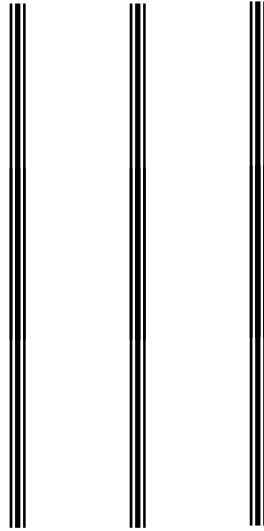


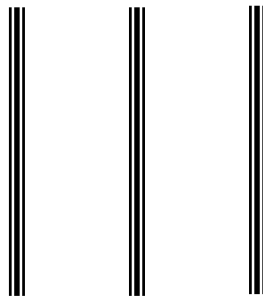
SHARE AND CARE NEPAL

Lalitpur



VEHICLE & EQUIPMENT POLICY AND GUIDELINES

November, 2010



Share and Care Nepal
P.O. Box: 10657
Kathmandu

General

The purpose of these Policy and Guidelines is to enable Share and Care Nepal (SCN) a non-governmental organization to carry out effective and efficient operations. It provides policy guidelines and procedural support necessary for the successful implementation of program activities. These guidelines should be referred to routinely for directions on daily operating procedures. Therefore, it is important that all staff be familiarized at least with those policies and procedures, which are pertinent to their jobs.

This document is meant to serve the needs and realities of the SCN and the room for continual improvement responding to changing context of operations will always be opened. Comments and questions on this manual are therefore encouraged and welcomed at anytime.

This Vehicle & Equipments Policy and Guidelines is a revision and extension of policies and procedures of Share and Care Nepal (SCN). It is our intent and hope that this policy and guidelines will assist SCN staff in their service by making use of our vehicles a proper, pleasant, and safe experience.

Purpose

1. Maximize the safe operation of SCN owned or leased vehicles & Equipments.
2. Maximize the safety of drivers, passengers, and the public.
3. Minimize losses, damages, and claims against the SCN.

1. USE OF VEHICLES & EQUIPMENT

1.1. RULES AND REGULATIONS FOR USE OF SCN VEHICLES AND MOTORBIKES

"SCN Vehicle" in these guidelines should be taken to denote SCN - owned motor vehicles (i.e. jeeps, pick ups, and motorcycles). The guidelines should also be followed where SCN has hired vehicles whenever this is possible. Some of the guidelines may be loosely applicable to SCN bicycles.

1.2. BOOKING OF THE MOTOR VEHICLES

All bookings are subject to availability of vehicle and driver.

1. The Admin and Finance Officer is responsible for vehicle bookings. Other staff (Program Director, Program Manager) will cover for his/her while s/he is not available.
2. Bookings for both 'official' and 'private' use should be made well in advance, if possible at least one week before the required date and if cancelled, this should be immediately communicated to the Admin and Finance Officer or other staff if s/he is not available. This will help them to rearrange the vehicle schedule.
3. 'Official' booking ALWAYS takes priority over 'Private'.
4. When taking an official booking, Admin and Finance Officer should check and make sure whether or not the vehicle would be travelling to the same destination within a few days of the new request. If this is so, the concerned programme/staff should be informed of so that they could make alternative plans, if possible (e.g. reschedule their travel date), for rational use of the vehicle.

