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## SECURITY AND TRANSPORT MANAGEMENT

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*A long and healthy life for all communities of the North West Province*

### POLICY ON FLEET MANAGEMENT

NOVEMBER 2023

|               |                                                                                       |
|---------------|---------------------------------------------------------------------------------------|
| Author        | TRANSPORT MANAGEMENT SERVICES                                                         |
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| Description   | This document defines North West Department of Health position on Management of Fleet |
| Coverage      | This document is applicable to all employees of North West Department of Health.      |
| Policy Number | <b>S&amp;TM23/ P01/ R26</b>                                                           |
|               |                                                                                       |

## Table of Contents

|                                                                   |    |
|-------------------------------------------------------------------|----|
| <b>SECTION A</b>                                                  | 3  |
| 1. Policy statement                                               | 3  |
| 2. Purpose                                                        | 3  |
| 3. Scope                                                          | 3  |
| 4. Legislative and related prescript mandate                      | 4  |
| 5. Clarification of terms                                         | 4  |
| 6. Acronyms                                                       | 6  |
| 7. Roles and responsibilities                                     | 7  |
| <b>SECTION B</b>                                                  | 10 |
| 8. Management system                                              | 10 |
| 9. Guiding principles                                             | 12 |
| 10. Storage and Utilisation                                       | 15 |
| 11. Cleanliness of the state vehicle                              | 18 |
| 12. Traffic Fines Administration                                  | 18 |
| 13. Use of state vehicle for attending funerals/memorial services | 19 |
| 14. Use of state vehicle for sporting activities                  | 20 |
| 15. Prohibition of Smoking, alcohol and drugs in a state vehicle  | 20 |
| 16. Formal union activities                                       | 20 |
| 17. Party political purposes                                      | 20 |
| <b>SECTION C</b>                                                  | 20 |
| 18. Accident Management                                           | 20 |
| 19. Third Party Claims                                            | 22 |
| 20. Monitoring and Review                                         | 22 |
| 21. Policy approval                                               | 23 |



## SECTION A

### 1. Policy statement

- 1.1. The rationale behind this policy is to keep users of state-owned vehicles up to date with new developments in the field of Fleet Management. It excludes the subsidized vehicles as governed by the Subsidized Motor Transport policy.
- 1.2. This policy sets itself as a standardised guiding principle. It serves as a road map for all stakeholders, especially new employees. It also provides a framework on basic work procedures and processes in enhancing service delivery in the Department.

### 2. Purpose

- 2.1 The purpose of this policy is to build local transport skills and knowledge to improve access to basic healthcare services at all levels within North West Department of Health. This policy replaces the previous Departmental transport policy of 1999 relating to government motor transport, including Transport Circular 4 of 2000.

### 3. Scope

- 3.1 This policy is intended to offer strategic and operational framework for managing the use of transport within all NWDoH facilities. It seeks to keep government-owned vehicle users informed about new rules and regulations in government Transport activities. The policy is intended to supplement the existing government Motor Transport Handbook, version 1 of 2019.



#### 4. Legislative and related prescript mandate

4.1. This policy is underpinned by the following legislative mandates; they have been considered prior to drafting this policy document. The policy should not contravene existing legislation, but rather address current challenges.

4.1.1 Administrative Adjudication of Road Traffic Offence Act (Act 46 of 1998)

4.1.2 Government Motor Transport Handbook Version 1 of 2019

4.1.3 National Development Plan vision 2030

4.1.4 National Road Traffic Act (Act 93 of 1996)

4.1.5 Public Finance Management Act (Act 1 of 1999)

4.1.6 Public Service Act (Act 103 of 1994 as amended)

4.1.7 Subsidised Motor Transport Handbook Version 1 of 2017

#### 5. Clarification of terms

**In this policy document, the following words shall have the following meanings:**

5.1. **Accident:** A specific, unpredictable, unusual, and unintended external action which occur using a pool vehicle in a particular time and place with no apparent and deliberate cause, but with marked effects.

5.2. **Departmental vehicles:** Government vehicle allocated to the Department of health.

5.3. **District:** Health institutions established within the Province as frontline centres for healthcare service delivery.

