

MPUMALANGA PROVINCIAL GOVERNMENT



DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

PROCEDURE MANUAL: UTILISING GOVERNMENT MOTOR TRANSPORT (2025/2026)

1. INTRODUCTION

This document outlines the procedure to be followed by officials when utilizing Government Motor Transport in the Department of Roads and Transport.

2. PROCEDURE

Once an Official has determined the need to use a government vehicle for official purposes, they must approach the appropriate District or Cost Centre transport officer.

A trip authority (GMT4/2004) must be fully completed before the vehicle can be issued.

3. DETAILS

3.1 Part 1 - To be completed by the person requesting official transport

Every section of the trip authority, as outlined below, must be thoroughly completed:

- 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

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3.2 Part 2 - Details of trip to be completed before journey

Before embarking on the trip, all required details, as outlined below, must be fully and accurately completed:

- 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.)

In this section, it is essential to clearly specify the details below to ensure accuracy and completeness:

- Validity period: Date from (e.g. 22/04/2025 to 23/04/2025)
- Time period; from (e.g. 09h10 to 15h37)

Note: The accuracy of time and date is crucial for documenting incidents, accidents, traffic offences, and other related occurrences.

3.3 Part 3 - Passengers, goods and equipment

In accordance with items 3.1 and 3.2 above, all sections of the trip authority, as detailed below, must be accurately and comprehensively completed:

- 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, PERSAL number, name and surname must be attached to trip authority. (Signed and stamped by transport officer)

Note: Officials with subsidized vehicles are prohibited from traveling in or utilizing GG transport

3.4 Part 4 - Vehicle Authorization Process

To authorize the issuance of a vehicle, the following process must be complied with:

- The Transport Officer must ensure that the relevant Supervisor signed the trip authority;
- Furthermore, the relevant Responsibility Manager must approve the trip authority.
- The Cost Centre Transport Officer must sign the trip authority to authorize the issuance of the vehicle to the driver.

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- The Transport Officer registers the petrol card number in the designated space upon issuance.
- The designated driver signs in the "Received by" section to acknowledge receipt.

3.5 Part 5 - Vehicle inspection and issue

(a) **Inspection of vehicle** - Prior to issuing a vehicle, the following must be checked and signed for by the designated driver in the presence of the Cost Centre transport officer:

- The vehicle's roadworthiness must be inspected, including the license expiry date, certificate of fitness (COF), tyres, lights, indicators, and other essential components. Each item should be reviewed before marking the relevant checkbox (Yes/No).
- It is important to note that if the vehicle has an expired license disk, certificate of fitness (COF), or any other required documentation, it must not be used.
- All visible defects or damages on the vehicle must be identified by circling the affected areas where the damage is observed.

(b) **Issuing of vehicle** - Further to (a) above, 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;
- 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.

(c) **Vehicle Log book** - Before issuing a vehicle, the transport officer must:

- Verify that the log book is accurately filled out; and also
- Verify the kilometer reading in the log book with the vehicle's odometer, movement register, and trip authority to ensure consistency and proper documentation.

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(d) **Vehicle return** - 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)

Important: If a vehicle is not returned according to the vehicle movement register and trip authority, the designated transport officer must immediately report the matter to the relevant Cost Centre Manager and District Transport Officer.

In cases where an official fails to return the vehicle as required, vehicle tracking statistics will be attached to the log sheet for investigation purposes.

3.6 Part 6 - Refueling particulars

After undertaking the journey, the following details must be recorded on the Trip Authority:

- Date that fuel was purchased;
- Kilometer reading immediately before filling up;
- Name of Service Station;
- Town;
- Liters filled, Fuel (e.g. 78.32 liters), Oil (e.g. 500 ml)
- Value (e.g. R878.56);
- 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.

~~APPROVED/NOT APPROVED~~

In line with relevant policies



MS HN MDAKA
CHIEF FINANCIAL OFFICER

2025 -05- 1 4

DATE