

DEPARTMENT OF ROADS AND TRANSPORT
COUNTY GOVERNMENT OF KAJIADO

FLEET MANAGEMNT MANAGEMENT POLICY

FOREWARD

This Transport Management Policy is meant to guide all staff on matters pertaining to transport in the County Government. It covers general transport matters, traveling privileges of a member of staff while on duty and in the event of death. It also includes vehicle replacement and the procurement procedures for goods and services related to transport.

However, this policy will be guided from time to time with the existing National Government Transport Policy or Circulars that cover Government Ministries/ Department, State Corporations and all other Institutions which rely wholly or partly on the Exchequer for funding.

Some of the issues highlighted in this Policy touch on the Terms and Conditions of Service for staff and will be read alongside the guidelines on terms and conditions of service for County Government staff. The Transport Policy, therefore, is the County Government's official policy on transport matters and will be reviewed from time to time as dictated by needs to reflect its dynamic nature.

This policy supersedes all other circulars covering the management of transport in the County Government.

Any matter concerning transport which is not covered in this policy will be appropriately handled on its own merit and at the discretion of the Departments Chief Officer.

1.0 PREAMBLE

Vehicles in the County are divided into three categories, vehicles attached to executive vehicles, pool vehicles and heavy machinery. The Authority will also seek to purchase motor cycles. The word vehicles will generally be used throughout this manual to include motor cycles(s). All vehicles in the county fall under the department of Transport.

1.1 TOP EXECUTIVE VEHICLES

Top management vehicles are attached to the Governor, Deputy Governor, County Executive Members and Chief Officers. The workload and daily movement of this category of vehicles is determined by the officer to whom they are allocated.

1.2 POOL VEHICLES

Pool vehicles are placed directly under the Chief Officer of the respective Department and are availed for general official use otherwise not covered in 1.1 above. Their workload and movement is controlled by the Chief Officer of the respective Department.

2.0 TRANSPORT OPERATIONAL GUIDELINES

2.1 USE OF AUTHORITY VEHICLES

The County vehicles are provided for official use only. Such use will be monitored and evaluated by the Director of Transport through monthly reports received from the Transport Section. Government Vehicles Check Unit is empowered to stop the County vehicle, inspect it and file a report as appropriate.

2.2 REQUISITION AND APPROVAL FOR TRANSPORT

When a member of staff needs to utilize Authority Pool vehicle under any of the circumstances prescribed in this Policy, he/she should complete a Transport Requisition Form (see Appendix 1). All information requested for in the form should be completed in full.

The Transport Requisition Form should be signed by the Chief officer to signify the Departments approval of the journey and will allocate a suitable vehicle for the journey and advise the requesting officer accordingly.

A copy of the completed and approved Transport Requisition Form should be forwarded to the Transport Officer in the department of transport for recording.

2.3 INSURANCE AND ROAD LICENCES

The Director of Transport will ensure that all Authority vehicles are adequately insured and road licenses renewed as and when due or required. Copies of such insurance/licenses must be filed in the individual motor vehicle files for easy reference and record purposes. Similarly, all County vehicles must be inspected annually as a Government regulation as scheduled and motor vehicles must be fitted with seat belts.

Each Authority vehicle must be valued preferably by the Chief Mechanical Engineer Ministry of Transport and Infrastructure, at least once in two years to ensure that the insurance premium paid reflects the true worth of the vehicle. The responsibility of ensuring such valuation is timely and accurate lies with the Director of Transport.

2.4 PARKING OF AUTHORITY VEHICLES

Drivers must ensure that the Authority vehicles are securely parked. Authority vehicles should be parked at the Department of Transport yard or designated approved parking areas within other departments. Where such parking

is not available i.e., when a vehicle is in the field, the vehicles should be parked at the County Administration Parking yard or police station.

2.4.1 As a general rule, all Authority vehicles should be in use between 8.00 a.m. and 5.00 p.m. after which they should be parked. Any vehicle working after 5.00 should be cleared in advance by the Director of Transport. The Director of Transport will ensure that the approved authority from the Chief Officer Department of Road, Transport and Energy allowing County vehicles to be used during weekends, Public holidays and beyond working hours accompany the duly filled Work Ticket. The Government Vehicles Check Unit has authority to impound any such vehicle working before 8.00 a.m. and after 5.00 p.m. without written authority.

