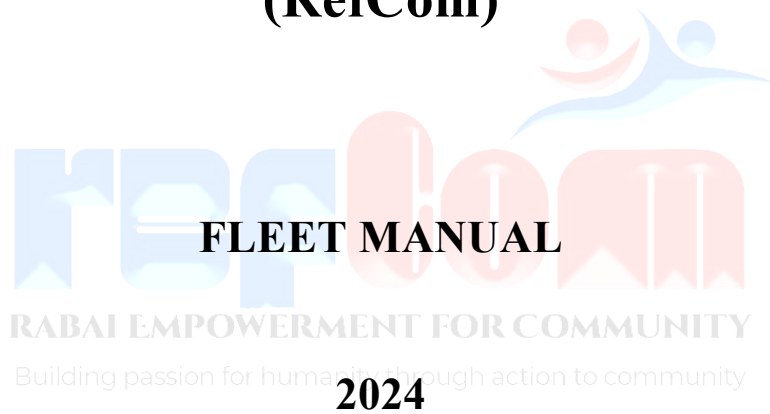


Rabai Empowerment for Community (RefCom)



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INTRODUCTION

1.1 Preamble

Rabai Empowerment for Community (RefCom) is a not-for-profit organization registered under the NGO Coordination Act to champion Climate Change adaptation and resilience, environmental and land governance and advocacy while also harnessing existing natural resources to improve the livelihoods of the respective local communities.

Vehicles are one of the very important tools used by RefCom staff when carrying out these core duties. As such, they have to be properly used and looked after. This policy gives guidelines in use and care of RefCom vehicles. However, common sense and road courtesy will be the best guideline when using the vehicles.

This policy applies to all vehicles owned by RefCom and all persons driving RefCom vehicles, regardless of position held.

RefCom Fleet includes all vehicles and all motorized engines including but not limited to; 4WD Vehicles, 2WD Vehicles, Motor Cycles, Generator Motors, Outboard Motors and Pumps.

Basic Principles

The following basic principles govern the use of RefCom vehicles:

- 1.1.1 The scope of this manual will cover all motorized moving assets by Rabai Empowerment for Community (RefCom). This includes, but is not limited to, Light Vehicles and Motorbikes. The term “vehicles” as used in this document will refer to all motorized moving assets.
- 1.1.2 No RefCom vehicle shall be used for a purpose that is not in accordance with Rabai Empowerment for Community (RefCom)’s goal.
- 1.1.3 No RefCom vehicle shall be driven by a person who is not an Authorized RefCom Driver
- 1.1.4 Local legislation must be respected at all times.
- 1.1.5 No RefCom vehicle shall be driven by a person under the influence of alcohol or drugs
- 1.1.6 Speed limit for RefCom vehicles will be the lower of 80KM/H or the legally allowed speed.
- 1.1.7 RefCom vehicles will not be driven before 5:30AM or after 6:30PM.
- 1.1.8 All RefCom vehicles must be insured comprehensively.
- 1.1.9 Vehicles must be operated efficiently and professionally. The types and models of vehicles should always be chosen to reflect the most economical and cost-efficient composition of a fleet
- 1.1.10 RefCom vehicles must be operated in a self-sustaining manner and as such a mileage recharge rate will be charged to users of the vehicles. This should cover operating and replacement costs of the vehicle.
- 1.1.11 All staff must be aware of the basic principles governing the use of RefCom vehicles and are responsible to ensure adherence at all times to these principles.
- 1.1.12 RefCom vehicles must be serviced after a coverage of 5,000 kilometers from the date of previous service. This maintenance clause on vehicle mileage must be adhered to at all times.

2 FLEET SELECTION CRITERIA

There should be some criteria when selecting a vehicle to purchase, this should include;

GENERAL

- 2.1.1. Type of terrain where the vehicle will be used
- 2.1.2. Purpose of vehicle (Cargo or Passengers)
- 2.1.3. Compatibility with existing fleet
- 2.1.4. Availability of spares and trained technicians

SPECIFICATION

- 3.1 Two wheel of Four Wheel drive
- 3.2 Fuel type (diesel or petrol)
- 3.3 Body type (Saloon, Pick-up, Double-cabin, Hardtop)
- 3.4 Equipment
 - 1 Heavy Duty Bumper, Front & Rear
 - 2 Electric Winch
 - 3 Air Compressor
 - 4 2kg Fire Extinguisher
 - 5 Hi-lift Jack & Tools
 - 6 Warning triangles
 - 7 2 Spare Tyres
 - 8 Spade
 - 9 First aid kits

RefCom AUTHORIZED DRIVERS, RIDERS AND PASSENGERS

Criteria for Authorized Drivers – Light Vehicles, Vans etc

Only RefCom Authorized Drivers will be allowed to drive RefCom vehicles. RefCom Authorized Drivers must meet the following minimum criteria:

