

**THE VEHICLES AND MOTORBIKES POLICY
OF
COMMUNITY INITIATIVE FOR PARTNERSHIP AND
DEVELOPMENT (CIPAD)**



**ENDORSED BY:
BOARD OF DIRECTORS,
AT AWEIL HEAD OFFICE,
NBeG State, SOUTH SUDAN,
AMENDED 2020**

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ABBREVIATIONS

AFO	Administration and Finance Officer
ED	Executive Director
CPO	Cash Payment Order
EC	Evaluation Committee
CIPAD	Community Initiative for Partnership and Development (CIPAD)
FOM	Finance and Operations Manager
FIFO	First-In First-Out
FBS	Fixed Budget Selection
GRN	Goods Received Note
HR	Human Resource
IGO	Income Generation Officer
IC	Individual Consultants
ITC	Instruction to Consultants
LCS	Least-Cost Selection
LOI	Letter of Invitation/Intent
M&IE	Meals and Incidental Expenses
PC	Project Coordinator
PM	Programme Manager
PmO	Programme Officers
PO	Purchase Order
PV	Payment Voucher
QBS	Quality-Based Selection
QB	QuickBooks
QCBS	Quality and Cost Based Selection
RFP	Request for Proposal
RFQ	Request for Quotation
SSS	Single-Source Selection
TOR	Term of Reference
USD	United States Dollar

1. INTRODUCTION AND OVERVIEW

1.1. Community Initiative for Partnership and Development (CIPAD)

Community Initiative for Partnership and Development (CIPAD) came into existence as a result of the motivation and personal initiative of its founding members who wholeheartedly seek to enhance the socio-economic status of the impoverished communities especially women, youth, children and elderly. Living in war affected South Sudan particularly Northern Bahr El Ghazal State, the founding members were not stranger to hardships faced by the underprivileged communities.

Having strategies to overcome economic and social challenges that impoverished communities are facing, the founding members registered CIPAD at Northern Bahr El Ghazal state level with Relief and Rehabilitation Commission (RRC) and Ministry of Social Development from 2010 to 2016 supporting communities with different capacities depending on funding from partners and well-wishers.

In the year 2017, the founding members of the organization decided to register the organization at national level with Relief and Rehabilitation Commission (RRC) obtaining registration number 902 as National Organization mandated to operate across the country as humanitarian and development organization.

The key areas of interventions include human rights; sustainable food security and livelihood; women & youth economic empowerment; peacebuilding; justice; education; health & nutrition; WASH; and people with disabilities participation and inclusion.

Our efforts have developed lasting relationship with government at all levels, nongovernmental organizations, United Nations agencies and corporate organizations as also with the communities, individuals and groups with whom we have worked.

We have come a long way following a small beginning in 2012, and have implemented a wide variety of projects related to child rights for change; food security & livelihood; women & youth economic empowerment; peacebuilding; community security & community policing; gender base violence; access to justice; reproductive child health care; trauma healing and psychosocial supports; HIV/Aids awareness; COVID 19 awareness; quality education; boreholes rehabilitation and capacity building of water user committees in different Bomas and Payams in the five counties of Northern Bahr El Ghazal State. While implementing different developmental projects, our thrust has always been on working through people's participation and constructive engagement of government institutions and community leaders for project ownership and sustainability.

At CIPAD, we have always believed in the capacities and capabilities of the communities, and have always strived to channel their hidden energies for the betterment of society at large. Our efforts have always been directed towards creating an environment that is conducive of enhancing opportunities to local people to think and act positively.

We have endeavored to develop skills and competencies of the local communities with a view to enabling them to operate and maintain the assets created through the implementation of the projects on sustainable basis.

This philosophy of ours has led us to the adoption of a holistic and participatory approach to rural and urban development. We believe in inclusive approach, covering all the sections of the society, particularly the impoverished people in the Bomas, Payams, Counties and States in the Republic of South Sudan. We

work with existing village level fora (and creating new ones wherever necessary) through Participatory Rural Appraisal (PRA) approaches, principles and techniques.

