



**KONZA**  
Technopolis



Konza National Data Centre & Smart City Facilities



Konza Complex (Office Block)



Horizontal Infrastructure through EPC-F

## **FLEET MANAGEMENT POLICY**

**2021**

**KONZA TECHNOPOLIS DEVELOPMENT AUTHORITY**

**SHEET**

<b>Issue/Revision No</b>	<b>Subject of Amendment</b>	<b>Reviewed By</b>	<b>Authorized By</b>	<b>Date</b>

## **DEFINITION OF TERMS/ACRONYMS**

The following terms are explained as used in this policy

<b>ISO</b>	:	International Organization for Standardization
<b>KoTDA</b>	:	Konza Technopolis Development Authority
<b>M.O.P.W.</b>	:	Ministry of Public Works
<b>CEO</b>	:	Chief Executive Officer
<b>CM/CS</b>	:	Chief Manager, Corporate Services
<b>M/HRA</b>	:	Manager, Human Resources & Administration
<b>Acquisition</b>	:	Process of taking ownership of vehicles
<b>Accident</b>	:	Unexpected occurrence involving vehicles that causes damage and harm
<b>Availability</b>	:	The state of vehicles being available for use as required
<b>Defect</b>	:	A fault or imperfection in a vehicle
<b>Depreciation</b>	:	Loss in value due to usage and age
<b>Disposal</b>	:	Selling or otherwise of vehicles i.e. to de-asset
<b>Drivers</b>	:	Persons employed by the KOTDA to drive vehicles
<b>Efficiency</b>	:	Producing satisfactory results economically
<b>Fleet</b>	:	Number of vehicles operating under KOTDA ownership
<b>Fuel</b>	:	Petrol/Diesel used to propel vehicles
<b>Garage</b>	:	place where vehicles are repaired/serviced/maintained
<b>Insurers</b>	:	Firms offering insurance services
<b>Maintenance</b>	:	Action taken to keep vehicles in serviceable conditions.
<b>Misuse</b>	:	Unlawful action by officer in possession of vehicle such as siphoning of fuels, unauthorized journeys etc.
<b>Monthly returns</b>	:	Reports by officers in charge of vehicles
<b>Pool</b>	:	A fleet management system where vehicles are controlled from a Central point

<b>Project vehicles</b>	:	These are vehicles from various projects specifically assigned to KoTDA to facilitate the KoTDA staff towards achieving the project deliverables
<b>Reliability</b>	:	A condition of continued assurance that the vehicles can be to be relied on
<b>Reports</b>	:	Management reports on status of vehicles at any one time.
<b>Re-sale value</b>	:	Value that can be realized on disposal of vehicle
<b>Requisition</b>	:	Show of intent to use vehicle for official use
<b>Safety</b>	:	Condition of vehicles being kept safe
<b>Service</b>	:	Action taken to keep vehicle in optimum operating condition
<b>Spouse</b>	:	The legal married partner of an employee specified under the Marriage Act or in accordance with the relevant Customary Law.
<b>User</b>	:	Office/department using a motor vehicle for official functions
<b>Vehicle</b>	:	All categories of Motor vehicles/Cycles
<b>Work Ticket</b>	:	Control document for authorizing movement and fuelling of vehicles

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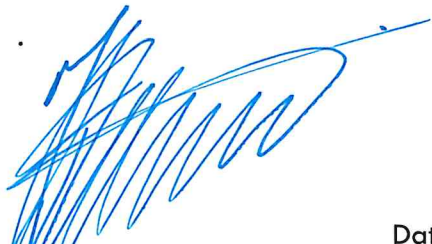
## FOREWORD

The Konza Technopolis is a State Corporation established under the legal notice No. 23 of 2012. Through this, the Authority has developed a number of policies to enable management to disseminate quality services to all its stakeholders.

One of these policies is the Fleet Management Policy. The Policy shall cover procedures relating to management of transport in Konza Technopolis Development Authority. It aims at facilitating understanding of procedures required in running and use of motor vehicles; clarifying eligibility and applicability of transport and travelling in the Authority; increasing efficiency in utilization of transport services by Board and staff; and minimizing complains/conflicts by all parties involved in usage of Authority vehicle.

The Transport Policy is also aimed at aligning the demand and supply of the Authority transport services through effective management, look into the welfare of its staff and Board of Directors and provide accountability.

I am glad we now have a consolidated Policy whose implementation will address the ever-increasing demand for quality service to our stakeholders

  
\_\_\_\_\_  
Eng. John Tanui, MBS

Date: 18/06/2021

**CHIEF EXECUTIVE OFFICER**

## **ACKNOWLEDGEMENT**

We wish to express our gratitude and sincere thanks to the CEO, Eng. John Tanui and the Board of Directors for providing the necessary resources to facilitate the development of this the Fleet Management Policy.

We also acknowledge the contribution of the Chairs of the Committees and their members, representatives of Lead Agencies for their invaluable guidance and all the KOTDA staff who made the development of this the Fleet Management Policy a success.

Your efforts and commitments are sincerely appreciated.



## **1.0 PREAMBLE**

The Fleet Management Policy is meant to guide all staff in the Konza Technopolis Development Authority (hereinafter referred to as “**KoTDA**”) on matters pertaining to transport in the Authority. The Authority considers the Fleet Management Policy as its standard guide for acquiring, replenishment, enhancement, management, use, maintenance, repair and disposal of the authority’s general motor vehicle fleet, in order to provide members of staff with safe, reliable, economical and appropriate modes of transportation.

### **1.1 Policy Statement**

The Authority shall Endeavour to provide adequate and well-maintained fleet of vehicles to enable it carry out its functions efficiently and effectively.

### **1.2 Legal Framework**

**This policy derives its authority from;**

- i. The KOTDA Legal Notice
- ii. The Traffic Act, Cap 403
- iii. Public Procurement & Disposal Act, 2001
- iv. Rules and Regulations from the Transport Licensing Board
- v. Circulars and Guidelines issued from Office of the President regarding management of Government/institutional vehicles.
- vi. KOTDA Code of Conduct & Ethics
- vii. KoTDA Human Resource Policy and Procedure Manual.

