



TRANSPORT AND MOTOR VEHICLE POLICY MANUAL

Prepared by:
Business Services Directorate
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List of Abbreviations

AA	-	Automobile Association of Kenya
AO	-	Administration Officer
AU	-	Authorized User (Driver)
CEO	-	Chief Executive Officer
DBS	-	Director, Business Services
FAC	-	Finance and Administration Committee
FAR	-	Fixed Assets Register
GK	-	Government of Kenya
HOD	-	Head of Department
HR	-	Human Resources
KRA	-	Kenya Revenue Authority
MCF	-	Mileage Claim Form
NGO	-	Non-Government Organization
PIN	-	Personal Identification Number
VCU	-	Vehicle Check Unit
WT	-	Work Ticket

1.0 Introduction

- 1.1 The objective of this policy is to ensure that IPOA's motor vehicles are used solely for the purpose of conducting its official business. It shall be complimented by Acts of Government and regulations governing public sector institutions. It has application on all the Authority's owned and operated vehicles. It sets out on policy on procurement, utilization, maintenance and disposal of official vehicles. The policy entails provision of transport to officers for official duties, essential services, field services, pool transport for general use and reimbursement of cost of travel while on official duty.
- 1.2 The fundamental principle is that the Authority's vehicles assigned for work-related activities are the same as any other asset used for the effective provision of government goods and services. Their use is therefore subject to normal considerations of efficiency, effectiveness, responsibility and equity and to appropriate standards of probity and accountability.

2.0 Statement Policy

- 2.1 The Authority has adopted this Policy as its standard procedure for the acquisition, use, control, maintenance and management of its motor vehicles, and related forms of staff transport.
- 2.2 The Authority shall provide official transport to employees whenever required in the performance of their duties, where official transport will not be available, the Authority shall facilitate travel expense upfront.
- 2.3 Official vehicles are meant to support the Authority's operational activities by transporting staff, delivering mail and other materials. The vehicles must strictly be utilized efficiently for official duties. Where an employee will be reported to have misused a vehicle, disciplinary action, including surcharge, shall be taken against the offender.
- 2.4 The security and maintenance of official vehicles are crucial and must be exercised at all times.
- 2.5 An employee or dependant who is eligible for transport privileges on transfer must utilize the same within a period of three months from the date when it is due, otherwise the entitlement will be forfeited.

3.0 Definitions

In this policy, unless the context otherwise indicates:-

3.1. **'The Authority'** means the INDEPENDENT POLICING OVERSIGHT AUTHORITY or IPOA.

3.2. **'IPOA vehicle'** means any motorized transport (vehicles and bikes) driven vehicle: -

3.2.1. That has been contracted from a third party (taxi, car hire/rental or car leasing company) by IPOA.

3.2.2. That is registered by KRA and owned by the Authority.

3.3. **'Authorized User'** means any official/employee under ref: 6.1.1 who: –

3.3.1. Has been appointed permanently, notwithstanding that such an appointment may be on probation; or

3.3.2 Has been appointed on contract in terms, notwithstanding that an appointment may be on probation.

3.4. **'Accounting Officer'** means the Chief Executive Officer (CEO).

3.5. **'Team Leader'** means any authorized user delegated with assigning responsibility by the Administration Officer over an IPOA vehicle for specific duties such as field investigations, inspections, and monitoring.

3.6. **'Accountable items'** means the vehicle logbooks, keys, fuel cards, and work tickets.

3.7. **'Notifiable event'** means an accident or incident involving damage to an IPOA vehicle.

3.8. **'Motor Vehicle Transport Requisition Form'** means a Form used to request for transport.

4.0 Authorization and Accountability

4.1 The Director, Business Services (DBS) holds delegated authority and is accountable to the CEO for all aspects of IPOA's transport policy through the Administration Officer (AO).