5.4. **District Transport Coordinator:** Transport official appointed at a district level who has the overall responsibility to manage and coordinate management of all vehicles within the district.

5.5. **Driver:** Government employee appointed in terms of the Public Service Act, 1994 authorized to drive government vehicle.

5.6. **Fuel card:** Fuel card used to fill state vehicles with petrol or diesel.



- 5.7. **Geographical Location:** Area of environment within which healthcare service is rendered.
- 5.8. **General Purpose Vehicle:** Government vehicle allocated to a pool for use by any authorized official to perform any official duties.
- 5.9. **Incident:** It is an event or occurrence that takes place with a pool vehicle which is relatively minor but has a potential to later lead to grave consequences.
- 5.10. **Indemnity Form:** It is a written agreement which indemnifies the Department from any potential loss it may suffer when conveying any passenger(s) who is not a government employee using pool vehicle.
- 5.11. **Logbook:** It is a mandatory book used for recording from odometer reading and is used to determine the kilometre distance travelled and any other related cost incurred during the official trip by a pool vehicle.
- 5.12. **Management System:** It is a vital management tool through which transport performance is measured using key performance indicators.
- 5.13. **Passenger:** Is any person legally conveyed in a government vehicle.
- 5.14. **Policy Framework:** Set of rules, guidelines within which all Departmental transport shall be operated.
- 5.15. **Pool Vehicle:** Government vehicle allocated to a pool for use by any authorized official to perform any official duties.
- 5.16. **Private kilometre:** It is a kilometre distance travelled not for official duties including distance between individual place of residence and workstation.
- 5.17. **Provincial Transport Manager:** Official appointed at Provincial level that has an overall responsibility of managing and coordinating management of transport across the Province and provide technical support and training.
- 5.18. **Provincial Transport Office:** Headquarters of transport management.

- 5.19. **Red Fleet:** Department pool vehicles classified as emergency vehicles.
- 5.20. **Responsibility Manager:** Official with delegated responsibility to manage budget within his/her span of control.
- 5.21. **Transaction Report:** Monthly billing statement received from the RT – 46 appointed service providers responsible for the running costs of state vehicles.
- 5.22. **Transport Officer:** A designated official assigned with the responsibility to manage Departmental transport/ vehicles.
- 5.23. **Unauthorized Passenger:** Anyone who is conveyed in a government vehicle without the consent of the rightful owner.

## 6. Acronyms

|                   |   |                                                          |
|-------------------|---|----------------------------------------------------------|
| <b>AARTO</b>      | - | Administrative Adjudication of Road Transport<br>Offence |
| <b>DC</b>         | - | District Coordinator                                     |
| <b>DMT</b>        | - | District Management Team                                 |
| <b>DCS&amp;TM</b> | - | Department of Community Safety and Transport Management  |
| <b>DTO</b>        | - | District Transport Officer                               |
| <b>EMRS</b>       | - | Emergency Medical & Rescue Services                      |
| <b>GG</b>         | - | Government Garage                                        |
| <b>GPV</b>        | - | General Purpose Vehicle                                  |
| <b>HO</b>         | - | Head Office                                              |
| <b>IDP</b>        | - | International Driving Permit                             |
| <b>Km</b>         | - | Kilometre                                                |
| <b>KPI</b>        | - | Key Performance Indicators                               |
| <b>MMS</b>        | - | Middle Management Scheme                                 |

|              |   |                                       |
|--------------|---|---------------------------------------|
| <b>NDoT</b>  | - | National Department of Transport      |
| <b>NTR</b>   | - | National Treasury Regulations         |
| <b>NWDoH</b> | - | North West Department of Health       |
| <b>OEM</b>   | - | Original Equipment Manufacturers      |
| <b>PFMA</b>  | - | Public Finance Management Act         |
| <b>PPMP</b>  | - | Planned Preventative Maintenance Plan |
| <b>PrDP</b>  | - | Professional Driving Permit           |
| <b>PTM</b>   | - | Provincial Transport Manager          |
| <b>SAPS</b>  | - | South African Police Services         |
| <b>SG</b>    | - | Superintendent General                |
| <b>SMS</b>   | - | Senior Management Scheme              |
| <b>TMS</b>   | - | Transport Management System           |
| <b>TMU</b>   | - | Transport Management Unit             |
| <b>TO</b>    | - | Transport Officer                     |
| <b>TR</b>    | - | Transaction Report                    |
| <b>VMS</b>   | - | Vehicle Management Systems            |

## **7. Roles and responsibilities**

### **7.1. Member of Executive Council**

7.1.1 The role of the MEC regarding this policy is to authorise and approve it.

### **7.2. Head of Department**

7.2.1 The Head of Department supports and recommend to the MEC in authorising and approving this policy and will also adjudicate in any matter of ambiguity relating to this policy.