### **1.3 Objectives of the Fleet Management Policy**

**This policy aims at:**

- i. Improving efficiency in the KOTDA transport system.
- ii. Enhancing professionalism amongst transport personnel
- iii. Ensuring a harmonious relationship, between Administration personnel and other KOTDA staff.
- iv. To ensure that KOTDA acquires the most suitable type of fleet for its operations.

- v. To ensure that vehicles are replaced at the most appropriate time to optimize on running cost, maintenance and resale value.
- vi. To ensure safety, efficiency and reliability of motor vehicles.
- vii. To ensure timely and effective maintenance of the fleet for optimum availability.
- viii. To ensure that maximum safety of the fleet and its users.
- ix. To ensure that the Supervisors and drivers are appropriately trained to handle the fleet professionally.

#### **1.4 The Scope**

The policy regulates all aspects of fleet management including, Acquisition, Usage, Disposal and Maintenance subject to the provision of KOTDA policies and Government regulations.

#### **1.5 Application of The Transport Policy**

This Policy shall apply to staff and Board of Directors of Konza Technopolis Development authority.

#### **1.6 Principles**

**This policy shall be based on but not limited to the following: -**

- i. Fairness and openness in allocation and provision of transport.
- ii. Flexibility and prioritization in scheduling of vehicles for various official trips.
- iii. Principle of professionalism in handling of vehicles and relating to the users.
- iv. Be consistent with other regulations and legal provisions governing transport provisions.

### **2 TRANSPORT AND TRAVEL**

The following guidelines shall suffice in the execution of transport duties as per the policy:

#### **2.1 Eligibility for Free Transport**

- i. The Authority shall provide free transport to an employee, spouse and up to four (4) unmarried children under twenty-five (25) years of age who are dependent on him, on occasions when traveling on transfer, approved medical treatment/convalescent leave or on retirement.

- ii. However, no transport will be provided on resignation, summary dismissal or termination/expiry of contract terms before the employee attains 60 years.
- iii. Free transport shall also be provided for an employee travelling on duty but this privilege shall not apply to his/her family. However, in exceptional circumstances the Authority will allow an officer to travel with their family.
- iv. An employee or a dependent who is eligible for transport privileges must utilize the same within a period of three (3) months from the date when it is due otherwise the entitlement will be forfeited.

## **2.2 Travelling for Medical Treatment / Convalescent leave**

- i. When an employee is stationed at a place where appropriate medical attention is not available and, it is certified by an approved medical practitioner that it is necessary for the employee or a member of his family to travel in order to obtain treatment, transport will be provided in accordance with the provisions of the Medical Cover.
- ii. An employee on advice by a medical practitioner to proceed on convalescent leave or treatment to a specified destination shall be provided transport as per the provisions of the Medical Cover.

## **2.3 Travel by air**

Air travel by an employee shall be governed by the prevailing government policy in terms of class of travel. An employee travelling on duty by air shall not be granted excess baggage allowance unless in special circumstances. Travelling on duty within Kenya will require prior approval of the Chief Executive Officer irrespective of the mode of travelling.

## **2.4 Transfer of baggage**

Where transport is not provided to an employee when traveling on new appointment, transfer, terminal leave or on retirement, the employee shall be permitted to carry personal baggage by rail or road at the expense of the Authority. The employee shall be reimbursed the cost of transport at the prevailing rates of baggage allowance as shall be determined by the Authority in consultation with Government from time to time.

In addition, in case of a deceased employee, the legal representative shall be eligible for the re-imburement

## **2.5 Travelling by Public Transport**

Where no vehicle will be available to an employee travelling on duty outside the duty station, the employee will be eligible to claim appropriate reimbursement of the amount of fare paid on production of receipted bills

## **2.6 Travelling by Taxi**

- i. An employee may travel by taxi on authorized official duty and shall be entitled to reimbursement of the cost of the same where the Authority transport is not available.
- ii. Claims for motor vehicle allowance or the reimbursement of taxi fares should be certified by the employee in charge of Transport to the effect that, no Authority vehicle was available.
- iii. When need arises to supplement official transport with hired transport, these services may be obtained from reputable firms' subject to prior written approval by the CEO and compliance to procurement regulations.
- iv. An employee will be eligible to travel by Taxi if he/she is compelled to travel under the following circumstances
  - a. On duly authorized official duty
  - b. To attend or coming back from a course, conference or meeting; and
  - c. On medical treatment or convalescent leave or
  - d. On retirement
- v. Employees travelling in such circumstances may make use of a taxi service from his/her residence to the railway station, appropriate public road transport terminal, or airport and vice versa, provided that no Authority transport is available, or use of public transport is deemed to be inconvenient.
- vi. An employee eligible to travel by taxi may use other taxi provider at her own cost and claim reimbursement of the cost of taxi fares at standard rates, provided that appointed taxi service provider is unavailable, no Authority transport is available, or use of public transport is deemed to be inconvenient.

## **2.7 Travelling in Own Car on Official Duty/ Use of own Cars**

- i. Where there may be no official vehicle to travel on official duty outside the normal duty station an officer may seek approval from the CEO to use his/her own car.

- ii. Where such permission is granted the employee shall claim reimbursement based on the prevailing Automobile Association (AA) rates. The vehicle capacity will be limited to 2000 c.c. for petrol and 2400 c.c. for diesel propelled engines or as communicated by Government circulars from time to time.

## **2.8 Travelling Retirement**

- i. On retirement, an employee and his/her eligible family members shall be provided with free transport to his home at any location in Kenya, provided that such transport is claimed and taken within three months of his cessation of duty.
- ii. This privilege does not apply to an employee who resigns his appointment, or who is dismissed from service with loss of all benefits. Where official transport will not be available, the Authority shall make reimbursement of travel expenses incurred by the employee on advice of the Chief Manager, Corporate Services

## **2.9 Traveling within Konza Technopolis.**

- (i) The Authority shall provide transport for movement in and out of Konza Site for all employees and stakeholders as part of Health and Safety measures as per the provisions of health and safety Policy.
- (ii) The transport of this nature shall be approved by the Chief Manager, Corporate Services and reported to the Board annually.

