



NATIONAL AGRICULTURAL RESEARCH ORGANIZATION
*Co-ordinating, Overseeing and Guiding
Agricultural Research in Uganda*

**TRANSPORT AND FLEET MANAGEMENT
POLICY 2011
(AS AMENDED IN 2024)**



**NATIONAL AGRICULTURAL RESEARCH
ORGANIZATION**

**COUNCIL CHARTER, 2014
(AS AMENDED IN 2024)**

**THE RULES OF PROCEDURE FOR THE NARO
GOVERNING COUNCIL AND ITS COMMITTEES**

Approval Date: 30TH OCTOBER, 2024

TABLE OF CONTENTS

APPROVAL OF THE TRANSPORT AND FLEET MANAGEMENT POLICY	1
FOREWORD	2
ABBREVIATIONS AND ACRONYMS	3
DEFINITION OF TERMS	4
1.0 PREAMBLE	6
2.0 INTRODUCTION	7
2.1 About NARO	7
2.2 Background to the Policy	7
2.3 Justification for the Policy	7
2.4 Purpose and Context	7
2.5 Policy Objectives	8
2.6 Interpretation Authority	9
2.7 Legal and Regulatory Framework	9
2.8 Policy Guiding Principles	9
2.9 Exceptions or Waivers to this Policy	10
2.10 Policy scope	10
2.11 Authority over vehicles	11
2.12 Ownership of vehicles	11
3.0 POLICY STATEMENTS	12
3.1 Categories and Acquisition of Vehicles	12
3.1.1 Categories of the NARO Fleet	12
3.1.2 Acquisition of Vehicles	12
3.2 Engraving and Branding of Vehicles	15

3.3 Servicing and Repairs of Vehicles	15
3.4 Management and Provision of Transport Services and Vessels	19
3.5 Vehicle Allocation	20
3.6 Pick-Up and Drop Services from Places Of Residence	22
3.7 Allocation Procedure for Fuel and Lubricants	23
3.8 Vehicle Movement Times	25
3.9 Licensing of Vehicles	26
3.10 Non Official Use of Vehicles	26
3.11 Eligible Load to be Carried in Naro Vehicles	28
3.12 Human Resources for Transport Vessels	29
3.13 Authority to other Staff to drive	30
3.14 Control of the Use of Organizational Vehicles	31
3.15 Driving Record	33
3.16 Authorization to Use Privately Owned Vehicles	33
3.17 Information to be provided to the driver	34
3.18 Responsibilities of the Driver	35
3.19 Mandatory Driver Trainings and Development	39
3.20 Eco-Driving and Vehicle Tracking Tools	39
3.21 Responsibilities of the Transport Officer	40
3.22 Fleet Management Information System (FMIS)	41
3.23 Managing Risks Associated with Driving	42
3.24 Fleet Safety	42
3.25 Health Condition of Drivers	44
3.26 Driving Hours	45
3.27 Motor Vehicle Accidents	45

3.28 Vehicle Liability Insurance	48
3.29 Records and Reports	49
3.30 Replacement and Disposal of Vehicles	49
3.31 Policy Review and Amendment	50
3.31.1 Review of the Policy	50
3.31.2 Policy Review and Amendment	50
3.32 Administration and Implementation of this Policy ..	51
3.33 Breach of the Provisions of this Policy	51
3.34 Cross-Cutting Issues	51
3.34.1 NARO Transport and Climate Change	51
3.34.2 Gender and Disability with Regard to this Policy	52
3.35 Financing Sources and Arrangements	52
3.36 Communication of the Policy	52
3.37 Monitoring and Evaluation of the Policy	53
3.38 Force Majeure	53
3.39 Effective Date	54
ANNEXURES	55
Annex 1: Code of Conduct for Drivers	55
Annex 2: Guidelines on Vehicle Facilitation across NARO Units	60
Annex 3: General Administration Guidelines	61
Annex 4: Mechanical Appreciation and Inspection Procedures	63
FLEET MANAGEMENT FORMS	65
Annex 5: Vehicle Engraving (Branding) Exemption Form	65
Annex 6: NARO Vehicle Repairs Form	67
Annex 7: NARO Daily Vehicle Inspection Form	68

Annex 8: NARO Vehicle Requisition / Booking Form (Official Travel)	72
Annex 9: NARO Vehicle Requisition / Booking Form (Non-Official Travel)	76
Annex 10: Authority To Drive Form	78
Annex 11: Driver’s Certification Form	80
Annex 12: Authorization to use Privately-Owned Vehicles on Official Business	81
Annex 13: Transport and Fleet Management Policy Declaration Form	83
Annex 14: Vehicle Defects Report Form	84
Annex 15: Monthly Vehicle-Use Report Submission Form	88
Annex 16: Vehicle Handover Form	89
Annex 17: Accident Report Form	90
Annex 18: Tyres And Tubes Requisition Form	92

APPROVAL OF THE TRANSPORT AND FLEET MANAGEMENT POLICY

The Governing Council of the National Agricultural Research Organization (NARO) has approved this Policy and all its contents on the _____ day of _____ 2024.

Sign: _____ Sign: _____

Chairperson,
NARO Governing Council
Secretary,
NARO Governing Council

FOREWORD

The National Agricultural Research Organization (NARO) is an agency of the Ministry of Agriculture, Animal Industry and Fisheries (MAAIF) with the mandate to coordinate and oversee all aspects of public-funded agricultural research in Uganda. Established as a body corporate by the National Agricultural Research Act of 2005, NARO comprises a Governing Council, a Secretariat and 16 Public Agricultural Research Institutes (PARIs) spread across the country. NARO is mandated to undertake research in all aspects of agriculture including crops, livestock, fisheries, forestry, agromachinery, natural resources and socio-economics.

In execution of its mandate, NARO seeks to build a competitive society supported by a dynamic agricultural research innovation system in order to increase total factor productivity and access to agricultural research products and services for inclusive growth. To do this, NARO needs an efficient transport system for all its activities. Such a system must be managed with inclusivity, transparency, integrity, accountability, and excellence. Almost all operations of NARO depend in one way or another on the provision of timely and efficient transport services to staff, including the disabled.

The goal of this Transport and Fleet Management Policy is to guide and support the making of effective decisions concerning the allocation, management, improvement, and regulation of transport resources of the entity. This Policy also gives broad guidelines on purchase, allocation, use, insurance, safety, replacement as well as disposal of NARO's transport vessels. It clarifies and defines the equitable responsibilities of Directorates and Institutes when authorizing the use of transport facilities, and individual staff (and other authorized persons) while using such facilities.

NARO's commitment under this Policy is to prioritize the well-being and satisfaction of staff and other beneficiaries by providing reliable, safe, seamlessly integrated and environmentally conscious transportation services that continually evolve to meet their needs. It is therefore our pleasure to approve and support the implementation of this Policy.

Dr. William Olaho-Mukani

CHAIRPERSON, GOVERNING COUNCIL

ABBREVIATIONS AND ACRONYMS

DG	Director General
EPS	Express Penalty Scheme
FMIS	Fleet management Information System
GHG	Greenhouse Gases
HR	Human Resources
HRM	Human Resources Manual
Km	Kilometers
M&E	Monitoring and Evaluation
NARO	National Agricultural Research Organization
NAROSEC	NARO Secretariat
NARS	National Agricultural Research Systems
PARIs	Public Agricultural Research Institutes
PDU	Procurement and Disposal Unit
PMO	Private Motor Omnibus
PPDA	Public Procurement and Disposal Authority (or Act)
UGX	Uganda shillings

DEFINITION OF TERMS

- 1) Daily rest period: Shall mean an uninterrupted period of time at least one hour during which the driver may freely dispose of his/her time.
- 2) Director General: Shall mean the Accounting Officer of NARO.
- 3) Driver: Shall mean an individual authorized by NARO to operate a vehicle / transport vessel.
- 4) Driving Time: Shall mean the time spent behind the wheel actually driving the vehicle and relates to accumulation of periods spent driving before a break is commenced.
- 5) Eco-driving: Shall mean adopting driving behaviors that can result in reduced emissions and fuel consumption, which saves money (fuel cost reduction) and is also good for the environment. It encompasses driving techniques such as elimination, reduction and recovery of accelerations; reduction of vehicle speed; using the highest possible speed ratio; and regular monitoring and adjustment of tyre pressure.
- 6) End User: Shall mean the individual who uses the product/service e.g. vehicles. In the context of this Policy, the end user of vehicles is the person assigned to use the vehicle.
- 7) Family member: Shall mean a spouse, children, siblings and parents as defined in NARO's Human Resources Manual.
- 8) Field Motor Vehicles: Shall mean vehicles gazetted for field assignments.
- 9) Fleet Management Information System: Processes and tools which are either automated / digitalized, or otherwise, put in place to optimize and track vehicle asset records, maintenance history, mileage, and many other fleet management details.
- 10) Fleet Management: Shall include overseeing transport vessel maintenance, repairs, and ensuring that all vessels are in proper working condition. It also extends to keeping track of vehicle documentation, permits, and insurance, ensuring compliance with legal and regulatory requirements.
- 11) Fleet: Shall mean a number of vehicles and other transport vessels being operated under NARO such as motorcycles, tractors, ships, boats, canoes, aircrafts, horses, among others.

- 12) Kilometrage: An allowance for travel expenses at a specified rate per kilometer.
- 13) Pool Motor Vehicles: Shall mean vehicles which may be availed to any member of staff for official use or a visitor undertaking errands at the NARO Secretariat or at a Public Agricultural Research Institute.
- 14) Project Vehicles: Shall mean vehicles procured/ assigned to specific NARO projects, mainly used as field motor vehicles.
- 15) Staff Van: Shall mean a vehicle assigned to carry a number of staff to and from duty.
- 16) Transport Officer: Shall mean the person responsible for managing the allocation, use, maintenance, repair and security of vehicles in meeting the transport requirements of NARO. It may be one's primary role or an assigned role. At the Secretariat, the role is played by the Senior Administrative Officer while in Institutes, it is by the Human Resources and Administrative Officers.
- 17) Vehicle inspection report: Shall mean a report issued by a competent authority for a vehicle that indicates whether a particular vehicle has passed the safety and, if applicable, the faults on the vehicle.
- 18) Vehicle: Shall mean a bus, lorry, pick-up, car, tractor, motorcycle, bicycle, tricycle, and motorized boats and research vessels. In other words, it means a machine or implement of any kind drawn or propelled along a public road or water body whether by animal, mechanical, electrical or any other motive power. In this Policy, "vehicle" is synonymous with "transport vessel".

1.0 PREAMBLE

The National Agricultural Research Organization (NARO) possesses a fleet of vehicles to facilitate its operations. The goal of this Policy is to facilitate the efficient utilization and management of the fleet. In line with the vision and mission of NARO, this Policy seeks to lead in the provision of a standard procedure for an efficient and eco-friendly transport management system as NARO undertakes its business. This will be achieved through the use of an up-to-date human resource and technology-based system that provides value to the Entity's community and its stakeholders.

2.0 INTRODUCTION

2.1 About NARO

The National Agricultural Research Organization (NARO) is a statutory body established by the Government of Uganda under the National Agricultural Research (NAR) Act, 2005. This Act provides for the development of an agricultural research system for Uganda for the purpose of improving agricultural research services delivery, financing and management. NARO was established as a body corporate to serve as the apex body for guidance and coordination of all agricultural research activities in the national agricultural research system.

2.2 Background to the Policy

Transport services impact on the delivery and execution of the NARO's mandate, with a direct effect on employees' productivity. The transport function supports the timely delivery of other services and functions hence enhancing operational and service delivery of the Agency. As NARO delivers these services, it incurs operational costs on the vehicle fleet which need to be efficiently managed and controlled. Such costs include fuel, insurance, tyres, repairs and spare parts, and other related costs.