### **7.3. Policy and Planning Directorate**

- 7.3.1 This Directorate provides technical support in policy formulation and assign a specific code to the policy.

### **7.4. Transport Management Services**

- 7.4.1 Transport Management Services are the custodians and authors of this policy. They also enforce implementation and ensure compliance. Furthermore, they are responsible for evaluation and review of the policy.

### **7.5. Transport Officers' Forum**

- 7.5.1 The Transport Officers' Forum is responsible for the implementation and adherence of this policy.

### **7.6. State-owned vehicle users**

- 7.6.1 State-owned vehicle users are all employees of the Department who are authorised to drive state vehicles.

### **7.7. Monitoring and Evaluation Unit**

- 7.7.1 Transport Unit based in Head Office responsible for management of accident in NWDoH.

### **7.8 Accident committee**

- 7.8.1 The Head of Department shall appoint a committee to advise him/her on the responsibilities conferred upon him/her under PFMA and Treasury Regulations, in terms of safe guarding of departmental Assets. The committee shall be constituted of representatives from Legal Services, Labour Relations, Asset Management, Financial Management, Emergency Medical Services, District Transport Coordinators and Provincial Transport Office Unit.

#### **7.8.1.1 Functions of the committee**

- 7.8.1.1.1 Act as an advisory committee to the Superintendent General in terms of measures that will reduce the high rate of motor vehicle accident in the Department;

- 7.8.1.1.2 Monitor and evaluate compliance with standing regulations governing accident pertaining to Departmental fleet;
- 7.8.1.1.3 Evaluate, adjudicate and make recommendations on all cases related to Departmental fleet accidents;
- 7.8.1.1.4 Monitor and evaluate fleet performance to measure the impact of motor vehicle accidents have on service delivery;
- 7.8.1.1.5 To adhere to set out dates, schedules and attend accident committee sittings; and
- 7.8.1.1.6 Support and guide chairperson and committee in the execution of duties.

## **7.9. Appointment of transport officers**

### **7.9.1. Institutional Transport Officers**

- 7.9.1.1 The Superintendent General or his/ her delegate must appoint in writing Transport Officer/s or delegates at various levels for each institution to manage transport and related duties. Letters of appointments must be placed on record for control purposes.

### **7.9.2. Responsibilities of Transport Officer**

- 7.9.2.1 The following list sets out responsibilities of the Transport Officer and may be augmented / amended by the Superintendent General or his/her delegate based on the structure of the Department:
  - 7.9.2.1.1 Shall be responsible for management, including safe-guarding and maintenance of assets, and for management of liabilities relating to transport;
  - 7.9.2.1.2 Coordinating transport and ensuring that it is always used in the best interest of the Department in the most cost effective manner;
  - 7.9.2.1.3 Exercise control over maintenance of the vehicle fleet with the aim to minimize the running costs of fleet;
  - 7.9.2.1.4 Ensuring that vehicles are used optimally and vehicles that are not utilized are returned to Head Office immediately for redistribution;
  - 7.9.2.1.5 Ensuring that all records in connection with fleet are properly completed, checked regularly, monitored, and submitted in accordance with the stipulated instructions;

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- 7.9.2.1.6 All instructions in connection with the use, operation and maintenance of vehicles are complied with, as prescribed in this policy and that all other prescripts are distributed within the Department;
- 7.9.2.1.7 Reports on (at least) monthly basis to identify, confirm and report any cases of possible fraud and/or misuse; and
- 7.9.2.1.8 Serving as a link between the officials from the Department and service providers in accordance with the relevant contracts.

