

# MPUMALANGA PROVINCIAL GOVERNMENT



## PROCEDURE MANUAL FOR THE USE OF A PRIVATE VEHICLE FOR OFFICIAL PURPOSES

### Department of Public Works Road and Transport

#### PRIVATE USE:

Officials wishing to make use of private vehicles for Official purposes need to ensure the following is submitted;

- 1) Proof that an application for a subsidized vehicle was recommended by the Departmental Subsidised Committee prior to the expiry of current Contract with Mmela Financial Services.
- 2) Proof that the Official submitted his/her application to Fleet Management at least three months before the expiry of the current subsidized vehicle term contract.
- 2) Proof that application/s were submitted to Official's relevant Fleet Management Section for the use of a Government vehicle.
- 3) The applicant should submit proof that no Government vehicles were available for his/her use to execute official duties (relevant Fleet Management section should clearly indicate if no vehicles were available for official use).
- 4) In cases where an Official is awaiting the delivery of a subsidized vehicle a detailed progress report reflecting the order status of the ordered vehicle from Mmela Financial Services must be attached to the application after which consideration of approval of up to six (6) months may be granted by the CFO/Accounting Officer.
- 5) The application for the use of private vehicles for official purposes will only be considered if his/her application is signed by the Official, signed by his/her immediate Supervisor/Senior Manager and also by the relevant General Manager.
- 6) The applicant should also submit proof of ownership of the vehicle he/she intends to make use of and an exact description of the vehicle;
  - Copy of current license and registration.
  - Make and Model (e.g. VW Polo sedan).
  - Engine capacity;
  - Type of fuel (Diesel/Petrol).

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- 7) A detailed projection of kilometers clearly indicating the intended use (purpose and destinations) and distance to be travelled must be submitted (signed and recommended by his/her relevant Supervisor/Senior Manager).
- 8) Expenditure report from Budget Section must be attached.
- 9) On requesting the use of private vehicle for Official purposes Officials must attach latest progress report from Mmela Financial Services indicated status/progress as far as new subsidized vehicle application is concerned, after which consideration of all relevant documentation an approval of up to six (6) months may be granted by the CFO/Accounting Officer.
- 10) In cases where approval for a subsidized vehicle was granted by the **HOD: PWRT** to participate in the Subsidized vehicle scheme but Financial approval will not be granted by the Bank, the Official should clearly state, in writing that he/she will not be receiving a subsidized vehicle until his/her Financial issues have been resolved. This statement should be acknowledged by relevant Supervisor and District Head where applicable.

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2023 -04- 26

**DATE**

# MPUMALANGA PROVINCIAL GOVERNMENT



## PROCEDURE MANUAL UTILISING GOVERNMENT MOTOR TRANSPORT: PWRT

### PROCEDURE FOR THE USE OF GOVERNMENT VEHICLES;

Once an Official has identified the need to utilize a Government vehicle for Official purposes he/she must go to the relevant District or Cost Centre transport officer.

A trip authority (GMT4/2004) must be completed in full before the vehicle may be issued.

#### **Part 1: To be completed by the person requesting official transport.**

All Sections of the trip authority must be completed with as much detail as possible starting with:

- Name of main driver;
- Driver`s ID number;
- License number (Ensure validity of driver`s license, expiry date etc.)
- Code (relevant and applicable to type of vehicle, PDP for bus driver`s etc.)
- Department;
- Section;
- Telephone number;
- Name of Co-Driver;
- Co-Driver`s ID number;
- License Number;
- Code;
- Vehicle Registration number;
- Vehicle Station (Clearly specify e.g. Elukwatini, Delmas etc.)
- Make/Model.

#### **Part 2: Detail of trip to be completed before journey;**

- Date;
- Starting point (e.g. Elukwatini)
- Odometer reading (prior to departure e.g. 103476)
- Destination (e.g. Ermelo District Office)
- End point (e.g. Elukwatini Cost Centre)
- Odometer reading (after completion of trip e.g. 103651)
- Reason for trip (Not "work" specify clearly e.g. submission of fuel claims etc.)

