



**KENYA MARINE AND FISHERIES RESEARCH
INSTITUTE**

KMFRI TRANSPORT POLICY

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Table of Contents

VISION 3

MISSION 3

FOREWORD 4

INTRODUCTION 5

SCOPE AND APPLICATION 5

GOALS AND OBJECTIVES 5

RESPONSIBILITIES AND AUTHORITIES 5

PROCUREMENT OF NEW MOTOR VEHICLES 7

PROCEDURE FOR REQUEST OF TRANSPORT SERVICE 7

PARKING OF INSTITUTE MOTOR VEHICLES 8

FOREWORD

The Kenya Marine and Fisheries Research Institute recognizes its pivotal role in helping Kenya achieve her development goals through research, technology and innovation. In this respect, KMFRI is keen on providing knowledge, technology and skills required to steer the country towards achieving sustainable, economic and social goals that promote blue growth and the and national development instruments.

The Institute also appreciates the global dynamism and is therefore continually realigning its strategies to the customer needs. Thus, the Institute has developed a number of policies to enable management disseminate quality services to all its stakeholders. One of these policies is the transport policy.

This Transport policy is aimed at aligning the demand and supply of the KMFRI transport services through effective management of the KMFRI vehicles, increasing staff understanding of the overall KMFRI fleet programs, provide greater accountability of the KMFRI fleet, comprehensively operate, maintain and repair vehicles to acceptable safety standards.

I am glad that we now have a policy whose implementation will address the ever increasing demand for quality service from our stakeholders.



PROF JAMES NJIRU

CEO - KMFRI

VISION

A Centre of Excellence in Innovative research in marine, fisheries and the blue Economy for development.

MISSION

To generate and disseminate scientific information for sustainable development for the Blue Economy.

INTRODUCTION

This policy contains well documented procedures relating to motor vehicles that need to be followed by all KMFRI staff to ensure the Institute complies with the current standards and reduces the risks to all persons who may be affected. In order to reduce accidents and incidents, all KMFRI staff must adhere to the policies and procedures while carrying out the institute undertakings.

SCOPE AND APPLICATION

a) Scope

The policy covers procedures relating to management of transport in the Institute.

b) Application

The policy applies to all KMFRI staff.

GOALS AND OBJECTIVES

a) Goals

The goal of this policy to provide well documented procedures to assist KMFRI staff in usage of the institute motor vehicle and hence minimize conflict.

b) Objectives

The objectives of this policy are

- i. To facilitate understanding of procedures required in running the use of motor vehicles.
- ii. To increase efficiency in utilization of transport services by the staffs
- iii. To minimize complain and conflict by all parties involved in vehicle usage
- iv. To achieve timelines in management of the institute transport

RESPONSIBILITIES AND AUTHORITIES

This section outlines the duties and responsibilities of key personnel who man transport services for the institute, to ensure all set standards and regulations are met. In effect, those requiring transport service know who to contact for a specific duty.

1.1. Duties and responsibilities of coordinator

- a) To ensure all Institute drivers are fully trained, briefed and understand their duties, the standards expected of them and that they are competent to perform the set standards
- b) Develops technical specifications required for procurement of new motor vehicles

- c) Advices on the best time of disposal of the motor vehicle: management of transport operations ; coordination of motor vehicle repairs; implementation of transport policies; assessment of transport needs and available capacity; coordination of procurement of new motor vehicles and disposal of old ones; development of technical specifications of procurement needs; identification of staff needs, recruitment and training; job allocation to staff in transport section ; handling of disciplinary issues in transport; ensuring safe and clean working environment in working areas and in the motor vehicles; any other duties assigned by head of department.