2.3 Justification for the Policy

This Policy is an amendment of the ***Fleet Management Policy and Procedures Manual 2011*** and has been developed to set out harmonized strategies to manage the provision and utilization of transport facilities and services. In addition it avails guidelines to manage the Institution's fleet while observing minimum safety requirements so as to provide and maintain a safe working environment for staff and communities in which NARO operates and serves.

2.4 Purpose and context

The Policy serves to guide the efficient and effective planning and budgeting, procurement, management, utilization, and dis

of NARO's fleet. It has provisions that are directed at ensuring the safety of the drivers, passengers and other road users and minimizing the possibility of abuse and misuse of Institutional vehicles with the aim of enhancing operational efficiency and service delivery. Additionally, the Policy details the guiding principles and procedures for all motor vehicles, motorcycles, tricycles, bicycles, motorized boats (and such transport vessels as NARO may determine) which are either owned, leased, or hired by the Agency.

It is expected that all staff responsible for the management of the institutional fleet and all individuals using the fleet shall adhere to these procedures contained herein as a means of ensuring safe, effective, and efficient use of transport resources belonging to NARO. It should be emphasized that NARO shall endeavor to make provisions in its vehicles for the comfortable use by disabled persons.

2.5 Policy Objectives

This Policy seeks:

- a) To ensure that the fleet management guidelines and procedures are well aligned with the Organization's strategic direction in order for purposes of cost efficiency and optimization of resources.
- b) To ensure accountability for use of the NARO transport vessels by staff and other people while undertaking their official duties and other related activities.
- c) To strengthen the fleet management system and provide measures to mitigate against the associated risks.
- d) To facilitate management of fleet activities being undertaken by Partners, Consultants and other stakeholders engaged by NARO.
- e) To guarantee that NARO's transportation system is efficient and effective to facilitate timely and safe movement of the Institution's staff and assets.

2.6 Interpretation Authority

The authority to:

- (i) Make decisions on behalf of NARO under this Policy shall rest with the Director General.
- (ii) Interpret the Policy shall rest with the Director General.

2.7 Legal and Regulatory Framework

This policy has been developed in accordance with the following legal and regulatory framework:

- (i) The Constitution of the Republic of Uganda, 1995 (as amended)
- (ii) The Traffic and Road Safety Act, 1998 (as amended)
- (iii) National Agricultural Research Act, 2005
- (iv) The Public Procurement and Disposal of Public Assets Authority Act, 2003 (as amended)
- (v) The NARO Human Resource Management Manual
- (vi) The NARO Financial Management Manual
- (vii) The Traffic and Road Safety (Public Service Vehicles) Regulations
- (viii) The Traffic and Road safety (express penalty scheme for Road Traffic offenders) Regulations 2004
- (ix) The Traffic and Road Safety (prescribed alcohol limit) Regulations, 2004
- (x) The Road Tolling Policy of Uganda, 2017.
- (xi) Public Finance Management Act 2015
- (xii) Asset Management Policies and Guidelines 2020
- (xiii) Other such Laws and Regulations as may be applicable from time to time.

2.8 Policy Guiding Principles

All NARO transport vessels are a property of the National Agricultural Research Organization. Officers with the responsibility of Fleet Management in NARO shall be guided by the following principles:

- a) Ensure integrity and accuracy in recording transport vessel usage details.
- b) Ensure the safety and security of all transport vessel occupants in accordance with the Country Laws and Policies governing the use of vehicles and other transport vessels.
- c) Promote due care and attention to the security, control, and maintenance of transport vessels.
- d) Protect the Agency's interests in the disposal of Transport Vessels and in the case of undesirable incidents and events such as accidents, vandalism and theft.

2.9 Exceptions or Waivers to this Policy

- a) NARO shall reserve the right to grant exceptions to any provisions of this Policy.
- b) Any exceptions to this Policy shall be considered on case-to-case basis.
- c) All exceptions to this Policy shall be authorized by the Director General.
- d) Any exceptions granted shall be communicated in writing and duly endorsed by the Director General.

2.10 Policy Scope

NARO seeks to ensure that its staff operate in a safe, equal and equitable working environment. In doing so, the Agency protects the right of its staff to use its transport vessels in pursuing its goals and objectives. In doing so, it is expected that all staff are to abide by this Policy, which shall be enforced without discrimination. This Policy covers the management and use of the entire fleet of transport vessels.

This policy focuses on planning and budgeting, procurement, control and usage, insurance, maintenance, security and safety of vehicles, disposal, and compliance with all appropriate Local Traffic and Transport Rules and Regulations. In the unlikely event that any provision(s) of this policy becomes inconsistent with the Laws of the Republic of Uganda due to changes in any law or regulation, the national laws shall prevail. It applies to all NARO

staff as well as Consultants, interns, volunteers, visitors, and Service Providers who utilize the Agency's transport assets and services.

2.11 Authority over Vehicles

The Director General holds the authority and responsibility for all aspects of the NARO's Transport and Fleet Management Policy in line with the Public Finance Management Act 2015 (as amended), National Agricultural Research Act, 2005 and other relevant laws, policies & regulations.

2.12 Ownership of Vehicles

- a) All vehicles, whether purchased with Institution's funds, project funds, or donated / transferred from other Institutions or Organizations, belong to NARO.
- b) All vehicles shall be managed under the Transport Officer(s).

3.0 POLICY STATEMENTS

3.1 Categories and Acquisition of Vehicles

3.1.1 Categories of the NARO Fleet

NARO shall maintain the following functional categories of fleet:

- a) **Executive Fleet:** These are official motor vehicles used by duty bearers of the Entity and they include Directors at the Secretariat and Directors of Research at Public Agricultural Research Institutes (PARIs), and such officers that the Governing Council may designate as beneficiaries of executive vehicles.
- b) **General / Pool Fleet:** There shall be motor vehicles classified as general/pool motor vehicles on all campuses / Institutes with oversight responsibility of the Director Corporate Services or the Director of Research, and under the direct management of the Transport Officer for use for general research activities.
- c) **Rented / Hired / Leased Fleet:** The Entity may rent/hire/lease motor vehicles for its activities and these motor vehicles shall be subject to use by the guiding principles of this Policy, the transport operation guidelines, general Institutional regulations, and service provider guidelines.

3.1.2 Acquisition of vehicles

3.1.2.1 The Organization shall follow the standard procurement policy of Public Procurement and Disposal of Public Assets (PPDA) when purchasing vehicles and this shall be based on the Entity's Plans and Budgets.

3.1.2.2 The Organization shall procure:

- a) Brand new vehicles.
- b) Used vehicles not more than four years from date of manufacture. However, to do this, the Director General, with the assistance of the Head of the Procurement and Disposal Unit, shall seek clearance from the Government PPDA.

- c) Vehicles within engine capacities ranges laid down by the Government of Uganda for entitled officers.

3.1.2.3 Procurement procedure for vehicles

- a) The Head of Units / Directorates / Institutes / Projects interested in purchasing vehicles shall consult with the Director Corporate Services and the Head of the Procurement and Disposal Unit of the Organization to generate specifications for vehicles required.
- b) The Director Corporate Services and Head of the Procurement and Disposal Unit shall, where necessary, consult with the relevant government departments, for example, Ministries responsible for Public Service, Works and Transport, and other competent entities, to ensure conformity with other related Laws/Policies in respect of the category of officer and vehicle engine capacity to be procured.
- c) A Technical representative from a competent authority shall be part of the evaluation team constituted to conduct the evaluation exercise.
- d) The Technical Specifications, Solicitation document and proposed procurement method shall be cleared by the NARO Secretariat Contracts Committee prior to tendering.
- e) An advert shall be published in a media with a wide geographical spread for interested firms to bid for supply of the vehicle(s).
- f) Bids will be received on the proposed deadline of submission and opened on the same day in the presence of the bidders representatives who may choose to attend.
- g) The bid documents shall be evaluated to choose the best evaluated bidder in line with PPDA Act 2003 (as amended).
- h) The evaluation report shall be submitted to the Contracts Committee for approval of the recommendation made by the evaluation committee on the proposed firm to supply the vehicle(s).

- i) Where necessary, clearance of the draft contract for the supply of the vehicle prior to conclusion, shall be sought from the Attorney General, by the Director General.
- j) The Director General and a representative of the lowest best evaluated bidder shall sign the contract for the supply of the vehicles after receipt of clearance from the Attorney General.
- k) The Procured vehicle(s), including those for Projects, shall be received by the Director Corporate Services or Institute's Director of Research, assisted by the Transport Officer. The Internal Auditor shall verify the details of the vehicle before handing it over to the End user.
- l) Unless otherwise stated, the End User Unit shall be responsible for Insurance of the vehicle upon recommendation from the office of the Transport Officer.
- m) All newly acquired vehicles shall be comprehensively insured for a period not exceeding five years from the date of purchase. The terms of insurance shall be negotiated with reputable companies that are pre-qualified by the NARO Procurement and Disposal Unit to offer insurance services.
- n) Vehicles procured on projects shall be insured by the projects for the life of the project.
- o) Vehicles procured on projects shall be used by the projects for the life of the project. When the projects end, the Director General, guided by needs that drive Organizational goals, shall re-allocate the vehicle(s) they have been using to the Unit he/she deems in need of transport services.

3.1.2.4 In the event that the Organization develops a scheme(s) to facilitate staff to acquire personal vehicles, a specific procurement shall be developed and approved by relevant Organs of NARO and such vehicles shall not belong to NARO but individual staff.

3.2 Engraving and Branding of Vehicles

- 3.2.1** All NARO vehicles shall have appropriate parts engraved in order to provide easy identity.
- 3.2.2** The Organization's logo shall be pasted or printed onto all NARO vehicles and transport vessels in line with the branding manual and corporate identity guidelines where applicable.
- 3.2.3** Any exception to this shall be sought by the Officer to which the vessel is allocated in writing to the Director General through the Transport Officer and Director Corporate Services using the Vehicle Engraving / Branding Exemption Form (Annex 5).
- 3.2.4** In addition to the exceptions above, the Director General shall reserve the right to identify transport vessels that may not carry the Organization's logo for any reason(s).
- 3.2.5** No staff shall erase any branding or livery on a NARO transport vessel.

3.3 Servicing and Repairs of Vehicles

- 3.3.1** All vehicle repairs shall be controlled, monitored and overseen by the Director Corporate Services (or Director of Research, for Institutes), assisted by the Transport Officer.
- 3.3.2** Before the vehicle is serviced or repaired, the end-users shall seek authority from the Transport Officer. The Transport Officer shall ensure that each vehicle due for service/repair is inspected by a competent authority to establish the need and the authority shall issue and inspection report. To establish this, the date of last service/repair and mileage shall be checked.
- 3.3.3** In addition to carrying out the checks elaborated in Section 3.3.2 above, each vehicle has been issued a movement logbook. Thus, additional checks shall be carried out on the vehicle log book to establish the dates and times of travel, time of parking after the day's work and the mileage covered, which shall be compared with

those in Section 8.2 above to see if there is consistency. Lack of consistency shall constitute disciplinary measures to the driver in charge in line with the Human Resources disciplinary procedures.

