



**World Food  
Programme**

**Mpango Wa  
Chakula Duniani**

## STANDARD OPERATIONAL PROCEDURE ON USE OF WFP VEHICLES

Date: 22 November 2017

*SOP TAN/2017/02/c.w.*

### PURPOSE:

WFP's light vehicles represent a significant investment and cost to WFP operations, and transport managers are responsible for providing an efficient and safe transport service that facilitates employees and office needs. The purpose of this procedure is to provide clear guidelines to Head of Transport and employees to manage the process effectively.

Under special circumstances, WFP International employees may be granted permission for private use of WFP vehicles. This is not an entitlement but a privilege. The need of the WFP vehicles for official purposes will, without exception, take precedence over requests for private use. This procedure is also intended to inform employees of the policies for private use of WFP vehicles and their responsibilities when using WFP vehicles for private purpose.

### 1. *Transport Service with WFP Driver*

- 1.1. Transport service to and from the airport shall be provided by WFP to employees for approved official travel.
- 1.2. All requests for airport pick-up and drop-off must be made by email to **the appropriate transport email address**. It is the responsibility of each employee to ensure that the Staff Assistant has sent the request **at least 48 hours before the pick-up and drop-off date**.
- 1.3. Transport requests to attend scheduled official meetings/functions that are concluded within normal working hours must be sent at least **24 hours** before the expected departure time. Transport bookings for such meetings/functions should be done by sending an email to the appropriate email address copying Head of Transport unit.
- 1.4. For duty travel (missions) by road using WFP vehicles, requests for transport must be sent at least 5 days before scheduled departure date; the notification period provides is necessary to process the driver's security clearance and DSA. The transport unit will arrange for group transportation whenever

feasible. The transport unit is also expected to plan ahead vehicles movement based on travel plan, however it is the responsibility of employees travelling to make the request on time.

- 1.5. All Internationally-recruited employee re-assigned to/from Tanzania will be provided with WFP transport free of charge within the duty station area for the first two weeks following arrival and the last two weeks prior to departure.
- 1.6. For employees on mission in Tanzania for meetings and trainings lasting two weeks or less, transport services to/from the office/hotel will be provided for the duration of the mission.
- 1.7. The Country Director may exceptionally allow employees (International and National) other than WFP drivers to drive WFP vehicles for official travel when the local security situation allows. The decision is made in consultation with the Transport Manager and the Security Focal Point. Employees with such an authorization must hold a valid Tanzanian driving licence.
- 1.8. Transport e-mail addresses are the following by Duty station:
  - **Dar es Salaam** : **DAR.Transport**
  - **Dodoma** : **Dodoma.transport**
  - **Kibondo** : **Kibondo.transport**
  - **Kasulu** : **Kasulu.transport**
  - **Kigoma** : **Kigoma.transport**
  - **Isaka** : **Isaka.transport**

## **2. Private Use of WFP Vehicle**

- 2.1. The use of WFP vehicles for private trips is limited to internationally recruited employees not residing in their home country. The objective is to provide support to employees when arriving or leaving a duty station and to facilitate well-being when working in countries where private vehicle ownership is not possible, is difficult or is unsafe.

AH

- 2.2. International professional staff newly assigned to Tanzania may be granted permission for private use of a WFP vehicle by the Country Director up to three months after their arrival date. An additional three months extension may be granted at the discretion of the Country Director or Designate. These privileges expire six months after the arrival date.
- 2.3. Internationally recruited consultants with a contract of 3 months or more may be granted private use of vehicle for maximum of one month. This privilege expires one month after the arrival date. For returning consultants, this privilege only applies if there was a break in contract of 6 months or more.
- 2.4. International UNVs newly assigned to Tanzania may be granted private use of WFP vehicle for a maximum of one month. This privilege expires one month after the arrival date.
- 2.5. International interns and stand-by partners are not eligible for private use of WFP vehicles.
- 2.6. Employees on long term TDY may be granted privilege of private use of vehicle for a maximum of one month starting the date of arrival.
- 2.7. The authorization to drive WFP's vehicle for private purpose beyond those time periods may be granted by the Country Director or Designate under circumstances such as an accident, breakdown or theft of a private vehicle, for a duration limited to a maximum of two months.
- 2.8. The commute to and from the office is considered private use for all employees. Discretionary transport can be offered in cases where employees' safety could be endangered, or when local transport services are deemed inadequate. Approval to be given by Country Director or Designate.
- 2.9. Any exceptions to the above privileges require approval by the Country Director or Designate.

