



FOR PSA MEMBERS: DEPARTMENT OF TRANSPORT (DOT)

10-10-2025

Feedback: DOT Departmental Policy Task team meeting - 9 October 2025

Employee Education, Training and Development Policy

This draft policy aims to provide a positive learning environment for employees to improve their capacity and skills by using education and training opportunities in the Department. The policy encourages employees to register for learning programmes to increase opportunities for career development. The steps to enrolling for various programmes are outlined in the policy.

Tobacco Products and Substance Policy

This policy aims to prevent tobacco and substance abuse, especially in the workplace. The policy creates a healthy working environment and protects employees from high risks of substances abuse. The policy outlines principles that discourage the abuse of smoking and substance abuse. It encourages a smoking-free working environment.

Loss Control Policy

The policy aims to provide a framework to manage the loss and damage of resources of the Department. The policy outlines measures to be observed by employees in cases of loss or damage of assets and equipment. It provides instructions and guidelines to prevent potential risks, losses, and damage. The steps for accountability are outlined in the policy.

Acting Allowance Policy

The policy aims to outline principles to regulate acting appointments and the payments of acting allowance in the Department. The policy aims to provide developmental opportunities and skills development in a particular post. The policy outlines steps and procedures to be followed to be appointed in an acting capacity.

Retention Policy

The policy aims to manage labour turnover and retain valuable employees. The policy encourages the retention of employees who have been fully capacitated and trained. The policy intends to keep talented employees with critical skills for the benefit of the Department. The steps to retain employees are outlined in the policy.

As part of the consultation process, members are encouraged to peruse the *attached* draft policies and send inputs by no later than **17 October 2025** to the PSA Administrator at velucia.maluleke@psa.co.za or the PSA National Chairperson at MokwadiD@dot.gov.za.

Employees who want to join the PSA can visit the PSA's website or contact PSA Provincial Offices.

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GENERAL MANAGER