REPUBLIC OF KENYA



BOMET COUNTY ASSEMBLY

TRANSPORT POLICY

2023

©
Second Edition
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FOREWORD

Bomet County Assembly has developed a number of policies to enable the management disseminate quality services to all members and staff. One of these policies includes transport policy which aims at offering effective management of Bomet County Assembly transport resources to quality and acceptable standards.

This Policy document outlines how the county Assembly plans to offer logistical support to the members and staff while conducting official business of the county assembly. The main objective is to provide effective and efficient guidelines regarding transport services in Bomet County Assembly.

The Board expects that implementation of this policy will achieve sufficient mobility that adequately address the dynamic needs of the County Assembly by ensuring smooth service delivery.



Hon. Cosmas Korir
Speaker / Chairperson
County Assembly Service Board

ACKNOWLEDGEMENT

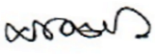
The purpose of the Transport Policy is to lay down general rules for the management of transport in the Assembly.

This Policy has addressed implementation challenges experienced in the first edition. It creates a uniform policy that adequately address transport needs for all members and officers who are required to travel outside the County Assembly for Official business from time to time. It will help in streamlining transport management and maintenance of Assembly vehicles.

Implementation of this Policy shall always be guided by the provisions of relevant pieces of legislation to ensure adequate accountability and responsibility.

To this end, I wish to sincerely thank all the officers and other stakeholders who made valuable contributions towards the successful review of this 2nd edition of the County Assembly Transport Policy.

I wish to thank the County Assembly Service Board for considering and approving the revised edition. I also wish to recognize and appreciate transport policy review team comprising of Mr. Isaiah Kirui, the Deputy Clerk and team leader, Mr. Clement Kirui, Director Corporate Services, Ronald Sang, the Deputy Director of Budget, Ms. Emmy Chesang, the Deputy Director for Administrative Services and Mr. Calvin Kitur, the Senior Legal Counsel.



I. K. Kitur,
Clerk / Secretary, County Assembly Service Board

Introduction

Transport management oversees and facilitates various transport related activities in the Assembly. Effective transport management is aimed at reducing and maintaining overall costs through maximum, cost effective utilization of resources such as vehicles, fuel, spare parts, among others.

This Policy is designed to enhance efficiency, effectiveness and economic use of Assembly transport while ensuring effective co-ordination, accountability, monitoring of usage, improvement of internal controls and as a tool for better decision-making.

The Policy is guided by circulars on government transport policy as issued by the County Assembly Service Board, Salaries and Remuneration Commission (SRC) and other relevant government entities.

It provides easily understood guidelines and operational instructions on all matters relating to transport services and contracts incidental thereto.

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1. Objectives of the Transport Policy

The main objective of this Policy is to promote economy, efficiency and effectiveness in transport management and to ensure that these activities are conducted in a fair, transparent and non-discriminatory manner in the Assembly.

2. Management of the Transport Policy

The Board, through the office of the Clerk, shall ensure that the objectives of the Policy are adhered to by all the MCAs, Board members and employees.

The director responsible for transport services shall:

(a) Ensure that provisions of the Policy are factored in preparation of the annual operating budget, strategic and operation plans relating to transport services in the County Assembly.

(b) Ensure operations of vehicles are in compliance with Government of Kenya laws, policies and regulations including licensing, inspection, insurance and check unit regulations.

(c) Ensure that employees in the fleet management are trained from time to time.

(d) Induct new drivers and conduct refresher courses periodically.

(e) Ensure routine maintenance of all Assembly vehicles is adhered to including inspections, regular servicing and insurance.

(f) Maintain all records relating to mileage reports, fuel records, work/tickets, motor vehicle historical records.

(g) Outline the procedure for acquisition and disposal of vehicles.

3. County Assembly Fleet Register

A register of all the County Assembly vehicles shall be maintained by the Transport Officer. The register shall include the following particulars:

(a) Description of vehicle (Year, make, model and type, and capacity and gross weight).

(b) Chassis number.

(c) Engine number.

(d) Vehicle Registration Number.

(e) Date vehicle was purchased and put to use.

(f) Department to which vehicle is allocated.

(g) The date of disposal, recipient, amount received and disposal document.

(h) Acquisition cost of the motor vehicle.

(i) Special equipment and cost of each item.

(j) Source of acquisition and condition of acquisition.

(k) Current location and assignment of motor vehicle.

(l) Date and odometer reading at the time of acquisition.

(m) Utilization.

(n) Correct mileage and other information documented on daily vehicle usage report.

(o) Record of operating costs.

