



CHRISTIAN SOCIAL SERVICES COMMISSION (CSSC)

VEHICLES AND MOTORCYCLES USE POLICY AND PROCEDURES

NOVEMBER, 2021

APPROVAL PAGE

This policy and procedures apply to Christian Social Services Commission Offices. It is the responsibility of all employees to follow the policies and procedures herein.

Approval by Executive Council Chairperson:

Approved.......... (signature)

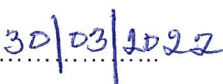
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1.0 PREAMBLE

This Vehicle and Motor Cycle Use Policy and Procedures (hereinafter to be referred to as the "Policy and Procedures"), as approved by the Executive Council of the Christian Social Services Commission (hereinafter referred to as CSSC), to offer guidance in regard to usage, control, insurance, maintenance, safety and protection, accidents, and theft of CSSC owned and controlled vehicles and Motorcycles.

The Executive Director of CSSC, in consultation with the Senior Management Team, has the responsibility for determining the need and content of the Policy and Procedures. All Heads of Departments have the responsibility for administering the Policy and Procedures in compliance with its content and in a consistent manner for the good of the Department and its employees. The Policy and Procedures are consistent with the CSSC Constitution and policies.

This policy for vehicles and Motorcycles management apply to the provision, use, control, insurance, maintenance, safety and protection, accidents, and theft of the CSSC owned and controlled vehicles. It applies to the all the offices and staff who have use of or control over CSSC owned/leased vehicles and Motorcycles for business purposes.

The Executive Director has delegated management and approval authority for the vehicles and Motorcycles management function to the Human Resource and Administration Manager. Human Resource and Administration Manager is the custodian of all original vehicles and Motorcycles cards, responsible for ensuring that written operational procedures for use of official vehicles and Motorcycles are in place and distributed to all staff.

The policy applies to all activities and processes associated with the normal operation of CSSC. It is the responsibility of all Board members and staffs to identify, analyse, evaluate, respond, monitor and communicate risks associated with any activity, function or process within their relevant scope of responsibility and authority.

This Policy and Procedures will be reviewed after every five (5) years. However, the Senior Management Team (SMT) may initiate amendments anytime if gaps identified have severe impact to the organization. The Senior Management Team (SMT) by make recommendations to the Executive Director for consideration. Any proposed amendments shall be forwarded to the Executive Council for review and approval. shall be informed in writing of any amendments to this Policy and Procedures in a timely manner.

2.0 ABBREVIATIONS AND ACRONYMS

CSSC	-	Christian Social Services Commission
HQ	-	Head Quarter
NGO	-	Non-Governmental Organization
PPP	-	Public Private Partnership
SMT	-	Senior Management Team
ZPF	-	Zonal Policy Forum

3.0 Introduction

3.1 Christian Social Services Commission

Christian Social Services Commission (CSSC) was established in 1992 as an ecumenical body for facilitating delivery of social services focusing on Education and Health.

3.2 Vision statement

A society in which all people have access to quality health and education.

3.3 Mission Statement

To strengthen the delivery of health and education services by Church institutions - through advocacy, capacity building, coordination and partnerships - inspired by the compassion and love of Christ.

3.4 Objectives

1. To contribute to the physical, mental, social, and spiritual development of Tanzanian people through facilitating the provision of quality social services to all people regardless of colour, race or creed, and;
2. To foster promotion, improvement and expansion of education, health and other social services all over Tanzania

3.5 Activities

With the above mentioned strategies, CSSC will perform the following activities:

- Advocate and lobby for policies to improve health and education services;
- Offer trainings for personnel of health and education institutions;
- Maintain networking among stakeholders in the education and health sector;
- Support public private partnerships (PPP) between the Government and private health and education services providers;
- Build, rehabilitate and equip church run health and education facilities; and
- Implement of various projects in health and education funded by International organization

3.6 Zones

To harness countrywide broad-based policy dialogue and input, in 2001 CSSC decentralized its set up by establishing policy dialogue forums in five zones as follows:

- Eastern Zone (Dar es Salaam, Coast, Tanga, Morogoro and Dodoma, Lindi, Mtwara and Zanzibar Islands)
- Lake Zone (Mwanza, Geita, Mara, Shinyanga, Simiyu and Kagera)
- Northern Zone (Kilimanjaro, Arusha and Manyara)
- Southern Zone (Iringa, Njombe, Mbeya, Ruvuma, Rukwa and Songwe)
- Western Zone (Singida, Katavi, Tabora and Kigoma)

The role of the Zonal office is to realize CSSC's decentralized structure and allow close support to CSSC's member institutions. It is implementing headquarters' efforts at Zonal level as follows:

