



TRANSPORT AND MANAGEMENT POLICY

Revised 2024

1. Introduction

The primary purpose of this transport management policy manual is to provide guidelines on policy for safe and efficient management of WSF owned vehicles fleets, motorcycles and generators. The information contained herein provides for safety to staff and partners, general guidelines on the use and management of vehicles and is consistent with the national laws of Uganda.

2. Operational Control and general rules

This section outlines the guidelines governing access, use and the physical controls imposed on the use of WSF vehicles.

While recognizing the vital role of transport in executing its activities and the costs involved in acquiring vehicles. WSF acknowledges the responsibility for ensuring safety for both the users and the vehicles. The term vehicle includes all the automobiles and generators.

2.1 Vehicle Pool System

WSF operates a vehicle pool system. Programmes will prepare transport schedules and the most appropriate vehicle will be allocated according to the priorities and the trip requirements.

As far as possible, vehicles will be assigned to individual drivers who and then responsible for their day-to-day care, however is a personal property of, or is kept for the exclusive use of, any one member of WSF staff. The facilities manager with consultation with the respective project heads is authorized to transfer vehicles temporally to other projects or activities where necessary, in the interest of the efficiency of Warrior Squad Foundation operations as a whole.

2.1.1 Drivers to WSF vehicles

Drivers to WSF vehicles consist of members of staff and partners who hold valid driving permits and have been authorized by management to drive WSF vehicle. A list of authorized WSF is compiled by the facilities unit and approved by management. This list is to be maintained and updated where as necessary (see *appendix A*)

2.1.2 Regular Driver

This is a member of staff who is employed by WSF with his/her core role as a driver. He/she holds title of driver.

2.1.3 Non-Regular Driver

This is a member of staff not employed as a regular driver, but has been authorized to drive WSF vehicles. This category also includes other non WSF staffs that have been authorized by management to drive WSF vehicles. This category is further divided into restricted and roaming non-regular drivers;

a) Restricted non-regular

This is a category of staffs that have been authorized to drive WSF vehicles but only within the operational locality of their offices. However, due to security concerns in some parts of the country and poor roads condition, regular drivers may be used in all field activities. Permission must be granted by the Manager/Team leader, and high-level personal judgment must be exercised for a restricted non-regular driver to drive.

b) Roaming non-regular

This category of staff is authorized to drive to any part of the country where WSF has an establishment, or for any official reason. Similarly, traveling to insecure areas and poor road conditions requires a regular driver at all times. Personal judgment is to be used in determining whether one should driver or take a regular driver. Manager's approval is required before driving.

2.1.4 Drivers List

Whereas a valid driving license is a prerequisite for one to be registered as a non-regular driver, individuals are required to under a driving skills assessment test to prove their capacity to drive in an efficient manner. The assessment to be administered by the facilities management unit will include tests of driving skills, road use and basic knowledge of mechanical checks.

After the assessment, and confirmation of one's ability to drive efficiently, he/she will be included in the register and will be deemed to have qualified to drive WSF vehicles. A standard assessment form will be completed by the official administering the test and approved by the BOARD.

Basing on the assessment result, the facility manager will advise SMT on the suitability of the candidate to fit into any category of non-regular drivers. If an individual fails the test, he/she will not be allowed to drive WSF vehicles. However, if an individual feels he/she has been unfairly assessed, he/she will appeal to the Board, a second assessment will be conducted through the same procedure. All driving skills assessments and permissions to drive WSF vehicles will be administered at WSF head Office.

WSF vehicles are not to be used for learning or practicing driving skills, if a staff member is found to be using a WSF vehicle for learning or practicing, driving, disciplinary actions as per the terms and conditions of services will be taken against him/her.

2.2 Users of WSF Vehicles

WSF vehicles are provided for official WSF activities. Users are categorized as follows;

2.2.1 WSF staffs

All members of staff performing WSF official duties are entitled to use of WSF vehicles.

2.2.2 Partners

Partners are agencies, groups, and individuals with whom WSF collaborates in the execution of its activities. Partners performing duties on behalf of WSF are authorized to use the WSF vehicle allocated to them.