1.2. Vision, Mission, and Goal

Vision

A just, peaceful, and resilient society where all people live with dignity, self-reliance, and well-being.

Mission

To advance sustainable development, deliver humanitarian assistance, and advocate for inclusive policies by empowering communities and fostering equitable partnerships.

Goal

To contribute to enhanced peace and socio-economic development of impoverished communities especially women, children, disable groups and elderly.

1.3. Objectives

1. To work for community development, to cooperate in sustainable development by local participation through integrated program.
2. To Improve community safety & Security through community security & community policing program in collaboration with the security providers
3. To enhance wellbeing of the people of the State & counties by operating result oriented program for poverty alleviation and development at the grassroots.
4. To develop mutual relation and brotherhood fillings in community.
5. To carryout water, sanitation and hygiene program to our local populations
6. To cooperate in managing water supply schemes in its working area.
7. To cooperate in road repair and maintenance with the coordination with local agency.
8. To lunch the awareness program in the field of education, health, WASH, peace building, civic education, human rights, gender and children issues.
9. To lunch appropriate program in developing community of women, children, old age, helpless and disable.
10. To work for creative youth activities and sports development.
11. To implement social protections program
12. To lunch awareness program against anti-social activities like girls trafficking, drug abusing, betting, vulgarity.

CIPAD is a national organization working for community development and empowerment through capacity building in order to provide essential knowledge that will lead to awareness, which will further lead to self-development, empowerment and action.

In furthering of the above objectives, CIPAD shall continue to:

- a) Mobilize local resources from community, members, governments, organizations and banking institutions. This shall be in form of contributions, donations and income generating activities.
- b) Advocate for large communities in furthering of its objectives for communal interests.

- c) Promote and carryout or assist in promoting and carrying out rural development research, surveys, assessments and investigations on the matter of community concern and publish the useful results thereof for public consumptions and intervention.
- d) To promote rural development, work through singular or join workshops, exhibitions, meetings, awareness campaigns, lectures, seminars and training courses.
- e) Collect and disseminate information on all matters affecting the said objects 1-18 above and exchange such information with other bodies having similar objects whether in South Sudan or overseas.
- f) Undertake, execute, manage or assist any communal work which may lawfully be undertaken, managed or assisted by the organization.
- g) Purchase, take on lease or in exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of the said objects and construct, maintain and alter any buildings or erections necessary for the work of the organization.
- h) Within laws of publications, to write and print or otherwise reproduced and circulated such workshop documents, papers, books, periodicals, pamphlets or other documents or films or recorded tapes (whether audio or visual or both) as shall further the said objectives.
- i) In accordance with **section 20 (i) of the South Sudan Non-Governmental Organizations (NGOs) ACT 2016**, the organization shall within its financial capacity, employ and pay any person or persons to supervise, organize, and carryout the work of the organization and make all reasonable and necessary provision for the payment of pensions and superannuating to or on behalf of employees and their dependents as maybe determine by the employment contracts between the organization and such a person or persons
- j) Establish where necessary field offices within the Republic of South Sudan or country offices in other countries of the world
- k) Make policies and regulations like finance policy manual, human resource policy manual, assets management policy manual, frauds policy, security policy, code of conducts and strategic plan to guide the work of the organization.

1.4. Values

- Human rights and dignity
- Partnership beyond boundaries
- Mutual Respect
- Honesty, Integrity and Ethics
- Diversity, Inclusivity, Transparency and Accountability
- Gender sensitivity
- Cost efficiency
- Solidarity
- Safeguarding
- Trustfulness and legality

1.5. Organizational Structure

1.5.1. Staffing

Below are summaries of main CIPAD staff only. Organisation Chart is presented in [Figure 1](#).

Executive Director (ED): is responsible for the overall management of Community Initiative for Partnership and Development (CIPAD) Programmes and Operations and operates under the Board. The ED serves as the principal CIPAD representative liaising with donors and partner organizations on project related technical, policy, and financial issues. The ED is ultimately responsible for the generation, commitment and disbursement of all project funds and provide technical and administrative leadership to the overall achievement of the goals and objectives of the organization. The ED is ultimately responsible for the management of all CIPAD resources.

