



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

**STANDARD OPERATING PROCEDURE ON FLEET MANAGEMENT**

**MAY 2025**

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<b>Description</b>	This document defines the Department's position on Departmental Pool and Subsidised Vehicles
<b>Coverage</b>	This document is applicable to all employees of North West Department of Health.
<b>SOP Number</b>	<b>STM25/SOP01/R28</b>

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## 1. Definitions

**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.

**Admin pool vehicles (White Fleet):** Departmental vehicles classified as administration vehicles

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

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

**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.

**Fuel card:** A card used to fill government pool vehicles with petrol/diesel.

**Incident:** It's 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.

**Indemnity Form:** It's 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.

**Logbook:** It's 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.

**Official:** A person who has been appointed on contract in terms of section 8 (1) (c) (ii) of the Public Service Act, 1994 (Act No. 103 of 1994).

**Passenger:** Is any person legally conveyed in a government vehicle.

**Policy Framework:** Set of rules, guidelines within which all transport shall be operated.

**Pool Vehicle:** Government vehicle allocated to a pool for use by any authorized official to perform any official duties.

**Private kilometre:** It's a kilometre distance travelled not for official duties including distance between individual place of residence and workstation.

**Provincial Office:** Transport Management Services in Head Office of North West Department of Health.

**Provincial Transport Manager:** Official appointed at provincial level that has an overall responsibility of managing and coordinating the management of transport across the Province and provide technical support and training.

**Provincial Transport Office:** Head quarter of transport management.

**Red Fleet:** Department pool vehicles classified as emergency vehicles.

**Responsibility Manager:** Official with delegated responsibility to manage budget within his/her span of control.

**Supervisor:** An official who oversees the work of an official below them

**Transaction Report:** A statement from the Service Provider outlining all the running costs of the vehicles.

**Transport Officer/delegated:** A designated official assigned with the responsibility to manage transport.

**Unauthorized Passenger:** Anyone who is conveyed in a government vehicle without the consent of the rightful owner.

**User:** Is a driver who is a government employee appointed in terms of the Public Service Act, 1994 authorized to drive government vehicles.

## 2. Purpose

The purpose of this SOP 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 SOP augments the Departmental Policy on Fleet Management 2024 relating to government motor transport, including Government Motor Transport Handbook Version 1 of 2019.

## 3. Background

Transport Management Services developed the SOP on Fleet Management to govern the use of all Departmental vehicles against abuse and misuse and ensure proper application of vehicles. This SOP covers both the Red and White fleet in the Department. It is in line with the National Department of Transport' Government Motor Transport Handbook Version 1 of 2019.

#### **4. Objectives**

The objective behind this Standard Operating Procedure (SOP) is to keep users of state-owned vehicles up to date with new developments in the field of Fleet Management in the Department. It excludes the subsidized vehicles as it is governed by the Subsidized Motor Transport policy.

This SOP 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 and province.

#### **5. Legal framework**

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

**5.1** National Road Traffic Act 93 of 1996

**5.2** Administrative Adjudication of Road Traffic Offence Act 46 of 1998

**5.3** Public Finance Management Act 1 of 1999

**5.4** Public Service Act 103 of 1994 as amended

**5.5** National Development Plan vision 2030

**5.6** Subsidised Motor Transport Handbook Version 1 of 2017

**5.7** Government Motor Transport Handbook Version 1 of 2019

#### **6. Scope and application**

This SOP is intended to offer operational framework for managing use of fleet within all NWDoH facilities. It seeks to keep government-owned vehicle users informed about new rules and regulations in government Transport activities. The SOP is intended to supplement the existing Policy on Fleet Management 2024 and Government Motor Transport Handbook, version 1 of 2019.