- 4.1 Must be employees or volunteers of RefCom.
- 4.2 Must have written approval from the Executive director or his/her appointee to drive RefCom vehicles.
 - 4.2.1 Must have had a valid driving license for the class of vehicles they drive for a period of not less than 5 years. Copies of this must be given to the Logistics Officer at the Head office.
 - 4.2.2 All drivers must have passed a driving assessment by authorized person on the type of vehicle driven.
 - 4.2.3 Have signed the rules and regulations for drivers.
 - 4.2.4 Staff employed as drivers must meet the following minimum requirements:
 - 4.2.4.1 Must have held a valid driving license for a minimum of 5 years
 - 4.2.4.2 Must have a Form Four school certificate
 - 4.2.4.3 Must demonstrate ability to read and write
 - 4.2.4.4 Must be able to communicate in English and Swahili
 - 4.2.4.5 Must be computer literate.
 - 4.2.5 Authority to drive may be revoked at any time by Executive Director.

Points 4.2.4.1 and 4.2.4.2 are to ensure adequate control of Refcom vehicles. Executive Director or his/her appointee has the authority to waive 4.2.4.1. This will be done by the Logistics Officer writing to Executive Director through his/her supervisor requesting for the concerned individual to be made an Authorized Driver. The Executive Director will give his/her approval/disapproval on the letter and send back the same to the respective office. A copy will be given to the Head of programmes at the Head office.

Point 4.2.4.1 is a requirement by Kenyan Law and must be adhered to by all drivers of RefCom vehicles. All employees employed as drivers and employees authorized to drive RefCom vehicles are expected to keep their license valid at their own expense in order to remain Authorized Drivers.

Point 4.2.4.4 above will be used to establish that the staff member actually has driving experience; one might have held a license for a number of years, but has not actually been driving, thus may not be an experienced driver.

Point 4.2.4.5 is to ensure we employ only professional drivers.

The Logistics Officer at the Head office will keep a list of Authorized Drivers and send copies to the Head of programmes at the Head office. These must include copies of driving licenses.

Criteria for Authorized Passengers

- 4.2.6 Must be employees or volunteers of RefCom and partners
- 4.2.7 Transporting other passengers or merchandise is prohibited except with pre-obtained written permission from the Head of programmes or Executive director
- 4.2.8 In event of an emergency (eg a non-authorized person is transported due to the need for urgent medical assistance), the driver must submit a detailed report to the Head of programmes.
- 4.2.9 All non- RefCom passengers must be recorded in the Vehicle Mileage Logbook
- 4.2.10 All passengers must wear seat belts
- 4.2.11 No passenger can ride at the back of pickups or trucks
- 4.2.12 Smoking is prohibited in all RefCom vehicles.

Criteria for Authorized Riders – Motor Bikes

Only RefCom Authorized Riders will be allowed to ride RefCom motorbikes. RefCom Authorized Riders must meet the following minimum criteria:

- 4.2.13 Must be employees or volunteers of RefCom.
- 4.2.14 Must have had a valid riding license for the class of motorbike applicable for a period of not less than 1 year. Copies of this must be given to the Logistic officer and the Head of programmes

Vehicle Registration Logbook

The Registrar of Motor Vehicles, located at Times Towers in Nairobi, issues the vehicle registration logbook after registration of a vehicle. The registration logbook is proof of ownership of the vehicle, and as such has to be kept very safely. All RefCom vehicle logbooks will be kept by the Executive Director at the Head office. Logbooks removed from the safe for any purpose must be signed out, with date and purpose for removing given, and returned immediately they have been used. The Executive Director shall be responsible for all vehicle logbooks.

Insurance Certificate

As per the traffic act, it is an offence to operate a vehicle in Kenya without at least a third-party insurance cover, for which a certificate is issued and should be displayed on the vehicle.

All vehicles owned by the RefCom will be comprehensively insured. Logistics Officers are responsible for making sure vehicles have valid insurance certificates. Any RefCom

vehicle without a valid insurance certificate must immediately be grounded. Sufficient time must be planned for the process of renewal of insurance. As the process may involve valuation of vehicles and sourcing for new insurance service providers, it is recommended that it begins at least 3 months before expiry of the policy. All vehicles for disposal, shall have the insurance policy removed and revoked once the sale is concluded.

USE OF RefCom VEHICLES

4.3 Vehicle Mileage Logbook

A Vehicle Mileage Logbook is to be put in each vehicle and filled by the driver each time the vehicle is used. Each trip made by the vehicle must be recorded. Details given should include date, time out and in, starting and ending mileage and places gone. Details of fuel purchases and maintenance must also be included in the logbook. The Logistics Officer will occasionally check the logbook, first to make sure it is being used, and to monitor use of the vehicles. RefCom estimates that 1 litre of fuel will enable the vehicle to cover an approximation of 9 kilometers.

