



KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS)

TRANSPORT POLICY AND PROCEDURES MANUAL

Revised September, 2020

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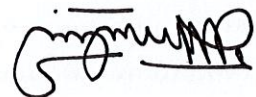
PREAMBLE

KEPHIS Transport Policy and Guidelines establishes a framework for management of the institution's transport system. This is in recognition of the fact that KEPHIS services are field based hence the importance of having an efficient and effective transport system. Specifically it is aimed at streamlining, coordinating and directing transport operations encompassing requisition, allocation, utilization, servicing, maintenance and disposal.

The policy shall be subject to the government guidelines that may be issued from time to time.

APPLICATION OF THIS POLICY

This policy guideline shall apply to all KEPHIS staff (on permanent employment, contract, internship or other form of engagement).



MANAGING DIRECTOR

DATE 31/05/2021

SECTION A: DEFINITIONS AND GENERAL PROVISIONS

1. PRELIMINARY CITATION

These Rules and Regulations may be cited as "The Kenya Plant Health Inspectorate Service Transport Policy" and shall come into force immediately upon approval by the Board.

2. DEFINITIONS

In this manual, unless the context otherwise requires: -

"Act" means the State Corporations Act (Cap 446) of the Laws of Kenya.

"Board" means the Board of the Kenya Plant Health Inspectorate Service established under section 8 of the Kenya Plant Health Inspectorate Service Act, 2012.

"Corporation" means the Kenya Plant Health Inspectorate Service herein referred to as KEPHIS.

"Designated Officer" unless otherwise stated designated officer shall be the General Manager Finance and Administration.

"Driver" means an employee of KEPHIS assigned the duties and responsibilities of driving the Corporation's vehicle and /or operating self-propelled farm machineries.

"Duty station" herein also referred to as workstation, means the administrative unit of KEPHIS in which an officer is based and carries out his duties and responsibilities.

"Employee" means an individual employed by the Corporation herein referred to as "staff" or "officer" other than a casual employee as defined in Employment Act Cap 226 and as stipulated in KEPHIS Human Resource Policies and Procedure Manual (Revised Edition of January 2006).

"Check Unit" means the arm of Government Police charged with the duty and responsibility of ensuring proper usage of government vehicles herein

referred to as Government Vehicles Check Unit (GVCU).							
means the approved workshop by the KEPHIS Management where the Corporation's vehicles are serviced, repaired and maintained as stipulated in KEPHIS Purchasing and Supplies Guidelines document.							
means the Chief Executive of KEPHIS appointed under section 10 of the Kenya Plant Health Inspectorate Service Act, 2012.	"Managing Director"						
refers to the authority and powers vested in the office of the Managing Director by the Board to manage the functions of the Corporation and to act on any particular matter within the approved policy guidelines as stipulated by State Corporations Act Kenya Plant Health Inspectorate Service Act, 2012.	"Management"						
means any kind of service KEPHIS is mandated to carry out and /or any kind of work an officer is assigned to enable KEPHIS achieve its mandate.	"Official Duty"						
herein also referred to as "field" means any journey away from duty station to any part of the country and / or outside, where KEPHIS services are required and are rendered.	"Trip"						
means any means of transport provided by KEPHIS to its staff to enable them fulfil the Corporations mandate. Such may include and not limited to Car, Van, Pickup, Bus, Motorcycle, Bicycle and Tractor or other form of self-propelled machinery.	"Vehicle"						
Human Resource Management System							HRMS

SECTION B: SPECIFIC PROVISIONS

1) Authorised persons to drive the Corporation's Vehicles

- a) Driver(s) employed by KEPHIS for such purposes shall drive the Corporation's vehicles and in workstations where no driver is assigned, the concerned officer(s) shall be authorised to drive the vehicle. This will have to be in writing and approved by the Managing Director and will be expected to operate the vehicle in a safe and prudent manner.

- b) Unauthorised persons shall not drive the Corporation's vehicles.

- c) Officers authorised to drive the Corporation's vehicles shall ensure that they and their passengers adhere to all Kenyan Traffic Regulations as stipulated in The Traffic Laws of Kenya CAP 403.