## **2.10 Travelling for Interview/Meeting**

An employee who is invited for an interview/meeting by the Authority will be regarded as travelling on duty and will be reimbursed the cost of travelling expenses. This shall only apply when the employee has to travel out of duty station.

## **2.11 Welfare and Social Activities**

- i. On the death of an employee, spouse or child the Authority will provide a hearse.
- ii. Where the deceased is an employee, in addition to the hearse, the Authority shall provide available means of transport to the next of kin.
- iii. Where an immediate family member of an employee is deceased, the Authority will provide available means of transport.



- iv. The Head of HR will recommend for appointment employees who will represent the Authority at the burial and will be availed transport and a maximum of two days per diem (where the burial is out of station) as per approved government policy or circulars.
- v. The Authority may provide available means of transport to the employees attending an employee's wedding.

### **3 STAFF TRAVELING OUTSIDE THE COUNTRY**

#### **3.1 Travel Clearance**

Staff travelling outside the country shall be subject to the Government Circulars issued from time to time, which provides for guidelines on International Travel and the Requisite Clearances. The Board Chairperson and the CEO will be subject to clearance for travel by head of Public Service. The board of Directors will be subject to clearance for travel by the Board Chairperson, and all staff will be subject to clearance by the Chief Executive Officer and reported to the Board in compliance with the circular.

Travelling by air for officers on approved medical treatment either within or outside Kenya will be as provided under the Medical Cover.

#### **3.2 Travel by Board Directors and Chief Executive Officer**

The travel by members of the Board of Directors shall be as outlined in Government Circulars issues from time to time.

#### **3.3 Mileage Claim**

Members of the Board of Directors and CEO may be reimbursed expenses in respect of the cost of travel to and from official duty or reimbursed actual mileage at prevailing Automobile Association (AA) rates. The vehicle capacity will be limited to 2000 c.c. for petrol and 2400 c.c. for diesel propelled engines when they use personal car on Board business. It is however recommended that the most cost-effective means of transport be used.

#### **3.4 Use of 4WD Vehicles**

The use of 4WD vehicles will continue in accordance with provisions of Section 7 of the Government Financial Management Act 2004 on purchase and capacity of official vehicles for certain Government officers.

### **3.5 Air Transport**

- i. Board Directors including the Chairperson and CEO, travelling outside the country by air, will travel in business class however all domestic air travels should be in economy class by the National Carrier, Kenya Airways, except where the airline does not fly the route or has no partnership with any other airline on that route.
- ii. All employees travelling outside the country by air will travel in economy class. All domestic air travels should be in economy class by the National Carrier, Kenya Airways, except where the airline does not fly the route or has no partnership with any other airline on that route.
- iii. All above applies subject to availability and cost effectiveness.

### **3.6 Travel Clearance of Chairperson and CEO**

The Chairperson of the Board of Directors and CEO seeking to travel outside the country shall seek clearance from His Excellence the President as per Government Circulars issued from time to time.

## **4 MOVEMENT OF VEHICLES**

### **4.1 General provisions**

- i. All transport from the Authority shall be for official business.
- ii. An officer coordinating the journey shall be responsible for Authority's vehicle.
- iii. All journeys made by the Authority vehicles shall be authorized and restricted to the route and destination as indicated in the work ticket.
- iv. Should there be need to use other modes of transport not covered in this policy the Chief Executive Officer shall use his discretion to facilitate such trips.
- v. The cost of renewal of annual driving licenses of the drivers will be met by the Authority

### **4.2 Requisition and Approval**

- i. All requests for transport shall be channelled to the Officer in charge of Administration through the respective Heads of Department/Divisions of the requesting officers.
- ii. Movement of motor vehicles shall be effected upon completion of the due process of requisition and approval by officers responsible for the vehicles through the prescribed requisition form and work ticket.

- iii. The officer authorizing the vehicle requisition form shall bear the responsibility for verifying the validity of the request. Only officers whose delegation of duties includes control of motor vehicles shall authorize a vehicle requisition form and sign a work ticket.
- iv. Vehicle requests for travel outside Machakos & Nairobi area must be made two working days before the journey whilst those for within Machakos & Nairobi area must be made at least two hours before the journey using the prescribed forms. Priority will be given to officers who adhere to this requirement.

#### **4.3 Transport Work Ticket**

- i. The use of work ticket for the Authority vehicle is compulsory. Any driver operating Authority vehicle without a work ticket properly authorizing a journey in question, found deviating from the route authorized, or carrying unauthorized passengers or goods, will be subject to disciplinary action;
- ii. All journeys must be authorized, and an endorsement made in the Work Ticket. Any driver operating without a work ticket properly authorizing a journey in question or found deviating from the route authorized or carrying unauthorized passengers or goods will be subject to disciplinary action;
- iii. The driver is required to enter details of the journey in the work ticket from where he parks the vehicle to where he is going to pick the officer(s). The officer(s) being picked shall sign the work ticket on arrival of the driver. The instructions set out in the front cover of the book of work tickets must be made known to all drivers and officers responsible for managing the vehicles;
- iv. The Officer in charge of Administration or any authorized officer shall sign work tickets for vehicles in the pool.
- v. Project vehicles shall adhere to the provisions of clause 4.3

#### **4.4 Movement Control**

Authorizing officers shall adhere to the provisions of this policy when authorizing every motor vehicle for Use, Repairs, Service, Replacement and Disposal.

#### **4.5 Misuse of Vehicles**

Authorizing officers shall bear responsibility for controlling misuse of the vehicle(s) under their control. Any actions of misuse shall be reported to the manager of HR&A immediately, for appropriate disciplinary action against the offender as provided for under the KoTDA HR Policy and Procedure Manual Section 11; Employee discipline.

#### **4.6 Personal Use Vehicles**

The Authority's fleet shall only be used for the official purpose. Use of official vehicles for personal purpose shall not be permissible other than for circumstances defined under this policy and approved by the CEO on the advice of the Head HR&A.

#### **4.7 Vehicle Assignment Regulations.**

Vehicle allocation at the KOTDA will be as per government circulars issued from time to time.

Every employee should use Authority vehicles whenever a vehicle is required and available for conducting official KoTDA business. The three categories of KoTDA vehicles are Personally assigned, work shared/pool and project vehicles.