Programme Manager (PM): Operates under and closely with the ED and is responsible to oversee and coordinate CIPAD capacity building, advocacy and service delivery programme activities and provide technical and programmatic leadership to the overall achievement of the goals and objectives of the programmes. With the ED, the PM leads the development, implementation, and monitoring of the organization strategy and work plans and communicates results and achievements to the community and other stakeholders.

Finance and Operations Manager (FOM): Operates under and closely with the ED and is responsible for developing and maintaining the financial systems of the organization, managing financial and other organizational resources, and managing other organizational operations including, human resources, procurement of equipment and materials, and tracking inventory and managing fixed assets. The FOM will assist the ED in ensuring that financial controls and systems comply with acceptable accounting practices and meet donors and CIPAD standards. The FOM ensures that programme activities adhere to the financial and operations policies and procedures of the organization and donors. The FOM works closely with the PM and the technical team to ensure smooth implementation of programmatic activities. The Human Resource (HR) Manager in this document refers to the FOM.

Programme Officers (PO) and Project Coordinators (PC)/Project Managers: Operate under and closely with the PM and are responsible to coordinate capacity building, advocacy and service delivery programme activities. With the PM, the PO develops, implements, and monitors project activities and work plans. In the absence of the PM, the senior PO acts as the Programme Manager. The Project Coordinators (PC) / Project Managers operate under and closely with the Programme Officer (PO) and/or the Programme Manager (PM) and are responsible to implement capacity building, advocacy and service delivery programme activities at the community level.

Logistics and Procurements Officer (LPO): Operates under and closely with the FOM and is responsible for the management of and supervision of support staffs (drivers, store keepers, logistics & procurements assistants), procurement, logistics and managing vehicles as well as motorbikes.

Administration and Finance Officer (AFO)/Accountant: Operate under and closely with FOM. Accountants assist the FOM and maintain the field accounting system, reviewing and processing purchase orders and expenditures, reviewing employee timesheets, and distributing checks, and executing payments with the cashier. The Finance Officer will take over in the absence of the FOM. The AFO also can work as the cashier. AFO is also responsible for the management of and supervision of support staff (Security Guards, Cooks, Cleaners, Cashiers, and Assistants).

Human Resource Officer (HRO): Operate under and closely with FOM and is responsible for human resource planning, recruitment & selection, performance management, learning & development, industrial relations, job analysis & design, maintaining work culture, processing payrolls, maintaining employees' records, compensations & benefits, labor law compliance, and staff motivation. HRO is also responsible for the management of and supervision of support staff like human resources assistants and related staff.

Cashier: Operate under and closely with Finance Officer/Accountant and manage petty cash and executes payments. The cashier can be given various other responsibilities and serve as office assistance, store keeper... etc.

The above Admin & Finance, Logistics and Procurements positions are responsible for the smooth flow of finance, administration and logistic implementation of the CIPAD projects.

It is important that the duties of accounting/financial personnel be properly segregated. No staff member should be assigned duties that could lead to a situation where the person could carry out and conceal illegal acts or violations of rules. To accomplish a proper segregation of duties, different individuals should perform the following functions:

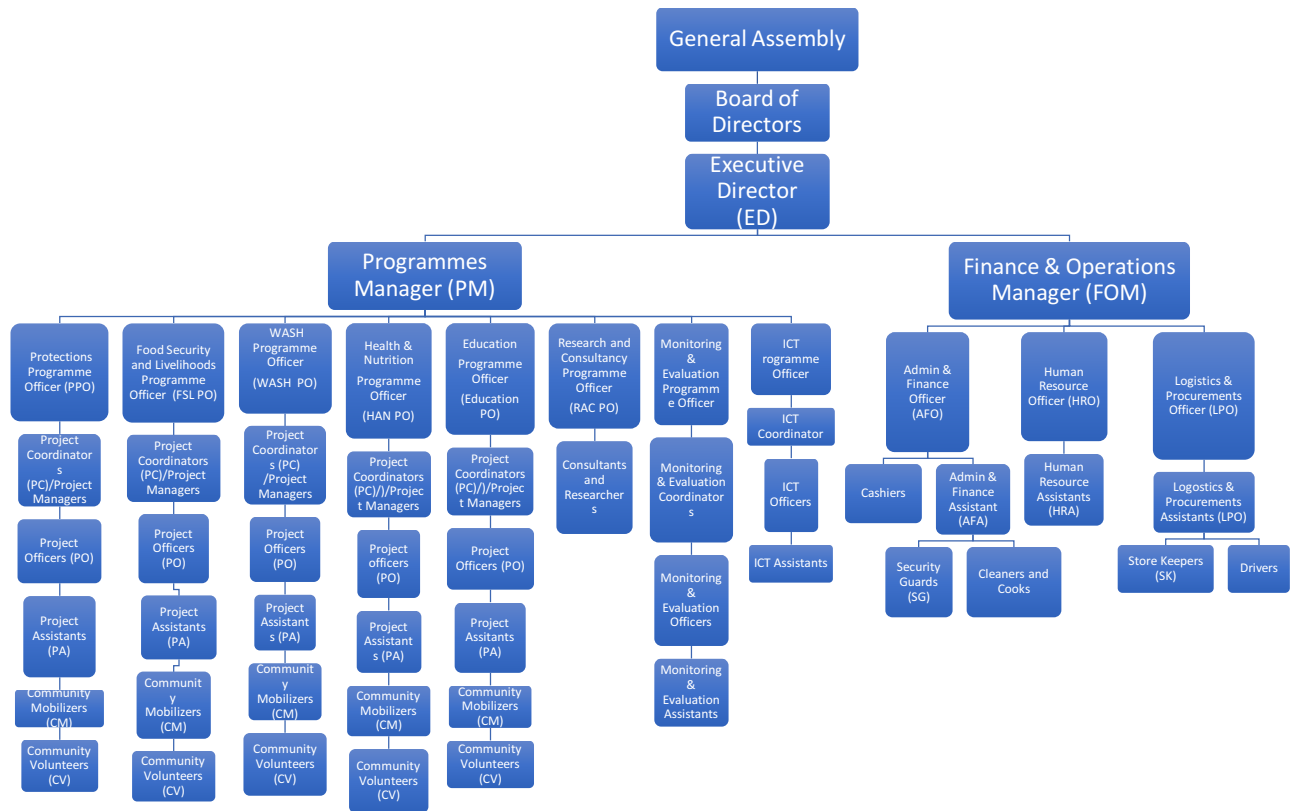
- Authorize transactions (ED and FOM),
- Record transactions (Admin & Finance Officer, Accountants, Cashier)
- Maintain custody of the assets that result from a transaction (LPO, Store Keeper)
- Compare assets with the related amounts recorded in the accounting records (Auditor)

Minimum Required Staff: in times of restricted resources the minimum required staff members for CIPAD are:

- The Executive Director (ED)
- The Finance and Operations Manager (FOM)
- The Cashier/Accountant/Admin and Finance Officer

Other staff members listed in this document will be appointed as necessary.

Figure 1: See below the Organizational Chart of CIPAD



1.5.2. Offices

The Head Office of CIPAD is Aweil, Northern Bahr El Ghazal State, South Sudan. CIPAD will work in multiple States of South Sudan to achieve its mission depending on operational capacity attained. There three field offices in Gokmachar, Aweil North County and Nyamlell in Aweil West County, and Wanyjok in Aweil East County. We have Coordination office in Juba, South Sudan.

1.6. Purpose of this Policy

This Manual is to be used by **ALL** staff of projects implemented by CIPAD. It is intended to be a guideline for all projects vehicles and motorbikes policies and procedures. This manual must be viewed in conjunction with the Human Resource (HR) Manual as well as CIPAD's other financial and administrative manuals and resources.