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In this Section it is very important to ensure that you specify:

- Validity period: Date from (e.g. 20/04/2022 to 20/04/2022)
- Time period; from (e.g. 09h10 to 15h37)

**Note: the importance of time and date refers to incidents, accidents, traffic offences etc.**

### **Part 3: Passengers, goods and equipment:**

- Names of passengers;
- ID numbers;
- Reasons (for being a passenger e.g. co-worker etc.)
- Goods/Equipment (be specific e.g. Cement, shovels, brush cutter, computers etc.)
- Quantity;
- Reason.
- For all passengers conveyed in buses a separate name list with ID number, Pearsal number, name and surname must be attached to trip authority. (Signed and stamped by transport officer)

**Note: Officials that have subsidized vehicles are not allowed to travel in, or make use of GG transport.**

### **Part 4: The next section deals with authorization**

- The transport officer must ensure that relevant Supervisor signs trip authority;
- Also ensure that relevant Responsibility Manager approves trip authority.
- Relevant Cost Centre Transport officer's signs trip authority in order to issue vehicle to driver.
- Petrol card number is registered on designated space, issued by transport officer;
- Designated driver signs in "Received by space".

### **Part 5: Vehicle inspection and issue:**

**Note:** This Section is checked and signed for by the designated driver in the presence of the Cost Centre transport Officer;

- Roadworthiness of vehicle must be checked (License expiry date, COF, tyres, lights, indicators etc. before ticking in relevant check box (Yes/No);
- **Please note that should the vehicle have an expired license disk/COF etc. the vehicle may not be used.**
- Indicate all defects/damages on vehicle by circling the area where visible damage appears;

The following information must be completed/verified before issuing the vehicle.

- Registration number;
- Make and Model;
- Trip Authority Yes/No
- Date Out;
- Time Out;
- Driver's Name;
- Component;
- Destination;
- Odometer reading out;
- Drivers contact number;
- Inspection Yes/No;

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- Spare wheel Yes/No;
- Jack Yes/No;
- Wheel spanner Yes/No;
- Any visible damage (As indicated on trip authority e.g. scratch marks on right front fender);
- Drivers signature.
- Hand vehicle keys, log book and trip authority to driver.

### Vehicle Log book:

- Before vehicle is issued the transport officer must ensure the log book is correctly completed;
- Compare kilometer reading in log book with odometer in vehicle, movement register and trip authority.

On return of vehicle the designated transport officer must close out the trip authority indicating the following information:

- Date In;
- Time in;
- Odometer reading in;
- Spare wheel Yes/No;
- Jack Yes/No;
- Wheel spanner Yes/No;
- Any visible damage (As indicated on trip authority e.g. scratch marks on right front fender);
- Correct completion of log book (Ensure log book reading is the same as movement register, trip authority and odometer in vehicle)

NB. Note that should any vehicle not be returned as per vehicle movement register and trip authority the designated transport officer should report this matter to the relevant Cost Centre Manager and District transport Officer immediately.

If an Official did not return the vehicle as stipulated vehicle racking statistics will be attached to log sheet for investigation purposes.


### Part 6: To be completed on Trip Authority after the journey – Refueling particulars:

- Date that fuel was purchased;
- Kilometer reading immediately before filling up;
- Name of Service Station;
- Town;
- Liters replenished, Fuel (e.g. 78.32 liters), Oil (e.g. 500 ml)
- Value (e.g. R478.56);
- Quantity of fuel on return e.g. F,  $\frac{3}{4}$ ,  $\frac{1}{2}$ , E.
- Submit petrol card to Cost Centre transport officer.
- Transport officer to ensure that all relevant documentation is returned together with vehicle keys e.g. log book, fuel slips, toll gate slips, repair invoices etc.
- Transport Officer to ensure safekeeping of vehicle keys, Fuel card and log book.

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Procedure manual for workers GMT



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# MPUMALANGA PROVINCIAL GOVERNMENT



## PROCEDURE MANUAL FOR SUBSIDIZED TRANSPORT Department of Public Works Road and Transport

The Subsidized Motor Transport Scheme is not a service benefit but a work facility.

An Official shall qualify for Scheme "A" if he or she travels, for Official job related purposes, a minimum of:

Contract period (Months)	Minimum Business Kilometers per annum
32	39 375 km
36	35 000 km
42	30 000 km
48	26 250 km
54	23 333 km
60	21 000 km

### Section 1:

- 1.1) An official identifies the need for subsidized transport by looking at the nature of his/her work and Job description.
- 1.2) The Official selects a vehicle, in line with his/her respective Job Description from the RT57 Contract. The selected type of vehicle has to be clearly specified, (e.g. colour, make, model and engine capacity e.g. Ford Ranger Double Cab 2.2, 2x4) with all additional accessories (e.g. Canopy, sidesteps etc.) clearly stipulated.
- 1.3) He or she then needs to complete subsidized vehicle application forms obtainable from Fleet Management and/or [www.mmela.net](http://www.mmela.net)
- 1.4) The applicant needs to complete all relevant sections in the application form, after which he/she must submit completed application forms to their respective Supervisors/ Heads for recommendation.
- 1.5) After the Supervisor has signed the application forms in agreement with the applicant, the application forms must be submitted to the relevant Senior Manager/District Manager for approval.
- 1.6) After approval from the relevant Senior Manager/District Manager the application has to be submitted to the relevant General Manager for approval.
- 1.7) Official's utilizing subsidized vehicles should apply for a new subsidized vehicle at least three months before the vehicle in use finishes its term.

