

COUNTY GOVERNMENT OF BUNGOMA



DEPARTMENT OF PUBLIC SERVICE MANAGEMENT & ADMINISTRATION

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BUNGOMA, Kenya

BUNGOMA COUNTY TRANSPORT POLICY

Vision: We will provide world class transport that is safe, efficient, reliable and environmental friendly that satisfies both the clients and the operators

Mission: Excel in planning, regulating, providing and managing transport in the County Government of Bungoma

Motto : Our Heritage, Our Wealth

Core values:

Efficiency

Reliability

Efficacy

Cost effectiveness

Accountability

Transparency

Foreword

Bungoma County appreciates the global dynamism hence continually realigning of its strategies to the needs of its customers and employees. Through the realignments, the county has developed a number of policies aimed at enabling the county leadership and management offer efficient and quality services to its esteemed customers. One of such critical and incidental policy is the Bungoma County Transport Policy.

Whereas the Bungoma County government has invested heavily in vehicles and their maintenance, the management has been fairly repugnant. This has translated into relative unnecessary high costs and losses.

This transport policy aims at creating a framework that will regulate and manage transport in the county. In addition, the policy aims at aligning supply and demand of the county transport services through effective management of county vehicles and county leased vehicles.

The policy will equally increase the understanding of county staff and the public of the overall county fleet programs; create accountability of the county fleet. In addition, the policy will increase the efficacy of fleet operation, maintenance and repair to requisite safety standards.

The policy endears to set clear procedures for operation of the county fleet in the best standards while taking into consideration best practices and legal provisions.

I am Glad that the county now has a policy whose implementation will address the challenges inter alia experienced in this sector as it addresses the ever increasing demand for quality services from the County by Countyesteemed clientele

Hon. Richard Sabwami Keya

CECM, Public Service Management and Administration

1.0 Introduction

Transport policy deals with the development of a set of constructs and propositions that are established to achieve particular objectives relating to social, economic and environmental development, and the functioning and performance of the transport system.

The goal of this transport policy is to assist the making of effective decisions concerning the allocation of transport resources, including the management and regulation of existing transportation activities. Thus, transport policy is concomitantly of public and private interest.

Public policy is the means by which governments attempt to reconcile the social, political, economic and environmental goals and aspirations of society with reality. These goals and aspirations change as the society evolves, and thus a feature of policy is its changing form and character. The Policy has to be dynamic and evolutionary.

Policies are frequently, though not exclusively, incorporated into laws and other legal instruments that serve as a framework for developing planning interventions. Planning does not necessarily involve legislative action, and is more focused on the

means of achieving a particular goal, often within the existing regulatory framework.

Transport policies arise because of the importance of transport in virtually every aspect of economic, social and political activities of nation states. Transport is taken by governments of all inclination, from those that are interventionist to the most liberal, as a vital factor in economic development. Transport is seen as a key mechanism in promoting, developing and shaping the national economy

Issues of employee safety have for a long time led to the development of policies requiring driving licenses, limiting the hours of work of drivers, imposing equipment standards, establishing speed limits, mandating highway codes, seat belts and other accident controls. More recently, environmental standards and control measures are being instituted, in response to the growing awareness of the environmental impacts of transport.

2.0 Driver and User Policies

2.1 General conditions

The user of all the county vehicles will adhere to the following general user conditions for effective fleet management:

- a) Only county drivers and authorized county transport management staff may drive a county vehicle, Motor cycle or leased vehicle. All drivers must meet minimum standards for employment as a county driver.
- b) Non county staff may only ride in county vehicles if authorized and only on county official business.
- c) Drivers and passengers should comply with Kenyan Traffic laws and government vehicle check unit regulations.
- d) Drivers are dully responsible for the immediate reporting of all accidents or any damages to county vehicles to the transport manager within 2 hours of the accidents, incident.
- e) Drivers are responsible for basic checks such as oil, tyre pressure, and coolants before and after use
- f) Drivers shall ensure journeys are commenced as scheduled

g) County vehicles will be classified as personally assigned, work shared or motor pool.

