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1 GOVERNMENT TRANSPORT**101 DEFINITION**

In this Chapter of General Orders, “Permanent Secretary” means the Permanent Secretary of Transport, Works and Utilities.

102 RESPONSIBILITY FOR VEHICLES

All Government vehicles and plant, with the exception of bicycles, stationary plant and specialised plant the function of which is restricted to one office or Ministry only, shall be held on the charge of the Permanent Secretary.

103 HIRE OF PLANT AND VEHICLES

Offices/Ministries requiring the use of vehicles or plant shall hire such vehicles or plant from the Ministry of Transport, Works and Utilities in accordance with instructions issued by the Permanent Secretary. No vehicles or plant may be hired from other sources except with the approval of the Permanent Secretary.

104 REPLACEMENT OF VEHICLES AND PLANT

The Permanent Secretary is responsible for replacement of vehicles and plant in his charge and for maintaining, within the limit of funds appropriated, an adequate establishment of vehicles and plant to provide for the approved requirements of all Ministries. Responsible Officers are required to assist the Permanent Secretary by informing him as far in advance as possible of any changes in their future requirements for vehicles and plant. The Permanent Secretary may, in his discretion hire vehicles or plant from elsewhere to maintain public service requirements.

105 VEHICLE AND PLANT MAINTENANCE

The Permanent Secretary is responsible for the maintenance of vehicles and plant in his charge and shall arrange for its regular inspection and overhaul. Responsible Officers shall give every assistance to the Permanent Secretary/MTWU to ensure that this is possible. The Permanent Secretary or a representative duly authorised by him has the right of access to all Government vehicles at all times and may direct the withdrawal of a vehicle for maintenance or inspection at his discretion.

106 USE OF VEHICLES AND PLANT

Responsible Officers are responsible for-

- (a) ensuring that vehicles and plant hired by them are used economically and only on official duty except when specifically authorised otherwise by General Orders; and
- (b) the issue of appropriate and adequate instructions to drivers of vehicles on hire to them on all matters connected with the use of the vehicle both generally and for specific journeys, including the route to be followed, the picking up, setting down and carriage of passengers and any authorised stopping places. Save where the driver has acted in breach of such instructions, the Responsible Officer shall be held responsible for any misuse of a vehicle in his charge.

107 DRIVERS

Except as may otherwise be agreed, the Permanent Secretary shall arrange to provide drivers and operators for all Government vehicles and plant, other than vehicles on hire to Government House or hired by the Police Force. Except with the approval of the Permanent Secretary, only drivers or operators so provided or Police Officers employed as drivers of Government House or Police vehicles are authorised to drive Government vehicles or to operate Government plant.

108 PERMIT TO DRIVE OR OPERATE VEHICLES AND PLANT

1. Public Officers, except Police Officers, and other employees authorised by the Permanent Secretary to drive Government vehicles or to operate Government plant will be issued by the Permanent Secretary with a Permit to Drive Government Vehicles, which will cover only the particular type of vehicle or plant they are authorised to drive or operate.

2. The Permanent Secretary may withdraw such Permit if for any reason he is satisfied that an officer or other employee is no longer competent to drive a Government vehicle. When an officer or other employee leaves the Service the Responsible Officer shall arrange for the Permit to be returned to the Permanent Secretary.

3. The Permit to Drive Government Vehicles is in addition to and does not replace the driving license issued under the law* where required. An officer or employee shall carry his permit on his person when driving a Government vehicle or operating Government Plant and shall produce it for inspection when requested to do so by the Permanent Secretary or his representative

4. Whenever a driver or operator is provided for any vehicle or plant under GO T107 and is present on duty no officer or employee shall, save in an emergency, drive or operate such vehicle or plant notwithstanding that he holds a permit to do so under this Order. Whenever an officer or employee does so take charge in an emergency he assumes full responsibility for the vehicle or item of plant concerned and is then accountable to the Permanent Secretary for the time he assumes charge of the vehicle or plant.

109 DRIVING LICENCES

All officers or other employees authorised by the Permanent Secretary to drive Government vehicles or operate Government plant must, where required, hold a driving license valid for the class of Government vehicle or plant they are permitted or required to drive or operate in accordance with the law*. Responsible Officers are responsible for ensuring that officers and other employees comply with this Order.