- 3.3.4** Upon inspection of the vehicle, the Transport Officer shall rely on the inspection report to fill in the **NARO Vehicles Repairs Form** (Annex 6) for the repairs to be made. This form shall be taken to a minimum of three prequalified garages, who will quote for the works to be done.
- 3.3.5** All repairs/ servicing of NARO vehicles shall be handled in pre-qualified garages or automotive service shops in accordance with the PPDA regulations except where circumstances justify work elsewhere. In such a case, the Transport Officer will approve the repairs and the circumstances shall be explained to the Director General in writing by the Transport Officer, through the Director Corporate Services at NARO Secretariat or through the Director of Research in Institutes.
- 3.3.6** Pre-work assessment and post work certification shall be carried out by competent Authority or Agencies selected by the Director Corporate Services, assisted by the Transport Officer, using the Standard Forms of the Competent Agency.
- 3.3.7** Routine service should be after a maximum mileage of 5,000 kilometers and shall be conducted as per the manufactures specifications.
- 3.3.8** The Director of Research's approval is required on any repairs. However, for replacement of a vehicle, the Director General's approval is required.
- 3.3.9** For repairs which will cost 5,000,000/= or more, three estimates must be obtained (if three estimates are not obtainable, an explanation should be retained in the vehicle repair file). Preferably, one of the estimates should be from an authorized dealer for the make involved.
- 3.3.10** Estimates will quote flat rates on labor for parts replacement and net prices on parts, when applicable,

for comparable jobs or job elements. Where parts are to be repaired or straightened rather than replaced, estimated time costs are acceptable. All costs must be itemized.

- 3.3.11** Each estimate will be submitted to the Transport Officer by the concerned Unit Heads, who will make the award to the estimator who has included all the work required to repair the vehicle, not necessarily the lowest bidder, but in accordance with the procurement laws. If hidden damage is found after the vehicle has been dismantled, the Transport Officer may authorize any necessary additional cost not exceeding UGX 1,000,000/= (one million shillings). Where the cost is above UGX 1,000,000/=, the Transport Officer shall seek approval from the Director Corporate Services/Director of Institute.
- 3.3.12** The accepted estimates are distributed as follows:
- a) The original is attached to the invoice.
 - b) One photocopy is retained in the User Unit's vehicle repair file.
 - c) In accident cases, a copy is furnished to the Transport Officer.
- 3.3.13** Vehicle faults detected by the Driver must be reported in writing where possible on the day of the incident. The Transport Officer shall then arrange for the necessary repairs to be done.
- 3.3.14** The Transport Officer shall ensure that all vehicles are serviced as per the manufacturer's recommendations, particularly during the warranty period.
- 3.3.15** The Driver shall endeavor to maintain car interior like upholstery and dashboard, and car exterior like paintwork or tyres in good working condition, to avoid vehicle depreciation through misuse or abuse.
- 3.3.16** Vehicles shall not be driven when mechanically faulty. It is the responsibility of the driver to ensure that the vehicle assigned to him or her, is only driven when in

sound mechanical condition through a regular check process using the ***NARO Daily Vehicle Inspection Form*** (Annex 7).

- 3.3.17** Service providers shall be required to provide warranties on repairs undertaken, as agreed with NARO, in writing.
- 3.3.18** All NARO-owned vehicles shall be routinely inspected by a competent authority for parts that show defects in material and/or workmanship in time to take full advantage of manufacturer's warranty replacement provisions before their expiration. The owner's Manual supplied with each new vehicle contains the warranty coverage for that vehicle.
- 3.3.19** The first 12,000 mile preventive maintenance service should be performed prior to expiration of warranty, i.e., before the odometer has reached 12,000 miles or the vehicle has been in service one year, whichever comes first.
- 3.3.20** Manufacturers occasionally initiate changes during the model year to be applied retroactively. When notified of such changes, NARO shall ensure that they are made by the Authorized Dealer at no cost to the Organization.
- 3.3.21** The operator of a vehicle also has an obligation to inspect the vehicle before driving it. The vehicle should be checked visually to assure that such items as the tyres are in good condition and adequately inflated, that the side-view mirror is usable, that there is a gas cap, spare tire, jack kit, battery and fluids such as engine oil, coolant and brake fluid. The brakes, lights, and other controls should be tested for satisfactory performance.
- 3.3.22** Problems noticed by the operator while using the vehicle should be noted on a Trip/Daily Operator Checklist, which should be kept in the vehicle.
- 3.3.23** Cooperation of the operators of NARO vehicles is an important supplement to the routine periodic inspections, as it helps forestall problems during subsequent use and helps minimize maintenance problems.

3.4 Management and Provision of Transport Services and Vessels

- 3.4.1** Transport services and vessels at NARO Secretariat shall be managed by the Transport Officer.
- 3.4.2** The Transport Officer at NARO Secretariat shall be answerable to the Director General through the Director Corporate Services.
- 3.4.3** Transport services and vehicles at Institutes shall be managed by the Human Resources and Administration Officers as Transport Officers. They shall be directly answerable to the Director of Research of the Institute.
- 3.4.4** The Transport Officer at NARO Secretariat may provide technical support to the Human Resources and Administration Officers at Institutes on matters of transport services and vehicles.
- 3.4.5** An Institute with a fleet of more than 50 Vehicles may hire a fulltime transport officer in accordance with NARO's Terms and Conditions of service as laid down in the Human Resources Manual.
- 3.4.6** The Organization may provide a vehicle to:
 - a) Transport staff, consultants and other persons on official assignment of NARO.
 - b) Transport resource materials and equipment used by the groups referred in (a), above.
 - c) Transport staff to and from work.
- 3.4.7** The Director General, Directors at NARO Secretariat, Directors and Program Leaders at Public Agricultural Research Institutes (PARIs), shall be entitled to a chauffeur-driven vehicle with approval of the Director General, as resources may allow.
- 3.4.8** On the basis of the approval granted above, the Transport Officer shall maintain and display a schedule of vehicle use covering a fortnight. The schedule shall give details of vehicle registration, condition, driver, destination and other appropriate information.

- 3.4.9** Movements outside duty stations shall be done on prior approval by the Transport Officer.
- 3.4.10** Every vehicle shall have a movement logbook in which details of movement are recorded and properly signed by the Driver and approved by the respective vehicle user. It is the duty of the Transport Officer to inspect and ensure that all Logbooks are properly filled and maintained.
- 3.4.11** The Transport Officer shall be responsible for:
- a) Supervision of drivers.
 - b) Assignment of vehicles for official use.
 - c) Monitoring and ensuring proper use and maintenance of vehicles.
 - d) Monitoring proper utilization of fuel through the use of logbooks.
 - e) Ensuring observance of the Fleet Management Policy
 - f) Prepare and submit a quarterly Fleet Management Report to the PARI Director/Director General.

3.5 Vehicle Allocation

- 3.5.1** The allocation of NARO's vehicles shall be carried out by the Transport Officer. This recommendation shall be done by the Director Corporate Services and approved by the Director General.
- 3.5.2** The Director General, Directors at Secretariat and Directors of Research at PARIs shall each be provided with one executive vehicle that befits their office for official use as per their employment contracts.
- 3.5.3** An appropriate mix of vehicles shall be deployed to be used by NARO staff and shall be in the pool under the Transport Officer.
- 3.5.4** Upcountry trip allocation: Vehicle allocation for pool vehicles should be planned as far in advance as practicable before the proposed journey. In order to ensure that this occurs, a suitable system shall be put into place to ensure that vehicles are booked as early

as practicable. An appropriate **Vehicle Booking Form (Official Travel)** (Annex 8) should be filled in as early as possible to enable the Transport Officer to allocate vehicles efficiently. Vehicle booking should be done at least 3 days before a trip is taken to allow for adequate planning and provide the necessary support. An appropriate mix of vehicles shall be deployed for such journeys considering the nature of the operations, road terrains and distances covered.

- 3.5.5** Town trips: Vehicle allocation for town trips should be planned as far in advance as practicable. The Vehicle Booking Form (Official Travel) should be filled in as early as possible and submitted to the Transport Officer at least 48 hours before the trip is taken.
- 3.5.6** No staff has entitlement to a vehicle more than another. All staff shall equitably utilize the available vehicles based on a first-come-first-serve basis. Staff are also encouraged to share vehicles if moving in same direction in order to save resources in terms of fuel and support personnel.
- 3.5.7** The staff appointed in acting Senior Management positions shall be provided with transport facilitation for the positions they are holding in acting capacity and in line with the Human Resources Manual (HRM).
- 3.5.8** Vehicle allocation to drivers: Each vehicle shall be assigned to and driven by a Driver, except for Senior Management staff who may drive themselves, if they are qualified to do so and have received the Director General's approval to do so.
- 3.5.9** Staff on transfer: A staff who is transferred from one duty station to another shall be eligible for transport services or a transport fare in line with the Human Resources Manual, Accounting Manual and other Policies and Laws.
- 3.5.10** Storage for Vehicle Keys: Keys for vehicles should be returned to the Transport Officer nightly, wherever possible, and a spare set should always be retained by the Transport Officer in a strong safe.

- 3.5.11** Vehicle transfer: The Transport Officer shall transfer and or, deploy any vehicle within the Agency on recommendation of the Director Corporate Services or Director of Research and approval by the Director General.
- 3.5.12** The Transport Officer shall from time to time identify suitable vehicles to be used to facilitate transport across Directorates or Institute as and when the need arises.
- 3.5.13** All vehicles shall be used in accordance with this Policy and other laid down regulations, procedures, and guidelines.

3.6 Pick-Up and Drop Services From Places of Residence

- 3.6.1** NARO shall transport staff to office and back to the designated stages along routes determined by the Director General on the advice of Top Management as recommended by the Transport Officer and Director Corporate Services.
- 3.6.2** NARO shall provide transport to its staff on special assignments approved by the respective Head of Unit in liaison with the Transport Officer. This may include assignments outside normal working hours and/or involving staff on leave.
- 3.6.3** In the event that a staff is authorized to work over the weekend, or any designated Public Holiday and the Agency is unable to provide transport to the staff, NARO shall refund a transport fare at a rate predetermined by Top Management from time to time on approval by the respective Director.
- 3.6.4** Where a Driver is engaged on official duties during night hours, the Agency shall provide him/her a night allowance equivalent to one safari day allowance.
- 3.6.5** NARO shall provide a Duty Facilitation Allowance to cover transport expenses for staff travelling in and out of the country on official duties or assignments as

shall be determined by Top Management in the Human Resources Manual or from time to time.

- 3.6.6** Vehicles are provided to enable staff to carry out their duties. They are not a contractual right or benefit. Where the duties or circumstances of employment vary, the provision of a vehicle may also vary.

3.7 Allocation Procedure For Fuel And Lubricants

- 3.7.1** Fuel is to be used only in NARO vehicles and for authorized journeys. However, some staff using personal vehicles may receive kilometrage allowance as determined by the NARO Governing Council from time to time.
- 3.7.2** Drivers shall submit fuel requisitions for authorization together with the vehicle logbook duly completed with details of the trip since the last fuel requisition.
- 3.7.3** The Transport Officer shall ensure that the vehicle has sufficient amounts of fuel for the trip and advise the operator as to when the top up of tank is to be done.
- 3.7.4** Fuel shall be drawn at approved service stations using requisition vouchers, fuel advantage cards and fuel cards or any other system approved by the NARO Management from time to time.
- 3.7.5** The Organization shall ensure that fuel cards from a competent service provider are provided for its transport vessels in order to meet institutional logistical needs. This will enable fueling from the respective fuel stations across the country.
- 3.7.6** The fuel cards shall be preloaded with amounts as approved by Management from time to time.
- 3.7.7** Money in cash may be issued to purchase fuel for long distance trips to remote areas where fuel service stations disallow the use of the fuel card. In these circumstances, proper accountability shall be undertaken by the responsible officer within 2 working days after the trip.

3.7.8 The driver holding the fuel card should ensure the following:

- a) Only fuel from respective fuel stations for which the NARO fuel card corresponds to.
- b) Ensure that the NARO fuel card is used only to fuel a NARO transport vessel.
- c) Declare the correct information regarding fuel mileage, driver code, etc. to the pump attendant.
- d) Ensure that all receipts are kept and submitted to the Transport Officer while accounting for monthly fuel used to ensure that the fuel card is not abused.