(p) All costs including for fuel, oil, lubrication, washing, polishing, antifreeze, tyres, suspension system.

(q) Record of maintenance costs including labour, parts and materials, battery renewal, oil filter and minor adjustment that can be accomplished outside the Assembly.

(r) Record of accidents and damages including but not limited to dates of accidents case or file number and cost of repairs.

4. Management of Assembly fleet

(a) All Assembly vehicles shall have a manual or electronic tracking system.

(b) The system shall, among other things, show details of fuel consumption, specific journey details among others.

5. Individual maintenance records

Individual maintenance records will be kept for each vehicle. All maintenance performed on the vehicle will be recorded and maintained.

6. Assembly drivers and users Policy statements

(a) The use of County Assembly vehicle shall be restricted only to the conduct of official Assembly business.

(b) Use of Assembly vehicle during any trip for personal business or pleasure shall be prohibited.

(c) Assembly vehicles are driven by authorized drivers only, except on emergency situations, e.g., when a driver is not able to drive for any reason. But this shall be authorized by the office of the Clerk or transport officer.

(d) Assembly drivers are expected to observe all traffic laws applicable to the locality in which the vehicle is being driven. Assembly drivers and passengers must wear safety belts while on board Assembly vehicles.

(e) The Assembly shall not be responsible for traffic violations by drivers; fines and any other charges shall be borne by the responsible driver.

(f) All Assembly vehicles shall bear the official license plates and may have Assembly seal or logo displayed on the front door on the right side of the vehicle.

(g) No person whatsoever shall use any vehicle owned by the Assembly for political campaigns.

(h) The use of Assembly vehicles shall have to be authorized prior to their use.

7. Incidental use associated with official business is strictly limited to:

(a) Stops at a restaurant for a meal, an Automated Teller Machine (ATM) or financial institution, urgent care or emergency room or petrol station or convenience store.

(b) Assembly drivers required to stay overnight(s) away from home may use the Assembly vehicle for the types of necessary activity that could be expected of any traveler away from home.

(c) Assembly vehicles shall be parked at the premises of the County Assembly after working hours and when they are not being used for official business.

(d) If Assembly vehicles are out of station overnight on official business, they shall be parked at any nearest government establishment where motor vehicles are usually parked, or at the residence of the public officer who has been assigned the vehicle under this Policy.

(e) Drivers should not make stops at locations that would be perceived as inappropriate such as liquor outlets or any other location where it is unlikely that any Assembly business or allowable incidental use is involved.

8. Responsibility of Assembly driver

All Assembly drivers shall be required to:

(a) Meet the licensing requirements for the motor vehicle to

be operated including occupational driving test.

(b) Operate Assembly vehicles in a safe and prudent manner.

(c) He/she should use the Assembly vehicle's occupant restraint system/safety belts at all times.

(d) Check and report, where applicable, any condition of Assembly vehicles before and end of any journey.

(e) Report Assembly vehicle use and cost data to the Transport Officer.

(f) Report all accidents involving Assembly vehicle to the nearest police station and also to the Transport Officer, Director or authorized officer immediately they occur.

(g) Comply with all applicable traffic laws, Government Vehicle Check Unit regulations and provisions of this policy.

(h) Ensure that Assembly vehicles are clean and safe at all times.

(i) Regularly check and report, where applicable, the vehicle's service status during the course of operation.

(j) Ensure proper use of fuel resources to cater for the authorized journey only.

(k) Ensure that there is sufficient notice to all passengers to fasten their safety belts when aboard an Assembly vehicle.

(l) Notify the Transport Officer when any motor vehicle safety belt or other element of the occupant restraint system is not working properly.

(m) Carry only authorized passengers and luggage.

(n) Use vehicles for only authorized purposes.

(o) Vehicles shall be inspected prior to being put to use each day. Drivers shall perform comprehensive checklist of essential maintenance elements and record the results.

(p) The drivers should always be in uniform while on duty.

(q) The driver must ensure that she/he has authority to operate the vehicle prior to the journey at all times.

(r) The driver shall ensure that any vehicle defects are recorded on the work ticket and notify the Transport Officer.

(s) The driver shall ensure that the spare wheel and the tools kits are in place when he/she receives and returns the vehicle and must ensure to fill the checklist form.

(t) The driver shall be held accountable for any loss or damage on any part/s of the vehicle in his/her custody.

9. All Assembly drivers shall also be required not to:

(a) Drive an Assembly vehicle beyond 6.30p.m. and weekends except with written authority of the Authorized Officer.

(b) Ferry employees/members to and from workplace except when they have worked till late (after7.00 p.m.) when authority may be given to ferry them home and the driver shall ensure the vehicle is safely parked for overnight stay at authorized places and preferably at the nearest government entity.