## 7. Detail procedures/ SOP procedures

Standard	Procedure	Turnaround time	Responsible Person or Organisation	Form/ Annexure
<b>1. Requesting a Departmental vehicle</b>	<p>1.1 All vehicles transport requests should be submitted to Transport Office on or before 12:00 on Thursdays for the following week/s trips, a weekly/ monthly plan must be attached. Trip Authorisation form (Z606) is an acceptable form for requesting a vehicle and it is obtainable from Transport Offices.</p> <p>1.1.1 With respect to Red Fleet, transport requests are dependent on the shift roosters submitted by shift leaders. Managers sign the trip authorities for the duration of the shifts.</p> <p>1.1.2 For Planned Patient Transport (PPT), transport requests are dependent on helpdesk schedule/patients' appointment</p>	<p>Thursday 12:00</p> <p>Beginning of the shift</p> <p>When need arises</p>	<p>User</p> <p>Shift leader</p> <p>Supervisor/Unit Managers</p>	<p>Trip Authorisation Form (Annexure A)</p> <p>Patient Booking List (Annexure B)</p>

	<p>from the supervisor or the sister in charge and they are submitted weekly/monthly in advance.</p> <p>1.1.3 For the patients going for planned appointments, request should be done a week before the travel date, for patients referred to immediate treatment, booking can be made as and when needs arise.</p> <p>1.1.4 For Student Transport in Colleges, transport requests are dependent on student allocation movement schedule. Trip authorities are completed by the respective unit head in accordance with the student allocation movement schedule and submitted to Transport Office.</p> <p>1.2 For any other emergency cases, transport request should be accompanied by supporting documents</p>	<p>Wednesdays</p> <p>When need arises</p> <p>Before submission at Transport Office</p>	<p>Transport Officer/delegated</p> <p>User/supervisor/responsibility manager</p> <p>User and Transport Officer/delegated</p>	
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	<p>for request to be accepted irrespective of the above turnaround time.</p> <p>1.3 Trip Authorisations should be properly completed and duly Authorised by:-</p> <p>1.3.1 Supervisor of the user;</p> <p>1.3.2 Responsibility Manager in the rank of Assistant Director and above; and</p> <p>1.3.3 Transport Officer/Delegated</p> <p>1.3.4 A trip will be undertaken once all three signatures are attached.</p> <p>1.4 When submitting the transport request for a vehicle ensure that;</p> <p>1.4.1 Private Garaging of Government Vehicle Form is approved by the Assistant Director or delegated official who has signed the transport request of where vehicle will be parked outside the Departmental premises; and</p>	<p>Before submission at transport office</p> <p>When allocating</p> <p>When submitting transport requests</p>	<p>User and Transport Officer/delegated</p> <p>Transport Officer/delegated</p> <p>User</p>	<p>Private Garaging of Government Vehicle Form(Annexure C)</p>
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	<p>1.4.2 When a non-government employee will be a passenger in the Departmental vehicle, an approval must be obtained and the Indemnity Form should be completed and authorised by the person at the rank of the Manager or delegated who has approved the transport request, including private patient escorts other than escort Nurses.</p> <p>1.4.3 For Red Fleet, Indemnity Form is not required for all patient types.</p> <p>1.5 For white fleet, all transport requests received will be verified by the Transport Officer/Delegated on Thursdays before 15:00 and the allocation schedule for the following week will be drawn, but subject to;</p>	Thursday	Transport Officer/Delegated	Indemnity Forms (Annexure D)
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	<p>1.5.1 Completeness and correctness of the vehicle Trip Authorisation Form;</p> <p>1.5.2 Authorisation in terms of the Policy;</p> <p>1.5.3 Verification of the User's drivers licence validity; and;</p> <p>1.5.4 Availability of the vehicles for the period requested.</p> <p>1.6 Weekly transport requests for the district should be sent to the DTC on/before Thursdays at 15:00 for the purpose of coordination where possible.</p>			Transport Officers within Districts	Vehicle Allocation System
<b>2. Allocation or Issuing of vehicles</b>	<p>2.1 For white fleet allocation/issuing of vehicles for the week ahead will be done on Fridays between 15:00 and 16:00</p> <p>2.1.1 All the unsuccessful transport requests should be communicated in writing, and/ or</p>	<p>Weekly</p> <p>When allocation schedule is completed</p>	Transport officer/delegated	Transport Officer/delegated	<p>Vehicle Allocation Register (Annexure E)</p> <p>Unsuccessful letter (Annexure F)</p>