1.2. Duties and responsibilities of transport officer

Making recommendations for disposal of vehicles; following up of procurement of transport related items and services; report vehicles involved in accident to finance department; maintain vehicle and accessories; initiate training for drivers; recommend deployment of drivers; assign duties to drivers; follow up maintenance and repair of motor vehicles; analyze reports; follow up accident vehicles; coordinate transport activities

1.3. Duties and responsibilities of garage foreman

Serving and maintenance of vehicles including adjustment, balancing and realignment of brakes; balancing of wheels; checking of wheel bearing; diagnosing and correcting simple faults likely to occur in the vehicle system; overhauling and setting up clutch; checking of gearboxes; diagnosing of general faults in the engine and transmission ; timing distribution, clearance and assembling engines after overhaul

1.4. Duties and responsibilities of a driver

Driver shall hold a valid driving license appropriate to a particular vehicle; each driver shall ensure that their driving licenses are renewed promptly; report any defect/deficiencies to the transport officer/supervisor; safeguard the vehicle and keep it clean at all times; not carry unauthorized passengers or goods; report accidents immediately they happen; based on operational needs an employee holding a valid driving license shall seek approval from the director to drive the institute motor vehicle. That employee will be required to undergo a competency test from ministry of public works or automobile association for appropriate category of the motor vehicle applied

Required Training

- i. Once every two years the Transport Manager, the Transport Officer and the Assistant Transport Officers will be required to attend Fleet Management Training.
- ii. Once every three years all drivers will be required to attend defensive driving, first aid and a refresher course on driving.
- iii. With every purchase of new vehicle models for the fleet, the appointed driver to attend operating training for the model.

PROCUREMENT OF NEW MOTOR VEHICLES

- a) Transport coordinator, in liaison with the user department, determines purchase of the motor vehicle
- b) Selection of the vehicle shall be based on the functional suitability to the user, compliance with technical specification and ultimately, the cost effectiveness consideration.
- c) Purchase of the vehicle shall be restricted to brand new motor vehicles in order to have guaranteed investment on the asset.
- d) Transport coordinator, shall project procurement requirements and prepare appropriate budget for acquisition of required fleet.

PROCEDURE FOR REQUEST OF TRANSPORT SERVICE

- a) The user shall initiate a requisition for transport by filling transport requisition form and Imprest forms/approval memo at least 5 days before intended date of departure
- b) The user department shall forward the completed Imprest request form to the finance office for confirmation of availability of funds.
- c) The Finance Officer shall forward completed imprest form to the director/centre director's officer for approval.
- d) The transport officer shall confirm availability of motor vehicle for use.
- e) The transport officer shall forward transport requisition form to the h/department for recommendation and approval of the trips covering more than 70km radius from the work station.
- f) transport officer authorizes the journey/trips approved by the Director/center director

PARKING OF INSTITUTE MOTOR VEHICLES

- a) All KMFRI motor vehicles shall be parked and immobilized by 5.00 PM. That any vehicle used after 5.00 PM must have written authority from the Principal Secretary, (Parent Ministry).
- b) Drivers shall ensure that KMFRI vehicles in their custody are securely parked at designated parking areas .
- c) Where such designated parking is not available, the vehicle shall be parked at the nearest Provincial / District Administration Offices or police station where there is a government security office.
- d) The Institute shall not be responsible for payment of fines imposed for violating the relevant legislations and such fines shall render further disciplinary action.
- e) Drivers shall be liable to disciplinary being taken as per the terms of service in regard for any break -in of a car or theft of an accessory as a result of his negligence.

IGNITION KEYS FOR KMFRI MOTOR VEHICLES

- a) All KMFRI motor vehicle keys shall be kept by the Chief Security Officer.
- b) All spare keys should be kept by the Procurement officer/Transport Officer.

ELIGIBILITY FOR USE OF INSTITUTE MOTOR VEHICLES

Official transport shall be provided for an employee while travelling on official duty and shall not apply to the family members unless as per the provisions detailed below:

- a) Official transport will be provided for an employee, spouse, dependents and domestic servants who live and are dependent on him/her on occasion when travelling on transfer, approved medical treatment, expiry of contract, retirement and / or last journey.
- b) Unauthorized passengers will not be allowed to travel using institute vehicle.
- c) Official transport will be provided for any movement of institute property /goods from one place to another.
- d) Official transport will be provided to any other authorized persons with a special insurance cover for the specified period of their use of institute motor vehicles (s).
- e) An employee who loses by way of death, a member of his/her immediate family shall qualify for official transport to facilitate funeral arrangements logistics as per existing terms and conditions of his/her employment with the institute.