- To coordinate between CSSC HQ and stakeholders (Diocesan Senior Leadership, Regional/Local Government and NGOs) on community social services (Education and Health);
- To advocate for the functionality of social institutions and cooperate with stakeholders on awareness regarding health and education service delivery to communities;
- To lobby for inclusion of FBOs in the Government supported Comprehensive Council plans;
- To advocate for Public Private Partnerships (PPPs) in the various available fora;
- To conduct a forum for church leaders (Ecumenism) to share experience, e.g. on addressing the sector Policy Reform on social services;

- To promote CSSC as an instrument of deliberating church's social services as related to social political changes and contribute to its sustainability;
- To advocate for equitable and affordable quality health and education services;
- To monitor the implementation of issues raised from the zonal policy forum (ZPF), CSSC HQ or other relevant partners; and
- To organize capacity building sessions to health and education service providers.

4.0 Definitions

4.1 CSSC Vehicles and Motor Motorcycles

CSSC office vehicles and Motorcycles are defined according to the following criteria:

- a) Representational vehicles and Motorcycles purchased with funds from the CSSC unrestricted fund/Motor Fund for use in support of the office;
- b) Program vehicles funded from CSSC program funds that are in the custody of the Executive Director, sub grantee or liaison office;
- c) Vehicles and Motorcycles from other sources that are in the temporary custody of the CSSC (agencies, government, or funds in trust).

4.2 Authorized Drivers

CSSC shall purchase and allocate Motor Vehicles/Motorcycles solely for official use only. The vehicles and Motorcycles may be assigned to specific projects for a duration of time or may be allocated to projects or other official use by the Administration Unit from time to time.

CSSC Motor Vehicles and Motorcycles shall only be driven by authorized persons. There will be no exceptions to this rule, except in situations where written authorization has been given by the Human Resource and Administration Manager in liaison with the Executive Director. Authorized drivers shall include:

- a) Persons employed by CSSC as drivers.
- b) Senior Management Team members (SMT) at the Head office and Zonal Managers at the zone level.
- c) Other staff/partners authorized by the Human Resource and Administration Manager in liaison with the Executive Director or their designate(s).
- d) Any other CSSC staff who wishes to drive an CSSC vehicle will, on submitting to the Human Resource and Administration Manager a written application explaining the reasons that necessitate the need for authority to drive an CSSC vehicle be willing to submit themselves to a competency test by the Police Tanzania (Traffic Department) or equivalent.
- e) No person will be deemed to qualify to be an CSSC authorized driver if he/she does not hold a valid driver's license.
- f) An official list of CSSC authorized drivers with copies of valid driver's licenses shall be maintained and updated by the Human Resource and Administration Manager or designated staff (Administration Unit) at all times.

4.3 Official Use

Official use means the authorized use of a CSSC vehicles and Motorcycles to conduct official CSSC business.

CSSC vehicles are for office use. Official use shall take precedence over personal use. Vehicles may be assigned to individuals based on their job duties and travel needs. All CSSC vehicles are considered as "pooled vehicles" that may be used for additional day-to-day country office activities.

4.4 Non-Official Use

Non-official use is all other authorized use not meant to benefit CSSC and its beneficiaries.

5.0 General Principles

Application of vehicles and Motorcycles Management Principles:

Those responsible for CSSC vehicles and Motorcycles management are to be guided by the following principles:

- a) Ensure integrity and accuracy in financial and administrative recording and use of vehicles;
- b) Ensure the safety and security of all vehicles and Motorcycles occupants in accordance with CSSC policy and local laws governing vehicle use;
- c) Promote due care and attention to the security, control, and maintenance of vehicles;
- d) Safeguard CSSC interests in the case of accident or theft.

All vehicles and Motorcycles management must strictly comply with CSSC financial procedures, procurement procedures, asset management procedures and all administrative policies and procedures.

6.0 Delegation of Vehicles and Motorcycles Management Authority

The Executive Director has delegated management and approval authority for the vehicles and Motorcycles management function to the Human Resource and Administration Manager. Human Resource and Administration Manager is the custodian of all original vehicles and Motorcycles cards, responsible for ensuring that written operational procedures for use of official vehicles and Motorcycles are in place and distributed to all staff. Human Resource and Administration Manager may further delegate vehicle management authority to their staff to carry out vehicles and Motorcycles management tasks but shall remain responsible for compliance with all relevant financial procedures, and all relevant policies and procedures. The delegation of vehicles and Motorcycles management authority is granted on an individual basis. Each individual who has been delegated authority to use, record, secure, maintain a vehicles and Motorcycles is responsible for adhering to the policies described herein.