	<p>telephonically immediately after the allocation schedule is done, so that the user can sort an alternative where possible.</p>			
2.2	<p>For all Red Fleet vehicles, transport requests are signed in advance by the manager and supervisor, i.e. weekend trips and/or after working hour's trips. When a trip occurs, the driver and the shift leader inspect and allocate the vehicle.</p>	<p>After working hours and weekend</p>	<p>Supervisor, Manager and Shift leader</p>	<p>Pre and Post Vehicle Inspection Form (Annexure G)</p>
2.3	<p>For PPT, the driver inspects the vehicle with another driver during hand over, i.e. after working hours and weekends. Inspection forms must have a part where both drivers make remarks.</p>	<p>After working hours and weekend</p>	<p>Both users</p>	
2.4	<p>Issuing of the vehicle will be done 30 to 45 minutes prior to the trip time to give time for pre-trip inspection;</p>	<p>30 to 45 minutes before trip</p>	<p>User and Transport Officer/delegated</p>	

	<p>2.4.1 For trips to be undertaken after 07:30, the vehicle will be issued and inspected on the actual trip date.</p> <p>2.4.2 For trips to be undertaken before 07:30, issuing and inspection will be done a day before the actual trip date on the time to be agreed on by both the user and Transport Officer/Delegated.</p> <p>2.4.3 Both the User and the Transport Officer/Delegated must sign the vehicle inspection form agreeing to the condition of the vehicle upon issuing.</p> <p>2.4.4 After signing off; all forms, i.e. Trip Authorisation, Weekend Authorisation Approval, Private Garaging of Government Vehicle Form, etc., must be handed over to the User and the</p>	<p>On the day of the trip</p> <p>The day before the trip</p> <p>Upon Issuing</p>		
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	<p>copies be kept in the Transport Office until the trip is completed.</p> <p>2.4.5 The logbook should be handed over to the User for recording of the trips from point to point and recording of fuel slips upon issuing a vehicle to him/her. For Red Fleet: one entry per trip will be allowed, i.e. from station to the scene, to drop off point and back to station.</p>	<p>Upon Allocating the vehicle</p>	<p>Transport Officer/delegated/ User</p>	<p>Log book – Ts.D5</p>
2.5	<p>Upon allocation of the vehicle, Vehicle Allocation Register should be completed.</p>	<p>Upon Allocation</p>	<p>User Transport Officer/delegated</p>	
2.6	<p>When the vehicle is allocated without passengers or goods and equipment indicated in the Trip Authorization Form, a space provided for passengers or goods and equipment must be closed off in the Trip Authorisation.</p>		<p>Transport Officer/Delegated</p>	