2.2 Fleet driver and users' policy

2.2.1 Information

- i. This policy shall apply to all County vehicles and motorcycles whether assigned to a department, an individual or the motor pool.
- ii. County vehicles, motorcycles and county leased vehicles will only be used to conduct county official business.
- iii. Drivers will adhere to all traffic laws applying the area in which the vehicle is being driven. All drivers and passengers must wear sit belts while on the county vehicles or county leased vehicles.
- iv. The use of county Vehicles or county leased vehicles during any journey or trip thereof for personal pleasure or business is prohibited and contravenes the employee code of conduct.
- v. The county shall not be responsible for the violation of traffic laws and regulations by drivers of county Vehicles, motorbikes and county leased vehicles
- vi. All county vehicles shall bear official license plates and have county seals or logo clearly displayed on the front door of the County vehicles.

2.2.2 Driver requirement

- a. The drivers for county vehicles, motorcycles and county leased vehicles shall be required to:
 - b. Operate the vehicles in a prudent and safe manner
 - c. Use the motor vehicle complete occupant restraint system at all incidences
 - d. Meet the motor vehicle licensing requirement for the vehicle to be operated
 - e. Always check the vehicle for any damages before accepting the vehicle for any journey
 - f. Report all motor vehicle use and cost data when so required by the transport manager
 - g. Report all accidents involving the County vehicles, Motorbikes and county leased vehicles to the transport manager immediately they occur
 - h. Comply with all traffic rules and laws applicable and all check unit regulations
 - i. Pay all traffic violation regulations that may be levied again them for non compliance
 - j. Properly use and properly use fuel cards where provided
 - k. Request all passengers at all times to fasten safety belt while aboard
 - l. Notify the transport manager whenever a safety belt is not functional.

2.2.3 Requisition of the vehicle

1. To requisition a motor vehicle from the motor pool the following process shall be followed:

- i. Any employee of the county government may have a vehicle reserved from the motor pool provided it's for official use and the Chief officer of the department does approves
- ii. Reservation may be requested by completing a vehicle reservation form F-2-039

2. The officer requisitioning must:

State clearly the date and desired time for pick-up and return, specify the date, destination and the type of the vehicle requisitioned.

Specify if the vehicle should be wheelchair accessible or otherwise.

3. The motor pool officer shall return the f-2-039 reservation form with the vehicle number confirming the reservation of the vehicle.

4. If there is no vehicle available, 'no vehicle available will and recommendation for lease of use of personal vehicle' shall be noted on an attached yellow or green sticker.

5. The requisition form will then be processed by the transport officer; making provision for lease, fueling of personally owned vehicle. The form will form of the surrender documents at treasury

County staffs are not allowed to use personally owned vehicles unless approval is sought from the transport officer.

2.2.4 Cancellation of Vehicle Reservations

Any cancelation of reservations will be done within 24hours prior to the pickup time.

If the reservation is to be cancelled, the transport officer shall be notified immediately.

2.2.5 Check out Procedure

Once the approved requisition form, the trip documents shall be handed over to the driver.

No vehicle will be checked out without an approved requisition form.

Before departure, the transport dispatcher and security officer will inspect the vehicle, both county leased and the county vehicle.

In the event the vehicle is not picked within two hours of the reservation time, the reservation is automatically cancelled.

The number of passengers aboard must not exceed the manufacturers' specifications.

No guarantee exists that liability coverage will be accorded to any unauthorized guest aboard in the event of an accident.

The driver to whom the vehicle has been assigned the vehicle, both County Leased and County vehicles shall be responsible for the security of the vehicle until the vehicle is returned to the pool.

2.2.6 Return of Vehicles

All vehicles used on trips shall be returned to the motor pool upon return from the approved trip for which purpose it was requested.

The vehicle shall be inspected by the dispatcher or the motor pool and the security upon return.