3.7.9 Statements of fuel accounts shall, where applicable, be requested by the Transport Officer from the filling station on a monthly basis for accountability and to double check the fuel receipts. Where the fuel is on the card system, the Transport Officer shall at any time avail statements of accounts for each of the fuel card as required.

3.7.10 The Transport Officer shall after every six months (utmost), examine the consumption of each transport vessel with a view of assessing vessel's efficiency and anomalies related to fuel use.

3.7.11 While assessing the fuel consumption above, the Transport Officer will be guided by the following minimum standards:

- a) Motor vehicles with engine capacity exceeding 3,000 cc have a consumption rate of 7 km/l.
- b) Motor vehicles with engine capacities between 3,000 cc and 1,800 cc have a consumption rate of 10 km/l.
- c) Motor vehicles with engine capacities below 1,800 cc will have a consumption rate of 13 km/l.
- d) Specific standard consumption rates for other specific types of vehicles as guided by their operational manuals.

3.7.12 The Organization shall have an emergency fuel tanks for critical services. The amount of fuel to be kept in the emergency fuel tanks or reserve cards shall be determined by the Director General (or Director of Research for Institutes) as recommended by the Transport Officer through the Director Corporate Services.

3.8 Vehicle Movement Times

3.8.1 Under normal circumstances, all NARO fleet are expected to be parked by 7pm in a safe and secure location, preferably office, and keys secured safely.

3.8.2 Drivers are not allowed to move with vehicle keys when the transport vessel is parked at office. The drivers and/or officers to whom the vehicle is allocated shall ensure at all times that the keys of the motor vehicle are suitably safeguarded against loss or theft.

3.8.3 In the event of loss or misplacement of the vehicle's Keys, the driver shall not attempt to open the locking system of the vehicle before obtaining authorization from the Transport Officer.

3.8.4 Vehicle keys shall be only replaced upon production of a copy of the relevant loss report/statement from Uganda Police by the driver / operator or responsible officer.

3.8.5 If the driver is in the field and the vehicle is parked at the hotel or camp or Police Station, then the Driver will be trusted to safeguard the keys. Where the vehicle is going to be parked outside the office premises, approval must be got from the Transport Officer beforehand after a security assessment has been conducted.

3.8.6 Unassigned vehicles, while at the NARO premises and not in use, shall be parked in the NARO gazetted parking space.

3.8.7 The normal operating time for NARO vehicles are between 5:30 am and 7:30 pm. Operation of vehicles beyond these hours must be approved by the Transport Officer either on phone or email or any other convenient

method depending on the circumstances at hand.

- 3.8.8** If a driver is returning late from official duties, he/she must communicate in advance to the Transport Officer and request for approval to either proceed or park the vehicle in a safe place.
- 3.8.9** All NARO fleet at the various NARO stations should be parked at the Station Office unless prior approval has been obtained from the Transport Officer to park elsewhere. Vehicles such as motorcycles and boats shall be fastened together with chain locks and padlocks for safety in gazette parking spaces.
- 3.8.10** When undertaking a journey/trip covering several days or assignments that requires early or late facilitation, the driver shall be responsible for choosing a safe place for parking the transport vessels day or night all through the journey. This should preferably be inside an enclosed locked compound, most preferably a safe hotel where the staff are residing.
- 3.8.11** The driver will always be expected to pay for parking fees as this shall always be facilitated by the Organization.
- 3.8.12** The Organization shall not refund any fees related to clamping or confiscation or impoundment of a transport vessel by Authorities due to unpaid parking fees, Express Penalty Scheme (EPS) tickets or any other Authorized Fees and the Organization shall hold the Driver liable.

3.9 Licensing of Vehicles

- 3.9.1** All categories of licensing organizational vehicles should be handled by the Director Corporate Services, assisted by the Transport Officer.

3.10 Non Official Use of Vehicles

- 3.10.1** Organizational vehicles can ONLY be used on non-official work upon written clearance by the Director General using the Vehicle Booking Form (Non-Official Travel) (Annex 9).

3.10.2 Commercial and illegal use of vehicles for example, transportation of goods for sale, transportation of illegal goods, charging passengers transport fees and any other use that may tarnish NARO's image and is inconsistent with NARO's values, is prohibited and calls for disciplinary action as per the HR Manual.

3.10.3 The private use of NARO fleet can be under unavoidable emergency circumstances, NARO may support staff members to attend the following private functions with transport only with prior approval from the Director General:

a) Transport on bereavement:

i) In the event of demise of staff: NARO shall provide physical transport to the immediate family for burial, and this should be limited to one vehicle. The Agency shall provide transport for the body as per the HR Manual.

ii) In the event of death of an employee's immediate family member: NARO shall provide physical transport to the immediate family for burial, and this should be limited to one vehicle. The Agency should provide physical transport to convey the deceased to the home of origin for burial, in line with the HR Manual.

iii) In the event of loss of a distant relative, such as biological brother, sister, grandmother, grandfather, or any other declared dependent of staff, NARO shall only provide transport to staff traveling to attend burial and this shall be limited to one vehicle.

iv) Where the Agency is unable to provide physical transport, a refund shall be processed based on a rate determined by Top Management from time to time.

v) In all the above circumstances, the Agency shall provide transport to staff willing to attend burial, and this shall be limited to one vehicle.

b) Hospitalization and Referral transportation:

i) In the event that a staff or a member of his/her immediate family is sick and the staff is unable to transport them to

hospital, NARO shall, where possible, provide transport to take the patient to the hospital.

- ii) In the event that a staff, or his/her immediate family member is referred from one hospital to another in Uganda by a Competent Authority, the Agency shall provide transport to transfer the patient to the referred Medical Facility. Such requests shall be addressed to the Director Human Resources in writing, who shall liaise with the Director Corporate Services to provide transport.
- iii) Under emergency situations however, the request shall be addressed to the Transport Officer with a copy to the Director of Research, Director Corporate Services and Director Human Resources.
- iv) The Agency shall not transport the patient back home after discharge from the medical facility.

3.11 Eligible Load To Be Carried In NARO Vehicles

- 3.11.1** It is important that when equipment is carried in NARO vehicles, it is carried in such a way that it doesn't move around to cause instability when the vehicle is moving. Goods and equipment ferried in NARO vehicles should be secured for maximum safety of the driver, passengers, and the vehicle itself. This is the responsibility of the driver concerned.
- 3.11.2** Fuel for generators must be carried using suitable containers. Appropriate precautions must be exercised at all times.
- 3.11.3** No fuel for any other purpose shall be carried in NARO vehicles, except with express permission from the Transport Officer and the same shall be indicated on the Vehicle Booking Form.
- 3.11.4** While inside the transport vessel, staff are expected to ensure reasonable care of NARO property such as computers, work papers, and equipment under their control.

3.11.5 NARO property left in vehicles must be secured out of sight to prevent theft. NARO shall not reimburse the employee for the theft of personal property from NARO vehicles. No vehicle should be left unattended to when property is carried in them.

3.12 Human Resources For Transport Vessels

3.12.1 The following checks/procedures should be carried out when recruiting NARO drivers:

- a) All drivers must possess valid driving licenses with at least three (03) years driving experience in terms of the Laws of Uganda. Copies of these licenses must be lodged with the Transport Officer.
- b) All drivers must pass a practical test conducted by a Competent Authority (preferably the Government Inspector of Vehicles) and Transport Officer before they can drive NARO vehicles.
- c) Background check to ascertain the past accident and prosecution history, shall be done during or after the interviews. The DHR shall ensure that the Applicant's references are traceable.
- d) Interviews shall include a confirmation of the applicants' knowledge of the local rules of the road, and the Traffic and Road Safety Act, 1998 (as amended).
- e) The Applicants' physical fitness to drive, including eyesight, shall also be assessed.

3.12.2 All Drivers shall be managed in the Organization's Drivers Pool under the Transport Officer who shall be responsible for their deployment and transfers as need arises.

3.12.3 A driver may not be attached to a Unit for more than 3 years unless the Director General / Director of Research issues permission.

3.12.4 The minimum qualification for appointment as Driver shall be 'O' Level Certificate.

- 3.12.5** Recruitment of all drivers shall go through the Transport Officer, who shall cause a comprehensive report to be made on their driving competence before interview by the recruitment organs of NARO.
- 3.12.6** All drivers for the Projects in NARO shall be recruited using the Organization's appointment procedures as laid down in the Human Resources Manual.
- 3.12.7** Drivers shall be recruited on a contract basis (renewable on mutual consent) and renewal of contract shall take into account their conduct and efficiency.
- 3.12.8** Drivers shall not drive Vehicles which they have not been licensed to drive.
- 3.12.9** For field work, at the end of the day, vehicles should be kept the nearest NARO Institute, or Police Station/ Post or established Government Institution or a safe place identified by the officer to whom the vehicle was allocated.
- 3.12.10** Emergency driving: In case of emergencies like those listed below, the staff should seek approval from the Transport Officer to drive NARO vehicles.
 - a) Injury to Official Driver during course of work in the field or while on road and the Official Driver is unable to drive.
 - b) Sudden sickness to the official driver making him/her unable to drive.
 - c) Other health emergencies to official driver while enroute.

3.13 Authority to Other Staff to Drive

- 3.13.1** Other than staff appointed as Drivers, only persons authorized by the Director General in writing shall drive Organizational Transport Vessels. Such an authority shall run for a period of one year from July 1 to June 30 or for such a remaining part of the following year in the case of an allocation being made after July 1.
- 3.13.2** Only members of staff with a minimum driving experience of five (05) years shall be authorized to drive.

- 3.13.3** PARI Directors and the Director Corporate Services at NAROSEC shall recommend to the Director General, staff to whom authority to drive may be granted using the Authority to Drive Form (Annex 10).
- 3.13.4** It shall constitute an offence and be subject to disciplinary measures for any staff to drive a NARO vehicle without obtaining the authority to drive.
- 3.13.5** The authority to drive may be withdrawn if the Driver's conduct on the road endangers other road users or is deemed prejudicial to the good image of the Organization. The driver shall be reinstated to drive after successful completion of a remedial training by an approved Agency.
- 3.13.6** Unless the cause is attributed to the Organization, any person authorized to drive who is fined for a traffic offence shall pay the fine from own resources.
- 3.13.7** In case of shortage of vehicles, the Director General/PARI Director may authorize a member of staff to use a personal vehicle for which an appropriate mileage allowance may be paid.

3.14 Control of the Use of Organizational Vehicles

- 3.14.1** The Director General shall empower the Transport Officer to:
- a) Fulfill the maintenance and safety requirements of transport vessels.
 - b) Control usage in accordance with the Ugandan traffic laws, and NARO Regulations, Policies and Procedures.
 - c) Verify and maintain all required Logs.
 - d) Ensure prompt reporting of motor vehicle accidents and conducting of post-accident reviews.
 - e) Issue instructions and guidelines and clarify all relevant laws, regulations, policies and procedures.
- 3.14.2** The Transport Officer must determine that the following criteria have been met before releasing any

Organizational Vehicle to an employee or authorizing an employee to use a private or personal vehicle on official NARO business:

- a) The person requesting Vehicle use is, in fact, an Organizational employee in active service, as defined in the Human Resources Manual.
- b) Written approval of the use has been given by an individual authorized to grant such approval.
- c) The person has satisfactorily completed an approved defensive driving course and maintains a good driving record.
- d) The person has a valid Driver's License in his/her possession. The Driver's license is of the correct class for the type of vehicle he/she is driving.
- e) A Visiting Scientist / Partner from another Country, who will stay in Uganda for more than Six (6) Months, possessing his/her valid home country's Driver's License will have to apply to the relevant authorities to attain a Ugandan recognized clearance to be granted permission to drive an Organizational vehicle.
- f) The Transport Officer shall ensure that the Driver(s) is/are familiar with all applicable changes to the NARO Vehicle Regulations.
- g) The following certification (Annex 11) shall be required (either on file and or presenting) before an employee is authorized to drive a NARO vehicle or private vehicle for NARO business. This certification shall be made each time the employee accepts the keys to a NARO vehicle from the Transport Officer.
"I am in possession of a valid Uganda Driver's License. I certify that I have not been issued more than Three (3) moving violations or have been responsible for more than three accidents [or any combination of more than three thereof] during the past twelve month period."