	<p>2.7 For a trip that will have passengers that are more than the space provided in the Trip Authorization Form, a passenger list must be attached, stamped, and signed by Supervisor of the User and also the Transport Officer/Delegated.</p> <p>2.8 Where different locations are anticipated, a Trips Control Form must be attached with Trip Authorisation Form and be completed for each trip then signed.</p> <p>2.9 When the vehicle is allocated in absentia, meaning if the user collects the vehicle in the absence of the Transport Officer/Delegated but with prior arrangements; the following should be done;</p> <p>2.9.1 The user must inspect the vehicle before driving off;</p> <p>2.9.2 Keys and post inspection form from previous user must be kept</p>	<p>During the trips</p> <p>Immediately after the trip</p>	<p>User, Supervisor and Transport Officer User</p> <p>User</p> <p>Transport Officer/delegated</p>	<p>Passenger List (Annexure H)</p> <p>Trips Control Form (Annexure I)</p>
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	<p>together, to enable the coming user to refer to it (Pre and Post Inspection Form) when conducting the pre inspection.</p> <p>2.9.3 If there are defects that the Transport Officer/Delegated did not indicate, the user must notify the Transport Officer/Delegated immediately or before driving off the vehicle.</p> <p>2.9.4 The user must record all the defects in the vehicle with the knowledge that the Transport Officer/Delegated has noted them with the last user.</p> <p>2.9.5 All the defects recorded will be checked against the defects recorded after the trip of the last user.</p>			
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	2.9.6 In that case, if the vehicle has been bumped or defected somehow, the Transport Officer/delegated will be able to identify who is responsible and follow due processes as outlined in the Accident Standard Operating Procedure (SOP).			
<b>3. Returning the vehicle</b>	3.1 The vehicle should be inspected with the same inspection form that was used prior the trip and sign to acknowledge the condition of the vehicle as well as accessories.	Upon returning the vehicle	User and Transport Officer/Delegated	
	3.2 A neatly completed log book should be handed back to the Transport Officer/Delegated accompanied by vehicle keys, fuel card and fuel slips (signed initialled).			
	3.3 If the vehicle is returned with any damage, whether minor or major that must be reported to the Transport	Morning after the trip/First	User and Transport Officer/delegated	Accident Report Form Z181

	<p>Officer/Delegated and the User must complete the Accident form (Z181) and submit to Transport Office immediately or within seven (7) working days after the trip, 7 days to allow user to gather missing information or s/he is injured.</p>	working day of the week		
3.4	<p>If any accessory is missing, stolen, or misplaced; the User must report in writing to the Transport Officer/Delegated immediately.</p>	Immediately	User	
3.5	<p>Any mechanical defects detected by the User should be reported immediately to the Transport Officer/Delegated.</p>			
3.6	<p>Complete the Vehicle Allocation Register to record the post trip information upon return.</p>			
3.7	<p>When the vehicle is returned after working hours, the post inspection must be conducted the morning after the trip</p>	After working hours and weekend	User and Transport Officer/ Delegated	

	<p>or the first working day of the week if the vehicle was returned over the weekend.</p> <p>3.8 For Red Fleet, where there is exchange of vehicles within one shift, a Handover Inspection Form should be completed.</p> <p>3.9 Drop safe should be used to deposit vehicle keys and fuel cards in case the vehicle is returned after working hours and weekends, it should be accessible to all users.</p> <p>3.10 All institutions should have a lockable safe where vehicle keys and fuel cards are kept when the vehicle is not used.</p> <p>3.11 Spare keys should be kept in a separate lockable safe and be registered.</p>	<p>During the shift</p> <p>When the vehicle is not being used</p> <p>Once off</p>	<p>Crew Members</p> <p>User</p> <p>Transport Officer and Supervisor</p>	<p>Hand Over Inspection Form</p> <p>Spare key register (Annexure J)</p>
<b>4. Maintenance and Repairs of vehicles</b>	<p>4.1 All vehicles must be serviced as per their manufacturers' specifications manuals/ hand book.</p>	<p>Service intervals</p>	<p>Transport Officer/Delegated</p>	<p>Service book</p>
	<p>4.2 Transport Officer/delegated must have a summary of vehicles service intervals</p>	<p>At all times</p>	<p>Transport Officer/delegated</p>	<p>Maintenance schedule board/ reminder</p>