The rear side of the Vehicle Mileage Logbook will be used to record names of passengers who are not employees or volunteers of RefCom or Partners of RefCom. This must be approved by the General Manager, Supply Chain Management.

It is the responsibility of the Logistics Officer to ensure Mileage Logbooks are properly used.

Rules and Regulations for driving

All authorized drivers must have read and signed a copy of the Driver Rules and Regulations before receiving authorization to drive a RefCom vehicle. The Driver Rules and Regulations are the rules for vehicle operation within v and reflect standard operating procedure for vehicle use. Copies of the signed document will be kept in the driver's personnel file.

Logos vehicles

All RefCom vehicles should be marked only with the RefCom logo unless where there is an agreement with the Donor that their logo will also appear alongside the RefCom logo. All vehicles should carry one logo on each front door and one on the rear. A small RefCom logo should be placed on the windscreen and on the rear window of the vehicle.

Vehicles assigned to drivers

As far as possible, each vehicle should be assigned to a staff member employed as a driver. Such staff will be responsible for the vehicle(s) assigned to them, including tools and accessories that might be in/on the vehicle. They will report to the Logistics Officer and administratively to the Chief accountant any defects or anomalies noticed on the vehicle(s) assigned to them. They will also be in charge of carrying out the maintenance procedures.

Drivers may be charged for the cost of replacement of tools or accessories found missing from the vehicle that has been assigned to them.

No Night Driving

For safety of staff and vehicles, no driving should be done after 6.30pm and before 5.30am. If on a trip and it is estimated that it will not be possible to reach the destination before 6.30pm, the officer in charge and the driver should plan to stop at the nearest safe town and park the vehicle overnight. Taxis should be used for any business that needs to be done after driving hours at the branches. Driving at night should be done only in very exceptional circumstances, and with approval of Executive Director or his/her appointee.

RefCom Appointed Taxi Service Providers

Depending on the needs of the RefCom Office, the Logistics Officer will arrange to have an appointed Taxi Service Provider, which the RefCom will be using for duties that need to be done at night.

The following procedures will be used when using taxis

- 4.3.1 The Transport Request Form will be filled out by the person requesting transport.
- 4.3.2 The Logistics Officer or the Chief accountant will use the fully filled out form to arrange for transport with the Taxi Provider. The form will be given to the taxi service provider.
- 4.3.3 The Logistics Officer will give the transport requester confirmation of time he/she will be picked, providing the name and phone contact of the taxi driver.
- 4.3.4 At the end of the trip the transport requester must remember to sign the Transport Request Form.
- 4.3.5 The Taxi Service Provider will invoice the organization (RefCom) at the end of an agreed period, preferably at the end of the month. All Transport Request Forms, signed by the officer transported, will be attached to the Invoice.

Building passion for humanity through action to community

Official Use of RefCom Vehicles

4.3.6 Vehicle pool system

The use of a vehicle pool system usually ensures the most efficient use of vehicles within an operation and should be used whenever possible.

In a pool system, vehicles and drivers are controlled by the Logistics Officer. Vehicles do not belong to specific departments. Departments or individuals must request transport from the Logistics Officer who will allocate vehicles and drivers according to availability and priority.

Vehicles should normally be requested well in advance with a written transport request.

A full pool system requires a sufficient number of drivers to cover all the vehicles and cover after hour's needs, weekends, holidays, and sick leave.

Procedures for requesting for use of vehicles

- 4.4. In order to assist the Logistics Officer plan, transport requests should be made on the Transport Request Form and given to the Logistics Officer at least one day before the vehicle is needed. Please note the following is required on the form before it is brought to the Transport Office:

- 4.4.1 Details of officer requesting and purpose for which the vehicle will be

- used.
- 4.4.2 Budget codes to be charged for the trip
- 4.4.3 Cleared by finance to confirm that funds are available to cover the intended trip.
- 4.4.4 Approval of the Head of programmes or his/her appointee
- 4.5. No vehicle should be allowed out of the premises without an approved Transport Request Form.
 - 4.5.1. Requests for a vehicle to travel out of the District should be given to the Logistics Officer at least three working days before the projected date of travel. This will give the Logistics Officer enough time to make sure he/she has a vehicle in proper condition to handle the distance/roads such a journey might entail.
 - 4.5.2. Please note that Officers may be required to combine trips if the situation demands. This would include when there is a scarcity of vehicles, or where such a combination would result in the organization saving money.
 - 4.5.3. Local drivers will be used for driving RefCom vehicles, as they best know the roads, driving conditions and habits
 - 4.5.4. Vehicles will be available during the normal working hours and working days between 8am and 5pm. On special arrangements vehicles can be requested for from as early as 5.30am, provided arrangements have been made for the driver to safely get to the vehicle. No night driving is permitted.
 - 4.5.5. All programmes using vehicles will be charged at the prevailing standard mileage recharge rate for the class of vehicle they use.

