



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

DEPARTMENT OF EDUCATION
UMNYANGO WEMFUNDO
DEPARTEMENT VAN ONDERWYS

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INHLOKOHHOVISI

HEAD OFFICE

PIETERMARITZBURG

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Reference:
Inkomba: 6/3/1
Verwysing:

DEPARTMENT OF EDUCATION
Date:
Usuku:
Datum: 2008 -09- 0 5
PRIVATE BAG X0107, PIETERMARITZBURG, 0000

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.4 OF 2008

BI-ANNUAL INSPECTION OF SUBSIDISED VEHICLES

1. In terms of the subsidised vehicle policy, all subsidized vehicles must be inspected bi-annually.
2. To ensure adherence to the policy, all officials using subsidized vehicles are advised to bring their sub 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 Transport Officers at the Service Centres/Districts are requested to facilitate the process to ensure that this task is executed. The dated and venues are attached per annexure "A".
4. It must be noted that in terms of the sub-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 sub-vehicles are requested to comply and adhere to this controlling measure. All sub 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. Inspection will commence on the 22 September 2008 at 8h00 as per attached annexure "A".

MR S. MAHABEER
ACTING GENERAL MANAGER-ADMINISTRATIVE SERVICES
For SUPERINTENDENT GENERAL
DEPARTMENT OF EDUCATION
Wp/transportcircular4/stz



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ANNEXURE A

LIST OF VENUES AND DATES FOR INSPECTION OF SUB VEHICLES

DATE	GROUP	PLACE & NO.OF VEHICLES	PHYSICAL ADDRESS	TARGETED INSTITUTIONS
22-23/09/2008	GROUP A & GROUP B	PIETERMARITZBURG PMB =57+ H/O=69=126	151 MAYORS WALK CAMPERDOWN CIRCUIT OFFICE	PIETERMARITZBURG SERVICE CENTRE, HEAD OFFICE AND UMGUNGUNDLOVU DISTRICT
25/09/2008	GROUP A	MKUZE=25	OBONJENI DISTRICT	OBONJENI DISTRICT
	GROUP B	VRYHEID=33	CORNER OF SOUTH & WEST	VRYHEID DISTRICT
26/09/2008	GROUP A	ULUNDI =9	LA BUILDING	ZULULAND SERVICE CENTRE
	GROUP B	EMPANGENI=47	EMPANGENI DISTRICT OFFICE	EMPANGENI DISTRICT
29/09/2008	GROUP A	NEWCASTLE=33	AMAJUBA DISTRICT OFFICE	AMAJUBA DISTRICT
	GROUP B	DUNDEE=23	UMZINYATHI DISTRICT OFFICE	UMZINYATHI DISTRICT
30/09/2008	GROUP A & GROUP B	LADYSMITH=36	EZAKHENI COLLEGE	UKHAHLAMBA SERVICE CENTRE & UTHUKELA DISTRICT
01/10/2008	GROUP A &	UGU DISTRICT OFFICE=32	PORTSHEPSTONE 17 ANDREASON STR	PORTSHEPSTONE DISTRICT
	GROUP B	SISONKE=27	SISONKE DISTRICT OFFICE	KOKSTAD OFFICES

02-03/10/2008	GROUP A GROUP B	ETHEKWINI H/O =147	CORNER OF QUEEN MERRY AVENUE & BATTLE ROAD (DOKKIES)	ETHEKWINI SERVICE CENTRE & UMLAZI, ILEMBE & PINETOWN
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