4.2 The following must be adhered to in terms of use and accountability of the Authority's motor vehicles:

- a) The movement of vehicles must be authorized and signed for by the AO. All journeys must be authorized and endorsement made in the Work Ticket (WT). Any authorized user operating an official vehicle without a WT properly authorizing a journey or found deviating from the route authorized will be subject to disciplinary action.
- b) Officers shall not use official vehicles for personal use or other unauthorized business. Any authorized user flouting this requirement will be subject to disciplinary action. An employee who makes improper use of an official motor vehicle will render himself/herself liable to surcharge in addition to any other disciplinary action which may include summary dismissal.
- c) Official vehicles must never carry any unauthorized persons or goods;
- d) Each vehicle shall be assigned to a particular authorized user to enhance responsibility and accountability. A proper handover must be done in case of reassignment of vehicles amongst authorized users;
- e) Logbooks should be kept securely by the CEO or designated officer. The officer will be required to maintain a register of all the motor vehicles owned by the Authority;
- f) Authorized users will be required to ensure that assigned motor vehicles are in good working order. They should carry out regular basic checks such as oil, coolant and water levels;
- g) Official vehicles must never be driven by unauthorized persons, staff or non-staff;
- h) All authorized users who operate official vehicles must possess a valid driver's and appropriate class of driver's license to operate the type of vehicle they have been assigned. The Authority will be responsible to the cost of renewal of their driving license. A copy of the license will be placed on personal file;
- i) Authorized users must at all times set the highest standards of road conduct;
- j) Spare keys must be kept in safe custody by a designated and responsible officer, and must sign for them. Spare keys must never be used while the other set is still assigned to a particular authorized user, unless in emergency cases or where the other set is reported lost; and
- k) The AO must report any cases of abuse of official vehicles promptly to the line manager, where any misuse is suspected.

5.0 Responsibility

5.1 The AO is responsible to DBS for:–

5.1.1. Management of the Authority's motor vehicle fleet.

5.1.2. The implementation, monitoring and review of the Transport and Motor Vehicle policy.

5.1.3. Provision of centralized support services to facilitate the effective management of the Policy.

5.1.4. Preparation of quarterly progress reports, including monthly fuel consumption analysis.

5.2. The AO is responsible for the management of motor vehicle contracts and fleet management arrangements (such as third party contracts, and enforcing service level agreements).

6.0 Utilization and Standards of Conduct

6.1 Issuance of Official Vehicles

Issuance of Authority's official vehicles shall be done under the following guidelines:

6.1.1. Driver Requirements

- a) Meet the licensing requirements for the motor vehicle to be operated.
- b) Passed a suitability test.
- c) Must be aware of, and comply with, the Authority's and the Government's policies on driving a vehicle.
- d) Basic knowledge in defensive driving.
- e) Basic knowledge in vehicle service and maintenance.
- f) Driver competence; must not be mentally or physically impaired by medication, alcohol, stress or fatigue.
- g) Must have concluded any ongoing traffic violation charges with the traffic police department or the courts of law.

6.1.2. Requisition of Official Motor Vehicle

- a) Any employee of the Authority may reserve a motor vehicle to conduct official authority business when his/her Head of Department has authorized the journey.
- b) Requisition of transport by staff must be done in advance using the Requisition Form within 24 hours, unless in cases of emergency.
- c) A Work Ticket (WT) must be completed by the Authorized User (AU).
- d) If the vehicle usually assigned to AU is not appropriately equipped for the journeys terrain, the concerned driver may request in the Motor Vehicle Transport Requisition Form for another vehicle that is appropriately equipped for the journey.
- e) A vehicle must be issued only on the day of travel unless advance authority to park the vehicle at home has been obtained.
- f) Unless the CEO so directs, a WT must not run longer than the requested time. However, in cases where there is need to extend field work assignments, this may be done through the respective HOD.

6.1.3. Cancellation of Vehicle Reservations

- a) Cancellation of a reservation for a vehicle must be received within a reasonable time.
- b) In case of trip cancellation, any allowances or advances already paid for the trip are to be returned to the finance office upon which an official receipt will be issued.

6.1.4. Check out Procedures

- a) Upon presenting the approved requisition form, without which a vehicle cannot be checked out, all trip documents will be given to the driver.
- b) Authorized users must check the fuel level, lubricant level and other consumables before using an assigned vehicle.

