



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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**ATTENTION: OFFICE OF THE MEC
OFFICE OF THE HOD
DEPUTY DIRECTORS GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND STAFF
DISTRICT DIRECTORS AND STAFF**

TRANSPORT CIRCULAR NO. 3 OF 2022

IMPLEMENTATION OF R3000 FUEL REDUCTION LIMIT ON STATE-OWNED VEHICLES

1. The Department has taken a decision to implement the above-mentioned circular with effect from the 1st June 2022, due to the substantial costs incurred by the department for fuel usage on state-owned vehicles.
2. The implementation of this circular is with reference to the Finance Circular no. 07 of 2021 (Amended Updated Stringent Cost-cutting measures)
3. The vehicles that are exempted to the fuel reduction limit of R3000 are the learner transport (buses), vehicles allocated to the office of the MEC and HOD.
4. Drivers are advised to note the reasons for card decline:
 - **If set limit has been exceeded**
 - **If card is blocked or new has not been activated/unblocked**
 - **If card has been cancelled or reported lost or stolen**
 - **If the terminal being used at the forecourt is offline / merchant is offline**
 - **If tank capacity written on the card has been exceeded**
 - **If card has been damaged**
 - **If merchant is blacklisted or not active**
 - **If the card is swiping for an unauthorized transaction**
 - **Departments facility has been depleted**
5. If the card is declined for any of the reasons indicated above, the driver must report to his or her Local Transport Officer (LTO) / mandated user in his or her office.
6. The drivers and the LTOs are required to keep log sheets, trip authority sheets and fuel receipts / slips for every fuel transaction so that spending is monitored accurately per vehicle.
7. The onus of monitoring fuel expenditure lies with the Responsibility Managers and the Transport Officers.
8. Exceptions must be motivated and approved by the DDG of the Branch.
9. The content of this circular must be brought to the attention of all Branches.


MR. G.N. NGCOBO
HEAD OF DEPARTMENT
DEPARTMENT OF EDUCATION
DATE:



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