Cross-border travel is permitted with approval from Executive Director. Travel within the country (inter regions) is permitted with approval Human Resource and Administration Manager and Zonal Manager from the respective zone

7.0 ALLOCATION OF MOTOR VEHICLES/MOTORCYCLES

1. Purchase and allocation of Motor Vehicles and Motorcycles to projects shall be done using the approved and disbursed funds from the donor of the receiving project.
2. The type and model to be purchased shall be from the CSSC approved list of types and models of vehicles. The list of types and models of vehicles will be recommended by the SMT and approved by the CSSC Board of Trustees. The approved list shall be reviewed from time to time.
3. Transport needs for projects which have not been allocated specific vehicles shall be met through the motor vehicle pool maintained by the Administration Unit. Allocations will be made by the Administration Unit depending on motor vehicle availability and exigency of operations.
4. Projects which do not have vehicles and whose allocated vehicles may be out of operation either for maintenance service, insurance repairs after accidents or a seasonal wider scale of activities requiring more vehicle(s) than what they hold shall be attended through Motor Fund Vehicles which attract mileage charge at the prevailing rates or hiring from approved suppliers. Documented and approved justification is required before using Motor Fund or hired Vehicles. Vehicle hiring will follow procurement procedures.
5. The Human Resource and Administration Manager working with the Senior Management Team shall be responsible for ensuring the optimum, effective and efficient allocation and use of all CSSC motor vehicles.
6. All vehicles allocated to projects will be managed by the Project Managers or their designate officers in their absence. The Project Accountants in Finance shall work with the Project Managers on the same to ensure adequate budgeting, planning and compliance.

8.0 SECURITY, LEGAL AND SAFETY RULES

1. It is the responsibility of the Human Resource and Administration Manager to ensure that all motorcycles are supplied with an insurance approved crash helmet.
2. All riders of CSSC motorcycles must wear insurance approved crash helmets at all times the bike is in their use.
3. All drivers and passengers must wear safety belts provided in each CSSC vehicle at all times the vehicle is under their control and use.
4. It is the responsibility of the Human Resource and Administration Manager to ensure that all newly acquired vehicles are equipped with safety belts in the front and back seats, vehicle tracking anti- theft security device and Multi-lock antitheft security devices. There are no exceptions. If a vehicle does not include seat belts as standard option, Human Resource and Administration Manager is responsible for ordering and installing seat belts for both front and rear seats.
5. It is the responsibility of the Human Resource and Administration Manager to ensure that all vehicles are properly equipped and fitted with necessary accessories including first aid kits, fire extinguishers, tool kits, spare wheels, jacks, safety triangles, which shall continually be reviewed by the Senior Management Team.
6. Helmets: All motorcycle riders must wear helmets. There are no exceptions. Passengers on motor cycles are discouraged. In the event that a passenger is also riding the motorcycle, the passenger must also wear a helmet and that such travel is authorized by the Administration Unit.
7. Cell phone use while driving is discouraged. If you must use your cell phone, please use a "hands-free" device or pull over to the side of the road and stop the vehicle before making or receiving a call. CSSC staff must also comply with local laws regarding cell phone use while driving.
8. CSSC drivers must follow all traffic laws and regulations. Drivers who violate laws or regulations are responsible for all associated fines and consequences. CSSC is not responsible for paying any fines incurred by drivers.
9. It is the responsibility of all vehicles and motorcycle users to ensure strict compliance with rules 1 to 8 above.
10. All CSSC staff driving CSSC vehicles are responsible for ensuring that the vehicle they are assigned has current insurance and Inspection Sticker before they use any vehicle.
11. It is the responsibility of the Human Resource and Administration Manager to ensure all CSSC vehicles have a valid comprehensive insurance cover before the vehicle is assigned for use.
12. It is the responsibility of Human Resource and Administration Manager to ensure that all CSSC vehicles are branded with CSSC logo and write-ups.
13. All vehicles should be registered in CSSC's name. In instances where a vehicle is registered in a donor's name, a letter of undertaking should be provided.
14. The Human Resource and Administration Manager shall ensure safe custody of all legal documents for all the vehicles and motorcycles.
15. Anti-theft devices must be used and the vehicle must be securely locked at all times.
16. Night driving is not allowed. CSSC vehicles should not be driven past 6.00pm unless authorized by the Human Resource and Administration Manager.
17. While in use, all road signs and traffic rules must be obeyed.
18. All vehicles must be parked at CSSC office premises at the Head or Zonal Offices, unless otherwise approved by the Human Resource and Administration Manager in liason with the Executive Director.
19. No items will be left in an unattended and unlocked vehicle. (Refer to "Locked-Boot Clause" all risks insurance cover).