This vehicles and motorbikes addresses questions staff may have about the CIPAD programmes and projects in regard to its vehicles and motorbikes policies and procedures. It serves as a reference document for employees of their rights, responsibilities and obligations and is a guide for supervisors and directors in the administration of the various policies and procedures.

CIPAD reserves the right to make changes and updates to this manual as outlined in this chapter. As policies are added or changed, staff will be notified by official memoranda from the ED. These memoranda will then become part of the official CIPAD vehicles and motorbikes policies and procedures. Please read the policy, understand its contents and always refer to it for reference. If you have any questions or suggestions regarding this manual, please see the Executive Director, Finance and Operations Manager or Human Resources Officer of CIPAD.

1.7. Changes to this Policy

This document is subject to change and revision as and when the circumstances require it. If there is an item or a section in this manual that requires an update, the procedures outlined below should be followed to ensure that all employees receive and record the change. Once a year, if multiple changes have been made, a complete revised version will be produced and distributed. It is the responsibility of each employee to read, understand, and adhere to any policy changes that are made. Employees will be notified of a change via memo as outlined below.

Minor changes to an amount, name, or item:

1. Send a memo to all employees noting the change.
2. Each employee should insert the memo in his/her manual directly after this procedures page to deemed track of who initiated the change and when.
3. The employee should locate and cross out the outdated item in his/her manual, writing in the change.

Major section changes

1. Send a memo to all employees noting the change and attach the revised section with the current date.

2. Each employee should insert the memo in his/her manual following this procedures page.
3. Each employee should insert the revised version in front of the original section, simply crossing out the pages that are no longer current.

The Executive Director of CIPAD must authorize all changes to the manual.

2. THE VEHICLE AND MOTORBIKES POLICY

2.1. Policy

1. CIPAD will have vehicles and motorbikes to support project activities. Project vehicles or motorbikes are authorized for Project related activities only.
2. Drivers are the only staff authorized to drive CIPAD vehicles or motorbikes unless authorized by the ED. Violation of this policy will result in administrative action and may result in termination of employment.
3. Personal use of project vehicles or motorbikes is prohibited. Vehicles or motorbikes shall be used to support the project's objectives and are not to be used for the personal benefit of staff. CIPAD policy prohibits using project vehicles or motorbikes for any personal purpose. In certain environments, an exception to this rule may be granted with written prior approval.
4. Exceptions to this rule may be authorized by the ED or the Donor of the vehicles or motorbikes under the following categories:
 - a) Public transportation is unsafe or unavailable
 - b) Medical Emergency
 - c) Transportation of dependent children to and from school when other transportation is unavailable or inappropriate
 - d) Home-to-office transportation when employees are not permitted to drive by local law or custom
5. If local circumstances support the need for limited personal "authorized use" that extends beyond standard business use as described above and will require to follow the following process:
 - 5.1. Consult with your Admin and Logistics office to determine if an exception may be warranted. The Admin and Logistics shall forward your request to the ED.

- 5.2. Except in the case of a medical emergency, no personal, non-business use is allowed until the ED is received. If vehicle use is required in a medical emergency, ED approval can be requested retroactively.
- 5.3. Only the ED may then approve personal use of vehicles providing it does not negatively affect the official needs of the vehicle.
- 5.4. All personal use must be documented in the vehicle log and any personal use of the vehicle must be billed monthly to the individual based on per mile/kilometer cost.
- 5.5. The FOM is responsible for ensuring adequate recordkeeping to demonstrate sufficient reimbursement to the project.
6. In no case shall a project vehicle or motorbike be loaned to an outside party.
 - 6.1. CIPAD is liable for accidents involving project vehicles or motorbikes, and discovery of any unauthorized use of a project vehicle or motorbikes could result in employment termination of the individual involved.
 - 6.2. If unauthorized use of a project vehicle or motorbike results in any damage (to the vehicle and/or other vehicles, persons, or property) the individual(s) involved will be fully responsible.
7. Only CIPAD employees and persons officially participating in Project activities are permitted to travel in a project vehicle or motorbike.
8. There are time restrictions regarding the use of project vehicles or motorbikes. Drivers are not permitted to drive project vehicles or motorbikes before 6:00 AM in the morning and after 7:00PM in the afternoon, unless authorized by the ED.

