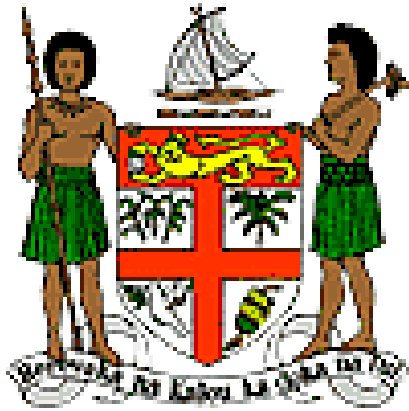


TRANSPORT POLICY



Financial Policy Assurance Unit

Ministry of Finance

Ro Lalabalavu House

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TRANSPORT POLICY, 2013

PART I

INTRODUCTION

Authority for Issue of Policy

1. (1) This policy, issued by the Permanent Secretary for Finance under the provisions of Section 81 of the Financial Management Act, 2004 shall come into effect on the 1st day of June, 2013.

(2) Supplementary clauses and amendment may from time to time be issued by the Permanent Secretary for Finance or any officer authorized by him to issue such change.

Interpretation

2. In this Policy, unless the context otherwise requires:

“Officer” means member of the unestablished and established staff of any Agency.

“Driver” means a Head of Agency or any other officer, or any other person who may be authorized in writing to drive an official vehicle in the course of his duties.

“Vehicle” means a motor vehicle, motor cycle and plants.

PART II

DRIVERS DUTIES AND RESPONSIBILITIES

Purpose of Policy

3. (1) This policy has been prepared for the guidance of Agency personnel who drive in the course of their daily routine duties or otherwise and should be adhered to by all concerned.

(2) Drivers should study this policy and make sure that they understand them thoroughly. By doing, so they will reduce unnecessary expense and delay in performing an efficient service to the Agency. Heads of Agencies should ensure that all drivers are issued with a copy of this policy.

(3) Failure to comply with this policy may result in surcharge action, suspension or termination of employment, against the driver.

DRIVERS RESPONSIBILITIES

Knowledge of Legislation and Rules

4. (1) Drivers must know all rules concerning the use of vehicles, methods of control and the care of the vehicles they are called upon to drive. They are also expected to carry out the checks listed below in this Policy.
- (2) Drivers must familiarize themselves with the Land Transport Act, 1998.
- (3) Drivers are responsible for the vehicle they drive. They must see that the vehicle:
 - a) is kept in good running order;
 - b) is not damaged ; and
 - c) has all its tools and spare part intact.

Drivers to Report Likely Offence

5. (1) A driver who is charged, or anticipates being charged, for a traffic offence committed whilst on duty must without delay report the circumstances to his supervisor as soon as practicable.
- (2) Drivers have within their prerogative the right to question and refuse instructions or directives given by their Supervisors if within their capacity they know that they are endangering the:
 - a) lives and wellbeing of the passengers; and
 - b) safety of the vehicle.
- (3) Drivers will be held personally and pecuniary responsible for any damages sustained on vehicles whilst in their custody, irrespective of the nature and extent of damage.

Carriage of Passengers

6. (1) Only Government employees are allowed to be carried in Government vehicles.
- (2) A private person may be carried in a Government vehicle on an errand of mercy, at the discretion of the driver or a Supervisor of Transport.
- (3) Where an officer is accompanied by his/her spouse to an official function he/she may be carried.

Private Passengers

7. Heads of Agencies may authorize the carriage of private persons as passengers in Government vehicles in the following circumstances:
 - a) Ambulances;
 - b) Taking private members of Government boards to inspect Government projects or schemes;
 - c) Carrying prisoners, suspects and other persons in Police or Prisons vehicles in the course of duty;
 - d) Where such a gesture is considered desirable, carrying overseas visitors or officials;
 - e) Where a person is carried under such authority his name should be entered in the running sheet for the day.

Consumption of Alcohol, Drugs etc

8. (1) Consumption of alcoholic beverages of any kind in a Government vehicle by the driver and/or his passengers is strictly forbidden at all times.
 - (2) This is consistent with section 105 of the Land Transport Act and the Land Transport (Breath Test and Analysis) Regulations 2000.
 - (3) Smoking in a Government vehicle is not permitted. "No Smoking" signs should be displayed in all Government vehicles.
 - (4) No person may drive a Government vehicle if he is affected by yaqona or any other drug.
 - (5) Non compliance of this section is an offence and person responsible is liable on conviction to the prescribed penalty.

9.

General Checks

It is the driver's responsibility to ensure that:

- a) The vehicle is in a fit state to be driven and that there is sufficient fuel, oil, etc;
- b) Water level of radiators is sufficient;
- c) The clutch and foot brake are in good working order;
- d) The hand brake is applied;
- e) He is aware of any special characteristics of the vehicles he is to drive;
- f) All lights are in working order;
- g) Tyres are in good order and correct pressures;
- h) Springs are not broken or loose;
- i) He has his license in his possession and it is valid.