9.0 EYE EXAMS AND EYE GLASSES ARE REQUIRED AND REIMBURSABLE.

1. Official CSSC drivers and other authorized persons will be required to undergo an eye examination before they are engaged as CSSC drivers.
2. Cost of such examinations will be covered by CSSC.
3. If a designated CSSC driver is required to use eyeglasses, the cost of such eye glasses will be covered by CSSC.

4. Such employees are also required to undergo eye exams **every two years** and costs will be covered by the Health insurance for standard eye glasses any additional cost will be covered by employee.

10.0 DRIVER/USER RESPONSIBILITIES

1. The CSSC staff member or other authorized user assigned to drive any CSSC vehicle is solely responsible for legal and careful use of the vehicle so assigned. Reference is made here to the Drivers Guidelines Sticker available in all CSSC vehicles.
2. All persons driving CSSC vehicles must strictly adhere to the Tanzania Road Traffic Act, 1973 and its regulations at all times, every driver should be familiar with this Act.
3. Serious infringement may result in termination from service as provided for in the Human Resources Policy and Manual.

The following infringements are deemed as serious:

- a) Driving or attempting to drive under the influence of alcohol or drugs.
- b) Driving a vehicle in a dangerous manner, which risks lives of staff, passengers and other road users. These will include:
 - Speeding (drivers must abide by the existing traffic speed limits for various vehicles and locations) and should not exceed 100km/hr.
 - Overloading
 - Reckless driving is a serious traffic offence whereby the driver of a vehicle disregards the rules of the road, driving very dangerously, causing accidents or other damage.
 - Driving without a valid driver's license.
- c) Repeated traffic offences of all kinds will also be deemed as a serious offence e.g.:
 - Non-use of safety belts.
 - Non-use of crash helmets.
 - Disobeying traffic signals.
 - Failure to use safety triangles.
 - Causing obstruction.
- d) Drivers Guidelines Sticker shall be made available in all CSSC vehicles.

11.0 OPERATIONAL RULES

11.1 Vehicle Inspection

Upon receipt of keys for an CSSC vehicle or motorcycle, the assigned driver/user must: -

- a) Check that the Inspection Sticker and insurance are valid and correctly displayed.
- b) Ensure that the spare wheel, tool kit, jack and safety triangles, fire extinguisher, jumper cables, tow rope or chain, short handle shovel, water and flashlight and spare batteries are available in the vehicle.
- c) Ensure that safety belts, first aid kit and crash helmets are clean, dry and usable.
- d) Ensure that the work ticket details are completed before commencement of the journey.
- e) Complete the Inspection of vehicles checklist on daily basis

11.2 Fueling

1. If fuel is required, it should be drawn from approved fuel stations using fuel order books allocated to each vehicle and motorcycle. Fueling shall be done **ONLY** with support of a duly approved Fuel Purchase Order. Project areas and Zonal offices in geographical areas without the presence of approved fuel stations shall purchase fuel from fuel stations with running contracts and these shall be reviewed periodically by the Senior Management Team to check on their efficacy as well as overall compliance to the Procurement and Accounting Policy procedures.
2. Cash fuel purchases shall be allowed for long distances out of reach of the duly appointed fuel stations and these shall be supported by authentic cash sale receipts at

- the time of surrender as per the Accounting Policies and Procedures. Cash will be approved to all locations where there are no CSSC offices.
3. Vehicles should be packed to CSSC premises and not otherwise, and if vehicles were travel for field activities and no CSSC office within the location the vehicle should be packed at the hotel or other safe compound/location.
 4. The Senior Management Team shall appoint and review ALL the fuel stations for use in the Organization and the same shall be reviewed periodically.
 5. Before fueling the driver must ensure that the meter reading on the fuel pump is at zero (0).
 6. After fueling the driver must sign the invoice, and indicate their full names both for account and cash purchases, checking the details against the fuel pump meter reading, number of litres, and total cost.
 7. Copies of receipts/invoices must be submitted to the Administration Unit at the end of each month by the project offices and daily to the Administration Unit by the drivers in Dar es salaam on any given day. The same shall be used as supporting documents during payments to fuel stations.

11.3 Vehicle and Motorcycles Maintenance

Vehicles and Motorcycles should be properly maintained. Human Resource and Administration Manager is responsible for ensuring that all CSSC vehicles are maintained in good condition and adhere to required maintenance schedules. CSSC should identify a reputable service outlet to maintain CSSC's vehicle fleet. Contracts should be reviewed annually for the following:

- a) Overall maintenance costs
- b) Assurance of quality/genuine spare parts
- c) Cost of spares/consumables/labor costs
- d) Level of service
- e) Timeliness of delivery

Additional conditions are:

- a) Contracts should not be awarded for more than a 24-month period.
- b) The procurement unit should be involved in soliciting quotes from reputable agencies.
- c) Vehicles should not be serviced by any outside facility without a proper written authorization.
- d) All service orders should clearly specify and itemize work required. No designated driver – or any other staff – has the authority to request any additional services without CSSC's written authorization.
- e) Program Managers are responsible for the effective and efficient use of all assets, including vehicles and motorcycles and should implement appropriate policies and procedures to govern the use of vehicles assigned to their programmes.