2.2.3: Unauthorized passengers:

Unauthorized passengers are those who are not officially authorized to travel using WSF vehicles. The driver is not allowed to. No person or individual is allowed aboard a WSF vehicle. In case of

3. Safety Procedures and General Guidelines

WSF has the responsibility towards the safety of its personnel and property at all times. Therefore, for safety and precautions, all individuals driving and using WSF vehicles will observe the following;

- Study, understand, and obey all traffic rules and regulations of Uganda. In the event that traffic rules are found to have been violated, penalties arising from it are the personal responsibility of the concerned individuals.
- Seat belts and helmets must be worn at all times by occupants in WSF Vehicles or Motorcycles.
- WSF vehicles should not be driven in the dark on highways; no WSF vehicle should be outside town beyond 7:00 pm. For official long-distance journeys, departure time must be observed to allow arrival at the destination before dark. If, for any valid reason, the journey is interrupted and it gets dark before reaching the destination, the WSF vehicle must be parked at the nearest police station for the night, and the passenger must stay in the nearest Lodge/Hotel.
- Vehicles will be driven with proper regard for road conditions, safety, and proper care of the vehicle. Avoid over speeding and observe the maximum speed limit in general. WSF vehicles should not be driven beyond 80km/h on highways, and 40km/h in towns or business centers
- Non-WSF employees, except the spouse of expatriate staff who have been authorized to drive, are not allowed to drive WSF vehicles. This includes, but is not limited to, family members of family staff. However, under special circumstances, permission may be given by management for a non-WSF staff member to drive a WSF vehicle.

- Prior to driving a WSF, the employee should check for any fault indications, oil and fluid levels. In addition, the employee should also complete the movement log comprehensively
- Transporting people not related to official WSF activities is prohibited, except for Breast feeding mothers, whose maids and children may travel with them, and as permitted under personal use of WSF vehicle. (Please see section 4.2.1)
- Loading capacity of the vehicle must be observed. No must be more than one passenger may be carried in the front passenger seat of any WSF vehicle and no passenger may be carried in the back of the pick-up, unless it has been licensed to do so.
- A vehicle left unattended by the driver for any period of time will be securely locked with all windows closed or fastened and the engine switched off. Items not padlocked to roof racks will be placed inside vehicle where a vehicle can not be properly locked, the driver should not leave the premises until another person comes to attend to the vehicle.
- No firearm may be carried in any WSF vehicle unless authorized by management for security reasons.
- No uniform security personnel may be carried in any WSF vehicle in principle, no an authorized passenger may be carried and, in particular, no police officer or soldier may be carried in WSF vehicle except for security risk areas, where carrying armed security personnel has been authorized by management, or where this is an avoidable in the most exceptional circumstances, drivers are advised to seek management approval when traveling to areas where armed or uniformed escorts may be required.
- No fees should be charged to any person traveling in a WSF vehicle.
- A driver may not allow any other person to drive a vehicle assigned to him/her. If an emergency occurs during a journey and the staff is not able to continue driving, a qualified driver may be used to take the nearest health facility or a police post to make a report. The Director/facilities manager must be notified of this immediately.
- Staff may not fit or fix unauthorized marking, transfers, or signs to any part of WSF vehicles.
- No driver may take any alcoholic drinks or any other stimulants or intoxicants during working hours or at any time, or at least within six hours before commencing driving a WSF vehicle.

4. Vehicle allocation and use.

The overall responsibility of the WSF motor vehicle fleet rests with the facility section, with the support of the administration officer in charge of transport. Vehicle usage can be defined as official or private.

4.1 Official Use of Vehicles

The purpose of procuring vehicles is to facilitate the implementation of WSF activities, and for this reason, WSF vehicles are to be used for official business only. For field trips covering over 50kms, an official WSF driver must be used, unless as defined under section 2.1.3 for non-regular drivers, where a staff member has been authorized to drive to the field. However, for security risk areas like Karamoja and any other security concerns, an official WSF driver must be used on all field trips.

Official use of vehicles is defined under different responsibilities as below;

4.1.1 Responsibilities

a) Administration (transport) officers;

Administration officers are responsible for the day-to-day efficiency and safety of operations of vehicles assigned in their respective locations, and to ensure all project staff observe rules and regulations governing the use of WSF vehicles. In general, the responsibilities of administration officers (or designated staff in the case of field offices) and drivers are as follows;

- Ensuring that all vehicles are regularly and adequately serviced and repaired as necessary. Assist in identifying, contracting suitable garages for motor vehicle repairs.
- Management of insurance services, including negotiating with the insurance company through the line manager, concerning claims arising from accidents and other incidents involving vehicles.
- Disbursement of fuel and making monthly consumption reports.
- Ensuring that weekly, monthly, and annual vehicle inspections are conducted. And follow up on issues raised during the inspection.
- Ensuring that road license and insurance for all vehicles are up-to-date

b) *Managers/Team leaders*

Field Team leaders must liaise closely and support their respective administration officers in ensuring efficient vehicle operation in their locations.

