



KERIO VALLEY DEVELOPMENT AUTHORITY

TRANSPORT POLICY DRAFT

DECEMBER 2020

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MANDATE

The Authority is mandated to plan and coordinate development activities within its area of jurisdiction. It also develops and keeps up-to-date long range development plan for the area through formulation of integrated regional development plan in consultation with all stakeholders.

VISION

To be a leading regional partner in integrated and sustainable economic development.

MISSION

To deliver sustainable business solutions in River basins development through prudent management of resources for economic prosperity of the people.

CORE VALUES

Integrity: As an Authority, we will be sincere and uncompromised in serving the public.

Respectful: We will serve all the people with courtesy and fairness.

Accountability: We will conduct business in a transparent and accountable manner.

Team Work: We will cooperate and work together for good of the people.

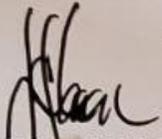
Creativity and Innovation: We will nurture and adopt new technologies in our operations.

Customer Focus: We will Endeavour to understand our customer needs and consistently strive to satisfy them.

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FOREWARD

Kerio Valley Development Authority (KVDA) is State Corporation under the Ministry of East African Communities and Regional Development Authorities, established under an Act of Parliament Cap 441 of Laws of Kenya. The Authority is mandated to undertake the River basin conservation and management through integrated river basin based development programmes with the key objective of propelling development to improve the region's per capita income. The Authority also appreciates the global dynamism and is therefore; continually realigning her strategies to the customer needs. Through this, the Authority has developed a number of policies to enable Management disseminate quality services to all its stakeholders. One of these policies is the Transport Policy. This Transport Policy is aimed at aligning the demand and supply of the Authority's transport services through effective management of the Authority vehicles; increasing staff and stakeholders' understanding of the overall Authority fleet programs; Provide greater accountability of the Authority fleet; comprehensively operate, maintain and repair vehicles to acceptable safety standards. I am glad that we now have a Policy whose implementation will address the ever increasing demand for quality service from our stakeholders.



SAMMY NAPOROS
MANAGING DIRECTOR

KVDA Transport Policy

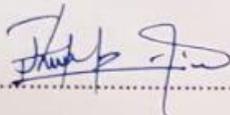
APPROVAL AND COMMENCEMENT

The policy shall be known as Kerio Valley Development Authority. Transport Policy herein after also referred as Policy No. KVDA/ADM/35/1 and shall take effect on approval by the board.

In exercise of powers conferred by section 6 of KVDA Act CAP 441 of the Laws of Kenya,

Kerio Valley Development Authority Board certifies that this policy has been made in accordance with all relevant regulations.

Dated the 4th day of December 2020

Signed  date 4/12/2020

HON JACKSON KIPTANUI

CHAIRMAN, KERIO VALLEY DEVELOPMENT AUTHORITY BOARD

1.1 INTRODUCTION

This policy is anchored on the Authority's Human Resource and Management Manual 2018 section 7. The manual contains well documented procedures relating to motor vehicles that need to be followed by all Authority employees to ensure the Authority complies with the current standards and reduces the risks to all persons who may be affected. In order to reduce accidents and incidents, all parties cited below must adhere to the policies and procedures whilst carrying out Authority undertakings.

1.2 SCOPE AND APPLICATION

a) Scope

This Policy covers procedures relating to management of transport in the Authority.

b) Application

The Policy applies to all Authority Employees.

1.3 GOALS AND OBJECTIVES

a) Goal

The goal of this Policy is to provide well documented procedures to assist the Authority in its usage of motor vehicle and hence minimize conflict.

b) Objectives

- i. To ensure proper allocation and use of vehicles
- ii) To provide for regular maintenance and ensure vehicles are in good working condition
- iii. To enable proper management of the Authority fleet of vehicles
- iv. To provide for responsibility and accountability of officers manning transport
- v. To provide reliable, safe and appropriate transport service to staff and stakeholder

1.4 RESPONSIBILITIES AND AUTHORITIES

This section outlines duties and responsibilities of key personnel who man transport service for the Authority to ensure all set standards and regulations are met. In effect, those requiring transport service know who to contact for a specific duty.

1.4.1 DUTIES AND RESPONSIBILITIES OF THE KVDA BOARD OF DIRECTORS

Governance and Policy Approval

1.4.2 DUTIES AND RESPONSIBILITIES MANAGING DIRECTOR

Policy implementation

1.4.3 DUTIES AND RESPONSIBILITIES OF CHIEF MANAGER HUMAN RESOURCES AND ADMINISTRATION

- i) To ensure drivers are fully trained and briefed of their duties and that they understand standards expected of them and that they are competent to perform the set standards
- ii) Approve developed technical specifications required for procurement of new motor vehicles
- iii) Authorize and advise on the best time of disposal of the motor vehicle: management of transport operations;
- iv) Coordination of motor vehicle repairs; Implementation of transport policies; Assessment of transport needs and available capacity;
- v) Coordination of procurement of new motor vehicles and disposal of old ones; Development of technical specifications of procurement needs;
- vi) Identification of staff/drivers needs, recruitment and training; Job allocation to staff in transport and administration,
- vii) Handling of disciplinary issues in Transport & Administration Section;
- viii) Ensuring safe and clean working environment in the working areas and in the motor vehicles;
- ix) Any other duties assigned by Managing Director.