11.4 Unauthorized Passengers

Those driving CSSC vehicles are advised to avoid carrying non- CSSC personnel and unauthorized passengers unless approved by the Human Resource and Administration Manager.

11.5 Vehicles Request – Official Trips

1. A Vehicle Requisition Form **MUST** be completed in full by the prospective user and approved by the direct supervisor at least **one week** in advance for all overnight trips.
2. The completed form will then be forwarded to the Administration Unit in respect of the transport pool vehicles or to the appropriate designated officer in respect of the projects.
3. The Administration Unit or the appropriate desk at the project and Zonal offices will advise the user about the availability of the vehicle and /or driver two (2) days from the date of receipt of the request.
4. In case the trip is cancelled, the Administration Unit or the designated vehicle allocation vehicles in the project offices should be immediately informed.
5. The Administration Unit will aim to ensure effective and efficient scheduling of vehicles and drivers; unavailability will be referred to the Human Resource and Administration

- Manager who will co-ordinate final decision-making in terms of the options.
6. Every project/unit/department is required to submit projected monthly field visit schedules to the Administration Unit for good planning.
 7. Staff will be encouraged to use public transport means wherever it is not possible to avail CSSC transport. This will be supported by authentic receipts. Such trips need to be approved in advance by the line manager
 8. Staff traveling to the project offices will be transported by use of pool vehicles or project vehicles or hired vehicles.
 9. At the end of each trip, the mileage log book must be completed with end of trip kilometers and signed by the driver/user.

11.6 Vehicles Request - Private use

1. CSSC vehicles are purchased, operated and maintained for the primary purpose of fulfilling the official objectives of the organization. Authority to use CSSC vehicles by staff in cases of emergency and extreme hardship must be obtained from the Human Resource and Administration Manager in consultation and concurrence with the Project or/and Program Managers. It is recognized that some cadres of staff have access to CSSC vehicles (Executive Director and other selected staff) for official use.
2. Use of CSSC vehicles during non-official or working hours outside the project/programme area must be approved by the supervisor and this will be subject to payment or Private Mileage Recovery.
3. Home to office mileage on all regular working days is by definition "personal use".
4. Personal errands e.g. visiting the bank, going for lunch, going to visit someone in hospital, attending personal meetings, shopping are "personal use".
5. In all cases each trip must be entered in the mileage log as their "personal" or "official" based on the primary purpose of the trip. Staff members must submit their request in writing by filling the Request for Personal Use of Vehicle Form which will indicate appropriateness of request, availability of vehicle, availability of driver and recommended approval. Mileage recovery from such use will be charged to the respective staff or cost centers from which the staff operate.

NOTE: It is anticipated that the only use of this facility will be for funeral arrangements of staff members or their nuclear family members. Any other use of this arrangement will require approval from the Human Resource and Administration Manager.

11.7 Official Use of Private Vehicles

Use of private vehicles for official duties is not allowed. In cases where CSSC vehicles are not available, staff will use Taxis, and upon approval by Supervisor.

12.0 RETURNS AND CONTROL PROCEDURES

12.1 Motor vehicle and motorcycle Log book

- a) A Motor vehicle and motorcycle Log book will be maintained in each Motor vehicle and motorcycle. Authorized drivers/user are required to log an entry after each trip, indicate vehicle/motorcycle services, litres of fuel and oil after refueling. (See the sample vehicle log sheet in *Appendix-1*)
- b) The drivers/users will have the responsibility of ensuring that the logbook is duly completed and are up to date.
- c) Improper maintenance of the logbook or submission of incorrect private mileage is a major offence as stipulated in the HR policies and will call for appropriate disciplinary action.

12.2 Monthly Returns

Fuel and Maintenance

At the end of each month the Administration Unit will prepare a summary of fuel consumption per vehicle and motorcycle for posting to the respective cost Centre and the Fleet Management System. See *Appendix-2 Monthly Vehicle Performance Report Form*.

All maintenance invoices from garages will throughout the month be forwarded to the Finance Department for processing of payments upon review of Administration Unit and approval by the Human Resource and Administration Manager and captured in the Fleet Management system.

A quarterly report on fuel and maintenance of the CSSC fleet shall be presented to the Senior Management Team for consideration and remedial action.

