



TRANSPORT AND VEHICLES POLICY

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1. Introduction

The West African Alcohol Policy Alliance Transport Policy is formulated to serve as a guideline for the Organization and its stakeholders in appreciating the Transport Section as well as provide the parameters for operating its fleet. This policy will help the WAAPA to optimise its Transport Section and make efficient use of its fleet. The Transport Policy provides the WAAPA with a standard procedure for the acquisition, enhancement, use, control, maintenance, repair and disposal of the WAAPA's motor vehicles and for the management of related forms of transport engaged for WAAPA's operation. The Head of Secretariat will be responsible for the administration and implementation of the Transport Policy and the transportation needs of the Organization.

2. Objective

West African Alcohol Policy Alliance strives to constantly provide the best of facilities and benefits to its employees. The Transport Policy provides guidelines for decision making on the Transport management to ensure efficiency and effectiveness in the management of the WAAPA's vehicles. It is also to provide broad guidelines to develop good driver behaviour and adequate maintenance system to ensure road safety.

3. Scope

This Policy serves as a guideline for the use of transport services for stakeholders about the management of official vehicles in terms of acquisition, assignment, use maintenance, repairs and disposal. The policy shall apply to all motorised vehicles owned, leased or rented for the organisations use including pickups, vans, buses and motorbikes.

4. Procurement/Disposal/Replacement of Vehicles

WAAPA shall follow the standard procurement policies and laws of Public Procurement and Disposal of Public Assets (PPDA) and FORUT Procurement/disposal/replacement when purchasing/disposal/replacement of vehicles. WAAPA shall procure brand new and slightly used vehicles. All vehicles will be purchased by the Operations Officer in consultation with the Head of Secretariat and approved by WAAPA Board. The procedure for purchase and disposal of vehicles will be in accordance with the FORUT and WAAPA's regulations.

5. Operating Procedure

All vehicles of the organization will be pooled and garaged at the organizations premises and any authorized location as approved by the Head of Secretariat. For the use of any vehicle, a request will be made through the Operations Officer and will be recorded in an appropriate Vehicle Booking Log. The authorized driver will be provided with the accountable items for the vehicle. At the completion of the period of authorized use, the authorized driver will complete the trip record in the vehicle log, return the accountable items, report any Notifiable Event, and provide any receipt of expenditure and advice on the current location of the vehicle.

6. Insurance

The Operations Officer shall ensure that all vehicles are insured under comprehensive cover. Thereafter, it should be insured under third party cover (fire & theft). All vehicles should be boarded after 10 years of use. Before the expiration of the maximum period (10 years) a vehicle may be boarded when it accumulates 300,000 kilometers after purchase.

7. Transport Committee

There shall be an established Transport Committee which among other things will act as the primary authority responsible for the general vehicles, control and facilitate the management of the general fleet and all other transport related activities of the Organization including physical movement of the fleet. The Transport Committee will facilitate the provision of all support services required for effective management of the policy infrastructure; plan, implement and monitor the general fleet; and ensure adequate annual budgetary provision to meet the demands of the Transport Section as shall be indicated by the Transport Committee.

The Transport Committee specifically shall provide the following functions:

- i. Act as the primary authority responsible for the general and executive vehicle fleet;
- ii. Control and facilitate the management of the general fleet and all other transport-related activities of the organization;
- iii. Plan, implement and monitor the movement of the fleet so defined;
- iv. Facilitate the provision of all support services required for effective management of the policy for general fleet;
- v. Ensure adequate annual budgetary provision to meet the demands of the Transport Section as shall be indicated by the Transport Committee;
- vi. To periodically review and supervise the implementation of the Transport and Maintenance Policies;

- vii. To exercise oversight responsibility over the effective running of transport;
- viii. To make suggestions and recommendations for the improvement of the Transportation to the administration;
- x. To monitor to ensure that the expected efficiency and effectiveness required of the Transportation;
- xi. To perform any other functions that may be delegated to the Operations Officer by the Head of Secretariat;
- xii. As authorized the Program Officer to act as the Operations Officer until a substantive Operations Officer is hired.