(c) Drive an Assembly vehicle which has a mechanical problem and when a vehicle is due for service.

10. Requisition of vehicles from the Assembly

The requisitioning of the vehicle must follow the following procedure:

(a) Filling a transport requisition form.

(b) The filled form is then submitted to the Transport Officer for processing. The transport officer should strive to provide prompt feedback to the applicant on the availability or otherwise of the vehicle.

(c) The applicant may be allowed to use personal means if the Assembly vehicles are not available and shall be entitled to transport reimbursement as per the subsisting rates.

(d) If cancellation of a booked vehicle is done, the Transport Officer should be contacted immediately to allow other users to book.

(e) Once a vehicle has been booked the user should use it as stipulated in the requisition form.

11. The Requisition Officer must:

(a) Determine the date and time required picking up and returning vehicle, destination and clearly specifying the type of vehicle required.

(b) If there are no vehicles available, "*No suitable vehicle available and recommendation to the Authorised Officer to consider allowing the officer(s) to hire or use personal vehicles"* is indicated on the requisition form.

12. Prohibited uses of County Assembly vehicles

No one should use the Assembly Vehicles or permit its use in the following prohibited manner:

(i) Reckless driving or over-speeding.

(ii) If the driver is impaired by alcohol, drugs or any other adverse condition.

(iii) Smoking is prohibited in the Assembly vehicles.

(iv) Transport of non-authorized person is not permitted unless with prior authority or if the vehicle is personally assigned to the officer.

(v) Transporting animals.

(vi) Use for personal gain, i.e., delivering goods and services not related to Assembly business.

(vii) Handling loads that could structurally damage the vehicle.

13. Accidents involving assembly vehicle

(i) If an Assembly vehicle is involved in an accident the driver should report immediately to the Transport Officer and to the nearest Police station. If the involvement of the insurance is necessary, then they should be informed immediately.

(ii) In case of an accident, Assembly drivers are advised to stop at once.

(iii) To take steps to prevent further accidents, turn on hazard lights and set out warning devices.

(iv) Not to admit liability and not to sign anything except Police report.

14. Signing of work ticket and servicing

(a) All drivers should not start any journey without duly signed work ticket by either of the following:

(i) Hon Speaker.
(ii) Clerk.
(iii) Deputy Clerk.
(iv) Directors.
(v) Transport Officer.
(vi) Any other officer designated by the Clerk.

(b) Drivers should report to the Transport Officer any service required for all Assembly vehicles. Reporting should leave at least 500 kilometers to the next service.

(c) For purposes of (b) above, all Assembly vehicles must be serviced when mileage of not more than the stipulated kilometers is reached.

15. Insurance cover

(a) The Transport Officer should ensure that all Assembly vehicles are properly insured. For further clarity, no vehicle should be authorized to be driven out of the Assembly's gate without valid insurance cover. It is the responsibility of the Transport Officer to make a request to the procurement department one month before expiry of the cover.

(b) The Assembly vehicles should be covered comprehensively with a prequalified reliable insurer.

(c) All insurance stickers must be properly displayed on the vehicle's wind screen.

16. Return of vehicles

(i) A vehicle used on a scheduled trip should be returned to the parking area and the driver should notify the Transport Officer immediately where applicable.

(ii) The driver should handover the keys to a designated officer or to the Transport Officer.

(iii) All vehicle keys must be kept in a predetermined safe deposit point. Transport Officer should ensure that all spare keys are kept in a separate predetermined safe deposit point.

(iv) Upon return to Assembly from a trip, a completed trip and work ticket should be duly filled indicating odometer readings.

17. Checkout policies

(i) All trip documents are to be given to the driver immediately a release authority has been granted.

(ii) All vehicles must be inspected by the driver prior to departure in accordance with the predesigned checklist.

(iii) The driver must ensure that the number of passengers on board must not exceed the manufacturer's specifications and must comply with traffic rules and regulations at all times.

(iv) No guarantee exists that liability coverage will be afforded to any guest on the Assembly vehicle in the event of an accident.

(v) The driver to whom the Assembly vehicle has been released is responsible for security and operation of the vehicle until it is returned into the Assembly.

18. Personally assigned vehicles

(a) An officer may be assigned an Assembly vehicle and the following guidelines may be used as parameters:

(i) If the officer needs to use the Assembly vehicle for more than five (5) days a week.

(ii) If the user is a state officer with express provision as per prevailing government circulars.

(b) When an officer with a personally assigned vehicle is on leave or under suspension from duties, the vehicle is made available to be used by other Assembly employees.