3.14.3 It is the responsibility of the Director Corporate Services / Director of Research, through the Transport Officer

to control and regulate the use of the vehicles of the Organization.

- 3.14.4** When misuse is discovered, it is the responsibility of the Transport Officer to cause determination of the costs involved and send notification to the Director General and Director of Human Resources, through the Director Corporate Services.
- 3.14.5** Recovery of the cost of misuse is not to be considered a disciplinary action. In case of failure to recover the cost of misuse, the Director of Human Resources will determine the kind of disciplinary action to be taken.

3.15 Driving Record

- 3.15.1** When driving records raise doubt as to a person's ability to drive safely, permission to drive on NARO business should be declined.
- 3.15.2** When a person has been involved in accidents or has received traffic citations in such numbers or of such magnitude as to be a matter of concern, his/her permission to drive NARO vehicles shall be withdrawn.
- 3.15.3** Similar action must be taken if there are other indication of driving problems and/or the Transport Officer concludes that the Driver should be re-examined by a Competent Authority. Continuation of authority to drive NARO vehicles shall depend upon evaluation of the Report from the said Competent Body / Agency.

3.16 Authorization to use Privately Owned Vehicles

- 3.16.1** Management at each Organizational Unit has the responsibility for authorizing persons to drive privately owned vehicles to conduct official NARO business.
- 3.16.2** Before a person may be authorized to use a privately owned vehicle to conduct NARO business, the person must certify in writing that the vehicle used will always be:

- a) Covered by liability insurance with regard to personal injury and/or death of one person, personal injury to two or more persons in one accident, and property damage.
- b) Adequate for the work to be performed.
- c) Equipped with safety belts in operating condition.
- d) In safe mechanical condition as required by law.

3.16.3 This certification will be recorded on NARO Authorization to Use ***Privately-owned Vehicle Form on Official Business*** (Annex 12).

3.16.4 The completed authorization form shall be retained by the supervisor empowered to approve the use of privately owned vehicles.

3.16.5 Authorization Forms will be valid for a period not to exceed one year. A Form may be initialed and dated annually by the employee to certify that it is current.

3.16.6 The supervisor shall verify that there is a fully executed current Authorization Form on file before signing any related expense claim such as kilometrage.

3.16.7 Each person who plans to drive a privately owned vehicle should be aware that the liability coverage maintained by Uganda is only applicable to that ability of the person which is over and above the liability insurance maintained by the person.

3.17 Information to be Provided to the Driver

3.17.1 The Transport Officer is responsible for providing the driver of an Organization vehicle with the following information:

- a) The procedures for emergency repair and reporting of accidents.
- b) Proper storing and parking procedures for NARO vehicles.
- c) The correct gasoline / fuel and oil to be used in the vehicles as recommended by the dealership.

- d) The elements that constitute misuse, including failure to use belts and/ or shoulder harnesses.
- e) That Monthly Logs must be filled in completely for each trip, regardless of the duration, miles driven, or the purpose; if the trip is less than One (1) Day must be made.
- f) That all necessary documents are in the glove compartment of each vehicle e.g. a current copy of all necessary Handbooks, Accident Report Forms, and travel logs, etc.
- g) That animal pets may not be transported in Organizational Vehicles unless where approved.
- h) That staff may not pick up hitchhikers or any other unauthorized passengers in a NARO vehicle.
- i) The Director Corporate Service's office through the Transport Officer as the control center may decide upon further restrictions for which the employee Driver will be equally responsible.

3.18 Responsibilities of the Driver

Every driver shall:

- 3.18.1** Be responsible for the vehicle / vessel assigned to him / her and must ensure that he / she always adheres to this Policy.
- 3.18.2** Read and understand this Policy and sign the Fleet Policy Declaration Form (Annex 13), that they have understood the provisions of the Policy. This should happen immediately after and every time s/he is assigned a vehicle.
- 3.18.3** Be expected to individually pay the fines arising from a traffic offence committed. In an event that a matter has to go to Court to determine which party is on the wrong, NARO may provide legal support to the determination of the Court Case. If the driver is found to have been guilty, the driver must pay the Court Fine(s) or reimburse the Agency as determined by the Director General.

- 3.18.4** Ensure that valid licenses (e.g. Private Motor Omnibus, PMO, among others) and Insurance Stickers are displayed on the vehicle windscreen, much as it is the responsibility of the Transport Officer to ensure that all motor vehicles have these documents.
- 3.18.5** Be expected to observe good conduct before visitors and all other staff as he/ she act as ambassadors of NARO.
- 3.18.6** Have a NARO Identity Card and wear the NARO drivers' uniform at all times for identification purposes.
- 3.18.7** Be obliged to possess a current and valid driver's permit showing a driving entitlement for the relevant category of vehicle obtained Three (3) Years ago or earlier.
- 3.18.8** Submit a written report to the Transport Officer immediately on return from a Trip concerning any faults and / or damages, incidents and accidents using the Vehicle Defects Report Form (Annex 14).
- 3.18.9** Carry out routine vehicle checks and to ensure that the vehicle is serviced when due.
- 3.18.10** Keep accurate records in the vehicle logbook on the odometer reading, distance covered, fuel issued and point of destination.
- 3.18.11** Ensure the use of safety belts by all occupants of the Vehicle.
- 3.18.12** Handle vehicle keys with integrity to ensure that unauthorized persons do not get access to them, and that no duplicate keys are made.
- 3.18.13** Not to allow the vehicle to carry and/or be driven by unauthorized persons.
- 3.18.14** Handle operation of the vehicle in a manner that ensures good working condition of the vehicle.
- 3.18.15** Submit all pertinent receipts/vouchers regarding expenses incurred on a vehicle during a completed trip to relevant offices.

- 3.18.16** Obtain prior permission from the Transport Officer before attempting to divert from official routes or running unauthorized trips.
- 3.18.17** Be required to prepare Monthly Reports for their transport vessels clearly indicating total fuel used, mileage covered, repairs and service performed, defects if any, Trips handled, among others. These must be submitted to the Transport Officer by the 10th day of the following Month using the **Monthly Vehicle-use Report Form** (Annex 15).
- 3.18.18** Ensure that the vehicle is cleaned and refueled prior to returning it to the office for parking.
- 3.18.19** Ensure that the vehicle has an Up-to-date Authorization Movement Logbook and, where applicable, Fleet Management Information System (FMIS) touch key while in use. This logbook should always be filled by the driver and respective Vehicle Users will sign in acknowledgment of the accuracy of each trip undertaken. The touch key shall be used by the driver to start the vehicle.
- 3.18.20** Adhere, but not limited, to the following rules:
- i) Road speed limits in accordance with Government Traffic Regulations unless otherwise advised by a Police Traffic Personnel and by adhering to a road side traffic signs. The current speed limits which are subject to being changed are:
 - 50 Kilometers per hour in urban areas
 - 80 Kilometers per hour on gravel roads
 - 100 Kilometers per hour on tarmac roads
 - ii) Ensuring that the vehicle is NOT overloaded and that only the required authorized number of occupants (and goods) is safely accommodated.
 - iii) Not driving within 6 hours of drinking alcohol, and even then the alcohol level in the breath and blood should not exceed the legal requirements.

- iv) Stopping at a safe place, pulling off the road to the kerb in order to make or receive Mobile Phone Calls- whether handheld or hands free.
- v) Mobile phones emit electrical energy when transmitting and should not be used at a Filling Station.
- vi) Not to drive when on drugs, prescribed or not, that cause drowsiness and dizziness or have other side effects affecting the driver's judgment and reactions. It is the responsibility of the affected Drivers or any staffs with such information on the Driver to provide the same to the Transport Officer.

3.18.21 Avail oneself as shall be requested to be examined for medical fitness with a possibility of being disqualified from driving if diagnosed with any of the following ailments: visual problems, heart condition, epileptic seizures, behavioral problems, mental disorder and drug abuse or dependency, among others. It is the responsibility of the affected driver or any staffs with such information to provide it to the Transport Officer.

3.18.22 Take all necessary precautions to avoid breakage and theft of or into the vehicle. These precautions include (but are not limited to) proper use of anti-theft devices, locking the windows and doors, and avoiding use of the vehicle at times and places of high risk.

3.18.23 In an event of being involved in an accident, immediately report the matter to the Transport Officer and at the nearest Police Station as soon as practically possible in any case not later than 24 hours, even if an Insurance Claim is not expected.

3.18.24 When leaving office whether for leave purposes of any reason, hand over the transport vessel to the Transport Officer or to any other allocated person using the **Vehicle Handover Form** (Annex 16).

3.19 Mandatory Driver Trainings and Development

- 3.19.1** All Transport Vessel Operators such as drivers and captains of research vessels, among others, shall undergo necessary trainings such as Defensive Driving, Eco-driving, etc., every 3 years.
- 3.19.2** All Drivers shall receive basic first aid and firefighting training and undergo refresher training at least every 3 years.
- 3.19.3** All NARO drivers shall be undertaken through a Competence Assessment and a recommended specialized training shall be given to Drivers as per the Assessment Report. This shall be done depending on availability of resources.

3.20 Eco-Driving and Vehicle Tracking Tools

- 3.20.1** In order for NARO to ensure reduction of Transport Vessel Operation Costs, the following ways Eco-driving techniques shall be considered:
- a) Check the engine revs - change up before 2,500 rpm (petrol) and 2,000 rpm (diesel).
 - b) Anticipate road conditions and drive smoothly, avoiding sharp acceleration and heavy braking.
 - c) Use air conditioning effectively and efficiently.
 - d) The most efficient speed is typically around 70-100 kph. Do not exceed 100 km/h.
 - e) Do not drive away immediately when starting from cold idling. Heating the engine improves engine efficiency and reduces excessive engine wear.
 - f) When handling short journeys, avoid switching off the engine. A cold engine uses almost twice as much fuel.
 - g) Plan your journeys well to avoid risks that come with rushing.
 - h) Check your tyre pressures regularly; wrongly inflated tyres are dangerous and can increase fuel consumption

by up to 3%. A list of recommended tyre sizes and pressure is available on all tyres as guided by the manufacturer.

i) Be mindful of other road users and drive defensively.

3.20.2 The Director General, on advice of NARO management, shall identify, in writing, the Transport Vessels into which tracking devices will be installed. No other person shall install such devices into any of NARO's Transport Vessels.

3.21 Responsibilities of the Transport Officer

Transport Officers work as Fleet Managers and are responsible for several aspects involving the management of the Organization's fleet. Within delegated authority, the roles and responsibilities of a Transport Officer include:

- a) Keeping accurate records of all information connected to the fleet and the vehicles, like time for oil changes, the last time when a tire was changed, etc.
- b) Retrieving, reviewing and analyzing all the data collected during the fleet operation through the Fleet Management Information System, and extrapolating potential issues as necessary.
- c) Advising on the choice of suitable vehicles that are advantageous to the Organization's financing strategy.
- d) Establish maintenance schedules to ensure the vehicles are in good condition.
- e) Ensuring that vehicles always run safely and efficiently by undertaking;
 - i) Vehicle scheduling and dispatch
 - ii) Efficient asset utilization and route planning
 - iii) Vehicle inspection and maintenance
 - iv) Real-time vehicle location tracking
 - v) Vehicle performance monitoring, record keeping, and improvement.