Constant communication should be maintained, and all agreement arrangements concerning vehicles and their use are subject to the approval of the field team managers. Any disagreement regarding the vehicle must be reported to the facilities manager or Board as soon as possible.

c) Regular Drivers

Drivers are the backbone of vehicle operations, and must be accorded all the necessary support and cooperation. They are responsible for the daily care and considerate use of vehicles assigned to them. They will be held responsible for all damage costs to or by their assigned vehicles, as well as for any loss of any items from their vehicles. In addition, drivers have the responsibility of driving safely and efficiently, respecting road traffic regulations, taking due care while driving of passengers, pedestrians, and other road users.

Detailed for the responsibilities of drivers are as follows;

- a) Carry out weekly maintenance checks every Monday. Complete the checklist and report any faults to the administration officer
- b) To fill in the log book for all journeys undertaken and to ensure that the log book is handed to the project heads or to the administration officer, thus transport as appropriate and are otherwise available for inspection at any time as a routine, the monthly logbook should be handed in by the first day of the following month.
- c) To ensure that, at all times, the vehicle is equipped with a functioning wheel brace, fire extinguisher, first aid kit, tool kit, at least one liter of water per passenger, one spare wheel (2 for field trips) with properly inflated tires, and any requirements for a specific trip.
- d) Before starting the vehicle engine each day, check that levels of engine oil and radiator, and windscreen washer water are adequate.
- e) To ensure the general cleanliness of the vehicle allocated to him/her.
- f) To report all accidents, including those involving other vehicles or pedestrians to the police and VSF office and complete the VSF accident report form as per policy.
- g) To assist in following insurance claims at the time and site of any accident,
- h) To ensure that seat belts are worn by passengers in VSF vehicles at all times
- i) To account for all expenses incurred while on an official journey.
- j) Follow the strict instructions of the supervisor, and do not make unauthorized journeys or divert from routes agreed by the supervisor, unless circumstances turn otherwise.
- k) Whilst on a trip, the VSF employee on board is in charge of the directions, routing a trip, and timing of the vehicle; however, the driver remains responsible at all times for control and correct lawful use of the vehicle to include refueling, maintenance, and repairs (as appropriate). Where a senior officer is clearly infringing the law or another VSF policy, the driver's responsibility will be precedence.
- l) Apart from these specific responsibilities, it is its driver's responsibility to observe all regulations and directions contained in this document

4.2 Use of non-WSF vehicles for official purposes

In the event that there is no suitable vehicle for official travel, WSF will arrange for the hire of a suitable company. Where an individual staff member requires transport outside office hours may call any vehicle from the WSF-selected car Hire Company.

4.2.1 Private use of official vehicles

Private use of official WSF vehicles is discouraged and will only be granted under special circumstances. If approved, private use of the official vehicle is payable; however, it should be noted that official use takes precedence over private use.

Private use is provided for only lawful activities. Conscience must be observed when using a WSF vehicle for private purposes. In principle, the following rules, among others must be observed;

- WSF vehicles can not be used for subversive activities like political, military, or violent acts, smuggling, or any commercial business acts, or any activities that are against the laws of the country.
- All rules governing the use of WSF vehicles listed above will apply.
- The image of the organization must be protected.

Staff who intend to use official WSF vehicles for personal activities, subject to the above terms, may apply through the facilities manager using the vehicle request form for private activity. (*Can see appendix B*)

In the event that the requesting officer is not listed on the driver list, an official WSF driver must be used, and all his per-diem, overtime, and lodging costs must be covered by the officer

a) Expatriate staff

Expatriate staff can use WSF vehicles for personal use outside working hours, subject to the availability of the Director of WSF. Private use here is limited to areas within the town and suburbs of a radius of 20 km for the WSF office. Private use beyond 20kms will be charged to the individual according to the prevailing rates for private trips; the total Kilometers covered from the point of departure will be charged.

b) Expatriate staff partners

While the employee's partner (one tested for driving skills) may share the driving, it must be in the presence of the staff member. Partners will only drive the WSF vehicle in the absence of a staff member in emergency or unavoidable situations, or with the explicit approval of the Director/ Coordinator WSF.

c) General

The following apply to all staff:

- On each occasion that such use is agreed, the employee responsible for care of the vehicle and for payment of charges will sign a copy of the private mileage vehicle form, on which the beginning speedometer readings will be consulted by the administration officer-transport as appropriate. Private journeys will also be shown as such on-vehicle logbook, which all drivers of WSF vehicles must complete.
- Charges may be made for damage or loss to vehicles while used privately. This may be at the discretion of the board.
- WSF vehicles are at all times to be driven only by members of staff who have been authorized to drive. If it is found that the WSF vehicle has been driven by an authorized person, the WSF employee who applied for the vehicle will face disciplinary action as per the terms and conditions of service.
- Priority use of all WSF vehicles is in support of official WSF business. Where there is a clash between a request for private use of a vehicle and a need for it for official use, the vehicle will be used for official purposes only.
- The only members of staff to authorize private use of WSF vehicles are the Director of WSF or Board, the facilities manager, or the Team leaders. No other employee including expatriates' employees including expatriate employees, has authority to make such a commitment. Where disputes arise over private use of a vehicle, the approval authorities must be notified before any action.
- Any dispute arising from the implementation of this regulation may be referred to the Director/Coordinator for Resolution. Where the administration officer believes that vehicles are being used privately without the required permission or being abused, the board or facilities manager is to be informed immediately.

4.2.2 Payment for private use of a vehicle

A fixed rate of Ugsh 2,500/= (Two thousand Five hundred shillings) per Kilometer will be charged to cover the cost of fuel, oil, and wear and tear. This rate may be renewed by management from time to time as needed.

Payment terms must be agreed and indicated in the request form before the vehicle is allocated for private use. This can be a direct cash payment or deductions from salary for the subsequent month. A staff member will not take a vehicle for private use before completing payments for the previous request unless instructions have been given for recovery to be made from his/her salary.

4.3 Vehicle planning

Given that we operate in a world of scarce resources, a number of vehicles may not be able to support all activities at a time. As such, we have to devise ways of using the available resources without hampering the implementation of programme activities. It is therefore, in the interest of management for proper planning to be done to ensure the continuous flow of activities.

For transport planning to work effectively and efficiently, it is essential that transport requirements are identified in advance. It is the responsibility of the requester to ensure this happens.

Vehicle planning is essential for the effective and cost-efficient use of transport resources

4.3.1 Monthly Schedule

Programmes should prepare monthly travel plans and submit them to the Administration officer at least a week before the month of travel. This will not only help in identifying potential problem areas in advance and allow appropriate actions to be taken, but also help in planning and movement in an economical manner. If the programme does not present a schedule, transport for the following month can not be guaranteed. The Administrator/Transport officer prepares a transport schedule for the month ahead, and the most appropriate vehicle will be allocated for each journey. Where possible, different activities to the same location and direction may be combined, so as to maximize vehicle use. It is therefore important that programmes are as flexible as possible in allocating dates for trips. Once the scheduling has been done, a copy should be issued to the programme heads and one displayed in the transport office. The AO/T team is responsible for updating the schedule according to requirements and availability charges.

4.3.2 Weekly schedule

On Thursday every week, the administrator/transport officer should prepare a detailed plan for vehicles for the week ahead (see appendix). This will be taken from the monthly plan and will be updated to accommodate new requests for transport and any necessary charges as much as

possible. The schedule will be circulated to all staff, and a copy will be displayed in the transport office. It should be possible to determine the location of all vehicles at any time by looking at this form. It also helps to orient another staff member backstopping AO/T in the event of unplanned absence.

Comparison of actual vs. planned;

At the end of the week/month, the administration officer- transport should review the actual transport against the planned and note major failures and problem areas. He will also keep records on the number of transport requests that have been made and the percentage that have been satisfied. This will form part of the monthly performance reporting to the management team or his or her line manager. This task is made easier by keeping a copy of the original plan and comparing it at the end of the period with the up-to-date.

4.3.3 Issuing of vehicles

The team leaders working with the AO are responsible for issuing vehicles in their respective operation areas in accordance with the rules and regulations regarding vehicle use. All vehicles are issued on the day of travel unless advance authority to park the vehicle at home has been obtained. Although a trip may have been included in the transport schedule for the week, staff are required to submit a vehicle request form and submit it to the AO prior to the trip. The vehicle request form will have details of the journey and will act as permission for one to take out a vehicle (see Appendix D)

4.4 Vehicle parking

4.4.1 Town/City parking

Parking in the City and Major towns is payable. It is the responsibility of the driver to ensure that parking dues are cleared before leaving the scene.

