

ANNEXURE "A"

The targeted learning outcomes are as follows:

- Licenses and registration of departmental vehicles.
- Operators' registration.
- Competency certificates.
- Vehicle estimation.
- Vehicle replacement.
- Accepting delivery of new vehicles.
- Vehicle inspection.
- Replacement of tyres.
- Reporting irregularities.
- The Transport Officer and his responsibilities.
- The responsibilities of drivers of departmental vehicles.
- Suspension of drivers.
- Administration of traffic fines.
- Use of departmental vehicles by senior officials.
- Completion and handling of logbooks.
- Fuel purchases.
- Issuing departmental vehicles.
- Receiving of departmental vehicles.
- Fuel/Toll card registers.
- Filing trip sheets, fuel slips, transaction reports and logbooks.
- Repair, maintenance, and servicing services.
- Transaction history report: service provider.
- Utilisation of vehicles.
- Garaging of vehicles.
- Accidents.
- Unauthorised use and misuse of departmental vehicles.
- Theft, damage, losses and deficiencies.
- Disposal of vehicles.
- Generic policy for fleet services outsourced to private companies (PPP).
- Where fleet is rented from government garage.
- Evaluation of policies of fleets that are purchased from the transversal contract and managed and owned by the government.