## **SECTION B**

### **8. Management system**

#### **8.1. Fuel**

- 8.1.1** All authorised drivers of government vehicles shall ensure that the correct fuel is disbursed into the vehicle. All fuel receipts must be signed by the driver and indicate the vehicle registration number as well as the odometer reading of the vehicle. Fuel purchases must be indicated in the Log Book and copies of fuel slips be handed to the Transport Officer or Delegate.

#### **8.2. Licensing of State-owned vehicles**

- 8.2.1.** It is the responsibility of the Transport Officer or Delegate to ensure timeous renewal of the vehicle license discs. In case the Department receives penalties for late renewal of license discs, such costs will be recovered from the Transport Officer or Delegate or any other person responsible.
- 8.2.2.** In case where the license disc is lost/misplaced and a reprint is done, the cost of reprint will be recovered from the responsible official.

#### **8.3. Transaction Report**

- 8.3.1.** It is the responsibility of the Transport Officer or Delegate to ensure that transactions on the monthly billing statement corresponds with the actual transactions transpired within the month under review.



**8.3.2.** The Transport Officer or Delegate is responsible for the reconciliation of Transaction Report against the Maintenance and Repairs Report (Annexure B) and Fuel Slips Report (Annexure C) then submit the confirmation of such reconciliation to Provincial Office, [Confirmation of Transaction Report (Annexure D)].

**8.3.3.** In case where an over/irregular payment is made to the RT46 service provider, the over/irregular amount paid as a failure by the Transport Officer or Delegate to submit the accurate Confirmation of the Transaction Report, that over/irregular payment will be recovered from the responsible official.

#### **8.4. Maintenance and Repairs system**

**8.4.1.** Maintenance and repairs of vehicles takes priority over operational use and cannot be compromised due to shortage of vehicles. Timeous maintenance and repairs is key to improved vehicle availability and extended vehicle lifespan.

**8.4.2.** It is the responsibility of the Transport Officer or Delegate to ensure that all Departmental vehicles are roadworthy. There should be maintenance plans in place within the institution, which should include the kilometre service intervals, annual service and license disc expiry dates . The state vehicle service book TSD.139 must always be kept in the vehicle.

**8.4.3.** Vehicles should be serviced according to the manufactures specification in terms of kilometre service intervals. When the vehicle is taken for service, maintenance, or repairs, pre and post inspection must be conducted to ensure that the vehicle is received back by the end user in the same condition with the same accessories as it was taken in.

**8.4.4.** The Transport Officer or Delegate is responsible for obtaining copies of the invoices from merchants after the services, maintenance and repairs and capture the information of the invoice on the Maintenance and Repairs Report.



## **9. Guiding principles**

### **9.1. Who can use a state vehicle?**

- 9.1.1.** A state vehicle can be used by any person with the relevant authority, involved in an activity in line with the objectives of the Department.
- 9.1.2.** State vehicles can only be utilised by SMS members as prescribed in the SMS handbook.
- 9.1.3.** State vehicles can only be utilised by MMS members as specified in terms of Transport Circular 3 of 2019.
- 9.1.4.** State vehicles can only be utilised by subsidised motor transport vehicle users as a driver or a passenger, should the subsidised vehicle be on a prolonged accident, mechanical repairs or stolen, however, an approval must be obtained from Superintendent General /delegate.
- 9.1.5.** State vehicle will not be provided as a relief to a subsidised vehicle user, should the unavailability of the subsidised vehicle be as a result of negligence by the official.

### **9.2. Authority to use a state vehicle**

- 9.2.1.** An application for approval to travel or trip authority needs to be completed and approved by the delegated authority before any vehicle may be issued, in circumstances where this is not possible then his/her delegate or alternate signatories may be identified within the Department.
- 9.2.2.** A faxed, emailed or scanned trip authority in any way, is an acceptable document, in cases where the user of a vehicle must deviate from the approved trip, approval must be obtained from the approver of the original trip authority or from an alternative official duly authorised to approve such trip authority.
- 9.2.3.** The trip authority must be fully completed and there must be a supporting document attached to the trip authority where applicable.



**9.2.4.** For trips that are out of the Republic of South Africa, transport may be provided on request and approval must be granted by the Superintendent General / Delegate.

