**VEHICLE TRAVEL PROCEDURES**

Road Mission/Vehicle Travel Procedure (SOP)

**Note:** These regulations apply to all vehicles, including rentals when on XXX business.

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| Country of operation: Location:Date:  | Prepared by: Next update due: Reviewed By:  |
| Even in areas, which are generally secure, travel by vehicle can be a hazardous undertaking due to the risk of mechanical failure, accident, common crime and auto theft. Traveling, when possible, a convoy with other vehicles can significantly reduce these risks.This protocol aims to maintain a coherent and manageable approaches to enable the effectively coordination of safe and secure field movements from one office (―A‖ Point) to another location (―B‖ Point) and vice versa as well as enable staff running their field operation or programme/project activities in a proper manner.Before the departure of any convoy/road mission, the mission members should assign a mission leader. He/she is responsible for the convoy/road mission operation and its delivery from point of departure to point of target destination.Staff on official trip/mission are to strictly consider the following points to ensure appropriate and achievable coordination in regards of facilitating safe tracking system and smooth coordination, if any situation that comes up is to be assisted. |
| **Before the Mission/Travel** | * Every individual or group of on an official mission should fill out provincial travel request form at least 24 hours in advance.
* Assign a mission leader.
* Each mission leader is responsible for all mission reporting and emergency coordination.
* Collect as much information as possible on security of the location where you are heading or possible existed security risks and threats.
* Complete trip ticket and get permissions.
* Identify Route.
* Vehicle maintenance check list.
* Verify all vehicle documentation.
* Schedule your ETD, ETA in the travel form
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| **Essential Personal Equipment on Field Trips** | * Cell phone,
* Thuraya/Satellite Phone, if safe to do so, considering the security of the area, where you are traveling.
* First Aid Kit.
* Clean drinking water.
* Vehicle Spare Parts, tires+ Tools.
* Fire extinguisher.
* Enough fuel.
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| **Personal Preparation before the mission/Responsibilities** | * What kind of documentation do you carry? Low profile documents, Ask or direct! Advice sanitizes.
* What kind of individual preparation do you need? (ie. For passengers) going toilets etc.
* Do you always take the same routes? How can you vary your travel?
* Your ETA/ETD must allow enough time to reach the sub office before curfew.
* Save emergency contact # in your cell phone by code.
* Have update security briefing from the targeted area and roadways.
* Ensure adequate communications as per policy.
* Make sure to choose/know the safe haven locations along the road in case of emergency.
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| **En Route/During the Mission:** | * Regular communications checks.
* Follow pre-determined route.
* Maintain distance of 200 meters from IMF & ANSF military vehicles.
* Control Speed & Safe driving, Style techniques.
* Contact your relevant office in the event of any change or itinerary or delays such as puncture.
* Avoid If possible, IMF, ANSF/ANA logistical, VIPs & UN Convoys.
* Contact your office immediately upon arrival at destination.
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| **Locations for communications check.** | * Try to have communication contact with Ops Room Prior to departure.
* Ops Room to start communication checks during the mission.
* For Provincial office’s travels, there should be communications check between travelers and relevant office’s Admin/SSFP prior to departure and has communication checks during the mission.
* Inform SSFP immediately upon your arrival.
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| **Regulations** | * Vehicles must be properly equipped.
* Seatbelts must be worn by driver and all passengers, belongs to the area’s security situation.
* Drivers should observe local driving laws.
* No unauthorized personnel in XXX vehicle, unless there is an approved waiver form.
* No travel outside urban areas after 1700 hrs.
* NO WEAPONS.
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| **Protocol if it is too late to leave** | * Within xxxxx, contact CD/CD designate and ask permission for offsite stay at a secure location. In provinces contact the SSFP or senior local staff for permission and notify Operations Room.
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| **Normal procedures in case of road, traffic/vehicle accident****Action to take in case of a breakdown/Accident** |  Contact /Dispatcher or your relevant office’sSSFP/Admin for help and further instructions immediately. Evaluate the Security Situation. If the site/location is secure. With the advice of relevant office, SSFP decisions will be made, move to the nearest suitable safe haven such as a police check point. If possible move the vehicle to a position where it will not attract attention. Report location, date, time, details of vehicles/staff involved, and weather conditions. Description of the accident (draw a sketch and take picture if safe to do so). Record any injuries and damage property Try to provide care and stop life threatening bleeding immediately if needed. The SSFP/Admin Officers are to assist and ensure that an accident report is completed and disseminated for the relevant staff member. |
| **Procedures if accident witnessed while on duty** | * If the site is secure, stop and give statement and business contact details to the authorities in charge.
* If the site is not secure, note the location and pertinent details if possible and return to the closest office. Admin will contact the authorities and arrange for a statement to be taken.
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| **Approaching Check-points** | * Appraise the situation
* If something looks suspicious, try to reveres & escape from the area
* Take off sunglasses