USE PERSONAL VEHICLE

- a) When official transport is not available, an employee may be permitted by supervisor to use his/her vehicle for official engagement.
- b) The officer has to claim mileage based on the prevailing approved KMFRI rate.
- c) In any event, the capacity motor vehicle used shall not exceed 2000 cc

TRAVEL BY PUBLIC VEHICLE

- a) Use of public or taxi services will only apply where an employee is required to travel on official duty and official transport is unavailable.
- b) Before hire of taxi, employee shall seek authority from the supervisor
- c) An employee who hires taxi services as previously mentioned shall be entitled to a reimbursement upon production of the official taxi receipts.

OUTSOURCING OF TRANSPORT SERVICES

- a) Hiring/leasing of vehicles by the institute shall only be applicable in cases where the institute vehicles are not available.
- b) The transport office shall in conjunction with the procurement office, follow procurement procedures in hiring vehicles to be used for a specified duration of time on official duty.

HIRING /LEASING OUT OF KMFRI MOTOR VEHICLES

- a) KMFRI motor vehicles may be hired or leased out to other state agencies like police
- b) The leasing out may be only when the vehicles are not engaged in KMFRI activities at the time of request to hire subject to applicable regulatory provisions
- c) The request has to be made to the Director and upon approval; the agency, which has hired pays for the fuel and allowances payable to the driver.
- d) In case of damage to the vehicle while in use by the agency, the cost of repair shall be paid by the agency.

VEHICLE MOVEMENT

The department introduced a vehicle tracking system, which it uses to track movement of vehicles through GPS. The data on vehicle movement is downloaded to a server for analysis and management

purpose. While driving KMFRI motor vehicles, there is need to observe and comply with rules and regulations. Any irregularities committed as indicated below, should be avoided:

- a) Motor vehicle found off the authorized routes
- b) Advance authorization of the journey
- c) Carrying unauthorized passengers
- d) Carrying non-governmental goods
- e) Taking officers for lunch using institute motor vehicle
- f) Speedometer not working
- g) Leaving the motor vehicle unattended in a public place
- h) The institute vehicle parked outside the public bar ,rest or private place
- i) Driver not authorized /allowed to drive Institute motor vehicle
- j) Motor vehicle fitted with worn-out tyres
- k) Driving Institute motor vehicle without number plate
- l) Operating Institute motor vehicle with a civilian number plate
- m) Keeping Institute motor vehicle overnight
- n) Operating after official working hours/weekend and public holidays without authority from the Permanent Secretary (Parent Ministry)
- o) Failing to renew and/or carry a driving license.
- p) Officer driving himself without authority
- q) Using Institute motor vehicle to tow a civilian motor vehicle

HANDING AND TAKING OVER OF VEHICLES

- a) Whenever vehicle changes hands, handing /taking over must be undertaken
- b) Handing /taking over must be in writing, and there must be a witness
- c) A copy of handing /taking over report must be witnessed.
- d) Failure to hand /take over shall lead to the last driver being surcharged for the cost relating to any damage /defects or loss

CLEANLINESS OF KMFRI VEHICLES

- a) Maintenance and cleanliness of the Institute vehicle shall be overseen by the transport officer
- b) The driver shall ensure that the vehicle is kept clean and in good working conditions.

- c) Smoking inside Institute motor vehicles is completely prohibited and shall attract disciplinary action.
- d) Impromptu random audit/check of the motor vehicles shall be conducted by the transport officer to determine the level cleanliness, safety and maintenance and report forwarded to the Deputy Director Finance and Administration.

FUELLING OF KMFRI MOTOR VEHICLES

- a) Fuelling of Institute motor vehicles shall be managed using fuel cards
- b) A driver shall be issued with a fuel card for respective vehicle, and shall be responsible for fuel transactions.
- c) All Institute vehicles shall be fueled at the contracted petrol stations.
- d) Loss of fuel card shall be reported immediately to the finance officer who will in turn advise the card provider for stoppage. The cost of replacing the damaged or lost fuel card shall be borne by the cardholder or user department.
- e) The driver must append his/her signatures on the invoice received to signify that the KMFRI vehicle has been fueled as indicated therein.
- f) On emergency basis or when fuel is depleted while the vehicle is travelling on an area/s where there are no contracted fuel stations, approval shall be sought from the finance officer to purchase fuel using cash.
- g) A driver shall record in the work ticket the details of the fuel consumed.
- h) Whenever a vehicle breaks down, the transport officer reports to finance officer to have the cards blocked.
- i) Where KMFRI has a fuel credit card, the authority to use the credit card shall be vested on the officer allocated the motor vehicle and not any other officer.