- d) In the event that the driver is unable to execute his duties while in the field due to one reason or the other, the officer with the driver shall communicate the same to the Management for direction. However if he is unable to do so for some reasons or the other, shall make arrangements to take the vehicle to the nearest police station/government office for safe custody.

- e) At all times, officers authorised to drive and use the Corporation's vehicles shall maintain the Corporation's external image and reputation by observing traffic rules and extending courtesy to other road users when driving.

- f) Drunkenness, insubordination, carelessness and recklessness on the part of drivers/officers authorised to drive the Corporation's vehicles shall not be tolerated and shall be dealt with as per the provisions stipulated in KEPHIS Human Resource Policies and Procedure Manual.

- g) Charges arising from violations of some of the traffic regulations such as over speeding, not belting, wrongful parking shall be paid by the concerned officer who committed the offence.

2. Authorised Passengers and Luggage

- a) Only persons defined as employee of KEPHIS are authorised to be carried by the Corporation's vehicles unless otherwise authorised by the Managing Director or his designated officer.

- b) No unauthorised luggage shall be carried using the Corporation's vehicles.

- d) In cases where a KEPHIS vehicle is not available due to demand of many field activities and a taxi is not a viable means of transport, self-drive will be recommended with approval from the Managing Director or his designated officer.
- c) The Corporation's vehicles shall only be used for purposes of fulfilling its mandate and not for private work/personal use. Any unauthorised usage of the Corporation's vehicle shall lead to disciplinary action as stipulated in KEPHIS Human Resource Policies and Procedure Manual.
- For this reason, all departments / sections/units will ensure that all anticipated official travels are approved by the Managing Director or his designated officer and a Transport Requisition for the same is raised and approved at least two days prior to departure.
- b) Ordinarily authorisation of any journey will derive from approved departmental / sectional work programmes / budget - this document shall contain the following information;
- The dates of each activity
 - Duration of the event/activity
 - Destination/area of duty
 - Objectives/purpose of the trip
 - The number of officers involved.
- a) The Corporation encourages efficient and effective utilization of its fleet of vehicles at all times. Combining routes where applicable shall be allowed and encouraged.

3. Approved usage of vehicles

- e) If upon investigations it is found that the loss/damage on the vehicle was due to the officer's negligence and/or carelessness, he shall be surcharged accordingly.
- d) If any property entrusted to concerned officer is stolen, he must report to the management within the shortest time possible. Such a report shall be both verbal and in writing and should include such details as place, time, witnesses (if any), how the incident occurred, nature of damage and suspects if any. It must also be reported to the nearest Kenya Police for necessary action.
- c) Severe disciplinary action as stipulated in KEPHIS Human Resource Policies and Procedure Manual shall be meted on the officer(s) found to be carrying unauthorised passenger and/or luggage. Besides, such offender shall also be made to pay the surcharge incurred in the event that such vehicle / work tickets are impounded by the Government Vehicle Check Unit.

- c) The bus(es) shall be used to transport staff to and from work as per the designated picking stages and times. The stages and times shall be posted in the notice boards from time to time in case of
- b) Only staff willing to contribute under the cost-sharing arrangement shall be eligible to use the provided transport. Officer in charge of transport shall be required to monitor and report on compliance.
- a) The Corporation shall strive to provide commuter allowance to its staff in accordance to the guidelines issued from time to time to enable them reach their places of work. In cases where the workstation is inaccessible by public means, the Corporation will strive to provide internal transport to its staff on a cost-sharing basis. The amount payable by officers will be based on the distance covered and shall be deducted from such officers' salary at the end of the month.

5) Staff Welfare Transport

- b) The Corporation from time to time will request staff to use taxi services when the KEPHIS fleet of vehicle cannot meet the demands from Departments/Section at times. Staff will be informed of the suitable taxi service providers from time to time depending on suitability, efficiency of service, delivery and cost.
- a) Where an Officer is authorized to use public transport the costs shall be met by the Corporation.