On return to the pool, a completed trip ticket indicating beginning and ending odometer readings, vehicle inspection dully completed, fuel cards, keys and receipts shall be submitted to the motor pool.

2.2.7 Damage to Motor Pool Vehicles

While picking up vehicles from the pool, both County and county leased vehicles; the user is required to do diligent inspection for body damage. Damages should be noted on the trip ticket

The department for which the vehicle was reserved is responsible for the damages that are beyond the normal tear and wear.

2.2.8 Fueling and Repairs

- i. County vehicles and county leased vehicles shall be fuelled at designate fuel pumps
- ii. In cases where the designate fuel pumps have no fuel, purchase cards may be used or cash purchase will be done on approval by the transport manager.
- iii. No fuel purchases for fuel of personal vehicles except where approval are provided from the transport manager.
- iv. Purchases through cash shall be reimbursed on submission of completed travel expense form with appropriate official electronic receipts

2.3 Maintenance and Repair of County Vehicles

The maintenance of county vehicles and county leased vehicles shall be done at only designated workshops.

a) On journey repairs

- i. Every effort shall be made to ensure that the vehicle is in the best condition possible. In the event of a breakdown, minimum repair shall be done if the vehicle is away from any designate workshops. Where major repairs are required, the transport manager shall be notified. The driver shall be responsible for remaining with the vehicle.
- ii. Where there are mechanical failures, if operating within the county, the vehicle shall be returned to motor pool or call the transport manager if the County or County leased vehicle is inoperable.

b) Preventive maintenance

Vehicle preventive maintenance shall be done as per the maintenance schedule (oil filter change, chassis lube, oil change, tire pressure checks, sit belt checks and interior cleaning).

c) Repairs

County Vehicle and County leased vehicles shall be performed in designated workshops and prequalified garages.

d) Tires

Tire repairs and replacements shall be performed in prequalified workshops and garages.

e) Exterior and interior cleaning

The drivers shall be responsible for the exterior and interior cleaning and shall provide receipts to the transport manager for reimbursement consideration

2.4 Vehicle Assignment Regulations

County government employees and persons on county government assignments shall use county vehicles or county leased vehicles while conducting county business. The categories of county vehicles are; personal assigned, work shared County leased vehicles, motor pool vehicles and qualified non personal vehicles.

2.4.1 Personally Assigned Vehicles

County employees may be assigned county vehicles based on job responsibilities and where there is dire official need.

The understated are the guideline for such assignments and may be redefined to suit the needs of the county government of Bungoma.

- a) The employee needs to use the vehicle 5-7 days a week
- b) Where the vehicle requires special equipment

- c) Where the officer requires to be on call
- d) Where the officer is not based at the headquarter

Where such vehicle is assigned and the assignee is on leave, the vehicle will be packed at the vehicle pool until the officer resumes from leave.

2.4.2 Motor Pool Vehicles

The vehicles in the motor pool shall be available for all employees of the county government of Bungoma without regard to funding. The vehicles shall be available on the basis of the appropriate funding source.

2.4.3 County Leased Vehicles

Cabinet through a memo may recommend for the lease of vehicles on the needs basis. The lease will take into account the in absence of similar services from the motor vehicle pool. The following shall be the consideration for County leased vehicle:

- a. Approval of lease by cabinet through a cabinet memo
- b. The cost benefit analysis
- c. Duration of lease of the vehicle
- d. Recommendations of the transport manager that shall be consistent with the cabinet memo

- e. Availability of funds for lease

The county leased vehicles shall only be used for the purpose for which they were leased and drivers shall be responsible for the safety of the vehicle and responsible to the transport manager

2.4.4 Qualified Non Personal Use Vehicle

Some of the county vehicles may be designated as personal use vehicles and may not be assigned as above, these will include:

- a) County ambulances
- b) Any vehicles designed to carry cargo with a load weight exceeding 4 tons
- c) Specialized utility trucks used for repairs that may be used in carrying of tools and equipment

