

## USE OF GOVERNMENT VEHICLE DURING NON-OFFICIAL HOURS

*NOTE: This form only has to be used by staff who would not usually work during non-official hours or use a vehicle during this time*

I, _____ request permission to use Government Vehicle No. G _____ for the period from: _____ to: _____ on official duties outside official hours, especially for the following official duties: _____ _____ _____ Address where vehicle is to kept: _____ Date the vehicle will be returned: _____ Time: _____
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**I certify that the above information is true and correct and that I will be held responsible for any damages caused and shall pay by direct deduction from by salaries the costs of such damages, unless justified otherwise.**

**Applicant** - Name: \_\_\_\_\_ Signature: \_\_\_\_\_

I support the application and recommend approval be given.

**Director/Manager/OIC** - Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Department: \_\_\_\_\_ Date: \_\_\_\_\_

**Director General**: – Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Ministry: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: In the case of Provincial Application, please disregarding DG Section...**

***APPROVAL BY THE OFFICE OF THE PUBLIC SERVICE COMMISSION***

**Approval is granted to use the above vehicle within the above circumstances. This approval is void should the vehicle be used for private purposes.**

**Manager/Principal/Provincial PSC HRO's Fleet Management Unit (FMC)**

Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Signature: \_\_\_\_\_

Office of the Public Service Commission Date: \_\_\_\_\_

**Secretary/Provincial SG** - Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Signature: \_\_\_\_\_

Office of the Public Service Commission Date: \_\_\_\_\_