- c) Confirmation by drivers must be made to the AO that the vehicle assigned is in a good condition by conducting and completing the pre-trip inspection checklist.
- d) The Authorized user must checklist that all accountable items for the vehicle are present, ready for the trip.

6.1.5. Return of Vehicles

- a) A vehicle used on a scheduled trip should be returned to the designated parking area immediately upon return from the trip for which it was requested.
- b) The vehicle must be inspected by the AO upon return.
- c) Upon return from a trip, the completed WT indicating the beginning and ending odometer readings, vehicle inspection form duly completed, keys, fuel cards and receipts must be submitted to the AO.

6.2. Best Use Practice

6.2.1. Vehicles assigned to or purchased or leased by the Authority are intended for official business and are not provided for the convenience of the Authority's employees. Official vehicles should only be used when it is:

- a) The least costly method of transportation available (considering the value of employee time and actual transportation costs).
- b) When no other practical method of transportation is available considering the mission to be performed; the location; and any equipment needed to be transported to support the mission.
- c) Officers are expected to pool transport where appropriate when travelling to the same destination particularly in the field services under the coordination of the AO.

6.2.2. Public transport (air, and bus) shall be used in lieu of transportation by the Authority motor vehicle, unless the use of the motor vehicle is clearly more economical and practicable, and in the Authority's interest, such as:

- a) The employees' itinerary requires a number of stops and the scheduled arrival and departure of public transportation does not coincide with the timetable of the itinerary, resulting in undue loss of the Authority's time;
- b) It is necessary to transport a considerable amount of equipment with the employee(s);
- c) The nature of the employee's work necessitates the use of transportation at a time of day or week when it would be highly impracticable to use public transportation; or
- d) Such officers and employees are continually engaged in the enforcement work affecting public welfare, and the use of a common carrier is impracticable and not in the best interest of the Authority.
- e) Employees are expected to provide their own transportation between residence and place of employment.

6.2.3. Officers going for field assignments by air should liaise with their field departmental heads for provision of a vehicle and where this is not available they should use provisions in paragraph 13.2.1., instead of the current practice where drivers follow them by road.

6.2.4. The Authority's vehicles – owned or leased shall be operated and used by the Authority's officers, employees and contractors in a manner that does not bring discredit or public ridicule to the Authority, or the appearance of impropriety.

6.2.5. Transporting an employee between home and work is not an official use of an official vehicle except with the express written permission of the CEO.

6.2.6. The driving habits of drivers should not exacerbate the wear and tear of the vehicle.

6.2.7. Smoking is not permitted in Authority's vehicles.

6.2.8. Authorized Users should ensure they can be contacted by the office to maximize usage of vehicles.

6.2.9. The vehicle should regularly be kept clean and tidy both internally and externally and that faults are repaired timeously;

- 6.2.10. The vehicle should be presented for its crucial first service, and that all following services are undertaken in accordance with the manufacturer's requirements, as to do otherwise could jeopardise the manufacturer's warranty;
- 6.2.11. The Authority shall maintain a motor vehicle tracking system. The system should track the movement of the vehicles and fuel consumption.

6.3. Designated Parking, Safety and Security

- 6.3.1. Official vehicles must be parked at secure places, and in particular at designated parking area; drivers must ensure that the vehicles are locked while at the parking area or whenever in the field, and away from the head office.
- 6.3.2. While in the field, the vehicles must be left at the nearest police station, chief's camp or any government office with adequate security overnight. However, where this is not practicable, the vehicle must be parked where maximum security is guaranteed.
- 6.3.3. On long trips, a driver should periodically take a rest break, allowing time to relax for about fifteen minutes or so to avoid extended fatigue.
- 6.3.4. Drivers should avoid using mobile phones, eating or other distractions while driving.
- 6.3.5. Drivers must obey all speed limits and traffic laws. A driver must drive in a defensive manner, anticipating situations that may be hazardous.
- 6.3.6. Vehicles must be properly loaded to avoid carrying excess passengers or goods, and must comply with and not exceed the manufacturer's specifications.
- 6.3.7. Drivers must never drive while impaired by drugs, medication or alcohol.
- 6.3.8. Drivers should never go home with keys for vehicles assigned to them; keys must always be surrendered to the officer in charge at the end of the day, unless a driver returns to the office after official working hours.
- 6.3.9. Vehicles should not be used outside official working hours or during weekends unless authorized by the CEO or his/her delegated officer in writing to carry out an emergency or essential service.