1.4.2 DUTIES AND RESPONSIBILITIES OF ADMINISTRATION MANAGER

- i) Provide guidance for the proper use and safe operations of motor vehicles.
- ii) Screen all requests for additional vehicles or replacement of vehicles prior to forwarding those requests to the Managing Director for approval.
- iii) Review Authority records relating to fleet operations and the use of KVDA vehicles on a semi-annual basis.
- iv) Designate and review vehicles assignments in consultation with the Managing Director.
- v) Establish and maintain an effective preventive maintenance program.

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- vi) Establish and maintain Fleet Management Records for utilization of all Authority's motor vehicles.
- vii) Conduct and/or assist in conducting periodic evaluations of motor vehicle management program performance and effectiveness.
- viii) Prepare annual operating budget, strategic and operational plans of the department.
- ix) Ensure operations and vehicles are in compliance with KVDA and Government Laws, policies and regulations (Licensing, Inspection and Insurance)
- x) To ensure drivers are fully trained and briefed of their duties and that they understand standards expected of them and that they are competent to perform the set standards
- xi) Advises on the best time of disposal of the motor vehicle: management of transport operations; Coordination of motor vehicle repairs;
- xii) Implementation of transport policies; Assessment of transport needs and available capacity;
- xiii) Coordination of procurement of new motor vehicles and disposal of old ones; Development of technical specifications of procurement needs;
- xiv) Identification of staff/drivers needs, recruitment and training; Job allocation to staff in transport and administration,
- xv) Handling of disciplinary issues in Transport & Administration Section;
- xvi) Ensuring safe and clean working environment in the working areas and in the motor vehicles;
- xvii) Any other duties assigned by Chief Manager Human resources and Administration Manager.

1.4.3 DUTIES AND RESPONSIBILITIES OF ADMINISTRATION /TRANSPORT OFFICER

- i) Making recommendations for disposal of vehicles;
- ii) Following up procurement of transport related items and services;
- iii) Report vehicles involved in accident to Administration Manager.
- iv) Maintain vehicle and accessories;

- v) Initiate training for drivers;
- vi) Recommend deployment of drivers;
- vii) Assign duties to drivers;
- viii) Follow up maintenance and repair of motor vehicles;
- ix) Analyze reports; Liaise with garages to follow up accident vehicles;
- x) Coordinate transport activities.

1.4.4 DUTIES AND RESPONSIBILITIES OF A DRIVER

- i) Making recommendations for disposal of vehicles.
- ii) Meet the license requirements for the motor vehicles to be operated.
- iii) Operate motor vehicles in a safe and prudent manner.
- iv) Use the Motor Vehicle Occupant Restraint System at all times.
- v) Check the condition of the vehicle when taking over.
- vi) Report motor vehicles' operating condition at the end of every journey.
- Vii) Report motor vehicle use and cost data as directed by the Administration Manager
- Viii) Report all accidents involving Authority vehicles to the Administration Manager immediately they occur.
- ix) Comply with all applicable Traffic Laws, Government Vehicle Check Unit regulations and Authority regulations.
- x) Pay all traffic violations' fines levied against them.
- xi) Ensure that motor vehicles and their contents are secured at all times.
- xii) Ensure that the motor vehicle is properly serviced during the course of operation or notify the Administration Manager of required servicing.
- xiii) Protect and properly use fuel cards.
- xiv) Request each passenger to fasten their safety belts when operating any motor vehicle.

- xv) Notify the Administration Manager when any motor vehicle safety belt is not working.

1.5 GENERAL

- i) Only Authority drivers are authorized to drive KVDA vehicles. All drivers must meet minimum standards for employment as Authority drivers.
- ii) Use of Authority vehicles must be for KVDA business only. Incidental use associated with official business is strictly limited and must have prior approval.
- iii) Non KVDA employees may ride in the Authority vehicle only if authorized and on official KVDA business.
- iv) Drivers and passengers must comply with all Kenya Traffic Laws and Government vehicles Check Unit regulations.
- v) Employees should use Authority vehicles whenever a vehicle is required and available to conduct Authority business. Authority vehicles are categorized as personally assigned, work shared and motor pool.
- vi) Drivers are responsible for immediate reporting of all accidents or any damage of Authority's vehicle to the Administration Manager.
- vii) Drivers are responsible for basic checks like oil, coolant, tyre pressure before and after use of vehicle and report to the Maintenance Officer.
- viii) Drivers should always ensure all journeys commence as scheduled.

1.6 INFORMATION

- i) Authority policies and procedures governing the use of vehicles are in accordance with KVDA status and apply to the use of all Authority vehicles, whether assigned to a department, an individual, or the motor pool.
- ii) The use of any Authority vehicle is restricted to the conduct of official Authority business.
- iii) Use of KVDA vehicle during any trip or segment thereof for personal business is prohibited.
- iv) Drivers are to observe all traffic laws applying to the locality in which the vehicle is being driven. All drivers and passengers must wear seat belts while in the Authority vehicle.

