

PROVINCE OF KWAZULU-NATAL
ISIFUNDAZWE SAKWAZULU-NATALI
PROVINSIE KWAZULU-NATAL

DEPARTMENT OF EDUCATION
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INHLOKOHLOVISI

HEAD OFFICE

PIETERMARITZBURG

Enquiries:
Imibuzo: S.B. MPUNGOSE
Navrae:

Reference:
Inko mba: 6/3/1
Ver wysing:

Date:
Usuku:

**TO : MINISTERIAL OFFICE
SUPERINTENDENT GENERAL
SENIOR GENERAL MANAGERS
GENERAL MANAGERS (HEAD OFFICE)
MANAGERS (HEAD OFFICE & SERVICES CENTRES)
HEADS OF COMPONENTS (HEAD OFFICE)
MANAGERS AT DISTRICTS & CIRCUIT OFFICES**

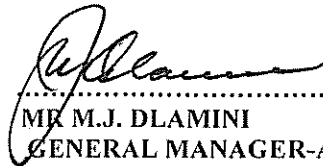
TRANSPORT CIRCULAR NO. 08 OF 2009

BI-ANNUAL INSPECTION OF SUBSIDISED VEHICLES

1. In terms of the subsidized vehicle policy, all subsidized vehicles must be inspected bi-annual.
2. To ensure adherence to the policy, all officials using subsidized vehicles are advised to bring their subsidised cars for inspection. It is required that the service book together with a file for each vehicle be produced on the day of inspection.
3. The Local /Transport Officers at the Service Centres/Districts are requested to facilitate the process to ensure that this task is executed. The dates and venues are attached per annexure "A".
4. It must be noted that in terms of the subsidized vehicle policy, paragraph 18, it is stated as follows:

"it is the duty of the official to exercise due care and diligence with regard to the custody and maintenance of the vehicle. The vehicle is to be available for inspection by the authorized person."
5. All officials allocated with subsidized vehicles are requested to comply and adhere to this controlling measure. All subsidised car owners that will be experiencing problem about the dates of inspection should report to their Local Transport Officer or present their vehicles on other alternative dates.
6. It has been noted with dismay that there are owners of subsidized motor transport which are failing to comply with the subsidized motor transport rules and regulations. i.e.
 - Officials are failing to submit monthly logsheet.
 - Other officials are using private vehicles then at later stage they claim fuel as if they have been using their subsidized cars. This practice is tantamount to fraud and claim of this nature will not be processed and disciplinary action will be taken against those officials.

7. Inspection will commence on the 02 September 2009 at 8h00 and closes on 17/09/2009 as per attached annexure "A".



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MR M.J. DLAMINI
GENERAL MANAGER-ADMINISTRATIVE SERVICES
for SUPERINTENDENT-GENERAL: DEPT.OF EDUCATION
Wp/inspectioncircularsep2009/stz

**ANNEXURE A
SCHEDULE FOR INSPECTION
LIST OF VENUES AND DATES FOR INSPECTION OF SUB VEHICLES**

DATE	GROUP	PLACE & NO.OF VEHICLES	PHYSICAL ADDRESS	TARGETED INSTITUTIONS
02-04/09/09	GROUP A & GROUP B	PIETERMARITZBURG	MAYORS WALK CAMPERDOWN CIRCUIT OFFICE	PIETERMARITZBURG SERVICE CENTRE, HEAD OFFICE AND UMGUNGUNDLOVU DISTRICT
07/09/09	GROUP B	PORTSHEPSTONE	PORTSHEPSTONE 17 ADREASON STR	UGU DISTRICT
	GROUP A	KOKSTAD	SISONKE DISTRICT OFFICES	SISONKE DISTRICT OFFICES
08-11/09/09	GROUP A & GROUP B	eTHEKWINI H/O	CORNER OF QUEEN MERRY AVENUE & BATTLE ROAD (DOKKIES)	ETHEKWINI SERVICE CENTRE & UMLAZI, ILEMBE & PINETOWN
14/09/09	GROUP B	MKHUZE	OBONJENI DISTRICT	OBONJENI DISTRICT
	GROUP A	ULUNDI	LA BUILDING	ZULULAND SERVICE CENTRE
15/09/09	GROUP B	EMPANGENI DISTRICT	EMPANGENI DISTRICT	EMPANGENI DISTRICT
	GROUP A	VRYHEID	CORNER OF SOUTH & WEST	VRYHEID DISTRICT
16/09/09	GROUP A & GROUP B	LADYSMITH	EZAKHENI COLLEGE	UKHAHLAMBA SERVICE CENTRE UTHUKELA DISTRICT
17/09/09	GROUP B	NEWCASTLE	AMAJUBA DISTRICT	AMAJUBA DISTRICT
	GROUP A	DUNDEE	UMZINYATHI DISTRICT OFFICES	UMZINYATHI DISTRICT

Ms/schedulesept'09/stz