	<p>pasted in a visible area and utilised as a reminder and must be updated accordingly.</p>			
4.3	<p>When the vehicle is due for any maintenance and/or need repairs the Transport Officer should contact and surrender the vehicle to Government Garage (GG) for pre-authorization by completing the TSD-139 and send it to the GG.</p>	<p>Before taking vehicle for repairs</p>	<p>Transport Officer/Delegated</p>	<p>TSD-139</p>
4.4	<p>When the vehicle is dropped off at the GG, the vehicle must be inspected by both the Artisan and the Transport Officer/Delegated after which the vehicle will be diagnosed by the Artisan and referred to the relevant merchant.</p>	<p>Before any job done on the vehicle</p>	<p>Transport Officer/Delegated and Artisan</p>	
4.5	<p>Once the vehicle is repaired, the GG will collect it from the merchant and inform the user Department to come collect it, post inspection should be</p>	<p>Post repairs/ services</p>	<p>Transport Officer/ Delegated</p>	

	done by both the Artisan and Transport Officer/Delegated.			
4.6	Update the maintenance and repairs register pre and post the actual maintenance and repair.	Pre and post maintenance and repairs	Transport Officer/Delegated	Maintenance and repairs register (Annexure K)
4.7	File the maintenance and repairs invoice in the vehicle file for reconciliation against the maintenance service provider's statement (Transaction report) at the end of each month.	Post maintenance and repairs		
4.8	It is the responsibility of the Transport Officer/Delegated to make follow ups when the vehicle is at the GG or merchants until the vehicle is repaired or declared a write off and the withdrawal certificate is received from the GG.	Daily	Transport Officer/Delegated and DTC	Maintenance and repairs file & Withdrawal Certificate
4.8.1	Transport Officer/Delegated should submit log sheets and license renewals until the vehicle	Monthly	Transport Officer/Delegated and DTC	Withdrawal Certificate Register (Annexure L)

	<p>is written off, and the withdrawal certificate together with the last log sheet is submitted to DTC and signed for at Provincial Office by DTC when submitting log sheets.</p> <p>4.9 Transport Officer/Delegated should reconcile the Transaction Report and submit the Confirmation of Reconciled Transaction Report (TR) to Supervisor for verification and DTC for co-verification.</p> <p>4.10 Transport Officer/Delegate should submit the report on 4.9 to DTC on/before the 7<sup>th</sup> of every month, then DTC should submit on/before the 10<sup>th</sup> of every month to Provincial Office.</p>	7 <sup>th</sup> and 10 <sup>th</sup> of every month		Confirmation of Reconciled Transaction Report (Annexure M)
<b>5. Monthly vehicles utilization reports</b>	5.1 Log books should be closed, and kilometres travelled reconciled for all vehicles on the last day of the month.	Monthly	Transport Officer/Delegated	Log book (Ts.D5)

	5.2	Submit log sheets and the Fleet Utilisation Report (both soft and hard copy) with all invoices/fuel slips and Maintenance and Repairs Register to the District Office on or before 05 <sup>th</sup> of every month.	Monthly	Transport Officer/Delegated	Fleet Utilisation Report (Annexure N)
	5.3	DTC should submit verified and consolidated reports in 5.2 to Provincial Office on/before the 10 <sup>th</sup> of every month.	Monthly	DTC	
	5.4	Observe vehicles utilisation trends; then over utilised vehicles must be rotated with the underutilised vehicles to balance the utilisation in the institution.	Monthly	Transport Officer/Delegated and DTC	Log sheet Returns
	5.5	When the vehicle has been re-allocated from one institution to the other, a request letter must be signed by the Manager;	Immediately	Transport Officer/Delegated	New Vehicle Allocation Form (Annexure O)
	5.5.1	Transport Officer/Delegated must inform DTC who will in turn inform Transport Management in	During Submission of Log Sheets		Request Letter