- 6.3.10. The officer in charge should ensure that an authority letter is signed by the CEO or designated officer whenever the vehicles are on duty outside Nairobi or during the weekends. The Authority letter should clearly indicate the location assigned to the vehicle, period and name of driver.
- 6.3.11. The driver and passengers must always belt up using safety belts provided in the vehicle.
- 6.3.12. A vehicle must never be unattended to in a public place. However, when circumstances dictate, the vehicle must be locked while unattended.
- 6.3.13. All articles carried are to be stowed and secured to avoid loss or damage.

6.4 Fuel Cards

- 6.4.1. The Authority shall adopt the use of Fuel Cards. The cards shall be kept in safe custody of the AO, and should be issued to an authorized user when need arises. The Card PIN Codes should never be disclosed to unauthorized persons.
- 6.4.2. Puncture repairs, refueling and lubricants will be obtained using the fuel cards provided at appointed fuel stations. For expenditure control, each vehicle will be assigned a monthly fuel cost limit, which will be reviewed from time to time to cater for emerging needs.
- 6.4.3. Fueling will only be done when the Card is presented to the designated service stations.
- 6.4.4. When vehicles are in the field, the Finance office will provide enough cash for fuel. Supporting documents and balance of cash advanced must be surrendered upon return. This will only apply in cases where Fuel Cards cannot be used. Receipts for fuel cash purchases must be signed by the driver, and the most senior officer in the vehicle.
- 6.4.5. Fuel cards will be kept securely in the custody and an inventory log maintained by the AO. For security purposes, Pin Numbers should not be kept near the fuel cards.
- 6.4.6. Private cars must never be fuelled using official fuel cards. A record showing monthly fuel consumption of each vehicle will be maintained.

- 6.4.7. If a fuel card is damaged, lost or stolen, immediate notification must be given to the AO.
- 6.4.8. No purchases for personal items are to be made using the Authority's fuel cards.
- 6.5.9. Authorized users should always ensure that vehicles are fueled with the correct type of fuel; unleaded petrol or diesel.
- 6.5.10. AO shall be responsible for preparing a monthly fuel consumption report for each vehicle, ensuring that all entries are correct and authorized.

6.5. Repairs and Maintenance

- 6.5.1. The AO must always ensure that official vehicles are always in good working order and that scheduled maintenance and preventative repairs are carried out at authorized garages and service centres.
- 6.5.2. Each authorized user will be responsible for the assigned vehicle and must ensure that the vehicle is booked for the next service at the right time. An authorized user should report to the AO whenever his/her vehicle is about to reach service at least 5 days or when about 200km to the next service to give enough time for booking the vehicle for service in good time.
- 6.5.1. In the event of a breakdown or mechanical failure, the vehicle must be removed from the carriageway and secured after ensuring all official and personnel possessions are removed from the vehicle. The AO should always be contacted immediately whenever there is a mechanical failure.
- 6.5.3. Arrangements should be made to tow the vehicle to an authorized repairer or a prequalified service provider.
- 6.5.4. Official vehicles should only be serviced and repaired at the dealers' premises or other authorized service provider. Due procurement process should always be followed in appointing service providers.
- 6.5.5. The authorized user must describe the nature of the breakdown(s) in the trip authority form.
- 6.5.6. When a vehicle's scheduled service is due, the vehicle will only be taken for its scheduled service after:

- a) The authorized user assigned the vehicle confirms to the AO that the scheduled service is due as per the odometer reading.
- b) The AO authorizes for the authorized user of the assigned vehicle to take it for a quotation to the appropriate service provider.
- c) The quotation is then approved by the AO. The AO will subsequently fill requisition form. An LSO issued by the procurement unit once the requisition form is approved.