4) Usage of Public Transport while on Official Duties

- f) It is in the best interest of the employee and the Corporation to take corrective action whenever it appears that a problem exists with an individual driver or group of drivers while using the Corporation's vehicles.
- e) No alcoholic beverage containers (empty or full) / toxic substances are allowed in the Corporation's vehicles for personal consumption. Such substances shall be allowed only if authorised.
- Approved budget for the activity
 - Transport requisition for the activity
 - Vehicle log book (should be below 1800 cc)
 - Details of the insurance cover and ensure that the cover is up to date
 - A valid full driving licence
- Authorization of any journey will derive from approved departmental/sectional work programmes/budget. The documents required for approval of self-drive/mileage include;

amendments through Internal Administrative Circulars at the Head Office, Regional Offices and Stations/Border Posts.

d) Irrespective of the means of transport, the Corporation's staff both at the head office, regional offices and outposts shall be expected at their respective workstations as stipulated in KEPHIS Human Resource Policies and Procedure Manual.

e) The Corporation will strive to provide transport to any of its staff whenever requested to attend burial in the event of death of an employee, an employee's child or spouse.

f) An Officer on transfer shall be given a flat rate transport allowance to enable him transport his luggage.

g) Transport allowance on retirement shall be as per the Board's approved guidelines.

6) Transport Requisition

a) Officers assigned duties that require a vehicle shall apply for one using the online Transport Requisition available in the KEPHIS self-service portal. The requisition shall be duly filled and submitted to the relevant authorising officers as contained therein so as to reach the transport office at least two days prior to departure. The officer in charge of transport will then work on the requisition to capture the various vehicle and driver allocations.

b) Drivers assigned to such officers shall use the print out of the assigned copy from the system to apply for imprest, if applicable, from Accounts Section. In their absence, the officer assigned to them shall apply on their behalf.

c) Transport for officers participating in official meetings, seminars, workshops, conferences, consultancies and training forums shall be granted upon submitting a duly approved document from the Managing Director or designated officer and transport requisition in the system.

d) The OIC will approve each journey as it becomes due or necessary, notwithstanding the fact that the particular journey may not have been scheduled. However, if the concerned officer is required to delegate due to some unforeseen emergency then the officer delegated to will sign on his behalf.

e) Official activities involving non - KEPHIS staff and requiring transport from the Corporation, transport shall be availed upon approval by the Managing Director or his designated officer.

- a) Vehicles shall be allocated to departments/sections/officers depending on the volume of work planned, availability of vehicles

8) Vehicle Allocation

- i) Upon return, such an officer will use a taxi to reach his place of residence during non-working hours and lodge a claim thereafter if other transport arrangements were not put in place. For accounting purposes, the official surrender procedures shall be followed.
- h) During working hours, an officer(s) may be driven to the airport upon putting a request and obtaining an approval for it. Approved taxis may also be used.
- g) Officers shall meet cost of change of booking where approval was not obtained.
- f) Officers who for one reason or another would like to change bookings shall obtain approval. Change of bookings shall only be facilitated by Head of Procurement upon receiving authorization from the Managing Director or Designated Officer.
- e) Officers are expected to travel such that they reach their overseas destination just before commencement of the official duties and then travel back immediately after close of the event. The Corporation will not pay for days spent overseas ahead of the official event date or delayed return after close of event. The Head of Supplies Section shall enforce this during the process of booking of air tickets.
- d) Officers will not be allowed to influence the airline booking for overseas trips and services of the most cost effective airline(s) during such travels will be used.
- c) After obtaining authority for such trips, the officer concerned shall liaise with Head of Supplies for travelling arrangements i.e. bookings of air tickets etc. Officers shall not book their travel directly without written authorization of the Managing Director.
- b) Once approved, he shall fill the imprest application form and attach a copy of the approved Travel Clearance Form.
- a) An officer(s) nominated to attend official duties abroad shall be required to fill in the Travel Clearance Form and have it approved as provided therein.