1.2.1. OFFICIAL USE

1. All SCN staffs are eligible to book/call the vehicle with approval of the concerned Project Officer of the concerned programme.
2. For any official travel outside of the valley, the 'Driver's Duty Order Form' must be approved by the concerned Project Officer, Program Director.
3. On outward or return journey, the senior most SCN traveller should approve any 'additional' passenger who had not been included in the Driver's Duty Order Form BEFORE s/he is permitted to travel, as well as make sure that they sign the Indemnity Bond.
4. Each SCN vehicle has a logbook, which MUST be signed by the senior most passengers for every journey.
5. The current rate is:
 - a. Vehicle: Total mileage: fuel cost per litre/ 6 (km per litre) + 150% (maintenance charge) + driver's DA = Total payment.
 - b. Motorcycle: Total mileage: fuel cost per litre/ 30 (km per litre) + 50% (maintenance charge) = Total payment.
 - c. This cost recovery rate will be to cover mileage, maintenance plus the driver's expenses, therefore, subject to change as appropriate, which will be notified to the programmes through the admin and finance section.
6. The DA rate for SCN driver will be as per the current rule but the rate for a driver hired on daily wages basis will be different.
7. Not chargeable as private use (will be charged to the concerned Project):
 - a. Daily and weekend use (of motor vehicle or motorbike) by the Project Officer to and from residence and private running around town (subject to vehicle not being required on official business).
 - b. Local use as requested by the PD and admin and finance staff.
 - c. Monsoon wet weather transport: Mainly in June and July, staff members living more than 1 kilometre far from the office within the town (Kathmandu) where bus, taxi or rickshaw are not easily available, can be picked-up from their residence. They should make their own arrangement to return home.
 - d. If any staff flying on official business, international staff and IMC member with their families in private business
 - e. If staff member's need to carry an unusual or heavy amount of work/other material from the office to home (within Kathmandu).

If any staff shifts his/her *dera* from one location to another location, for the convenience of SCN work, the cost should be charged to the respective SCN programmes. This is to be done with prior approval from the IMC.

1.2.2. PRIVATE USE

1. Private use (hire) means an employee or groups of employees hiring a vehicle for private outings. It is NOT permitted to book the vehicle for other people (outside of SCN) than own family/relatives, for example to be used for weddings, picnic, etc. These vehicles are NOT to be used as a TAXI service.

2. It is NOT permitted to book two or more vehicles at the same time for Private use (by the same person or two different persons).
3. Booking for personal use will be taken on 'first come, first served' basis, however, the request for personal use will be automatically cancelled if the vehicle is required for official use.
4. Vehicles are generally not allowed to hire out over night exceptionally for long distances (which should be approved by the Program Director or IMC) and must be back in to the office garage by 7 p.m. latest. In urgency or unavoidable circumstances, the user should immediately communicate the reason to any of the admin and finance staff. S/he should also provide a written clarification to the Admin and finance Officer in this regard when they return to the office.
5. When vehicle is used for private use, the concerned person MUST sign the logbook.
6. If SCN driver is booked and agrees to be hired out to drive SCN vehicle on a private basis during office hours, he must take this as leave. SCN drivers cannot be forced to drive for a private hire.
7. The current rate is:
 - a. Vehicle: Total mileage: fuel cost per litre ÷ 6 + (40% maintenance charge) + the driver's DA = Total payment
 - b. This cost recovery rate will be to cover mileage, maintenance (including service charge) plus the driver's expenses. Therefore, this is subject to change as appropriate, which will be notified to all through the administrative section.
 - c. Driver's DA rate:
The rate of DA will be as per the current rule. If the booking involves the driver spending the night away from base, an additional amount will be charged per night out and this rate will be as per SCN rules.

The above rates will be paid to the drivers via SCN's admin and finance section.

1.2.3. APPROVED MOTOR VEHICLE DRIVER

Only approved staff can drive the SCN vehicle. To become an approved driver, the employee must:

- a. Produce a valid driving license
- b. Be approved by the IMC.

1.2.4. GENERAL

- a. The driver and the Admin and finance Officer will check the vehicle logbooks monthly and inform accounts for bills for personal usage.
- b. Both the driver and front seat passenger(s) MUST wear seat belt(s).
- c. Only ONE or TWO passengers (as per the seat belts provided) is/are permitted in the front.
- d. A maximum of 8 or 9 (depends on the seat provided) passengers are permitted per vehicle.
- e. Overloading of the vehicle with people, supplies and luggage is NOT permitted.
- f. SCN will not be responsible for compensation for Non-SCN passengers, in the event of an accident, or injury/death whilst travelling in an SCN vehicle.