2.4.2 Drivers are advised to strictly adhere to the County By-laws with regard to parking in the town centre. As such, the County will not be responsible for the payment of fines imposed on the County vehicles and this will be promptly paid by the offending driver, or else, be deducted from his salary without delay.

2.4.3 The Transport Officer shall ensure that all County vehicles are fitted with anti-theft devices. The anti-theft system must be activated whenever the vehicle is parked and unattended, even if it is parked briefly. Drivers will be held directly responsible for any break-in of a car or theft of a car accessory as a result of the car anti-theft device not being activated

2.5 DRIVERS AND THEIR RESPONSIBILITIES

The Director of Transport will ensure that all personnel required to drive County vehicles must have valid driving licenses and must have passed suitability tests organized by the Chief Mechanical and Transport Engineer of the Ministry of Transport and Infrastructure, AA or any other government approved institution.

2.5.1 It is an offence for an officer to drive the Authority's vehicle without a written authority. In exceptional circumstances, and with the prior written authority of the Chief Officer, County vehicle may be driven by an officer

other than the established official driver. Such an officer will have been retested and/or confirmed suitable to drive as outlined in 2.5.

2.5.3 Drivers must inspect the assigned vehicle thoroughly before driving away. Inspection of level of oil, water, brake fluid and the general condition of the car in the morning is mandatory.

2.5.4 Drivers will be directly responsible for the vehicles allocated to them. Hence, any defect or damage noticed on a vehicle should be reported immediately in writing in the Occurrence Book and also to the Transport Officer.

2.5.5 Where a need to change vehicles arises, a driver should accept another vehicle only after it has been handed over to him by the Transport Officer. Such a driver must sign the handover/take-over form thereby making him liable for any losses or damages that may occur thereafter. (See Appendix 2)

2.5.6 On completion of an authorized journey, each driver is expected to close the Work Ticket by indicating the time and kilometers covered. Any other trip must be authorized afresh.

2.5.7 Cleanliness of vehicles is paramount and it is the duty of the driver to wash and make sure the vehicle attached to him/her is clean at all times. There shall be no smoking in the County vehicles. When traveling in the County vehicles, both driver and officers are required to fasten their safety belts. Drivers must always be neat when on duty.

2.5.8 Loss of car accessories or damages to the vehicle, however minor, must be reported to the Transport Officer as soon as possible but not later than 24 hours after the incident. Such report must be in writing.

2.5.9 Drivers must strictly observe all traffic regulations including speed limits, be courteous to other road users and show utmost respect to the officers they are carrying. Officers are in this regard encouraged to file confidential reports to the Transport Officer concerning the conduct of the drivers.

2.5.10 The cost of renewing driving licenses for County drivers will be met

by the County. Drivers should inform the Transport Officer one month in advance about the expiry of the licenses to enable him/her make arrangements for petty cash to be issued.

2.5.11 Drivers will be assigned duties within any part of the County Government of Kajiado. Relevant allowances e.g. overtime, lunch, per diem allowances will be paid with due authority as per the Salaries and Remuneration Commission policy. The responsibility of ensuring the authorization of these allowances will lie with the Chief Officer.

2.6 CHIEF MECHANIC DEPARTMENT OF ROARDS, TRANSPORT & ENERGY

The role of the Chief Mechanic will be limited to physically checking all the County vehicles referred to them and inform the Transport Officer on the mechanical and physical condition of the fleet on a continuous basis. He/she will be consulted for assistance when the County is purchasing new motor vehicles for guidance and input

2.6.1 The Chief mechanical and Transport Engineer in liaison with the Transport Officer will inspect any vehicle whose report has been given by a driver, with a view to booking it either for repairs or normal service after the necessary approvals have been given.

2.6.2 After any repairs or service, the Chief mechanic must satisfy himself/herself and certify that proper repair/service has been carried out as indicated in the dealers' job card or the County's L.S.O. it is the duty of the Transport Officer to prepare service schedules for the vehicles to enable them go for service without necessarily disrupting the day to day operations of the County.