2.2. Vehicle Management Responsibilities

1. FOM or Admin and Logistics office is the overall manager of the project vehicles or motorbikes, ensuring strict adherence to vehicle and motorbike policies and efficient use of vehicles or motorbikes consistent with approved monthly work plans in consultation with ED.
2. FOM or Admin and Logistics office is responsible for the scheduling of the vehicles or motorbikes.
3. All staff transport requests are made through the FOM or Admin and Logistics office. Staff members are expected to respect scheduled travel times and itineraries.

4. Drivers are responsible for attending to the security of the vehicle or motorbikes and checking that vehicles or motorbikes are in a roadworthy condition and compliant with all vehicle legislation (valid licenses, tax & insurance etc,) before they are used. Routine checks of oil, fuel, battery, brake and clutch fluid and water level of the radiator should be done every day.
5. The Driver is responsible for cleaning the vehicle both inside and outside as required as well as motorbikes.
6. Drivers are responsible for maintaining vehicle or motorbikes log sheets
7. FOM or Admin and Logistics office or other delegated personnel reviews logs monthly for compliance and for calculating monthly fuel consumption per vehicle.

2.2.1. Fuel

1. When the project vehicles or motorbikes need fuel at head office, the following action is required:
 - 1.1. Drivers request a fuel purchase request from the Admin and Logistics office who verifies the need against the vehicle log before authorizing the request.
 - 1.2. The Admin and Logistics compute the number of kms driven since the last filling.
 - 1.3. The Driver takes the approved order form to the FOM for approval of advance or Coupon.
 - 1.4. The Driver should obtain a receipt indicating the number of litters purchased and the amount paid. Inputs of fuel should also be recorded on the vehicle log.
2. Fuel purchases during field trips:
 1. The Driver or another staff member receives a fuel advance or coupon prior to travel.
 2. Fuel purchases needed during trips should be made from these funds and a receipt should be obtained indicating the number of litters purchased and the amount paid.
 3. Inputs of fuel should also be recorded on the vehicle log.
 4. The receipt(s) and unused advance funds or coupons should be returned to the Finance department to clear the advance.

2.2.2. Maintenance & Cleaning

1. All CIPAD vehicles must be maintained regularly.

2. Drivers are responsible for checking that vehicles or motorbikes are in a roadworthy condition and compliant with all vehicle legislation and motorbike (valid licenses, tax & insurance etc.), before they are used.
3. Routine checks of oil, fuel, battery, brake and clutch fluid and water level of the radiator should be done every day.
4. The Driver must report any maintenance or repair needs to the Admin and Logistics as soon as identified. If a vehicle cannot be driven due to an accident or mechanical reasons, the Driver must consult with the Admin and Logistics prior to taking any actions to arrange towing or repair of vehicle.
5. Any repairs required while in the field must be verified and authorized by the Programme or project coordinator or other project staff who is in the field with the Driver.
6. The Admin and Logistics maintains a vehicle or motorbikes maintenance record for all vehicles.
7. The Driver is responsible for cleaning the vehicle both inside and outside as required including motorbikes.

2.3. Vehicle and Motorbike Usage, Fuel and Maintenance Log

2.3.1. Vehicle and Motorbike Usage Log

1. The purpose of the Vehicle and motorbike Usage Log is to document and monitor appropriate use of CIPAD vehicles.
2. The log collects information on when, how far, why, and by whom a vehicle is used. These logs are kept in every project vehicle.
3. It is the responsibility of each Driver to deemed a log of trips and mileage.
4. During each day, the Driver must complete the Vehicle Usage Log which documents the following information:
 - Purpose of Trip
 - Departure Time
 - Departure Point
 - Kilometre Reading Departure
 - Arrival Time
 - Arrival Point
 - Kilometre Reading Arrival
 - Liters of fuel added (if the vehicle is driven to a fuelling station)
 - Driver Signature

