



NATIONAL ENERGY AUTHORITY
Papua New Guinea's Independent Regulator
of the Electricity and Downstream Energy Sector

Motor Vehicles Policy

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Harnessing Energy for Life

NATIONAL ENERGY AUTHORITY

Motor Vehicles Policy



Revision Status Tracker

DOCUMENT CONTROL

This Motor Vehicle Policy has been reviewed, approved, and authorized for implementation within the Authority. It is intended to guide all employees and stakeholders in the management, use, and maintenance of NEA-owned or leased motor vehicles. This policy will be effective as of the date of approval and will remain in force until the next scheduled review or until further amendments are approved by authorized personnel.

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Section 1: Introduction

The National Energy Authority (NEA) is established under the NEA Act 2021, which grants it the authority to set its own employment terms, conditions, and policies, provided they align with the laws and regulations of Papua New Guinea. This framework allows NEA to manage its operations independently while ensuring compliance with relevant legal requirements.

The NEA's Motor Vehicle Policy has been developed in accordance with the NEA Act, the Public Finance Management Act 2016 (amended), the NEA Finance Manual, and the Employment Terms and Conditions. It must be read in conjunction with these Acts, regulations, and internal policies of the Commission and the Government of Papua New Guinea

Section 2: Purpose

The NEA Motor Vehicle Policy is designed to ensure the safe, efficient, and responsible use of Authority-owned or leased vehicles.

This policy prioritizes employee safety, fosters accountability, and promotes cost control while ensuring full compliance with all relevant legal and regulatory requirements. It upholds high safety standards, contributing to the overall operational efficiency and sustainability of NEA's mission

Section 3: Scope

This policy applies to all NEA employees including contractors and authorized personnel who are permitted by the Authority to operate or manage NEA-owned or leased motor vehicles.

It covers all aspects of vehicle management, including acquisition, allocation, use, maintenance, insurance and disposal of NEA vehicles.

The policy is effective for two years and will be subject to review and potential revision at the end of this term to ensure continued relevance and alignment with operational and regulatory requirements.

Section 4: Objective

The objective of the NEA Motor Vehicle Policy is to ensure the safe, efficient, and responsible use of all NEA-owned or leased motor vehicles. The policy aims to:

- a. Establish clear guidelines for the acquisition, allocation, operation, maintenance, insurance, and disposal of NEA vehicles.
- b. Promote the safety and security of NEA employees and assets through strict compliance with relevant laws, regulations, and internal procedures.
- c. Optimize vehicle management to enhance operational efficiency, reduce costs, and minimize the environmental impact of NEA's fleet.
- d. Foster accountability by outlining the roles and responsibilities of employees in-vehicle use and maintenance.
- e. Coordinate vehicle leasing, ensuring that such arrangements are only made when they are cost-effective and operationally necessary.
- f. Provide clear protocols for the reporting of accidents, incidents, and maintenance issues, ensuring the prompt resolution of any problems.
- g. Support NEA's broader mission by ensuring that all vehicles are managed in a way that aligns with the organization's goals for sustainability, efficiency, and safety.

Section 5: Definition and Abbreviation

Accident

An unexpected event that results in damage to the Authority's vehicle. This can include collisions with other vehicles, objects, or any other form of damage that occurs during the vehicle's operation.

Authorised Drivers

An employee authorised to use the Authority's vehicles for business-related purposes as outlined in the Motor Vehicle Policy.

Authority or NEA

Refers to the National Energy Authority established under Section 7 of the National Energy Authority Act 2021.

Authority's Vehicle

Any vehicle owned or leased by the National Energy Authority.

Board

The National Energy Authority Board was established under Section 13 of the National Energy Authority Act 2021.

CAD

Refers to Corporate Affairs Division.

Employee

Any individual who is officially employed or hired by the National Energy Authority.

Incident

Means damage to an Authority's vehicle that does not involve another vehicle or an act of nature.

Line Managers

Means the managers of each branch within the seven divisions of the Authority, directly responsible for managing and overseeing the work of employees.

Management Team

Means the Deputy Managing Director, Executive Managers, and Managers.

MV Policy

Refers to NEA Motor Vehicle Policy

NPC

Refers National Procurement Commission

Non-Official Use

Unauthorized use of the Authority's vehicle.

Official Hours

Refers to working hours from 8 am to 5 pm, Monday to Friday.

Official Use

Refers to authorised use of the Authority's vehicle to conduct official Authority business.

Operational Vehicle

Refers to a vehicle in the pool management and support vehicle used for day-to-day operations.

Pool

Refers to a shared fleet of vehicles centrally managed and utilized by multiple employees and divisions within the Authority.

Private Vehicle

Refers to a vehicle that is owned and operated by an individual for personal use, rather than for commercial or business purposes

Restricted Use of Authority Vehicle

Refers to the authorised use of a vehicle under specific conditions and limitations as defined by the NEA Motor Vehicle Policy. Examples include access within designated hours such as 24 hours a day, 7 days a week, or restricted to official working hours, and operational use limited to certain geographic areas, such as within the National Capital District (NCD) boundaries.

Senior Management

Means the Managing Director, the Deputy Managing Director, and the Executive Team Managers.

Shuttle Vehicles

Means vehicles used to transport employees on a regular, scheduled route.

Unrestricted Use of Authority Vehicle

Refers to the authorised use of a vehicle without limitations on time, purpose, or geographic boundaries, if it complies with the NEA Motor Vehicle Policy.