2.5 The Permitted and Prohibited Uses

No persons shall use or permit the use of county Vehicles or County leased vehicles in the following prohibited manners:

- a) Speeding or reckless driving
- b) Driving under alcohol or drug influence

- c) County employees who made a reservation have the responsibility to prevent an impaired driver from driving and reporting to the transport manager.
- d) Use for personal gains such as dropping goods or services that are not related to County business.
- e) Handling loads that may damage the vehicles
- f) Use of trailer for towing without express authority from the transport manager

2.6 Political Use of Vehicles

No persons shall use the county vehicles for political activities.

2.7 Incidental Travel and Stops

- a) Drivers shall not use county vehicle for personal commitments.
- b) Drivers that may be requested to stay away from the may be permitted to use the vehicle for only necessary activity.
- c) Drivers shall only be allowed to make stops at restaurants and hotels for meals

2.8 Accidents Involving County Vehicles

In the event of an accident with a third party, the driver is required to report to the police and subsequently get a copy of the report written by the officer

handling the case. The driver is responsible for the completion of the accident report providing to the transport manager who will subsequently transmit to the insurer.

Where such accident or damage is caused by another county government property, then it should be reported to the transport manager. Where the extent of the damage requires insurance, then the report should be made to the police station.

In the event of an accident, the driver shall:

- a) Stop at once
- b) Take any incidental step that may prevent further accidents
- c) Notify the police and the transport manager immediately
- d) Intelligently obtain names and contacts of key witnesses
- e) Get the details of the other vehicle involved
- f) Not to readily accept liability or sign anything except for the police report
- g) Only discuss the specifics of the accident with the police
- h) Complete the drivers accident report at the accident scene while the driver is able to recall the events leading to the accident

2.9 Use of Fuel Cards

The county government may at some incidence introduce the use of fuel cards for staff.

The cards provided shall be used for the fuelling of county vehicles only at prequalified and designated stations and workshops

2.10 Leased Vehicle Acquisition

- a. The county government of Bungoma may lease vehicles for county official business use
- b. The county tender committee shall prequalify service providers for this purpose.
- c. The lease of vehicles will be done on the need basis and with the approval of the departments accounting officer.
- d. The transport officer may make such recommendations as to warrant the lease

2.11 Disposal of County Vehicles

County vehicles that surpasses their economic useful life shall be disposed off as provided for in the *Public Procurement and Disposal Act*

County vehicles that are damaged beyond repair may similarly be disposed of provided there is a report from both the transport manager and the insurers.

3.0 Management Policies

3.1 General Information

- i. The transport manager shall be responsible for all vehicles; ensuring vehicles are used only for official county use.
- ii. All motor vehicles in the pool shall be returned to the pool unless on official overnight trip
- iii. The transport manager shall ensure monthly maintenance checks are performed to ensure vehicles are in good condition for use
- iv. The manager shall ensure maintenance is undertaken after every 1000 km of mileage
- v. Permission to modify a vehicle shall be sought from the chief officer in charge of public service management and administration

3.2 Transport Manager

The transport manager shall be required to:

- a. Review county records concerning fleet operation and the use of the vehicles on quarterly basis
- b. Designate and review the assignment of vehicles in consultation with the chief officer Public service management and administration

- c. Maintain and establish effective preventive maintenance programs for the motor pool
- d. Screen all requests for additional vehicle purchases, vehicle leases and vehicle replacements before forwarding to the county secretary for approval.
- e. Provide guidance in so far as County vehicle and County leased vehicles are used and the safe operation of the same
- f. Maintain vehicle pool management records for the effective utilization of the vehicles
- g. Prepare motor pool operating budgets for onward transmission to the chief officers for approval
- h. Ensure that all pool vehicles comply with County laws, policies and other national government regulations (licensing, insurance, check unit regulations and inspections)

3.3 Training for Drivers and Pool Managers

- a. The transport managers and his assistants shall be required to attend fleet management trainings
- b. Drivers shall be trained once every two years on defensive driving, refreshers on driving and first aid

- c. Whenever a new vehicle model is purchased, drivers shall be refreshed on the operation of the vehicles acquired.