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### **Section 2:**

- 2.1) The applicant must attach the following forms/documentation to their respective application forms;
- Approved and signed log sheets (stamped and signed by relevant District Transport Officer) for the last six months for either a subsidized vehicle or a Government Vehicle;
  - Budget availability for the current financial year;
  - Relevant signed Job Description;
  - Certified copy of valid South African driver's license;
  - Latest Salary advice.
  - Latest quotation (affordability calculator)

### **Section 3:**

- 3.1) After the applicant has completed the application, have all necessary signatures and approval in place the application must be submitted to the relevant District Transport Officer who will then scrutinize the application and ensure correctness.
- 3.2) If the application is correct and all documentation is in place, the District Transport Officer will sign and stamp on the inside of the application file/folder.
- 3.3) The Transport Officer will make a copy of the application and record the application.
- 3.4) The Transport Officer will now ensure that the application is brought to Fleet Management Section, Head Office.
- 3.5) Head Office Transport Officers will record all received applications on an Excel spreadsheet.

### **Section 4:**

- 4.1) Fleet Management Section will arrange meetings where all applications will be submitted for evaluation by the Departmental Subsidized Advisory Committee.
- 4.2) Committee members will evaluate all applications (Type of car vs. Job Description etc.) and make a recommendation to the Head of Department.
- 4.3) All recommended applications is submitted to the Office of the HOD for approval.
- 4.4) If the Head of Department approves recommended applications the applications are recorded by Fleet Management and Officials are notified in writing of the outcome of their respective applications.
- 4.5) Should applicants accept the approved vehicle and benchmark he/she must sign acceptance and re-submit to the Fleet Management Section, where after the application is submitted to Mmela Financial Services.
- 4.6) Should the applicant not agree with the approved vehicle and benchmark he/she may lodge an appeal to the HOD.
- 4.7) Mmela Financial Services will now take custody of all applications and contact applicants for additional information (e.g. proof of residence, latest two months Bank statements etc.) or any other additional information as required.
- 4.8) If the application is approved (Absa vehicle finance) Mmela Financial Services will place the vehicle order with the relevant vehicle manufacturer.
- 4.9) The applicant must take note that delivery time may be between nine (9) and twelve (12) weeks. This waiting period may however be affected by a number of factors e.g. vehicle availability etc.



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**Section 5:**

- 5.1) After receiving notification of delivery the Official shall inspect the vehicle and submit the vehicle inspection form to Mmela Financial services.
- 5.2) Mmela Financial services may request latest Salary advice, Bank statements and proof of residence which must be submitted by Official within 48 hours.
- 5.3) Mmela Financial Services will notify the official immediately after the contract has been finalized in order to sign the contract and take delivery of the vehicle.
- 5.4) Immediately after receiving the vehicle the Official must inform the District transport officer in order to place the vehicle on the relevant asset register.
- 5.5) The Official must now go their relevant transport officer to collect subsidized vehicle log book which must be completed after each official trip.
- 5.6) All log sheets must be submitted at the end of each month to the appointed Service Provider, Fleet Africa on a dedicated Fleet Africa Spreadsheet who will capture all log sheets per vehicle, irrespective of distances travelled.
- 5.7) A copy of the Fleet Africa spreadsheet, log sheet, trip authority/itinerary and approved benchmark must be submitted to District Transport Officers for record keeping purposes for the duration of the contract.
- 5.8) Officials should apply for new subsidized vehicles at least three months before the end of subsidized contracts (of vehicles in use)
- 5.9) Officials must take note that vehicles can only be withdrawn from service, with approval from the HOD, due to reasons such as such as dismissal, retirement, ill health, death, resignation, retrenchment, or where an official is transferred a post where a Subsidised Vehicle is not justified.
- 5.10) In cases where vehicles are withdrawn from service all monthly travel allowances insurance shall terminate.
- 5.11) Should an Employee choose to withdraw the vehicle from Official Service due to any other reason, (Resignation, retirement etc.) the remaining Official kilometers shall be settled with the Department.
- 5.12) Maintenance services, repairs, windscreen replacement etc. will only be recommended by Fleet Africa if subsidized vehicle records are up to date with Fleet Africa.

Note: All Officials receiving notification that their respective applications have been declined should inform Fleet Management in writing.

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