Employees should not offer to use a personal vehicle and expect mileage claim if suitable vehicle is available

i. Personal Assigned Vehicles (POV's)

An employee may be assigned an Authority Vehicle base upon job responsibilities and whether there is critical business need.

ii. Work Shared /Pool Vehicles

These are vehicles for general use by staff and stakeholders upon requisition and approval for use.

iii. Project Vehicles

These are vehicles from various projects specifically assigned to KoTDA to facilitate the KoTDA staff towards achieving the project deliverables.

The project vehicles must adhere to the provision specification and guidelines of the Project contract.

#### **4.8 Use of Authority Motorcycles**

- i. Authority motorcycle may be made available to the security team whose duties entail travelling within the Konza Technopolis for the purpose of patrol or other similar duties.
- ii. Authority motorcycles should be placed in the charge of administration officer who should arrange a weekly inspection of all motorcycles and their accessories and keep a record of such inspection.
- iii. He/she should also maintain a register of Motorcycles and retain one key for each. The register should contain particulars of the frame number, make, c.c. where applicable, type, date of purchase and the name and address of the supplier.

- iv. A Motorcycle when not in actual use, should be parked in a secure place. In case of theft of a motorcycle, a report should be made immediately to the police giving particulars of the cycle, including the frame number.
- v. Authority motorcycle should not be used for private purpose and passengers should not be carried on a motorcycle on duty.

## **5 ACQUISITION OF THE AUTHORITY VEHICLES**

Requests for purchase of the Authority vehicles shall be initiated by Corporate Service Department and shall fall within budgetary estimates for the current fiscal year. The following parameters shall be taken into consideration when making request for purchase of the Authority vehicles:

- a. Type of vehicle being requested
- b. Reason and purpose of the request
- c. Primary use of the vehicle
- d. Replacement/trade in
- e. How frequently the vehicle will be utilized
- f. The projected number of miles that the proposed vehicle will be driven annually

Authority Policies and the Government regulations on procurement shall apply when purchasing Authority vehicles. Individual employees are not authorized to solicit or negotiate vehicle prices from any supplier on behalf of the Authority.

## **6 DISPOSAL OF THE AUTHORITY VEHICLES**

In an event the Authority vehicle has surpassed its economical useful life as provided for in the Finance Policy and PPDA Act, it shall be disposed of as provided for by the Public Procurement and Disposal Act, 2015 and Regulations.

### **6.1 Boarding of Vehicles & Cycles**

- i. The Administrative Officer and the Administrative Assistant will identify vehicles & cycles to be boarded at the end of each fiscal year. This exercise takes approximately one month.
- ii. In doing this they will look at the depreciation (over 4 years), repair and consumption records of the vehicle.

- iii. This exercise is carried out in the parking lot to dispose of un-economical vehicles.
- iv. They will then give a written report to the Officer in charge of Administration who will invite the Chief Mechanical Engineer (M.O.P.W.) to evaluate vehicles and file a report to the CEO.
- v. The Officer in charge of Administration will then recommend to Procurement in view to dispose or rehabilitate the vehicles.

## **6.2 Motor Vehicle & Motorcycle Replacement Fund**

There will be a budget line set for motor vehicle & Motorcycle replacement. Funds received from sale of boarded vehicles & cycles shall form part of the motor vehicle & Motorcycle replacement fund.

## **6.3 Analysis of Fleet Replacement**

The following guidelines shall be used when considering fleet replacement:

- i. Age
- ii. Mileage
- iii. Life cycle maintenance cost
- iv. Condition
- v. Reliability rating

## **6.4 Purchase of New Motor Vehicle / Motorcycle**

- i. The new vehicle/s & cycles purchase process starts off with identification of ageing fleet of vehicles which are uneconomical to maintain and run, subject to Budget line allocation.
- ii. The Administration Office will identify uneconomical vehicles & cycles that are over four (4) years and recommend to the Management of boarding of such vehicles.
- iii. The Administration Officer will recommend to the Management for replacements of the vehicles & cycles as per the Government contract.
- iv. The Management will make deliberations and forward an approval list of vehicles to be purchased to the Procurement to raise a Local Purchase Order for purchase of vehicles

## **RECORDS**

- i. List of aging fleets

- ii. Approval of new vehicle purchase
- iii. Local Purchase Order

## **7 DRIVING AND PARKING OF VEHICLES**

### **7.1 Authority to Drive**

- i. KOTDA motor vehicles shall only be driven by persons authorized as drivers. All drivers must meet minimum standards for employment as KoTDA drivers.
- ii. Authority to drive Authority's vehicles shall be subject to the driver having a current and valid driving license for the class of vehicle so authorized.

### **7.2 Ignition Keys**

- i. The custodian all KoTDA vehicle keys and spare keys will be the Officer in charge Administration or a person authorized to act on his/her behalf for the vehicles.
- ii. All spare keys are to be kept in safe custody by the Officer in charge of Administration.
- iii. The loss of keys by driver/officer may result in disciplinary action being taken according to the KoTDA code of conduct

### **7.3 Parking of Vehicles**

Authority's motor Vehicles when not in use during the day or night shall be parked in designated parking yards in the premises of the Authority, in other government yards or police stations or as may be authorized by the Officer in charge of Administration in consideration of security issues in the area and within best practice.

### **7.4 Fuelling of Vehicles**

- i. Fuel Card -All vehicles and Motorcycles shall be tagged and assigned a specific fuel card. Fuel for all vehicles shall be purchased using fuel cards unless otherwise authorized
- ii. Request for Fuel – The driver will make a written request for fuel to the transport officer when the Fuel card is at 75%. The recharge of the fuel card to be undertaken within a week of submission of recharge request.
- iii. The Administration officer will confirm balances of fuel cards to control misuse. This control enables the office to operate economically.

- iv. If the level is found to be above average relating to the journey to be undertaken, the request will be disapproved. If approved, the Administration Officer will officially request for fund to be credited to fuel card. The fueling will be done at the contracted petrol station.
- v. No purchase for personal items is to be made with authority fuel Cards
- vi. Purchase by cash and/or personal credit card may be reimbursed by a completed travel expense form or approved memo with appropriate receipts to the administration office. Authority to incur the expense should first be sought from the head administration.
- vii. The entry of the fueling is made in the motor vehicle work ticket at the point of fueling.
- viii. In the office, the Administration Officer will then make entry of fuel drawn and vehicle particulars in the fuel register.
- ix. Fueling of Projects vehicles will be as per the provisions of the project contract guidelines.