- f) Overseeing and improving the operations of vehicle drivers / operators through;
 - i) Monitoring, correcting, and improving driving behavior and operations.
 - ii) Mentoring, coaching, and suggesting rewards to operators / drivers.
 - iii) Assisting in the recruitment, discipline, and exiting of drivers.
 - iv) Evaluating drivers' performances.
 - v) Setting driving schedules.
 - vi) Tracking driver attendance, health, and other statuses
 - vii) Ensuring drivers' adherence to applicable transport regulations as laid down in this Policy.
 - viii) Providing route and operations information and technologies.
 - ix) Maintaining constant communication with drivers
 - x) Training drivers on risk management protocols, safety standards, and other elements that improve fleet management.
- g) Availing to the supervisors monthly reports on:
 - i) Issues and bottlenecks detected in fleet operations
 - ii) Fleet's performance and expenses
 - iii) Budgets and major purchases related to vehicles
 - iv) Costs of fleet operations
 - v) Projected fleet-level targets

3.22 Fleet Management Information System (FMIS)

3.22.1 NARO shall acquire and utilize a Fleet Management Information System to facilitate efficient management of its fleet.

3.22.2 The Transport Officer shall be required to accurately track the position of the vehicle using the FMIS.

3.22.3 The Transport Officer shall be responsible for the day-to-day implementation of the FMIS and control of access.

3.22.4 Any violation alerts regarding the use of the vehicle must be responded to as soon as they come, and the respective Driver taken through a due process.

3.23 Managing Risks Associated with Driving

NARO aims to reduce accidents involving Transport Vessels at work by taking appropriate preventative and protective steps to control the risks, including but not limited to the following:

3.23.1 NARO Drivers should not exceed 20 km/hr while driving within NARO premises.

3.23.2 NARO staff shall walk on the walkways and NARO transport vessels shall not be operated or driven on the pedestrian walkways.

3.23.3 NARO transport vessels shall not be parked on pedestrian walkways.

3.23.4 Parking along the roadside or on pavements and verandas within the office premises is strictly prohibited.

3.23.5 All drivers shall respect the speed limits as determined by the law.

3.23.6 Drivers should ensure that all passengers are on seatbelts before setting off for any trip.

3.23.7 Drivers must ensure that all vehicles have Safety Accessories/Equipment in them, such equipment includes Reflective Triangles, Horn, Hazard Lights, among others.

3.24 Fleet Safety

NARO expects each driver or operator to drive in a safe and courteous manner that prevents accidents which may result in injuries and life/property loss.

3.24.1 All drivers/staff members who drive NARO fleet must have valid operating / driving licenses and abide by

all Traffic and Road Safety Laws, and other Laws and policies that apply.

- 3.24.2** All drivers/staff members who drive NARO fleet should practice defensive driving and the Agency will always endeavor to provide drivers with defensive driving training.
- 3.24.3** The driver and all passengers are required to wear safety gear such as seat belts, helmet, reflector jackets, life jackets, etc. when the vehicle is in operation. The driver is responsible for ensuring that passengers wear their safety equipment.
- 3.24.4** The Driver shall ensure that the passengers do not exceed the recommended capacity of the vehicle.
- 3.24.5** Authorized passengers under the age of 12 years are advised not to sit in the front passenger seat.
- 3.24.6** Driving under the influence of narcotic drugs and/or alcohol is prohibited and it forms a ground for dismissal. The Driver must not operate the vehicle at any time when his/her ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over the counter medication, illness, fatigue or injury.
- 3.24.7** In case a driver or operator falls ill during a trip and his / her ability to operate a vehicle is in jeopardy, the transport officer shall organize for alternative drivers to facilitate the trip.
- 3.24.8** Drunkenness and disorderliness by staff and partners is not allowed in NARO vehicles. Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
- 3.24.9** Passengers have a responsibility to prevent an authorized passenger from being transported if he or she is under influenced of alcohol or illegal drugs.
- 3.24.10** Smoking is not permitted inside a NARO vehicle.
- 3.24.11** Any journey of more than 100 km shall not be started after 5.00 pm.

3.24.12 Drivers are expected to adhere to all NARO security requirements. All security and traffic incidents including accidents, theft and breakages must be reported to the Estates and Transport Office, and the Local Police within 24 hours.

3.24.13 Good driving practices are required, and the following guidelines are to be observed.

- a) Drive responsibly.
- b) Apply safe following distances.
- c) Only drive Vehicles that are in a roadworthy condition.
- d) Obey speed limits.
- e) Overtake with care
- f) Usage of Cellular Devices while driving is prohibited.
- g) 15-minute rest for every 3 hours or 200 km of continuous driving
- h) A maximum of 8 hours of driving per day
- i) Vehicles shall not be used to carry excessive or unauthorized loads.

3.24.14 Incidental stops at restaurants, convenience store, Automated Teller Machines (ATMs) and other facilities of similar nature, are permitted during official use. However, Drivers should not make incidental stops at locations that would compromise the image of NARO. These include Bars, Brothels, Political Rallies, or any other places that may harm the image of the Organization.

3.24.15 NARO vehicles shall have reminder stickers in appropriate locations for such purposes as ensuring use of seat belts, use of appropriate oil and gasoline, non-smoking, among others.

3.25 Health Condition of Drivers

3.25.1 If a Driver develops any sickness or condition that will render him/her incapable of effectively operating a vehicle, and subject to a Medical Report from a

competent authority, he/she will be relieved of his duties in line with HR Manual. The Transport Officer shall write to the line Director informing him/her in writing of such cases for proper handling and management.

3.26 Driving Hours

- 3.26.1** As stated in Section 3.8 of this Policy, the Driver shall plan journeys in such a way that the Organization Vehicles shall NOT be on the road before 5.00am and must be parked in designated parking locations by 7.30pm on working days, except on errands approved by the Transport Officer or a responsible Officer to whom the vehicle is assigned.
- 3.26.2** Drivers shall be required to take breaks of at least 15 minutes, in a safe place if in a day the aggregate of their driving distance exceeds 200km. During the breaks the Driver must not carry out any other work.
- 3.26.3** Apart from the breaks described above, Drivers will also be required to take daily rest periods.
- 3.26.4** Pool vehicles and staff vans shall remain parked on weekends and public holidays at designated points (with anti-theft device, windows and doors properly locked) unless express permission has been granted in writing as to the contrary.
- 3.26.5** Movement of Operational Vehicles outside Working Hours, Weekends/Public Holidays shall similarly be authorized by responsible Officers to whom the vehicles are assigned.

3.27 Motor Vehicle Accidents

- 3.27.1** Employees involved in an accident while driving a NARO-owned Vehicle, or a privately owned vehicle on official NARO business, will make no comment or statement regarding the accident to anyone except Police.

- 3.27.2** Subsequent to any accident involving a NARO owned, or rental vehicle, or a privately owned vehicle driven on official NARO business, all communications regarding claims, including Summons and Complaints, must be forwarded immediately to the Director General with a copy to the Transport Officer and Director Corporate Services.
- 3.27.3** Regardless of who is the cause or the extent of the damage arising out of an Road Accident, all Accidents must be reported to the nearest Police Station and to the Transport Officer by the Driver, as soon as is practically possible.
- 3.27.4** Reporting an Accident shall be followed by a Driver submitting an Accident Report, and where applicable supported by a Police Abstract. All Accidents involving NARO vehicles shall be supported by a Police report and Inspectorate of Vehicles (IOV) report where applicable
- 3.27.5** Under no circumstance should a driver negotiate a settlement on behalf of NARO.
- 3.27.6** At the accident scene:
- a) If anyone is injured, the Driver shall give First Aid and call an Ambulance or facilitate medical treatment to the injured. A Driver may not move an injured person unless absolutely necessary.
 - b) A Driver may not admit liability to anyone. He/she should however answer questions by the Police and record a Statement at the nearest Police Station within the shortest time possible.
 - c) The following factors should be noted when submitting an Accident Report:
 - i) The measurements and conditions of the road.
 - ii) Speed limits in operation and approximate speeds of vehicles involved, position of parked Cars, Road Signs, Weather and Visibility.
 - d) Take Names, Addresses, Telephone Numbers and Vehicle details of Third Parties and the Names, Addresses and

Telephone Numbers of any Witnesses (a person who did not see the accident but can comment on Vehicle positions, etc. is also useful).

- e) If the Driver is not capable of driving due to injury or mental stress, any staff may facilitate for the car to be moved to safety by a breakdown or another competent person.

3.27.8 The Transport Officer shall at the earliest possible time interview the driver and passenger staff involved in an accident to verify the causes of the accident with a view of taking corrective measures on routing, scheduling, vehicle maintenance and driver competency.

3.27.9 Where circumstances necessitate, the Transport Officer may make arrangement to evacuate the persons and the vehicle involved in the accident in liaison with traffic police

3.27.10 Reporting vehicle accidents:

- a) The Driver of a NARO - Owned or Rental Vehicle involved in an accident shall record all pertinent information on the Accident Report Form (Annex 17) before leaving the scene of the accident, if possible.
- b) If another vehicle is involved, the appropriate portion of the Accident Report Form will be detached and given to the driver of the other vehicle. These Forms shall be found in the glove compartment of each NARO-owned vehicle.
- c) All Vehicle Accidents which result in injury to any person other than NARO employees, or which involve serious damage to the property of others must also be reported immediately by telephone to the Transport Officer, and should later be done in writing to this same office.

3.28 Vehicle Liability Insurance

- 3.28.1** A Vehicle Liability Self Insurance Claims Unit shall be established by the Transport Officer, to respond to claims of bodily injury and /or property damage of others, which occur during Organizational use, operation or maintenance of vehicles. Evaluation and payment of claims will be made with the advice of the Transport and Legal Officers following Statutory Provisions of the Uganda Road Safety Act and other laws applicable to claims against Uganda. This protects any Officer or employee of NARO against all Motor Vehicle Liability claims while operating a NARO-owned vehicle in the course and scope of employment.
- 3.28.2** When NARO employees rent a vehicle under the Car Rental Agreement negotiated by the Organization, they are covered by a Comprehensive Insurance Policy provided by the Car Rental Agency as a provision of the organizational contract. Employees who are involved in an accident while driving an Organizational Contract Rental Car must complete the NARO Accident Report Form.
- 3.28.3** An employee's Personal Automobile Insurance Policy is the primary coverage for liability and damages in the event of an accident while on NARO business.
- 3.28.4** The Vehicle Liability Self Insurance Unit does not provide for loss or damage to vehicles owned by the NARO or to privately owned vehicles used on NARO business. It is designed to provide reimbursement to Third Parties only (when an accident is the fault of the NARO Driver) and not the NARO employees, their vehicles and NARO vehicles.
- 3.28.5** Claims paid by Private Insurance for accidents to privately owned vehicles while being operated on NARO business are not reimbursable from NARO funds.

3.28.6 The Director General, assisted by the Director Corporate Services, shall use organizational means to pursue the party responsible for the accident to recover the NARO's costs of repairs. Copies of the repair invoices, and any other expenses, should be forwarded as soon as possible to them or their offices.

3.29 Records and Reports

3.29.1 All records pertaining to permits, licenses, 3rd Party and insurance are to be kept by the Transport Officer who shall monitor renewals.

3.29.2 The Transport Officer shall maintain for each vehicle a file detailing information on fuel consumption, vehicle service and repair history, accidents and driver's performance.

3.29.3 The Transport Officer shall on a quarterly basis prepare and submit fleet management reports to the Director Corporate Services or Institute Director.

3.30 Replacement and Disposal of Vehicles

3.30.1 NARO shall implement planned replacement of its fleet. Vehicles shall be replaced after a specified period of time or mileage.

3.30.2 No NARO vehicle shall be boarded off without the knowledge and approval of the respective Director of the institute, Head of Procurement and Disposal Unit (PDU) and the Director General. All transport vessels shall be boarded off following the disposal procedures under the Public Procurement and Disposal of Public Assets Act, 2003 (as amended).