- g. For long journeys, the driver is entitled to stop for tea/snacks/a break etc every two hours, or as s/he wishes.
- h. Staff members authorised to drive official vehicles **MUST** carry a valid driving licence issued by Government of Nepal while driving a vehicle otherwise s/he will be responsible for any trouble due to any such reason.
- i. Learner drivers are **NOT** permitted to drive SCN vehicle. (There is **NO** insurance cover for this).
- j. For the reason of safety and for longevity of the vehicle, the driving hours per day is limited to 8 hours. This does not include tea breaks/eating breaks/waiting time at destination.
- k. Driving out of town at night (after 7 p.m.) should not be permitted except in urgent/emergency cases. All SCN staff should be instructed that driver should normally drive in daylight. A journey break as soon as the visibility gets poor is minimum requirement.
- l. SCN vehicle should not be driven after drinking alcohol. Any drivers not adhering to this restriction can be punished under strict disciplinary action (major offence).
- m. SCN vehicles must always carry an emergency box (containing basic first aid medicines and badges), fire extinguisher, torchlight, tow cable, toolbox and a spare tyre.
- n. Disciplinary action will be taken against the driver if found carrying non-approved and non-SCN passengers in SCN vehicles.

1.3. BOOKING OF THE MOTORBIKES

SCN motorbikes are to help SCN Programmes run smoothly and enhance office operation. However, these can be used for private use if not booked on official business. Employees using the motorbike for private use must pay mileage according to current SCN rates.

Senior staffs, who are allocated with motorbikes, will be allowed to keep SCN motorbikes at home during the period in the office. The motorbikes will be issued with a formal agreement signed between the staff and SCN and will be treated as any capital item loaned to the staff. To keep these motorbikes up to the required standard and to avoid any future problems, all users should strictly follow the following rules:

1.3.1. OFFICIAL USE

1. Requisition form must be filled in by the user (staff) and duly approved by the concerned Area Programme Coordinator at least three days in advance.
2. The rider **MUST** carry his/her valid licence issued by Government of Nepal while driving otherwise s/he will be responsible for any trouble due to any such reason
3. Only one pillion passenger is allowed and helmets **MUST** be worn.
4. Motorbikes **MUST** be back in to the office garage by 7 p.m. on its return journey.
5. Mileage will be charged per kilometer to the concerned Programmes as per the current rate, *i.e. fuel cost per litre=40 + (40% maintenance) = Total Charge.*

This cost recovery rate will be subject to change as appropriate, which will be notified to the programmes through the administrative section.

1.3.2. PRIVATE USE

1. Motorbikes can be available for private use by paying mileage according to current SCN rate. The current mileage rate is:

Nepali Rupees 3.75 per kilometre

This cost recovery rate will be to cover mileage, service charge plus maintenance expenses, therefore, subject to change as appropriate, which will be notified to all through the administrative section.

2. The facility of private hire is limited to once in a week. .
3. Only one pillion passenger is allowed and helmets MUST be worn.
4. Requisition form must be filled in by the user (staff) and duly approved by the Admin Officer in advance. Any request made on holidays/non-office hours will not be approved.
5. The rider MUST carry his/her valid licence issued by Government of Nepal while driving otherwise s/he will be responsible for any trouble due to any such reason.
6. Non-SCN people are not allowed to drive or use SCN motorbikes. Failure to adhere to this rule can be result in restricting the concerned staff to hire a motorbike for 6 months.
7. Learner riders are not permitted to drive SCN motorbikes.
8. The staff who makes booking is not permitted to let others ride the bike (bookings are not transferable). The mileage will be charged to the staff who has booked the motorbike.

1.3.3. ELIGIBLE RIDER

Only eligible staff can ride the motorbike. To become an eligible rider, the employee must produce a valid licence issued by Government of Nepal.

Motorbike can be provided to a new rider for practice in order to gain confidence whose job requires visiting distant placed on official business. Project Officer can nominate such staff to the admin and finance section.