6.6. Accidents and Incidents

All authorized users should acquaint themselves with the provisions of the Traffic Act, Cap 403, which makes it obligatory for a driver of a motor vehicle involved in an accident to report the accident to the nearest Police Station in whose area the accident occurs and obtain an abstract. Any passenger(s) in the vehicle will be required to write a statement on the accident within 24 hours of the accident. A driver may be surcharged with the repair costs should investigations by the police find that the accident was caused by careless driving, in which case the police issue him with a note for intended prosecution.

6.6.1. Accidents

- a) Any accidents involving official vehicles must be reported immediately to the police and AO, Head of Security Services and Head of Legal Services.
- b) In the event of an accident with another vehicle(s), the following details must be obtained:
 - i. Name and address of driver(s) of other vehicle(s)
 - ii. Name and address of owner(s) of other vehicle(s).
 - iii. Registration number(s) of other vehicle(s).
 - iv. Description of vehicle(s).
 - v. Damage to other vehicle(s).
 - vi. Name of insurance company.
 - vii. Name, address and telephone of any witnesses.
- c) Admission of responsibility or liability must not be made.

- d) Circumstances of the accident must not be discussed with anyone other than authorized personnel, i.e. police, Administration/Security/Legal, team leader.
- e) Any damage to the vehicle must be reported promptly to the administration officer.
- f) Claims, letters of demand, writs, summonses or other legal correspondences received must be forwarded unanswered to the AO, who shall liaise with the legal department immediately on receipt.

6.6.2. Incidents

- a) Loss of official vehicles or car-jacking incidents must be reported to the AO and police immediately; drivers should never put resistance in cases of carjacking and should exercise due judgment in such incidents.
- b) Loss of keys, fuel cards and accountable items must be reported immediately to the AO and investigations carried out promptly.
- c) Traffic and parking violations must be reported immediately to the AO. An authorized user must resolve the violation such fine payments, and court appearances before any other assignment.

7.0 Carriage of Other than Authority Employees/Goods

- 7.1. The CEO, AO or assigned team leader may authorize the transportation of personnel other than employees whenever necessary in the performance of official business or in the best interest of the Authority. The team leader will be required to maintain a record of all non-employees in the vehicle during the trip.
- 7.2. With the CEO's or AO's authority, an authorized user may transport a person/s or goods (including towing a motor vehicle) other than employee/s or goods in an official vehicle when the use of the vehicle is a means of alleviating pain or injury; when preventing loss of life or serious damage to property; or in cases that fall within the definition of an emergency.

- 7.3. Transportation of personnel from other government agencies in an official vehicle is authorized when it is in the interest of the government and does not interfere with accomplishments of employees' business.

8.0 Private Use

- 8.1. Other than for the CEO, and in line with his/her letter of engagement, no official vehicle shall be assigned for the exclusive use of any officer or employee without the express written approval of the CEO.
- 8.2 The Authority also recognizes that official travel will also involve employees traveling outside normal working or business hours.
- 8.3 The Authority may give permission for an official vehicle to transport staff to a funeral when a staff member passes on or a close relative of a staff member. A close relative for the purpose of this Policy is defined as spouse, parents and children of a staff member. During such instances, the official vehicle will only be used to carry staff members representing the Authority and not family members. However, the Authority does NOT guarantee that a vehicle will be granted or made available for such purposes. A request for a vehicle in such circumstances will only be considered subject to the following:
- 8.3.1. That the request is made to the CEO in writing, and granted in writing by the same.
 - 8.3.2. Availability of an appropriate vehicle at the time of request.
 - 8.3.3. That the vehicle will not be away for more than 2 days.
 - 8.3.4. That the staff attending the funeral or such other function will not be entitled to subsistence allowance other than the driver.
 - 8.3.5. The distance to be travelled is reasonable and that the condition of the road is fairly good.
 - 8.3.6. When a vehicle is granted, a list of staff members travelling must be prepared by HR and submitted to the AO in charge before departure.