13.0 MAINTENANCE PROCEDURES

There are two types of services carried out on CSSC vehicle/motorcycle and these are:

- a) Preventive maintenance
- b) Scheduled service

13.1 Preventive Maintenance

It is the responsibility of the driver/user of CSSC vehicles to carry out routine checks on the vehicles before using it and attend to some minor problems which can lead to major problems if ignored, namely: Checking

- a) Water level (radiator)
- b) Battery water
- c) Engine oil
- d) Tyre pressure
- e) Brake fluid
- f) Horn
- g) Lights
- h) Wipers
- i) Any other defects

13.2 Scheduled Service

1. The CSSC vehicles will be serviced according to the technical manuals and as per the dealer's recommendations in order to minimize serious breakdowns, operational costs and maximize the services to be earned during the economic life of the vehicles.
2. For vehicles on good roads, the service should be carried out as per manufacturer's recommendations.
3. For those vehicles that operate in severe conditions the service will be done in accordance with the manufacturer's recommendation.
4. In the case of vehicles and motorcycles, the scheduled service will be after every 5,000 kilometers.
5. The services will be performed by CSSC approved dealers and other approved garages on the approved suppliers list.
6. All CSSC motor vehicles should be fitted with tracking devices and which will be serviced two times a year the specific month depending on when the installation was done subject to the availability of funds.
7. Besides scheduled service any noted problems will be recorded by the driver/user in the work ticket and forwarded to the Administration Unit for appropriate corrective action.
8. All works will be against duly signed Purchase Order (LPO).

14.0 VEHICLE PERFORMANCE REPORT

After each trip outside Dar es salaam or the project areas the Driver/User, will complete end trip report form highlighting any noted defects in the following areas: -

- a) Engine Performance
- b) Electrical system
- c) Transmission system
- d) Body work
- e) And/or any other noted problems

15.0 ACCIDENT REPORTING PROCEDURE

15.1 Definition

An accident is defined in this regard as an unintended action that damages/inconveniences, harms or vexes either an employee of CSSC i.e. driver/authorized personnel in charge of a motor vehicle or motorcycle, third party, including minor or major damage to CSSC vehicle/motorcycles following a collision with any object (mobile or static), person(s) animal(s) or bird(s).

15.2 Immediate Action

In the event of an accident, the driver or vehicle/motorcycle user involved in an accident must stop except when his life is in danger and therefore has to drive straight to the nearest police station to make an accident report and complete the Vehicle Accident Reporting Form See *Appendix-3* for a suggested form.

In case of an accident involving another vehicle/motorcycle, both drivers should exchange in writing details such as names, address, and particulars of motor vehicle insurance policy cover, registration numbers as well as details of vehicle owner's name and address, and MUST report to the nearest police station however minor.

15.3 Procedures to be strictly observed case of an accident

1. DO NOT enter into any AGREEMENTS.
2. DO NOT admit liability (do not accept you are wrong even when you know you are).
3. If the accident has caused any injuries, assist the injured before you report to the Police Station.
4. If the third party so desires he will summon the police who will undertake their routine investigational procedures. A notice of intended prosecution will invariably be issued to both drivers soon after the accident.
5. Both vehicles may then be impounded by police for mechanical inspection particularly where injuries ensue. The policy does not however cover such consequential losses, or
6. Further damages occasioned where an accident damaged vehicle is driven without a proper check of the mechanical soundness thereof.
7. Under all circumstances the information about the accident should reach the police within twenty-four (24) hours.
8. Any accident involving a third party (e.g. third party vehicle/passengers(s), (third party property such as walls) however minor it may be deemed, should be notified to insurers as soon as possible.
9. In case of a FATAL accident the Human Resource and Administration Manager, Human Resources Manager and Executive Director MUST be informed immediately by phone.
10. A report to the nearest CSSC office and/or Human Resource and Administration Manager or Administration Unit must be prepared within twelve (12) hours except in exceptional circumstances.
11. A written report on the accident and the necessary forms duly filled should be submitted within forty-eight (48) hours to the Administration Unit and Human Resource and Administration Manager if the driver is not hospitalized or detained in the police station.
12. It will be the Human Resource and Administration Manager's duty to inform the Executive Director and the relevant persons (e.g. Unit Heads and families of victims).
13. An accident report should contain the following: -

- a) Vehicle registration number
- b) Make of vehicle/cycle
- c) Date of accident
- d) Place of accident
- e) Time of accident
- f) Names of those involved and those hospitalized (if any)
- g) Parties involved and those hospitalized (if any)
- 14. Insurers should be advised of action taken to arrange for an independent motor vehicle assessor to examine the extent of damage and if feasible, authorize repairs.
- 15. The insured (CSSC), as vehicle owners should monitor progress on repairs. Upon completion of which, insurers should be advised to notify the assessor to re-inspect the workmanship and issue a letter of release to the garage.