7) Overseas Trips

- a) All the Corporation's vehicles shall be parked within the Corporation's compound / Workstation(s) at the end of each working day.
- b) In the event that a vehicle is in the field beyond working hours, the vehicle(s) shall be parked in the nearest Police Station, Sub County Commissioner's Office, County Commissioner's Office, Regional Coordinator's Office and /or any other secure place authorised by the management for safe custody. Parking outside the organization's

10) Parking of Vehicles

- a) The officer in charge of transport and/or the officer assigned the vehicle is authorised to indicate the intended route and sign the Transport Daily Work ticket. He shall ensure that all details required in the work ticket are duly filled before commencement of the journey to ensure compliance with traffic regulations and for accountability purposes.
- b) Advance signing of the work ticket is not allowed.
- c) Deviating from approved route is prohibited unless the officer doing so closes the previous route and duly fills and signs the details of the new route in the work ticket.
- d) At the end of a journey, all the relevant sections shall be filled by the concerned officer to duly close the daily work ticket.

9) Authorising and Closing A Journey

- d) The following offices shall be allocated a vehicle and a driver, Managing Director, General Managers/Directors, Corporation Secretary, Head of Audit and Head Finance.
 - c) The officer in charge of transport will ensure that feedback on all requests made for transport reach the concerned officers in good time through the laid down feedback mechanisms in the system and/or calling the officer concerned to inform him about the fate of the requisition.
 - b) Once authority has been granted for a trip(s), the officer in charge of transport shall allocate a driver and a fully serviced and fuelled vehicle to the officer/section. The officer concerned shall liaise with the respective office to obtain the vehicle's fuel card and its attachments that shall be held in confidence and with care at all times and must be returned to that office upon the end of the trip.
- and in consideration to other requests received from other sections, Fairness in vehicle allocation to the various departments/sections shall be observed at all times.

- compound shall be brought to the attention of the officer-in-charge of such government compound/office.
- c) All other Corporation's vehicles while in Town will be parked at the nearest Government compound to avoid violation of the traffic/ city council by laws.

11) Vehicle Transfer/Handing Over

- a) A driver shall be attached to a specific vehicle.
- b) Every time a vehicle is to be driven by another driver/officer authorised to drive, the vehicle will be checked both by the handing and taking over officers and the Vehicle Transfer/Handing over Form which forms part of the vehicle movement file, shall be signed by the two officers after filling the relevant details. The officer in charge of transport shall confirm the handing over.
- c) If there are discrepancies in tools, accident dents, missing parts, then such information shall immediately be indicated on the handing over instrument and reported to the officer in charge of transport.
- d) Any allocation and /or reallocation of the Corporation's vehicles shall be done periodically in writing and authorised only by the Managing Director or his designated officer.

12) Licences

- a) Licences herein also referred to as vehicle documents include Road licences, Inspection Stickers, Insurance Stickers and Entry Stickers to restricted areas – e.g. airports.
- b) The Corporation shall have at all times updated vehicle documents for its fleet of vehicles.
- c) The documents shall be obtained and sent to the respective officers in charge of transport by the officer responsible for transport function based at head office who shall keep an updated record of all these documents.
- d) Officers authorised to drive the Corporation's vehicles shall ensure that they have valid driving licences/documents at all times. The Corporation shall cater for the cost of renewal of such licences/documents. Such renewals shall not be for more than a period of 1 (one) year. Any officer who drives a Corporation's vehicle without a valid license shall be committing an offence under

this policy and shall be liable for any liabilities that may arise as a result of non-compliance.

- e) Officer in charge of transport shall regularly monitor compliance under (d) above.

13) Fuelling of Vehicles

- a) The management will determine the most suitable petrol station to offer fuelling services.

- b) The Corporation encourages fuelling of its vehicles at the nearest and most convenient petrol station.

- c) Formal agreements for such dealings shall be entered into and proper records kept by the relevant offices. Before entering into any agreement with such stations, the Corporation's prequalification committee members shall visit to ascertain the capability of such a station to render the required services to the Corporation. The findings shall be presented to the Managing Director through the existing laid down procedures for approval.

- d) The officer in charge of transport or his assistants shall accompany vehicles to the filling station to ensure that the vehicle(s) is indeed fuelled and to sign any raised document in respect of such transaction(s). The officer shall raise a Fuel Consumption Order in respect of each vehicle to be fuelled.

