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**MINISTRY OF FINANCE AND THE PUBLIC SERVICE**  
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**P.O. BOX 512**  
**KINGSTON**  
**Jamaica**

January 10, 2023

**Circular No. 7**  
**File No. 132/021<sup>XXX</sup>**

Cabinet Secretary  
Permanent Secretaries  
Heads of Departments  
Chief Executive Officers

### **Assigned Government-Owned Motor Vehicles**

The attention of Cabinet Secretary, Permanent Secretaries, Chief Executive Officers, Heads of Departments, and Chairmen of Boards is invited to the following revision of Sections 3.1 – 3.2 of the **Government of Jamaica Comprehensive Revised Motor Vehicle Policy for the Public Sector in respect of procedures for the assignment of government-owned motor vehicles to the Executive Arm of Government, the Speaker of the House of Representatives, the President of the Senate as well as the Managerial and Technical staff of the Government.** Please note that this circular does not address High Court Judges.

Resulting from the Government of Jamaica's comprehensive restructure of compensation, the eligibility for assignment of a government-owned motor vehicle is restricted to Ministers of Government, the Speaker of the House of Representatives, the President of the Senate and Heads of Entities in Ministries, Departments, Agencies and Public Bodies that are not self-financing as detailed in Appendix 1. Therefore, no other Public Official should be assigned a vehicle.

Ministers of Government, the Speaker of the House of Representatives, the President of the Senate and Heads of Entities are eligible for the assignment of a fully maintained government-owned motor vehicle or may elect to use their own motor vehicle, which should be registered in his/her name. The option of a partially maintained vehicle will no longer be available.

All other Public Officials who were assigned government-owned motor vehicles will no longer qualify for this benefit. However, these Public Officials will be given the opportunity to purchase the vehicles currently assigned. Access to motor vehicle loans to purchase the currently assigned vehicles is being specially provided for these officials through the GOJ motor vehicle loan facility. The opportunity to purchase the motor vehicle will not be available beyond June 30, 2023.

Procedures 1 through 4 below shall be applicable with respect to sale of the government-owned assigned motor vehicles to Public Officials, except Ministers of Government, the Speaker of the House of Representatives, the President of the Senate and Heads of Entities:

## 1. Non-Exercise of Option to Purchase

1.1. The former Assignee who does not wish to purchase the assigned vehicle must so indicate in writing to the Head of the Entity by January 20, 2023 and the following shall apply:

a) The former assignee must hand over the motor vehicle, keys and Advance card to the Transport Manager no later than March 31, 2023.

b) The Transport Manager shall:

I. place the vehicle in the Ministry/Department/Agency's (MDA) fleet and, if it had private registration plates affixed, this should be replaced with government registration plates.

II. continue the comprehensive insurance policy on the motor vehicle.

## 2. Exercise of Option to Purchase

2.1. The assignee who wishes to exercise the option to purchase the vehicle must submit a request in writing to the Head of Entity by January 20, 2023. The request should also state whether the former assignee wishes to access the special loan facility from the Government.

2.2. The Head of Entity shall forward the request to the Asset Management Policy Branch (AMPB) of the Ministry of Finance and the Public Service and the request shall be accompanied by the following documents:

- Copy of the request to purchase letter from the assignee
- Date the vehicle was assigned
- Purchase Invoice for the Motor Vehicle
- Copy of fixed term contract, where applicable

2.3. The AMPB will approve the sale of the vehicles, with the exception of those purchased by self-financing Public Bodies.

2.4. The AMPB will determine the selling price based on the guidelines stipulated in the **GOJ Revised Comprehensive Motor Vehicle Policy for the Public Sector** as follows:

*The original purchase price less accumulated depreciation for the period, as per purchase date, at the rate of 25% per annum on the reducing balance.*

2.5. The AMPB will advise the relevant MDA of the approval of the sale and forward a copy of the letter to the Public Expenditure Division of this Ministry and the Accountant General's Department.

2.6. Upon receipt of the letter of approval from AMPB, the MDA must:

(a) Advise the former assignee of the approval;

(b) The former assignee shall take a copy of the letter issued by the AMPB and proceed to make full payment to the Accountant General's Department. A copy of the receipt issued must be submitted to the AMPB.

- (c) Upon the full payment for the purchase of the assigned motor vehicle as evidenced by the receipt from the Accountant General, the Transport Manager shall transfer the vehicle to the former assignee. The cost of insurance and registration will be borne by the MDA up to the date of transfer of ownership.
- (d) Where an assigned motor vehicle that was purchased with a duty concession and the restriction placed on the sale or transfer of the vehicle by the Trade Board has not expired, the AMPB will make the necessary arrangement for the removal of the restriction prior to the transfer of the vehicle.
- (e) The Transport Manager shall submit the endorsed Certificate of Title to the former assignee.
- (f) The Transport Manager shall immediately cancel the insurance policy and retrieve the registration plates.

