



Enquiries: Koikoi Dingaun

To: All Staff Transport Users/Commuters
Glen Agricultural Institute


TRANSPORT CIRCULAR NO.1 OF 2006

CONTROL AND DISCIPLINE IN THE USE OF STAFF TRANSPORT

Staff transport drivers and commuters are hereby brought to attention to the discipline and use of staff transport. The following items as stipulated by Transport Circular No. 4 of 2000 have to be complied with

- 6.1.3.3. The vehicle may not be overloaded
- 6.1.3.4. An appropriately licensed and duly authorised official or employee who is on official duty must drive the vehicle.
- 6.1.3.5. The vehicle may not deviate from the authorised route or be delayed unnecessarily in the private interest of the driver or the passengers or in connection with the loading or unloading of private property or goods
- 6.1.3.6. Unofficial passengers who are to be conveyed must report in good time at a convenient central point or at convenient points on the authorised route of the vehicle and they must be off-loaded only at a central point or at points on the route.
- 6.1.3.7. The names of unofficial passengers or other persons must be recorded on the trip authority by the driver or on the log book of the vehicle or, if no log book is kept, on the distance requisition, it must be recorded in a suitable office register and/or indemnity forms.
- 6.2. Unofficial passengers-No unofficial passengers, i.e. all persons whose conveyance in GOV vehicles are not necessary for the execution of official duties, as well as government officials or employees who are off-duty, and private property may be conveyed in such vehicles without written authority having been obtained from the head of the department concerned.

Thank you,


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I. L. SILINDA

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