110 PASSENGERS

The following classes of person may travel in Government vehicles to the number prescribed by the Permanent Secretary for the class of vehicle.-

- (a) officers and other employees in the course of their duties;

*Section 19 of the Traffic Act, Cap 19, Laws of Solomon Islands

- (a) prisoners;
- (b) pupils, students or other persons attending Government educational or training institutions or courses in vehicles under the control of the head of the institution or department concerned;
- (c) patients and their escorts travelling to or from a hospital or other curative institution;
- (d) such other persons on such occasions and under such conditions as may be authorised by the Responsible Officer in charge of the vehicle on each occasion.

111 ECONOMIC USE OF TRANSPORT

Officers travelling on official duty in a Government vehicle shall, as far as possible, carry other officers who are also travelling on Government business.

Amendment No. 23/86

112 OFFICERS PERMITTED TO DRIVE AND GARAGE VEHICLES

1. An officer or other employee required in the event of an emergency, who is authorised to drive a Government vehicle may, with the approval of his Responsible Officer, or of the officer in charge of transport on outstations, be allocated a vehicle and permitted to garage it at his house, provided he has no suitable vehicle of his own of a model appropriate for emergency duties. This practice will normally be restricted to officers in MHMS, RSIP, Ministry of Transport, Works and Utilities and Posts and Telecommunications.

2. Officers or other employees who are permitted to garage Government vehicles at their homes in terms of this Order will be held responsible for the vehicles during the periods they are allocated to them. Under no circumstances are such vehicles to be used outside normal hours of duty except in accordance with written instructions issued by the Responsible Officer.

113 PRIVATE HIRE

Government vehicles and plant may be hired to private or public companies or persons, including officers and other employees, with the approval of and at rates and under conditions to be prescribed by the Permanent Secretary provided that-

- (a) such private hire shall not result in any Government Office or Ministry being deprived of the use of the vehicle, and
- (b) suitable plant or vehicles are not available for hire from other sources.

114 CARRIAGE OF PERSONAL EFFECTS

1. A government vehicle may be supplied, at no cost to the officer, for the transport of an officer's effects on the following occasions:-
 - (a) between wharf and house on first appointment;
 - (b) between house and wharf on transfer, posting or retirement and on proceeding on or returning from leave;
 - (c) between house to house on an authorised change of quarter;
 - (d) between house and wharf or airport whenever the officer is travelling on duty provided the airport bus is not operational.
 - (e) between wharf or airport and house whenever the officer is travelling on duty provided the airport bus is not operational.

An officer whose effects require the use of a labour force to assist with loading and unloading, or a forklift truck, will be personally responsible for its hire.

2. In Honiara the service under paragraphs 1 (a), 1 (b), 1(c), 1(d) and 1(e) of this Order shall normally be available from MTWU pool provided Ministries/Offices concerned submit a properly completed vehicle requisition in adequate time and, at Provincial Centres, from Provincial Secretaries. The cost of providing the service under this paragraph shall be met by the officer's Ministry.

3. As far as possible officer's personal effects should be packed so that the maximum overall weight of individual crates is 10cwt (1120 lbs).

Amendment no. 192/81

115 CONFORMITY WITH THE LAW

The provisions of this section are all subject to the Permanent Secretary, drivers, and vehicles conforming with the requirements of the law in all respects.

116 HOUSE TO OFFICE TRAVELLING

1. The Government is under no obligation to transport officers or other employees of Government between their places of residence and work.
2. The transport of officers and other employees between their place of residence and work by Government transport is limited to occasions when a vehicle is being engaged on that route for other specific duty.

Amendment No. 241/85

117 CARE OF VEHICLES

The detailed rules for the care of Government vehicles shall be laid down by the Permanent Secretary from time to time under the terms of hire but the following broad principles shall be complied with by all Government officers:

- (d) when in use vehicles shall be parked in official ministerial car parks prescribed by the Permanent Secretary or Responsible Officer or Provincial Secretary as the case may be;
- (b) on parking, ignition keys shall be removed and held in safe custody as directed by the Permanent Secretary;
- (c) vehicle cab doors shall be locked;
- (d) if a Government vehicle is involved in an accident action shall be taken in accordance with Stores Instructions 1515 and 1516.
- (e) at all times Government vehicles shall be clearly identifiable as Government vehicles;
- (f) officers allocated vehicles under GO T112 and garaging them at their houses must secure them against theft and, where possible, park them under cover;
- (g) log books must be maintained for all vehicles in accordance with instructions issued by the Permanent Secretary clearly showing journeys chargeable to Government votes and those chargeable to individuals or companies.

Amendment No. 241/85