### ***3. Basic Conditions for The Provision of Private use of WFP Vehicles:***

- 3.1. Employees must be in possession of valid Tanzanian drivers' license before they can be allowed to drive a WFP vehicle for either private or official

purposes; Admin/Protocol Section will assist international employees in obtaining a valid Tanzanian driving license.

- 3.2. International employees who do not hold a valid Tanzanian driving license may obtain an authorization for private use of a WFP vehicle with a WFP driver. In this case, the user will be charged driver's cost, overtime and DSA, as applicable.
- 3.3. Employee's dependants (spouses, children, siblings etc.) and personal drivers or any other third party are NOT permitted to drive WFP vehicles.
- 3.4. Request forms for private use of official vehicle must be completed and approved by the Country Director or his/her Designate. This approval will be provided to the Transport Section for transport arrangement or vehicle allocation and billing. Blank forms are available on G-drive/Admin forms and on WAZO (WFP Tanzania intranet).
- 3.5. A separate authorization is required for private use of WFP vehicle outside the employee's assigned duty station. The request form must be completed, authorized by CD or his Designate, and given to Transport Section for the required arrangement. Blank forms are available on G drive /Admin forms and on WAZO.
- 3.6. In the event an employee (including drivers) is authorized to transport non UN staff, i.e., NGO personnel, government officials etc. for official business, a liability form must be signed by the person(s) transported. The original, signed waiver of liability form should be sent to WFP Administration unit for retention. Waiver forms are available on WAZO.
- 3.7. Log books must be filled accurately by the staff member and checked/verified by the Transport Section.
- 3.8. Employee should drive carefully and in compliance with the Tanzanian traffic rules and regulations.
- 3.9. In the event of an accident, the employee should immediately contact UNDSS and Head of Transport for guidance/assistance. All accidents must also be reported using the appropriate form available on WAZO.

3.10. In the event of damage to the WFP vehicle (accident or any type of damage), the user will be held responsible for all costs of repairs. However, if part of the cost is compensated by the insurance, only the difference will be borne by the user.

3.11. Employees should ensure that proper care is taken to avoid damage or loss of equipment and or spares i.e. radios, spare tires, tools, etc. Any malfunction or damage to the vehicle/equipment should be reported immediately to the Transport Section or radio room.

3.12. WFP vehicle keys should be handed over to the Transport section in the morning and collected in the evening – close of business. This will allow the WFP vehicle to be used for official business during office hours.

3.13. In the event of shortage of WFP vehicles, priority will be made in the following order:

- ✓ Directors and Fixed-term International Professionals assigned to Tanzania: D2, D1, P5, P4, P3, P2, P1
- ✓ Short-term International Professional assigned to Tanzania: P5, P4, P3, P2, P1
- ✓ International Consultants assigned to Tanzania (no prioritization by level)
- ✓ UNVs
- ✓ TDYs

3.14. In case employees are in the same category and same grade, priority will be given to the most senior in the duty station

#### 4. Loan of WFP Vehicles to other UN agencies

4.1. In the context of collaboration between agencies of the United Nations, it may happen that other UN agencies request WFP to loan them vehicle for official movement. Such requests must be authorized by the Country Director or Designate.

4.2. All loans to other UN agencies must be done on full cost recovery unless otherwise approved by the Country Director or Designate.

4.3. Country Director may decide to grant UN Agencies short-term usage of WFP vehicle free of charge for the sake of good collaboration.

4.4. UN agencies may request loan with or without driver, with or without fuel.

4.5. Billing of vehicle loan to other UN agencies will follow the same principle as private use of vehicle

## 5. Cost Recovery for Private Use of WFP Vehicles

- 5.1. The rates are determined by using the official WFP rate calculator ( annex 1). The rates will be revised every semester. These rates calculations are based on an average mileage per day and represent a flat amount.

Designation	Cost
Monthly rate	US\$ 250
Daily rate	US\$ 10
Home/Hotel* to Office and Back	US\$ 6
Usage outside the Duty Station**	US\$10/day plus US\$ 0.24/Km
Rental to other UN agencies (without fuel)***	US\$ 30/day
Rental to other UN agencies (with fuel)	US\$ 30/day + 0.24US\$/Km
Driver daily cost	US\$ 30

\* Within a 7 km radius of the office

\*\* Employees already paying the monthly rate will pay for the additional Km cost

\*\*\* only the daily rate applies, no cost for additional km

- 5.2. For any usage for more than 25 days in a given month, the monthly rate applies.

- 5.3. For usage for less than 25 days in a given month, the daily rate applies.

The present SOPis effective immediately



**Michael DUNFORD**  
Country Director