(c) An officer must handover the vehicle with the keys to the Assembly within 12hours before the expiry of his/her contract term or retirement. The Transport Officer must inspect the vehicle before approving the clearance and in case of damage or loss of vehicle accessories including but not limited to spare wheel, keys, spanners, jack and wheel spanner. Any damage or loss will be borne by the handing over assignee.

19. Maintenance of the vehicles

(a) All assembly vehicles must be well maintained at all times. Any mechanical problem should be reported to the Transport Officer who in turn will seek approval for any repairs to be done.

(b) Any break down or mechanical problem that a driver can encounter in his/her daily duties should be indicated below the work ticket for ease of management of the vehicle.

(c) If a vehicle breaks down at the middle of a journey then the driver should inform the Transport Officer who in turn assesses the level of damage and recommend what should be done. If the vehicle has a major break down, the Transport Officer will guide the driver to seek help from any prequalified service providers around the area.

20. Fuel purchases

Fueling shall be done at the designated pump station.

21. Disposal of Assembly's vehicles

(a) When a motor vehicle has surpassed its economical useful life, it shall be disposed of in accordance with the Public Procurement and Asset Disposal Act.

(b) A motor vehicle that has been damaged beyond economical repair may be replaced by certification by the Authorized officer and the insurers.

22. Journey repairs

(a) While every effort is made to maintain vehicles in the best possible condition, failures may occur occasionally. When a break down occurs, the driver is required to arrange for minimum repairs.

(b) If major repairs are necessary, the driver should immediately inform the Transport Officer to take the necessary action.

(c) If a vehicle suffers a mechanical failure which might cause further mechanical damage or unsafe operation, the driver should return the vehicle to the Assembly where possible or call the Transport Officer for further directions.

(d) Any expenses incurred other than major vehicular repairs are to be reimbursed to the driver or the Transport Officer.

23. Preventive maintenance

Preventive maintenance services (that is, oil/air filter change, chassis lube, fluid check, tyre pressure check, belt inspection and interior cleaning) will be done based on maintenance schedule.

24. Repairs

Repairs (for instance, tune-ups, battery testing/replacement, alternator testing/replacement, wheel bearing packing, brake pad/shoe inspection replacement, automobile inspecting, engine transmission) will be performed by prequalified garages.

25. Tyres

Tyre repair/replacement will be done on need basis using the vehicles imprest.

26. Exterior/Interior cleaning

Transport Officer should ensure quarterly exterior vehicle washing and interior cleaning is done. All vehicles should be clean at all times.

27. Vehicle assignment regulations

(a) Officers should use Assembly vehicles whenever a vehicle is required and available for conducting assembly business.

(b) All restrictions relating to alcohol and drug consumption while using Assembly vehicle are strictly enforced under all categories of assignments.

(c) Officers should not offer to use a personal vehicle and expect mileage claim if a suitable Assembly vehicle is available.

28. Motor pool vehicles

Motor pool vehicles are made available to all officers.

29. Permitted and prohibited uses

No officer may use Assembly vehicle, or permit the use of Assembly vehicle in the following prohibited manner:

(i) Reckless driving.

(ii) The driver is impaired by alcohol, drugs or any other adverse condition.

(iii) Officers who believe the driver is impaired may have a duty to prevent him/her from driving Assembly vehicles and take appropriate emergency action that would include an officer on board who is licensed to drive to take control of the vehicle. The occurrence must be brought to the attention of the Authorized Officer as soon as it is possible to do so.

30. Management of Assembly vehicles

(a) Transport officer is responsible for ensuring vehicles are only used for official Assembly business.

(b) Motor pool vehicles are to be returned to the Assembly's car park unless away on authorized scheduled over-night trips.

(c) A monthly preventive maintenance check must be performed on each vehicle. In addition, for safety precautions, special maintenance must be performed before and after an Assembly owned vehicle travels over 1,000 kilometers on a round trip.

31. Transport Officer

The transport officer shall:

(a) Provide guidance for the proper use and safe operations of vehicles.
(b) Screen all requests for vehicle requisitions.
(c) Review Assembly records relating to fleet operations and the use of Assembly vehicles on a semi-annual basis.
(d) Designate and review vehicle assignments in consultations with the Authorized Officer.
(e) Establish and maintain an effective preventative maintenance programme.
(f) Establish and maintain fleet management records for utilization of all motor vehicles.
(g) Conduct and/or assist in conducting periodic evaluation of motor vehicle management programme performance and effectiveness.
(h) Assist in preparation of annual operating budgets, strategic and operational plans of the department.
(i) Ensure operations and vehicles are in compliance with Assembly policies, regulations and other laws (traffic,

licensing, inspection, insurance, check unit regulations etc.).

