

A person employed by the Office of the Premier”

### **2. Policy objectives**

An employee, who has been allocated with a government vehicle, must generally take responsibility for the vehicle.

The policy stipulates the responsibility of OTP officials when being the approved driver of the vehicles:

- Vehicles will only be assigned to licensed authorized drivers

### **3. Legislative mandates**

In terms of the PFMA section 38(1), the Accounting Officer of a department:

(b) is responsible for the effective, efficient, economical and transparent use of the resources of the department

(d) is responsible for the management, including the safeguarding and the maintenance of the assets, and for the management of the liabilities of the department.

### **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;

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

- utilise government fleet vehicles in the execution of their duties;

### **5. Time framework**

This policy will be effective from the date of approval.

### **6. Policy summary**

#### **6.1 Allocation of vehicles to officials**

- 6.1.1 The official must complete a requisition form (trip authority) that will be duly recommended by the Head of Unit and approved by the CFO or Director of Finance.
- 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 Both the designated driver and the transport officer will inspect the vehicle to ensure that the vehicle is roadworthy and to document and deficiencies on the vehicle before handing over the vehicle to the driver.

#### **6.2 Usage of fleet vehicles**

- 6.2.1 In the case of permanently allocated vehicles, it will be the responsibility of the designated drivers to ensure that vehicles used are roadworthy at all times;
- 6.2.2 The designated driver will be responsible for the replacement of any accessories that have been lost or damaged;
- 6.2.3 The vehicles shall be used primarily for official approved duties within the borders of the Republic of South Africa. In the event where the vehicles are to be used outside the borders of the Republic, written approval is to be obtained from the entity, through the departmental transport officer, not less than one (1) week prior to such trip taking place.
- 6.2.4 The OTP will to arrange at their cost accommodation for their employee should there be no immediate vehicle available in the event of a breakdown occurring outside of the designated area where the vehicle is normally parked;
- 6.2.5 The designated driver must provide the transport officer with authorisation that he/she has the necessary authorization to take the vehicle home and park it at his/her private residence, in a locked up garage
- 6.2.6 In the case of an accident, the driver of the vehicle must complete a repair form template designed by the Entity for all repairs and submit it to the departmental transport officer within 24 hours after the accident. Furthermore, the driver of the vehicle must report the accident to the South African Police Service within 24 hours.
- 6.2.7 The drivers of vehicles must ensure that they uphold the legal speed on the roads, i.e. maximum of 60 km/h in municipal areas and 120 km/h on regional and national roads;
- 6.2.8 In the event of traffic fines be issued, the driver at the time of the transgression will be liable to pay the fine;
- 6.2.9 The transport officer will notify both the driver and the relevant Unit Head of any transgression for actions to be taken against the driver/employee.

## **7. General administrative arrangements**

### **6.3 Monthly reimbursements**

- 6.3.1 Officials must complete an undertaking for the payment of traffic fines

## **6.4 Disciplinary actions**

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

Endorsed by Senior Management Team

Approved by the Accounting Officer

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**DIRECTOR GENERAL**

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**DATE**