- Passenger(s) Signature
5. A separate vehicle log is maintained for each vehicle for each day that the vehicle is in use. Logs are then submitted to Logistics for review on a monthly basis.
 6. The Finance is responsible for reviewing the Daily Vehicle Logs to ensure they are consistent with fuel receipts, trip reports and other documentation.
 7. Any inconsistencies identified should be immediately reported to the Logistics.
 8. Specifically, logs are reviewed to ensure that:
 - a) Vehicles have been used as assigned;
 - b) Fuel intake is in accordance with kilometres driven;
 - c) Vehicles have only been used by assigned staff; and
 - d) Maintenance needs are anticipated and in accordance with kilometres and locations driven.
 9. Vehicle logs are then filed by vehicle in the Logistics Department files.

2.3.2. Vehicle and Motorbikes Fuel & Maintenance Log

1. The purpose of the Vehicle Fuel and Maintenance log is to document the operating costs of a vehicle, for example - how many km/L of gas the vehicle gets and how often a vehicle receives service and/or new parts.
2. This log collects data on when and what supplies or services are purchased for a vehicle, at what cost, and from whom.
3. Instructions for Maintaining Vehicle Logs:
 - 3.1. Both logs (Vehicle Usage and Vehicle Fuel & Maintenance) are to be placed in each project vehicle and kept there at all times.
 - 3.2. Both logs are to be kept up to date at all times. The Vehicle Usage Log is to be completed for every trip the vehicle is used for; the Vehicle Fuel and Maintenance Log is to be completed every time fuel and other supplies are procured, and every time maintenance is performed.
 - 3.3. Both logs are to be collected on calendar month cycles and reported with the field accounts for each month ending. In other words, on the first day of each month new log sheets should be started, and the log sheets for the month just ended collected and submitted with that month's field accounts (e.g., October logs submitted with October field accounts). A copy should be maintained in the field office should they be needed.

2.4. Vehicle and Motorbikes Safety and Security

1. The following vehicle safety guidelines must be followed at all times:
 - 1.1. Seat belts must be worn by the driver and all passengers at all times.
 - 1.2. Vehicles or motorbikes cannot carry more passengers than the designated seating capacity.
 - 1.3. Drivers must drive defensively, strictly observe all traffic regulations and drive within established speed limits, adjusting speed as appropriate to the terrain and in such a way as to ensure the safety of passengers, cargo and minimize the wear to the vehicle.
 - 1.4. Drivers should be particularly observant of pedestrians, bicycles, animals, vehicles or any other potential hazards on the road.
 - 1.5. Under normal conditions and on a good road, the maximum speed a vehicle may travel is 70-100kph on highway and 1-69kph in the towns.
 - 1.6. Drivers are prohibited from using their mobile phones or sending texts while operating a vehicle.
 - 1.7. All vehicles must have first aid kits.
 - 1.8. Any Driver found guilty of careless or dangerous driving will be personally liable for any related fines and will also be subject to disciplinary action.
 - 1.9. Helmets must be worn at all times while driving a motorcycle. Passengers must also wear a helmet.
 - 1.10. All boat operators and passengers must wear life vests.
 - 1.11. The Driver has the sole authority to decide whether the vehicle and/or conditions are safe for travel.
2. Drivers are responsible for attending to the security of the vehicle.
3. Vehicles or motorbikes should never be left unattended if there is any doubt about their security.
4. Vehicles and motorbikes should be parked at the office compound when not in use.

5. Vehicles and motorbikes should be parked in secure place for the night by the Driver and never later than 7pm under any circumstances unless authorization is given by the ED.
6. Vehicles and motorbikes must be locked with alarms operated.
7. When out of town, vehicles or motorbikes must always be parked in a secure location, particularly at night. A secure location is defined as one where the risk of vandalism to the vehicle, theft of the vehicle or any of its contents is negligible.
8. Keys for vehicles or motorbikes should be returned to the Admin or Logistics Office prior to close of business for safekeeping in the office.
9. Drivers approved to pick-up vehicles or motorbikes outside of office hours must coordinate handling of keys with the Logistics.

