**Vehicle Usage Policy**

Catholic Relief Services (CRS) provides overseas Country Program offices with vehicles in order to facilitate the work of the CRS Country Program. The use of these vehicles is primarily for CRS business, with some exceptions, as outlined in this manual.

This policy is intended to complement CRS Global Policy **POL-OSD-VEH-001** on Use of CRS Vehicles, by localizing and internalizing the core requirements of the Global CRS policy, and providing additional procedures and controls in order to adapt to the Country Program’s existing internal controls and protocols so as to effectively manage in-country Vehicles.”

**Authorized Users:**

Only drivers authorized by the Country Representative are allowed to drive CRS/Nigeria vehicles.

In order to become an authorized CRS driver, you need to hold a valid driver’s license and you must pass the driving tests given by the Head Driver. Once the driving tests have been completed, the Head Driver through the Head of Administration will make his recommendation to the Country Representative who approves the list of authorized drivers. The CR’s authorization and the Head of Administration’s recommendation will be filed in the motor pool alongside with a photocopy of the driver’s license.

When a new International Staff person arrives in Abuja and wants to drive, the Head Driver must spend some time familiarizing the new person with Nigerian road rules and customs, as well as the driving test.

**Obtaining a Vehicle and Driver:**

If a member of staff needs to go on a field trip and requires a driver, a **Vehicle Request Form** must be completed (Appendix 1). CRS works via a car pool system so as soon as vehicle requirements are known, a request should be made to the Head Driver via the Form.

The Head Driver will allocate drivers and vehicles according to requests and in consideration of which area of the country you are visiting and how many people are traveling. The Head Driver must also consider drivers workload and ensure that the drivers are well rested.

The person requesting the use of the vehicle is considered to be responsible for the vehicle for the duration of the trip. If there are any problems with the vehicle, or changes to the travel plan these must be communicated to the Head Driver/Head of Administration immediately to ensure that the changes don’t interrupt other plans. Whilst the vehicle is traveling, contact should be made with the office, via cell phone every two hours to report on progress. Once at the destination, and on days not traveling, contact with the office should be made at 10:00 and 16:00 each day to confirm that the situation is ok. (Refer to the Safety and Security Manual)

All vehicle movements are recorded on the Vehicle Movement board, so at a glance you can see where the vehicles are. This board is to be updated regularly by the Head Driver

On each and every journey, the log book is to be filled in by the driver. This is essential so that usage can be attributed against the correct project.

Only CRS staff/their families and CRS Partners are allowed to be driven in CRS vehicles. Any other passengers must fill in a **Discharge of Responsibility Form** (Appendix 2). This applies to long trips only, not applicable in urban areas. No CRS vehicle must pick up hitchhikers, especially police and military (unless unavoidable).

**Personal Use of CRS Vehicles:**

Business use of vehicles will always take precedence over personal use of CRS vehicles. When not otherwise required for official business, CRS vehicles may, with the specific written consent of the Country Representative be made available for personal use by employees. CRS extends personal use (i.e. evenings, weekends, holidays) to expatriate staff and their spouses at the discretion of the Country Representative subject to availability. Personal use of CRS-registered vehicles by national staff may be considered for group activities and will be reviewed by the Country Representative on a case-by-case basis.

If a staff using the CRS vehicle for personal purpose does not follow the policy on vehicle usage, the Country Representative reserves the right to suspend/revoke the driving privilege of such staff.

**Recovering Costs for Personal Use of Vehicles:**

CRS vehicles are generally for the official use of the Agency. However, if an employee runs personal mileage on an Agency vehicle, the cost of fuel and oil consumed must be calculated and recovered. The Head of Administration should ensure compliance. Additionally, the staff member using an agency vehicle for personal purposes must assume responsibility for any damage to the vehicle and hence be prepared to meet the cost of repairs in cases where damage or accident is the result of negligent act or omission.

For the purpose of costs recovery, commuting between the duty station and residence is classified as official agency business.

The personal mileage covered by an employee will be sent to finance as part of the Vehicle mileage report generated from VMS on a monthly basis. The cost per kilometer will be calculated based on the Personal Vehicle Use Memo (Appendix B). Finance will issue an invoice and record the balance as employee receivable.