- v) KVDA is not responsible for traffic violations by drivers of Authority vehicles. Fines or penalties for infractions of the law by a driver of the Authority vehicle are the personal responsibility of the driver and KVDA assumes no obligation.
- vi) All Authority vehicles shall bear official license plates and shall have Authority Seal or Logo clearly displayed on the front door of the right side of the vehicles.

1.6.1 REQUISITION OF VEHICLES FROM MOTOR POOL

- a) The requisition of motor vehicle process shall follow the following guidelines:-
 - i) Any employee of the Authority may reserve a motor pool vehicle to conduct official Authority business as long as his/her department has adequate funds for this journey. The Head of the Department must authorize the request.
 - ii) Reservations are to be submitted on a Transport requisition Forms available from Transport Office. Telephone reservations are NOT accepted.
- b) The Requisition Officer must:
 - i) Determine the date and time desired to pick up and return the vehicle, destination and specifying clearly the type of vehicle required.
 - ii) Specify clearly whether the vehicle must be wheelchair accessible.
- c) The Motor Pool office will return back the reservation form with the vehicle number written on it which will confirm that a reservation has been made.
- d) If there are no vehicles available, *“If no suitable vehicle available then recommendation for hire or use of personally owned vehicles”* will be written on the reservation form.
- e) The Transport Requisition Form is then processed by the Administration office, and a copy of the fully processed Requisition Form is sent to the user department. The vehicle will be released as per the Requisition Form details.

NB) Staff members should not offer to use personal vehicles before confirming vehicle availability and seeking authority to use a personal vehicle from the Administration Manager. No claim will be honored if this is not complied with.

1.6.2 CANCELLATION OF VEHICLE RESERVATIONS

Cancellation of a reservation for a vehicle must be received within 24 hours prior to the Authority time of picking up the vehicle.

If reservation is to be cancelled, the Administration Office should immediately be contacted. This courtesy is extremely important because of the large number of users waiting to reserve vehicles.

1.6.3 CHECKOUT PROCEDURES

- i) Upon presenting the approved Requisition Form, all trip documents will be given to the driver.

A vehicle cannot be checked out without the approved Requisition Form.

- ii) The original copy of the Requisition Form for vehicles reserved for Saturdays, Sundays, or holidays may be brought back between 8.00am and 4.00 pm on the last working day before the reservation.
- iii) All vehicles must be inspected by the Transport dispatcher and security prior to departure.
- iv) If a vehicle is not picked up within two hours of the reserved time, the reservation will automatically be cancelled without any reference to the user.
- v) The number of passengers transported in any vehicle must comply with and not exceed the manufacturer's specifications.

***Note:** No guarantee exists that liability coverage will be afforded to any guest in Authority's vehicle in the event of an accident.*

- vi) The driver to whom the Authority vehicle has been released to is fully responsible for the security and operation of the vehicle until it is returned to the Motor Pool.

1.6.4 RETURN OF VEHICLES

- i) A vehicle used on a scheduled trip should be returned to the Motor Pool immediately upon return from the trip which it was requested. Due to the limited number of Motor Pool vehicles available for numerous requirements, vehicles must be returned by the time indicated on the Requisition Form.
- ii) The vehicle must be inspected by the Motor Pool or Transport dispatcher and security upon return.

- iii) Upon return from a trip, the completed trip ticket indicating the beginning and ending odometer readings, vehicle inspection form duly completed, keys, fuel cards and receipts must be submitted to the Motor Pool.

1.6.5 DAMAGE TO MOTOR POOL VEHICLES

- i) When picking up a vehicle, users are encouraged to inspect the vehicle for body damage. Any damage should be noted on the trip ticket.
- ii) The department reserving a vehicle from the Motor Pool is responsible for any damage to the vehicles beyond normal wear.

1.7 MAINTENANCE AND REPAIR OF AUTHORITY VEHICLES

Maintenance for all KVDA vehicles is performed in the Authority's workshop. The following procedure/s will be followed:-

a) On Journey Repairs

- i) While every effort is made to maintain vehicles in the best possible condition, failure may occur occasionally. When a breakdown occurs, arrange for minimum necessary repairs if the breakdown is necessary in Eldoret area. If major repairs are necessary, call the Motor Pool during normal business hours. The driver is responsible for remaining with the vehicle. Any expenses incurred, other than vehicular repairs, are the requisition department's responsibility.
- ii) If a vehicle suffers a mechanical failure which might cause further mechanical damage or unsafe operation, the driver should return the vehicle to the Motor Pool, if being operated locally, or call the Motor Pool, if the vehicle is inoperable.

b) Preventive Maintenance

Preventive maintenance services (i.e oil change, oil filter change, chassis lube, fluid check, tyre pressure check, belt inspection and interior cleaning) will be done based on the Maintenance Schedule.

c) Repairs

Repairs (eg tune-ups, battery testing/replacement, alternator testing/replacement, wheel bearing packing, brake pad/shoe inspection/replacement, automobile inspections, engine, transmission, etc) will be performed in the Authority workshop and major repairs will be done by qualified garages.

d) Tyres

Tyre repair/replacement will be performed in the Authority's workshop.

e) Cleanliness of Authority Vehicles

- i. Maintenance and cleanliness of the Authority vehicle shall be overseen by the Administration Office.
- ii. The driver shall ensure that the vehicle is kept clean and in good working conditions.
- iii. Smoking inside Authority motor vehicles is completely prohibited and shall attract disciplinary action.
- iv. Impromptu random audit/check of the motor vehicles shall be conducted by the Administration Office to determine the level of cleanliness, safety and maintenance and report forwarded to the Administration Manager.