Safety of Persons, Cargo and Vehicle

10. It is the driver's responsibility:

- a) To operate his vehicle skillfully and accurately so as to avoid danger to life, damage to his own or other vehicle;
- b) To keep within a speed limit of 80 kilometers per hour, or a nominated Maximum limit or such lesser speeds that the law requires;
- c) Not to carry more persons or goods than are specified for the vehicle.

Carrying of Loads

11. It is a driver's responsibility:

- a) To ensure that the load on his vehicle is stored properly and carried safely;
- b) To ensure that loose materials carried in an open vehicle are properly secured by a rope or other means;
- c) To drive with caution to ensure safe delivery of load;
- d) To ensure that timber, pipes or other materials on board do not overhang more than 1.2 meters at the rear unless a red flag is attached at the end of the overhand during day time or red light at night time.

Speed Limit

12. (a) Town areas: 50 k.m.p.h maximum or as indicated by Speed Limit Traffic Signage;
- (b) Open Country: 80 k.m.p.h. maximum or in accordance with the National Maximum speed limit;
- (c) When driving, the driver must bear in mind:
 - i. The type of vehicle he is driving;
 - ii. The load on or in the vehicle;
 - iii. Traffic conditions;
 - iv. Road conditions;
 - v. Weather conditions;
 - vi. Presence of pedestrian cyclists or animals; and then adjust his speed accordingly.
- (d) Do not endanger a vehicle or passengers to dodge animals or poultry.

Pedestrians

13. Driver's responsibility:
 - a) When coming to a pedestrian crossing, slow down so that you can stop if you have to;
 - b) Give way to pedestrians crossing the roads i.e. give them right of way;
 - c) Do not overtake vehicles which are slowing down or stopping to let pedestrians cross the road;
 - d) When approaching places where persons are likely to cross, markets, schools, hospitals, etc. slow down, be alert and prepare to stop;
 - e) Be patient with the hesitation of elderly people, they may be blind or deaf and thus not aware of your presence;
 - f) Take special care where there may be children.
 - g) Pedestrians have precedence over drivers and other road users when on a public street;

Traffic Lanes

14.

- a) Where traffic lanes are marked on the road use the correct lane. If you have to change lanes only do so after checking and giving ample warning to following traffic. Ensure that when changing lanes the necessary lane markings allow for changing of lanes.
- b) When leaving an intersection follow the direction shown by road signs.
- c) Drive vehicles closely to the left hand side of the road.

Precautions on completion of Trip or Parking

15. It is a driver's responsibility:

- a) To be sure that the vehicle is parked in a safe position clear of traffic;
- b) To have hand – brake firmly applied with low gear engaged, or reverse gear in a descending slope; in the case of an automatic transmission apply gear selection in “P” position;
- c) To switch off ignition and remove the keys when vehicle is left unattended;
- d) In situations where additional safe guard is required (i.e. on a steep hill) to place timber or stones to block the wheels;
- e) To have all lockable doors, boot and tool boxes locked. All windows to be securely closed.

Further Hints for Extra Safety and Economy

16.

- a) Avoid fierce acceleration especially from the stopped position. Avoid fierce braking – this will cause damage and rapid wear of tyres;
- b) Never drive too close behind another vehicle – if he stops, can you? A vehicle must be 1-4 car lengths behind the vehicle in front.
- c) Do not overtake on a bend;
- d) Do not drive with your arm out of the window – you do not have proper control;
- e) Never reverse onto a main road;
- f) When pulling away from a curb check behind you. Use your mirror and signal before you move;
- g) Slow down before going into a bend.

DRIVERS DUTIES

Preparation and Completion of Running Sheets

17. (1) Each driver must keep daily running sheets, in the form approved by the Permanent Secretary, to record details of each run undertaken in any of the agency's vehicles. The running sheet shall document:
- a) Vehicle registration number;
 - b) Date and mileage at the start of the day;
 - c) Runs during the day and reasons for each run;
 - d) Arrival and departure times including mileage during each separate run;
 - e) Fuel details if vehicle is filled during the day;
 - f) Any maintenance done and any damage sustained;
- (2) Separate running sheets must be kept for each vehicle.
- (3) Before the start of each run, the driver shall enter onto the running sheet, the current mileage reading. This must also be done at the end of that run.
- (4) If the driver stops at various locations before returning to the office, details of each stop must also be entered onto the running sheet.
- (5) Where another driver uses the same vehicle, a separate running sheet for that vehicle shall be used to record the journey.
- (6) All drivers must ensure that their running sheets are properly filled in before signing and submitting them to the Supervisor of Transport at the end of the day.
- (7) Ensure, where he is last to use the vehicle at the end of a day, that:
- a) He totals up the mileage/kilometerage entered, signs the sheet and passes it to the Supervisor of Transport;
 - b) The vehicle is clean and tidy.

