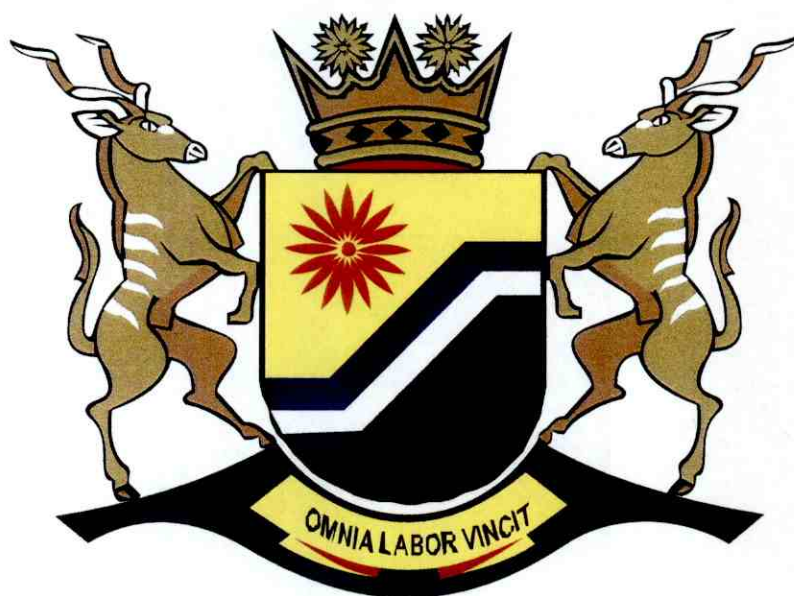


# Mpumalanga Provincial Government



Department of Public Works, Roads and Transport

## ACCIDENT AND LOSSES POLICY ON GOVERNMENT MOTOR TRANSPORT

---

Revision Date:.....None  
Issue: .....1.0  
Responsible Section .....Government Motor Transport Services  
Approval Date..... None

---

## TABLE OF CONTENTS

Item/ Topic	Pages
Abbreviations and Definitions	3 – 4
1. Introduction	4
2. Objectives	4
3. Regulatory Framework	4
4. Scope of Application	4
5. Policy Statement	4-5
6. Roles and Responsibilities	5-6
7. Appeal	6
8. Monitoring and Evaluation	6
9. Policy Review	7
10. Approval	7

## **ABBREVIATIONS AND DEFINITIONS**

### **ABBREVIATIONS**

**GMTS** Government Motor Transport Services

### **DEFINITIONS**

**Accident:** Government vehicle hitting an object, person or collide with another vehicle unintentionally

**Driver:** Any official in possession of a valid driver's license authorised to drive Government Owned vehicle(s).

**Government Garage:** Provincial government institution rendering transport services such as the management of accidents and losses to departments.

**Government Motor Transport:** Vehicles purchased and owned by Government, maintained and operated within the funds of Provincial Departments and administered through Public Works, Roads and Transport, Government Motor Transport Services.

**Losses:** The disappearance of items such as tools and equipment from a government vehicle.

**Official :** A person employed by government in terms of Public Service Act.

**Theft:** The unlawful and intentional misappropriation of governments' assets, with the intention to deprive the owner of its rights permanently without permission.

**Tracking/  
Monitoring  
Device:** An electronic device installed in vehicle that enables the government to monitor the movement and track the location of the vehicle.

**User department:** All Departments which make use of vehicles supplied, controlled and managed by Government Motor Transport Services.

## **1. INTRODUCTION**

This policy will be used as a framework to create uniformity of control and management over accident and losses of government owned vehicles in use by user Departments within Mpumalanga Province.

## **2. OBJECTIVES**

The purpose is to provide guidelines and standards for all users of Government owned vehicles within the Mpumalanga Province.

## **3. REGULATORY FRAMEWORK**

- 3.1. Government Motor Transport Policy, Circular 4 of 2000
- 3.2. Public Service Act 1994 (Act 103 of 1994)
- 3.3. Public Service Regulations, 2001
- 3.4. Public Finance Management Act 1999 (Act No. 1 of 1999)
- 3.5. Road Traffic Act 1996 (Act No. 93 of 1996)
- 3.6. Treasury Regulations, 2005
- 3.7. Departmental Policy on withdrawal and disposal of vehicles, plant and redundant stock

## **4. SCOPE OF APPLICATION**

The policy shall be applicable to all departments and drivers who are authorized to make use of government owned vehicles.