2.5. Driver Hours and Health

1. In the interest of passenger's safety and driver's health, drivers may not drive for extended periods without a break. The following time restrictions must be strictly adhered to:
 - 1.1. The maximum time drivers may drive in any one day is 10 hours.
 - 1.2. Drivers should take a short break, for minimum of 15 minutes, after every 3 hours.
 - 1.3. For long drives of 6 hours +, drivers must break for lunch after a maximum of 5.5 hours.
 - 1.4. The driver should feel free to request a break should he/she experience tiredness before the recommended rest time.
2. Drivers are responsible for ensuring that they are sufficiently fit to carry out their duties effectively and that none of their judgment, abilities or reflexes may be impaired. This may involve taking the following precautions:
 - 2.1. Ensuring that they have sufficient sleep prior to undertaking a long journey
 - 2.2. Avoidance of alcohol prior to a journey
 - 2.3. Maintaining general good health and fitness
3. Drivers have a duty to report to the Logistics or Admin immediately if they feel they are unwell or unfit to drive for whatever reason.

4. Any Driver found driving under the influence of alcohol or drugs will be subject to instant dismissal.
5. Drivers are required to have eye tests on an annual basis.
6. Within the time limits indicated above, the Logistics and Admin must approve in advance all vehicle use outside of office hours. This can include early pickup of vehicles in the morning and use on weekends and holidays for work purposes consistent with monthly work plan.
7. Drivers picking up vehicles for use outside of office hours must get approval from the Logistics or Admin.

2.6. Use of Non-Project Vehicles or Motorbikes

1. Employees must use project vehicles or motorbikes for work purposes. The use of a taxi must be approved by the Logistics and is only permitted when project vehicles are not available.
2. Employees should use project vehicles or motorbikes for work purposes wherever possible. The use of a privately-owned vehicle (POV) for work purposes may be authorized by the ED if:
 - 2.1. Project transport is not available, and
 - 2.2. The vehicle or motorbike has fully comprehensive insurance cover including such cover while used for work purposes. (The Logistics is responsible for verifying this and maintaining evidence on file prior to approval by ED).
3. If a staff member receives authorization to use their privately-owned vehicle (POV) in the implementation of Project business, CIPAD allows for per distance unit compensation to cover the cost of fuel only when the fuel is budgeted with the project budget and the budget line is still not exhausted.
4. CIPAD will reimburse employees at the approved rate provided that:
 - 4.1. Prior authorization has been given by the ED.
 - 4.2. A logbook (as described below) is maintained for such journeys.
5. Privately Owned Vehicle Usage Log: The purpose of this log is as follows:

- 5.1. To document use of a privately-owned vehicle for CIPAD business. The log collects information on whose vehicle was used, when, how far, and why, and a certification from the vehicle owner on its use, which is required for CIPAD accountability.
- 5.2. To provide a simple format for which an employee may log use of their vehicle and ensure that they have provided all necessary information required to claim usage compensation.
- 5.3. Instructions for use of this log:
 - 5.3.1. The log is to be completed for each event (i.e., trip) that the POV was used during implementation of CIPAD business.
 - 5.3.2. The log is to be signed by the individual and submitted with an expense report claim for compensation.

2.7. Reporting Accident

1. All accidents must be reported immediately to the police by the Driver and then the Logistics.
2. The Driver should:
 - 3.1. Obtain contact details of any other parties involved in the accident or witnesses to the accident.
 - 3.2. Not move the vehicle, if at all possible, until after reporting to the police.
 - 3.3. Take steps to protect the vehicle and any luggage from damage or theft, by moving to the nearest secure location before leaving it unattended.
4. Any traffic offence for which the driver is booked by the police should be reported to the Logistics.
5. Drivers not reporting accidents, traffic offences or other incidents are subject to disciplinary action.

Approved by Board on 17th of April 2020

Sign

A handwritten signature in blue ink, appearing to read "Jacob Lual Jok", written over a horizontal line.

Jacob Lual Jok,
Board Chairperson.