1.8 VEHICLE ASSIGNMENT REGULATIONS

Employees should use Authority vehicles whenever a vehicle is required and available for conducting official KVDA business. The four categories of Authority vehicles are personally assigned, work shared, motor pool and qualified non-personal use vehicles. All restrictions relating to alcohol and drug consumption while using Authority vehicles are strictly enforced under all categories of assignments.

Employees should not offer to use a personal vehicle and expect mileage claim if a suitable vehicle is available.

1.8.1 Motor Pool Vehicles

Motor Pool Vehicles are made available to all employees without regard to funding source is billed back on a daily use basis to the appropriate funding source.

1.8.2 Qualified Non-Personal Use Vehicles

A limited number of KVDA vehicles may be designed as personal use vehicles and cannot be assigned as above. These include the following:-

- i) Passenger bus with a capacity of more than 20 (twenty).
- ii) Any vehicle designed to carry cargo with a loaded gross weight of over 4 (four) tons.
- iii) Specialized utility repair truck (not van or pick-up) designed to carry tools, equipment, etc.

1.9 PERMITTED AND PROHIBITED USERS

No person may use a KVDA vehicle, or permit the use of Authority vehicle, in the following prohibited manners:-

- i) Reckless driving or speeding.
- ii) The driver is impaired by alcohol, drugs or any other adverse condition.
- iii) Employees who believe the driver is impaired have a duty to prevent him/her from driving Authority vehicles and seek assistance from the Administration Manager.
- iv) Smoking is prohibited in the Authority vehicles.
- v) Transport of non-employee passengers, including family members, is not permitted unless with prior authority.
- vi) Use for personal gain, such as delivering goods or services, not related to Authority business.
- vii) Transporting animals – allowed only with prior written consent from Administration Manager.
- viii) Handling loads that could structurally damage the vehicle.
- ix) Use of trailer hitches and towing – allowed only with prior written consent from Administration Manager.

1.10 POLITICAL USE OF KVDA VEHICLES

No person may use any vehicle owned by the Authority for political campaigns.

1.11 INCIDENTAL TRAVEL AND STOPS

- i) KVDA drivers are not permitted to use Authority vehicles for personal purposes. The only exemptions to this rule are incidental stops. Examples are stops at restaurants for a meal, an Automatic Teller Machine (ATM) or financial institution, urgent care or emergency room or petrol station or convenience store.
- ii) KVDA drivers should remember that public perception of the Authority vehicles is important and influenced by how and where the public sees the Authority vehicles being used. Drivers should not make incidental stops at locations the public would perceive as inappropriate. Examples are liquor outlets and other

locations where it is unlikely that any Authority business or allowable incidental use is involved.

- iii) KVDA drivers required to stay overnight(s) away from home may, with permission of their supervisors, use the Authority vehicle for the types of necessary activity that could be expected of a traveler away from home. Examples include every day use to go to a pharmacy or other locations to purchase goods or conduct activities necessary for the employee's health and well being.

1.12 ACCIDENTS INVOLVING KVDA VEHICLES

If a KVDA vehicle is involved in an accident with a third party, the report of the accident must be made at once to the local police and the driver should get a copy of the report written by the investigating officer. The driver/supervisor is responsible to complete an accident report, that is located in the glove compartment of the vehicle and provide it to the Administration Manager who will then forward the details to the Insurer. However, if the damage is caused by another Authority property, then depending on the extent of the damage the matter should be reported to the Administration Manager or otherwise to the local police if the involvement of the Insurance is necessary.

In case of an accident, KVDA drivers are advised:-

- i) To stop at once.
- ii) To take steps to prevent further accidents – turn on hazard lights, and set out warning devices.
- iii) To notify the Administration Manager and call police immediately
- iv) To obtain the license plate numbers and insurance policy of other vehicles involved.
- v) To protect passengers, vehicle and cargo.
- vi) Tactfully, obtain names, addresses and phone numbers of all witnesses. Get the names of all occupants of other vehicle(s) involved.
- vii) Give other driver(s) your name, address, the vehicle license plate number and your driving license and also get the same details from other driver(s).
- viii) NOT to admit liability and NOT to sign anything except the police report.

- ix) To discuss the specifics of the accident only with the police or the Administration Manager
- x) To complete a driver's accident report at the scene of the accident while the information is fresh in your mind.

1.13 OPERATION OF PERSONAL OWNED VEHICLES (POVS) ON KVDA BUSINESS

An employee may be assigned Authority's vehicle based upon job responsibilities and whether there is a critical business need. The following guidelines are used to determine personal assignments and may be defined to meet the needs of the Authority:

1.13.1 Authorized Use:

- i) Members of staff must prepare a requisition for KVDA vehicle.
- ii) In the event that no suitable vehicles are available, the Administration Manager will recommend hire of a private vehicle or use of a personal vehicle whichever is cost effective. The use of a personal vehicle for official KVDA business must be approved by the Departmental Head.
- iii) An officer authorized to use a POV shall do so at his/her own cost and claim for reimbursement.
- iv) Any accident/damage to POV is not covered by the Authority.
- v) The mileage allowance takes into consideration the cost of insurance and normal repairs and therefore no further claims should be made against the Authority.
- vi) Authorized use of POV's will be reimbursed at the prevailing Automobiles Association of Kenya rates.