3.30.3 The Transport Officer, supported by a technical officer from a competent authority, shall liaise with the Board of Survey to undertake procedures to assess the mechanical worthiness of the vehicle to be disposed of.

- 3.30.4** The Head of the Procurement and Disposal Unit shall from time to time issue guidelines on how to proceed with disposal of old or scrap transport vessels.
- 3.30.5** Depreciation shall be considered in recommending a vessel for disposal or boarding off as per the Public Procurement and Disposal of Public Assets Act, 2003 (as amended).
- 3.30.6** Disposal of a vehicle shall depend on the transport requirement of that department, among other considerations.
- 3.30.7** When a project expires, the Principal Investigators are under obligation to surrender the project vehicles to the Director General at the NARO Secretariat, who shall determine how the vehicle will be re-allocated.
- 3.30.8** Disposal of NARO vehicles shall always follow the guidelines laid out in the PPDA Act and other related Laws of the Country.
- 3.30.9** The Director Corporates Services, in liaison with Director Finance and Accounts, shall ensure that assets register is updated after the disposal process.

3.31 Policy Review and Amendment

3.31.1 Review of the Policy

This Policy shall be reviewed whenever stakeholders, Management and/or the Governing Council deem it necessary. However, if there is no issue to trigger an amendment, the Policy will be reviewed every five (05) years.

3.31.2 Policy review and amendment

- a) When an Amendment or review is to be done, the Transport Officer, through the Director Corporate Services, shall present the recommendations to Top Management for approval of the Amendment process, which shall always be consultative.

- b) The proposed amendments shall be presented to Top Management through the established Organizational policy development process. If Top Management is satisfied with the proposed amendments, it shall make recommendations to the relevant Committee of the Governing Council. The Council Committee will then provide a recommendation to Council to approve the amendments.

3.32 Administration and Implementation of this Policy

The routine administration and implementation of this Policy shall be done by the Directorate of Corporate Services at NARO Secretariat and Directorates of Research in Institutes. However, the Directorate of Corporate Services, on behalf of the Director General, shall be responsible for the overall management of the transport and fleet related matters in NARO.

3.33 Breach of the Provisions of this Policy

Breach of the provisions of this Policy shall be dealt with under the procedures outlined in the NARO Human Resources Policy and in accordance with other relevant provisions of the NARO policies and national laws.

3.34 Cross-Cutting Issues

3.34.1 NARO transport and climate change

NARO is mindful of the fact that burning fossil fuels like gasoline and diesel releases carbon dioxide, a greenhouse gas, into the atmosphere. Greenhouse gas (GHG) emissions from transportation account for the largest percentage of total greenhouse gas emissions globally . Given that NARO's research sphere extends to the environment, the Organization commits to develop or adopt and scale-up technologies that support sustainable transport.

3.34.2 Gender and disability with regard to this Policy

NARO acknowledges that transport is not gender-neutral and that women and men have different mobility needs and patterns and experience different risks when using transport. NARO commits to routinely identify the different gender and disability needs of staff and integrate them in the routine implementation of this Policy. In addition, no individual shall be discriminated against based on their gender, disability status or other factors during the implementation of this Policy.

3.35 Financing Sources and Arrangements

3.35.1 There are different potential sources for the financing implementation and enforcement of the provisions of this Policy. These include revenues to NARO from the Government of Uganda in addition to the grants from development partners, non-governmental organizations, and the private sector, as well as revenues generated internally by NARO and donations from agencies and other such sources.

3.35.2 The cost of implementing this Policy shall be budgeted for under the Directorate of Corporate Services depending on the prevailing conditions surrounding the NARO fleet. The budget shall be integrated in the Organization's annual work plan

3.36 Communication of the Policy

3.36.1 The Director Corporate Services shall take all reasonable steps to communicate this policy to all employees, visitors and third parties on a regular basis and to raise awareness about its presence.

3.36.2 NARO shall gazette and also;

- i) Make it visible on and downloadable from the Organization's main web domain.

- ii) Send soft-copies to the relevant stakeholders through e-mail and other electronic channels.
- iii) Have it printed and distributed across the Organization.
- iv) Disseminate it through meetings, workshops and seminars.

3.37 Monitoring and Evaluation of the Policy

3.37.1 From time to time, a NARO-wide stakeholder satisfaction survey shall be carried out by the Directorate of Corporate Services. A standard questionnaire shall be provided to stakeholders to provide feedback on the implementation of the Policy. The feedback shall be used as a basis for continuous improvement of the transport and fleet management services as well as Policy review.

3.37.2 The NARO Monitoring and Evaluation Unit shall also include Policy evaluation in its annual work plans and provide feedback on its implementation in the annual M&E reports.

3.37.3 Quarterly monitoring reports shall also be compiled by Transport Officers during their routine reporting.

3.38 Force Majeure

In no event shall the Governing Council or Management or other stakeholders be responsible or liable for any failure or delay in performing its obligations hereunder resulting from or caused by forces beyond their control, including, without limitation, strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural disasters or catastrophes or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services; it being understood that the Council or Management or other stakeholders shall use reasonable efforts which are consistent with accepted practices to resume performance as soon as practicable under the circumstances.

3.39 Effective Date

This Policy shall come to force after approval by the NARO Governing Council.

ANNEXURES

ANNEX 1: CODE OF CONDUCT FOR DRIVERS

a) GENERAL CONDUCT

Drivers of NARO shall;

- 1) At all times have full knowledge of the standing Rules and Regulations of the Organization and know that ignorance thereon shall be no defense.
- 2) Perform their duties with diligence and loyalty, obey lawful Directions of Supervisors, and treat the public with utmost civility and courtesy.
- 3) Abide by the Traffic and Road safety Act and such other Laws of the Country.
- 4) Abide by the set parameters of the Fleet Management Information System.

b) DUTIES AND RESPONSIBILITIES OF NARO'S DRIVERS

- 1) Shall be in physical control of the vehicles without delegation of this responsibility to any other person.
- 2) Shall be responsible for the safety of passengers in the vehicles and safe custody of the vehicles or its Component Parts.
- 3) In consultation with the Transport Officer, shall ensure the validity of the Insurance Cover on the Vehicle/ Equipment assigned to him/her.
- 4) Shall ensure the validity of his/ her Driving Permit and to ensure it's valid for the type of Vehicles assigned to him/ her.
- 5) Shall ensure sufficient fuel in the vehicle for the journey/s detailed to him/her and use that fuel in the most economical way possible.
- 6) Shall ensure that the vehicle assigned to him/her has proper levels of general hygiene, engine oil, other lubricants, coolants, and tyre pressures at all times.

- 7) Shall consult the Transport Officer and ensure that Vehicles Preventive Maintenance Service Schedules are adhered to as per the Manufacturer's Handbook and or, Service Providers.
- 8) Shall report any defect or damage to the vehicle assigned to him/ her as soon as possible to the Transport Officer.
- 9) Shall report any accident or incident involving the vehicle, and complete the NARO Vehicle Accident Report Form.
- 10) Shall be responsible for the cleanliness of the vehicle at all times.
- 11) Shall be required to record his/her daily Trips in a Logbook and ensure that the Vehicle maintains this record at all times.
- 12) Shall handle the Organization's Vehicles with proper care and attention at all times.
- 13) Shall obtain the best mechanical service and avoid infringements of the Traffic Laws.

c) HYGIENE

Drivers shall at all times be dressed neatly, and observe acceptable standards of personal hygiene with regard to body, face, hair, teeth, shoes, socks, clothes, etc.

d) BEHAVIOUR

A driver shall NOT:

- 1) Consume any alcoholic drink while on duty, or while seated in a NARO Vehicle, or appear on duty smelling of Alcohol.
- 2) Drive after taking medication that may affect his/her driving.
- 3) Consume any foods or drinks while driving.
- 4) Smoke in a Vehicle, an Office or while driving any member of Staff.
- 5) Drive while resting his arm on door side when the side glass is lowered.

- 6) Raise his / her feet to rest them on the vehicle dashboard at any time.
- 7) Be rude or use abusive language to any member of Staff or to the Public.
- 8) Under any circumstances, fight while on duty or in Public place unless in circumstances of self-defense.
- 9) Use the Vehicles for financial gain from staff and the public.
- 10) Be absent from duty without the knowledge and clearance of the Transport Officer in all cases, including sickness, death of a relative, etc.
- 11) Keep Vehicles overnight without clearance from the Transport officer.
- 12) Under any circumstances indulge in rumor-mongering and /or, idle talk at any time.
- 13) Drive a NARO vehicle without being appointed as a Driver or being authorized to drive by the Director General.
- 14) Lend out or renting a Vehicle to unauthorized Drivers.
- 15) Carry unauthorized passengers or goods that are not the property of NARO without authority.
- 16) Do unofficial or private mileage with NARO Vehicles without authority.
- 17) Pilferage or siphon fuels and lubricants OR theft of Vehicle Parts from NARO vehicles.
- 18) Tamper with the Odometer or fail to report a Defective Odometer.
- 19) Fail to adhere to Traffic Rules and Regulations thereby endangering other Road Users, Passengers and Self.
- 20) Fail to park the Vehicle at assigned or approved places within the indicated time without authority.
- 21) Cause damage or theft due to the Driver's negligence particularly during the time when NARO Vehicles are supposed to be parked.

- 22) Drive the Vehicle beyond assigned station boundaries without written authorization from the Transport Officer or person to whom the vehicle is assigned.
- 23) Fail to check and ensure Vehicle is duly serviced before use.
- 24) Fail to report an accident within the prescribed time to a Police Station and the Transport Officer.

All NARO Vehicles shall be driven in a safe and courteous manner that will promote a good Corporate Image. Any evidence of neglect, Rough Handling or Reckless driving shall be reported to the Transport Officer and will result into disciplinary action.

I undertake to abide by this code of conduct unconditionally breach of which I shall be liable to disciplinary action which may involve instant dismissal or Court action.

DRIVER:

Name: _____

Signature: _____

TRANSPORT OFFICER:

Name: _____

Signature: _____

DIRECTOR CORPORATE SERVICES:

Name: _____

Signature & Date: _____

ANNEX 2: GUIDELINES ON VEHICLE FACILITATION ACROSS NARO UNITS

The Transport Officer shall from time to time identify suitable Vehicles to be used in facilitating transport across Directorates or for upcountry travels, as and when need arises. The following measures shall be used to guide the decision:

1. The Directorate / Institute / Unit in need of transport shall process the request and submit to their respective Director / HOD for approval.
2. The request shall clearly state purpose of Journey/ assignment, destination(s), number of staff/people and duration among others.
3. The approved request/copy shall be forwarded to Transport Officer at least a week before the commencement of the journey/assignment.
4. Transport Officer shall then identify a suitable vehicle in terms of mechanical condition and number of staff intending to use the vehicle.
5. The Drivers of such vehicles shall ordinarily take charge of these assignments, but where a different driver is identified; Transport Officer shall notify both Drivers about the intended changes in advance.
6. No driver shall be allowed to drive beyond 500 kms in a single day and/or beyond 100,000 kms in the same financial year in line with the Traffic Laws, Procedures and Guidelines.
7. No Transport vessel shall be taken out of NARO or Institute premises without written authorization, which must be verified and signed off by Security Personnel at the exit.