**Vehicle Maintenance System**

All vehicles are routinely serviced at a designated service provider, based on manufacturers’ maintenance requirements. The vehicles are serviced after 5,000 km coverage. The servicing schedule is documented in the VMS and tracked accordingly. The maintenance history for each vehicle is maintained in a separate file.

**Vehicle Replacement Plan**

The vehicle replacement plan indicates such details as the vehicle description, date of purchase, registration detail, replacement date, current mileage, serial number, general condition and donor source fund. The life and condition of all the vehicles are dependent on use and road conditions. The vehicle replacement plan for the CP is attached as Appendix A

**Driving Limits:**

International staff are allowed to drive the Agency’s vehicles within the Federal Capital Territory. The prior approval of the Country Representative is required before international staff can drive the Agency vehicles outside the FCT.

Where a staff member requires a Driver to take him/her on an approved personal trip using the Agency’s Vehicle, he/she should make personal arrangement with the Driver in terms of feeding and accommodation, but advised to follow the CRS approved per diem rate.

**Allocation of Vehicles:**

For Vehicle use after office hours, the Head Driver will allocate vehicles based on their availability each afternoon and their duties for the following day. The Head Driver will maintain a record of who each vehicle is allocated to via the Vehicle Users Board.

**Traffic Offences:**

Traffic offences are the sole responsibility of the driver concerned and should not involve CRS. Drivers of CRS registered vehicles should be careful, alert, and show courtesy to all road users. All offences must be reported to the Head Driver in writing.

**Vehicle Use Tracking System:**

The agency is required to maintain a continuous, detailed and thorough record of all movements of each Agency vehicle. This is recorded in the **Vehicle Log Sheet** (Appendix 4) by the person driving a vehicle. The continuity of this record must not be interrupted. The Vehicle Log Sheet is a mandatory tracking and audit document for vehicle usage.

The Vehicle Log Sheet is completed thoroughly in ink by the driver of the vehicle. Especially, the purpose of trip should be brief but informative. Each movement of an agency vehicle must be recorded fully by the user at the beginning and end of each trip, no matter how short.

When fuel is purchased, the number of litres and cost should be entered in the appropriate spaces on the log sheet. Also, when service or repairs are done, the cost should be entered in the log sheet.

It is imperative to note that a new line should be used to record each vehicle movement; it should be fully completed, and the entry endorsed by signature.

**Procedure for collating/Reviewing Log Books and up loading to VMS:**

The Head of Administration is required to review the vehicle log sheets monthly and enter it into a monthly monitoring/tracking schedule.

The Vehicle Log Sheet will be used to track the usage of individual vehicles and allocate the kilometers driven by project/personal use for later reimbursement.

The Head of administration will ensure that

* Each driver is capable of up loading the log sheets on the VMS.
* Errors are detected immediately and the staff responsible is informed.
* That the Head driver up loads all relevant information on vehicle maintenance and accidents on the VMS

The Head driver should pass each month's logs and the Motor Vehicle Monthly to the Head of Administration for information and approval, noting any issues arising in relation to the running of the vehicles in the previous month. The logs are filed by the Head Driver

**Checks to be done before Leaving:**

Always ensure you are carrying the following documents:

* Driving license
* Photocopy of vehicle license and insurance certificate
* Certificate of Road Worthiness (MOT)
* Delivery documents, if carrying cargo
* Daily vehicle log sheet
* Sufficient cash for fuel
* A copy of inventory of the load
* Necessary tools and kits including First Aid kit
* Basic information folder including Constant Companion.
* Photocopy of the Agreement between CRS and the Government of Nigeria

 A **Vehicle Performance Report** (Appendix 5) is to be completed by the Driver and submitted to the Head Driver at the end of each trip. The report should include any damage or defect on the vehicle during the trip, and should be submitted within 48 hours after the trip.

The transportation of emergency fuel inside or on the outside of the vehicle is to be avoided unless absolutely necessary, because of the risk of spillage and fire.

A check of the vehicle should be made before leaving to ensure that these are in the vehicle;

* 1 spare wheel
* Pressure Gauge
* A powerful torch with spare batteries.
* A Nigerian Road Map
* A spare fan belt
* First Aid Kit
* Fire Extinguisher
* “C” Caution
* Jumper Cable
* Towing Rope
* Spanners
* Jack
* Pliers

**General Rules:**

All CRS vehicles are expensive assets and should be treated with care.