* Slow down (1st Gear)
* Dim headlights/interior light on – if night
* Stop
* Be sure you understand the hand signals
* Be friendly/courteous,
* Keep your hands visible at all times
* Have all your documents in order
* Show ID if asked - do not surrender
* Stay in vehicle unless ordered out
* Window down no more than 1inch
* Observe any search of vehicle - theft or planting
* Protest removal of personal items - but do not resist
* Never willingly surrender anything to checkpoint personnel unless necessary
* Avoid bribes
* Refuse lifts
* Do not carry contraband
* Protest strongly, but calmly and politely if needed
* Avoid looking back, **Report it.**
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| **How might you react to an attempt of****Banditry/Hijacking?** | * Drive through and away if possible. If not try to reverse (U-turn) & escape.
* Always have a safe haven location in mind.
* If necessary and safe to do so, use vehicle to move other stopped cars **(Ramming)**, but do not allow it to become disabled!
* **If stopped** - Under no circumstances, it is the value of a vehicle or its contents greater than the value of human life, therefore! **Handover** all you are asked for!
* Remember, the Bandits are usually armed and willing to use them, **you are not**!
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| **Stopping****If your vehicle is stopped by Bandits/Hijackers** | * Do NOT resist
* Do not make any sudden moves
* Keep the engine running
* Swiftly comply
* Surrender personal effects if demanded
* Try to mentally note descriptions/incident
* Do not provoke
* Keep aware
* Immediately and accurately report the incident to SSFP
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| **Ambushes****If fired upon from a deliberate ambush where your vehicle is the target** | * In the **kill** zone, **accelerate** and drive through – **DO NOT STOP.**
* Not yet in the kill zone and speed allows – **STOP** immediately and **reverse out** a safe distance, turn the vehicle around– watch for vehicles/objects behind.
* If through the area, **speed up** move a safe distance, report and move on.
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| **Likely Locations for Ambushes Banditry & Hijackings:** | **(Remember it is more difficult to ambush or hijack a moving vehicle).****Vulnerable points include:*** Road Junctions
* Illegal Checkpoints
* Vehicles blocking the road (Faking breakdown)
* A moving vehicle that forces you to stop
* When the road narrows between hills or trees
* Speed breakers
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| **Reaction to a direct and targeted fire is different from getting caught in crossfire** | * If shooting is in front of you, **STOP & REVERSE**
* When turning, reverse first to indicate a non-threatening maneuver, be aware that in some areas the road edges may be mined.
* Drive away if the route is clear and it is safe to do so.
* Speed does not necessarily provide protection - drive with care.
* If surrounded by shooting - **AND YOUR VEHICLE IS DISABLED** - take your mobile handset and other communications and seek hard cover.
* Your vehicle may become the target - exit your vehicle on the opposite side to the source of fire and get to safety (move away from the area). Be aware of potential mined areas.
* When seeking cover from fire: get down (staying flat or low)
* try to get below ground level (ditch) - move to cover- try to call your relevant office or SSFP for help.
* **If you cannot see them, they probably cannot see you!**
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| **“No go” areas** | * Try to avoid driving near military convoys in general.
* Isolated areas,
* Danger Zones,
* Ask relevant office or SSFP prior of any trip.
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| **“No go” areas after dark?** | * Travel to the Suburbs of the City is not allowed after dark. Expatriates must inform SSFP prior to travel to any uncertain area within xxxxxx.
* In the Provincial areas, International Staff are to follow the provincial Security Point Person’s advice, and notify Operations Room of any movement.
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| **Routes are approved by** | * **CD/ACD** have the authority to close/open a road,
* Provincial Representatives/Safety and Security Focal Point (SSFP), have the authority to close/open a road, but must have permission from the **CD/ACD** designates.
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| **Route changes are communicated by** | * PR/Provincial Safety and Security Point Person (SSPP's).
* Ops Room/Dispatch are informed immediately
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| **Permission to travel** | * Permission to travel outside city will be granted by the CD 24 hours notice must be provided.
* Provincial travel requests for permission will be granted by CD 48 hours ahead.
* Permission to move in the field will be granted by the appropriate Program Manager, Provincial Representative or Provincial SSFP.
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| **Transportation restrictions** | * Public transportation or taxis are prohibited for expatriate staff, Except xxxx.
* Self-driving by expatriate staff is strictly prohibited.
* No convoy for night time travel in City, services are to be delivered by trained drivers.
* Convoy travel for expatriate staff outside of xxxxx where deemed necessary.
* Xxxx Staff are never to use Government or Military vehicles.
* For routine operations, both male and female staff can travel in one vehicle.
* For all Provincial office’s routine operations, especially field visits, security recommend that male and female staff are to respect local culture and avoid utilizing one vehicle for transportation as much as possible, genders are to be separated during travels, in case of vehicle shortages, male staff are encouraged to use Taxis.
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| **Drivers and Driving Authorization** | * No self-drive. Only XXXX drivers, some key staff as listed with transport can drive XXXX vehicles.
* Rental drivers are not allowed to drive XXXX vehicles.
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**Travel Curfews**