- e) Every station shall be supplied with a General Fuel Card, which should be used for fuelling all station's vehicles and a card for each vehicle that should be used at least once in a month to avoid invalidity by the suppliers or as may be determined by the management from time to time.

- f) For journeys beyond 30kms from any KEPHIS workstation, the specific Fuel Card shall be used in fuelling vehicles. Such fuel cards shall have a monthly expenditure ceiling/limits as shall be decided by the management from time to time. Such circumstances shall be communicated to the management and/or the officer in charge of transport immediately upon their occurrence.

- g) The amount shall automatically be renewed / updated on the 1st Day of every month per the agreement with the fuel supplier.

- h) Drivers / officers concerned are encouraged to fill their fuel tanks at the nearest approved Petrol Station while undertaking long trips to avoid situations of running out of fuel while in areas where there are no authorised fuelling stations.

i) Payments of such transactions shall be effected by 10th of the next accounting month of billing or as agreed with the suppliers and shall be in cheque form or any other authorised mode of payment.

j) Cash payments for fuel are not encouraged unless proper justification and approvals are sought from the management prior to purchase of the fuel. Refunds (if any) to such payments will be done only after approvals are sought from the management.

k) The driver/officer concerned shall ensure that the date of drawing fuel, quantity of fuel/oil drawn, the respective invoice number and any other detail is entered in the respective work ticket accordingly.

l) Upon receipt of any fuel statements at the end of the month, the officer-in-charge of transport shall verify and certify the contents of such a statement before payments are done.

m) At the end of each and every month, the officer in charge of transport shall submit to the Managing Director or the designated officer Monthly Fuel Consumption Returns from each station. The returns shall include fuel consumption per KM for each vehicle. Officer in Charge of Transport shall undertake investigation of any abnormal consumption and report to relevant General Manager or Director.

14) Vehicle Servicing, Inspection, Maintenance and Repairs

a) The Corporation shall maintain clean, well-maintained / roadworthy and serviced vehicles for its operations.

b) All vehicles shall be serviced as stipulated in the respective maintenance books/ manuals. All vehicles must undergo service at the end of 5,000km covered unless otherwise stated/adviced. Bookings for service shall be done at 500km to the completion of 5,000km.

c) Servicing details shall be delivered to the concerned garage through a duly-signed /service sheet raised by the Mechanical Inspector/designated officer handling transport operations in stations. It is the duty of the driver to alert the officer in charge of transport when a vehicle is due for service. It shall then be the duty of the officer in charge of transport to take action.

d) Officer(s) in all KEPHIS workstations who are in charge of transport shall ensure proper usage and maintenance of vehicles under their care. They shall give proper guidelines on the usage of vehicles to the drivers under their care and occasionally carry out impromptu check on the vehicles routinely and take appropriate action on noted issues.

- e) Drivers / officers allocated vehicles shall ensure that the vehicles are clean at all times. Body wash should be done after every trip while engine wash should be done when it is noted that the engine is dusty/muddy. To the extent possible KEPHIS offices shall provide washing bay facilities for use by drivers when cleaning their vehicles. Where such facilities are unavailable or there is need for specialized cleaning, the officer in charge of transport will raise a Car Wash Service Order Sheet.
- f) Further and as required the officer in charge of transport will raise a Service Sheet for the following:
- Engine Wash
 - Puncture Repairs
 - Wheel Changing
 - Wheel Balancing/Alignment.
- g) The officer in charge of transport in each KEPHIS station shall provide cleaning materials. Such materials shall be acquired through the normal requisition of items from supplies section.
- h) Before driving off a vehicle(s) from the parking yard, driver(s) shall use a checklist form to :
- The tyre pressure
 - Oil, brake fluid and water levels in the vehicle and other required lubricants and top up the same to the required level and/or inform the in charge of transport to take the necessary action.
 - Presence of tool kit and spare wheel spanner
 - First aid kit
 - Spare wheel etc.
- i) Misuse, reckless use of vehicles, deliberate rundown of vehicles, vandalising of vehicles / loss of vehicle parts shall not be tolerated. Any officer found to engage in such practices shall be disciplined accordingly.
- j) Drivers/officers concerned are advised and or encouraged to learn how to rectify minor faults in the vehicles, as this will help them get out of dangerous areas.
- k) It is upon the driver/officer in charge of a vehicle to report damages/defects on the vehicle to the management verbally and in writing immediately they occur/ are noted.
- l) Such damages/defects shall be indicated in the respective handling over form and work ticket.