Section 6: Roles and Responsibilities

The NEA Motor Vehicle Policy outlines the responsibilities and duties of various stakeholders within the organization to ensure the efficient, safe, and responsible use of NEA's vehicle fleet. Each role plays a critical part in aligning vehicle management with the Authority's operational, financial, and safety objectives. This section details the specific roles and responsibilities, from the Board to individual employees, to ensure compliance with the policy and to foster accountability in the use of NEA-owned or leased vehicles.

6.1 Board

The NEA Board is responsible for approving internal control policies, tenders' plans, proposals, and budgets related to the acquisition, use, and management of NEA vehicles, ensuring alignment with the Authority's operational and financial objectives.

6.2 Managing Director

The Managing Director has overall management and approval authority for the acquisition and management of the Authority's vehicles and may delegate responsibilities to ensure compliance with the policies described herein.

6.3 Executive Management

Executive Management is accountable for ensuring that the NEA Motor Vehicle Policy aligns with the Authority's objectives, regulatory mandates, and best practices for safety, efficiency, and accountability in vehicle management. Additionally, they oversee employees' and subordinates' conduct concerning the use of vehicles under the policy.

6.4 Executive Manager Corporate Affairs

The Executive Manager Corporate Affairs is responsible for managing the Authority's vehicle operations in accordance with the Motor Vehicle Policy, including conducting regular reviews and updates of the policy. The Executive Manager authorizes employees who have met the necessary qualifications and agree to adhere to the conditions outlined in the policy to operate the Authority's vehicles.

6.5 Manager ICT & Administration

The Manager ICT & Administration is responsible for overseeing the day-to-day management of the Authority's vehicles in alignment with the vehicle policy, ensuring safety, efficiency, compliance, and cost-effectiveness in fleet operations. This role also includes recording and keeping motor vehicle information to ensure accurate tracking, documentation, and compliance with the NEA Motor Vehicle Policy.

6.6 Drivers

Drivers are responsible for safely operating the Authority's motor vehicles in compliance with the Motor Vehicle Policy.

6.7 Employees

Employees are responsible for adhering to the Motor Vehicle Policy by operating vehicles safely, maintaining them in good condition, reporting any violations, issues, or incidents promptly, and using them solely for authorized purposes.

Section 7: Vehicle Acquisition

This section establishes the guidelines for the transparent and efficient acquisition of motor vehicles for NEA, ensuring all vehicle purchases and leases meet operational needs while maintaining cost-effectiveness and regulatory compliance.

Policy

- 7.1 The Managing Director has the sole authority to approve the procurement of NEA vehicles.
- 7.2 The procurement of vehicles must be conducted transparently, in accordance with NEA's Financial and Government procurement procedures.
- 7.3 Vehicle acquisitions are intended solely to meet NEA's operational requirements.
- 7.4 All motor vehicles must be acquired as brand-new units, with payments made in a single, lump-sum transaction.
- 7.5 The purchase of second-hand or reconditioned vehicles is strictly prohibited.
- 7.6 When acquiring vehicles, the following parameters must be carefully considered:
 - (a) Fleet Capacity and future demand
 - (b) Purpose and associated costs
 - (c) Total cost of ownership
 - (d) Fuel efficiency
 - (e) Warranty coverage
 - (f) Reliability and performance
 - (g) Brand reputation
 - (h) Availability of spare parts
- 7.7 All motor vehicles shall be standardized by types, makes, and models, with due consideration of price and quality as outlined in the motor vehicle standardization schedule, table 1 below.
- 7.8 Approval from the Managing Director is required for the acquisition of any motor vehicle not listed in the NEA Motor Vehicle Standardization Schedule. Requests must include thorough justification detailing the specific need for the vehicle, its intended use, and how it aligns with NEA's operational requirements.

Vehicle Leasing

- 7.9 Vehicle leasing is only considered when it is deemed more economical and convenient than purchasing a vehicle outright. Leasing is reserved for temporary or *ad-hoc* uses.
- 7.10 The conditions for vehicle leasing include:
 - (a) Leasing will only be considered if it is more economical and convenient than purchasing.
 - (b) Vehicles may be leased for temporary or *ad-hoc* functions such as transporting employees or official guests.
- 7.11 Leasing may be applied for huge events such as MICE (meeting, incentive, conference & exhibitions), seminars, sports events, Christmas party or gatherings requiring transportation of participants.
- 7.12 Vehicle leases are permitted for urgent or emergency situations, such as search and rescue during disasters.
- 7.13 Leasing must be approved by the Managing Director.
- 7.14 Due to the high costs associated with leasing, the duration is limited to 1 to 6 months, and it cannot

exceed this period.

7.15 Vehicle leasing agreements must strictly follow the terms and conditions outlined in the lease, designed to safeguard NEA's interests and ensure compliance with guidelines.

Table 1: NEA Motor Vehicle Standard Schedule

Category	Vehicle Specification
Managing Director	3000-5000cc 4WD vehicles
Deputy Managing Director	3000-4000cc 4WD vehicles
Executive Managers	2500-3000cc 4WD vehicles
Managers	2200-3000cc 4WD/2WD vehicles
Pool/Support	2200-2500cc 4WD/2WD Double Cabs
Shuttle Bus/Van	2200-2500cc, 15-seater 4000-4500cc, 25–30-seater
Admin Cars Sedan	1300-2000cc

Section 8: Vehicle Allocation

This section outlines the policies regarding the allocation and management of NEA motor vehicles, ensuring fair distribution, appropriate use, and adherence to employment conditions.