Personal Use

Use of RefCom vehicles for personal purposes is highly discouraged, and staff are asked where possible to make alternative arrangements. The RefCom Executive Director or his/her appointee may approve use of a RefCom vehicle by a staff member for personal business. However, the following will apply:

- 4.5.5.1. Vehicles can be used for personal work only outside of official working hours.
- 4.5.5.2. The staff member wishing to use the vehicle must check with the Logistics Officer on availability of the vehicle at the time he/she needs to use it. Priority will always be given to office work.
- 4.5.5.3. If the vehicle is available, he/she will fill out the Transport Request Form and have it approved by Executive Director or his designated alternate.
- 4.5.5.4. If approved, the Transport Request Form is passed on to the Logistics Officer, and arrangements made for how the staff member will collect the vehicle. The beginning mileage is noted on the Transport Request Form when the staff member is taking the vehicle, and closing mileage also noted when the vehicle is returned.
- 4.5.5.5. The staff member will be charged for use of the vehicle at the prevailing RefCom mileage rate. The amount payable will be invoiced directly to the staff member
- 4.5.5.6. The staff member will not be charged separately for fuel or other normal vehicle operating expenses
- 4.5.5.7. In self-drive cases, the staff member may be required to pay for the insurance excess or repair cost (whichever is lower) in case of an accident while the vehicle is in his/her possession.

- 4.5.5.8. The staff member may be required to pay for the insurance excess in case of theft of the vehicle while in his/her possession.
- 4.5.5.9. The staff member must either be an Authorized RefCom Driver, or make private arrangements with an Authorized RefCom Driver to drive the vehicle for him. Note that this will be a private arrangement between the two staff members, for which the driver will not be compensated by RefCom.
- 4.5.5.10. The staff member will be responsible for the vehicle during the whole time that it is with him/her.
- 4.5.5.11. The vehicle should strictly be used for only the purpose stated in the vehicle request form. It should also be used to only the areas/locations stated in the vehicle request form.
- 4.5.5.12. All other standard usage guidelines and principals as stated in this document will apply.

Use of Personal Vehicles for Office Work

Use of personal vehicles for RefCom work is totally discouraged. In cases where a RefCom vehicle is not available, the Head of programmes will arrange for a taxi to be used. RefCom will not compensate a staff member who opts to use a personal vehicle for official duties.

THE DRIVER'S OBLIGATIONS

4.6 Driver's Obligations

The following conditions apply to all persons driving RefCom vehicles. Drivers should read these obligations carefully before operating a RefCom vehicle.

The driver must:

- 4.6.1 Be an Authorized RefCom Driver
- 4.6.2 Authorized drivers are personally responsible for vehicles operated by them. If a organization vehicle is damaged as a result of misuse or gross negligence, the operator of the vehicle may be required to make restitution to the organization. If the vehicle is damaged beyond repair as a result of misuse or gross negligence, the operator of the vehicle may be required to make restitution of the difference between the amount obtained as salvage value and the amount of the then market value of a new vehicle.
- 4.6.3 Ensure that only Authorized RefCom Drivers drive the vehicle while it is in his/her possession.
- 4.6.4 Use RefCom vehicles for official duties only (unless special permission requested and given, or allocated vehicle for home use)
- 4.6.5 Inform the Logistics Officer of any change in your license status or anything else that would affect your ability to drive
- 4.6.6 Fill in details of the journey in the Vehicle Mileage Logbook.
- 4.6.7 Ensure that seat belts are worn at all times
- 4.6.8 Operate the vehicle in accordance to local laws and regulations
- 4.6.9 Assume responsibility for any and all fines or traffic violations associated with your use of a RefCom vehicle, unless it can be clearly shown that such fines are not as a result of your negligence.
- 4.6.10 Never drive while drunk or under the influence of alcohol or drugs
- 4.6.11 Never transport unauthorized passengers, e.g. hitchhikers. However, note that the RefCom works with other organizations and individuals

in carrying out its objectives, and such people will not be considered unauthorized passengers.

- 4.6.12 Turn the vehicle ignition off, remove the keys and lock the vehicle and engage any anti-theft device when you leave it unattended. The driver shall take every precaution to ensure the safety of the vehicle and its contents. The driver shall lock the vehicle and take the keys for safe keeping.
- 4.6.13 Always park the vehicle in an enclosed compound overnight, preferably at the office that the vehicle is assigned to. Other recommended parking areas are police stations or other government offices.
- 4.6.14 Never drive the vehicles at speeds that are inappropriate for the road conditions or above the RefCom speed limit of 80KM/H or the legal speed limit (whichever is lower)
- 4.6.15 Report all accidents
- 4.6.16 RefCom vehicles are no-smoking zones. Ensure that no one smokes in the vehicle.
- 4.6.17 Where possible, always travel with a mobile phone or VHF/HF radio, or any other means of communication that may be available.
- 4.6.18 If driving a vehicle with a VHF or HF radio, always ensure the radio is on at all times, except when vehicle is to be parked for a long time or overnight. Also always ensure mobile phones are on
- 4.6.19 When making a trip outside the Office's county, make arrangements with the Logistics Officer for regular monitoring calls to be made between the office and the Vehicle.
- 4.6.20 Always stop vehicle at a safe place on the roadside when communicating on any of the communication devices. If a mobile communications device must be used by an employee while driving a RefCom vehicle, a hands-free device must be used. Drivers are encouraged to keep mobile communications device use to a minimum. Whenever possible, employees should not make or receive calls while driving.
- 4.6.21 Always leave keys to the vehicle at a designated place at the Office after use of the vehicle. Vehicle keys must never be carried home.
- 4.6.22 Drivers or authorized personnel to drive, are not allowed to go with vehicles RefCom vehicles home overnight without prior approval from Executive Director or his designated appointee.