32. Required training

(d) Once every two years, officers handling transport will be required to attend fleet management training.

(e) Once every two years, all drivers will be required to attend defensive driving, First Aid and refresher/defensive course on driving.

(f) With every purchase of new vehicle models for fleet, all drivers will be required to attend service and maintenance training offered by vehicle dealers/assemblers.

33. Vehicle management

(i) The Transport Officer is mandated to monitor the assignment and use of vehicles.

(ii) Transport Officer must also keep records up-to-date.

(iii) Pool vehicles are to be reserved and be issued to drivers by the Transport Officer. A record must be made of each pool vehicle trip with beginning and end mileage noted.

(iv) Good driving habits and common sense approach should be maintained when operating motor vehicles. The following driving and operating techniques are examples of those that are to be observed:
   (a) Avoid one-person-one-vehicle trips.
   (b) Use one motor vehicle for several passengers travelling to the same direction and/or to the same destination.
   (c) One should always consider the necessity of trips and if the job can be accomplished by some other means. Officers are encouraged to use telephone, email other than travelling where practical.

(v) The driver should not begin the journey until all occupants have correctly fastened their seat belts.

(vi) Use the most economically feasible motor vehicle available for the trip.

34. Vehicle maintenance

(a) As required, safety and preventive maintenance inspections shall be performed on all vehicles.

(b) Special attention should be given to the following items; oil and air filter, tyre pressure, the cooling system, and proper wheel alignment.

(c) The manufacturer's recommended schedules and

Specifications should be followed. An authorized dealer shall do warranty work. The motor vehicle must pass state inspections where mandated.

(d) The Transport Officer will develop and maintain a preventive maintenance programme and procedure for unscheduled maintenance for the Assembly vehicles.

(e) The Transport Officer is to review the maintenance reports and questionable expenses and unnecessary maintenance expenses incurred must be subjected to further investigations.

(f) All drivers must be sensitized in order to increase the awareness of the vehicle's daily performance.

(g) Spare parts shall be purchased only from dealer outlets, their agents or prequalified garages.

35. Mileage reports

(i) Mileage reports are tracked by the work ticket.

(ii) The work ticket contains all mileage logs and reports for the vehicle while trip tickets contain mileage logs and reports of specific mechanical problems during the trip.

(iii) Mileage reports will be tied together with fueling records so that information about vehicle fuel consumption etc., may be computed and referenced to guide in the vehicle state or detection of fueling fraud.

36. Motor vehicle historical records

The Transport Officer shall maintain a historical record for each motor vehicle.

(i) *Inventory, control data* which include:
   (a) License plate numbers.
   (b) Vehicle serial numbers, that is, engine and chassis numbers.
   (c) Year, make, model and type capacity and gross weight.
   (d) Acquisition cost of basic motor vehicle.
   (e) Specific equipment and cost of each item.
   (f) Source of acquisition and condition of acquisition.
   (g) Current location and assignment of motor vehicle.
   (h) Date and odometer reading at the time of acquisition.

(ii) *Utilization:* Correct mileage and other information documented on daily vehicle usage report.

(iii) *Report of operation costs:* All costs of fuel, oil, tyre, lubrication, cleaning, polishing, antifreeze, tyre mounting, chains etc.

(iv) *Record of maintenance costs:* All costs of repairs (including labour), parts and materials, battery renewal, oil filter and minor adjustments that can be accomplished with disassembly.

(v) *Records of accidents and damages:* The date of accident, the driver, case or file number and cost of repairs.

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(vi) *Disposal data:* The date of disposal, recipient, amount received and disposal document.

37. Review

The document shall be reviewed every three (3) years.

38. Effective date

The Policy shall be effective from the date of approval by the Board.

ANNEXURES

BOMETCOUNTYASSEMBLY

(i) Rates Approved by the Board

REPUBLIC OF KENYA



BOMETCOUNTYASSEMBLY

TRANSPORT REQUISITION FORM

Part 1: Requestor Details (Complete in Duplicate)

Department.....

Date of request …….....

Name of Requesting Officer …….....

Designation……...

Purpose of Journey……..……

Number of passengers…….....

Date of travel…… Time out……

Return date……..... Time in……..……

Destination……...

Sign…….....

Part 2: Approval - Head of Department / Transport Officer

Transport available…….. Not available…….

Driver……..…Vehicle Reg. No……

Sign……..… Date……..….

NB:

Where official transport is not available, the officer may use personal means and is eligible for re-imbursement.