All occupants of CRS vehicles must wear seat belts. The driver is responsible for enforcing this with passengers.

All persons driving a CRS vehicle will fill in the mileage log before and after vehicle movement.

All drivers must carry their current valid driving licenses whenever they are driving. CRS staff driving a CRS vehicle must always carry his/her CRS Identity Card.

CRS prohibits drivers carrying unauthorized persons and/or goods in its vehicles. Only CRS Staff, Staff families and Partners are authorized persons. Under no circumstances may employees use CRS-registered vehicles to transport goods for resale. No weapons are allowed in CRS vehicles.

Any misuse or abuse of CRS Vehicles by Drivers (CRS personnel) or authorized passengers should be reported immediately to the Head of Administration.

Any theft, damage or mishap to CRS/Nigeria's vehicles must be immediately reported to the Head of Administration. Accidents/thefts MUST be reported to the Police by the driver. Mishaps and negligence attributed to the driver’s fault may be assessed against the driver.

Any fault observed while driving a CRS vehicle must be reported to the Head Driver, using the **Vehicle Fault Report Form** (Appendix 6).

Driving under the influence of alcohol or any other intoxicating substance is prohibited. Drivers found to be operating a CRS vehicle negligently due to the influence of illegal drugs or excessive alcohol consumption and/or drivers found to be placing CRS personnel at serious risk due to poor driving habits will have vehicle use authorization revoked and will be subject to severe disciplinary action up to and including instant termination.

If you are involved in an accident, refer to the section Accidents and Insurance (pg 6).

Any CRS staff or driver that is involved in two at fault accidents within a six month period will have their driving authority revoked. If this occurs and driving is a main component of your job, your position may be terminated.

If a person is involved in two not at fault accidents within a six month period, they may be placed on a three month probation. If during the probation period, another accident occurs, driving authority will be revoked. If this occurs and driving is a main component of your job, your position may be terminated.

Drivers must obtain receipts/tickets for parking fees/toll gate fees paid in order to claim these back as expenses.

On no account is a driver/user authorized to allow non CRS authorized driver to drive a vehicle to which he/she has been assigned. Only CRS Nigeria staff (and spouses of international staff) with valid driving license are allowed to drive CRS vehicles.

Driving while communicating (this is valid for GSM) is an offence and dangerous and should be avoided. When required to make an emergency call, the driver should always pull the car on the road side before starting or answering the call.

All movement of CRS Vehicles and personnel should be limited on Friday afternoons and Sunday mornings. Areas such as markets, political headquarters, mosques, churches and other gathering points should be avoided from 1300 until 1600 hours on Fridays and Sundays. Field trips on Friday afternoons and Sunday mornings should be restricted.

**Transportation of Money:**

In the interests of safety, two people must always travel to the bank. One person drives and will let the passenger out as close to the bank as possible. When the passenger has finished at the bank, the driver should be waiting close to the bank, so the passenger can immediately get into the car and they drive away.

**Security:**

Some basic information is provided below, for more comprehensive ideas about security and safety when driving, refer to the Security Management Plan.

A Driver must not drive more than eight hours in a stretch so they can remain alert and awake whilst driving. When driving for long periods, the driver must take a 10 minute break every two hours.

Any changes to the trip itinerary should be notified to the Head Driver /Head of Administration immediately.

Always drive defensively as you should never assume that other motorists respect traffic regulations.

The driving speed for all Agency vehicles shall be adjusted to suit traffic, road and other conditions, but maximum speed shall not exceed 100 km/h on highways and 80 km/h in town.

For reasons of safety and security, CRS vehicles on field travel are prohibited on the road after nightfall. Staff must stop over for the night after 6.00 p.m., and must not leave in the morning earlier than 6.00 a.m. Use of agency vehicles between nightfall and dawn is forbidden other than within the limits of the city/town where staff will spend the night. Within cities or towns use of agency vehicles is restricted to early evenings, i.e. no later than 21:00 for dinner and finding accommodation. However, within the Federal Capital Territory, Agency Vehicles can be used during the night.

When vehicles are parked, the driver must ensure that the vehicle is properly locked, no obvious items such as laptops, cameras etc. are left visible.

When vehicles are not in use, they are to be parked at the CRS office premises within the compound. The Country Representative or his/her representative must authorize for staff to take vehicles home.