COMPUTATION OF FUEL CONSUMPTION EFFICIENCY

- a) The monitoring of motor vehicle mileage, fuel efficiency and consumption shall be carried out by the Transport coordinator in liaison with Finance officer.
- b) The transport officer/data entry clerk shall compute consumption rate as indicated under:
Kilometer per litre of fuel.
- c) Using the kilometer per litre of fuel on one vehicle's work ticket is compared with another vehicle of the same make to find out whether there is abnormal difference(s).

- d) The transport officer shall also provide the vehicle work ticket to compare it with the work tickets of the previous work tickets of the same vehicle by: 1. Total distance covered 2. Kilometer per liter of fuel.
- e) Using the figures of comparisons computed above, he/she is able to monitor vehicle's mileage, fuel readings and consumption.
- f) Any abnormal differences in the figures used for comparison shall be investigated and appropriate action taken.
- g) Reports of such abnormalities shall be put in the vehicle file and a copy sent to DD (A&F) for any appropriate action :1. The driver shall be issued with a fuel card for the respective vehicle and shall be responsible for fuel transactions 2. Loss of fuel cards shall be reported in writing to the finance officer, who shall report immediately to the card provider in writing. The card provider will advise in writing to the finance officer who shall bear the cost of the loss/damage of the card 3. The Abuser/misuser of the card shall bear the cost of the loss/damage of the card 4. Abuse/misuse of the card shall attract disciplinary action.

Prevent maintenance of Institute vehicles

It is the responsibility of the garage foreman to develop scheduled maintenance programme for all Institute vehicles designed to pre-empt motor vehicle breakdowns shown below:

Scheduled preventive maintenance

- a) The Institute vehicle will be serviced according to the technical policy and as per the dealer's recommendations so as to minimize serious breakdowns, operations costs and maximize on the services to be earned during economic life of the vehicle .
- b) For the vehicles on the good roads, service should be carried out after every 5,000 kilometers.
- c) For the vehicles operating in severe conditions, the service will be carried out in accordance with manufacturer's recommendations.
- d) In the case of a motor cycle, the scheduled service will be done after every 1500 kilometers.
- e) The service of KMFRI vehicles will be performed by approved garages and motor vehicles dealers.

- f) Besides the scheduled service, any problem noted shall be recorded by the driver/user in the vehicle mileage log and forwarded to the Transport Officer /Garage Foreman for appropriate corrective action.

EMERGENCY REPAIRS OF INSTITUTE VEHICLES

- a) In case of emergency repairs, the driver shall report to the supervisor, who in turn make a formal report to the Transport Officer.
- b) The Transport officer in liaison with the garage foreman shall work out the modalities to have the vehicle towed to a safe place.
- c) The garage foreman shall inspect the vehicle and give a report.
- d) The user department shall provide the required parts to the garage foreman for the repairs.

TOWING AND RECOVERY OF INSTITUTE VEHICLES

- a) Whenever Institute motor vehicle breakdown is not available, towing services shall be sought from the Institute approved towing services.
- b) Where (a) above is applicable, the Institute shall meet the cost of towing.

CERTIFICATION OF VEHICLE REPAIRS

- a) After the repair, the coordinator, transport and garage shall certify that proper repair/service have been carried out in accordance with the authorized specifications.
- b) The coordinator, transport and garage authorized officer acting on his/her behalf should carry out random checks to confirm the repairs or services.
- c) It is the responsibility of the coordinator, transport and garage to ensure that vehicles are serviced when service is due.

USE OF KMFRI MOTOR VEHICLE

Institute motor vehicle will only be used for official purpose. When a vehicle is used for other reason other than the official purpose, this amounts to misuse and therefore it attracts a disciplinary action as indicated below:

- a) Disciplinary action shall be taken on the driver if he/she
 - i. Uses or allows a vehicle to be used without an authorized work ticket.