Maintenance and Care of Vehicles

18. Driver's duty is to:

- a) Report all defects immediately on discovery to the Transport Supervisor (in their division) and for entering defects on running sheet;
- b) After filling with fuel, check that the amount of fuel entered by bowser attendant corresponds with the actual amount filled in the tank and then sign. Filling the correct amount on the running sheets;
- c) Observe the same procedures in the case of oil;
- d) Safe guard the vehicles whilst it is in their charge and ensuring that all keys are returned to the Supervisor at the end of the day's work. (Save with the permission of the Head of Agency which will only be granted in exceptional circumstances, no driver may keep in his possession a vehicle's key whilst off – duty.

Intersections, Road signs, Stop signs

19. Accidents frequently occur where roads meet or cross (intersection):

- a) Do not increase your speed at intersections when any other vehicle is approaching or crossing. This applies whether you have right of way or not.
- b) When approaching an intersection be prepared to stop if need be.
- c) All stop and speed signs must be obeyed. Vehicles must stop in such a way as to be able to see if the way is clear before they proceed.
- d) Give way to all approaching traffic when approaching a main road.
- e) Take notice of all road signs or warnings even if they are temporary.

Overtaking

20. A driver must:

- a) Be sure the way ahead is clear for at least 100 meters before overtaking to ensure that he can get back into lane afterwards;
- b) Not overtake on corners, intersections or on the top of hills;
- c) Not overtake unless he is satisfied that the sides of the road are clear of pedestrians or animals;
- d) Not overtake if his sight is limited by dust, smoke or heavy rain;
- e) Not speed up to prevent another driver from passing him;
- f) Do not overtake on a road that is marked with 2 heavy line markings.

Turning at Intersections

21. A driver turning at an intersection:

- a) Should slow down and signal his intention well before he reaches the intersection;
- b) Should use trafficators before turning;
- c) He should not stop or park vehicles at or near intersections.

Initial Requirements before Driving

22. (1) All officers driving government vehicles must have:

- a) a legal valid driving licenses and is a full license holder. Officers holding learners permit or provisional licenses will not be considered;
- b) have a valid Certificate of Defensive Driving Course
- c) with 3 or more years of driving experience
- d) clear Police record
- e) a minimum qualification requirement of a FSLC pass; and
- f) a written authority from the Permanent Secretaries to drive government vehicles.

(2) Every driver is responsible for renewal of his driving license.

Garaging of Vehicles

23. (1) Drivers shall park vehicles at the agency's official garage or car park at the end of each business day and at weekends.
- (2) The Deputy Secretary shall notify the Supervisor of Transport in writing if the vehicle must be parked elsewhere for a specific duration. The Deputy Secretary may also request that the vehicle keys be given to an authorized officer for safekeeping during that period.
- (3) In such cases, the officer must ensure that the vehicle is properly secured.
- (4) Garaging of government vehicles at driver's home is forbidden unless with the prior approval in writing from the Permanent Secretary Finance and this will only be given in exceptional circumstances.

Authority to Drive

24. (1) The Deputy Secretary shall authorize an officer to drive government vehicles under the care of the Agency by issuing them a letter of authority.
- (2) The Deputy Secretary shall notify the Supervisor of Transport of the names and designations of all such drivers. The Supervisor of Transport shall keep these authorizations in a file.
- (3) The Supervisor of Transport will not permit unauthorized persons to drive any vehicle.
- (4) The letter of authority issued to authorized drivers must outline the following conditions:
 - a) The driver must possess a legal valid license (full license holder);
 - b) The driver must have a valid Certificate of Defensive Driving Course with 3 or more years of experience;
 - c) The road rules under the Land Transport Act is to be strictly adhered to;
 - d) The Driver must exercise proper care when driving;
 - e) All drivers shall be responsible to the Supervisor of Transport who shall recommend surcharge action where a loss is caused by a driver;
- (5) The license must be produced on demand to a Supervisor of Transport, Agency Controlling officers and any inspectorate staff.