8.1 Transportation of Baggage

- 8.1.1 Where transport will not be provided to an employee when travelling on retirement, the employee will be permitted to carry personal baggage by rail or road at the expense of the Authority. The employee shall be reimbursed the cost of transport at the prevailing rates of baggage allowance as shall be determined by the Authority in consultation with the Government from time to time.
- 8.1.2 In case of a deceased employee, the legal representative shall be eligible for transport reimbursement.

9.0. Taxi, Self-Drive Hire/Rental, Lease, and Other Alternatives

9.1. Taxi

- 9.1.1. The Authority has limited transport resources. In recognition of this fact, the Authority will contract a taxi company for the purposes of official transport of staff where official vehicles are not available or use of public transport would be inconvenient.
- 9.1.2. The AO may authorize the use of taxis from the contracted taxi company on a limited basis. The prior use of a taxi must be authorized.
- 9.1.3. Authorization of use of taxi services will be placed with the AO. Where such authorization is done an official taxi voucher will be issued by the AO.
- 9.1.4. Contracted taxi services should not be used for personal use.
- 9.1.5. Where official transport or contracted taxi service is not possible, the AO will authorize the use of a taxi, where a member of staff will be reimbursed expenses of hiring a taxi upon production of an original receipt. Such a receipt should indicate the date of travel, registration number of the taxi, destination details and telephone number. Alterations on the receipt details will not be accepted for reimbursement purposes.
- 9.1.6. The Authority may authorize selected officers, particularly investigators to self-drive official vehicles in exceptional cases. This will be subject to government regulations on self-drive of official vehicles by officers other than authorized users. Such officers will be issued with a permit for this purposes after assessment of their driving skills by the relevant government

agency. The Authority shall develop a comprehensive policy on this arrangement.

9.2. Rental/Hire

9.2.1. The Authority may contract a self-drive vehicle rental/hire company for the purposes of official transport of staff where official vehicles are not available.

9.2.2. Where it is not possible to obtain an official vehicle, the AO may request for authorization from the CEO for the use of a commercially operated, self-drive rental/hire vehicle by an authorized staff member for a specified period. The hire of such services shall be subject to a due procurement process from prequalified service providers. Such a vehicle should only be used for official duties.

9.3. Lease

9.3.1. The long term lease of a motor vehicle represents a significant commitment of authority's resources. In each case an assessment should be undertaken of the options available for meeting operational requirements before authorization is given for lease of motor vehicles.

9.3.2. The Authority may contract a vehicle leasing company for the purposes of official transport of staff where official vehicles are not adequate. Such leasing arrangement shall be subject to approved government regulations.

10.0. Mileage Reimbursement

10.1. The Authority may consider staff to use their personal cars for official duties where it is impractical to provide official or contracted taxi services. A written request for use of personal vehicle for official duties will be authorized by the CEO in writing subject to the following:

10.1.1 Where a staff member is required to use their own private vehicles for travel out of their normal duty station, prior approval of the CEO must be obtained

indicating the reason for use of personal vehicle, and the estimated distance to be covered.

10.1.2. Mileage payments will only be made for vehicles whose evidence of ownership has been filed with the Authority. Mileage payment request will contain the following details:

- a) A log of the actual distanced travelled,
- b) Identification of vehicle used,
- c) Purpose of the trip,
- d) Engine CC capacity. Engine capacity will be paid up to 1800cc in line with government restriction of engine capacity.

10.1.3. Mileage claim shall be made using the Mileage Claim Form (MCF), and will be paid at applicable rates published by AA of Kenya.

10.1.4. Use of personal vehicles shall be discouraged unless when absolutely necessary with proper authorization by the CEO.

11.0 Travel by Air

11.1 When travelling on duty outside Kenya, an officer shall normally travel by air. Air travel on duty within Kenya shall require prior approval of the CEO.

11.2 Such approval may be given only if other modes of transport are unavailable or where air travel is economical or where the saving of time is paramount. Such travel shall be by the most direct and economical route.

11.3 Any charges incurred as a result of an employee missing, cancelling or changing a flight shall be paid by the concerned employee except in unforeseen occurrences approved by the CEO.

11.4 When required to travel by air, all employees will travel Economy Class. However, consideration for Business Class may be made depending on the duration of the journey.

11.5 An employee travelling on duty by air shall not be granted any luggage allowance in addition to the free allowance on the air ticket, unless in special circumstances in which excess luggage shall be considered and approved by the CEO.

12.0. Registration and Identification

- 12.1. IPOA vehicles will be registered under GK-plated other than in cases where the Head of Civil Service has authorized and given approval for the allocation of private number plates for security reasons.
- 12.2. A GK vehicle will be registered in the GK series and carry distinctive GK series number plates. Such a vehicle shall be subject to Government operational regulations and guidelines.
- 12.3. Forms of The Authority identification are at the discretion of the Authority to determine which of its vehicles should carry a logo according to the use for which the vehicle is intended. However, security consideration should be made at all times before logos or other identification marks could be applied. Logos or stickers should not be applied unless they are easily removable without damage to the vehicle.

13.0. Insurance

- 13.1. Where applicable and in line with operational guidelines of GK-plated vehicles, the Authority will take comprehensive and third party insurance for all official vehicles. .
- 13.2. The AO shall be responsible for coordinating all motor vehicle insurance claims and subsequent repairs.

14.0. Personal Loss/Damage

- 14.1. Where applicable, the Authority's insurance cover will not apply to unauthorized use of vehicles or in cases where conditions of use have been breached.
- 14.2. The Authority will not accept liability for any damage, injury, loss or theft involving use of an Authority vehicle where that damage, injury, loss or theft is not covered by the Authority's insurance policies.

15.0 Procurement

- 15.1. Purchase of official vehicles shall be done strictly in accordance with the provisions of the Public Procurement & Disposal Act, 2005 and Regulations, 2006.
- 15.2. All procured vehicles shall be:

- 15.2.1. Done in line with Government regulations and policies, as issued from time to time. The transport pool will be restricted to vehicles whose capacity does not exceed 1800cc for petrol and 3000cc for diesel propelled engines.
- 15.2.2. Guided by acquisition, operating and disposal costs.
- 15.2.3. Dual-purpose vehicles capable of hauling both personnel and light cargo should be used whenever appropriate to avoid the need for two motor vehicles when one can serve both purposes.

16.0 Disposal

- 16.1. When a vehicle has surpassed its economic useful life it shall be disposed of as provided for in the Public Procurement & Disposal Act, 2005 and Regulations, 2006
- 16.2. Where applicable, depreciation of the vehicles will be provided each year at the approved rates and accumulated depreciation recorded in the books of accounts. Details of motor vehicles shall be entered in the Fixed Assets Register (FAR).
- 16.3. A motor vehicle that has been damaged beyond economical repair (including unusual wear by abnormal operating conditions) may be replaced after certification by the Authority's Procurement and Disposal Committee.

17.0 Delegation

- 17.1. Unless otherwise indicated to the contrary, the CEO may delegate in writing any of the powers conferred upon him or her by this policy to the AO or another officer on the conditions that he or she determines.
- 17.2. Unless otherwise indicated to the contrary, the AO may delegate in writing any of the powers conferred upon him or her by this policy to a Team Leader or another officer in the Administration Department on the conditions that he or she determines.

18.0 Contraventions

- 18.1. Authorized users and other staff will be required to observe the policy rules and regulations at all times.

- 18.2. Use of an official vehicle under this policy is a privilege and not a right. Any person who contravenes or fails to comply with any provision of this policy may be subject to a disciplinary action.
- 18.3. The Vehicle Check Unit (VCU) is empowered to stop, check and impound any Government vehicles (IPOA's vehicles included) and prefer charges where appropriate against the driver/employee. This is applicable where an official vehicle is being used outside official working hours or designated routes without the necessary authority. In such cases, VCU is mandated to surcharge drivers and officers found to contravene this directive.
- 18.4. Drivers and officers in official vehicles will be required to cooperate with VCU at all times.

19.0 Motor Vehicle Irregularities

The VCU shall surcharge a driver on the following irregularities:

19.1 Work Ticket

1. Work ticket not carried in the motor vehicle.
2. Journey not authorized.
3. Journey authorized but unlawful.
4. Driver's name not reflected on the work ticket.
5. Time out not shown.
6. Driver's number not reflected against the journey.
7. Speedo reading not entered on previous journey.
8. Previous journey details incomplete.
9. Vehicle's number not entered in the work ticket.
10. Previous month work ticket not replaced with current month.
11. Previous journey details insufficiently recorded.
12. Work ticket badly maintained.
13. No specimen signature of authorizing officer.
14. Journey performed not endorsed in the work ticket.
15. Kilometers at the end of the journey not shown.

19.2 General Observations

1. Vehicle off the authorized route.
 2. Carrying unauthorized passengers.
 3. Carrying non-governmental goods.
 4. Carrying officers to non-official duties or from duty and vice versa.
 5. Speedometer not working.
 6. Ministry/agency not printed on side of vehicle.
 7. Vehicle unattended in a public place.
 8. Vehicle parked outside a public bar, rest or private place.
 9. Traffic/criminal offence disclosed for prosecution.
 10. Driver not allowed to drive a GK vehicle.
 11. Vehicle fitted with worn-out tyres.
 12. Taking officers for lunch.
 13. Vehicle without number plate.
 14. Advance authorization of a journey.
 15. Vehicle kept at unsecured place overnight.
 16. Operating after working hours.
 17. Operating on a weekend /public holiday without authority.
 18. Failing to renew driving license.
 19. Officer driver himself without authority.
 20. Operating a GK vehicle with civilian number plate.
 21. Towing a civilian motor vehicle.
 22. Dropping or picking an officer from residence to work or vice versa without authority.
 23. Failing to stop when stopped by a Police Officer in uniform.
 24. Failing to fasten safety belts.
 25. Failing to carry a driving license.

Authorized users of official vehicles will be required to ensure that they observe the above at all times. An authorized user will personally be responsible for any surcharge against him/her by the VCU for such contraventions.

20.0 Transport Work Ticket

All Authority's vehicles will be required to maintain an official WT (Form G.P. 26). The WT will be used for one month and another one opened for the following month. The AO will be required to authorize the movement of each vehicle using a WT, and shall certify all the entries for each vehicle every month. The AO and authorized user shall ensure that the following are made in the WT at all times:

1. Ministry/Agency.

2. Previous WT Number.
3. Vehicle Registration Number.
4. Make of the vehicle.
5. Station.
6. Driver's name and personnel number.
7. Number, name and description of Authorizing Officer.
8. Specimen signature of Authorizing Officer.
9. Date of trip.
10. Driver's number.
11. Details of journey and route in full.
12. Signature of Authorizing Officer.
13. Fuel/Oil drawn.
14. Fuel voucher number.
15. Time In and Out.
16. Speedo reading at end of journey.
17. Kilometers of journey travelled.
18. Driver's report on defects and action taken.
19. Summary of WT.
20. Signature of officer in charge at the end of each month.

The AO shall ensure that instructions set out on the WT are made known to all the authorized users and other officers responsible for the management of official motor vehicles.

21.0 Staff Uniforms

- 21.1. A set of uniforms shall be provided for support staff and drivers annually.
- 21.2. Drivers must wear the uniform assigned whenever they report for duty.

22.0 Review of Policy

- 22.1. This policy will be reviewed regularly.
- 22.2. Any revisions of the Policy shall be communicated to all staff upon approval by the Board through the Finance and Administration Committee.

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Approval:

The IPOA Transport and Motor Vehicle Policy Manual was approved by the Board on
....., and signed on its behalf by:

Dr. Joel Mabonga, CEO

Date: _____

Tom Kagwe, Chair, Board Finance & Administration Committee

Date: _____

Macharia Njeru, Board Chair

Date: _____