Policy

- 8.1 The Managing Director is entitled to an official vehicle as part of the terms and conditions of employment, in accordance with the Salary and Remuneration Commission (SRC) determination.
- 8.2 Motor vehicles shall be allocated only to NEA employees who are eligible under the terms and conditions of their Employment Contract.
- 8.3 For employees whose Employment Contract does not provide a vehicle, the allocation of an official motor vehicle requires the approval of the Managing Director.
- 8.4 Vehicle allowances will be forfeited when an employee is utilizing a fully serviced Authority motor vehicle.
- 8.5 As part of the terms of the Employment Contract, employees may receive a vehicle allowance to assist with transportation. This allowance can be used to purchase a vehicle through a novated lease or similar arrangements.
- 8.6 The Corporate Affairs Division (CAD) is responsible for managing and allocating pool vehicles to divisions within NEA. These vehicles are provided as support for operational needs.
- 8.7 All pool and support vehicles must be returned to the vehicle pool by the close of business each working day (Monday to Friday) to ensure availability for other operational requirements and for necessary maintenance and inspections.
- 8.8 The use of pool or support vehicles outside regular working hours, or beyond the Monday-Friday schedule, requires prior approval from the Managing Director. Requests for extended use must be justified and submitted in advance for review and consideration.
- 8.9 An approval granted of this policy is limited to a maximum of 5 consecutive days. Additional days may be granted depending on the circumstances and the nature of the work

Section 9: Privileges and Restrictions

This section outlines the entitlements, privileges, and restrictions associated with the use of NEA motor vehicles. Different levels of access and usage rights are granted based on the roles and responsibilities within the organization, ensuring operational efficiency and compliance with NEA policies.

Policy

- 9.1 The Managing Director is entitled to unrestricted use of the Authority's motor vehicle and allocated fuel, as outlined in Section 14. The motor vehicle can be used for both official and limited personal purposes, subject to compliance with this policy.
- 9.2 The Deputy Managing Director and Executive Managers are provided with unrestricted use of their allocated motor vehicles for official purposes. Personal use is permitted within the limits set in Clause 14.
- 9.3 Managers are provided with restricted use of their allocated motor vehicles, strictly for operational purposes. Any personal use must be pre-approved by the Managing Director. Managers are allowed access to their allocated motor vehicles 24 hours a day, 7 days a week. However, they are not permitted to drive beyond the National Capital District (NCD) limits unless specific approval is granted by the Managing Director.
- 9.4 Employees using pool or shuttle vehicles are provided with restricted use of NEA vehicles strictly within the National Capital District (NCD) limits. These vehicles must be returned to the vehicle pool at the end of each workday. Any use of pool or shuttle vehicles outside regular working hours or beyond NCD limits must be approved in advance by the Managing Director or a designated authority.
- 9.5 Vehicles allocated to regional officers are to be used strictly for operational purposes within the assigned provincial boundaries. Permission to travel outside of the designated province or to other provinces must be formally requested and approved by the Office of the Managing Director.

Section 10: Use and Control

The use and control of the Authority's vehicles are governed by strict guidelines to ensure responsible management, accountability, and proper usage. Below are the policies regarding vehicle usage, control, and fuel management.

Policy

- 10.1 The Authority's motor vehicles shall be strictly used for official business purposes only.
- 10.2 The Managing Director may authorize an employee to use the Authority's motor vehicles for unofficial business, in accordance with the NEA Motor Vehicle Policy. Such approvals are limited to assisting an employee with temporary or emergency transportation needs (e.g., medical condition) for a maximum of three consecutive days.
- 10.3 Any extension beyond the initial three-day period must be reasonably justified to the Managing Director and will be subject to their discretion.
- 10.4 If an extension is granted as outlined in clause 10.3, vehicle allowances for the additional days will be forfeited
- 10.5 An employee who has sought and received approval from the Managing Director under clause 10.2 shall be supported by an authorized driver if they do not meet the requirements under clause 6 of this Policy.
- 10.6 An employee who has received approval under clause 10.2 is recognized as the designated driver of the vehicle during the approved period.
- 10.7 Consistent with clause 9.2, employees cannot transfer their driving responsibility and duty of care for the vehicle to any third party, including individuals and family members.
- 10.8 Consistent with clause 10.2, an employee bears full responsibility for the duty of care and safeguard the Authority's motor vehicle during the approved period.
- 10.9 NEA Motor Vehicles must be secured when unattended.
- 10.10 Use of Private Vehicle
 - (a) The use of a private vehicle for Authority business is strictly prohibited unless expressly authorized by the Managing Director. The Authority assumes no liability for any private vehicle used for Authority business without such authorization
 - (b) The Authority shall not provide fuel, lubricants, servicing, or vehicle registration for private vehicles under any circumstances, except when specific authorization has been granted by the Managing Director.
 - (c) The Manager for ICT & Administration shall be responsible for overseeing the control of the Authority's vehicle fleet and providing regular reports through the Executive Manager for Corporate Affairs during Executive Management Committee Meeting.
 - (d) Except for the Managing Director, Deputy Managing Director, Executive Managers, and Managers, authorized drivers and custodians are not permitted to transport non-staff members in the Authority's vehicles.
 - (e) All authorized drivers must ensure the appropriate and efficient use of the Authority's vehicles to minimize fuel consumption and reduce wear and tear.
 - (f) Computer-assisted information systems and GPS tracking devices shall be installed on all Authority motor vehicles to provide real-time and historical data for vehicle management purposes.