4.4.2 Overnight Parking

All WSF vehicles must park at WSF premises overnight. However, in the event that the vehicle is away from its home base, where feasible. It should be parked in a secure public or hotel parking or the nearest police station. The driver for the vehicle is responsible for ensuring that the vehicle is parked in a secure location. Parking charges for the use of secure parking will be refunded by WSF, subject to presentation of receipts.

4.4.3 Office parking

In case of limited parking space for both WSF vehicles and private staff vehicles, WSF vehicles are given first priority to parking space within the office, and other staff vehicles are to be parked outside the fence to avoid inconveniences in the form of delays for both official and private movements, as well as threats of knocking one another.

Staff's space inside on a first-come, first-served basis and will be directed by the guard on duty, who will also provide notice when the parking is full.

The following guidelines should apply:

- All official vehicles of WSF should be parked inside at all times
- An open parking policy will be observed, which allows staff to park inside on a first-come, first-served basis.
- Outside parking will be monitored by security personnel
- No overnight parking outside the premises. Individuals will only do it at their own risk.
- For staff who have to work on special assignments at the head office on weekends, parking inside will be allowed, but only for the time that they are around. Nobody will be allowed to leave the vehicle inside on the weekend.
- The vehicle may need to be moved at times to create space for incoming office service vehicles, or for any other reason, including an emergency. This requires all those who park inside to leave their keys in the car or with the guard. All motor vehicle accidents on site must be reported immediately to the facilities manager/Administrator and later police as required by the law. WSF will give advance notice of parking area changes or closings whenever possible.
- Whereas efforts will be made to provide security for vehicles, WSF will not take responsibility for damages resulting from parking. Staff are advised to take precautionary measures, e.g., installing proper locking systems, or other security devices, and having an insurance policy that covers against such unforeseen circumstances. WSF may only assist in the form of evidence/witness, in the event of such occurrences.

4.4.4 Resident parking

For members of staff, permission may be given for a vehicle to be parked at a resident's only if certain conditions are met. These conditions must be within the following guidelines

A vehicle may be parked at home overnight if;

1. The resident has measures to provide adequate security to the vehicle, in the form of either a lockable garage or a proper wall fence.
2. The journey for which the vehicle is required is outside office working hours or on weekends and public holidays.
3. The individual staff member is on call, and there is no means by which they can be transported in the event of a call-out. However, for those on call, blanket permission can be issued for an appropriate time period required; the permission is subject to review and can be withdrawn at any time.
4. Whilst a vehicle is parked at home, it may not be used for any non-work-related purpose, except in an emergency when it is necessary to use the vehicle. Private use of the vehicle whilst parked at home without documentation will lead to disciplinary action.

5. Vehicle information management

Vehicle information provides a basis for improved service delivery through appropriate decision-making. Various vehicle documents, as required by the law and WSF regulations, have to be maintained for each vehicle. Each vehicle will have a file maintained by the administration officer- transport containing all information ranging from acquisition, maintenance, and through disposal.

5.1 Vehicle journey logbook

The vehicle journey logbook is a tool used to generate information on vehicle activities and movements. The logbook contained in every vehicle and must be completed by the driver whenever a vehicle is driven out. Full information about the journey, private or official, must be given to enable proper administration (see Appendix E)

5.2 Registration Logbook

This is a legal/official registration document for the vehicle for security reasons. The original copies of all registration logbooks are to be kept at WSF head office; however, a photocopy must be updated and maintained in the respective vehicle at all times.

5.2.1 Road license

It is a legal requirement that all vehicles must have a road license. The road licenses for all WSF vehicles are renewed at the head office by the transport section. It is the responsibility of the field office to notify the transport department for renewal, well in advance of the expiry date.

All original documents related to renewal must be kept in the respective vehicle file. The road license sticker must be affixed to a visible location on the front or rear windows of the vehicle.

5.2.2 Vehicle insurance

The minimum legal requirement is the third-party insurance cover. However, because of the circumstances around the nature of the work, all WSF vehicles are comprehensively insured. The insurance certificate must be affixed to the glass window of each vehicle. Again, all insurance matters are handled by the transport department at the head office. It is the responsibility of the locality to initiate the renewal process at least two months in advance of the expiry date.

5.3 Vehicle Keys

All vehicle keys should be kept in a locked container in the transport office whenever the vehicle is not in use. The AO/T for the country office and AOs for field offices are responsible for issuing and keeping all vehicle keys in their locations. The driver must return keys to the AOs upon return from a journey. Spare keys for all vehicles are kept by the facilities manager at the head office.