### **9.3. Issuing of state vehicles**

**9.3.1.** All users requesting transport should apply timeously, late submission of Trip Authority should be discouraged. The most suitable available vehicle that meets the needs of the trip shall be allocated.

**9.3.2.** The vehicle should be issued on the day of travel or in advance. The driver must carry his/her license and produce it to the Transport Officer or Delegate upon request. A copy of signed trip authority must also be carried in the vehicle with the original placed on file in the transport office.

**9.3.3.** The user must submit the signed trip authority at transport office, then the intended time of departure and return will be recorded on the trip authority. The user then takes full responsibility of the vehicle at that point and pre inspection must be conducted and when the vehicle is returned, the post inspection must be conducted.

**9.3.4.** The user must use the shortest and safest route, however, if there is a need for deviation there must be an agreement and authorisation between the user, Transport Officer or Delegate and the user's line manager/s.

**9.3.5.** All defects and missing accessories identified on the state vehicle prior and post the trip must be reported in writing to the Transport Officer or Delegate immediately.

### **9.4. Drivers of state vehicles**

**9.4.1.** Drivers of vehicles must have the appropriate valid driving license or SADC International Driving Permit (IDP) and/or Professional Driving Permit (PrDP) applicable to the class of vehicle to be driven.

**9.4.2.** A state vehicle can only be driven by a government employee or contracted employees, however, if contracted employees have a clause contained in their contract stating that they may be allowed to use or drive state vehicles.

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- 9.4.3.** The Transport Officer or Delegate must satisfy him/herself that the official is competent. If any incompetency or doubtful ability is noticed on the part of the official, such an official must be subjected to a retest by the authority concerned. An official of such a nature should not expose state vehicle to risk.
- 9.4.4.** All driving licenses will be checked for validity by the Transport Officer or Delegate on a regular basis. The drivers must have no outstanding transport disciplinary action against them at the time of taking the vehicle,
- 9.4.5.** In the event that a driver does not disclose the fact that their driving license or PrDP is suspended, they may face disciplinary action.
- 9.4.6.** Should the user be suspended from driving due to negligence and/or reckless behaviour and/or accident/incident, the suspension may be sustained or lifted depending on the severity of the misconduct.
- 9.4.7.** It is the responsibility of the Transport Officer or Delegate to keep an updated file of user's valid driving license, identity document and proof of residence.

## **9.5. Passengers in a state vehicle**

- 9.5.1.** Passengers carried in a state vehicle must be authorized on the trip authority or approved and stamped passenger list to travel in the vehicle. The picking up of casual passengers is not allowed in any circumstance. Should the user have or pick up any casual passengers they will be subjected to disciplinary action or proceedings.
- 9.5.2.** Family members including other stakeholders can only be carried in a state vehicle when the line manager has signed the trip authority and the indemnity form has been completed and signed by non-government employees or the guardian in case of a minor.

## **9.6. Parking a state vehicle overnight**

- 9.6.1.** Under normal circumstances, a state vehicle must be parked where Departmental facilities are situated. During travelling days, the vehicle should be parked where the user is booked for accommodation or the nearest government premises where there is visible security. The driver of the vehicle

is responsible for ensuring that the vehicle is parked as safely as circumstances permit.

**9.6.2.** A state vehicle may be parked at a private residence overnight if permission has been granted, the following conditions should be met:

- a) The private residence has been reviewed by the Transport Officer or Delegate and security is considered adequate, there is a garage or secured fence and lockable gates;
- b) Either the user will be leaving early in the morning or returning late at night.
- c) The time before the public transport starts or after public transport has stopped and either before the sun rises or after the sun sets;
- d) If the home of the individual is at a place between the office and their destination such that it is not sensible to come into the office; and
- e) The individual is on standby and there are no means by which they can be transported in the event of a call.
- f) Exceptions can also be made if personal security of the individual is at stake;

## **10. Storage and Utilisation**

### **10.1. Fuel Cards**

**10.1.1.** The Transport Officer is responsible for management and safe keeping of the fuel card when not allocated to the users. When the fuel card is issued to the user, the user is responsible for its safe keeping until it is returned. Upon issuing and returning of the fuel card, the Transport Officer or Delegate and the user must sign the Fuel Card Register (Annexure A).

