

PART 31 – PURCHASE AND REPLACEMENT OF MOTOR VEHICLES

DIVISION 1 – POLICY

1. State owned vehicles fall into three categories:
 - (i) Those allocated to Leaders in entitlement per the Salaries and Remuneration Commission Determination; and
 - (ii) Light fleet government vehicles under the management and control of Departments; and
 - (iii) Those at Plant and Transport Boards for pool hire.
2. Only Leaders (VIPs) are entitled to means of transport and vehicles from the State. The entitlements are as per the Salaries and Remuneration Commission (SRC) Determination Schedule G97-03.
3. Light fleet vehicles under the control of Departments, regardless of the special requirement of a job, are distributed and used by employees of the State at the discretion of the Departmental Head.
4. An officer, to whom a vehicle is allocated, is personally responsible and liable for any damage, repair, replacement cost or prosecution for negligence. It is therefore, the responsibility of all Government Officers to exercise proper care and usage of government vehicles in their custody.
5. Any unofficial use of, and driving of a government vehicle without license are prohibited. Defaulters will be prosecution or subjected to disciplinary action.
6. An employee assigned to drive a government vehicle must maintain a logbook and make an entry in the logbook each time he uses the vehicle. The logbook is subject to inspection by the responsible fleet manager. Upon inspection, the fleet manager will countersign the logbook in evidence of inspection.
7. If a government vehicle breaks down, or is disabled for some reason, it must not be left on the road for any extended period to avoid theft of parts and any further damage.
8. Any accident or theft of a government vehicle must be reported immediately to Police, the Fleet Administrator, the Chief Inspector, Inspection Division, Department of Treasury and the Chief Internal Auditor, Department of Finance or PTB whichever is the case.
9. The Fleet Administrator will inform the Departmental Head of the incidence and all officers in the vehicle shall prepare a statement concerning the accident to support in any litigation that may arise.

10. The Accident Report shall provide the following details:
 - (i) Officer's name, Department, Designation and grade;
 - (ii) Officer's vehicle license status/Drivers license status and number; and
 - (iii) Officer's description of events before and after the accident.

DIVISION 2 – GOVERNMENT DRIVERS LICENSES

11. Government license is processed by the Plant and Transport Branch, Department of Works upon approval and recommendation in writing by the Departmental Head as the controller of the Departmental fleet.
12. Two main categories of license can be approved by the Departmental Head:
 - (i) **Green License:** This license is approved for a 7 days a week, 24 hours a day and is only issued to personnel required on 24-hour standby duty.
 - (ii) **Red License:** This license is approved for Monday to Friday, from 6 am to 6 pm and issued to staff eligible to drive a government vehicle.

DIVISION 3 – FUELLING OF VEHICLE

13. Fuel facilities and related weekly consumption rate are arranged by the Department for Departmental fleet with a designated supplier. Fuel accounts must be paid on a timely basis to avoid any disruption to transportation.

DIVISION 4 – NEW PURCHASE

14. All purchases of vehicles require official approval. Where new purchases are permitted, the necessary funds must be appropriated in current budgets.

All other vehicle purchases on behalf of the State shall be in accordance with the rules and procedures of the appropriate Supply and Tenders Board or such other purchase arrangement approved by the State under the Public Finances (Management) Act.

DIVISION 5 – REPLACEMENT

15. As is the case with new purchases, replacements of vehicles are subject to approval and availability of funds for the purpose.
16. Motor Vehicles in NCD are not generally due for replacement before the end of five years. If vehicles have reached the end of their economic life before the set date for replacement the Plant Inspector should be asked to inspect the vehicle. Where a vehicle has to be replaced due to other than fair wear

and tear, normal Board of Survey action will be taken.

17. When a vehicle is due for replacement, a Plant Inspector will certify for the replacement. Approval to replace a government vehicle is given by the Technical Advisory Group (TAG) of the Plant and Transport Branch, Department of Works.
18. As soon as approval is given, Departments wishing to replace a vehicle must negotiate with a dealer for the trade-in value of the existing vehicle. Upon ascertaining the trade-in value, the Department can submit its request to the appropriate Supply and Tenders Board or proceed with the purchase if the purchase price is below the amount stipulated for public tender requirement.

DIVISION 6 – TRADE-INS

19. Trade-ins in NCD and other cities shall be encouraged only when replacing fully depreciated vehicles after the five-year requirement for useful life has expired or after three years in towns rural settings.
20. Essentially a trade-in value must exceed the book value.

DIVISION 7 – MAINTENANCE

21. The responsibility for the fleet under the control of a Department is that of the Departmental Head. A member of staff responsible for fleet management is to be appointed to maintain a regular maintenance programme for all vehicles under a Department's control. In addition, the Fleet Administrator has the following other duties:
 - (i) to know on a day to day basis the custody or location of every vehicle within the control of the Department;
 - (ii) to establish and be aware of the status of the maintenance schedule for every vehicle under the Department;
 - (iii) to prepare both vehicle maintenance and replacement Budget estimates and submission; and
 - (iv) to ensure that the use of vehicle is proper.
22. The maintenance programme needs to be observed in order to ensure that vehicles remain fully operative throughout their useful life or life-span of 5 years in the NCD and 3 years in other cities and towns.

DIVISION 8 – POLICING OF VEHICLE USAGE

23. The responsibility for vehicle policing in NCD is that of the Inspection Branch of Treasury Department and Internal Audit Unit of Finance Department. Either of the two will liaise with the NCD Police Commander to

ensure that regular inspections of Government vehicles and of Driver's licensing status are conducted. Elsewhere in the country, the Police will conduct and enforce policing of vehicles.

24. Officers breaching the established usage and policing guidelines will be subject to disciplinary and/or prosecution.

DIVISION 9 — HIRE OF VEHICLES

25. The size of the NCD Pool is restricted and thus pool hire in NCD is restricted to a 16-day maximum period, after which the vehicle must be returned to the pool to ensure the availability of the same, to others.
26. All other aspects of Pool Hire are under the direction and control of PTB therefore, all requests for hire of vehicles should be addressed to PTB and hire conducted in accordance with PTB-prescribed procedures.
27. All Private Hire in NCD is banned, except under special circumstances:
- (i) To provide a vehicle to an important foreign dignitary, when no suitable government vehicle is available; or
 - (ii) to provide a vehicle where such is provided for under a contract when no government car is available; or
 - (iii) for use when required by a Minister; or
 - (iv) for travelling by authorised officers while on duty away from home station.
28. Elsewhere, where PTB is unable to provide a government vehicle for hire, PTB will indicate this position and the authorised travelling officer will arrange for a private hire.

DIVISION 10 – DISPOSALS

29. Where a Departmental Head has opted for a vehicle instead of a vehicle allowance, upon ceasing office, the Departmental Head shall have the option to buy the vehicle at book value provided that such arrangement does not breach the Public Finance (Management) Act.
30. Where a government vehicle is to be disposed of under the above circumstances, no Board of Survey action shall be necessary. The authority for disposal and replacement shall be the Assistant Secretary, Plant and Transport who shall advise the department concerned appropriately.
31. All other mode of disposal of vehicles must be through the normal public auction process.
32. The disposal proceed is payable to the Collector of Public Moneys of the

Department of Works or the Collector of Public Moneys of the Department of Finance to the Credit of the designated Revenue Head.