Misuse of RefCom Vehicles

None compliance of the above obligations will be considered misuse of RefCom vehicles, and may result in:

- 4.6.23 Removal of the staff member from the list of RefCom Authorized Drivers, thus denial of driving RefCom vehicles.
- 4.6.24 The staff member may be required to meet the cost of repair or replacement of damage or loss of vehicle or accessories resulting from misuse.
- 4.6.25 Depending on degree of misuse, the staff member may be dismissed. Driving while under the influence of drugs or alcohol may lead to summary dismissal.

THE ORGANISATION'S OBLIGATIONS

The Logistics officer will have complete responsibility for the vehicles at the office. That individual must:

- 4.4. As far as possible, meet all transport needs for the office
- 4.5. Be certain that the appropriate documents are filled out when a vehicle is used. These should include the Vehicle Request Form and the Vehicle Mileage Logbook
- 4.6. Maintain and update annually a database containing RefCom Authorized Drivers
- 4.7. Allow only Authorized RefCom Drivers to drive vehicles
- 4.8. Maintain vehicles in proper driving condition. This will include making sure road license, vehicle insurance and any other required documents are in order and are valid.
- 4.9. Maintain vehicle accessories
- 4.10. Maintain a comprehensive file on each vehicle. Each file should contain at least the following
 - 4.10.1. Photocopy of vehicle registration logbook and any other registration documents
 - 4.10.2. Copies of invoices, gift certificates, bill of lading, airway bills
 - 4.10.3. Customs documentation
 - 4.10.4. Photocopy of current road license
 - 4.10.5. Duplicate copy of insurance certificate
 - 4.10.6. List of tools in vehicle, signed by the driver assigned to the vehicle
 - 4.10.7. List of equipment in vehicle, signed by the driver assigned to the vehicle
 - 4.10.8. List of First Aid items in the vehicle, signed by the driver assigned to it
 - 4.10.9. Vehicle maintenance reports
 - 4.10.10. Accident Report Forms for the vehicle
 - 4.10.11. Incident Report Forms for the vehicle
 - 4.10.12. Any correspondence regarding the vehicle.
 - 4.10.13. Maintain a database for all vehicles showing such details as date of purchase, location, chassis and engine numbers, etc.

VEHICLE MAINTENANCE

Maintenance of RefCom vehicles is the direct responsibility of the Logistics Officer. As far as possible, all repair work should be done by the vehicle manufacturer's appointed dealer, or a reputable garage.

Vehicle Daily Inspection

The vehicle should be checked every morning and a report made for any missing items. The following should be checked.

Equipment

- 5.1. First Aid Kit
- 5.2. Fire Extinguisher
- 5.3. Warning Triangles
- 5.4. Spare wheel and tyre
- 5.5. Jack and handles
- 5.6. Wheel Spanner

Vehicle Interior

- 5.1.1. Vehicle Log Book
- 5.1.2. Lights and Signal (Function)
- 5.1.3. Seats and seat belts Security
- 5.1.4. HF Radio
- 5.1.5. VHF Radio

Times Engine

- 5.2.1. Oil Level
- 5.2.2. Coolant level
- 5.2.3. Brake fluid level
- 5.2.4. Power Steering Fluid
- 5.2.5. Windshield Washer Fluid
- 5.2.6. Fan Belts and Fan Condition
- 5.2.7. Battery and terminals

Vehicle Outside

- 5.3.1. Body Panel Condition
- 5.3.2. Insurance Sticker
- 5.3.3. Windshield and Windows
- 5.3.4. Wind shield wiper blades
- 5.3.5. Side Mirrors
- 5.3.6. Tyre Condition and pressure
- 5.3.7. Wheel Nut Tightness

Vehicle Service Plans

It is the responsibility of the Logistics officer to ensure that all Motor Vehicles, Motor Cycles, Generators & Out-board Motors are maintained and serviced according to the service intervals and service descriptions for each vehicle. Servicing intervals should be planned with the vehicle use. When a vehicle is in need of service or repair, the driver/operator should bring it to the attention of the Logistics officer who will authorize the work as required.