Seatbelts must be worn by all passengers at all times.

# Purchasing Fuel:

CRS Nigeria has approved fuel stations (Conoil Kado, Oando Gwarimpa) where fuel is purchased through coupons. Drivers of CRS vehicles should purchase fuel from generally recognized filling stations (TOTAL, MOBIL, OANDO, CONOIL, etc.) when in the field. Where this is not possible, the driver should ensure that fuel are only purchased from sources where quality fuel is guaranteed and measuring meter is functioning properly. A receipt is required for all fuel purchase and it must show:

* Vehicle Registration Number
* The product purchased
* The quantity purchased
* The amount paid

In addition the purchaser must note on the receipt the actual odometer reading at the time of re-fueling. The original receipt duly signed by the fuel station’s authorized personnel will be required for any transaction with the Agency regarding fuel purchase. Some agents and petrol stations do not give receipts for fuel. A CRS receipt should be filled-out with the following details; number of litres of fuel purchased, odometer reading, price paid per litre, total price and vehicle registration number. If you are traveling with another person, they must countersign either the receipt or CRS Receipt of Fuel Purchased for the sake of transparency.

Where a driver pay ‘dash’ to petrol attendant to get fuel during period of scarcity, the amount paid must reflected on the receipt of the purchased fuel.

Finally, please note that all fuel purchases must be accurately recorded in the Vehicle Log Sheet in ink, by the driver.

**Accidents and Insurance:**

The most effective way to avoid and survive accidents is to regulate speed; CRS vehicles should not exceed 100 KM/H on highways and comply with approved speed limits within cities. Wearing safety belts reduces the gravity of injuries. All CRS vehicles are insured on a yearly basis.

**Drivers should ensure that insurance and license documents are in the vehicle before departure.**

In the event of an accident involving a CRS vehicle, the employee's first obligation is to safeguard the lives and health of persons involved in the accident. Once you have ascertained that all are ok, the employee should immediately contact the Head of Administration and inform him/her of the situation.

If the accident is judged to be under N25,000.00 to repair, the driver is authorized to try and settle with the other driver, rather than involving the police. If the cost of the repairs is estimated to be above N25,000.00 then the police need to be called and a police report completed.

The driver must report accidents or damages to the vehicle, in writing, immediately after arrival to the Head Driver and Head of Administration. In the case of an accident outside of Abuja, the driver must remain in constant contact with the Head of Administration to inform them of vehicle roadworthiness, passenger safety etc.

Irrespective of business or personal use, international staff found at fault for the physical damage or loss of a CRS vehicle will pay for all damages to a maximum of $500 toward the repair of the vehicle for each event. Payments for at fault accidents incurred by national staff will cover all damages and will not exceed 25% of the monthly salary after taxes.

It is the Country Representative’s responsibility to report accidents involving CRS vehicles or personnel to the Regional Technical Advisor for Security and to the Regional Director. Where necessary, a written report must also be submitted to Headquarters by way of the official **Vehicle Accident Notice Form** (Appendix 7). Blank forms are available in the office and on the intranet, and the duly filled-in form should be handed over to the Head of Administration.

In the event of an accident involving the Agency vehicle and another, the office, insurance and the police shall require the following data:

* Registration numbers of vehicles involved.
* Names and addresses of owners of vehicles involved.
* Insurance companies and policy numbers of vehicles involved.
* Names and addresses of passengers in vehicles involved.
* Names and addresses of witnesses.
* Police authority to whom the accident was reported to.

Drivers are not allowed to sign any admission of error or liability for accident as this may later create legal problems.

In case of accident, CRS staff should protect the scene by directing traffic and placing safety triangles (or tree branches) and offer assistance to those who may be injured.

Staff members should not discuss accident with anyone other than the proper authorities.

In event of threat to personal safety and security after road accident, staff should bypass these steps and report directly to the nearest police station.

**Motor Cycle Usage:**

Any CRS/Nigeria staff person riding the office motor cycle must have a valid Nigerian Motorcycle license.

The maximum size allowable for any CRS motorbike is 125 cc.

Wearing a helmet and a fluorescent jacket is compulsory whilst riding the bike.

Observe speed limits at all times.

Properly complete the Log Sheet.

No passengers are permitted on a CRS motorcycle.

No use of the motorbike at night.

Always keep motorbikes locked.