1.4. Bicycles

Office peons and support staff use these bicycles to make short journeys, to deliver messages/goods, to buy light goods, etc. These can be used as a back up of motorbikes while making short journeys. Nobody is allowed to take these bicycles at home and keep as if their own property.

1.5. Vehicle Insurance

All vehicle are most be insured with national insurance company limited and this also most be renewed every year.

1.6. Accident Reporting

All staff are informed that if any of the SCN's vehicle are involved in an accident, SCN will neither pay nor commit to pay any compensation to the Third Party (Third Party

means other than the SCN). Third party claims, if any, will be decided only after the national insurance company limited settles the SCN's insurance claims. In case of an accident the following procedures will be completed by respective:

- a. Senior staff travelling in the vehicle involved in an accident
 - b. Vehicle driver if driving alone
 - c. Motorcycle rider
1. Report accident immediately to the nearest Police Station
 2. Take or send quickly, seriously injured persons to hospital. Get First-Aid treatment for minor injures.
 3. Obtain copy of every statement given to the police.
 4. If Third Party has damaged SCN vehicle(s) and caused injuries/death to SCN staff, then the driver or the senior staff present must try to obtain Third Party's signed statement(s) with their commitment to compensate SCN for the injuries and damages. Third Party's vehicle(s) number, driver(s) name, owner(s) name, driving license number(s), etc., must be mentioned in the Third Party's statement.
 5. Immediately inform the office in Kathmandu office about the accident.
 6. Obtain official receipt from Police if the Police take the vehicle's Blue Book and Driving License.
 7. Do not pay, nor make any promise to pay any compensation to THE Third Party. Tell them verbally, if not then in writing, that their compensation will be decided after SCN receives compensation from the insurance company.
 8. Any unit will quickly inform the SCN administration about any accident involving SCN vehicle or motorcycle and provide necessary documentation.

1.7. Maintenance:

The Admin and Finance Officer in SCN is responsible for arranging maintenance works. Therefore, it is expected that all maintenance works go through the FC, as far as possible.

1.7.1. Motor Vehicles:

1.7.1.1. Daily Inspection

Regular day-to-day check up of vehicles is required as a safety measure and to increase vehicle life. The assigned driver(s) should check-up vehicle before it is taken out every morning. Any problem should be immediately reported to the to the Admin and Finance Officer and ensure timely repair. The daily routine check up includes the following:

- 1.7.1.1.1. Tyre pressure
- 1.7.1.1.2. Engine oils and lubricants
- 1.7.1.1.3. Brakes
- 1.7.1.1.4. Lights
- 1.7.1.1.5. Brake oil
- 1.7.1.1.6. General functioning

1.7.1.2. Daily cleaning

It is the responsibility of the drivers to thoroughly clean and tidy the assigned vehicle. Therefore, they should arrange time to clean the vehicle before taking out of the office every morning.

1.7.1.3. Periodic check-up

Periodic servicing and check-up should be done as per the recommendation of the manufacturer. This may include brake shoes, brake oil, fuel filters, oil filters and other various consumable parts as required.

1.7.1.4. Repairs

Any problem, which arises in a vehicle, should be reported to the responsible person(s) (i.e. Admin and Finance Officer). The responsible person, after checking the problem, should recommend actions to the Admin and Finance Officer.

The main objective of having timely and proper repair and maintenance is to provide:

- 1.7.1.4.1. Safe and reliable transport
- 1.7.1.4.2. Utilise full vehicle life
- 1.7.1.4.3. Achieve optimum vehicle cost

1.7.1.5. Selecting vehicle repair place

Appointing official repair workshop should be based on the reputation and availability of competent mechanics in the workshop. This should be done:

- a. Visiting the workshop
- b. Observing the equipment and the mechanic team it employs
- c. Interview with owner
- d. Ask satisfied customers
- e. Reliability and honesty
- f. Cost effectiveness

1.7.1.6. Refuelling Procedure

Admin and Finance Officer is responsible to issue directive to the drivers. All drivers are to ensure that fuel has been topped up and accurate amount of fuel filled is entered on the bill and same amount of fuel should be entered on the logbook.

