**Approval Date:**

**Last Update:**

**Owner:**

**Applies to:**

**Purpose**

Given that vehicle accidents remain one of the biggest safety concerns in all countries, in line with XXX policies all drivers must be appropriately trained and briefed, and that vehicles are correctly equipped. Adherence to this policy should help to reduce the likelihood and impact of vehicle accidents. Driver and vehicle safety SOPs must be tailored to each location.

XXX also uses subcontracted drivers. To better ensure that they are operating in a safe manner, the responsibilities of XXX and the sub-contractor are included below.

**Procedure**

**Driver** **selection**

XXX has staff drivers (those on regular XXX contracts) and ‘casual’ drivers (drivers who are hired on a regular basis, such as to cover staffing gaps1). Drivers may come with their own vehicles, or they may not. When hiring a new driver, or seeking to engage a casual driver, the following should be adhered to:

• Check the driving license of the driver

• Undertake a background check of the driver

• Conduct a driving test. This is usually by the Head Driver, the Fleet Officer, or the Country Security Manager.

• Brief the driver on XXX policy, rules and regulations, and cut-off departure times from field sites, driver &

vehicle SOPs, etc….

In addition, if the driver is coming with their own vehicle:

• Check the vehicle against the equipment checklist (see below).

Once the above has been completed then the driver can start. If the driver is coming with a vehicle and items are missing from the equipment checklist then the vehicle cannot be used. The items must be added or fixed before it can be used.

**Driver** **briefings**

All drivers, both staff and regular casual drivers, should be briefed at a minimum of every 6 months by the fleet officer, head driver, safety coordinator, or similar. They should be briefed on:

a. XXX policy, rules & regulations

b. Cut-off times for departures (such as to avoid travelling after dark)

c. Code of conduct. Where at all possible, drivers must attend a CoC training. d. Any other points assessed as useful by the safety team.

**Vehicle** **Equipment**

The following items should be in all vehicles used by XXX, although this list should be tailored for individual programme locations as additional items may be required in certain contexts:

1. Tyre changing kit (jack, wheel spanner, wrench and tyre pressure gauge)

2. Spare tyre(s), fully inflated at all times.

3. Jump Lead, towing rope and spade

4. First aid box with all emergency items

5. A box of drinking water for emergencies (not to be consumed in ordinary circumstances)

6. Seat belts fitted for all seats. Visible and workable.

The driver is responsible to ensure that all items are always present in the vehicle. If not, then the driver must report the deficiency to the fleet manager or similar.

1 *There will often be a blurred distinction between a casual driver and a taxi. To illustrate the difference, if a driver is used in a similar manner to a regular driver, such as being used within the pool of drivers, getting daily work from the fleet officer or similar, then they would be considered a casual driver. A taxi would be for more ad hoc travel, such as for airport runs. A taxi would not be considered part of the XXX driver pool.*

**Vehicle** **checks**

1. The driver should keep the vehicle clean at all times. It is the responsibility of the driver to clean the vehicle after every use in the field.

2. Drivers should check the vehicle for serviceability each morning, including the following:

a. That the vehicle starts

b. Seat belt buckles are visible, both front and back c. Tyre pressure

d. Brakes

e. Indicators

f. Windshield wipers g. Engine oil

h. Coolant levels

i. Windshield liquid j. Batteries

k. Other connections

l. Fuel (over half a tank at all times)

3. The drivers should ensure that minor defects are rectified on the spot and that major problems are reported to the fleet officer or similar immediately so that corrective actions could be taken.

**Road** **regulations** **and** **Speed** **Limits**

The drivers are to follow road regulations and the national highway code at all times. Driver are not to exceed speed limits. Speed limits are as follows:

*[include the speed limits for each road type, plus speed in wet weather if appropriate]*

Any drivers found exceeding limits will face disciplinary actions. Drivers are to consider the safety of the other people on the roads while driving the vehicle. Care should be taken to ensure that the people on the road are respected and not splashed with mud or water which would brings disrepute to XXX. Any complaints from general public about the rough driving will result in prompt disciplinary actions.

**Lifts**

Non-XXX staff can ride in XXX vehicles only if they have signed a waiver and the travel is approved by the country director or designate. Waivers must be kept in all XXX vehicles. No military/police personnel will be allowed in the vehicle at any time. No one with weapons is allowed in the vehicle. If drivers are found to have allowed lifts to military/police this will likely result in their dismissal. ‘No weapons’ stickers should be used where possible.

**Conduct** **in** **the** **field**

Drivers are to stay with their vehicle at all times. Ensure that the car is locked, and no one is in the car when the car is waiting for the program staff. Drivers are not to sleep or nap in the vehicle. Drivers will help the field staff in any way they can including carrying materials for them. Drivers are to be polite to people at all times. Complaints of impoliteness from the local people will result in disciplinary actions being taken against the drivers.

**Safe** **working** **hours**

Departure cut off times from field locations are as follows *[include departure times for all sites, where relevant]*

**Security** **check-ins**

*[Include how check-ins are to be undertaken].*

**Sub**-**contractors**

XXX manages programmes where a company will be engaged to manage certain transportation on behalf of XXX. Given that XXX security and safety policies apply to contractors as well as staff, attention must be paid to the staff employed by the sub-contractor to ensure that they operate in line with XXX policies and procedures.

***XXX Responsibilities:***

1. To hold a meeting by the head driver, fleet officer or Country Security Manager with all sub-contractor drivers. a. XXX policies & procedures explained

b. Code of conduct signed by all drivers.

***Sub-contractor responsibilities:***

1. Ensures that all drivers are known to XXX.

2. Ensures that new drivers are briefed by XXX personnel on XXX policies and procedures prior to starting work,

and that they sign the code of conduct.

3. Ensures that drivers operate within the safe working hours as given by XXX. If XXX says no travel at night then there should be no night-time travel.

4. Ensures that all drivers are fully licensed, trained, and professional in their work.

5. The behaviour of the drivers remains the responsibility of the subcontractor. If XXX is unhappy with a driver for any reason, and particularly if they violate the code of conduct, then the driver will be removed immediately and replaced.

6. Provides a focal point for addressing and managing all issues.

**Responsibilities**

|  |  |
| --- | --- |
| **Position** | **Responsibilities** |
| Country Security Manager | Draft driver and vehicle safety SOPs.  Ensure that all drivers (XXX, casual and sub-contractors) receive briefings, with the assistance of the fleet officer and head driver.  Establish cut-off departure times from field locations, such as to ensure that travel is completed during daylight hours. |
| Fleet Officer/Head Driver | Ensure that all drivers (XXX, casual and sub-contractors) receive regular briefings, with the assistance of the country safety coordinator.  Ensure that daily vehicle checks are occurring.  Ensures that XXX vehicles are fully equipped, as per the vehicle equipment checklist.  Ensure that all movements are completed as per cut-off times.  Record vehicle check-ins systematically so that ‘missing’ vehicles can be quickly identified. |
| Admin staff | Ensure that for all contracts with sub-contractors that the responsibilities are clearly explained in the contract. |
| HR | Ensure that all casual and sub-contracted drivers receive a briefing on the code of conduct, and that this is signed. Meetings with the drivers can be held at the same time as the fleet officer, head driver or country security manager briefs drivers on XXX policies. |