## **RECORDS**

- Motor Vehicle Work ticket
- Fuel Register

## **8 MAINTENANCE OF VEHICLES & MOTORCYCLES**

All Authority vehicles shall be serviced, maintained and repaired at specific vehicle dealer garages;

Repair, maintenance or service work shall only commence on the vehicle upon obtaining an approved memo for commencement;

In case of emergencies where a vehicle breaks down outside Machakos & Nairobi area while on Official duties, discretion is given to the Manager HR&A to advice on the appropriate measures to be taken by the driver and officer in-charge.

### **8.1 Motor Vehicle Repairs**

- i. The driver will request for repairs if the vehicle is faulty or has covered recommended mileage for any normal service to keep the vehicle in sound mechanical condition;
- ii. Depending on the nature of works to be done, the Administration Office will decide where the repairs will be done. The vehicle will then be taken to the garage where an estimate for repairs / service is prepared.



- iii. Repairs of Projects vehicles will be as per the provisions of the project contract guidelines.

#### RECORDS

- Request for repair
- Approval for repair

## **8.2 Inspections & Servicing of Motor Vehicles**

The Authority's motor vehicles shall be kept at optimum operating conditions at all times to ensure continuous availability and reliability through organized maintenance procedures.

### **Routine Vehicle Inspections**

- (i) To achieve optimum reliability and performance, motor vehicles shall be subjected to periodic inspections to detect and where possible rectify developing or established defects.
- (ii) The Administration Officer shall maintain a schedule of planned periodic inspections by the appointed professional automobile firm taking into consideration the age, frequency of use and operating terrain of each vehicle.
- (iii) Routine Inspections of Projects vehicles will be as subjected to the provisions of the project contract guidelines.

### **Membership to Professional bodies**

The Authority shall subscribe to a professional body to assist it with professional advice on matters relating to fleet management including valuation, driver training etc. and to render various services including towing, road side rescue etc.

### **Statutory Inspections**

The Authority shall comply with the Traffic Act by among other things ensuring that Vehicles that are required to undergo routine inspection as specified in the act are taken for such inspections when due without failure. Defects detected shall be rectified as per this policy.

### **Routine Servicing**

Authority motor vehicles shall be kept in serviceable conditions at all times. The administration officer shall maintain a schedule of service timing for each time of vehicle for all types of services. Drivers assigned particular

vehicles are expected to update themselves with the vehicles schedule of services and avail the vehicle for service without failure.

### **Responsibility for servicing**

Officers in charge of motor vehicles shall ensure that the vehicles are properly serviced at appointed service centers when due as per the Authority's service schedule or manufacturer's guidelines. The administration officer shall develop a schedule of service for each type of vehicle and circulate the same to the operators.

### **8.3 Cleaning of Vehicles**

The Authority's fleet shall be kept clean and tidy at all times to maintain a good Authority's corporate image and ensure user comfort and hygiene. It is the responsibility of the officer in charge of motor vehicle to ensure that this is achieved.

The following cleaning schedules are recommended:

- a. At least once a week general cleaning at the appointed service station
- b. At least once a month cleaning of the engine and under wash at appointed service station.

### **8.4 Vehicle Repairs**

KOTDA Vehicles shall be repaired immediately when they become defective to ensure continued availability. It will be an offence to operate a defective vehicle and failure to rectify a defect when noted leading to deterioration of the defect or occurrence of other resultant defects will make the Officer operating the vehicle liable for the extra cost of repair.

#### **1. On Journey Repairs.**

Authority vehicles that experience breakdown outside Machakos-Nairobi area, the administration Officer will arrange minimum necessary repairs. If major repairs are necessary, call the appointed service providers. The driver is responsible for remaining with the vehicle. Any expense incurred, other than vehicle repairs shall be reimbursed accordingly.

#### **Normal Repairs**

These are repairs occasioned by normal tear and wear. The Administration officer shall have the authority to recommend the grounding of a vehicle which in his opinion must undergo normal repair before further operation.

### **Repair Garages**

The Authority shall use appointed garages to repair its vehicles. Such garages shall be those authorized by the vehicle dealers or recognized by Automobile Association of Kenya and appointed by the Authority in conformity with the Public Procurement and Disposal Act.

### **Defects Reports**

Noted vehicle defects shall be reported by the driver to the supervisor in the format prescribed in forms and an entry made on the work ticket by the driver.

### **Accident repairs**

Repairs resulting from accidents shall be handled by the Authority's appointed insurers as per insurance policy regulations.

### **Replacement of Tyres, Tubes & Batteries**

- 13.1 The Administrative Assistant / Administrative Officer, after routine inspection will request for approval from Officer in charge of Administration to replace worn out part(s) to keep vehicle in good running condition.
- 13.2 If the request is not approved for any reason, the Officer in charge of Administration will inform the Administrative Officer, giving reasons for disapproval.
- 13.3 The Management will make deliberations and forward an approved list of vehicle part(s) to be purchased to the Procurement to raise a Local Purchase Order for purchase of part(s).
- 13.4 The vehicles parts will be procured according to the procurement procedures and delivered to KOTDA accordingly.

### **RECORDS**

- Request for item(s)
- Approval for item(s)

## **9 INSURANCE**

1. The Authority's entire fleet of vehicles shall have comprehensive insurance cover.
2. A temporary insurance cover shall be purchased in cases where:
  - Staff travel outside the country

- Staff use other government institutions vehicles

## 10 ACCIDENTS

### 10.1 General

- i. All drivers should acquaint themselves with provisions of the Traffic Act, Cap 403 which makes it obligatory for a driver of a vehicle involved in an accident to report the accident to the nearest Police Station in whose area the accident occurs with 24 hours. Any passenger in the vehicle will be required to write a statement on the accident.
- ii. In addition to reporting to the police, the driver is required to notify the Chief Executive Officer within 24 hours of the accident, even if he is arrested, giving the following particulars: filling in the Accident Notification form.
- iii. On receipt of the report, it will be the responsibility of the Chief Executive Officer to call for a detailed report from the Administrative Manager.
- iv. The Officer in charge of Administration will give the CEO a written report.