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| **Curfew for travel outside urban area?** | * No travel before 0700 hours and later than 1700 hours outside any urban area
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| **Curfew for travel inside urban area?** | * **xxxxx**– No curfew. (XXXX official timing 06am - 11:00am), duty driver only for emergencies 12am-06am.
* **xxxxx** – 02:00 PM until 09:00 AM
* **xxxxx** - 6:00 am – 7:00 pm.
* **xxxxx** – 2:00 pm, until 9:00am. Government curfew is 10:00 PM – 05:00 AM
* **xxxxx** – sunset to sunrise
* **xxxxx**- sunset to sunrise
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| **Visibility and Logos, Logos and Flags** | XXXX does not currently fly the XXXX flag or display the logo to reduce visibility as an international organization |
| **Reduce or increase visibility by** | * Use of rental vehicles. (Low profile)
* No logo/signs on vehicles at all time
* No Radio antenna in vehicles,
* No sensitive documents in vehicles during travels in isolated areas.
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**Cultural Considerations**

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|  | **Men** | **Women** |
| **Appropriate standards of dress** | Dress appropriately, considering the area’s culture where you are conducting your daily activities, Men should be cautious and respectful when meeting women.DO not ask family questions such as how many sisters you have, what is the name of wife. Asking about the ages of females, etc.Do not offer your hand to female for shake.Men should avoid looking at women too openly. | Dress appropriately, considering the area’s local culture where you are conducting your daily activities, head covered with scarf, Long-sleeved shirts, covering body, trousers or long skirt.In field areas, more conservative dress required. |

**Motorbikes**

No International Employee may use or ride on a motorbike in xxxxx

**Firearms**

Under no circumstance will weapons or ammunition be carried in XXXX vehicles or XXXX rental vehicles while on XXXX business.

**Military or Armed Persons**

It is XXXX policy not to allow any uniformed military, police or other armed person into any XXXX vehicle. If faced with this situation, gently and clearly refuse by explaining in a few sentences what XXXX is and what they do. Also explain that XXXX forbids transportation of any armed person or uniformed military, police or other.

If confronted with a demand for transport by any armed person, Explain XXXX’s policy regarding the transport of armed personnel. If the person or group persist and pose a threat to XXXX personnel or assets—transport them and report it to your supervisor and security as soon as possible.

**Travel Planning**

InProvincial offices a vehicle movement board should be mounted in each office indicating the deployment of vehicles on a particular day, with driver, passengers, destination(s) and estimated time of departure and return clearly marked. Times of Security checks and vehicle location at 30 minutes interval are also to be recorded.

A local (city or province) map should be displayed in each offices. Alternate routes in and out of the city, alternate routes to the airport or closest airfield, locations of frequently visited locations (ie restaurants, UN offices, other NGOs) should be indicated on the map using plastic overlay. In the event the office is ―visited by authorities or hostile elements, this overlay can be removed or wiped clean if necessary. Drivers should regularly familiarize themselves with the map, and should practice using alternate routes in order to avoid routine.

**xxxx:** All travel requests within the city or districts must be requested through the online vehicle travel request system, authorization for travel within the city must be completed with security approval.

**Provincial:** All travel requests must be completed properly by utilizing their available offline travel request system, senior person at that location can sign authorizes travel for Staff. The xxxx must be informed of any planned field visit by staff travelling.

Provincial travel by international staff must be authorized by the CD/acting CD.

**All Staff:** who are travelling outside the country for official or personal purposes, must complete the Security

Clearance form and submit it to security before departures.

**Transport Request**

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| **Staff request transport by** | All staff should submit a request via new developed online vehicle request system and get their supervisor’s approval.For provincial offices submitting a request to the Transport/Admin Officer with sign off from the relevant office, SSFP or their supervisors.There is no online vehicle request system for provincial trips, You can fill in the provincial travel vehicle request form with all authorized signature, physically and then submit it to the logistics. |
| **Notice for request:** | For travel outside xxxx, A minimum of 24 hrs notice must be given to the SSFP. The security assessments and or road travel brief will be done by SSFP prior to the departure time if required. |

**Qualification**

**Pre-requisites for authorization to drive**

**XXXX vehicles.**

* Update Driver’s License
* Pass the XXXX driver test

**Passenger Safety, Seatbelts**

Seat belts, front and rear, will be worn at all time by all staff belongs to the location’s security context, All seat belts must be operational.

**Speed Limits**

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| **Speed limits** | * No excessive speed in town or speed limit as posted
* 80 km per hour highway on good, paved road
* Lower as required for poor pavement or unpaved roads.
* Note: Speed ―limits can only be broken for security reasons.
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| **Consequences if rules are broken** | Disciplinary Action is on a case by case basis as per current XXXX Policy |