**10.1.2.** Should the user lose the fuel card, the Transport Officer or Delegate must be informed immediately, it must be reported to SAPS within 24 hours and make a declaration to the Transport Officer or Delegate. The Transport Officer or Delegate is responsible for blocking the card with the service provider immediately.

**10.1.3.** Emanating from the user's report or declaration, an investigation will be conducted. Upon the outcome of the investigation, if the user is found to have

been negligent, the replacement cost of the fuel card will be recovered from the user. However, the replacement cost of the normal wear and tear will be borne by the Department.

- 10.1.4.** In case where the vehicle is not allocated or in use, the fuel card should be kept in a locked and most secured area with controlled access.

## **10.2. Log Books**

- 10.2.1.** The Transport Officer or Delegate should allocate the vehicle with the log book to the user. It is the responsibility of the user to always keep the log book on the vehicle and log point to point description.

- 10.2.2.** It is the responsibility of the Transport Officer or Delegate to consolidate all monthly vehicle returns for endorsement by the institutional manager and must be submitted to Provincial Office on the agreed date of submission.

- 10.2.3.** Should the Transport Officer or Delegate fail to submit monthly returns on agreed time frames, the Head Office team can impound the said vehicle(s) for re-allocation to the area of greatest need.

## **10.3. Vehicle keys**

- 10.3.1.** When the state vehicle is not allocated or in use, the keys must be kept in a locked and most secured area with controlled access. It is the responsibility of the user to keep the keys safe when the vehicle is allocated to him/her and should be returned to the Transport Officer/Delegate once the trip is complete.

- 10.3.2.** In case where a vehicle is returned after working hours, a user should deposit vehicle keys in the drop safe where applicable or in a locked and most secured area with controlled access as per the directive by the Transport Officer or Delegate.

- 10.3.3.** Spare keys should be kept in a separate locked and most secured area with controlled access from the original keys.



#### **10.4. Vehicle Accessories**

**10.4.1** The Transport Officer or Delegate together with the user should conduct a pre and post inspection when allocating a vehicle to note the available accessories in the vehicle.

**10.4.2** In the case where the accessories are lost by the user, the Transport Officer or Delegate must report to the Lost Control Committee for investigation and implementation of appropriate processes.

#### **10.5. Use of relief vehicle**

**10.5.1.** The relief vehicle loaned from other Departments may be requested through the approval of the Provincial Transport Manager when the need arises.

**10.5.2.** The use of rented vehicles from private companies will be managed as per the loaning Directorate in the Department and the loaner agreement.

**10.5.3.** Loaning or borrowing of vehicles between institutions should be done through a Loaning Vehicles Report (Annexure E) that must be signed by both the loaner and the loanee and the pre and post inspections must be conducted before and after the loaning process.

#### **10.6. Unauthorised or misuse of state vehicle**

**10.6.1** When state vehicles are used irregularly, driven recklessly or negligently, or misused, or used without authorization, disciplinary action must be instituted against the offending official. Disciplinary proceedings may be instituted in terms of the Public Service Act 103 of 1994 and Labour Relation Act 66 of 1995 by the Department.

**10.6.2.** Where state vehicles are used without authority, the official concerned will be held liable for the cost of the distance covered in line with those rates issued by the National Department of Transport for private vehicles.

**10.6.3.** Excessive kilometres will be detected when reconciling kilometres travelled on the log books during debriefing sessions post the trip.



- 10.6.4.** Where a vehicle was used without authorisation, the user will be held liable for the cost incurred in repairing damages to the state vehicle and for settling any third-party claims where such a vehicle was involved in an accident.
- 10.6.5.** Should a state vehicle be impounded due to non-compliance to fleet management policy by law enforcement officers, the user whom the vehicle was impounded from should immediately inform the Transport Officer or Delegate of the impoundment and provide a written statement thereof, then the institution must institute disciplinary proceedings against the user.
- 10.6.6.** It is the responsibility of the institution to ensure that the vehicle is released from impoundment and returned to full use, and the disciplinary hearing outcome must be provided to the Head Office.