1.14 IGNITION KEYS FOR AUTHORITY MOTOR VEHICLES

- i) All Authority motor vehicle keys shall be kept by the Administration Office
- ii) All spare keys should be kept by the Administration Manager in the Authority safe.

1.15 KVDA POLICY ON USE OF FUEL CARDS

KVDA Vehicles on field trips shall be provided with fuel cards which will be used for fuelling and servicing of motor vehicles.

1.16 FUELLING OF AUTHORITY MOTOR VEHICLES

- i) Fuelling of Authority motor vehicles shall be managed using fuel cards
- ii) A driver shall be issued a fuel card for respective vehicle, and shall be responsible for fuel transactions.
- iii) All Authority vehicles shall be fuelled at the contracted petrol stations
- iv) Vehicles shall be fuelled during official working hours.
- v) Loss of fuel card shall be reported immediately to the Administration Manager who will in turn advise the card provider for stoppage. The cost of replacing the damaged or lost fuel card shall be borne by the cardholder or user department.
- vi) The driver must append his/her signatures on the invoice receipted to signify that the Authority vehicle has been fuelled as indicated therein.
- vii) On emergency basis or when fuel is unprecedently depleted while the vehicle is travelling on an area/s where there are no contracted fuel stations, approval shall be sought from the Administration Manager to purchase fuel using cash.
- viii) A driver shall record in the work ticket the details of the fuel consumed.
- ix) Whenever a vehicle breaks down, the Administration officer reports to Administration Manager to have the cards blocked.
- x) Where Authority has a fuel credit card or general card, the authority to use the credit card or general card shall be vested on the officer allocated and not any other officer.
- xi) No purchases for personal items are to be made with Fuel Cards.

1.17 COMPUTATION OF FUEL CONSUMPTION EFFICIENCY

- i) The monitoring of motor vehicle mileage, fuel efficiency and computation shall be carried out by the Administration Officer in liaison with Administration Manager.
- ii) The Administration officer/data entry clerk shall compute consumption rate as indicated under: Kilometre per litre of fuel.
- iii) Using the kilometre per litre on fuel on one vehicle's work ticket is compared with another vehicle of the same make to find out whether there is abnormal difference (s).

- iv) The Administration Officer shall also check the vehicle work ticket to compare it with the previous work tickets of that same vehicle by:
- v) Total distance covered
- vi) Kilometre per litre of fuel
- vii) Using the figures of comparisons computed above, he/she is able to monitor vehicle's mileage, fuel readings and consumption.
- viii) Any abnormal differences in the figures used for comparison shall be investigated and appropriate action taken.
- ix) Reports of such abnormalities shall be put in the vehicle file and a copy sent to Chief Manager Human Resource an Administration for any appropriate action :
 - a) The driver shall be issued with a fuel card for the respective vehicle and shall be responsible for fuel transactions
 - b) Loss of fuel card shall be reported in writing to the Administration Manager who shall report immediately and advise card provider for stoppage
 - c) The driver/any card holder shall bear the cost of the Loss/damage of the card
 - d) Abuse/misuse of the- card shall attract disciplinary action

1.18 HANDING AND TAKING OVER OF VEHICLES

- i) Whenever vehicle changes hands, handing/taking over must be undertaken.
- ii) Handing/taking over must be in writing, and there must be a witness.
- iii) A copy of handing/taking over report must be filed in vehicle file
- iv) Failure to hand/take over shall lead to the last driver being surcharged for the cost relating to any damage/defects or loss.

1.19 INDUCTION OF DRIVERS

Driver induction is a fundamental part of Fleet Risk Management. Accordingly, new drivers should undergo a thorough induction process before they are authorized to drive. Where new drivers are taken on, they should spend time within the company

induction process providing detailed instruction and guidance. Driver induction should include the following:

- Driver responsibilities
- Vehicle familiarization
- Vehicle checks and fault reporting
- Vehicle maintenance and servicing schedules
- Accident reporting procedure
- Vehicle security
- Breakdown and other emergency procedures
- Mobile phone policy
- Fatigue policy
- Manual handling assessment
 - ❖ The areas covered within the induction programme should also be incorporated in the driver's handbook.
 - ❖ All drivers should be issued with their personal copy and be required to sign a declaration confirming they have read and understood the contents.
 - ❖ The handbook should be kept in the vehicle as a point of reference.
 - ❖ All induction training and driving assessment should be formally evidenced and a record kept in the drivers employment file.
 - ❖ This will provide proof of what training/assessment has been conducted in compliance with the employer's 'duty of care responsibilities.
 - ❖ A Driver Induction Form can be found at the Annexes of this document.