The useful life span of vehicles and their reliability depends largely on regular appropriate preventive servicing and maintenance. The requirements and local availability of maintenance and repair facilities must be considered as part of the needs assessment and transportation plan and before making a vehicle request. Effective maintenance and repair facilities must be identified for all vehicle types to avoid vehicle down time and loss of transport capacity.

Servicing

Repairs and servicing of RefCom vehicles should only be carried out by approved commercial workshops. Where such an arrangement is entered into a legally valid service and maintenance agreement should be prepared.

Vehicle service will be carried out after the vehicle has covered 5,000 kilometers from the date of the last service.

Only genuine spare parts and quality lubricants should be used for repairs and maintenance of RefCom vehicles.

In the case of servicing the vehicle, the workshop carrying out the requested services must issue detailed invoices with all spare parts, materials and labor listed for the service carried out.

The specifications needed are:

- Total labor cost
- Spare parts/ material
- All oils/lubricants
- Other cost

The service schedule for each vehicle must be strictly adhered to and vehicle use should be planned to allow for servicing. It is not acceptable to allow a vehicle to continue to be operated beyond its scheduled service interval.

6. RefCom Appointed Garages

In cases where a commercial garage is used, the garage must meet the following minimum requirements:

- A. Must be an established and registered garage
- B. Must be capable of repairing vehicles, including purchasing of parts, and offering 30 days' credit. Ideally the garage should be a "Three Spanner" category, i.e. can carry out major repairs and service during normal working hours. Almost all the staff are trained and qualified to detect challenging electrical and mechanical faults and to carry out specialized repair.
- C. Must have an enclosed workshop where work can go on in any weather
- D. Must have an inspection pit

A committee that includes the Organization Executive Director and/or Head of programmes and Logistics Officer will approve any new garages as additions to the approved RefCom garages.

ACCIDENTS

Utmost care should be taken to avoid accidents while driving. However, if one does occur the following procedures are to be followed:

- 6.1. Turn the vehicle ignition off, remove keys, and lock the vehicle when you leave it unattended
- 6.2. Get immediate medical help for injured persons
- 6.3. Do not argue with the other party as who is in the wrong
- 6.4. Never admit liability. This may adversely affect any insurance claim.
- 6.5. Call the Logistics officer immediately
- 6.6. Call traffic police to the scene immediately. A police report is vital in case of an insurance claim.
- 6.7. Do not move the vehicles from the scene of accident until instructed by the police.
- 6.8. Take all details of all parties involved, including names, driving license numbers, vehicle makes and registration numbers, and (very important!) the insurance policy numbers
- 6.9. If confronted by angry crowds, or if you judge the environment to be unsafe you

should drive to the nearest police station immediately, ignoring points 11.1 and 11.7 above.

6.10. An accident has to be reported to our insurers within 24 hours of it taking place. Although it is the responsibility of the Logistics officer to make such reports, it is the driver's responsibility to get the information to him immediately.

6.11. Minor accidents may be solved between the RefCom Authorized Driver and the third party involved in the accident. However, please note the following:

6.11.1. The accident must be reported to the Logistics officer

6.11.2. RefCom is not party to any agreement made and will not be liable to repair the third-party vehicle or any other claims. Any payments that RefCom is legally made to pay will be recovered from the driver involved.

6.11.3. Repairs done to the RefCom vehicle must be to the satisfaction of the Logistics officer or Head of programmes

6.11.4. Cost of repairs to the RefCom vehicle will be payable by the RefCom driver personally in case of the third party defaulting and an absence of a police report

The Accident Report Form must be field out by the driver (or the Logistics Officer if the driver is unable) for all accidents, minor or major. A copy of this is sent to the Head of programmes for filing in the respective vehicle file.

The Head of programmes will carry out accident investigations. This investigation should as a minimum;

- Verify the basic facts
- Establish circumstances
- Identify potential consequences
- Identify underlying consequences
- Establish corrective action to be taken. Please note that disciplinary action may be taken against a RefCom driver that causes an accident due to carelessness or negligence.

7. Road safety and Security

7.1. Security

A large proportion of security incidents occurring most organizations involve vehicles and vehicle use. Such incidents include road crashes, traffic accidents, carjacking, vehicle theft and theft of equipment and/or supplies from vehicles. RefCom must constantly review the security situation within their area of operation and the findings of this assessment be reflected in the security regulations established for the organization

7.2. Security in field operations

All vehicle movements should correspond to an operational goal, and wherever possible, staff should plan trips together when visiting the same areas. All vehicle deployments should be well planned and organized (route, overnight locations, weather conditions, security information, equipment and supplies).

Planning of vehicle movements should be coordinated through Head of programmes/Logistics Officer. Hence the need to use the Transport request form.

All vehicle movements, operational and private, must conform to restrictions according to the security regulations.