## **11. Cleanliness of the state vehicle**

- 11.1.** It is the responsibility of the Transport Officer/Delegate to ensure that all the state vehicles in the institution are clean and tidy and do not demean the image of the Department.
- 11.2.** Users must always ensure that no trash is left in the vehicle after the trip.
- 11.3.** It is not the responsibility of the Transport Officer/Delegate to remove or be accountable for personal belongings left in the vehicle. All personal belongings are left at user's own risk.

## **12. Traffic Fines Administration**

- 12.1.** Users are responsible for payment of all their traffic fines/ summonses and administration fees that are issued for violation of traffic regulations and rules incurred whilst using the state vehicle.
- 12.2.** The Transport Officer/Delegate must obtain details of the user, i.e. identity document, proof of residence, driving license and trip authority of that trip and apply to the issuing municipality/ licensing Department to redirect the traffic fine to the user.
- 12.3.** It is the responsibility of the Transport Officer or Delegate to verify with the municipality/ licensing office if the fine is paid or cancelled within stipulated

time frames. The proof of payment/cancellation should be forwarded to Head Office.

- 12.4.** Where the user failed to pay the traffic fine within the stipulated time frame, the Transport Officer/Delegate should send a written request to Head Office to pay the fine and raise a debt against the user concerned through legally accepted procedures.

**13. Use of state vehicle for attending funerals/memorial services**

- 13.1** Department will not provide state vehicle to transport any family member of the deceased or employees under the employment of the State to attend the funeral and/or memorial service of a colleague, however state vehicle may be utilised under the following conditions:

**13.1.1** Government officials that are nominated by the Superintendent General /Delegate to represent their relevant Department at a funeral and/or memorial service of a colleague.

**13.1.2** For all other officials who will be attending the funeral or a memorial service within or outside the province, transport may be made available based on the request. This should be based on the availability and as approved by the Superintendent General /Delegate.

**13.1.3** Should the department arrange a memorial service for a colleague, transport can be arranged for family members to attend the said memorial service.

- 13.2.** Subsidized vehicle users, SMS or MMS members who have structured for a car allowance, will not be issued with a state vehicle, but will have to utilize their vehicles officially to perform all memorial and funeral functions as set out above, however there should be an approval by the line manager.

- 13.3.** In the event that a biggest state vehicle is made available by the Department, all subsidised vehicle users, SMS and MMS members may use the said vehicle, unless the line manager approves otherwise.



13.4. Any deviation from these guidelines should be approved by the Superintendent General or Delegate.

**14. Use of state vehicle for sporting activities**

14.1 Under normal circumstances the Department does not provide state vehicle to attend any sporting activities, however consideration can only be given to those planned activities that falls within Departmental Sporting activities, goals and objectives.

**15. Prohibition of Smoking, alcohol and drugs in a state vehicle**

15.1. No smoking is permitted in any state vehicle.

15.2. The transportation and consumption of any alcohol or drugs with narcotic effect is prohibited.

**16. Formal union activities**

The Superintendent General /Delegate can at their discretion approve the use of government vehicles for formal union activities.

**17. Party political purposes**

State vehicles may not be used for Party Political Purposes.

**SECTION C**

**18. Accident Management**

**18.1 Accident Reporting Procedure**

18.1.1 The following procedure must be followed by the user in the event of a state vehicle being involved in an accident, no matter how trivial and irrespective of whether any person, animal, property, or another vehicle is involved:

18.1.1.1 Call the SAPS or law enforcement officers to the scene of the accident immediately;

18.1.1.2 Report the accident to the Transport Officer/Delegate or line manager immediately after the accident or incident unless the official is hospitalised;

- 18.1.1.3 Do not move the vehicle in the event of injury or death to any passenger(s) or member(s) or of the public or animal (s), unless instructed by the law enforcement officers;
- 18.1.1.4 Do not make any admission of guilt, to any person or offer any form of payment;
- 18.1.1.5 In case where SAPS or law enforcement officers were not at the scene of Accident, user should report such accident or incident to the SAPS within 24 hours, this should happen mostly in minor accidents;
- 18.1.1.6 User must complete the applicable Accident Form (Z181) and submit to Transport Officer/Delegate within seven (7) days after occurrence of the accident returning to office except where the user is hospitalised;
- 18.1.1.7 It is the responsibility of the Transport Officer/Delegate to submit the fully completed Accident Form (Z181) with all the attachments as per Accident Checklist (Annexure F).
- 18.1.1.8 In case where a user fails or refuses to complete the Accident Form and submit attachments as per accident procedure within the specified period, he/ she will be suspended from driving state vehicles by the line manager of the Transport Officer/Delegate until he/ she has completed the required form.