5.4 Vehicle identity

As a statutory requirement, all vehicles on Ugandan roads are identified by registration number. Given the unique nature of our operations, WSF vehicles, in addition to registration numbers, have the WSF logo affixed in bold. The markings should be clearly identifiable on both sides of the vehicle and on the bonnet. Unless approved by the SMT, no other markings are allowed on WSF vehicles. WSF vehicles will not be used as advertising media, such as by displaying commercial business information on stickers. Tyre covers or any other piece of information that is seen as having an economic motive.

4.4.1 Vehicle forms

Various vehicle forms have been designed to ease the collection of information on performance (see appendices)

5.5 Vehicle inventory

An up-to-date vehicle, motorcycle, and generator inventory should be kept. This should be detailed, the vehicle type and model, registration number, age or date supplied, where the vehicle is based, its condition, and the date the inventory was last updated. This should be updated every time it is applied or when the condition of the vehicle changes. This should be displayed in the transport office.

5.6 Vehicle File

A file should be open for each vehicle, motorcycle, and generator. This should contain the summary form (vehicle information sheet), fixed the inside cover. The file should contain the vehicle registration document, maintenance records, a copy of any accident forms for that vehicle, and any other correspondence relating to that vehicle. Vehicle maintenance details should be briefly summarized on the form when the documents are placed in the file.

6 Fuel Management

WSF operates a fuel voucher/coupon system. An agreement is made with a filling station, and pre-numbered vouchers are used to draw fuel. Appendix J. The vouchers are to be authorized by the AO/T, FAM BOARD for the head office, and the manager/Team leaders. Two people must authorize a fuel voucher at any one fueling activity. The names of authorized signatories and their sample signatures are to be sent to the filling station at the time of signing the contract. The coupons are printed in triplicate. The original and duplicate are issued to the driver, and one copy is retained in the voucher book at the filling station. The driver will present both vouchers so that he/she can be issued with fuel. The station will present the original vouchers along with the invoices at the end of the month (or any agreed period of time. The AO/T will reconcile the invoices and the coupons and present them to finance for payment.

After the fuel has been drawn, it must be entered in the logbook before one leaves the station. It is the responsibility of the driver to fill in the vehicle logbook legibly and accurately.

A monthly analysis of fuel utilization will be made by the AO and reported to the management (see section 7.2 on monthly fuel consumption analysis)

6.1 Vehicle maintenance

Vehicle maintenance is the most important aspect of fleet management. WSF emphasizes a systematic approach to this aspect to ensure cost-effectiveness and efficiency in vehicle operations.

Vehicle maintenance responsibility starts with the vehicle user. An independent garage will be contracted to handle all vehicle repairs and service issues. Given the related nature of their operations, generators will also be considered in the maintenance (see section 7.1 on fleet maintenance cost report).

6.1.1 Routine inspection

It is good management practice to monitor the performance of all vehicles on a routine basis. Vehicle inspection will be conducted for all vehicles at least on a weekly basis by drivers. The inspection checklist must be completed comprehensively and submitted to AO for follow-up. The checklist is the original/first document for reporting faults, and forms the basis of a vehicle repair request. This will also be done for all generators in their respective localities (see Appendix F)

6.2 Service schedule

Manufacturer's recommendations for vehicle maintenance are the starting point for planning service schedules. They specify in detail the work that must be carried out at specific kilometer intervals. This includes the checking of specific components, the changing of filters and fluids, and the necessary adjustments to be made.

a) Notification of the next service

On completion of the service, the AO should issue a document to be kept in the vehicle stating the odometer reading when the next service is due. This should be a sticky label stuck inside the windscreen where it can be seen by the driver/user of the vehicle. It is the responsibility of the driver/user to inform the Administration officer-transport that his vehicle is close to requiring a service.

b) Exceeding service intervals

The running cost of a vehicle is significantly increased if regular servicing is not carried out. Lack of routine servicing leads to failure of vehicle components and damage to the vehicle. It is inevitable that the repair of damage will cost more in the long term than running beyond its

service interval. If a vehicle reaches a service mileage, it must be parked until the vehicle can be sent for maintenance.

c) Role of the department of transport

Regardless of the role of the Department of Transport, the administration officer- transport must set up good communication channels with the maintenance provider. It is important for management to review the quality of work done to receive feedback about potential future maintenance needs and, above all, to have access to maintenance costs information.

d) Authority levels required for maintenance

Vehicle maintenance will be outsourced according to the prevailing procurement guidelines. A maintenance contract will be signed with a repair workshop identified through a competitive bidding process.

