



MEMORANDUM

From Secretary, PSO

To: All Secretaries
Attorney General
Chief Registrar
Commissioner of Police
Auditor General
Clerk to Parliament

cc: Secretary to Cabinet
cc: Accountant General, MFED

File ref: 21/1

Date: 1st November, 2018

OFFICE VEHICLE POLICY

The Circular is seeking for all addressees' cooperation in the implementation of the Vehicle Policy as approved by Cabinet in its meeting No. 70/18.

3. As a brief introduction, the Policy is in response to public concerns on the misuse of office vehicles as well as it is one of the measures to control government expenditure on official cars.
4. For a better control on the use of office vehicles, SROs are advised to use the following measures:
 - Only two approved designated staff within the Ministry (other than appointed drivers) are allowed to drive office vehicles.
 - Vehicles that will be used after hours inclusive of weekends and public holidays need an 'Official Vehicle Pass' that should be signed by the SRO.
 - Arrange safe places nearby to park office vehicles (other than vehicles driven by appointed drivers) for example at Nowerwere Hospital compound or Police Stations.
5. There are positions in the public service that are entitled to official car and Cabinet had also approved new addition to the list as follows:
 - Officer In Charge (OICs)
 - Accountant General
 - Private Secretary and;

- Mission Ambassadors

6. In addition Cabinet has authorized Police officers, through the Commissioner of Police to seize and/or report on any Government vehicle running outside office hours without an Approved Vehicle Pass and also to report a staff driving the vehicle who is not an approved designated driver.

7. The Policy would be on trial for one month effective from **Friday 2nd November 2018** after which an evaluation will be carried out for further consideration.

Kam rabwa,



Ritite Tekiau

for Secretary, PSO