1.20 HIRE VEHICLE ACQUISITION

- i) The KVDA Tender Committee shall pre-qualify companies providing car hire services who will be called upon to provide services when need arises.
- ii) Hire of vehicles will be determined and recommended by the Administration Manager on need basis.

1.21 DISPOSAL OF KVDA VEHICLES

- i) When a motor vehicle has surpassed its economical useful life, it shall be disposed off as provided by the Public Procurement and Disposal Act, 2015.
- ii) A motor vehicle that has been damaged beyond economical repair (including unusual wear by abnormal operating conditions) may be replaced after certification by the Administration Manager and the Insurers.

2.0 MANAGEMENT POLICIES

2.1 GENERAL INFORMATION

- i) Each motor vehicle should be provided for a pooling operation whenever it is possible to do so. Motor vehicles should be rotated between areas requiring low mileage utilization and that requiring high mileage utilization so that mileage replacement standards will be reached for all motor vehicles of same class and age at approximately the same time.
- ii) The Administration Manager is responsible for ensuring vehicles are used only for official Authority business.
- iii) Motor Pool vehicles are to be returned daily to the Motor Pool lot unless away on authorized and scheduled over-night trips.
- iv) A monthly preventive maintenance check must be performed on each KVDA owned vehicle. In addition, for safety precaution, special maintenance must be performed before and after a KVDA owned vehicle travels over 1,000 km on a round trip
- v) Permission to modify a vehicle in any manner (remove seats, trailer hitches, etc) must be obtained from the Managing Director prior to modifications.

2.2 REQUIRED TRAINING

- i) Once every two years, the Administration Manager and Administration Officers will be required to attend Fleet Management Training.
- ii) Once every two years, all drivers will be required to attend Defensive Driving, First Aid and refresher course on driving.
- iii) With every purchase of new vehicle model for the fleet, all mechanics will be required to attend service and maintenance training for the new model and the appointed driver to attend Operating Training for the model.

2.3 VEHICLE MANAGEMENT

- i) The Administration Manager is mandated to monitor the assignment and use of vehicles on semi-annual basis, or more frequently, if necessary.
- ii) The Administration Manager must also keep records of up-to-date upon notice of change in vehicles status. The driver should specifically examine the distribution of vehicles that are assigned as work shared personally assigned, motor pool or non-qualified personal use. All changes of assignment for vehicles must be recorded and approved by the Managing Director.
- iii) Pool vehicles are to be reserved and issued to drivers by the Administration officer. A record must be made of each pool vehicle trip with beginning and ending mileage noted. The Dispatcher ensures that the driver is authorized to travel and has obtained the trip ticket, the work ticket signed and the vehicle Requisition Form for Main Gate security.
- iv) Vehicle assignment will be smallest available vehicle based on the number of occupants and equipment (luggage to be carried). Pool vehicles are subject to an annual review based on the breakeven mileage criteria determined by the Management. Exception to the breakeven mileage criteria may be granted upon recommendation of fleet Management.
- v) Good driving habits and common sense approach should be maintained when operating motor vehicles. The following driving and operating techniques are examples of those that are to be observed:-
 - $\frac{3}{4}$ Avoid one -vehicle-per-person trips;
 - $\frac{3}{4}$ Use one motor vehicle for several passengers travelling in the same general area.
 - $\frac{3}{4}$ Always consider “is this trip necessary?” “Can the job be accomplished by some other means?”
 - $\frac{3}{4}$ Use telephone whenever practicable.
- vi) The driver should not start the engine of a motor vehicle until all occupants have correctly fastened their safety belts.
- vii) Use the smallest motor vehicle available for the trip.

- viii) Disposal of vehicle will be based on the break-even mileage or may be justified by nature of repairs required.

2.4 VEHICLE MAINTENANCE POLICIES

- i) As required, safety and preventive maintenance inspections shall be performed on all vehicles.
- ii) Special attention should be given to the following items; oil and air filter, tyre pressure, the cooling system and proper wheel alignment. The manufacturer's recommended schedules and specifications should be followed. An authorized dealer shall do warranty work. The motor vehicle must pass state inspections where mandated.
- iii) The Administration Manager will develop and maintain a preventive maintenance program and procedure for unscheduled maintenance for all KVDA vehicles.
- iv) The Administration Manager is to review the maintenance reports. Questionable expenses and unnecessary maintenance expenses turned in must be subjected to further investigations.
- v) Administration Manager/officer/Assistants are responsible for ensuring vehicles are maintained and confirm that their drivers understand the importance of the maintenance function and accept their responsibility in helping to maintain the vehicle that they drive. All drivers should be educated in order to increase the awareness of the vehicle's daily performance. Spare parts shall be purchased only from the dealer outlets, their agents or pre-qualified garages.

2.5 RECORDS MANAGEMENT

2.5.1 Record Keeping and Reviews

- i) All maintenance and repairs must be tracked for each vehicle in the fleet. This is done electronically through the Fleet Management procedures.
- ii) Rigorous Record Keeping and substantiation are required by the drivers and Fleet Controller.
- iii) The Administration Manager shall review the use of work shared by the KVDA vehicles within their agency at least semi-annually to determine whether usage criteria are being met. The reports to include detailed description of the utilization of each vehicle and justification of need.