Use of Vehicles

25. Vehicles must only be used for official purposes unless:

- (i) Approved in writing by the Permanent Secretary; or
 - (ii) Permitted under an officer's term of employment.
- a) Any officer requiring transport for official purposes must inform the transport officer. The transport officer shall make the necessary arrangements for transport.
 - b) Drivers are not allowed to transport any officer unless informed by the transport officer.
 - c) Assigning a vehicle to an officer other than the Permanent Secretary is strictly prohibited. Vehicle will be assigned to the Unit or Division only where necessary.
 - d) Officials other than the Permanent Secretary are to be provided with a lower engine capacity vehicle. Any special request should be authorized by the Permanent Secretary, Ministry of Finance.
 - e) Use of official vehicle to transport officers to participate in official sporting activities and social gatherings are prohibited unless authorized by the Permanent Secretary for Finance.
 - f) Agency vehicles may be conspicuously painted or use stickers on doors to identify the Agency to which they belong;
 - g) Officers other than the Permanent Secretary are not allowed to be picked up and/or dropped off home during normal working hours unless:
 - i. working overtime; or
 - ii. in urgent and priority work assigned;
 - iii. with prior approval of the Head of the Agency or the Permanent Secretary Finance.
 - h) An "Official Vehicle Pass"- (Appendix III) will need to be obtained from the Head of Agencies for use of Government vehicles beyond normal working and odd hours.
 - i) Arrangements for the Official Pass are the responsibility of the Driver and Supervisor of Transport.

- j) Officers found using official vehicles for unauthorized purposes are liable to pay private hire rates (in accordance with section 520 Rates for Motor Vehicle: G.O. 2011), be surcharged, and/or disciplined, depending upon the circumstances in which the vehicle was used.
- k) The Permanent Secretary for the Ministry of Finance may withdraw vehicles from Agencies for abuse/misuse of official vehicles as the circumstances may be and transfer vehicles to other Agencies where the needs for vehicles are greater.
- l) Officers found in breach of the above and existing vehicle policies will be disciplined and surcharged actions considered for expenses and loss of government money incurred.

Useful Life of Government Owned Vehicles

26. Supervisors of Transport shall in writing request for vehicle replacement from Permanent Secretary for Finance when:
- a) Accumulated mileage reaches 200,000 km; or
 - b) Six (6) years has lapsed since date of acquisition, whichever comes earlier.
 - c) Pursuant LTA Regulations, all Government vehicles over year (1) year are subject to road worthiness test.

Refill of Fuel for Vehicles

27.

- a) All vehicles must only refill with the approved Petroleum Company. This may not be applicable to Agencies who operate their own fuel depots.
- b) This section is to be read in conjunction with the Fuel Card Policy.

Leased Vehicle

28.

- a) The use of leased vehicles must be for official Government purpose only
- b) The use and care of the vehicles are user Agency's responsibility.
- c) Government will pay the lessor a monthly rental for the use of vehicles up to the expiry lease date or maximum mileage limit as per the leasing agreement.
- d) Mileage in excess of the maximum mileage limit will be chargeable to the Government (user Agency) in addition to the monthly rental at a rate to be determined by the lessor.
- e) Normal servicing will be carried out by the lessor at its service and repair centre at locations to be nominated by the lessor and at their own cost.
- f) The lessor will on behalf of the leasing agency insure and keep insured all leased vehicles at its own cost throughout the lease term against loss or damage caused by accident, fire, theft and other causes.
- g) Driver will be responsible for payment of insurance excess in accordance with Insurance Policy in the event of an accident due to negligent driving.
- h) Normal procedures of reporting accidents as conveyed in Section 33 of this Transport Policy are to be followed.
- i) The lessor will inspect the vehicles from time to time at their own cost.
- j) The lessor is to organize training programs for drivers of leased vehicles as well as their supervisors responsible for transport services in their respective agencies.
- k) Drivers and supervisors are requested to attend the training and their names are to be submitted to Vehicle Control Unit Ministry of Finance.
- l) Vehicle Quarterly Report forms of leased vehicles are to be submitted to the Ministry of Finance no later than one week after the end of the quarter.
- m) Existing vehicles that are due for replacement and will be replaced by the leased vehicles are to be boarded and written off as soon as possible.

PART III

SUPERVISORS DUTIES AND RESPONSIBILITIES

Appointment of a Supervisor of Transport

29.

- a) In each Agency, branch, office or section from which any Government vehicle may normally operate, a suitable officer designated by post (hereinafter referred to as the Supervisor of Transport) will be made specifically responsible for supervision, maintenance and control of all vehicles in his area of responsibility.
- b) A Head of Agency will appoint a Supervisor of Transport in writing and copies of his letter of appointment should be filed in the department.
- c) All Supervisors of Transport must ensure that the Transport Policy is read and understood by all the drivers in the language that they best understand, and a certificate is signed by the drivers, and the transport instructor that such has been done.

Maintenance of Vehicles

30.

- a) The Supervisor of Transport must ensure that all vehicles are regularly serviced and properly maintained.
- b) The Supervisor of Transport is responsible for obtaining at least three (3) quotes for servicing or repair works to be made on all Government owned vehicles.
- c) Once quotes have been obtained, the Supervisor of Transport is responsible for authenticating and verifying the repair works that need to be undertaken.
- d) Once confirmed, he shall then submit a requisition to the Accounts Section to facilitate the issuance of PO/Cheque to meet servicing or repair costs.