7. Operation Cost reporting

For efficient fleet management, regular reporting on vehicle operation costs is required. This enables management to make informed decisions regarding the acquisition, maintenance, and disposal of vehicles.

7.1 Fleet Maintenance Cost Report (FMCR)

A report of analysis of costs incurred in repairing and servicing vehicles and generators in a given period of time, it involves the generation of all payments made for repair, maintenance, cleaning, towing, and any other such costs for each vehicle in the locality during the month, the report will be generated over the year, so as to provide a logical comparison. AO prepares and submits this report to management on a monthly basis and should reach the FM by the 10th of every month. Officers must produce includes the costs of repair and maintenance on their monthly report to the management team (see Appendix G).

7.2 Fuel Consumption Report (FCR)

This is an analysis of the rate of use of fuel use per vehicle. It monitors the distance covered per liter of fuel. Based on the manufacturer's recommendations, it aids management in determining whether or not a particular vehicle is efficient. The process of preparing FCR starts from the

vehicle movement log sheet, which shows the KM covered, the fuel drawn, and the driver. Every month should start with a new mileage sheet (see Appendix H)

8. Accidents and theft

Accidents involving WSF vehicles and motorcycles must be reported to the police and the WSF administrative unit immediately, to comply with Ugandan law and the insurance company. The driver of the vehicle has the responsibility in the event of the accident or incident to the vehicle to the following;

At the scene of an accident

In the event of an accident, the driver and the occupants must exercise personal judgment whether or not to leave the accident scene immediately. Experience has shown that accidents attract violent reactions from third parties and crowds, and this may provide basis to leave the accident scene immediately.

The driver should rush to the nearest police station to make a report of the accident and then follow up for the police report thereafter. A copy of the police report must be sent to the transport unit of WSF head office as soon as possible.

- COMPLETE the accident report at the scene as soon as possible. However, if the driver and the occupants feel it safe to stay at the scene, the following should be done;
- Make use of the first aid kit for any minor injuries.
- Take the details of other vehicle(s) involved, if any.
- Take the names of the witnesses who saw what happened.
- Call the police
- Where possible, the driver should notify the AO/his line manager verbally
- Where possible, make a simple drawing of where the vehicles were as the incident took place, marking any damage.
- If possible, TAKE A SERIES OF PHOTOGRAPHS of the scene and the damage.
- COMPLETE the accident report as soon as possible.
- Follow with the police recommendations (use NIC guidelines on “Claim Procedures”- appendix I

Accident damage and repairs must be properly recorded against the vehicles concerned and costs of repairs included in the monthly maintenance and repair calculations.

Driver's records should be endorsed with an account of any accident or any incident in which they were involved, together with the details of any action taken or retraining given.

Management reviews all accidents and theft cases periodically to try and identify causes and trends, to ensure that they are properly concluded to the best advantage of WSF, and recorded as closed when a proper conclusion has been reached.

If an accident has been due to negligence or fault of the driver, disciplinary measures will be taken, as per the terms and conditions of service.

8.1 Vehicle information

Vehicle information containing the inventory will be used to update the department's vehicle replacement plan. This plan reveals the current fleet against the ideal model, and vehicle replacement needs for the next five years are determined. Additional vehicle requirements can be built in, based on the need to deliver more services and the recruitment of additional staff. Monthly performance data will also be reviewed when new vehicles are to be allocated.

8.2 Replacement Policy

Replacement policy should be determined in terms of vehicle costs. There are two element vehicle costs; the capital purchase of a vehicle and the running costs per kilometer. The best time to replace a vehicle is the point where the overall cost per kilometer is at a minimum. The simplest method to allocate capital costs are to split the cost of replacing a vehicle over the number of kilometers traveled this amount of per kilometer when more kilometers are traveled.

Conversely, the running cost per kilometer will increase as more kilometers are traveled and more complex maintenance is required. It is possible to set an average life for a vehicle by using management information to determine the cost per kilometer at which the cost per kilometer is at its lowest. In principle WSF shall replace a vehicle after 7 years or when it covers 500,000 kms, which ever comes first.

8.3 Replacement requests

Procurement procedures will be followed. Please refer to the procurement policy and procedures manual.

8.4 Vehicle disposal procedures

Normal policy governing disposal of assets will be followed at the times of disposal of vehicles.