- (g) The parking area within the Office premises is reserved exclusively for the Authority's motor vehicles
- (h) Private motor vehicles are not permitted to be garaged in the Authority's office premises for more than three days, unless the officer is on duty traveling outside of Port Moresby
- (i) Where the third-party vehicle is hired under a wet lease agreement, the purchase of fuel is the responsibility of the owner.
- (j) If the third-party motor vehicle is hired under a dry lease arrangement, the organization is responsible for the purchase of fuel.
- (k) The owner of the third-party hired motor vehicle is responsible for the registration, insurance, road-worthiness and maintenance of the hired motor vehicle

10.11 The employee shuttle service is designed to assist employees in commuting to and from work safely and efficiently. Below are the policies regarding the operation and eligibility for the shuttle service

- (a) The daily pick-up and drop-off services are exclusively limited to employees who are not eligible for vehicle allowances unless authorized by the Managing Director.
- (b) The shuttle service will stop at designated pickup and drop-off locations only within the city limits and at times specifically outlined in a transportation schedule provided by the CAD.
- (c) The operation of the shuttle service on weekends and public holidays will require requests from the Executive Managers, reviewed by the Executive Manager for Corporate Affairs Division and recommended to the Managing Director for approval.

Section 11: Vehicle Security and Safety

Vehicle security systems, including immobilizers and GPS tracking systems, must be installed on all Authority vehicles as part of security and safety measures and for management purposes.

Policy

- 11.1 All Authority motor vehicles must be equipped with the Vehicle Tracking and Immobilisation System, which shall be regularly maintained to ensure functionality.
- 11.2 The system must always remain activated, and only authorized personnel shall access or control it. Tampering with the system is strictly prohibited.
- 11.3 Vehicle locations must be monitored in real-time to ensure safety and operational efficiency. Tracking data will only be accessed by authorised personnel and must comply with the Authority's policies and privacy regulations.
- 11.4. Tracking data will be handled confidentially and stored securely. It shall not be shared with unauthorised parties unless legally required.
- 11.5 In case of vehicle theft, the immobiliser shall be activated, and GPS tracking shall be used to recover the vehicle. Law enforcement shall be involved where necessary.
- 11.6 Employees are required to report any issues with the system, follow all security protocols, and are prohibited from tampering with or disabling the system.
- 11.7 Non-compliance with the policy may result in disciplinary actions, including termination. Legal action may also be taken for intentional sabotage or theft
- 11.8 Installation of external tracking devices install for NEA fleets must comply with the policy and regulations

Section 12: Maintenance and Service

This section outlines the responsibilities and procedures for maintaining the NEA fleet to ensure safety, efficiency, and compliance with operational standards. Proper maintenance and regular servicing are critical to extending the life of NEA Motor Vehicle and ensuring their safe use.

Policy

12.1 Vehicle Maintenance

- (a) The ICT and Administration Branch is required to develop, maintain, and implement a fleet management system to effectively oversee fleet management responsibilities. Vehicles must be kept in good working condition to ensure maximum safety and efficiency.
- (b) The ICT & Administration Branch is responsible for inspecting the Authority's vehicles and proposing maintenance options based on feedback from vehicle users.
- (c) Employees are prohibited from conducting any repair or maintenance on the Authority's motor vehicles or leased vehicles. Engagement with service providers for such services is strictly managed by the ICT and Administration Branch.
- (d) Maintenance, servicing, and repair of the Authority's vehicles must be performed by reputable auto service providers approved by CAD and in compliance with the Authority's finance processes and procedures.
- (e) The ICT and Administration Branch is responsible for ensuring that periodic routine maintenance is undertaken in strict accordance with the manufacturer's requirements as stipulated in the vehicle handbook for each vehicle model.
- (f) Routine servicing must always be performed by the supplier of the vehicle type, unless authorized by the Managing Director. For example, all Toyota vehicles should be serviced by Ela Motors.

12.2 Modifications

- (a) The Authority's vehicles must be equipped with standard vehicle accessories for safety and road suitability, as recommended by CAD, Executive Management
- (b) No modifications should be made unless approved by NEA Managing Director
- (c) No leased vehicles or private vehicles should be serviced, maintained, or installed with accessories using the Authority's funds.
- (d) CAD will determine acceptable and standard accessories for vehicle types based on recommendations from Executive Management.

12.3 Fleet Register

- (a) CAD shall maintain a comprehensive Fleet Register to accurately document, track, and manage all Authority-owned or leased vehicles. The Fleet Register will capture critical information including vehicle identification, acquisition details, allocation, usage, condition, insurance, and disposal.
- (b) This register shall be updated regularly to ensure effective vehicle management, compliance with regulatory requirements, and alignment with NEA's operational needs.
- (c) The Manager of ICT & Administration is responsible for maintaining the Fleet Register and always ensuring its accuracy and completeness.
- (d) Maintain up-to-date fleet asset register take responsibilities for the safe keeping of data for NEA vehicles including, registration numbers, purchase dates, registration numbers, engine numbers, chassis numbers, make, type/model, brand, colour, and location. At its most basic level, a register is a paper log or a filing cabinet