Supervisor's Responsibilities

31. The Supervisor will be responsible for the following: -

- a) Making sure all persons driving vehicles under his control possess valid current driving licenses (full license holders) and that they are authorized to drive;
- b) Ensuring that drivers obey instructions laid down, and all breaches are reported to his controlling officer.
- c) Ensuring that all tolls, tyres, and battery/batteries are checked regularly, vehicle records are properly maintained and up to date;
- d) Ensuring that all vehicles are in a safe, roadworthy condition. All Government vehicles must have road worthiness certificates if they are more than a year old;
- e) Ensuring that vehicles are used economically;
- f) Ensuring that running sheets are properly completed and kept, e.g. by checking regularly that the mileage/kilometerage readings agree with the mileage/kilometerage recorded;
- g) Checking the accuracy of all running sheets for the day and certifying each sheet;
- h) Making sure that all vehicles are properly housed at the end of the day;
- i) Maintaining statistics on tyre utilization, battery utilization, fuel consumption, runs made, cost of repairs and maintenance etc;
- j) Fuel and oil usage is closely monitored and servicing of vehicles is regularly carried out;
- k) Reporting requirements are adhered to on time.
- l) Liaise with LTA and car dealers to provide necessary training to drivers and officers on general maintenance and upkeep of vehicles.
- m) Ensuring that any modifications to be conducted on vehicles are consistent with the Land Transport Act and within standard factory fittings.
- n) Ensuring that all vehicles under his control are not tinted unless approved in writing by the Permanent Secretary Finance. A copy of the approval letter is to be kept by the driver and submitted on demand to the relevant authority.
- o) Failure to adhere to this section may result in the vehicle being impounded and tints removed at the agency's costs.
- p) Monitoring and resolution of all complaints received against drivers from his agency.

Misuse of Government Vehicles

32. (1) All complaints regarding misuse of Government vehicle is to be directed to the Vehicle Control Unit, Ministry of Finance and can only be investigated when the following information is accurately provided:
- a) vehicle registration number;
 - b) time and date of event; and
 - c) place it occurred.
- (2) The VCU, Ministry of Finance is responsible for identifying the Agency to which the vehicle belongs and entering details in the Misuse Register.
- (3) The complaint is forwarded to the Supervisor of Transport of the Agency concerned, to obtain a written explanation from the offending driver.
- (4) Agencies are required to submit all findings from their investigation, and recommended course of action to the VCU within 10 working days from the date complaint was received.
- (5) Failure to adhere to the above section may result in:
- a) Permanent Secretary being notified;
 - b) Office of the Auditor General being called to investigate further; or
 - c) Transferring vehicles to another Agency where the need for vehicles is greater.

Re-registration of Government Vehicles

33. (1) Requests from Agencies to have their vehicle registered with a private registration are to be submitted to the Ministry of Finance for assessment and approval.
- (2) If re-registration involves a leased vehicle, approval will need to be sought by the Ministry of Finance from the respective Lessor or Car Dealer.
- (3) If approved, the letter of authority is to be submitted to the requesting Agency and a copy to LTA notifying them of such change.
- (4) Agencies are to submit new vehicle registration numbers to the Ministry of Finance to update their database accordingly.
- (5) Ministry of Finance is responsible for informing the Lessor and the Insurance Company of the new number plate.

Vehicle Quarterly Reports

34. (1) The Supervisor of Transport shall prepare a quarterly vehicle report (Appendix IV) on all agency vehicles. The vehicle report must be prepared no later than one week after the end of the quarter. The vehicle report shall provide the following information:
- a) Vehicle registration number;
 - b) Type/model;
 - c) Station/Location;
 - d) Date of vehicle acquisition;
 - e) Age of vehicle;
 - f) Total mileage covered for current quarter;
 - g) Odometer reading end of current quarter;
 - h) Fuel & Oil Cost current quarter;
 - i) Repair & maintenance cost current quarter;
 - j) Total maintenance & repair costs for entire life till the end of current quarter;
 - k) Date of accident current quarter;
 - l) Estimated cost of accident damage;
- (2) The Supervisor of Transport must sign and date the vehicle report before forwarding it to the Accounting Head for inclusion into the quarterly management report
- (3) A copy of the report shall be forwarded to the Ministry of Finance no later than two weeks after the end of the quarter.

PART IV

ACCIDENTS

Reports, etc of Accidents

35.

(1) In the event of an accident involving government vehicle, regardless of the nature and extent of damage, the driver must immediately report the accident to the Police and inform the Supervisor of Transport. Details of the accident shall not be given to anyone other than the Police or agency staff. If permitted by the police, the driver shall drive the vehicle to the official garage.

(2) Within 24 hours after the accident, the driver shall prepare and submit a Government Vehicle Accident Report Form (GP Form 2) – Appendix 2.