## **18.2 Z181 Accident Report Form attachments**

### **18.2.1 The following information must be provided to form part of the Z181:**

- 18.2.1.1 Name of the driver;
- 18.2.1.2 Contact telephone number of the driver;
- 18.2.1.3 Trip authorization;
- 18.2.1.4 Detailed Sketch of the accident;
- 18.2.1.5 Visible pictures of the scene & registration of all vehicles involved;
- 18.2.1.6 ID copy of the driver;
- 18.2.1.7 Driving License copy;
- 18.2.1.8 Police Statement/AR number and/or OB Number with SAPS stamp;

- 18.2.1.9 Declaration of the Transport Officer or the Transport Officer's line manager.
- 18.2.1.10 Detailed information of the third-party including name, surname, contact details, residential address, registration number, email address, insurance information, whether the third party is the owner of the vehicle; and
- 18.2.1.11 Typed declaration from the driver and passenger if any.

## **19. Third Party Claims**

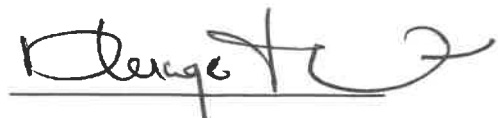
- 19.1. In cases where a legal proceeding is instituted against the driver by the third party, he/ she must immediately submit the summons, subpoena or notification to appear at court served upon him/ her to the Transport Officer/Delegate for submission to the Head Office: Transport Monitoring and Evaluation Unit.
- 19.2. It is the responsibility of the Transport Monitoring and Evaluation Unit to submit the copy of the summons, subpoena, or notification to Legal Services together with the copy of the accident form, and the outcome of the Accident Committee where applicable.

## **20. Monitoring and Review**

- 20.1. Transport Management Services in Head Office will ensure implementation of this policy by training the Transport Officers or Delegates on this policy and in turn, Transport Officers or Delegate must train all the users within their facilities.
- 20.2. This policy will be monitored and evaluated by Director of Security and Transport Management.
- 20.3. Policy review will be done as per Policy and Planning Directorate guidelines and procedures.



21. **POLICY APPROVAL:**



**Dr M. Tlhogane**

**Chief Director: Corporate Services**

26/01/2024

**Date**

**Recommended/ not recommended**



**Mr O. E. Mongale**

**Superintended General**

29/01/2024

**Date**

**Approved/ ~~not approved~~**



**HON. MEC. Mr M. Sambatha**

**North West Department of Health**

02/02/2024

**Date**



health

Department:  
Health  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA



2<sup>nd</sup> Floor, Health Office Park  
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MMABATHO  
2735

## CORPORATE SERVICES

Tel: +27 (18) 391 4182  
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www.health@nwpg.gov.za

**Mr. T. Lekgethwane**  
**Director: Media & Communications**  
**NW Department of Health**  
**Mahikeng**  
**2745**

Dear Mr Lekgethwane

### **APPOINTMENT AS ACTING CHIEF DIRECTOR CORPORATE SERVICES: NORTH WEST HEALTH**

The above matter refers.

You are hereby appointed as the Acting Chief Director Corporate Services in terms of Public Service Act, 1994 as amended, Section 32 (1) and PS regulations, 2016, regulations 63 (1) for the period 24 January to 09 February 2024.

You are therefore, requested to respond to all the administrative matters as the Acting Chief Director: Corporate Services during this period.

It will be highly appreciated if you could indicate your acceptance/ non – acceptance of this acting appointment.

Thanking you for your usual cooperation and support.

Kind regards,

**HON MADODA SAMBATHA, MPL**  
**MEC FOR HEALTH**

**DATE: 22 JANUARY 2024**

I Tebogo Lekgethwane

hereby accept/ accept the appointment as

Acting CD effective from 24 January

**MR T LEKGETHWANE**  
**DIRECTOR: MEDIA & COMMUNICATIONS**

24/01/2024  
DATE