m) Drivers/authorised officers driving the Corporation vehicles shall be surcharged for repairs done on vehicles due to their reckless driving.

n) In the event that any of the Corporation's vehicles is mechanically out of order in the field and the driver/concerned officer is not able to find and rectify the fault, the management should be alerted immediately for advice. If not in a position to communicate with the management, the officer should take the vehicle to any of the recognised Petrol Stations or garage/mechanic for minor repairs not exceeding "KShs. 2,000.00". Authenticated or genuine receipts shall be produced for all repairs done. The same must be communicated to the management immediately one is in a position to do so.

o) For all repairs, all the Corporation vehicles shall be taken to the approved garages where upon repair estimates shall be prepared, forwarded to the management for approval before commencement of work. Upon approval of the repair estimate, then the garage shall be given the go - ahead for repairs through a duly signed LPO and /or official letter followed by an LPO.

p) All Major Repairs/Engine Overhauls should be done only by the respective Principle Local Agents (Suppliers) of the respective vehicles unless otherwise directed by the Managing Director or his designated officer.

q) The Corporation shall not pay for any repairs undertaken by any garage without the knowledge and/or authority of the management.

r) The identification of garages for servicing, repairing and maintaining the Corporation's vehicles shall be done in accordance with the procedures contained in the Corporation's Procurement Guidelines.

s) All replaced parts shall be collected from the respective garages and handed over to the officer in charge of transport for storage.

t) At the end of each month, the officer in charge of transport shall submit to the Managing Director Monthly Motor Vehicle Returns for every vehicle under his care.

15) Accidents involving KEPHIS Vehicles

a) All drivers of the Corporation should take due diligence while on the road to minimise accidents.

16) Insurance Claims for Total Loss of a Vehicle

- The Corporation's driver and/or officer involved in any accident or incident of damage however minor involving the Corporation's vehicle must report immediately of such an occurrence to the Check Unit (GVCU). In the absence of the Check Unit, the officer should report such an incident/accident to any traffic police nearest the scene who shall take the details of the accident or incident and forward the report to Check Unit. The driver/concerned officer should thereafter ensure that he obtains an Abstract from Police on A Road Accident Form which when duly filled shall be forwarded to the insurers together with a duly completed Insurers Claim Form and other documents as will be required by the insurers.
- The driver /concerned officer and the vehicle involved in an accident shall not leave the scene of the accident until directed otherwise by the traffic police/GVCU.
- If not seriously injured, the driver/-concerned officer shall take the following particulars of the third party vehicle;
- the registration number of the vehicle
 - the drivers' driving licence
 - the insurance policy number
 - the insurance company
 - the contact details /address of the owner and the driver of the vehicle and submit such details to the management.
- Any roadside agreement(s) entered into with third parties shall not be recognised and the driver/-concerned officer shall bear the liabilities arising from such agreements. Disciplinary action may be also be recommended to such an officer.
- In the event of an accident, the driver / concerned officer should not admit liability to third parties on behalf of the organization.
- If a third party causes damage to the Corporation's vehicle and accepts liability to repair it, no roadside acceptance of the same shall be accepted by the Corporation unless such an agreement is certified by (GVCU) or traffic police in their report and a copy is availed to the Corporation's driver/concerned officer.
- A written report of events leading to any incident/ damage shall be submitted to the management before expiry of 24 hours.
- All accidents of whatever nature must be reported to the Corporation's insurers or the insurer's brokers within 24 hours. This shall be the responsibility of the officer in charge of transport.