Section 13: Vehicle Accident and Incident Reporting

Accurate and timely reporting of accidents and incidents involving the Authority's vehicles is critical for ensuring proper documentation, repair processes, and insurance claims. The following outlines the procedures to be followed when accidents or incidents occur:

Policy

13.1 Accident

- (a) All accidents and incidents must be reported immediately to the Executive Manager Corporate Affairs Division and Manager of ICT & Administration in writing within 24 hours.
- (b) The CAD will assess the damage and, in consultation with the insurers, obtain the cost for repairs, accompanied by a copy of the Police report.
- (c) The Executive Manager of Corporate Affairs shall compile the accident or incident reports and notify the Managing Director and the insurers to determine the appropriate next course of action.
- (d) Consistent with clause 13.1 (c) the Authority's motor vehicles should not be taken for maintenance or repair work until fully assessed by the police and insurers, and approval is obtained from the Managing Director regarding the workshop to perform the repair work based on the quotation.
- (e) In the event of an accident, the driver or employee must follow the steps outlined in the Accident Reporting Guideline.

Section 14: Fuel and Expenses

This section outlines the guidelines for fuel consumption and management within the NEA. Fuel provided by the Authority is strictly for business-related travel and operational purposes. The aim is to ensure the efficient and accountable use of fuel resources while maintaining control and transparency over expenses.

Policy

- 14.1 Fuel is provided by the Authority to authorized employees for official purposes only, ensuring that fuel consumption aligns with NEA's operational needs and fuel management guidelines.
- 14.2 The Authority shall maintain a single credit or float facility with an established fuel supplier and issue fuel cards to authorized employees as per clause 3.4. Additional fuel allocation requires prior approval from the Managing Director.
- 14.3 Fuel for NEA vehicles will primarily be procured through fuel cards issued to authorized employees. These cards are to be used solely for refuelling NEA vehicles at designated fuel stations.
- 14.4 Fuel cards must not be used for refuelling personal vehicles or for non-fuel-related purchases. If a fuel card is unavailable, employees may manually purchase fuel and submit receipts for reimbursement, following the proper approval process.
- 14.5 Where a float arrangement is maintained, CAD shall replenish fuel cards monthly, subject to the verification of fuel receipts from the previous month.
- 14.6 The ICT & Administration Branch is responsible for monitoring and controlling fuel usage across all NEA vehicles to ensure proper management and accountability.
- 14.7 Fuel Allocation for Employees Entitled to an Authority Vehicle:
 - (a) The Managing Director is entitled to unrestricted use of the vehicle with a fuel allocation of 300 litres per month.
 - (b) The Deputy Managing Director and Executive Managers are entitled to unrestricted use of the vehicle with a fuel allocation of 150 litres per month.
 - (c) Managers, along with support and pool vehicles, are entitled to restricted use, with a fuel allocation of up to 100 litres per month.
 - (d) Shuttle vehicles are allocated a maximum of 200 litres per month.
- 14.8 Any other motor vehicle fuel allocations not specifically mentioned in this policy will require approval at the discretion of the Managing Director.

Section 15: Authorised Drivers and Responsibilities

This section establishes the requirements and responsibilities for authorized drivers operating NEA vehicles. To ensure the safety and compliance of vehicle operations, only approved individuals may drive Authority-owned vehicles under specific conditions.

Policy

- 15.1 Only authorized drivers are permitted to operate Authority vehicles.
- 15.2 Authorized drivers must complete and obtain approval on the Driver's Authorization Form before undertaking any driving responsibilities.
- 15.3 All authorized drivers must meet specific requirements to ensure the safety of vehicle operations and compliance with relevant regulations. The following guidelines outline the criteria and responsibilities of authorized drivers.
- 15.4 Only authorized drivers are permitted to operate the Authority's vehicles after agreeing to the requirements outlined in the Authorized Drivers Terms and Conditions
- 15.5 Consistent with clause 15(1), authorized drivers must meet the following requirements:
- (a) Possess a valid PNG driver's license that matches the class of vehicle being operated.
 - (b) Have at least one year of driving experience in the class of vehicle being operated.
 - (c) Be certified in defensive driving, with the training costs covered by the Authority.
 - (d) Having knowledge of driving skills in some extend
 - (e) Guarantee form for policy guidelines to be filled to comply
- 15.6 An employee is ineligible to drive an Authority vehicle if, within the last 12 months, they have been:
- (a) Convicted of a traffic offense.
 - (b) Convicted of handling, possession, or use of drugs.
 - (c) Convicted of an alcohol or drug-related offense while driving.
 - (d) Had their driver's license suspended or revoked.
- 15.7 Authorised drivers are responsible for the following:
- (a) Safely operating the Authority's vehicles.
 - (b) Completing basic maintenance tasks (Annex: 4)
 - (c) Ensuring fuel levels are acceptable daily.
 - (d) Checking oil, water levels, tyres, and battery weekly.
 - (e) Following traffic laws and regulations.
 - (f) Maintaining the cleanliness and upkeep of the vehicle.
 - (g) Reporting any accidents or damage promptly.
 - (h) Adhering to the Authority's policies and guidelines regarding vehicle use.
 - (i) Ensuring passenger safety.
 - (j) Managing fuel consumption efficiently.
 - (k) Cooperating with maintenance and inspection schedules.
 - (l) Representing the Authority professionally while driving company vehicles.
 - (m) Fill in a daily logbook for vehicles categorized as level 4 and level 5.
 - (n) Conducting regular vehicle inspections.