3.4 Vehicle Management

- i. The transport manager shall be charged with the monitoring of the assignment and the prudent use of the motor vehicles.
- ii. The transport manager shall keep records of the vehicles; both county and county leased
- iii. The transport manager shall maintain records of the vehicle lease needs and appropriately advise through writing the chief officer public service management and administration.
- iv. Pool vehicle shall be reserved and issued by either the dispatcher or the transport manager
- v. The transport manager shall keep records of the mileage at the beginning and at the end of the trip
- vi. Common sense and good driving habits shall be adhered to while operating county vehicles and county leased vehicles, such habits shall include but not limited to:
 - a. Avoid one vehicle per person trips
 - b. One vehicle shall be used for passengers traveling in the same area

- c. Consider the necessity of the trip for which the requisition has been made
- vii. A driver of the vehicle shall only start the engine when all passengers are seated and safety belts fastened
- viii. Disposal of vehicles from the pool shall be based on the break even mileage and can equally be justified by the impending repairs on the vehicles
- ix. The smallest vehicle shall always be used

3.5 Vehicle Maintenance Policy

- a. Preventive maintenance inspection shall be done on all pool vehicles
- b. Expedient attention shall be given to, air filters, oil, tyre pressure, cooling systems and wheel alignment
- c. All county vehicles shall have to pass state inspection where so required
- d. The transport manager shall maintain maintenance programs that are largely preventive
- e. The transport manager shall interrogate and review all maintenance expenses and carry out investigations where he/she deems appropriate
- f. The transport manager shall ensure all drivers are educated and made aware on daily vehicle performance

3.6 Record management

3.6.1 Records Keeping and Reviews

- a. Maintenance and repairs shall be tracked for each motor vehicle
- b. Records shall be maintained and substantiated by drivers and the fleet controller
- c. The transport manager, shall recommend, based on the record of the supply and demand of county vehicles recommend to the chief officer public administration, the need for vehicle lease and the specifications

3.6.2 Mileage Report

The county vehicles and county leased vehicle mileage reports shall be captured in either work tickets or trip tickets.

The work ticket shall contain all mileage logs and reports for the vehicle

The trip tickets shall contain mileage logs and the reports for any specific mechanical problems experienced on the trip

The mileage reports and the fueling report shall inform the transport manager on the vehicle fuel consumption that will guide future decisions.

3.6.3 Motor Vehicle History Records

All historical records relating to County vehicles and county leased vehicles shall be maintained by the transport manager and shall include but not limited to:

Inventory data

1. License number plates

- a) Vehicle serial numbers
- b) Year of manufacture, make, model, capacity and weight
- c) Acquisition costs of the vehicle
- d) Source and condition of acquisition of vehicle
- e) Current location and assignment of the vehicle
- f) Odometer reading at acquisition date

2. Utilization

The correct mileage recorded on daily basis

3. Operating cost records

All fuel, oil, tyre, lubrication, washing, tyre mounting and any other incidental costs shall be captured in the records

4. Records of accidents and damages

Dates of accidents have to equally captured in the records besides any pending cases on the vehicle

5. Disposal Data

The date, buyer, amount received and documents relating disposal have to be filed

3.7 Monitoring and evaluation

The transport unit shall be required to put in place a monitoring and evaluation system that shall assess the efficacy and the efficiency of the realization of the transport objectives. The system shall assess the cost effectiveness Vis a vis the transport offered.

The county staff and those who have received the services shall be required to volunteer incidental information for evaluation

3.8 Implementation

The implementation of this policy shall be vested in the office of the transport manager and supervised by the County Chief officer for Public service management and administration

3.9 Review of Policy

This transport policy shall be reviewed every five years.

Annexures