



TI-Z Vehicle Policy

Transparency International Zambia



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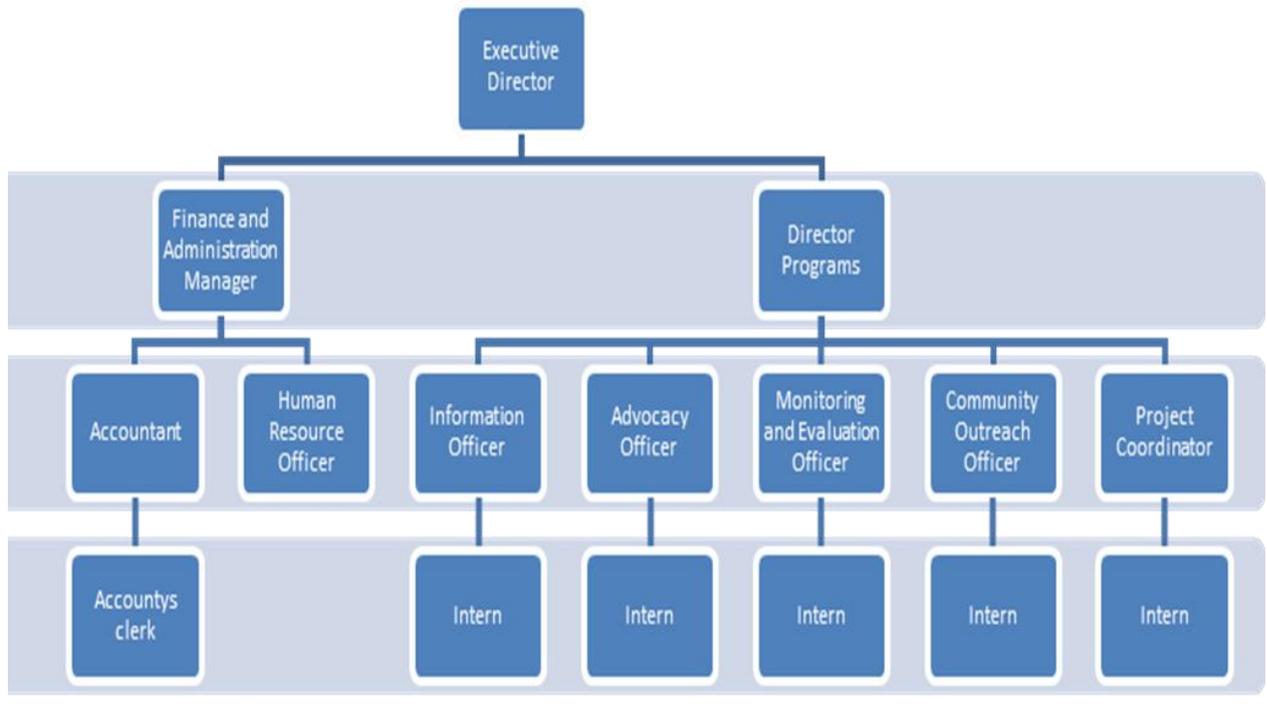
1 Introduction

Transparency International Zambia (TI-Z) was established in June 2000 and was registered in January 2001 under Registration Number 46295 as a 'Company limited by guarantee' with the Registrar of Companies. It is a member of the Transparency International (TI), an international civil society movement with exclusive focus on corruption. While abiding by the guiding principles of Transparency International globally, TI-Z has adopted its own vision, mission and core values to guide its operations.

2 Vision and Mission

TI-Z's vision is '*A Zambia anchored on citizens and institutions of integrity*' and its mission statement is "*A leading anticorruption crusader contributing to the development of a Zambian society based on a culture of transparency and accountability through the promotion of good governance and zero tolerance to corruption.*"

3 Organogram



4 Policy objective

A guideline on the use and entitlement of company vehicles detailing their responsibilities and use of motor vehicles towards efficient delivery and of TI-Z goals. The Executive Director is responsible for ensuring the consistent application of policies in the administration and management of TI-Z vehicles and for ensuring compliance with the policy.

5 Scope of the policy

- a. Any person authorized to drive a company vehicle must be in possession of a valid driver's licence. The drivers licence should be valid for two years upon engagement.
- b. An endorsed copy of the driver's license should be submitted to Finance department upon commencement of employment and will be kept in the employee's personal file.
- c. Any person authorized to drive a company vehicle must be tested by the Head Driver and the Finance and Administration Manager.
- d. A PHR (Personal to Holder Restricted or Personal to Holder) vehicle that is specifically allocated to an employee should primarily be driven by that employee and may also be driven by the spouse of the employee. A copy of the driver's license will be required in this instance.
- e. No accessories except those installed in the vehicle by the manufacturers may be fitted, nor any modifications made to the motor vehicle without permission of the Executive Director.