### **3. Contract Officers**

- 3.1. A contract officer whose contract stipulates that he/she be provided with an assigned vehicle shall continue with the benefit until the end of the contract. However, if the contract is for a period less than three (3) years, the officer will not be given the option to purchase the vehicle; the vehicle shall therefore be returned to the MDA's fleet.
- 3.2. With immediate effect, except in the case of a Head of Entity no future contract of employment should include the provision of the assignment of a government-owned motor vehicle. Also with immediate effect, provision of a travelling allowance should not be included in any future contract.
- 3.3. A contract officer with not less than three (3) years' service spanning one or more successive contracts, shall be given the option to purchase the assigned vehicle. A contract officer may opt to purchase the vehicle assigned, facilitated by a payment schedule over the remaining life of the current contract with appropriate amendment to his/her contract.
- 3.4. Where the payment schedule in 3.3 above cannot effect full discharge of the outstanding balance within the remaining contract period, then the gratuity payable to the officer may be applied to effect full settlement of the outstanding balance.

### **4. Public Bodies**

- 4.1. The sale of all assigned vehicles by Public Bodies, except those that are self-financing, requires the written approval of the AMPB of this Ministry.
- 4.2. The proceeds from the sale of motor vehicles for partially and fully-funded Public Bodies shall be paid into the Consolidated Fund.

### **5. Provision of Fully Maintained Vehicles to Ministers of Government and Heads of Entities**

- 5.1 Ministers of Government, the Speaker of the House of Representatives, the President of the Senate and Heads of Entities are eligible for the assignment of fully maintained government-



owned vehicles. All expenses relating to the assigned vehicle including fuel, maintenance, insurance and licensing will be borne by the Government.

5.2 Ministers of Government, the Speaker of the House of Representatives, the President of the Senate and Heads of Entities who are eligible for the assignment of a government-owned motor vehicle, may elect to use their own vehicle. The vehicle must be registered in his/her name. In that regard, the following obligations will be met by the relevant Government Entity:

- Payment of the costs for standard insurance coverage, that is, up to a maximum of basic comprehensive insurance coverage.
- Payment of Registration and Fitness fees.
- General servicing/maintenance of the vehicle up to twice per annum<sup>1</sup>.
- Provision of fuel.

5.3 Where an eligible officer opts to use his/her own vehicle, he/she will be reimbursed payments for insurance and registration and fitness fees and general servicing on presentation of an official receipt from the relevant entity, supported by a copy of the relevant motor vehicle documents (certificate of insurance/registration/fitness). Fuel will be provided through the Government of Jamaica Advance Card System.

5.4 A Head of Entity who elects to utilize his/her own vehicle that was purchased using the 20% duty concession will be obliged to utilize the said vehicle for official duties for a period of at least two (2) years after the three-year restriction has expired.

## 6. Accident and Maintenance

- Where an eligible officer's private motor vehicle is involved in an accident, any cost that is in excess of the insurance coverage will be borne by the officer.
- All repairs to the vehicle shall be borne by the relevant officer.

Cabinet Secretary, Permanent Secretaries, Heads of Departments, Chief Executive Officers of Public Bodies and Executive Agencies must ensure that this Circular is brought to the attention of all relevant officers within their Ministries/Departments/Agencies and Public Bodies.



Darlene Morrison CD  
Financial Secretary

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<sup>1</sup> The Island Traffic Authority indicates that General servicing/maintenance consists of: (a) changing engine oil; (b) changing oil and fuel filters; (c) refilling of all oil and fluid reserves; (d) changing air condition and air filters; (e) inspecting back and front-end suspension; (f) inspecting brake system; (g); checking all lights; (h) inspection of belts and hoses and (i) inspection of cooling system pressure cap.

## APPENDIX 1 - LIST OF ELIGIBLE ASSIGNEES

- Accountant General
- Attorney General
- Auditor General
- Cabinet Ministers
- Cabinet Secretary
- Chief Executive Officers/Executive Directors/Managing Directors/Presidents
- Chief of Defence Staff
- Chief Medical Officer
- Chief Parliamentary Counsel
- Chief Personnel Officer
- Clerk to the Houses of Parliament
- Commissioner General, Tax Administration Jamaica
- Commissioner of Police
- Commissioner, Correctional Services
- Commissioner, Fire Brigade
- Commissioner, Independent Commission of Investigations
- Commissioner, Jamaica Customs Agency
- Director of Legal Reform
- Director of Public Prosecutions
- Executive Director, Integrity Commission
- Financial Secretary
- Heads of Missions
- Mayors
- Ministers of State
- Parliamentary Secretaries
- Permanent Secretaries
- Postmaster General
- President of the Senate
- Prime Minister
- Regional Health Directors
- Solicitor General
- Speaker of the House