Composition

The Transport Committee shall be composed of the following:

- Board Chair
- Treasurer
- Head of Secretariat
- Operations Officer

The Operations Officer

WAAPA shall appoint an Operations Officer who shall supervise the activities of the Transport Section, operating through the Head of Secretariat. The Officer will perform the following activities to ensure efficient running of the section:

- a) Record on a central database all motor vehicle details and relevant information;
- b) Maintain all vehicles in a safe and roadworthy condition at all times;
- c) Maintain vehicles in accordance with the manufacturer's recommended service schedule by an authorized service provider;
- d) Direct that vehicles be operated only in accordance with the manufacturer's instructions;
- e) Direct that continuing arrangements for the proper garaging and/or securing of vehicles are effected;
- f) Ensure that both interior and exterior parts of the fleet of vehicles are clean at all times;
- g) Maintain a register of authorized users;
- h) Provide and direct all vehicles in this pool to purchase fuel and other lubricants using the approved system;
- i) Direct that only staff members of the WAAPA or other persons specifically authorized by WAAPA travel in the vehicles;
- j) Liaise with the Head of Secretariat regarding any and all damage as a result of accidental or deliberate act and organize effective repairs by a suitable repairer at the earliest opportunity;

- k) Direct that vehicles be provided with a vehicle log which is maintained and submitted on bi- weekly basis to the Head of Secretariat;
- l) Direct that all elements of this policy, as amended from time to time, are complied with;
- m) Ensure that smoking, administration of illicit drugs, betel nut, chewing or consumption of alcohol is not conducted in vehicles;
- n) Be responsible to ensure WAAPA Logo is affixed on all vehicles;
- o) Shall set out the instructions for intended journeys of the WAAPA vehicles; (s) Preparation of allocation schedule and allocating vehicles to the drivers to ensure smooth operation;

8. Vehicle Safety and Structural Integrity

Vehicle Safety Equipment

- i. The Operations Officer shall ensure that vehicles are equipped and fitted with the required safety equipment such as Seat Belts, Fire Extinguishers, Warning Triangles, First Aid Boxes and Crash Helmets (in the case of Motor Cycles).
- ii. Vehicles must satisfy road worthiness requirements by Driver and Vehicle Licensing Authority (DVLA) standards.
- iii. Vehicles used for long distance journeys must be fitted with additional safety devices such as air bags, alcohol detectors, etc.
- iv. The roadworthiness of vehicles should conform to the DVLA fitness standard. The Operations Officer must ensure that the vehicles are inspected and tested by a DVLA accredited testing center.

Safe Use of Vehicles.

- i. To ensure this, vehicles must be properly assigned and drivers assigned should be responsible for their safe use.
- ii. Drivers assigned vehicles must ensure that: (a) Suitable tyre weight of vehicle will be used for the appropriate loading assignments; (b) Strict surveillance and vigilance are constantly maintained over the movement of vehicles and against abuse; and (c) Each and every vehicles must carry a Log Book
- iii. Drivers and staff drivers assigned vehicles will be responsible for ensuring that vehicles are constantly kept in roadworthy condition, and that maintenance and/or repairs due are always carried out
- iv. Drivers and occupants of vehicles shall wear seat belts in accordance with provisions in the Road Traffic Act 683 of 2004 Road Traffic Regulations, 2012 (L.I. 2180) and any other laws in force.
- v. Any staff using the organizations motor bicycles shall wear helmets.
- vi. Drivers and staff driving WAAPA's vehicle/motor cycle shall not be under the influence of alcohol or drugs or smoke whilst driving.
- vii. Drivers and staff driving WAAPA's vehicles must strictly observe speed limits. Vehicle speeds shall not exceed 100 kph on a motorway, 80 kph on trunk road and 50 kph in built areas.

- viii. Drivers and staff must ensure that the vehicles are not loaded above the provisions in the Road Traffic Act 683 of 2004 and Road Traffic Regulations, 2012 (L.I. 2180).
- ix. Drivers and staff driving vehicle must avoid acts which constitute dangerous, careless and reckless driving and must observe road traffic signs and markings at all times.
- x. Drivers and staff driving WAAPA's vehicle must cooperate with Motor Traffic and Transport Unit (MTTU) of the Ghana Police Service or any other unit of the service in the discharge of their traffic law enforcement duties.

Driving Hours

Drivers driving WAAPA's Vehicles shall not drive for more than 500km or 8 hours in a single day. However, after four hours of continuous driving the driver, shall take a mandatory 30 minutes rest

Night Driving

- i. As much as possible, night driving should be avoided i.e. from 8.00pm
- ii. If night driving is inevitable, drivers should take adequate rest before the start of the journey.
- iii. Check headlights to ensure that they function properly.
- iv. Driving speeds should be reduced.