6 Usage of Vehicles

- a. TI-Z vehicles will only be used for TI-Z official business except in instances where the use is approved by the Executive Director and full costs are recovered which include, fuel, insurance and vehicle wear and tear (Use of locally published rates from reputable vehicle agencies should be considered).
- b. Vehicles will be maintained in good working condition to ensure maximum efficiency and safety.
- c. Vehicles will only be driven by an official TI-Z driver, or any staff member authorized to drive by the Executive Director, or as prescribed in 5(d) above.
- d. All authorised drivers must hold a valid driving license.
- e. After office hours or when not in use, TI-Z vehicles must be parked at the TI-Z office premises in a secure area.
- f. Use of seat belts by the driver and passengers in all TI-Z vehicles is compulsory and must be enforced by the driver of the vehicle.
- g. Use of motor vehicles in the night (19:00hrs – 04:00hrs) is prohibited, except under special circumstances and with the permission of the Executive Director.
- h. A no-smoking policy applies to all official vehicles. This must be enforced by the driver of the vehicle through the Finance and Administration Manager.

7 Assignment of TI-Z vehicles

The Executive Director is the only Senior Management Staff to whom a vehicle can be assigned on a full-time basis. When this vehicle is not required by the Executive Director, it is to be made available for other official business of the office. All other TI-Z official vehicles must be administered on a pool basis to all projects except for the vehicle that is specifically assigned for general office errands. The vehicle for general office errands will be used for all TI-Z general administration, office errands and procurement of goods and services.

8 Transportation of non-TI-Z staff on TI-Z vehicles

This should be avoided as much as possible. However, where a non TI-Z staff is provided with transport that person must sign a waiver of liability form before being transported in the TI-Z vehicle. This is so as to address the risks associated with transporting non-TI-Z staff in case of accidents.

9 Full Cost Recovery

Where TI-Z vehicles are to be used for specific earmarked project visits or any other purposes aside from the core business, a charge out must be made to the project. The charge out cost will include, fuel, insurance and vehicle wear and tear (Use of locally published rates from reputable vehicle agencies should be considered). The cost will be in line with prevailing approved mileage rates.

10 Roles and Responsibilities for Vehicle Use

The Finance and Administration Manager has overall operational responsibility for ensuring the following:

- a. Log books are signed daily by the appropriate staff member.
- b. Vehicle history records (forms/logs) are maintained.
- c. Periodic refresher training courses are arranged for all drivers
- d. All vehicles are maintained in good working conditions
- e. All vehicles are comprehensively Insured
- f. Staff Members driving TI-Z vehicles are authorized to drive vehicles
- g. Drivers of the vehicles do not consume alcoholic beverages or other intoxicants within four hours of operating a vehicle
- h. Drivers of the vehicles inform their supervisor if they are taking any medication which may impair their ability to drive
- i. They possess a valid driving license
- j. They are familiar with guidelines pertaining to accidents and insurance coverage
- k. They use seatbelt and ensure that their passengers wear seat belts
- l. They do not smoke in the car nor allow others to smoke.

The Finance and Administration Manager will further be responsible for the following:

- a. Verifying the vehicle log books on a regular basis.
- b. Issuing fuel money or coupons as needed.
- c. Preparing a maintaining a schedule for each vehicle on a monthly basis.
- d. Sending each vehicle to an authorized motor mechanic according to the maintenance schedule above.
- e. Preparing a vehicle history record which includes history on maintenance.
- f. Entering the average fuel consumption in the vehicle history record once a month.
- g. Entering the cost of repairs, maintenance and service in the vehicle history record as they occur.
- h. Alerting the Executive Director to deviations in performance, fuel consumption and repairs as necessary.
- i. Ensuring road taxes, insurance and fitness are in order

11 Vehicle Maintenance

The driver of vehicle shall:

- a. Clean the vehicle daily.
- b. Ensure the availability of a first aid kit.
- c. Check oil/water/tires/battery water levels etc. daily.
- d. Completely refill fuel tank at each re-fueling.
- e. Complete the vehicle log book after each trip
- f. Request fuel money or coupons as needed.

12 First Aid Kits

All TI-Z vehicles shall include a first aid kit. The first aid kit must always contain the minimal medical response accessories like incisions, bandages, pain killers, antibiotics amongst them.

13 Accidents and abuse policy

a. Traffic Offences

TI-Z will not be liable for any fines for traffic offences, reckless driving, speeding or parking fines etc. The employee will be fully liable for these fines.

b. Security

All vehicles must at all times be locked, both while being driven, and parked. Drivers should always be mindful of vehicle theft, and take the necessary precautions to minimize risk.

c. Insurance

All company vehicles will carry full comprehensive Insurance Cover organized through the office of the Finance and Administration Manager.

d. Accidents

- Where there is an accident involving a TI-Z vehicle and a third party (i.e. another vehicle), the TI-Z vehicle must NOT be removed from the scene of the accident until a full Police investigation has taken place on site. The Finance and Administration Manager or another assigned officer will ensure that all documentation is done and make the necessary Insurance report.
- All road traffic accidents involving company vehicles should be reported to the police within 24 hours of occurrence.
- For accidents where insurance has charged TI-Z an excess of 10%, this amount will be paid by the employee who is involved in that accident causing damage to third party vehicle or his/her personal to holder TI-Z vehicle if it is proved that he or she was at fault.
- On no account may the driver admit to any liability, fault etc until the Finance and Administration Manager or a designated TI-Z officer arrives on the scene of the accident, unless otherwise.