2.7 ACCIDENTS

In case of an accident involving County's vehicle, the driver should not admit liability or enter into any type of private arrangements with the third

parties. Instead, he should report the accident to the nearest police station immediately, and in any case, not later than 24 hours after the accident.

2.7.1 Every accident, however minor, must be reported to the nearest Police station. A Police Inspection Report and a Police Abstract should be obtained within 24 hours of such occurrence. To enable proper investigations to be carried out, the vehicle should not be moved from the scene of the accident unless authorized to do so by a police officer.

2.7.2 In addition to any report to the police, the driver must report the accident to the Transport Officer in writing immediately, and not later than 24 hours after arrival at the working station, unless he/she is incapacitated by the accident. On receipt of the report, Director of Transport will file a report to the Chief Officer for the necessary action.

2.7.3 If the driver is accompanied by a member of staff, he/she must write an independent report of the accident to the Transport Officer to reach him/her within 24 hours of the accident. The Transport Officer will immediately deliver the officer's and driver's reports together with copies of the Police Inspection and Abstract Reports and copy of the drivers' driving license to the Director of Transport for insurance follow up.

2.7.4 All County vehicles are comprehensively insured. As such, whenever an Authority vehicle is involved in an accident the Director of Transport should immediately inform the Insurance firm and submit the following documents for further action. The information/report should reach the insurance company within 48 hours of the accident. A copy of the information/report should be forwarded to County Attorney for records and or further action as necessary.

- i) Police abstract report
- ii) Copy of driver's driving license
- iii) Motor vehicle inspection and test report form Traffic Headquarters

where applicable,

- iv) Copy of statement from the driver and/or passenger about the accident

- v) Filled police abstract form (indicating who to blame for the accident)

vi) Any other relevant information/document.

County's vehicles involved in accidents will be repaired by appointed garages through the County's insurers and/or the dealers, appointed agents or reputable garages as specified in 3.5.1 (general guidelines). Any 3rd parties will repair the County vehicles within these garages with full payment and the vehicle taken by the County to the garage for repairs.

2.8 PENALTIES

Drivers are required to take great care of the vehicles assigned to them. Dents on vehicles or accidents as a result of careless driving, or theft of vehicle accessories as a result of negligence attributable to the driver will be treated with the seriousness it deserves. To this end, where a penalty is recommended against a driver, it will be the responsibility of the relevant Disciplinary Committee to consider each case on its own merit and impose appropriate measure against the driver in accordance to the Public Service Human Resource Policies and Procedures Manual, Code of Conduct and Government Traffic Act.

2.8.1 In case a driver is blamed for an accident, the following disciplinary actions may be taken in the said order;

- i) 1st accident - verbal warning
- ii) 2nd accident - verbal warning
- iii) 3rd accident - written warning and the driver shall pay excess charges to be recovered from the salary. If the amount is too high, the driver can pay ¼ of the amount at the discretion of the Chief Officer.

iv) 4th accident – disciplinary action may be taken as may be deemed fit by the management.

The warnings above will remain valid only for one year.

2.8.2 In case a driver causes no accident within a year, a reward shall be provided once the incentives scheme/Reward Policy is developed.

2.9 WORK TICKETS

The usage of Work Ticket for the County vehicle is compulsory. No driver is authorized to use any County vehicle without a duly signed Work Ticket.

2.9.1 Any driver found operating without a duly authorized Work Ticket, or found deviating from the authorized route, or found carrying unauthorized passengers or goods will be subject to disciplinary action. All drivers must close the Work Ticket at the end of each trip. Any new trip should be authorized afresh.

2.9.2 It is important that officers authorizing journeys are specific with regard to the details. The route should be clear to an extent that leaves the driver with no doubts on how to proceed and to what destination.

2.9.3 The Transport Officer shall be responsible for checking kilometer readings on the Work Tickets to ensure that the journey is authorized and the corresponding kilometer recordings are reasonable. The Transport Officer shall also seek explanations from the drivers responsible whenever the kilometer readings are unreasonably excessive and file a report thereof to the Director of Transport as appropriate. In this regard, no County vehicle may be driven with a defective speedometer except with prior authorization of the Director of Transport.