(3) The report must outline the following information

- a) Time and date of accident;
- b) Driver's name and vehicle registration number;
- c) Extent of damage and physical injuries suffered;
- d) Description of how accident occurred;
- e) Details of other vehicle involved (as in I – iv above);
- f) Names and contact address of witnesses;
- g) Any other relevant information.

(4) The accident report shall be submitted to the Supervisor of Transport. The Supervisor shall scrutinize the report, interview the driver and contact the other driver or witness if necessary, before recommending a course of action. This should be done within three (3) working days from the date of accident.

(5) A copy of the accident report shall be submitted to the Deputy Secretary who shall forward copies to the Permanent Secretary, Ministry of Finance and the Solicitor General, within five (5) working days from the date of accident.

(6) In case of accidents where vehicles are damaged or persons injured, the Police must be informed without delay and vehicles must not be moved until the Police have visited the scene except to obtain urgent medical attention.

(7) The Head of Agency concerned should consult the Attorney General's Chambers as to the course of action to be followed. Disciplinary proceedings such as those specified under section 9 Employee Discipline of the PSC 2011, HRM Manual may be recommended against a driver who fails to comply with this section.

Completion of Reports

36. Heads of Agencies shall be responsible for ensuring that accident report forms are completed no later than 24 hours after the incidence, or, in the case of a weekend, on the first business day of the following week. It must be ensured that all such forms are completed properly in the case of an accident. Any delay in completing report forms or in obtaining a written statement from a driver must be reported to the Solicitor – General with an explanation for the delay. Disciplinary actions such as those stipulated in the PSC 2011, HRM Manual may be taken for any default.

Provision of Advice

37. (1) The Solicitor General's Office is to give advice based on the accident report obtained from drivers.
- (2) A maximum of four (4) weeks or twenty (20) working days is allocated to Solicitor General's Office to provide advice on the recommended course of action to be taken against officer(s) concerned.
- (3) If the timeframe in (2) above cannot be adhered to, the Solicitor General's Office will need to provide justification as to the reason for the delay.
- (4) Disciplinary action consistent with the PSC 2011, HRM Manual will be taken against officer's who fail to adhere to these instructions.

Report of Repair Costs

38. (1) It will be the responsibility of the driver concerned and Supervisor of Transport to obtain a minimum of three (3) quotations needed for repairs.
- (2) Every effort must be made to obtain the services of the following officers to assess and inspect the damage to all vehicles involved in the accident:
- a) Public Works Department (PWD);
 - b) Supplier of Genuine Parts for Vehicle; and
 - c) Any other Auto Motive Spare Part Distributor.
- (3) From the three quotes obtained, the Supervisor of Transport will be responsible for determining the most economical repair option.
- (4) As soon as repairs are completed, the Agency undertaking the repairs must submit an itemized statement of the actual cost of repairs to the Solicitor General with a copy to the Permanent Secretary for Finance. Timely submission of such reports will be the responsibility of the Supervisor of Transport.

Surcharge

39. (1) A driver involved in an accident may be surcharged if the surcharging authority believes the driver was at fault.
- (2) The accident report, Police report, Solicitor General's advice, Supervisor's recommendations and departmental committee's submission will all be taken into consideration by the surcharging authority before any surcharge is imposed.
- (3) If a surcharge is imposed, the driver shall be informed in writing. The Solicitor General shall also be notified of the surcharge action.
- (4) The damage and cost of repairs to vehicle will be borne by the respective Agencies.
- (5) If upon assessment it is found that driver was indeed negligent, surcharge action will be based on the estimated cost of damage.
- (6) Upon completion of repairs and actual costs of repairs determined, whatever excess is surcharged against the driver will be refunded. Should the actual cost of repairs be more than the estimated figure, the driver will be required to settle the balance.
- (7) This section should be read in conjunction with section 64 of the 2010 Finance Instructions.

Liability to Surcharge

40. Where the Permanent Secretary for Finance is satisfied that a driver has been guilty of negligence, such driver may be surcharged pursuant to the provisions of Section 62 of the Finance Instructions, 2010. He may also be surcharged with the cost of restoring the damage sustained by the other party.

Voluntary Payment

41. (1) In any case which involves damage to government property, a driver may, to avoid surcharge action, voluntarily pay to the Agency the cost of damage.
- (2) Drivers are to ensure that a receipt is issued as proof of payment and all voluntary payments received will be deposited into the Consolidated Fund Account.

PART V

GENERAL

Notice in Vehicles

42. All Government vehicles shall display a clear visible notice stating that private persons travel therein entirely at their own risk. Government vehicles that may be exempted from displaying such notices include:
- a) Government House cars;
 - b) Ministerial vehicles;
 - c) Ambulances;
 - d) Police vehicles; and
 - e) Prisons vehicles.