## **5. POLICY STATEMENT**

### **5.1. Safe Driving**

5.1.1. Traffic and any other regulations applicable to users of the road must be strictly observed at all times. Where these rules are not observed, the Government shall not pay any penalties imposed.

5.1.2. The applicable speed limits must not be exceeded at any time.

### **5.2. Reporting of Accidents**

5.2.1. All accident and losses cases shall be reported to the nearest South African Police Station and to the transport officer within 24 hours.



### **5.3. Reporting of Damage, Losses, Defects and Theft**

- 5.3.1. The driver who takes over a vehicle must ensure that it is in good order.
- 5.3.2. All damages and losses of Government owned vehicles shall be reported by the driver to the nearest South African Police Station and transport officer within 24 hours.

### **5.4. Insurance and state cover.**

- 5.4.1. Government motor vehicles are not insured by insurance companies except vehicles for Political Office Bearers.
- 5.4.2. The driver of a government owned vehicle, and the passengers are covered by the state as per Treasury Regulations.

### **5.5. Suspension of Drivers from Driving Government Owned Vehicles**

Any reported accident, misuse and abuse shall be referred to departmental Legal section for advice.

## **6. ROLES AND RESPONSIBILITIES**

### **6.1. HEAD OF DEPARTMENTS**

- 6.1.1. The Head of Department is accountable for the policy and shall ensure adherence therefore.
- 6.1.2. The Head of Department shall establish a Departmental Accident Committee.
- 6.1.3. The Head of user Departments to report to the Department of Public Works, Roads and Transport: Government Motor Transport Services on all authorized recommendations.

### **6.2. SENIOR MANAGER: GMTS**

- 6.2.1. The Senior Manager: Government Motor Transport is responsible for implementation and enforcement of the policy throughout the Province.

### **6.3. SENIOR MANAGER SUPPLY CHAIN MANAGEMENT**

- 6.3.1. The Senior Manager Supply chain management is responsible for implementation and enforcement of the policy within their Departments.

The Government Motor Transport section shall monitor and evaluate the implementation of the policy.

## 8. MONITORING AND EVALUATION

7.1. If the driver wants to appeal about the outcome of the case, driver shall direct the appeal to the Head of Department concerned. The Head of user Department shall refer the appeal to the Head of Department Public Works, Roads and Transport.

## 7. APPEAL

6.6.1. All drivers shall be aware of the policy and properly execute their duties in line with this policy.

## 6.6. DRIVERS

6.5.1. The transport officer shall handle and prepare all accident and losses documents.

## 6.5. TRANSPORT OFFICERS

6.4.3. The members of the committee shall be appointed in writing by the Head of Department concerned for a specific period.

6.4.2.1. The chairperson who is the Head of supply chain.  
6.4.2.2. Legal officials.  
6.4.2.3. Transport Officer at Head office level to act as a secretary.  
6.4.2.4. 3 Additional members.  
6.4.2.5. Members of organized Union.

6.4.2. The Departmental Government Motor Transport Accident Committee shall consist of:

6.4.1.1. Evaluate all Government Motor Transport accidents within the Department to determine liability.  
6.4.1.2. Summon the concerned driver to present his/her accident case to the committee,  
6.4.1.3. Make recommendations to the Head of Department of the outcome.

6.4.1. The function of the committee shall be to:

## 6.4. ACCIDENT COMMITTEE

## 9. POLICY REVIEW

The policy shall be reviewed to factor in changes in legal frameworks, organizational development, political and economic trends, and envisaged outputs by the Medium Term Expenditure Framework as well as outcomes of monitoring and evaluation.

## 10. APPROVED

*Approved with effect from 1/9/2013*

*W Mthombi*

W MTHOMBOTHI  
ACTING HEAD OF DEPARTMENT  
DATE: 14/08/2013