	<p>Provincial Office in writing in order to ensure movement has been affected in the Fleet Utilisation Report;</p> <p>5.5.2 For Red Fleet, tracking service provider must be notified to change the cost centres; and</p> <p>5.5.3 RT-46 Service Provider must also be informed to move a vehicle to the transferred institution.</p> <p>5.6 When the vehicle has been loaned from one institution to the other, a request letter must be signed by the Manager;</p> <p>5.6.1 Transport Officer/Delegated must inform DTC who will in turn inform Transport Management in Provincial Office in writing in order to ensure movement has been effected in the Fleet Utilisation Report;</p>	<p>Immediately</p> <p>Monthly</p> <p>Immediately</p>		
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	<p>5.6.2 The responsibility of log sheet submission and license renewals and all other submissions outlined in 5.2 will be for the loanee (where the vehicle has been loaned to); and</p> <p>5.6.3 The loanee (where the vehicle has been loaned to) also takes full responsibility of the maintenance and repairs of the loaned vehicle and the loaner should follow up on the maintenance and repairs.</p> <p>5.7 It is the responsibility of the Transport Officer/Delegated to ensure that license discs due for renewals are submitted on time i.e. first week of the expiry month, failure to do so will result in a recovery of license debt penalty instituted against the Transport Officer/ Delegated concerned.</p>	<p>Monthly</p> <p>Monthly</p>		<p>License Renewal Register (Annexure P)</p>
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<b>6 Fleet registration and licensing</b>	6.1	After procurement of new fleet, Provincial Office will receive vehicles with receipts of Natis documents and vehicle registration documents from Original Equipment Manufacturers (OEM).	After procurement	Provincial Office	Natis registration papers
	6.2	Complete the form; Application and Notice Irrespective of Registration and Licensing of Motor Vehicle Form (ALV), which are obtained from Traffic Departments.	When registering a vehicle		ALV Form
	6.3	This form must be completed and signed by proxy and/ or representative of the Department and be submitted to the local licensing authority/ municipality.	During registration process	Provincial Proxy or Representative	
	6.4	Procure the vehicles number plates from the accredited vehicle number plate's dealer and display it as well as license disc on the vehicle before it can be allocated to institutions.			Number plate and License disk



	<p>mechanical problems, a motivational letter must be attached with the application to avoid penalties for late renewal of the license disc, however, the application should be as outlined on 6.6.</p> <p>6.9 Collection of the renewed license discs is on the last week of the expiry month and should be collected by the DTC or delegate.</p>		DTC	License Renewal Register
<b>7 Traffic Fines Management</b>	<p>7.1 When Provincial Office receives the traffic fines from Road Traffic Infringement Agency (RTIA) which will be in the name of the proxies or representatives from various municipalities, shall</p> <p>7.1.1 Register the received traffic fines in the traffic fines register, noting the fine amount and payment due date;</p>	<p>When available</p> <p>Immediately</p>	<p>Proxy/ Representative</p> <p>Provincial Office</p>	<p>Traffic Fine Notice</p> <p>Traffic Fines Register (Annexure Q)</p>

	<p>7.1.2 Issue the traffic fine to the DTC for distribution to the Transport Officer/Delegated where the vehicle is stationed;</p> <p>7.1.3 DTC should issue the traffic fine to the Transport Officer/Delegated for recording, re-direction and identify the official responsible.</p> <p>7.1.4 Transport Officer/Delegated identifies the user responsible and go to the relevant municipality with the user's proof of residence, ID copy, trip authority and the traffic fine attached.</p> <p>7.1.5 The municipality will re-direct the traffic fine from the proxy/representative to the responsible user.</p>	<p>Prescription period (30 days)</p>	<p>DTC</p> <p>Transport Officer/delegated</p> <p>Municipality</p>	<p>Re-direction Form, Trip Authorization Form, and ID Copy</p> <p>Redirected Traffic Fine Notice</p>
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	<p>7.1.6 Once the traffic fine is in the name of the user, Transport Officer/Delegated will issue the traffic fine to the user with the stipulated time frame for payment or cancellation.</p>		Transport Officer/Delegated	
	<p>7.2 The process on clauses 7.1.1 to 7.1.6 will be recorded on the Traffic Fine Register which flows from Provincial Office to DTC to Transport Officer/Delegated to Municipality and to the User and end back at Provincial Office.</p>	After prescription period	Provincial Office, DTC, Municipality, Transport Officer/delegated and User	Traffic Fines Register and Traffic Fines Re-direction letter
	<p>7.3 It is the responsibility of the user to pay the traffic fine or make alternative arrangements (cancellation) within the stipulated time frame.</p>		User	Traffic Fine Notice and Proof of Payment/Cancellation
	<p>7.4 The process flow of issuing a traffic fine from Provincial Office to the user should be followed back from user to Provincial Office with either proof of</p>	Post payment	User, Transport Officer/delegated, DTC and Provincial Office	