2.9.4 In order to control the movement of vehicles, Work Tickets for all vehicles shall be signed by the respective Chief Officer/Transport Officer or any other authorized officer within the Department and in case of top executive, vehicles on field trips will be signed by the respective officers.

2.9.5 Work Tickets are accountable documents and must, therefore, be kept in safe custody after use. All filled up Work Tickets should be surrendered to the Transport Officer for filing and also to enable him/her issue fresh ones. At the beginning of each month, a fresh Work Ticket will be issued to each County vehicle irrespective of whether the previous Work Ticket is full or not. All columns of the Work Ticket are important and must be filled before any new trip is authorized.

3.0 FUELING OF AUTHORITY VEHICLES

All vehicles will be regularly fuelled at a petrol station approved by the Authority. All Authority vehicles will be allocated a fuel card specific for each vehicle.

3.1 Drivers are under instructions to transfer to the work ticket the details of the fuel consumed immediately after fuelling.

3.1.1 Where an officer is traveling on duty outside working station, it will be the duty of the driver to take over the responsibility of re-fuelling the vehicle throughout the journey by the use of fuel-card to cover the fuelling expenses. The driver will sign for the fuel card from the Transport Officer before departing for the journey.

3.1.2 Where the County has a fuel credit card scheme, the authority to use the creditcard will be vested in the Director of Transport in case of pool vehicles, and in the respective officers to which other vehicles are attached. All fuel cards will be under the custody of the Transport Officer.

3.2 COUNTY VEHICLE REGISTER

These shall be established within the Transport office a vehicle register which shall be housed in a computer or such other electronic device capable of inputting, storing, transferring, updating and retrieving data.

The vehicle register shall have daily information updates in respect of every motor vehicle in the County from the time it is purchased to the time it is boarded and sold. Such information to include; vehicle registration number, make and model, engine number, year of manufacture, date of registration (date brought by the COunty), engine capacity, chassis number, its current location, logbook number and its file number.

3.3 VEHICLE MONTHLY REPORTS

There will be vehicles monthly reports for all COunty vehicles. The monthly reports shall be prepared by the Transport Officer and the vehicle register and the individual vehicle files updated accordingly and the same forwarded to Director of Transport for further action. A sample of the form to be used for compiling the monthly report is annexed as (Appendix3).

3.4 REQUEST AND AUTHORIZATION FOR LOANING OF COUNTY VEHICLES

Where there are occasions when, with the prior authority from the Chief Officer, County vehicle may be loaned out to another public entity. Such entity and NOT the COunty, will meet the fuel expenses of that particular vehicle and any other costs that may be incurred including servicing, repairs and maintenance of the vehicle unless an exemption is given in writing by the Chief Officer. In the latter case all such services must be undertaken by County appointed dealer or agent.

It is also hereby clarified that where the services of the County driver are used by the public entity then the subsistence allowance that the driver may be eligible for will be borne by that entity (at a rate not less than the County prevailing rate) throughout the duration when the driver's services are used, unless an exemption is given.

3.5 VEHICLE MAINTENANCE

3.5.1 The procedure to be followed for repair and servicing of motor vehicles shall be in strict conformity with relevant clauses of the Public Procurement and Disposal Act, 2015 and the existing Authority guidelines on the procurement of goods and services.

3.5.2 GENERAL GUIDELINES

Maintenance, repair and servicing of the County vehicles will be carried out by the dealers, their appointed agents or reputable garages which shall annually be approved by the Director of Transport. Vehicles shall be maintained properly and at the correct times to ensure optimum life and reliability.

3.5.3 For repairs and servicing of motor vehicles, the Director of Transport will work closely with the County's Procurement Director to ensure that the correct procedures are followed.

3.6 REPAIR AUTHORIZATION

No County vehicle should be repaired or serviced without the knowledge of the Director of Transport/Transport Officer. In cases of urgent minor repairs costing not more than Kshs.30,000 the Director of Transport can authorize petty cash/imprest to be used so that work does not come to a standstill due to lack of transport.