### 10.2 Accidents Reporting Procedures

- (i) The driver must obtain on the spot names and addresses of all available witnesses of the accident and of the other parties involved and the name of their insurance company and the registration number of the other vehicle, its make and description and details of the damage.
- (ii) The driver must **NOT** in any circumstance admit liability or give his/her opinions to witnesses and other parties present or make any offer, promise or payment.
- (iii) The driver will also make a detailed statement regarding the accident and hand it over to the Officer in charge of Health and Safety.
- (iv) The Officer in charge of Health and Safety will give a written report to Manager Administration for necessary action and onward reporting to the insurance respectively.
- (v) After inspection of the vehicle, the Police Inspection Unit will release the inspection report to the driver indicating faulty parts found on the vehicle, if any or give a clean bill for case assessment.

- (vi) The driver will then remove the vehicle from inspection unit and take to an approved garage (the vehicle's dealer) for repairs and assessment by Chief Mechanical and Transport Engineer and insurance company.
- (vii) The insurance, in normal circumstances will be responsible for repair costs or reimburse the loss incurred.
- (viii) If there is a court case in regard to accident or damage the vehicles' insurance lawyer will stand in for defense against the third party.

## **11 POLICY MANAGEMENT**

This policy shall be implemented by the CEO through the Head of Corporate Services in collaboration with the Officer in charge of Administration and other user departments.

It is the responsibility of the Officer in charge of Administration to ensure that these procedures are implemented and maintained.

### **11.1 Role of Chief Manager Corporate Service**

The Chief Manager, Corporate Service will be the overall in charge and shall:

- i. In liaison with the Manager Finance & Accounts budget for operational funds for institutional support i.e. adequate funding for purchase, operations & maintenance of vehicles.
- ii. Create awareness amongst authority staff on the importance of this policy and their responsibilities.
- iii. Regularly monitor the policy to determine its practicability.

### **11.2 Role of Manager Administration**

The Head of Administrative Division will be in charge of the Transport Section in the following respects;

- i. Coordination, maintenance, assignment and allocation of vehicles.
- ii. Establishing and updating the inventory of all Authority vehicles.
- iii. Custodian of all accountable documents such as logbooks, fuel cards, works tickets etc.
- iv. Ensure that the transport personnel undergo periodic fitness (physical & professional).

Other complementary roles will be undertaken by;

### **11.3 Senior Administration Officer**

- i. Liaison Officer, in-charge of transport.
- ii. Writing of work tickets and fuelling of vehicles. Prepare work tickets, sign for authorized destinations and issue to drivers
- iii. Purchasing of Insurance Certificates. Keeping up to date record of insurance of vehicles.
- iv. Updating logbooks.
- v. Assigning drivers duties and vehicles.
- vi. Issue requisition forms for transport
- vii. Ensure readiness of vehicle for travel
- viii. Should supervise handing/taking over of vehicle.

### **11.4 Administration Officer**

- i. Ensuring that all KOTDA vehicles are in good working condition at all times.
- ii. Organizing minor repairs on KOTDA vehicles.
- iii. Provision of support and updating skills for KOTDA drivers.
- iv. Updating the Authority on status of vehicles.
- v. Prepare a quarterly report on the fleet management
- vi. Ensuring the necessary tools are available in the vehicles and keeps up to date record of all tools and vehicles.
- vii. Ascertaining that repairs have been done on vehicles once taken to the garages.
- viii. Advising the head HR&A on the vehicles to be boarded.

### **11.5 Responsibility of Authority Drivers**

- i. Authority vehicles will only be driven by authorized drivers of the Authority
- ii. All drivers must at all times set the highest standards of road conduct and should neither smoke, drive under influence of any substance / alcohol nor use mobile phones while driving.
- iii. The cost of renewal of annual driving licenses of the drivers will be met by the Authority

- iv. The driver will always make arrangements to safeguard his/her vehicle, its contents and where applicable its load. When the vehicle is out of its normal station (e.g. in the field) the driver must ensure that it is parked at a safe place as provided for in the policy.
- v. Drivers should ensure that the work ticket is duly signed before commencement of any journey by the appropriate person and closed after every journey.
- vi. Drivers should ensure that they complete the Motor Vehicle Inspection Form when handing /taking over vehicles (This should be handed over to the Administrative Officer as the case may be).
- vii. Drivers shall be required to note the validity and expiry dates of their insurances, inspection stickers and report them to the Administrative Officers one month before due date.
- viii. Drivers must ensure that their vehicles are booked in good time for the necessary service when due.
- ix. The driver taking a vehicle for service/repairs should also pick it after service/repairs. He/she should confirm that the vehicle has been serviced/ repaired as required and then sign for it.

#### **11.6 Required Training**

- i. Once every two years the Administrative Officers, will be required to attend mandatory fleet management training
- ii. Once every two year all driver will be required to attend suitability test, defensive driving, first aid and refresher course on driving.
- iii. Upon deployment all driver without Occupational Trade Test 1,2,3&4 will be required to attend she training as part of their annual training.

#### **12 CODE OF CONDUCT DRIVERS**

- i. Be courteous at all the times to other road users and to the law enforcement Officers who stop or interact with them.
- ii. Drive responsibly and defensively.
- iii. Wear seat belts at all times and ensure the same for the passengers before starting the journey.
- iv. Adapt their driving style to the condition of the road, condition of the vehicle and the security situation.