- ii. Allows unauthorized driver to use the Institute vehicle under his/her allocation.
 - iii. Parks the vehicle outside designated parked areas without good cause.
 - iv. Absconds from duty.
 - v. Drives the vehicle carelessly and causes an accident or damages the vehicle or third parties.
 - vi. Inconveniences the user by not following the instructions of the user or not using route indicated on the work ticket.
 - vii. Does anything contrary to normal practice.
 - viii. Drives vehicle under the influence of alcohol.
 - ix. Smokes in the vehicle or while driving causes discomfort to the users.
 - x. Any other irregularity committed that is outside the normal practice of the Institute.
- b) Disciplinary action shall be taken on other officers in case of the following.
- a) Unauthorized use of the vehicle.
 - b) Using undue influence on the driver to drop him/her on unauthorized destinations.
 - c) Using the vehicle without authorizing work ticket.
 - d) Carrying unauthorized passengers.
 - e) Any other irregularity committed that is outside the normal practice of the Institute.

DOCUMENTATION OF VEHICLE INFORMATION

Induction of drivers

DISPOSAL OF INSTITUTE MOTOR VEHICLES

- a) Transport coordinator, shall in liaison with transport officer identify motor vehicles to be disposed.
- b) All vehicles identified for disposal have to be valued to ascertain disposable value
- c) Disposal of used vehicles and their accessories shall be disposed according to applicable legislation and regulations.
- d) As per provisions of the Public Procurement and Disposal Act 2006 the Institute may dispose its unserviceable, obsolete and surplus motor vehicles/accessories and equipment to an employee of the board and to the public.

REPLACEMENT CYCLE

- a) The optimum replacement timing of vehicle is achieved when vehicles are disposed once they attain their economic life span or mileage, whichever is attained first.
- b) The optimum replacement timing for various categories is set as follows:

S/NO	CATEGORY OF FLEET	ECONOMIC LIFE	MILEAGE/HOURS OF USE
1	Small vehicles (saloon cars and wagon)below 2000CC	5 years	150,000 kms
2	Motor cycles 125 cc-170cc	5 years	150,000
3	Small vehicles (saloon and wagons) over 2000 cc	5 years	200,000
4	Medium trucks 2.5 to 7 ton	8 years	350,000
5	Large trucks 8 to 12 ton	10 years	400,000
6	Over 13 ton trucks and plant machines	13-20 years	520,000/13,000hrs

WORK TICKET MANAGEMENT

The following irregularities once not complied with lead to a surcharge by Government Vehicle Check Unit (GVCU) and therefore should be avoided:

- a) Driver's **name and payroll number** not reflected on the work ticket
- b) Authorizing officer's **name, designation, payroll number and specimen signature** not reflected on the work ticket.
- c) Work ticket not carried in the motor vehicle
- d) Journey not authorized on the work ticket
- e) Journey authorized but not lawful
- f) Work ticket poorly maintained
- g) Registration number of motor vehicle not entered on the work ticket
- h) Time out not shown on the work ticket
- i) Speed reading not entered on the previous journey
- j) Previous journey details insufficiently recorded
- k) Previous month work-ticket not reflected /indicated on the current month work ticket
- l) Journey performed not endorsed on the work ticket

- m) Mileage/kilometer at the journey not shown on the work ticket

MOTOR VEHICLE INVENTORY

- a) The department introduced Transport Management Information System (TRANSMIS) database.
- b) Procurement of transport machinery and their accessories shall at all times be maintained in a database at the transport office.
- c) Transport officer/data entry clerk shall ensure that following information is entered in the Transport Management System: 1. All work ticket mileage are keyed in 2. Records of operating and maintenance costs of vehicles 3. Historical data for each vehicle and any change updated 4. Serial number of all items procured 5. Data of repairs and maintenance 6. Staff issued with equipment 7. Description of spare parts procured, used and vehicle repaired and date of repair.

BRANDING OF INSTITUTE MOTOR VEHICLE

- a) Branding of Institute vehicles shall be done with the government regulations.
- b) To ensure new tyres are branded with a code indicating date of fitting and Institute prefix.

SAFETY OF INSTITUTE MOTOR VEHICLES

The driver shall ensure ensure that the following check safety checks are done

- a) Vehicles tyres are in good working conditions.
- b) Vehicle indicator including hazards are in working conditions.
- c) Reverse lights and brakes are in good working conditions.
- d) The horn is working
- e) Vehicle insurance covers and inspection certificate are up to date.
- f) The vehicle does not emit excessive exhaust fumes.
- g) Vehicle water, oil, brake fluid, automatic transmission fluid and battery water levels are upto date.
- h) Vehicle has fire extinguishers, safety triangle and first aid kits.
- i) Vehicle seat belts are present and are in good working conditions.
- j) The vehicle is in general good working conditions and without dents.