16.0 INSURANCE AND CLAIMS PROCEDURES

- 1. It is the responsibility of the Human Resource and Administration Manager to ensure that the insurance broker is informed of any accident and that the necessary documentation is forwarded within the shortest time possible.
- 2. The Human Resource and Administration Manager should ensure the following documents reach the insurance: -
 - a) Police abstract report
 - b) Employee's written report on the accident
 - c) A copy of the employee's driver's license
 - d) A duly filled accident claim form
 - e) Medical bills incurred as result of accident (if any)
- 3. It is the responsibility of the Human Resource and Administration Manager working with the Administration Unit to follow up all the insurance claims and ensure that payments are received without undue delay.
- 4. The Human Resource and Administration Manager working with the Administration Unit shall maintain the insurance claims and payments database and produce a quarterly report to the Senior Management Team copied to the Support Services Committee.
- 5. The Human Resource and Administration Manager shall be responsible for contacting the CSSC lawyer regarding any third party claims that may arise outside the realm of the cases being handled by the insurers.

17.0 VEHICLE REPLACEMENT POLICY

Vehicles will be replaced after ten (10) years or 300,000km whichever comes first. Motorcycles will be replaced after ten (5) years or 150,000km whichever comes first. However, their replacement will be subject to availability of funds either from the motor fund for the pool vehicles or from the project budgets for the project vehicles. The replacement and disposal of CSSC vehicles will be reviewed continually by the Senior Management Team as per the needs and funds availability.

18.0 MOTOR FUND

The Motor Fund exists to ensure that the foundation sustains and meets its transport needs. The sustainability and growth of the fund is through continuous mileage recharges for use of all CSSC vehicles at the agreed annual mileage recovery rate.

Exceptions to this are the project cost Centre's that have been accorded exemption by the Executive Director.

Through this fund, new vehicles will be purchased to ensure that there is an efficient fleet of vehicles for use by CSSC and to support maintenance costs for projects that may not have money.

19.0 BRANDING AND MARKING

Donor/CSSC identification is usually required. Vehicles purchased with donor funding (e.g. USAID / ECHO, etc.) may require donor identification, such as stickers affixed to the vehicles. CSSC stickers should also be affixed to the vehicle. (Consult the donor's requirements.) Executive Director based on security risks, may alter or suspend identification requirement.

20.0 USE OF TAXIS

CSSC will contract a company or a panel of companies from which car hire taxi services will be sought from time to time.

The use of taxi shall be restricted to the following situations:

- a) Airport transfers early morning or in the evening/night after working hours;
- b) For situations where all the pool drivers are out of station and there is urgent need for transport but this will be approved ONLY by the Human Resource and Administration Manager.
- c) Staff working late (after 06.00pm) subject to approval by the Human Resource and Administration Manager upon recommendation from the unit heads/Program Managers

21.0 SUBSTANCE ABUSE IN THE WORKPLACE

CSSC is committed to protecting the safety, health and wellbeing of our employees and recognizes that abuse of alcohol and other drugs compromises this dedication. Therefore, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on CSSC premises or workplace locations both in the Dar es salaam and Zonal offices. Furthermore, you are prohibited from working while intoxicated.

Alcohol may be served at CSSC-sponsored social events with the consent of the Senior Staff. You are expected to act responsibly at all such gatherings, and should not drive while under the influence of alcohol. If you believe that another person at such an event is intoxicated, you should report this to the staff member in charge so that appropriate steps may be taken.

You are prohibited from driving CSSC vehicles or your own vehicles while on CSSC business, or operating machinery or other equipment, while under the influence of a controlled substance or prescription drugs that may cause drowsiness, or otherwise impair their ability to drive safely. To do so may be grounds for dismissal.

You must notify your supervisor in writing if you are convicted for a violation of a criminal drug statute occurring on CSSC premises or workplaces. This notification must be provided within five (5) calendar days after the conviction.

Violation of any of these prohibitions may result in disciplinary action up to and including termination of employment, or may require you, as a condition of your continued employment, to participate satisfactorily in a drug abuse assistance or rehabilitation program.

22.0 APPENDICES

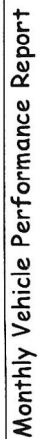
- Appendix-1 - the sample vehicle log sheet
- Appendix 2 - Monthly Vehicle Performance Report Form.
- Appendix 3 - Vehicle Accident Reporting Form

MOTOR VEHICLE REG. NO.....

OFFICE:.....

MOTOR VEHICLE MODEL & MAKE:.....