15.8 Mobile Phone

Talking on a mobile phone while driving can affect the driver's ability to gauge distances with other motor vehicles, pedestrians, maintain lane discipline and adhere to speed limits. Following rules are to be observed when using motor vehicles for NEA stated in the policy.

- (a) Employees are strictly prohibited from using mobile phones or any other hand-held devices while operating NEA vehicles unless they are using a hands-free device in accordance with local traffic laws and safety regulations.
- (b) Never use mobile phones unlawfully while driving
- (c) Only use on hand-free mobile phone (aided with Bluetooth earpiece) if you are required to maintain contact with the office
- (d) Keep mobile phone conversation short
- (e) Never composed or read text messages when driving.
- (f) Ask an officer to make or take your call on your behalf when its work-related activities.

Section 16: Insurance, Liabilities and Emergency

This section outlines the policies regarding the insurance coverage and liability responsibilities associated with NEA-owned vehicles. It ensures that all Authority vehicles are properly insured and establishes accountability for employees in cases of loss, damage, or misuse of vehicles.

Policy

16.1 Insurance

- (a) All NEA vehicles must be properly registered and insured to comply with legal requirements and protect both the vehicle and its occupants. The following guidelines apply to vehicle registration and insurance coverage
- (b) NEA vehicles must be registered with the Motor Vehicle Insurance Limited (MVIL), and their registration must be renewed in accordance with the Road Traffic Act 2014.
- (c) Custodians of NEA vehicles are responsible for checking the vehicle's registration and safety stickers and must notify the ICT\Admin team two weeks before their expiry.
- (d) Non-compliance with registration or insurance requirements will result in the driver or custodian being held liable for any fines imposed by the Road Traffic Authority or the PNG Royal Constabulary Traffic Branch.
- (e) NEA vehicles will be insured as part of the Authority's general insurance program for capital assets
- (f) The Corporate Affairs Division (CAD) must ensure that all NEA vehicles maintain valid motor vehicle insurance coverage as per this Policy.
- (g) The insurance of personal or leased vehicles is the responsibility of the individual employee or third party, and it is not transferable to the Authority.
- (h) Claims for personal injury or damage to personal or leased vehicles must be directed to MVIL and the appropriate insurance firm by the third party or the employee concerned.
- (i) Insurance claims by employees for injuries sustained while on official business will be handled in accordance with the Employment Terms and Conditions.
- (j) If a vehicle is damaged during non-official use due to negligence, the custodian may be held responsible for the repair costs, as determined by the specifics of the incident.
- (k) NEA will not provide insurance coverage for non-employees on-board during an accident, as this constitutes a violation of this Policy.

16.2 Emergency

- (a) A First Aider can ensure that casualties are protected, that help arrives quickly and emergency services can gain access to treat casualties efficiently.
- (b) Emergency calling 000 for an ambulance
- (c) Giving the exact location of the accident and directions, suburb, street name as best you can
- (d) Provide the appropriate number of casualties
- (e) Indicate the type and extent of injuries
- (f) Advise if anybody is trapped
- (g) Advise if any other services are needed (e.g., if there is a gas leak, diesel or petrol, ask for the fire service to attend at the scene)
- (h) Provide your phone number

- (i) Be the last to hang up

16.3 Liabilities, Loss, and Damages

- (a) Employees entrusted with NEA vehicles are responsible for their proper care and usage. The following outlines the policies regarding liability for loss or damage to NEA vehicles.
- (b) An employee who causes wilful or negligent damage to an NEA vehicle will be liable to refund 20% of the damage cost or, where applicable, 20% of the excess not covered by insurance.
- (c) Employees driving illegally (e.g., under the influence of alcohol or drugs, speeding, or without authorization) will be held fully responsible for any damage or loss incurred and will be subject to the Authority's disciplinary procedures.
- (d) The ICT & Administration Branch must conduct daily inspections of NEA vehicles for minor body damage, vehicle parts, and tools. Drivers will be responsible for any body damage or loss of vehicle parts or tools and will be required to cover the full cost.
- (e) All accidents or incidents involving damage to NEA vehicles must be reported immediately to the CAD.
- (f) In cases where a vehicle is declared a write-off due to an accident, CAD will expedite the process to secure a replacement vehicle.
- (g) Employees are responsible for their personal property while using NEA vehicles. The Authority will not compensate for any loss of personal property during the use of NEA vehicles.

16.4 Third Party Liabilities Vehicle Insurance

The type of cover that provides financial protection for damage caused to others or either the authority vehicle in an accident, where we are to check the fault and assess. The third-party insurance is quoted in HR Policy (HR Policy for ref).

- (a) Covers you when someone makes a claim against you for damages
- (b) Pays for the cost of injuries and property damage caused by another driver
- (c) The liability insurance must be covered by NEA policy (HR Policy)
- (d) Ensure that the policy provides adequate coverage limits to protect the Authority from potential liabilities
- (e) Compare quotes from different insurance providers to find a policy that offers reasonable premium with NEA budgets
- (f) Search the reputation and customer service of the insurance company to ensure they have track records of reliability and prompt claims processing

Section 17: Motor Vehicle Insurance and Registration

All Authority vehicles must be properly registered and insured to ensure compliance with legal requirements and provide adequate protection for both the vehicle and its occupants. The following outlines the policies for vehicle registration and insurance:

Policy

- (a) The Authority's vehicles must be registered with the Motor Vehicle Insurance Limited (MVIL), and registration must be renewed as required by the Road Traffic Act 2014.
- (b) The custodians of the Authority's vehicles must take full responsibility for checking the vehicle registration and safety stickers and must inform the ICT & Administration Branch 2 weeks prior to the expiry date.
- (c) Non-compliance will result in the driver or custodian being liable for any fines imposed by the Road Traffic Authority and the PNG Royal Constabulary Traffic Branch.
- (d) The Authority's vehicles shall be insured as part of the general insurance program concerning its capital assets.
- (e) The CAD must always maintain valid motor vehicle insurance coverage in line with the requirements of this Policy.
- (f) Insurance of personal and leased vehicles is the responsibility of the employee and third party, respectively, and is not transferable to the Authority.
- (g) Claims for personal injury or damage to personal or leased vehicles are to be referred to the MVIL and the relevant insurance firm by the third party and employee concerned.
- (h) Insurance claims by employees for injury while on official business will be treated as per the Employment Terms and Conditions.
 - (i) In the event of a vehicle being damaged during non-official use because of negligence, the custodian may be held responsible for covering the costs of the damages, based on the nature of the incident or accident and consistent with clause 11.10 above.
- (j) The Authority will not provide insurance coverage for non-employees on-board during an accident, as this is a violation of this Policy.

Section 18: Vehicle Replacement and Disposal

This section outlines the conditions and procedures for the replacement and disposal of NEA vehicles, ensuring compliance with the National Procurement Manual and aligning with NEA's operational and safety standards.

Policy

18.1 Vehicle Disposal

- (a) The disposal of NEA vehicles must be conducted in accordance with the National Procurement Manual, ensuring that the process is transparent, accountable, and compliant with National Procurement regulations.
- (b) The vehicle disposal and tender process must be submitted to the board for approval.
- (c) Vehicle will be put on tender for all NEA employees to bid for the support /pool and admin vehicles

18.2 Vehicle Replacement

- (a) NEA vehicles will only be replaced when the following conditions are met:
 - i. The Managing Director has authorized the vehicle for disposal.
 - ii. The vehicle that has reached three to four years
 - iii. The vehicle is deemed beyond economic repair or has become obsolete, affecting safety and operational effectiveness.
- (b) Vehicles allocated to employees under the terms and conditions of their Employment Contracts, particularly for Executive Managers and Managers, are eligible for ownership transfer upon disposal at the completion of their employment contract, as specified in their contracts.

18.3 Ownership Transfer

- (a) Vehicles allocated to the Managing Director, Senior Executive Managers, and Managers who have completed their contract term are entitled to ownership transfer, following the vehicle disposal process outlined by the National Procurement Commission (NPC).

Section 19: Prevention, Violation and Penalties

The Authority requires preventive measures to minimize risks and damage to its vehicles. Below are the guidelines and penalties associated with the proper use and management of the Authority's vehicles.

Policy

19.1 Preventive Guidelines

- (a) In line with clause 6 of this Policy, the Authority requires all drivers to take preventive actions to reduce risks and ensure the proper care of its vehicles. These preventive measures include:
 - (i) Drivers must always maintain a valid driver's license.
 - (ii) Authority vehicles must not be operated if the driver's license has expired.
 - (iii) Vehicles should be used in a manner that avoids abuse, theft, negligence, or disrespect.
 - (iv) Always obeying all traffic and road safety rules.
 - (v) Immediate reporting of any traffic incidents involving the Authority's vehicles.
 - (vi) Ensuring optimum tyre pressure is maintained.
 - (vii) Maintaining engine oil at the correct levels.
 - (viii) Keeping the exterior and interior of the vehicle clean.
 - (ix) Ensuring engine coolant and power steering fluid are at proper levels.
 - (x) Maintaining sufficient fuel levels each working day.
 - (xi) Addressing any electrical or mechanical faults in a timely manner.
 - (xii) Keeping vehicle safety and registration stickers valid.
 - (xiii) Prohibiting smoking, chewing betel nut, alcohol consumption, or use of illegal drugs in the vehicle.
 - (xiv) Drivers must not operate Authority's vehicles under the influence of alcohol or drugs.
 - (xv) Prohibiting the transportation of alcohol or illegal drugs using Authority vehicles.
 - (xvi) Ensuring all occupants wear personal restraints.
 - (xvii) Personal vehicles must not be towed using Authority vehicles.

19.2 Violation and Penalties

- (a) Violations of this Policy will be addressed based on the severity of the offense and will follow relevant HR disciplinary procedures. The penalties include:
 - (i) Corrective actions begin with a verbal warning and coaching for the first offense.
 - (ii) A second offense will result in the suspension of driving privileges and a written reprimand.
 - (v) A third offense will lead to the termination of driving privileges.
 - (vi) Severe or wilful incidents will result in automatic termination of employment.
 - (vii) Driving under the influence of alcohol or drugs and causing an accident will result in immediate termination.
 - (viii) All disciplinary actions will be carried out in accordance with the Authority's HR policies, and further disciplinary measures will be handled according to the broader HR policy framework.

Section 20: Review and Update

The regular review and update of this Policy are essential to ensure its ongoing relevance and effectiveness. This process addresses changes in operational requirements, regulations, or feedback gathered from its implementation.