ACCIDENT REPORTING

- a) In case of accident involving KMFRI vehicle, the driver shall be required to be familiar with provisions of the Traffic Act (cap 403):1. he/she should not admit liability 2. He/she should not enter into any agreement. 3. He/ she should stop vehicle and take details of accident.
- b) Inform the transport officer/ immediate supervisor immediately and not later than 24 hours.
- c) Transport officer shall report to the coordinator, Finance office, and the insurance company.
- d) The driver and the supervisor shall prepare a preliminary informative report to the coordinator, transport and Garage.
- e) The Transport Officer will make an independent report to the director.
- f) Once the vehicle has been inspected, the Transport officer shall make necessary arrangements for its repair.
- g) Comprehensive insured vehicles shall only be repaired through insurance.
- h) Third party insured vehicles shall be repaired by the approved garages through procurement department.
- i) Where a third party is involved, the police officer in charge/driver shall convey the following full details to the transport coordinator: 1. Registration number, make and model of the vehicle 2. Date, time and place of accident 3. Names those involved 4. Driver's name and driving license number 5. Owner of the vehicle, address and telephone contacts and,6. Insurance policy
- j) Accident records shall be maintained and analyzed for appropriate action.

OUTSOURCING OF REPAIR/MAINTENANCE SERVICES

- a) Outsourcing of repair services shall be done to supplement in-house maintenance
- b) Motor vehicle dealers and garages shall be contracted/pre-qualified to support repair services
- c) Pre-qualified garages must meet the minimum conditions:1. Registration for repair of motor vehicles 2. Certified from government approved body 3. Must have equipped workshop facilities 4. Must have established office with adequate communication channels 5. Has relevant insurance cover 6. Compliance with statutory regulations 7. Has proven past performance 8. Has adequate security
- d) Transport department shall be responsible for management of pre-qualified garages
- e) Vehicles exiting five years should be serviced by prequalified service providers.

PROCEDURE FOR INSURANCE OF INSTITUTE VEHICLES

- a) The Procurement department will value all Institute vehicles and motor cycles using an approved motor vehicle valuer. The values are submitted to Finance department for acquisition of insurance stickers/covers
- b) All university motor vehicles shall have valid insurance cover as per KMFRI transport policy
- c) The motor vehicles have to be valued to before issue of insurance cover
- d) Valuation of vehicles are done every two years

CODE OF CONDUCT

- a) The code of conduct sets out the best practice that is expected from all employee's transport department.
- b) All drivers shall carry a work ticket for every vehicle and ensure that every trip made by his/her vehicle is authorized by the designated officer. Any deviation from the route and mission shall amount to a disciplinary action.
- c) No driver shall be allowed to operate a vehicle or equipment while under the influence of alcohol or drugs.
- d) No employee other than the official and designated drivers shall be allowed to drive the Institute vehicles.
- e) All employees seeking authority to drive the Institute vehicles shall be required to undergo and pass a driving competency, assessment from an approved organization as a condition of being granted authority to drive and the authorized driver shall ensure to carry the work ticket at all times while on duty, a valid driving license appropriate to the class of vehicles they are driving, and a work ticket duly completed and signed by an authorized officer.
- f) Improper use of Institute vehicles shall lead to a disciplinary action.
- g) Drivers shall be trained by the Institute periodically on highway codes , traffic rules, government vehicle check unit(GVCU), regulations and first aid.
- h) Staff are strictly not allowed to stand while a motor vehicle is in a motion.
- i) No littering is permitted on all Institute motor vehicles, and litter bins shall be provided by the Institute, and kept in all vehicles.
- j) All drivers are mandated to comply with all the traffic rules in accordance with the traffic act, failure to do so will lead to disciplinary action.

- k) All drivers and passengers must wear safety belts provided in each vehicle at all time when the vehicle is in motion.
- l) Ensure that KMFRI vehicles are loaded correctly
- m) Adhere to the speed limits
- n) Ensure that drivers are fit and healthy enough to drive Institute motor vehicles
- o) Avoid conflict with other road users i.e plan to avoid risk caused by other road users.