

**NATIONAL DEPARTMENT OF  
TRANSPORT**

**PRIVATE BAG X 193  
PRETORIA  
0001**

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**NATIONAL DEPARTMENT OF  
TRANSPORT**

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## **Government Motor Transport**

***Reference: T118***

**25 June 2007**

### **TRANSPORT CIRCULAR NO. 3 OF 2007**

**TO ALL HEADS OF DEPARTMENTS, ACCOUNTING OFFICERS AND  
TRANSPORT OFFICERS.**

#### **Insurance contract for Subsidized Vehicles (RT58)**

Please note that the claims management function for the Insurance contract has moved from the Santam Call centre to the Mmela Call centre.

For all insurance related matters please contact the Mmela call centre on:

**0861 663 527**

Officials need to ensure that they have the following information available when logging a call or registering a claim to ensure that the claim can be handled efficiently.

In the event that the official is involved in an accident, the official need to gather as much information as is possible. (Especially where a third party is involved) including but not limited to:

1. The accident scene address, suburb and main road, weather and road condition, a rough accident sketch indicating the position of the vehicle before and after the accident, record accident time.
2. Secure witness account if possible

3. Phone the police and obtain a police case number
4. Drivers' full names as they appear in his ID document
5. Drivers' License number and the renewal date and any endorsements ( e.g. allowed to drive with spectacles)
6. The vehicle registration number
7. Details of any passengers etc.

Please ensure that this circular is distributed to all subsidized vehicle owners and transport officers.

Kind regards,

Andries Schoeman  
**Deputy Director**  
**Government Motor Transport**