3.6.1 The Chief Officer will authorize expenditure for County vehicles which are being repaired by the dealers.

3.6.1 It is the responsibility of the driver to inform the Transport Officer about a faulty vehicle or one that is due for service to enable prompt action to be taken. All replaced parts including tyres tubes batteries and spare parts should be returned to the Transport Officer and Stores for eventual boarding and a record to that effect placed in the individual vehicle file.

3.7 PURCHASE OF BATTERIES

The Manager in charge of Procurement shall ensure that purchases of batteries are to be sourced from the dealers or their principal local agents who normally give a warranty against defective products. Where batteries are to be

replaced before the warranty period expires an explanation must be sought from the supplier with a view to replacing the defective product.

3.7.1 The Transport Officer shall ensure that batteries are marked to indicate the vehicle's registration number. Details about replacement of batteries should be reflected in the individual Vehicle Maintenance File or Log Book. Care must also be taken to avoid shifting vehicle batteries from one vehicle to the other unless in cases of extreme urgency. In any case the, should be fitted back to its original vehicle after the emergency.

3.8 PURCHASE OF TYRES AND TUBES

Purchase of tyres and tubes will be done only after a defective report by the Transport Officer has been approved. Such a report must indicate when the current tyres were bought. Quality tyres and tubes (to be specified by the Transport Officer), unless there is a necessity for change, should be Procured for all County vehicles as and when need arises.

3.8.1 When the tyres and tubes are to be purchased directly from the manufacturer or from the appointed agents at the minimum recommended price by the manufacturer, no other quotations will be necessary.

3.9 EMERGENCY REPAIRS

When repairs are essential to a vehicle which is outside its normal working station, the officer, or if traveling alone, the driver should obtain authority to repair the vehicle by telephone from the Director of Transport. Authority can be given for an amount not exceeding Kshs.15, 000.00 to enable the vehicle to proceed with its journey. The vehicle should be repaired, where applicable, by the nearest dealer or locally designated agent or approved garage. Detailed account of the work done should be obtained so that payment can be effected without unnecessary delays. Such repairs done outside the station should also be recorded in the individual vehicle Maintenance Log Book

4.0 TOWING OF COUNTY VEHICLES

Where Authority vehicle breaks down or is involved in an accident and has to be towed, the services of authorised service provider must be sought before any other towing agencies are considered.

4.1 MAINTENANCE OF LOG BOOKS

A Maintenance Log Book for each vehicle will be kept and up-dated by the Transport Officer in conjunction with the driver. The Maintenance Log Book will show an up to date record of all the maintenance expenses incurred on each individual County vehicle in any given year. All the maintenance books must be verified and countersigned by Director of Transport/Transport Officer at least twice every year

4.2 REPLACEMENT OF COUNTY VEHICLES

The County depreciation rate of 25 Per annum on motor vehicles applies. Thus after four years the vehicles will have been depreciated to nil book value. Experience has shown that after a vehicle has been fully depreciated, it may continue rendering trouble-free service for up to two more years. Thereafter, the cost of repairs and maintenance escalates, fuel consumption becomes inefficient and reliability deteriorates. The Transport Officer shall ensure that a budgetary provision for the replacement of Authority vehicles is made whenever they become due.

4.3 REPLACEMENT PROCEDURE

4.3.1 REPORT BY USER

When an officer to whom the County vehicle is attached or the Transport Officer is of the opinion that it is no longer serviceable or is uneconomic

to maintain the motor vehicle, he/she shall make a detailed report to that effect to the Director of Transport giving proof of the problem. It is also necessary to attach the defects report from a competent garage or government institution indicating the cost of repair of the vehicle. The Director of Transport shall, upon receipt of such a report make appropriate recommendation to the Chief Officer.

4.4 AUTHORITY TO BOARD

When the Chief Officer, upon the recommendation of the Director of Transport is satisfied that the vehicle is not worth repairing, he shall grant the authority to have the vehicle boarded.