- iv) The Administration Manager, in conjunction with the annual vehicle report, will evaluate which vehicles are eligible for replacement. The Fleet Controller should follow the procedures of requesting replacement and disposal of underused vehicles.
- v) Requests for additional vehicles should follow the same procedure as requesting a replacement and must include thorough analysis of internal vehicle reallocation, including any legislation or budget information that would authorize additional staffing or duties.

2.5.2 Mileage Reports

- i) Mileage reports are tracked in two documents namely; the Work Ticket and Trip Tickets.
- ii) The Work Tickets contains all mileage logs and reports for the vehicle, while the Trip Ticket contains mileage and reports of specific mechanical problems during the trip.
- iii) Mileage reports will be tied together with the fuelling records so that information about vehicle fuel consumption etc may be computed and referenced to guide in the vehicle state or detection of fuelling fraud.

2.5.3 Motor Vehicle Historical Records

The Administration Manager shall maintain a historical record for each motor vehicle. The record shall include the following:-

a) Inventory Control Data which include;

- i) License plate numbers
- ii) Vehicle serial numbers ie Engine and Chassis numbers
- iii) Year, make, model and type capacity and gross weight
- iv) Acquisition cost of basic motor vehicle
- v) Special equipment and cost of each item
- vi) Source of acquisition and condition on acquisition
- vii) Current location and assignment of motor vehicle
- viii) Date and odometer reading at the time of acquisition.

b) Utilization

Correct mileage and other information, documented on daily vehicle usage report.

c) Record of Operating Costs

All costs of fuel, oil, tyre, lubrication, washing, polishing, antifreeze, tyre mounting, chains etc.

d) Record of Maintenance Cost

All costs of repairs (including labour), parts and materials, battery renewal, oil filter and minor adjustment that can be accomplished without disassembly.

e) Record of and Accidents and Damages

The date of accidents, case files number and cost of repairs.

f) Disposal Data

The date of disposal, recipient, amount received and disposal document.

2.6 MONITORING AND EVALUATION

The Administration department shall put in place systems to assess the extent to which the transport objectives are realized. Such systems shall assess the transport offered and the cost effectiveness. Recipients of the transport services will be under obligation to provide any information sought from them pertaining to the transport services offered and received.

2.7 IMPLEMENTATION

Implementation of this Policy shall be vested in the office of the Administration Manager.

2.8 REVIEW

This Policy shall be reviewed every five years or earlier as need for transport services arise.

ANNEXURE

Transport Requisition Form	(KVDA/ADM/35/1) Form 1
Claim for Travelling Expenses Form	(KVDA/ADM/35/1) Form 2
Trip Ticket Form	(KVDA/ADM/35/1) Form 3
Job Card Form	(KVDA/ADM/35/1) Form 4
Auto Accident Report Form	(KVDA/ADM/35/1) Form 5 (I-IV)
Vehicle/Tractor/ motor cycle Inspection Form.....	(KVDA/ADM/35/1) Form 6
Transport Induction/Guidelines	(KVDA/ADM/35/1) Form 7

KERIO VALLEY DEVELOPMENT AUTHORITY

TRANSPORT REQUISITION FORM

Part One (Complete in Duplicate)

PARTICULARS OF THE OFFICER AND ASSIGNMENT TO BE UNDERTAKEN

Name of requisitioning Officer:

Designation:PF No.:

Purpose of Trip:

Number of Passengers: Time out: Date of Travel:

Destination: Return Date:

Type of Vehicle/Capacity:

Signature: Date: Mobile Number:

Part Two (Head of Department/Section)

I recommend/do not recommend this request:

Reasons:

Name Signature: Date:

Part Four (Mode of Transport recommended by Administration/logistics officer)

i. Official Car Reg. No.....

ii. Taxi Reg. No.....

iii. Public Reg. No.....

Approved/Not Approved

Name.....Signature.....Date.....

Driver Name.....Signature..... Date.....

Part Five (Administration Manager) Approved/Not Approved

.....

Name.....Signature.....Date.....

Chief Manager Human Resource and Administration: Approval/Not Approval

.....

Name.....Signature.....Date.....

Note: The Transport Requisition Form **MUST** be brought to the Transport Office two (2) days in advance for reservation. NO KVDA vehicle should leave KVDA PREMISES without the Transport Requisition Form (TRF) approved by AUTHORIZED OFFICERS OF THE AUTHORITY. All TRFs must be left with the security at the gate and be returned over to Administration on daily basis for necessary action.

KERIO VALLEY DEVELOPMENT AUTHORITY

CLAIM TRAVEL EXPENSES FORM

(Complete in Duplicate)

Name: PF. No.:

Department

Car Reg. No.: H.P or CC:

Total mileage claim: Km: cost per km

Total claim in Kshs.

Expenditure chargeable to account on Account No.:

Signature of claimant: Date:

Date	From - To	Purpose	Remarks
Total			

I certify that the above constitutes a correct record of journeys made on Authority business. No suitable transport was available.

Certified by Administration Manager

(Countersigned) Date:

Approved for Payment by Managing Director

(KVDA/ADM/35/1)Form 3

KERIO VALLEY DEVELOPMENT AUTHORITY

TRIP TICKET FORM

Date: Work Ticket No.:

Driver's Name: PF. No.:

Vehicle No.: Work Ticket No.:

Destination:

Department:

Mileage Out:

Mileage In:

Total KM Covered:

Events Log:

Date	Odometer	Event

Defects/Damage Report of Vehicle

.....
.....
.....