All field-going drivers will refuel their vehicles at their based station initially and then they are allowed to refuel on the way. Drivers are responsible to submit the fuel bill while submitting their travel claim.

1.8. Motorbikes:

1.8.1. Cleaning

Normally SCN drivers should do water servicing twice a month whereas weekly servicing should be done in the rainy season.

Daily cleaning by the drivers should not be expected therefore it also becomes the user's (rider's) responsibility to dust the motorbike before using it.

1.8.2. Inspection

All users should check the tyre pressure, condition of lights and brakes, level of Mobil and petrol and general functioning before using it. Any defects, if found, should be written in the Remarks column of the logbook as well as notified to the Admin and Finance Officer.

The Admin and Finance Officer should maintain a separate record book for every motorbike. This record should keep information about expected periodic maintenance, all major repair works, cost and spares used.

1.8.3. Repairs

All the repair works should be done through the Admin and Finance Officer.

1.8.4. Refuelling procedure

Refuelling should be done as stated above for the motor vehicles.

1.9. Maintenance and Repairs of Photocopier, Computer, Fax and EPABX:

- a. The use of office equipment (photocopy machine, fax) should be assigned to certain staff member(s) by the in-charge for the programmes/offices/sections to ensure its proper utilisation.
- b. Computer and photocopier should be properly switched off at the end of office hours.
- c. Any problem with these equipments should be reported to the Admin Officer for necessary action.

1.10. Heater and Fans

Staff members are expected to use the heating/cooling equipments only in need as these consume high electricity. Each year the equipments should be serviced before its use for better functioning.

1.11. Generators

A big generator consumes more than 2 litres of diesel to run an hour. Therefore, generators should be used as a backup of electricity and be used only at the time of main-line supply failure. The running time should be properly logged so that the routine Mobil change and maintenance work could be done in time.

1.12. Office building

- a. Efforts should be made to arrange that the landlord provide for building and ground maintenance, including painting in the lease agreement. If this is not possible, the buildings and grounds should be maintained either through casual labour basis or through contracting a firm, whichever ensures cost-effective as well as quality.
- b. If renovation is required, the negotiator should also negotiate with the landlord to either have the landlord undertake renovation, or to reduce the amount of the lease commensurate with the cost of renovations.

1.13. Office Utility

Office utility (water and electricity) should be regularly maintained to the office premises for uninterrupted functioning. At the end of every office day, the office peons should ensure that the water tanks are properly refilled. Similarly, at the end of office hours and before leaving one's office room, the concerned staff should switch off the fan, heater, air conditioner and lights.

1.14. Office Building:

1.14.1. Space

- a. In determining the amount and the type of space needed for effective and efficient operation of SCN offices, the current and future number of staff should be taken into consideration. Different job functions must be anticipated in planning adequate space for staff members.
- b. A private office is necessary for senior management of staff, who deals with confidential matters. The finance unit must also have a separate and secure office.
- c. While leasing office premises, the possibility of holding training or workshop sessions in the office must be considered. It may be preferable to look for space that would serve as training rooms.
- d. For Kathmandu office buildings, due consideration must be given for parking space in the premises. There should be sufficient space for the vehicles that are kept at the office location, as well as accessible and secure parking for staff and visitors.

1.14.2. Location

SCN office building should be located in a safe area that is as centrally located as possible, in relation to transportation accessibility (including international travel). Generally, the location chosen should have or be near to good water supply, electricity, transportation facilities, health facilities and reliable phone and fax communication.

1.15. Housekeeping:

The main purpose of this post is to keep the inside of the office rooms, toilets and other spaces clean and tidy; arrange for boiled and filtered water to staff; wash curtains, towels and cushion covers.

The housekeeper should work according to the Weekly Working Schedule. Staff members who find that the cleaning has not been conducted should report to the Admin and Finance Officer.

1.16. Staff Insurance:

All SCN employees are insured 24 hours a day under the Group Personal Accident Insurance Policy with the National Insurance Company Limited. The sum insured is NRs. 500,000 for each staff member.