4.5 VALUATION REPORT

Once the authority to board a vehicle is given, the Transport Officer shall obtain its Valuation Report from the Chief Mechanical Engineer, Ministry of Roads. The Transport Officer shall present the Valuation Report, through the Director of Transport, to the Disposal Committee requesting approval from the Board to board, (to ground a motor vehicle awaiting disposal process) the Vehicles. Once the vehicle is boarded, the Transport Officer in-charge shall have it grounded and disposed off. The sale of boarded vehicles shall be conducted by the Procurement Department in conformity with the Public Procurement and Asset Disposal Act, 2015.

4.6 REPLACEMENT OF BOARDED VEHICLES

When a vehicle has been boarded but before it is grounded, the Transport Officer shall initiate the process for its replacement. Transport Officer shall, upon consultation with the intended user and taking into account the terrain, Market parameters etc.; recommend to the Director of Transport a suitable replacement for the vehicle. Unless the replacement is occasioned through an

accident, the grounding of a vehicle will only be done once its replacement has been procured.

4.7 REQUEST FOR ADDITIONAL VEHICLES

The role of the Transport Department is limited to the maintenance and replacement of existing fleet. When a top executive officer needs an additional vehicle, it is the responsibility of that officer to justify the need by writing to the Chief Officer. On approval by the Chief Officer, Transport Department will make the necessary provision in its capital budget and procurement of the same shall commence in accordance with the relevant laws and regulations.

4.8 TRANSPORT OF COUNTY STAFF

This part deals with transport facilities available to an officer when traveling on duty. It includes traveling privileges granted to members of the officer's family in specified circumstances and the transportation of personal effects.

4.9 ELIGIBILITY FOR OFFICIAL TRANSPORT

Official transport means eligibility of an officer to travel at the County's expense. Official transport will also be provided for an officer traveling on duty. An Officer traveling on duty to his/her home side may be authorized by the Chief officer to use his/her private car and claim mileage on return in accordance with 5.1 below.

5.0 TRAVELLING BY PUBLIC MEANS

Officers traveling by public means using a train will be entitled to use First Class for Management staff and Second Class for the rest. When travelling by

bus or mini bus, an officer will be entitled to Claim reimbursement equivalent to the prevailing fares.

5.1 TRAVELLING BY OWN CAR

If the use of public transport by road or rail is considered unsuitable when traveling on duty, an officer may seek prior permission from the Chief Officer to utilize his own car. Permission will normally be granted where the use of a motor vehicle is economical and is in the interest of the service. Reimbursement will be at the prevailing AA (Average Vehicle Running costs) rates using the most direct route between the two places. No mileage allowance will be paid for any journey of less than a kilometer.

5.2 TRAVELLING BY AIR

When traveling on duty outside the country, an officer should normally travel by air. Traveling by air within Kenya, however, will require prior approval of the respective Chief Officer. Air travel within the country will only be granted after a careful comparative analysis of the cost of alternative travel including the time factor.

5.3 REIMBURSEMENT OF TAXI FARES

When travelling on duty, an officer will be reimbursed the cost of taxi fares at standard rates from his residence to the railway station, appropriate bus terminal or airport and vice versa, provided Authority transport is not availed. An officer who makes use of his/her own car instead of using a taxi may claim motor vehicle allowance at the prevailing AA (Average Vehicle Running Costs) rates provided that the amount claimed is less than the cost of hiring a taxi, except where taxi service is not available.

5.4 TRAVELLING ON TRANSFER

The Authority will provide transport to ferry personal effects of an officer who has been transferred from one station to another. This facility will however not be applicable to an officer whose transfer has been occasioned through his own request or on disciplinary grounds. An officer on transfer may consult with the Director of Transport to hire private transport and claim transport reimbursement at the prevailing AA (Average Vehicle Running costs) rates. If private transport is unavailable and official transport is possible, Director of Transport may provide official transport for the Officer to proceed on the transfer.

5.7 BAGGAGE ALLOWANCE BY AIR ON DUTY

An officer traveling on duty by air will not be granted any baggage allowance in addition to the free allowance on his air ticket, unless excess is required for official purposes in which case reimbursement for excess baggage will be considered.

6.0 APPENDICES

- APPENDIX 1 - TRANSPORT REQUISITION FORMS
- APPENDIX 2 - VEHICLE MONTHLY RETURNS
- APPENDIX 3 - ACCIDENT NOTIFICATION FORM