Appendices:

Appendix A: Drivers List

Appendix B: Request Form for Private Use
Appendix C: Weekly Movement Schedule.
Appendix D: Request Form for Official Use
Appendix E: Journey Logbook
Appendix F: Weekly Vehicle Check List
Appendix G: Monthly Fleet Maintenance Cost Analysis
Appendix H: Monthly Fuel Cost Analysis
Appendix I: Chart I: Graphical Fuel Analysis
Appendix J: Fuel Order Form
Appendix K: Vehicle Job Card/Handover Check List
Appendix L; Claims Procedures

Appendix A

WARRIOR SQUAD FOUNDATION

Authorized Drivers List for Non-Regular Drivers

Period/year								
Name	Designation	Location/project	Driving permit classes	Driving category	Driving permit expiry	Accident Case	WSF Driving assessment date	Assessment Done By

Compiled By:	
Date:	

Approved By;	
Date:	

Warrior Squad Foundation Vehicle Request Form for Private Use				
Date of request				
Name of staff				
Destination				
purpose				
Driver Request/preferred				
Duration/date of travel				
Transport section only				
Comment				
Confirm Vehicle availability				
Driver available for this trip				
Approval				
Manager			Date;	
Starting Mileage		Mileage on Return		
Total Mileage				
Rate applicable per mileage		Total Amount due		
Amount in words				
Compiled by				
Staff (Traveler) Consent				
Income Code				

**Warrior Squad Foundation
Vehicle Request form/Gate pass**

Date			
Requesting Staff			Department
Date(s) Vehicle Required			
Driver Required (yes/No)			
Destination			
Reason/Activity			
Activity Code;			
Departure time		Kilometers Out	
Return Time		Kilometers In	
<i>Please, Complete and submit this form to the Administrator & allocation. This form must be presented to the gate before exit</i>			
For Administration only			
Approved by:		Vehicle allocated;	
Date;		Driver assigned:	

DRIVER'S VEHICLE INSPECTION REPORT
AS REQUIRED BY THE LOGISTIC DEPARTMENT

DATE: _____

TIME: _____

☐ am ☐ pm

CHECK ANY DEFECTIVE ITEM AND GIVE DETAILS UNDER "REMARKS"

VEHICLE NO. _____ ODOMETER READING: _____

- | | | |
|---|---|--|
| ☐ Air Compressor | ☐ Horn | ☐ Suspension System |
| ☐ Air Lines | ☐ Lights | ☐ Starter |
| ☐ Battery | Head-Stop | ☐ Steering |
| ☐ Body | Tail-Dash | ☐ Tachograph |
| ☐ Brake Accessories | Turn Indicators | ☐ Tires |
| ☐ Brakes, Parking | ☐ Mirrors | ☐ Tire Chains |
| ☐ Clutch | ☐ Mufflers | ☐ Transmission |
| ☐ Coupling Devices | ☐ Oil Pressure | ☐ Wheels, and Rims |
| ☐ Defrost/Heater | ☐ Radiator | ☐ Windows |
| ☐ Drive Line | ☐ Rear End | ☐ Windshield Wipers |
| ☐ Engine | ☐ Reflectors | ☐ Other _____ |
| ☐ Exhaust | ☐ Safety Equipment | |
| ☐ Fifth Wheel | Fire Extinguisher | |
| ☐ Frame and Assembly | Reflective Triangles | |
| ☐ Front Axle | Flags-Flares-Fuses | |
| ☐ Fuel Tanks | Spare Bulbs & Fuses | |
| | Spare Seal Beam | |

TRAILER (S) NO(S). _____

- | | | |
|--|--|--|
| ☐ Brake Connections | ☐ Hitch | ☐ Tarpaulin |
| ☐ Brakes | ☐ Landing Gear | ☐ Tires |
| ☐ Coupling Devices | ☐ Lights - All | ☐ Wheels and Rims |
| ☐ Coupling (King) Pin | ☐ Roof | ☐ Other _____ |
| ☐ Doors | ☐ Suspension System | |

Remarks: -----

☐ CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY

DRIVER'S SIGNATURE: _____

- ☐ Above defects corrected
☐ Above defects need not be corrected for safe operation of vehicle

MECHANICS SIGNATURE: _____ DATE: _____

DRIVER'S SIGNATURE: _____ DATE: _____

We the several founder members/legal entities whose names and signatures are appended to this policy as subscribed hereto have approved this policy in pursuance of the Ideals, Principles and Values enshrined in this policy.



Chairperson, Board



secretary Board