Permitted and Prohibited Uses

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

- I. Reckless driving or speeding;
- II. The driver is impaired by alcohol, drugs or any other adverse condition;
- III. Any employees who believe the driver is impaired have a duty to prevent him/her from driving WAAPA vehicles and seek assistance from the Operations Officer;
- IV. Smoking is prohibited in the vehicles;
- V. Transport of non-employee passengers, including family members, in WAAPA general fleet vehicles is not permitted unless with prior authority;
- VI. Use for personal gain, such as delivering goods or services, not related to WAAPA business is prohibited;
- VII. Handling loads that could structurally damage the vehicle is prohibited;

Political Use of Vehicles

No person may use any vehicle owned by the West African Alcohol Policy Alliance for Political Campaigns.

Incidental Travel and Stops

- i. Drivers are not permitted to use vehicles for personal purpose. The only exceptions to this rule are incidental stops. Examples are stops at restaurants for a meal, an Automatic Teller Machine (ATM) or financial institution, for urgent care or to emergency room or a petrol station or convenience store.
- ii. Drivers should remember that public perception of vehicles is important and influenced by how and where the public sees the vehicles used. Drivers should not make incidental stops at locations the public would perceive as inappropriate. Examples are liquor outlets and other locations where it is unlikely that any business or allowable incidental use is involved.
- iii. Drivers required to stay overnight(s) away from home may with permission of WAAPA Head of Secretariat, use the vehicle for the types of necessary activity that could be expected of a traveler away from home. Examples include everyday use to go to a pharmacy, grocery, laundry, fitness center, or other locations to purchase goods or conduct activities necessary for the employee's health and wellbeing.

9. Management of Vehicles

For effective and efficient management and running of vehicles the following procedures shall be strictly enforced.

9.1 Vehicle File

A file should be immediately opened for every vehicle upon acquisition to keep all documents on that particular vehicle. Documents to be kept on file should include letters initiating and covering the purchase price of the vehicle, documents on insurance and renewals cost and any other document deemed necessary.

9.2 Vehicle History File

This file shall hold records on maintenance, repair and servicing; and documents on the purchase of spare parts and tyres.

9.3 Vehicles Complaints Book

Drivers' complaints on the state of vehicles they drive shall be recorded in this book.

9.4 Insurance/Roadworthiness

- i. Where a vehicle is being used at a department or section the requisition shall pass through the Head of Secretariat to the Operations Officer.

- ii. Where it is a pool vehicle then the Operations officer shall initiate the process
- iii. There should be one expiry date for all vehicles which are comprehensively insured.
- iv. For the first five years, a new vehicle shall be insured comprehensively.
- v. After the first five years when the need arises, vehicles could be revalued and insured comprehensively again; otherwise they should have third-party insurance.

9.5 Parking of Vehicles

- i. All vehicles other than executive vehicles, duty post vehicles and official vehicles shall be parked at the WAAPA premises after close of work each day and at weekends.
- ii. Where the nature of the duties of an officer using a vehicle demands, or the nature of work so prescribes, the vehicle may be parked at a place other than the place specified above provided that prior approval of the Operations Officer has been obtained.
- iii. Official Vehicles allocated to officers for official and personal use would be so used. However, vehicles are to be used for official assignments only. Where such a vehicle would be used for the personal purposes, prior approval should be sought from the Head of Secretariat and all cost incurred must be borne by the officer concerned.
- iv. A vehicle which travels outside Accra should be parked at a Police Station or at a suitable place. Where this provision is not applicable, the vehicle shall be parked at a place where safety can be assured.
- v. Keeping vehicles at residence: Apart from executive vehicles, official vehicles assigned to senior officers, no driver or employee shall be allowed to drive any to their homes overnight without prior permission from the Head of Secretariat.
- vi. Gate pass
 - (a) All vehicles leaving the premises must receive a gate pass from the Operations Officer.
 - (b) Vehicles travelling outside Accra should receive the Head of Secretariat prior approval after which a gate pass would be issued by the Operations Officer.

9.6 Washing of Vehicle

- a) Every driver must ensure cleanliness of the vehicle assigned to him.
- b) Each driver must see to washing of the vehicle assigned to him and ensure that both the inner and out parts of the vehicle are kept tidy.
- c) When it becomes necessary to wash big buses, or for the engine compartment or the underneath of a vehicle to be washed, the Operations Officer must release money to the driver to get it done at a private washing bay.

9.7 Fuel use

- a) Fuel must be purchased at accredited fuel station, except where the vehicles travel outside Accra. In such circumstances the Officer travelling with the driver should supervise the purchase of the fuel and endorse the receipt. All such receipts must be made available to the Operations officer by the officer on return for retirement/refund.
- b) Any time fuel is purchased, the fuel tank of the vehicle must be filled up.
- c) All fuel purchased shall be authorized by the Operations Officer and the purchase shall be supervised and necessary receipts collected, except where the vehicle travels outside Accra.