- v. Respect speed limits at different sections of the road, and where such speed limits are not indicated, use their judgment to control speed dependent on the conditions such as population density, animals, likelihood of children crossing the road, possibility of emergence objects, speed of other traffic etc.
- vi. Observe all traffic laws and city by-laws and report all violations to the Administrative officer/ officer in-charge of station. Traffic fines shall be a personal responsibility of the offending driver.
- vii. Adhere to the highest standards of personal appearance and conduct.
- viii. To assist the Authority's visitors and guests they are assigned to carry and to be helpful to them all the time.
- ix. The volume of radio should be maintained at reasonable levels as not distract the driver or prevent him from hearing any unusual sounds from the vehicle or outside.
- x. Not to venture into areas where their personal and vehicle security is highly at risk without taking necessary precautions.
- xi. To strictly observe time schedules assigned to them and be at their workstation (the vehicle) at all times when they are on trips.
- xii. Not to drive when not in the right mental or health state to ensure safety.
- xiii. Drivers must not be under the influence of intoxicants while on duty.
- xiv. The drivers shall be required to report any defects to the vehicles assigned to them immediately to the Officer in charge of Administration.
- xv. Official uniform or garments worn should be clean and neat at all times.
- xvi. All drivers shall be required to be on standby for any duties that maybe allocated to them both within and beyond official working hours including Saturdays, Sundays and during public holidays.
- xvii. All drivers shall ensure that their mobile phones are on at all times to facilitate easy communication between them and the officers.
- xviii. Drivers who shall be held on duty beyond 9.00 p.m. shall be entitled to taxi fare re-imburement.
- xix. Drivers shall be expected to maintain high standard of cleanliness of their vehicles and always carry spare wheels and the necessary tools.



xx. To officially hand over the vehicle to the incoming driver and not to accept vehicles not officially handed over to them without clearing with the supervisor.

### **13 MONTHLY RETURNS**

All officers in charge of motor vehicles shall be expected to file monthly individual vehicle returns with the Manager Administrative through the Administrative Officer. Some of the key indicators here include indicating serviceability, down time (Reliability), Cost of operation (Fuel consumed, Distance covered, repair & maintenance, incidences in the format prescribed in **appendix VI i.e. COST ANALYSIS SUMMARY FORM**

### **14 IN CASE OF AN EMERGENCY**

The Authority will procure the fastest means of transport including chartered plane in times of critical/emergency situations from the list of existing prequalified service providers. The emergency circumstances include and not limited to fire, closure of Konza Technopolis by external forces, terrorism.

### **15 MONITORING AND EVALUATION**

The Administration shall put in place systems to assess the extent to which the transport objectives are realized. Such systems shall assess the transport offered and the cost effectiveness. Recipients of the transport services will be under obligation to provide any information sought from them pertaining to the transport services offered and received.

### **16 REVIEW**

The Policy will be reviewed after every three (3) years or earlier as directed by emerging government Transport Policy Circulars that are issued from time to time with an aim to enhance efficient delivery of effective outcome.

### **17 APPENDICES**

Appendix I

**KOTDA REQUISITION FORM – OFFICIAL TRANSPORT**  
(To be completed in duplicate at least 3 days before journey)

**The Head Administration Division,  
KOTDA,  
7<sup>th</sup> Floor Konza Complex  
MACHAKOS & NAIROBI.**

1) Please provide a vehicle to go on official assignment as follows:

Destination .....

Date of Departure.....

Time of Departure .....

Reason for Journey.....

Date of Return .....

Officer in charge: Name.....Sign .....Date...../...../.....

Designation .....Mobile Numbers.....

**Name(s) of officers traveling (Attach the list)**

.....  
.....  
.....

2) **Name of Head of Division**.....

Signature.....Date.....

**3) Remarks from ADMINISTRATION MANAGER**

Vehicle Reg. No. ....

DRIVER'S Name .....

Signed .....

Date .....

**4) Authority to travel outside Machakos, Machakos & Nairobi is **Approved / Not approved** by:**

Name .....

Signature.....

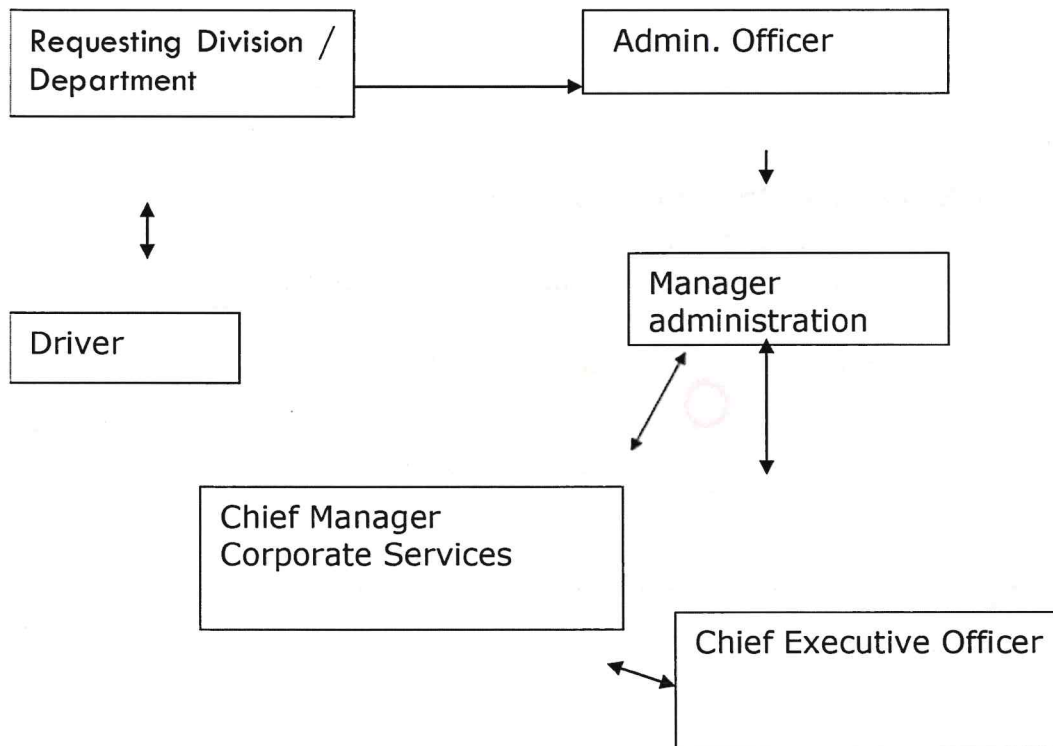
Date.....

