

MPUMALANGA PROVINCIAL GOVERNMENT



DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

PROCEDURE MANUAL: SUBSIDIZED TRANSPORT (2025/2026)

1. INTRODUCTION

This document outlines the procedure to be followed by officials participating in subsidized transport scheme in the Department of Roads and Transport.

2. ABOUT THE SUBSIDIZED TRANSPORT SCHEME

- The Subsidized Motor Transport Scheme serves as a workplace facility rather than a service benefit.
- To be eligible for Scheme "A," an official must travel a minimum number of kilometers for official job-related purposes, as specified below:

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

3. APPLICATION PROCESS

3.1 Section 1

- 3.1.1 An official determines the necessity for subsidized transport by assessing the nature of their work and job description.
- 3.1.2 The official selects a vehicle aligned with their job requirements from the RT57 Contract. The specific vehicle details such as color, make, model, and engine capacity (e.g., Ford Ranger Double Cab 2.2, 2x4) must be clearly stated, including any additional accessories (e.g., canopy, sidesteps, etc.).
- 3.1.3 The official must complete the subsidized vehicle application forms, which are available from Fleet Management or at www.mmela.net.
- 3.1.4 The applicant should fill out all relevant sections of the form before submitting the completed application to their respective Supervisor or Head for recommendation.
- 3.1.5 Once the Supervisor has signed the application forms in agreement with the applicant, the forms should be forwarded to the relevant Director or District Head for approval.
- 3.1.6 After receiving approval from the Director or District Head, the application must then be submitted to the Chief Director for final approval.
- 3.1.7 Officials using subsidized vehicles must submit an application for a new vehicle at least three months before the current vehicle's term expires.

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3.2 Section 2

The applicant must attach the following forms/documentation to their respective application forms:

- 3.2.1 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.
- 3.2.2 Budget availability for the current financial year.
- 3.2.3 Relevant signed Job Description.
- 3.2.4 Certified copy of valid South African driver's license;
- 3.2.5 Latest Salary advice.
- 3.2.6 Latest quotation (affordability calculator)

3.3 Section 3

- 3.3.1 Once the applicant has completed the application and obtained all necessary signatures and approvals, the application must be submitted to the designated District Transport Officer for review and verification.
- 3.3.2 If the application is accurate and includes all required documentation, the District Transport Officer will authenticate it by signing and stamping the inside of the application file/folder.
- 3.3.3 The Transport Officer will make a copy of the application and record the application.
- 3.3.4 The Transport Officer will then ensure the application is forwarded to Fleet Management Section at Head Office.
- 3.3.5 Head Office Transport Officers will record all received applications on an Excel spreadsheet

3.4 Section 4

- 3.4.1 Fleet Management Section will arrange meetings where all applications will be submitted for evaluation by the Departmental Subsidized Advisory Committee.
- 3.4.2 Committee will assess each application, considering factors such as the type of vehicle and job description, before making a recommendation to the Chief Financial Officer.
- 3.4.3 All recommended applications will then be forwarded to the Office of the Chief Financial Officer for approval.
- 3.4.4 Upon approval, Fleet Management will record the applications and notify officials in writing of their respective outcomes.
- 3.4.5 Should an applicant accepts the approved vehicle and benchmark, they must sign acceptance form and resubmit it to Fleet Management Section, after which the application will be sent to Mmela Financial Services.
- 3.4.6 Should the applicant disagree with the approved vehicle and benchmark, they may file an appeal with the Chief Financial Officer.
- 3.4.7 Mmela Financial Services will take custody of all applications and contact applicants for any required additional documentation, such as proof of residence or the latest two months' bank statements.
- 3.4.8 Once the application is approved through Absa vehicle finance, Mmela Financial Services will proceed with placing the vehicle order with the relevant manufacturer.
- 3.4.9 Applicants should note that delivery time ranges between nine (9) and twelve (12) weeks, although this may be affected by various factors, such as vehicle availability.

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3.5 Section 5

- 3.5.1 After receiving notification of delivery, the Official must inspect the vehicle and submit the vehicle inspection form to Mmela Financial Services.
- 3.5.2 Mmela Financial Services may request additional documentation, including the latest salary advice, bank statements, and proof of residence, which the official must provide within 48 hours.
- 3.5.3 Once the contract is finalized, Mmela Financial Services will notify the official to sign the contract and take delivery of the vehicle.
- 3.5.4 Immediately after receiving the vehicle, the Official must inform the District Transport Officer in order to record the vehicle on the relevant asset register.
- 3.5.5 The Official must then collect the subsidized vehicle logbook from their Transport Officer which must be completed after each official trip.
- 3.5.6 All log sheets must be submitted at the end of each month to the District Transport Officer and Fleet Africa through a dedicated Fleet Africa spreadsheet. Fleet Africa will capture all log sheets per vehicle, irrespective of distances travelled.
- 3.5.7 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.
- 3.5.8 Officials should apply for new subsidized vehicles at least three months before their current subsidized contract expires.
- 3.5.9 Vehicles may only be withdrawn from service with HOD approval due to reasons such as dismissal, retirement, ill health, death, resignation, retrenchment, or transfer to a position where a subsidized vehicle is not required.
- 3.5.10 If a vehicle is withdrawn from service, all monthly travel allowances and insurance will be terminated.
- 3.5.11 If an employee voluntarily withdraws the vehicle from official service (e.g., due to resignation or retirement), any remaining official kilometers must be settled with the Department.
- 3.5.12 Fleet Africa will recommend maintenance services, repairs, and windscreen replacements only if the subsidized vehicle records are up to date.

Note: Officials whose applications have been declined must notify Fleet Management in writing.

~~APPROVED/NOT APPROVED~~

In line with relevant policies.



**MS HN MDAKA
CHIEF FINANCIAL OFFICER**

2025 -05- 1 4

DATE