10. Road Traffic Accidents and Management

- a. Any accident involving the WAAPA's vehicle must be reported to the authorities through the Operations Officer.
- b. If a vehicle is involved in an accident with a third party, the report of the accident must also be made at once to the local Police and the driver should get a copy of the report written by the Investigating Officer.
- c. The driver/supervisor is responsible to complete an accident report, and provide it to the Operations Officer who will then forward the details to the insurer.
- d. Procedure for Reporting and Handling Road Traffic Accidents shall be as follows:
 - i. Any accidents, however minor, should be reported to the nearest Police Station within 24 hours after the accident
 - ii. In the event where the driver is alive, he must arrange to send casualties, if any to the nearest hospital.
 - iii. The driver must then report the accident to the Operations Officer who shall bring the accident to the attention of the appropriate authorities.
 - iv. Failure to report an accident shall lead to a disciplinary action being taken against the driver concerned and also be surcharged with the cost of the repairs.
- e. In case of an accident drivers are advised:
 - a. To stop at once.
 - b. To take steps to prevent further accidents – turn on hazard lights, and set out warning devices.
 - c. To notify the Operations Office and call Police immediately.
 - d. To obtain the license plate numbers and insurance policy of other vehicles involved.
 - e. To protect passengers, vehicle.
 - f. Tactfully, obtain names, addresses and phone numbers of all witnesses. Get the names of all occupants of other vehicle(s) involved.
 - g. Give other driver(s) your name, address, the vehicle license plate number and your driving license and also get the same details from the other driver(s).
 - h. NOT to admit liability and NOT to sign anything except the Police report.

- i. To discuss the specifics of the accident only with the Police or the Operations Officer.
- j. To complete a driver's accident report at the scene of the accident while the information is fresh in your mind

11. Disposal of Vehicles

- i. WAAPA shall dispose off a vehicle which has travelled for a period of 300,000 kilometers or which has been used for a period of ten (10) years, whichever, is shorter
- ii. The Transport Committee shall make recommendations to the Head of Secretariat for the vehicles disposal.
- iii. Upon the approval of the Transport Committee, the Head of Secretariat shall take the necessary steps for the disposal of the vehicle as provided under the existing laws

12. Maintenance and Repair of Vehicles

- i. The maintenance schedule for the vehicles shall be derived from the individual vehicle's owner's manual supplied by manufacturers.
- ii. Vehicles under warranty shall be sent to the relevant dealer for the stated period for all scheduled and other repair works. After the Warranty has elapsed, critical repair jobs shall also be undertaken by the same dealer.
- iii. Under no circumstances shall a vehicle be sent to any garage for repairs, servicing or maintenance other than the accredited garage without the prior knowledge of the Head of Secretariat.
- iv. Vehicles can be sent for repairs, servicing and maintenance only to accredited garages recommended in writing by the Head of Secretariat through the Operations Officer

12.1 Transport Records

The following records should be kept with all the vehicle users such that from regular analysis the Operations Officer may be able to assess among other things, operational and maintenance cost and ascertain the general efficiency with which vehicles are being utilized and maintained.

- i. Vehicle Log Book
 - a. Each and every vehicle should always carry a vehicle log book which will be issued by the Operations Officer who controls the movement of vehicles.
 - b. A vehicle log sheet has various columns which should be entered by the relevant driver and completed by the respective vehicle user every time a journey is embark on.
 - c. All other information required to be recorded in the log book regarding fuel, lubricants consumption etc. should be entered by the Workshop Technician.
 - d. Vehicle Log Book sheets should be entered in TRIPLICATE:
 - Original copies of all Log Sheets should be forwarded to the Head of Secretariat every month.
 - The first duplicate copies should be deposited with the Workshop Foreman.

- The second duplicate copies which remain in the log book shall regularly be checked by the Operations Officer.
- ii. Vehicle History Book:
 - (a) This record in the form of a book will be carried in each vehicle by drivers alongside the Vehicle Logbook.
 - (b) The vehicle history book contains the following questionnaire, which must be completed by the appropriate personnel:
 - iii. Annual Individual Equipment Record:

Once a year, during the month of January, an individual equipment record will be completed by an Engineer in respect of each vehicle and equipment.
 - iv. Fuel and Lubricants Records:

The fuel and lubricants will be issued from time to time for servicing. Entries of any issues should be made in the Vehicle Log Book

12.2 Fuel/Lubricant station

- a) WAAPA shall assigned a fuel/lubricant station for diesel, petrol and other fuels and lubricants
- b) This must be monitored by the Operations Officer.

13. Non-compliance and Consequence

Violation of this policy is subject to disciplinary action, up to and including termination.