Spot Checks

43. (1) Vehicle Examining Officers of the Land Transport Authority (LTA) may make spot checks on any Government vehicles they may see on the roads, and all drivers will submit to such checks.
- (2) A senior officer (s) should be designated in each Agency to institute spot checks of vehicles and provide reports to the relevant Permanent Secretary and Ministry of Finance. All the checks mentioned in section 9 of this Policy are to be done by the designated senior officer. This is part of the monthly vehicle reporting to the Ministry of Finance.

Vehicle Checks

44. It will be the duty of the driver and Supervisor of Transport to check the tools on a weekly basis, and to take any action necessary in respect of items lost or found unserviceable. It will be the responsibility of the Supervisor of Transport to ensure that the vehicle is given the standard services at the appropriate mileage/kilometerage, and to satisfy himself that the running and maintenance expenses are reasonable.

Safe Custody of Ignition Keys

45. To prevent unauthorized use of a Government vehicle it is the responsibility of the official driver or officer who last used the vehicle to remove the ignition key and hand it over to the Supervisor of Transport. Alternatively in appropriate circumstances and with prior approval of the Head of Agency, it may be necessary for the driver to retain custody of the key himself. Keys will not be left in vehicles.

Standard of Driving

46. As Government drivers are under constant surveillance by the general public a high standard of driving is expected of them at all times. They must strictly obey traffic laws and regulations.

Vehicle Log Book

47. (1) Log books will be maintained for all vehicles owned by Government from the time they are handed over to an Agency to the time when they are written off charge under proper authority.
- (2) A log book constitutes a history of a vehicle during its lifetime.
- (3) The Supervisor of Transport shall keep separate logbooks for each of the vehicles under the Agency's care. The logbooks shall provide details of:
- a) Total mileage per day totaled up to each month;
 - b) Date of vehicle acquisition;
 - c) The date, cost and location of repairs;
 - d) The date, cost and location of servicing;
 - e) Fuel costs totaled each month;
 - f) Other maintenance costs.
- (6) When a driver's running sheet is handed to the Supervisor of Transport at the end of the day, the total mileage for the day will be recorded in the logbook.
- (7) At the end of each month, the Supervisor of Transport shall check the driver's running sheets and reconcile it to the monthly mileage summary in the logbook, before signing the summary.
- (8) If a vehicle is transferred to another agency, the logbook shall also be transferred. Procedures for transfer of vehicles between agencies can be obtained by making reference to section 53 of this policy.

Maintenance of Log Books

48. Log Books will be kept at the depot or headquarters from which the vehicle normally operates. And entries in it will be made by depot or headquarters staff and not by the driver. Whenever a vehicle is transferred from one depot station to another, the log book must also be transferred.

Posting of Log Books

49. Reference to Job Sheets, Payment Vouchers, and Stores Issue Vouchers for all repairs and maintenance carried out on the vehicle, and to the supply of new tyres and batteries should be quoted in the repairs section of the Log Book.

Monthly Scrutiny of Log Books

50. At the end of each month, when entries in the Monthly Summary have been completed, the Supervisor of Transport will scrutinize the Running Sheets and the Monthly Summary in each log book, and if he is satisfied will certify the last column of the Monthly Summary. It will be the responsibility of the Supervisor of Transport to ensure that their records and database are updated on a daily basis.

Log Book Supporting Documents

51. All supporting documents from which information is posted to log books will be kept in a folder or box file, a separate file being maintained for each log book. Driver's Running Sheets should be pinned or stapled together in chronological order and kept in this file, which together with the log book will always be available for inspection.

Records Inspection

52. All records including letters of appointment of Supervisors of Transport should be kept in the custody of the Supervising Officer and produced for inspection purposes whenever demanded by the Auditor – General's, Ministry of Finance and internal inspection staff as well as boards of survey teams examining unserviceable vehicles.

Disposal of Running Sheets

53. Running Sheets (GP form 75) will be detached daily, unless the vehicle has not been used that day, and handed in by the driver at his depot. They will be scrutinized and signed or initialed by the Supervisor of Transport. If he is not satisfied that the entire journey were made under proper authority or that any information given on the sheet is inaccurate, he will investigate and take necessary action.

Summary of Running Sheets

54. At the end of each day when the driver hands in his running sheet, the mileage/kilometerage (hours worked in the case of a plant) and fuel entries will be totaled (or checked if already totaled by the driver), and these daily totals will be posted in the Log Book. Monthly summaries will be prepared and kilometers (or hours) per liter of fuel and kilometer (or hours) per liter of engine oil will be calculated and entered in the Log Book.

Transfer of Vehicles

55. (1) Any transfer of vehicle (s) within an Agency must be approved by the Head of Agency and the officer in charge of the unit which the vehicle is located.
- (2) Any transfer of vehicle from one Agency to another shall be approved by the Permanent Secretary for Finance. An agency undertaking such transfers must advise the Ministry of Finance, who will then notify LTA with the relevant documents as confirmation of the transfer.
- (3) The Fixed Asset Transfer form (Appendix 1) must be completed by the transferring Agency and signed by the head of section of the Agency taking on responsibility of the asset before submitting the form to the officer(s) responsible for maintaining the Fixed Assets Register.
- (5) Agencies must observe and comply with obtaining necessary approval from approving authorities prior to proceeding on disposing of fixed assets.
- (6) This section will need to be read in conjunction with the Fixed Asset Policy.