- a) The Corporation shall consider disposing vehicles as stipulated in the asset policy of the institution. The boarding and disposal of such

20) Disposal of Boarded Vehicles and Used Vehicle Parts

The Corporation shall purchase its fleet of vehicles as per the Purchasing and Supplies Guidelines.

19) Purchasing of Vehicles

- b) If upon investigations it is found that the loss/damage was due to negligence and/or carelessness of the concerned driver/officer, disciplinary action will be taken against the responsible officer as provided in KEPHIS Human Resource Policies and Procedure Manual and the cost of replacing such an item shall be borne by the officer/driver concerned.
- a) Any vandalism and/or loss of any vehicle part once noted should be reported to the management immediately. The concerned officer should report this both verbally and in writing.

18) Loss of Vehicle Parts

- c) In the event that b) is not possible, then the Automobile Association of Kenya towing rates shall be applicable.
- b) In the event of an accident or break down, the approved towing company shall tow/recover the Corporation's vehicles to either the nearest police station or to the garage approved to service/repair the vehicle.
- a) The Corporation's vehicles shall have updated membership stickers of the approved vehicle towing company.

17) Towing of the Corporation's Vehicles

- b) However, if the management feels that the vehicle though extensively damaged and written off by the insurers is reasonably new, it will consider the option of retaining the salvage and repairing the vehicle.
- a) In the event that the Corporation's vehicle is extensively damaged beyond repairs or damaged to an extent that the repair estimates surpasses the current insured value of the vehicle and the insurers decide to write it off, the Corporation shall be bound to sign the Total Loss Voucher Form issued by the Corporation's motor vehicles insurers, thereby surrendering its rights and privileges and the vehicle to the insurers under the policy.

- vehicles shall be in accordance with the Public Procurement and Disposal Procedures.
- b) Reclaimed used vehicle parts from garages shall be boarded for disposal in accordance with Public Procurement and Disposal Procedures.

21) Monitoring Systems

- a) For identification purposes, the address and Logo of the Corporation shall be printed and pasted on both sides of the vehicle.
- b) All fuel and oil drawn by the vehicle while in the field shall be entered as provided in the work ticket.
- c) Mileage at the start and end of the journey shall be entered appropriately by the concerned driver on the work ticket.

- d) Upon end of journey, the concerned driver shall submit to the officer in charge of transport a duly-filled copy of the work ticket, fuel invoice(s) and fuel consumption sheet for analysis and transmission for payments.
- e) Officers in charge of transport in all the KEPHIS stations shall, at the end of each month, submit to the Managing Director, Fuel and Motor Vehicles Maintenance Report for all the vehicles under their care.

- f) The Corporation will ensure that its fleet of vehicles as determined by the management are fitted with appropriate security devices. Any such security devices shall be switched on whenever the vehicle is parked.
- g) Any malfunctioning of the alarm system must be immediately brought to the attention of officer in charge of transport who must ensure that it is attended to.

- h) The Corporation will take corrective measures on any of the following in cases of accidents:

- i. Any driver/officer authorised to drive and gets involved in two consecutive accidents within a year, where he is considered to be at fault or contributed to the fault, such a driver/officer will be required to attend a recognised and approved defensive driving class at their cost. This must be attended and attested before the employee is allowed to drive the Corporation's vehicle again.

- ii. In the event two or more complaints are received (both verbally and in writing) in a 12-month period about a driver's driving or inappropriate use of the Corporation's vehicle, the following shall apply.
- ❖ If the complaints concern driving techniques, then the driver will be required to attend a recognised and approved defensive driving course. If there is no positive change thereafter, then the driver will either be redeployed or management re-evaluate his capacity to drive with a view to terminate his engagement as provided in KEPHIS Human Resource Policies and Procedure Manual.
- ❖ If the complaint concern improper use of the Corporations vehicle, appropriate action shall be taken through the officers department as laid down in KEPHIS Human Resource Policies and Procedures Manual.
- !!!. Use of unauthorised gadget – e.g. radar detector, installation of speed governor switches to circumvent traffic laws shall be considered unlawful. Appropriate disciplinary action shall be taken as laid down in KEPHIS Human Resource Policies and Procedure Manual.