Policy

- 20.1 The ICT & Administration Branch of the CAD is responsible for reviewing and updating this Policy, in consultation with all Divisions of the Authority.
- 20.2 This Policy shall undergo a formal review and update every two years to ensure it remains current and aligned with the Authority's operational needs and regulatory requirements.
- 20.3 The review and revision process ensure that any changes are conducted in a thoughtful and transparent manner and are effectively communicated across the Authority. This process involves the following steps:
 - (a) Identification of the need for revision based on policy implementation, feedback, regulatory changes, or operational requirements.
 - (b) Reviewing the existing policy to assess necessary updates or changes.
 - (c) Drafting proposed revisions or updates to the policy.
 - (d) Evaluating and seeking approval of revisions from the Management team.
 - (e) Communicating the updated policy to all Divisions within the Authority.
 - (f) Implementing the revised policy and monitoring the effectiveness of these changes.
- 20.4 All forms and guidelines associated with the NEA Motor Vehicle Policy are considered operational matters. The Senior Executive Management (SEM) may make decisions to amend these as necessary, provided such amendments are consistent with this policy.

Annexes

Annex 1: Request for use of NEA vehicle for official/unofficial purposes form

Annex 2: Vehicle Daily Logbook

Annex 3: Incident Report Form

Annex 1: Request for use of NEA vehicle for official/unofficial purposes form



Goada Herea Building, Waigani Dr
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+675 3253233
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IT and Administration Division

Vehicle Booking Form

Full name _____ Division _____

Email Address _____ Phone Number _____

Booking Details

Vehicle Type (Grey Bus/White Bus/Support Vehicle) _____

Date _____

Time _____

Destination (From) _____ To _____

Purpose _____

Approved by Division Manager's/Supervisor'

Name _____

Signature _____

Please make bookings a day prior to the booking date unless it is an emergency.

Annex 2: Vehicle Daily Logbook



Daily Administration Drivers Logbook

A blank grid consisting of 20 vertical columns and 20 horizontal rows, creating a total of 392 empty squares. The grid is defined by black lines on a white background.

ALL NEA ADMINISTRATION DRIVERS MUST FILL IN THIS LOGBOOK BEFORE EN-ROUTING

Annex 3: Incident Report Form



Goada Herea Building, Waigani Dr
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Corporate Affairs Division

INCIDENT REPORT

EMPLOYEE DETAILS

NAME:

DIVISION:

PHONE NUMBER:

EMAIL:

DESCRIPTION OF INCIDENT

Location:

Date:

Time:

Immediate managers notify:

Incident Details (How the incident happened, factors leading to the event, and what took place. Be as specific as possible)

Incident Causes:

Follow up Recommendations:

(Incident reports are necessary for documenting details of the occurrence while they are most present in the minds of the witnesses and incident reporter. The information that is included in the report can be useful for decision making on future incidents, identifying behavioral patterns, and identifying larger issues. To maintain a safe and healthy work environment. A thorough investigation should be undertaken following an incident to initiate corrective actions)

Reported by: Name: _____ Position: _____

Division: _____

Contact Information

Office Address

Goada Herea Building
Section 58 Allotment 3
WAIGANI DRIVE, Port Moresby
Papua New Guinea

Postal Address

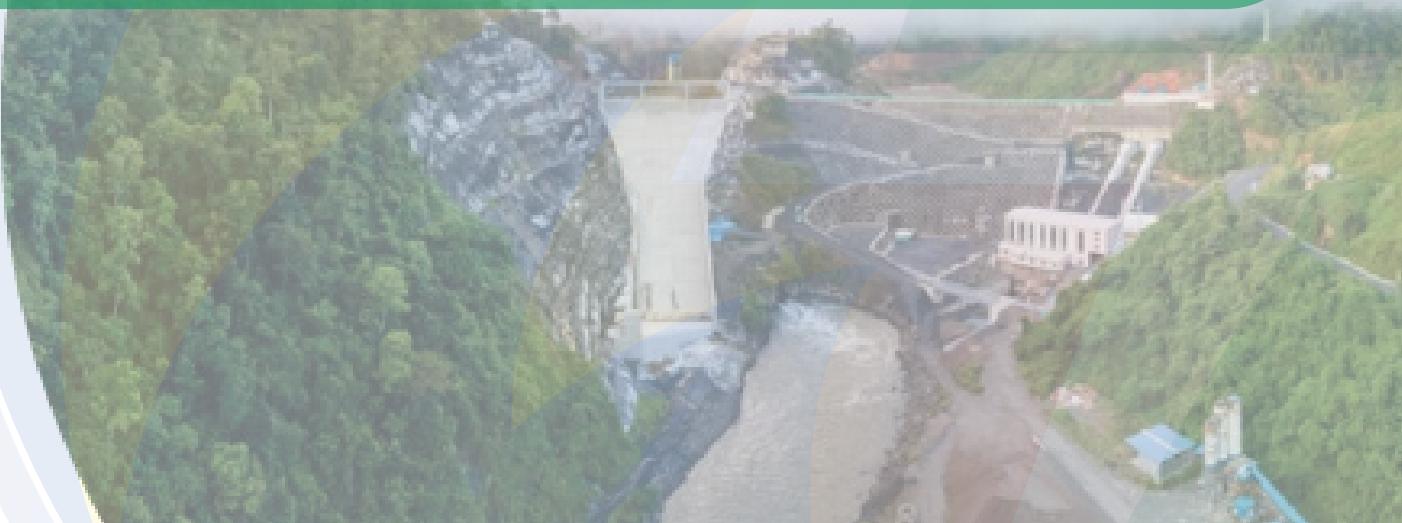
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