Night driving must be avoided. All vehicles on field missions must be back at the Branch or Base before dark or at a planned overnight stop. Travel must be planned precisely and provisions must be made to stay overnight to comply with the security regulations.

Details of locations for overnight stay, contact points and contact schedules should be communicated to the Head of programmes/Logistics officer.

Depending on the security conditions of the area of operation certain security precautions may have to be taken to reflect the level of security risk.

Before departure on a field trip the vehicle must be mechanically sound and fully roadworthy. The vehicle must be thoroughly inspected and fuel, oil, engine coolant, tyres, etc. must be checked before departure. Vehicles must be fully equipped for the trip and the equipment checked. The precise list of equipment will depend on the operating environment but the minimum requirements are:

- First Aid kit
- List of contact numbers
- Full tool kit for wheel change
- Fire extinguisher
- Towing rope
- Other items specific to area of operation (blankets, water, etc.)

All vehicle movements should be monitored and vehicle travelling should make regular contact with the base using agreed call signs and contact points. Upon arrival at an overnight location, contact must be made with the office by whatever means possible to confirm safe arrival.

In areas of operation where a two-car rule is in force, both vehicles used for the field trip must be equipped with radio for communication between the vehicles and with the base. The vehicles must remain within sight of each other at all times. If mechanical problems disable one vehicle, contact must be made with the office and approval obtained for the proposed course of action.

All vehicle security incidents must be reported to the Head of programmes immediately.

Before a driver takes over a vehicle, a vehicle inspection report must be completed and all equipment i.e. first aid kit, fire extinguisher, jack and tools, etc., checked and any shortages noted and replaced. Drivers shall be accountable for any equipment which is lost or missing and reimbursement or disciplinary action may be taken.

The Head of programmes should establish rules for parking vehicles. They should include but not limited to the following:

- 1 All the vehicles should be parked at RefCom premises and where a vehicle is not parked at the RefCom premises, then it should be parked at the nearest Police

Station, Administration police post, Government offices or institutions. Any exceptions to this rule must be authorized by the Head of programmes.

- 2 For fire safety and practical reasons, vehicles should always be parked with the front of the vehicle facing exits, and with enough space between each vehicle to make entering easy.
- 3 Parking vehicles at night in places where their presence may give the public a bad impression of RefCom, (bars, night clubs, etc.), should be avoided.
- 4 When vehicles are parked, all fitted security devices must be used. The parking of vehicles overnight in the street is strictly forbidden. All goods and valuables must be removed from the vehicle and stored in a safe place.

8. VEHICLE THEFT

8.1. Avoiding theft of vehicles

The following should be observed in order to try and avoid theft of vehicles, either through car-jacking, or theft of parked vehicles.

8.2. Avoiding Theft of Parked Vehicles

- Park in well-lit areas with lots of traffic.
- Keep valuables out of sight in the boot or on the floor.
- Always lock the vehicle when unattended and ensure no valuables are left in sight.
- Always activate alarm/anti-theft devices.
- Scan the area before you exit your vehicle and as you walk back towards it
- Have your keys ready when approaching the vehicle
- Removable parts of the vehicle, and especially tyres and batteries must be marked with the vehicle registration.
- Serial numbers of the removable parts should be kept in the vehicle file.

8.3. Avoiding Theft of Vehicles while Driving

1. Do not give lifts to strangers and be careful about stopping to assist broken down vehicles or road accidents.
2. Try and keep too busy roads especially after dark.
3. Where possible, keep a gap between your vehicle and the one ahead of you to avoid being boxed in.
4. Keep an eye on your rear-view mirror and note vehicles that might be following you.
5. If you suspect, you are being followed drive to the nearest police station or crowded public place.
6. Whenever possible, vary your routes and timings.
7. Be alert to people standing near a gate to a compound you want to enter. If necessary, drive past and take precautions
8. Where possible, always carry a mobile phone or handset

8.4. Action to be taken during Theft of Vehicle

During theft or hijacking of vehicles always remember your life and that of other staff members is most important. Never argue with the criminals or try to resist letting them have the vehicle. Such situations are never the same, and your reaction will depend on your judgment. However, the following are some recommendations

- Do not resist giving up the vehicle or any property.
- Remain calm. Do not argue with the criminals
- Do not look directly at the criminals. However, try and see enough of them so that you would be in a position to identify them.
- Do not make any sudden movements. If you have to unbuckle your seat belt be sure to clearly let them know what you intend to do in advance

8.5. Action to be taken after Theft of Vehicle

After the theft/robbery of the vehicle, and when it is safe to do so, the following should be done

1. Call the police immediately. The sooner they are given details of the stolen vehicle, the better the chances of recovering it
2. Call the Logistics Officer immediately. He/she will be able to meet you at the crime scene and accompany you to the police station. The Logistics Officer should inform the Head of programmes as soon as possible.
3. You will be required to report to the nearest police station to write a statement. This should be done within 24 hours of the theft.
4. The Logistics Officer must inform the Head of programmes of the theft immediately. This is in order to have the theft reported to the insurers, that should be done within 24 hours of the theft
5. The Head of programmes will immediately report the theft to the RefCom insurance brokers.
6. At the earliest time possible, an “Incident Report Form” must be filled out by the RefCom Officer who was last in possession of the vehicle before it got stolen.
7. An insurance claim form will be issued by the brokers, and has to be filled out and signed by both the person who had the vehicle when it was stolen, and the Head of programmes.