[illegible]



Report for the month of --->

APPENDIX - 2

Category of vehicles

Light Motor Vehicles

[illegible]



Monthly Vehicle Performance Report

Report for the month of	-- -- >	January-22
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APPENDIX - 2

Category of vehicles

Light Motor Vehicles

[illegible][illegible]



VEHICLE ACCIDENT REPORTING FORM

IMPORTANT

TO BE USED IN REPORTING ALL ACCIDENTS OR LOSSES INVOLVING AUTOMOBILES (INCLUDING MOTORCYCLES) (SEND REPORT IMMEDIATELY TO SECURITY OFFICER OR ADMINISTRATION. DO NOT DELAY BECAUSE OF LACK OF INFORMATION. IN CASE OF SERIOUS INJURY, TELEPHONE NEAREST CSSC REPRESENTATIVE.

[PLEASE SEE GUIDELINES / INSTRUCTIONS ON PAGE 3]

NAME OF OWNER	Name		Age		Sex	M / F
	Address					

OPERATOR / DRIVER	Name		Age		Sex	M / F
	Address					

VEHICLE DETAILS	YEAR	MAKE/MODEL	TYPE	LICENCE #	ENGINE#	CHASSIS #

INJURED PERSONS [Attach additional sheets, if necessary]	Name - 1		Age		Sex	M / F
	Address					
	Injury Type					
	Indicate if injured person is a:	CSSC EMPLOYEE / PEDESTRIAN / CYCLIST / PASSENGER				
	Name - 2		Age		Sex	M / F
	Address					
	Injury Type					
	Indicate if injured person is a:	CSSC EMPLOYEE / PEDESTRIAN / CYCLIST / PASSENGER				

DAMAGE TO PROPERTY OF OTHERS	NAME OF OWNER					
	ADDRESS					
	DAMAGE TO AUTO OR OTHER PROPERTY					
	GIVE DESCRIPTION & NATURE OF DAMAGE					

DAMAGE TO CSSC	DESCRIPTION & EXTENT OF DAMAGE	
	ESTIMATED COST OF REPAIRS OR REPLACEMENT	

GIVE NAMES & ADDRESS OF EVERY WITNESS AND EVERY OTHER PERSON WHO WAS PRESENT; INCLUDE OCCUPANTS OF VEHICLES	NAME	ADDRESS	TEL OR CONTACT
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		

POLICE REPORT	NAME OF OFFICER			
	ADDRESS OF POLICE STATION	+		
	DATE REPORTED		TIME REPORTED	

DETAILS OF ACCIDENT	DATE OF ACCIDENT		TIME OF ACCIDENT	
	LOCATION			
	GIVE CLEAR ACCOUNT OF ACCIDENT:			

DIAGRAMS	BEFORE THE ACCIDENT
	AFTER THE ACCIDENT

DATE OF THIS REPORT	
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**VEHICLE ACCIDENT REPORTING FORM
GUIDELINES / INSTRUCTIONS**

1. **Name of Owner**
 - Ordinarily, the owner would be CSSC. In such cases, leave the columns such as age, sex blank.
 - This form could also be applicable when a vehicle is leased or rented from a third party – it could either be a company/agency or an individual. If the owner is an individual, fill in the relevant columns.
2. **Operator / Driver**
 - In this section, indicate the name and address of the person driving the vehicle.
3. **Vehicle Details**
 - Provide all relevant details of the vehicle involved in the accident.
4. **Injured Persons**
 - List the names of all persons injured in the accident
 - In case of more than 2 persons who are injured, attach separate sheet indicating relevant details
5. **Damage to Property of Others**
 - In this section indicate the name of the owner of the property or the automobile damaged/involved in the accident
 - In the column "Damage to auto or property" – in case another vehicle is involved, provide registration number, make/model and color of vehicle; if it is the property that is damaged, indicate "property".
6. **Damage to CSSC**
 - In this section, indicate the extent of damage sustained to the CSSC vehicle.
 - If the cost of repairs / replacement cannot be ascertained, leave this column blank.
7. **Names of Witnesses**
 - It is advisable to obtain names, address and contact details of as many witnesses as possible.
8. **Police Report**
 - Name of the Officer – in case you are unable to obtain the name of the police officer, leave this block blank
 - However, the address of the police station where the report has been filed and the date/time reported are essential.

9. Details of Accident

- Indicate the date and the time of the accident
- Be as detailed as possible when giving an account of the accident. Some of the items to be considered are:
 - What prompted this accident?
 - What were the weather conditions?
 - What were the road conditions – wet / slipper / potholes / etc.
 - Were any animals involved?
 - Was it due to a mechanical failure?
 - Was light a factor that has contributed to the accident?

10. Diagrams

- Provide as clear as possible, a diagram of the positions of the vehicle/s involved before and after the accident.

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