CM Corporate Services

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## 17.1 Appendix II

### TRANSPORT FLOW CHART



### Notes

- The requesting division/department shall fill the requisition form for transport through he to the Administration officer.
- The Administration officer then allocates a vehicle and a driver and ensures the readiness of the vehicle for the journey.
- The Administration Manager validates the requisition and forwards to the CM/ Corporate Services or CEO for authority.
- The Manager Finance facilitates funding for fuel and maintenance of vehicles
- The driver ensures that he/she has proper authority for the journey.
- The CEO gives approval for the journey if it is outside Machakos & Nairobi.

## 17.2 APPENDIX III

### KOTDA VEHICLE REQUISITION FORM (WITHIN MACHAKOS & NAIROBI)

(To be filled in duplicate)

To: **Head Administration Division,**

From: Head of Department / Division

Date.....

**RE: REQUISITION FOR VEHICLES; MACHAKOS - NAIROBI AREA ONLY (Subject to availability)**

*Kindly avail to my officers a vehicle.*

Number of passengers.....

Destination.....

Intended Time of Departure.....

Officer in Charge / Team Leader.....

*I understand KOTDA's vehicle policy and promise to abide by it.*

Requisitioning Officer. .... Designation.....

Signature.....

#### **Confirmation of availability of Vehicle by Administrative Officer**

Vehicle Available: ..... No vehicle Available: .....

Name: ..... Sign ..... Date.....

\*Vehicle Recommended (Vehicle Registration) .....

Driven by.....

#### **APPROVAL BY M/HRA**

## 17.3 APPENDIX IV

### KOTDA ACCIDENT NOTIFICATION FORM

(To be submitted to Manager immediately after accident occurrence)

**Details of Accident**

Date \_\_\_\_\_

Reporting officer \_\_\_\_\_ Designation \_\_\_\_\_

Vehicle Reg. Number \_\_\_\_\_ Make \_\_\_\_\_

Model \_\_\_\_\_

User Dept/Division at the time: \_\_\_\_\_

Driver \_\_\_\_\_

**Description of accident**

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#### OTHER PARTIES INVOLVED

Vehicle reg. number \_\_\_\_\_ Owner \_\_\_\_\_

Driver \_\_\_\_\_ D/license no \_\_\_\_\_

Insurer \_\_\_\_\_ Policy No \_\_\_\_\_

*N/B*

- 1. All accidents must be reported to and be handled by traffic police*
- 2. KOTDA insurers should be formally informed immediately preferably by phone or e-mail*
- 3. Insurance claim forms should be filled and forwarded to insurers in the prescribed format*





**17.4 APPENDIX V**

**KOTDA VEHICLE DEFECTS REPORT FORM**

(To be submitted to Officer in -charge vehicle as soon as defects are reported)

Reporting officer \_\_\_\_\_ Designation \_\_\_\_\_ Date \_\_\_\_\_

Vehicle Reg. Number \_\_\_\_\_ Model \_\_\_\_\_ Make \_\_\_\_\_

User Dept/Sect \_\_\_\_\_ Driver(s) \_\_\_\_\_

**DETAILS OF DEFECTS**

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**Rectification Recommendations**

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**Authority for repairs/service as recommended**

Authorizing officer \_\_\_\_\_ Design \_\_\_\_\_

Sign \_\_\_\_\_ Date \_\_\_\_\_

*N/B Authorized form to be submitted to supply chain management for action*

## 17.5 APPENDIX VI

### KOTDA COST ANALYSIS SUMMARY FORM

VEHICLE PERFORMANCE SUMMARY FORM  
(To be submitted to M/HR&A and M/F beginning of every month as monthly returns)

Station \_\_\_\_\_ Month \_\_\_\_\_ Date \_\_\_\_\_

Reporting officer \_\_\_\_\_ Designation \_\_\_\_\_ Sign \_\_\_\_\_

#### Details of Monthly Returns

Vehicle Reg. Number \_\_\_\_\_ Model \_\_\_\_\_ Make \_\_\_\_\_

Driver(s) \_\_\_\_\_

Litres of Fuel consumed \_\_\_\_\_ Petrol / Diesel Cost Kshs \_\_\_\_\_

Total Kilometers covered in the month \_\_\_\_\_

Cost of maintenance (service/repairs) Kshs \_\_\_\_\_

Number of days when vehicle was used (utility) \_\_\_\_\_

Number of days when it was idle (utility) \_\_\_\_\_

Number of days when it was unserviceable (Downtime) \_\_\_\_\_

Defects recorded \_\_\_\_\_

Accident(s)/Incidences \_\_\_\_\_

Responsibility for accident/incident \_\_\_\_\_

General Remarks on Vehicle \_\_\_\_\_

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## 17.6 APPENDIX VII

### KOTDA MOTOR VEHICLE HAND OVER FORM

REG. NO: \_\_\_\_\_ MAKE \_\_\_\_\_ TYPE \_\_\_\_\_

STATION: \_\_\_\_\_ DATE OF LAST SERVICE \_\_\_\_\_

CURRENT ODOMETER READING \_\_\_\_\_ NEXT SERVICE DUE \_\_\_\_\_

#### 1. MECHANICAL CONDITION FORM

ITEM	OK	LOW	REMARKS
Engine Oil			
Brake Fluid			
Battery Acid			
Speedometer Working			
Water Coolant			
Brakes			
Clutch			
Windscreen Wiper			
Lights			
Indicators			
Dash Board			
Parking			
Reverse			

**2. FUEL TANK**

<b>Full</b>	$\frac{3}{4}$	$\frac{1}{2}$	$\frac{1}{4}$	<b>Reserve</b>	<b>Empty</b>

**3. ACCESSORIES**

<b>ITEM</b>	<b>AVAILABLE</b>	<b>MISSING</b>	<b>REMARKS</b>
Wheel Spanner			
Spare wheel			
Jack			
Life Saver			
Radio Cassette			
Tool Kit			
Mirrors			
First Aid Kit			

**VI ANY OTHER RECOMMENDATION OR REMARKS:**

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HANDING OVER DRIVER \_\_\_\_\_ SIGN \_\_\_\_\_ DATE \_\_\_\_\_  
 (Name & Staff No)

RECEIVING DRIVER \_\_\_\_\_ SIGN \_\_\_\_\_ DATE \_\_\_\_\_  
 (Name & Staff No)