



**treasury**

Department  
Treasury  
PROVINCE OF KWAZULU-NATAL

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## KZN PROVINCIAL TREASURY

Reference: 6/1/P  
Contact Person: E V N XULU  
Contact Details: 033 897 4323

TO: ALL SENIOR MANAGEMENT  
  
ALL STAFF MEMBERS

RE: DEPARTMENTAL CIRCULAR NUMBER 1 OF 2016 ON ABUSE OF STATE VEHICLES –  
TRANSPORTATION OF UNAUTHORISED PASSENGERS.

1. The above subject refers.
2. This circular emanated from letters issued by the Head of Transport Department in KwaZulu-Natal Province to all Heads of Departments on the above mentioned subject.
3. The content of the letter from the Head of Transport is therefore circulated to all staff of KZN Treasury as instructed by the Head of our Department for consideration and adherence. Your attention is drawn to the following important factors outlined in a letter for implementation of necessary control measures:
  - a. Properly completion and authorisation of a trip authority.
  - b. Conveying of only authorised passengers who must also be in possession of acceptable identification documentation.
  - c. State vehicle must always be on an authorised route.
  - d. Reporting of vehicle abuse to HOD, Auditor General, Public Accounts Committee and Director General.
4. The above outlined factors are aimed in eradication of abuse of state vehicles in any form by any user or driver. All staff members and drivers of state vehicles in this department, are advised to familiarise themselves with the content of this circular and the attached letter from the Head of Transport on control measures with regards to the abuse of state vehicles.

MR E V N XULU  
DIRECTOR: AUXILIARY SERVICES

DATE: 29/06/2016



transport

Department:  
Transport  
PROVINCE OF KWAZULU-NATAL

## Office of the Head of Department

Enquiries : Mr R Abramson  
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The Head of Department  
KZN Provincial Treasury  
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**Attention: Mr SL Magagula**

**RE: ABUSE OF STATE VEHICLES - TRANSPORTATION OF UNAUTHORISED PASSENGERS**

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### 1. PURPOSE

1.1 The Department of Transport is, inter alia, tasked with rendering a fleet management advisory service to user Departments. This includes monitoring of the Provincial Fleet of official vehicles with specific emphasis on vehicle utilization and vehicle abuse/misuse. The extent of abuse of official vehicles is always a cause for concern. The scale and nature of a fleet driven by so many different users has necessitated a concerted effort to regulate the use of official vehicles, and ultimately reduce the operating costs of the fleet. To this end, various methods of monitoring the usage thereof have been implemented.

### 2. BACKGROUND

2.1 One of the methods of monitoring the usage of official vehicles whilst simultaneously curbing abuse of official vehicles, is the implementation of the trip authority requirements. All officials utilising state-owned vehicles are required to be in possession of a trip authority. **The trip authority ensures that all trips undertaken in official vehicles are for official purposes only, and any passengers being conveyed must be authorised, and be in possession of acceptable identification documentation. In instances where patients are being transported in State Vehicles, an approved list of patient details must be attached to the trip authority.** Further, the responsibility manager is required to authorise the trip authority and is thereby aware of the financial implications of the trip. The following are the most significant information that needs to be completed on the trip authority:

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**RE: ABUSE OF STATE VEHICLES - TRANSPORTATION OF UNAUTHORISED PASSENGERS**

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- Name and identity number of the driver
- Name(s) and identity number(s) of the passenger(s)
- Name of the Department
- Date of the journey
- Start and end points of the journey
- Authorising signatures from the responsibility manager, supervisor and transport officer

2.2 In addition to the abovementioned, the KwaZulu-Natal Provincial Cabinet [also] on 17 April 2002, *vide* Resolution 73, approved that, the Road Traffic Inspectorate (RTI), whilst on normal patrols, also check government vehicles to see if they have authorisations for the trips undertaken. Should the official not be authorised to be on a specific route or the driver **does not have a trip authority, or is conveying unauthorised passengers, the vehicle is impounded immediately**. Said Resolution also urged Heads of Departments to timeously:

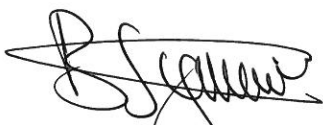
- Collect impounded vehicles within a 30-day period;
- Advise the Department of Transport of any disciplinary action taken against the perpetrators; and
- Should the impounded vehicles not be claimed, the Department of Transport should transfer said vehicles to other Departments where they could be better utilised.

2.3 On a monthly basis all incidents of vehicle abuse is reported to relevant HOD's, the Office of the Auditor General, the Chairperson of the Public Accounts Committee and the Director-General.

**3. RECOMMENDATION**

In light of the above, and in the best interest of your Department, it is hereby recommended that your Department **implement necessary control measures, with regards to the abuse of official vehicles, especially where the trip authority is not properly managed, resulting in unauthorised use of vehicle as well as conveying of unauthorised passengers.**

4. Submitted for your further attention, please.

  
HEAD: TRANSPORT  
DATE: 01/06/2016