Unserviceable Vehicles

56. (1) If a vehicle undergoing servicing or a “Road Worthiness Test” is found to be unroad – worthy and uneconomic to repair, it may be disposed of in accordance with the provisions of *Disposal of Government Assets* of the Procurement Regulations, 2010.
- (2) The Supervisor of Transport shall prepare a report on the unserviceable vehicle outlining the history of vehicle use, maintenance costs, results of the test or servicing and the estimated costs of replacing the vehicle.
- (3) This report must be submitted to the Permanent Secretary for Finance together with the request for a new or replacement vehicle.
- (4) If the request for a new vehicle is approved and budgetary provision is available, a vehicle may be purchased through the normal procurement process.

Review of Policy

57. The Permanent Secretary for Finance may, on the advice of the Vehicle Control Unit and the Financial Policy Assurance Unit of the Ministry of Finance review the policy as and when deemed necessary.

**Financial Policy Assurance Unit
Financial Asset Management Division
Ministry of Finance
Ro Lalabalavu House
SUVA**

APPENDIX I

FIXED ASSET TRANSFER FORM

Asset ID Number:

MAKE: _____ MODEL _____

Serial Number _____

Description _____

Reason for Transfer

TRANSFER FROM:	TRANSFER TO:
Section:	Section:
Division:	Division:
Ministry:	Ministry:
Location:	Location
Originator	
NAME: _____ DATE: _____	
DESIGNATION : _____	
SIGNATURE: _____	
Approved by Transferring Department	
NAME: _____ DATE: _____	
DESIGNATION: _____	

SIGNATURE: _____

Asset Received By

NAME: _____ DATE: _____

DESIGNATION: _____

SIGNATURE: _____

Approved by Receiving Director/Head of Department

NAME: _____ DATE _____

DESIGNATION: _____

SIGNATURE: _____

Received by Fixed Asset Register Clerk

NAME: _____ DATE: _____

APPENDIX II

Government Vehicle Accident Report Form

To be completed and returned to the Solicitor-General (in duplicate) with copies to the Supervisor of Transport, Deputy Secretary and Permanent Secretary Finance. In addition, these forms should be accompanied by a full statement by the Driver of the Government vehicle, stating how the accident occurred. All drivers of Government vehicles should make themselves familiar with the provisions of the Transport Policy relating to accidents.

DRIVER:

1. Full name Address
Age License No. Was License in force?
Full details of all endorsements to and suspensions of license
Date of License Driver's length of service with Government
Name and title of Government Officer authorizing journey

VEHICLE:

2. Make H.P Type Regd. No.
Year of manufacture Third Party Policy No.
For what purpose was the vehicle being used?
If a lorry, was a trailer attached?

ACCIDENT:

3. Date of accident / / 20 Time Width of road
Exact place of accident
On what side of the road was the vehicle and how far from the kerb?
At what speed was the vehicle travelling (i) before accident
And (ii) at time of accident?
Explain exactly how accident occurred

Give plan of accident –

Was driver or any occupant of the vehicle injured?

If so, give details (name, address, occupation and name of injuries)

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*Names and addresses of all witnesses (other than passengers in vehicles involved in accident)

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*Not necessary if police investigated accident.

APPENDIX III



MINISTRY OF FINANCE

VEHICLE USE OFFICIAL PASS

Section A – To be completed by the Ministry in duplicate

Ministry: _____

Vehicle Registration No: _____ Section: _____

Vehicle Make: _____

Purpose of Use: _____

Duration of Use (Dates & Times): _____

Name of Authorizing Officer: _____

NB: Authorizing Officer to include one of the following: PS, DS & Director.

Post/Designation: _____

Signature: _____ Date: _____

Name of Driver: _____

Signature: _____ Date: _____

Section B – To be completed by the Ministry of Finance

Authorizing Officer: _____

Post/Designation: _____

Signature: _____ Date: _____

Official Stamp

APPENDIX IV: VEHICLE QUARTERLY RETURN FORM

Head.....

Ministry

Department

Vehicle Return for the Quarter Ending

No	Vehicle No	Type of Vehicle	Station	Age	Total Mileage covered for current Quarter	Odometer reading end of current quarter	Fuel & oil cost current quarter	Repair & maintenance cost current quarter	Total maint. & repair costs vehicle's entire life till the end of current quarter	Date of accident current quarter	Estimated cost of accident damage

Prepared:

Designation:

Date:

Verified by:

Designation:

Date: