



Pool Car Policy

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1 Introduction

The purpose of a pool car is to convey staff members' in the carrying out of their job functions. Pool cars are allocated to units or users by General Resource Management for general business and can be deployed for use as the need arise. They are not status car and therefore cannot be treated as such.

2 Objective of the Guideline

This guideline outlines the administration of Wapic Insurance Plc and Subsidiaries pool cars. All employees who are entitled to use the company's pool car are advised to familiarize themselves with these guidelines. The guideline may be reviewed from time to time as the need arises.

3 Use and allocation of Pool vehicles

3.1 Use of Pool cars

The following spells out the use of pool cars in Wapic Insurance PLC and subsidiaries:

- a. A Driver will be assigned to each pool car.
- b. Pool cars are to be driven **only** by the company's authorized drivers. Staff and other employees of the company are not allowed to drive any of the pool cars. Exceptions to this must be approved by Head, General Resource Management (GRM).
- c. It is the responsibility of each Driver to ensure that the pool car is constantly kept clean. The Team lead / supervising manager is to ensure this is done
- d. Pool cars are to be used only for official purposes. At no time should the pool car be used for commercial purpose.
- e. At close of business every day, pool cars are to be parked only at locations approved by management.
- f. The use of pool cars on weekends or outside of work hours must be approved by Head, GRM.
- g. A log book to be filled daily by the Driver shall be maintained for each of the company's pool cars. This shall detail the movement, fuelling of the vehicle, etc. Also, a job card shall be maintained for each pool car to capture every repair and maintenance carried out on the car. The team lead/supervising manager will ensure accuracy and maintenance of these documents during the period the car is attached to the team while GRM will carry out this responsibility during unattached periods.

- h. At the close of business each day, the fuel tank of all pool cars must not be less than $\frac{1}{4}$ full. Adherence to this specification will be responsibility of the driver and to be monitored by the user team/GRM
- i. Smoking and drinking of alcohol is prohibited in the pool cars at all times.
- j. Drivers are not permitted to answer phone calls while driving.
- k. Branches and head office units are not permitted to take pool cars out of the approved coverage area (i.e. state or region) in which the pool car is assigned without approval from GRM. Drivers are not permitted to use the pool car for personal reasons or to convey staff to and from their homes.

3.2 Allocation of Pool Cars to Branches

- Pool cars in the branches are assigned only to market facing units. Any exceptions to this must be approved by Unit Head, General Resource Management.
- Pool cars in the branches are assigned thus:
 - 1 car to a maximum of 3 sales staff (professional staff) below manager grade.
- Managers and above are not entitled to the use of pool cars given that they have official status car attached to them. Where the use of pool car by a Manager and above become necessary , such exception will be approved by Head HR & GRM

3.3 Allocation of Pool Cars to ERG and Technical Units

ERG units do not have cars permanently attached to them because of the frequency in their movement outside the office but mobility maybe required to execute some of their processes/transactions. Allocation of cars to ERG unit will be treated on case by case basis hence no car will be allocated to them permanently. Cars will be jointly allocated to Technical Units i.e. a car given to Underwriting and Inspection.

The process for requesting for vehicle by ERG units is stated below:

- A mail request from the unit stating the purpose of the request and the likely duration the car will be used.
- A mail concurrence from the Head of the requesting unit.
- Request for the car must be received in GRM at least 24hours/a day before the movement.
- GRM will then provide the name and phone number of the Driver to the requesting unit by mail.

3.4 Temporary Allocation of Pool Cars to Senior Management Staff

Pool cars can be allocated to Management staff (Managers & above) temporarily at management's (GRM) discretion, if

1. The Officer's status car is stolen
2. The Officer's status car is accidented
3. The Officer's status car will be unavailable for a minimum of 2 weeks.

This shall be under the following terms:

- The request shall be initiated by the staff concerned.
- The temporary pool car shall be from the staff's unit and it shall be subject to availability.
- Approval shall be obtained from the Head, General Resource Management.
- The pool car shall be made available only after work hours for the duration of the approved use of the pool car.
- The deduction of N30, 000.00 from the staff's monthly fuel allowance for the duration of the approved use of the pool car.
- The approval shall be communicated to HR for necessary action.

When a Management staff (i.e. Managers & above) is permanently transferred/redeployed by HR from his location to another location, the following conditions shall suffice:

- The Management staff will be allocated a pool car temporarily for a maximum period of 2 weeks to allow the staff relocate his/her status car. He/She will have full access to the pool car during this period.
- The staff shall be responsible for the fuelling of the car for the approved period.
- Any exception to this rule must be approved by Head, General Resource Management.

A new Manager and above who is awaiting the procurement of his/her status car may be provided with a pool car in the interim under the above listed conditions until his/ her status car is delivered.

4 Car Maintenance for Staff below Manager's Grade

Branch Heads are typically Managers and above and as such use their status cars to move around branches in their respective area of coverage. However, there are exceptions where a Branch Head is below Manager Grade that is not entitled to status car. In this case, a pool car is assigned to the Branch Head. The following rules will govern the maintenance and fuelling of the pool car assigned to the Branch Head.

- a. A pool car will be assigned to him/her only while he/she is functioning in this job role. The car is assigned to the job role not the person.

- b. Provision shall be made for monthly fuel and maintenance allowance equivalent to the allowance being provided for pool cars in the cash budget in their respective regions/zones.
- c. Such Branch managers are not expected to take the car home i.e. they are expected to park the car at the branch and only use the car for official assignment.
- d. The car will be used by their relief, if the relief is below Manager grade and only then would the allowance be paid to the relief staff.
- e. A Driver will be assigned to the pool car.

5 Use of Staff Buses

The company has made provision for buses for staff. The buses shall be used as follows:

- a. To convey staff members only to and fro the Head office daily (subject to availability).
- b. The staff buses shall take off from their departure points (at time to be advised by General Resource Management) to the Head Office and depart the Head office by 7:00pm daily (subject to review).
- c. Staffs are not permitted to stand on the aisle while the bus is in motion. Also, overloading of the staff bus is prohibited. When brought to the attention of management, defaulting staff and the Driver of the bus will be sanctioned by General Resource Management.
- d. Staff can request for staff bus for social events (e.g. weddings, funeral) taking place outside Lagos only. The staff's Group Head shall concur to the request and this shall be approved by the Head, GRM. Approval shall be based on availability of the buses. The requesting staff shall bear the cost of the Driver's travel allowance, welfare, accommodation and fuelling of the bus. 1(one) month notice is required for this request.

6 Delivery Of Vehicles to Upcountry Branches

Status cars and Pool cars allocated to staff and upcountry branches shall be delivered by authorised Drivers with the following criteria:

- 1. The Driver must have spent not less than three years with the company.
- 2. He must have no record of previous accident or dangerous driving.
- 3. He must be adjudged to be of high integrity and well behaved.
- 4. Preferably, he must have passed through the Police Spy training course.

Details of associated benefits being proposed for the Driver are as contained in Appendix A.

7 Car Accessories

All pool and status cars must be equipped with accessories before they are handed over to respective units/ branches. It is the responsibility of the GRM Officer/Branch Manager of each branch to ensure these accessories are properly kept and functional at all times. Accessories should be replaced as at when necessary.

It is the responsibility of the Head Driver to ensure the car accessories for head office pool cars are properly kept and functional at all times.

The car accessories include:

- C-Caution
- Fire extinguisher
- Jack
- Wheel spanner
- Air freshner
- Car wash
- Floor mats
- Buckets
- Brush
- Duster

8 Spare Keys to Pool and Status Cars

The spare keys to all the pool and status cars shall be in the custody of the Internal Control officer and currently resident at the Head Office. The following steps apply if the key to a car is stolen/ misplaced/ broken into:

1. The Unit Head /Branch Manager of the branch shall initiate an e-mail/memo and send to the Fleet Officer. This must include a detailed explanation of the circumstances surrounding the loss of the key.
2. The Branch Head of the responsible branch shall concur to such e-mail/memo if there is a Branch Head available at the location.
3. The request shall be approved by Head, GRM.
4. Request for spare keys shall be treated between 8am and 6pm on work days.
5. The key shall be replaced for safety reasons in order to guard against theft of the car if need be.

6. If the key was misplaced/stolen/broken due to the Driver or staff's negligence, the cost of replacement shall be borne by the Driver or staff.
7. If the key was not misplaced/stolen/broken due to the Driver's negligence, the branch/unit shall bear the cost of replacement.
8. The new spare key(s) shall be forwarded to the Fleet officer.

9 Accidents

Pool cars involved in accidents must be reported immediately to General Resource Management desk located at the Head Office. The following are the basic requirements to process Insurance claims.

- Police report.
- Repair estimate from a reliable and a competent garage.
- Photograph of the accidented car showing the damaged parts of the vehicle and the registration number of the car.
- Report of the accident duly endorsed by HR.
- Copy of Driver's license.

10 Penalty and Fines

All staff and Drivers are expected to comply with road and traffic regulations as specified in the Federal Highway code at all times. The following applies to both staff and drivers.

- a. Fines for over-speeding, wrong parking breach of traffic regulations and similar offences will be borne by the Driver or any authorized person driving the car at the time of the offence.
- b. Any staff in the car when the pool Driver violates any of the highlighted regulations in (1) above shall bear the cost of the fine with the Driver. In addition, the staff shall be appropriately sanctioned. Exception will be in cases where there are strong evidences that the concerned staff had taken necessary steps, including cautioning of the Driver.
- c. All damages and costs associated with an accident, where the Driver is under the influence of illegal drugs or alcohol will be borne by the Driver and to be enforced by the Driver's employer (service provider).

APPENDIX A

		AMOUNT (N)
1	OUT OF STATION ALLOWANCE	1,000.00/ NIGHT
2	FEEDING	1,500.00/DAY
3	ACCOMMODATION (must be receipted)	5,000.00 (MAX & OPTIONAL)
4	LOCAL TRANSPORT	1,000.00
5	INTERCITY TRANSPORT	RETURN ONLY TO LAGOS
	LOCATION	TRANSPORTATION (N)
1	YOLA, MAIDUGURI,JIGAWA,SOKOTO,ZAMFARA,DAMATURU JALINGO	8,000.00
2	EAST AND PORTHARCOURT	4,000.00
3	NORTH CENTRAL & ABUJA	5,000.00
4	SOUTH WEST & MID WEST	3,000.00
5	SOUTH SOUTH	5,000.00