9. REPLACEMENTS OF CoAKe VEHICLES

At the end-of-life time of all organization Vehicles, the vehicles will be disposed. The proceeds for disposals are payable to the Head office.

9.1. Replacement Vehicles

The following considerations will be taken when replacing RefCom vehicles:

- 9.1.1. As far as possible, attempts should be made to standardize the fleet. Although variances may occur due to individual conditions and circumstances, RefCom will attempt to maintain the following
 - 9.1.1.1. Motor Cycles - Yamaha
 - 9.1.1.2. Saloons & station wagons – Toyota
 - 9.1.1.3. Pickups – Toyota
 - 9.1.1.4. 4WD Station wagons – Ford
 - 9.1.1.5. Mini-buses/mini trucks – Toyota, Isuzu
 - 9.1.1.6. Buses/Trucks –Iveco, Mercedes, Isuzu
 - 9.1.1.7. Tractors – Massey Ferguson
- 9.1.2. Availability of the type of fuel (petrol or diesel) in the area the vehicle is to be used will play a part when choosing the vehicle.
- 9.1.3. As far as possible, RefCom will purchase diesel vehicles when buying 4WD vehicles, trucks, mini-buses and buses.

- 9.1.4. As far as possible, RefCom will purchase petrol vehicles when buying 2WD saloons and small station wagons
- 9.1.5. RefCom choices of vehicles color is not limited to white.

9.2. Replacement Schedule

Maintenance of vehicles becomes more expensive as they age. It will therefore be prudent to replace vehicles before they become too old to run. As far as possible, RefCom will strive to replace vehicles as follows:

Motor cycles/Saloons/Pickups/Station wagons – replaced after 150,000KM or 5 years, whichever comes first.

Trucks – Replaced after 300,000KM or 10 years, whichever comes first.

9.3. Replacement Methods

9.3.1 Outright Purchase

Depending on availability of funds and approval from the relevant authorities, the RefCom Office will purchase a vehicle using procedures stipulated in the RefCom Procurement Manual.

9.3.2. RefCom will purchase new vehicles or Lease from approved suppliers.

10. Donation of Vehicles

RefCom works with numerous partners. Donations of vehicles to the organization are welcome, but are expected to conform with the RefCom standards.

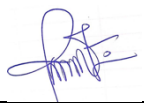

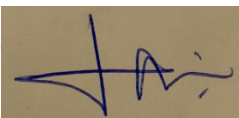
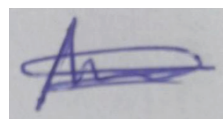
11. Procedures for Selling CoAKe Vehicles

The following procedures are to be followed before any RefCom vehicle is sold:

- 11.4 Permission to sell the vehicle must be sought from and given by the Finance selected Committee and approval granted by the organization Board. This will also apply to leased vehicles.
- 11.5 The vehicles will always be sold by a method recommended by the Finance Committee that is commercially viable to the organization and offers the best returns. The decision as to whether to open to the public or limit to staff of RefCom will be made by the Finance Committee, and endorsed by the Board committee
- 11.6 A sale agreement will be made with the buyer of the vehicle. Among others, it should clearly state that the vehicle is sold on an “as is where is basis”. This, together with an official vehicle transfer form, is to be signed by Executive Director or his/her appointee.
- 11.7 The sale agreement must also require the buyer to pay any dues owed to the government such as duty or VAT, and produce proof of such payment before collecting the vehicle.
- 11.8 Any current insurance certificate should be removed from the vehicle before handing over the vehicle to the new owner. This, together with the duplicate certificate are returned to the insurers and the policy cancelled and credit for the remainder of the insurance period requested for.
- 11.9 The Head of programmes shall obtain Customs and VAT for vehicles for disposal. All logo stickers are to be removed before the vehicle is collected upon successful sale.

This policy is effective as of March 12th 2025 and will remain in force until further notice.

Approved by:

S/NO	Names, Postal Addresses, position held and Occupations of Directors	ID number of Director	Mobile Number of Director	Signatures of Directors
1.	James Katana Gibson	21005098	0723 734 303	
2.	Edward Chongwa Gamimbah	14499314	0721 786 550	
3.	Lennox Ringa Mwabaya	28186907	0718 056 796	
4.	Alicia Wanjoru Pauline	35195779	0796 981 760	
5.	Douglas Shauri Saha	11876086	0711 449 317	