

Provisions relating to the  
Control of  
Government Transport



## General Orders : Chapter X.

### Section IV. MOTOR VEHICLES

Q1. The use by an officer for private purposes of an official vehicle is prohibited save with the approval of the Colonial Secretary and in accordance with the conditions laid down from time to time with regard to the use of Government transport.

Q2. Official vehicles, with the exception of those used by officers of the Medical Department, may not be garaged in an officer's residence except with the authority of the Colonial Secretary.

Q3. Arrangements for repairs to departmental vehicles should be made with the Superintendent of Public Works. Funds for this purpose are controlled solely by the Superintendent. The ordering of all spares for government transport will be channelled through the Superintendent and the Central Stores organisation. Exceptions will be authorised by the Colonial Secretary in special circumstances.

Q4. Heads of Departments will be responsible for ensuring that all persons authorised by them to drive Government motor vehicles hold valid driving licences, and they will be held responsible for any liability incurred by Government that may result from disregard of this General Order.

Q5. All Government vehicles shall be insured against third party risks. The Superintendent of Public Works shall be responsible for the insurance of all vehicles against third party risks.

## Stores Regulations : Chapter XIII.

### LOG BOOKS

2201. Log Books will be maintained for all motor vehicles and motor cycles owned by Government from the time they are handed over to a Department to the time they are written-off charge under proper authority.

2202. Log Books for motor vehicles and motor cycles will record the following information —

1. Details of the make.
2. Date of receipt into Government service.
3. Engine No., Chassis No., Registration No.

4. Everyday maintenance details.
5. Petrol (or diesel oil) and oils drawn.
6. The date and quantity of fuel and oil drawn from store.
7. The mileometer reading on each occasion that fuel or oil is drawn.
8. Maintenance programme —
  - (a) Date and details of repairs effected or checks undertaken.
  - (b) Date when next the vehicle should be brought in for routine overhaul.
9. Tyres —
  - (a) The tyre numbers including the spare.
  - (b) Date of replacement of tyres, including the number of discarded and replacement tyres, and mileometer reading on that day.
  - (c) Dates on which tyres are changed around.
10. Tool Inventory.

2203. If speedometers become unserviceable a note to this effect will be made in the Log Book. Repair or replacement should be undertaken with the least possible delay.

2204. Log Books should not be removed from the vehicle to which they belong except for purposes of making entries required by these regulations or on the order of the Head of Department for periodical inspections. The Head of Department should ensure that suitable performance statistics are produced from the information contained in the Log Books and that they are given due consideration. Where the statistics indicate an irregular performance he will cause an enquiry to be made. Consequent action, or report to higher authority, depends on the result of his enquiry.

2205. If it becomes necessary to continue the record in a new Log Book the necessary readings, totals, etc., will be carried forward to the new book. The old Log Book will be kept readily available for reference if called for.

2206. The Head of Department will frequently scrutinise all Log Books of vehicles under his control. He will take particular note of any evidence of irregular use of any vehicle.

2207. The Head of Department will be responsible for ensuring that a vehicle is sent in for the routine maintenance check on the date stated in the Log Book. If, in his opinion, it is becoming increasingly uneconomic to run and maintain a particular vehicle a report including detailed evidence taken from the Log Book will be submitted to the Colonial Secretary.