	<p>payment, cancellation and/or indication of non-payment of traffic fine.</p>			
7.5	<p>If traffic fine has been paid in full/cancelled and proof of payment/cancellation has been submitted, the file will be closed.</p>	Immediately	Provincial Office	Proof of Payment/cancellation
7.6	<p>Failure to pay the traffic fine, the department will pay the fine and create a debt against the user concerned through the applicable laws/prescripts, this final process will be undertaken by Provincial Office.</p>	After prescription period	Provincial Office and User	Traffic Fine Notice, Acknowledgement of debt, Traffic Fines Register

## **8. Roles and responsibilities**

### **8.1 Head of Department**

The Head of Department authorises and approves the SOP, will also adjudicate on any matter of ambiguity in relation to this SOP.

### **8.2 Policy and Planning Directorate**

This Directorate provides technical support in SOP formulation and assign a specific code to the SOP.

### **8.3 Transport Management Services**

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

### **8.4 Transport Officers**

8.4.1 Shall be responsible for management, including safe-guarding and maintenance of assets, and for management of liabilities relating to transport;

8.4.2 Coordinating transport and ensuring that it is always used in the best interest of the Department in the most cost effective manner;

8.4.3 Exercise control over maintenance of the vehicle fleet with the aim to minimize the running costs of fleet;

8.4.4 Ensuring that vehicles are used optimally and vehicles that are not utilized are returned to Head Office immediately for redistribution;

8.4.5 Ensuring that all records in connection with fleet are properly completed, checked regularly, monitored, and submitted in accordance with the stipulated instructions;

8.4.6 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;

8.4.7 Analysing reports on (at least) monthly basis to identify, confirm and report any cases of possible fraud and/or misuse; and

8.4.8 Serving as a link between the officials from the Department and service providers in accordance with the relevant contracts.

## **9. Monitoring and evaluation**

Transport Management Services in Head Office will ensure implementation of this SOP by training the Transport Officers or Delegates on this SOP and in turn, Transport Officers or Delegate must train all the users within their facilities. This SOP will be monitored and evaluated by Director of Security and Transport Management.

## **10. Review**

SOP review will be done as per Policy and Planning Directorate guidelines and procedures.

## **11. Attachments**

- 11.1 Trip Authorisation Form
- 11.2 Patient Booking List
- 11.3 Private Garaging of Government Vehicle Form
- 11.4 Indemnity Forms
- 11.5 Vehicle Allocation Register
- 11.6 Unsuccessful letter template
- 11.7 Pre and Post Vehicle Inspection Form
- 11.8 Passenger List
- 11.9 Trips Control Form
- 11.10 Spare Key Register
- 11.11 Maintenance and Repairs Register
- 11.12 Withdrawal Certificate Register
- 11.13 Confirmation of Reconciled Transaction Report

- 11.14 Fleet Utilisation Report
- 11.15 New Vehicle Allocation Form
- 11.16 License Renewal Register
- 11.17 Traffic Fines Register

**12. SOP Approval**

***Recommended/~~not recommended~~***

  
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***Dr M. Tlhogane***

***Chief Director: Corporate Services***

25 June 2025

***Date***

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

PP   
\_\_\_\_\_

***Mr O. E. Mongale***

***Superintendent General***

25 June 2025

***Date***