Notes: 1. Record all events as they occur during the trip.

2. At the end of the trip, lock all doors and roll up or slide all windows.

3. Vehicles must be parked with minimum ½ tank of fuel.

KERIO VALLEY DEVELOPMENT AUTHORITY

JOB CARD FORM

VEHICLE DEFECT FORM (TO BE FILLED BY DRIVER IN DUPLICATE)

Vehicle Reg. No..... Make.....

Date..... Mileage..... Department

Last Service Mileage..... Date..... Work Ticket No.....

Defects as Reported by the Driver

1.
2.
3.
4.
5.
6.

Driver's Name..... Signature..... Date.....

Job to be done (Service/Repair)

Dealer Name:

Service Adviser

Signature Designation..... Date.....

Administration Manager Remarks:

Signature..... Date.....

Manager Finance Remarks:

Signature..... Date.....

Managing Director's Approval

Signature..... Date.....

*Dealers to Note: Any Additional Works **should be notified** to the Administration office and be **acknowledged** by KVDA's Supervisor.*

KERIO VALLEY DEVELOPMENT AUTHORITY

AUTO ACCIDENT REPORT FORM

Date of Accident: Time of accident:

Location:

Driver's Name: Signature:

Purpose of trip:

Vehicle Registration No.: No. of Passengers:

Case Vehicle Information/ Details of Accident:

No. of vehicles involved: Vehicle type:

Driver's Name:

Insurance Policy No.: Insurers:

List of passengers in Authority Vehicle

No.	Name	PF No.	Mobile No.

**KERIO VALLEY DEVELOPMENT AUTHORITY
AUTO ACCIDENT REPORT FORM**

Damages to the Authority's Vehicle

List injuries if any:

No.	Name	Type of Injury	Treatment

Road and weather conditions:

KERIO VALLEY DEVELOPMENT AUTHORITY

AUTO ACCIDENT REPORT FORM

Police Report Information

Accident/Incident Reported to Police? Yes No

Were there citations issued? Yes No

Officer's Name:

Other Vehicle's information – Party #1

Other Vehicle's Info – Party #2

Driver's Name:

Driver's name:

Owner's Name:

Owner's Name:

Address:

Address:

Contact Phone #:

Contact Phone #:

Vehicle Make:

Vehicle Make:

Model: Year

Model: Year

License Plate #:.....

License Plate#:

Damage to vehicle:

Damage to vehicle:

Occupant's Names, Addresses & Phone #'s

Occupant's Names, Addresses & Phone #'s

1.

1.

2.

2.

3.

3.

4.

4.

KERIO VALLEY DEVELOPMENT AUTHORITY

AUTO ACCIDENT REPORT FORM

Witness Information

Name:.....

Name:

Address:

Address:

Phone #:

Phone #:

Comments:

Comments:

.....
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KERIO VALLEY DEVELOPMENT AUTHORITY

VEHICLE, TRACTOR AND MOTOR CYCLE INSPECTION FORM

Date:Vehicle Reg. No.: Odometer Reading

Last service odometer:date:

Next service odometer reading.....

Check the following items before driving or taking over any vehicle

No.	Item Description	Qty	Remarks/Comments
1.	Battery		
2.	Wheel Spanner,		
3.	Jack		
4.	Tool Kit		
5.	Spare Wheel		
6.	Scratches and Dents on the Body		
7.	Seat Belts		
8.	First Aid Kit, fire Extinguisher and life saver		
9.	All lights (Rear and Front)		
10.	Wind Screen		
11.	Side Mirror		
12.	Inner Mirror		
13.	Seats		
14.	Tyres Condition		
15.	Breaks Condition		
16.	Radio		
17.	Horn		
18.	Wiper Blade		
19.	Engine Oil, brake fluid, Coolant levels		
Other Defects or observation on the vehicle			
.....			

Driver taking over: Sign: Date:

Driver handing over: Sign: Date:

Witnessed by.....Design.....PF No.....Date.....

Administration Manager :(Confirmation) Sign:Date:.....

(KVDA/ADM/35/1)Form 7

KERIO VALLEY DEVELOPMENT AUTHORITY

TRANSPORT INDUCTION / GUIDELINES

(To be completed in duplicate)

The Rules and regulations for driving KVDA vehicles include but not limited to:

1. Report to work as scheduled as but not later than 8.00 am
2. Pre-inspect the vehicle before driving by use of Vehicle Inspection Form.
3. Ensure Work Ticket and Trip Tickets are correctly completed before start of any journey.
4. Obey ALL traffic rules regardless of where.
5. Acquaint yourself with the Transport Policy Document, the Government Check Unit regulations.
6. Always ensure the Accident Report Form is inside the compartment box.
7. Handle and drive the vehicle with care.

IPFNo.....have read and understood the Transport Policy Document and all above, and agree to abide by the laid down and natural rules and regulations during my driving duties in and outside the Authority.

Signature:Date:

Administration Manager Name.....Signature:Date.....