ANNEX 3: GENERAL ADMINISTRATION GUIDELINES

- 1) All Organizational vehicle Registration Books shall be under the custody of the Director General with copies in the Directorate of Corporate Services, Transport Officer, and User Units / Institutes to ensure proper monitoring and accountability for the usage of all vehicles.
- 2) The Director Corporate Services, assisted by the Transport Officer, shall be responsible for the continuous Assessment and Management of the entire Organizational Fleet.
- 3) The Director Corporate Services shall be responsible for budgeting and submission to NARO Management quarterly and annual reports on the performance of the transport services.
- 4) Drivers shall be required to use Movement Logbooks for every journey made.
- 5) The Director Corporate Services, assisted by the Transport Officer, shall handle all matters regarding transport facilitation in the Organization.
- 6) Organizational Vehicles shall not be used for non-official work without written clearance by the Director General or authorized person.
- 7) All categories of licensing Organizational Vehicles shall be handled by the Director Corporate Services, assisted by the Transport Officer.
- 8) The minimum qualification of the Driver shall be O-Level Certificate.
- 9) No Driver shall be allowed to drive Vehicles for which they are not licensed to drive.
- 10) No unauthorized person shall be allowed to drive any Organizational vehicle unless he /she is recruited as a driver or authorized by the Director General.
- 11) In case of accidents the Driver must inform the Police immediately and record a statement at the nearest Police Station. The Director Corporate Services shall be contacted

with a written Police Accident Report by the Driver, through the Transport Officer.

- 12) No driver shall be attached to a User Unit for more than 3 years unless the situation warrants it or the Director General approves it.

ANNEX 4: MECHANICAL APPRECIATION AND INSPECTION PROCEDURES

1. Pre-drive inspections of all forms of vehicles are to be carried out by Drivers/Operators on a daily basis. This shall include;
 - a) Inspecting under vehicle on approach for obvious leaks, obstructions, etc.
 - b) Inspecting vehicle for possible damage, preferably from top to bottom, left to right in an anti-clockwise direction.
 - c) Checking right-hand exterior mirror for damage, cleanliness, and stability.
 - d) Checking wiper blades for wear and stability.
 - e) Inspecting tyres for wear, and damage, sidewall damage, inflation, valve cap, oil, grease leaks and wheel nuts (if no hub cap is fitted).
 - f) Checking front of vehicle for damage and security of bonnet or boot, grill and bumper.
 - g) Checking the levels of Engine oil, water and brake fluid.
 - h) Checking Licenses and Insurance Certificates for validity.
 - i) Checking seat belt for stability and damage.
 - j) Checking the availability of the spare Wheel, Jack and Wheel Spanner
 - k) Checking fuel cover for security.
 - l) Checking the lighting system for functionality.
- 2) All NARO vehicles will be inspected periodically by a competent authority (and a report submitted to the Transport Officer) to ensure that, a proper state of cleanliness, repair and mechanical efficiency is being maintained by the driver.
- 3) While operating a NARO Vehicle, the Driver shall regularly check the warning Lights, Indicators, Gauges, and immediate action be taken should anything unusual be noticed, to prevent damage or further damage to the vehicle or its components.

- 4) Where there is an indication of excessive engine heat or lack of engine oil, the engine shall be switched off immediately and the vehicle not driven further under its own power until the matter has been rectified.
- 6) Where a vehicle is subjected to extended periods of waiting in dense traffic, the Neutral Gear position must be selected and the Hand Brake applied, in order to avoid unnecessary wear on the clutch components.
- 7) If applicable to a vehicle, travelling with a foot on the Clutch Pedal must be avoided, as this causes premature failure of the Clutch Assembly and release bearing. A smooth balance must be maintained between the Clutch and Accelerator Pedal to avoid damage to the Vehicle's Drive Train.
- 9) Diesel engines fitted with turbo chargers must be allowed to idle for Two Minutes before switching off. This waiting period allows the turbine to slow down with sufficient lubrication.
- 10) Anyone driving a NARO Vehicle must at all times ensure that the vehicle is in a Roadworthy Condition. Failure to observe this, he/she will be responsible for the payment of any Traffic Fines that may be imposed and or, subjected to disciplinary action.

FLEET MANAGEMENT FORMS

ANNEX 5: VEHICLE ENGRAVING (BRANDING) EXEMPTION FORM

Form No. _____

(a) Vehicle particulars:

Vehicle Registration Number	Chassis number	Department and Institute allocated to

(b) Reason(s) for Exemption:

(c) Applicant details:

Name	Department / Directorate (Or Institute)	Signature & Date

(d) Approval:

(i) Comment by Transport Officer: _____

Name: _____ Signature & Date: _____

(ii) Comment by Director Corporate Services: _____

Name: _____ Signature & Date: _____

(iii) Decision by DIRECTOR GENERAL (Tick where appropriate):

Approved	
Not approved	

Name: _____ Signature & Date: _____

ANNEX 6: NARO VEHICLE REPAIRS FORM

Form No. _____

The form must be signed by the Transport Officer. The work will be schedule and date and time for the repair assigned.

(a) Vehicle particulars:

Vehicle Registration Number	Chassis number	Department and Institute allocated to

Detail description of repairs needed:

DATE: _____

SIGNATURE: _____

TRANSPORT OFFICER'S NAME: _____

ANNEX 7: NARO DAILY VEHICLE INSPECTION FORM

Form No. _____

	ITEMS THAT REQUIRE CHECKING
Lighting	Tail, Headlight, Brake, Indicator, Hazard, Reversing, Instrument Lighting, Safety Beacons (if Fitted), Taxi Roof light (if fitted).
Vision	Condition of Glass, Wipers/ Washers, Mirrors (internal and external).
Horn	Horn and Reversing Alarms.
Brakes	Service (foot) Brake and Hand Brake, Brake Pedal Rubber fitted.
Wheel Assembly	Tyres and Rims, Inflation and Condition, w Wheel Nuts.
Levels	Engine Oil, Radiator Coolant, Washer Water.
Visible Leaks	Check under and the surrounds of the Vehicle for leaks from Engine, Transmission, Radiator, Brakes/ Clutch fluid, Battery and Fuel.
General Safety	Seat Belts, Seat Adjustment, Body Damage, Spare Wheel and required Tools.
General Cleanliness	Reasonable cleanliness both internally and externally.
Operating Check	All Controls and Gauges are in good working order, Check for any abnormal noises, check serviceability of Wheelchair Hoist (if fitted).
Fire Equipment	Fire Extinguisher is current (Every 6 months) and stored correctly (if fitted).

Safety Equipment	First aid kits, Safety Triangles, Break Window Hammers fitted, all emergency exits operational.
Communications	Mobile Phones, two-way Radios, Satellite Phones (if required are in Working Order).

Daily Vehicle Safety Check Sheet and Driver's Declaration:

Vehicle Reg. Number: _____

Week Dates: _____

Start mileage: _____

Driver's name: _____

Have you ever driven this vehicle before? Yes No

If no, please familiarize yourself with the Operator's Manual and Safety features of the Vehicle.

Satisfactory

Check details of each item listed opposite.	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Sign, if defective
Lighting								
Vision								
Horn								
Brakes								
Wheel Assembly								
Fluid Levels								
Visible Leaks								
General Safety								
General Cleanliness								
Operating Check								
Fire Equipment								
Safety Equipment								
Communications								

Please provide information about the defect:

Driver's declaration: I have inspected the vehicle as required and to the best of my knowledge the vehicle is in a suitable equipped and safe condition / not suitable and not in safe condition.

I consider / do not consider this vehicle fit for driving.

Driver to acknowledge above statement by completing the below:

Driver's name: _____

Driver's signature: _____

Date: _____

ANNEX 8: NARO VEHICLE REQUISITION / BOOKING FORM (OFFICIAL TRAVEL)

Office Requisition No..... *(Form to be filled by Applicant)*

A. REQUEST <i>(To be completed by the requisitioning officer)</i>		
Name of Requisitioning Officer	Title/Designation	Department /Unit
Purpose/activity for which a vehicle is required		Signature of Requisitioning Officer
Date when vehicle is required		Date when vehicle will be returned
Date	Time	
B. ALLOCATION <i>(To be completed by Transport Officer)</i>		
Vehicle Allocated (Reg. No.)	Vehicle type	Vehicle Status e.g. Defects/service that the user should note
Odometer reading of vehicle		
Name of allocated Driver	Name of Transport Officer	Signature of Transport Officer
C. APPROVAL <i>(To be completed by Director Corporate Services, DCS / Director of Research, DoR)</i>		
Name of DCS / DoR	Date	Signature

D. SECURITY CHECK *(To be completed by the Security Guard on duty)*

Security Guard Name	Vehicle Exit		Signature
	Date	Time	
Security Guard Name	Vehicle Return		Signature
	Date	Time	
Odometer reading of returning vehicle			
Name of Requisitioning Officer			
Contact No. & Email of Officer			
Designation			
Department			
Date			
Proposed Date & Time of Departure			
Destination (Village, Sub-county District)	1. 2. 3. Others:		
Proposed Date & Time of Return			
Estimated total distance to be covered			
Number of persons travelling			

Please Note:

- 1) This Form must be filled within the time specified in this Policy before the proposed journey. This will allow for time to process car hire, if the situation requires so.
- 2) The Form MUST be properly filled, failure of which, the requisition will be degraded.
- 3) This form is only for the booking of the Vehicles for the official purposes only.
- 4) The vehicles are sanctioned against the requisition subject to the availability.
- 5) Overloading of the Vehicle is not permitted.
- 6) Deviation of route is not permitted. If logged distance significantly exceeds the approved distance, Trip will be treated as private.
- 7) All the official requisition must bear the signature of recommending authority, otherwise the requisition is likely to be rejected.
- 8) Submitting requisition for Vehicle does not ensure availability of the Vehicle, unless the same is confirmed the Transport Officer.

GENERAL RULES OF USE/ALLOCATION OF VEHICLES

1. Drivers of vehicles must be have valid driver's license.
2. It is the responsibility of the driver to operate a vehicle in compliance with NARO Transport and Fleet Management Policy
3. The Driver shall submit a written report (Form) to DCS / DoR through the Transport Officer on return from a field trip concerning any faults and/or damages, incidents and accidents.
4. Allocation and servicing of pool vehicles shall be a responsibility of Transport Officer with approval of DCS / DoR.
5. The schedule/summary of allocation shall be displayed on the staff mail/noticeboard.

6. This form must be filled within the time specified in this Policy before the proposed journey. This will allow for time to process car hire, if the situation requires so.
7. The form **MUST** be properly filled, failure of which, the requisition will be degraded.
8. This form is only for the booking of the vehicles for the official purposes only.
9. The vehicles are sanctioned against the requisition subject to the availability.
10. Overloading of the vehicle is not permitted.
11. In as much as possible, deviation from the permitted route should be avoided except in extreme circumstances.
12. All the official requisition must bear the signature of recommending authority, otherwise the requisition is likely to be rejected.
13. Submitting requisition for vehicle does not ensure availability of the vehicle, unless the same is confirmed by the Transport Officer.
14. The principle underlying these new measures is to accord all staff equal access to pool vehicles as well as improve on maintenance of the fleet.

ANNEX 9: NARO VEHICLE REQUISITION / BOOKING FORM (NON-OFFICIAL TRAVEL)

Office Requisition No.: (Form to be filled by Applicant)

Name of Requisitioning Officer	
Contact No. & Email of Officer	
Designation	
Department	
Date	
Proposed Date & Time of Departure	
Purpose for which vehicle is required	
Destination (Village, Sub-county District)	1. 2. 3. Others
Proposed Date & Time of Return	
Estimated total distance to be covered	
Number of persons travelling	

Applicant/User:

Name: _____ Signature & Date: _____

Approval:

(i) Recommendation by Transport Officer: _____

Name: _____ Signature & Date: _____

(iii) Decision (Tick where appropriate):

Approved		Vehicle Reg. No.:
		Assigned driver:
Not approved		

Name: _____ Signature & Date: _____

DIRECTOR CORPORATE SERVICES / DIRECTOR OF RESEARCH

Please Note:

- 1) This Form must be filled within the time specified in this Policy before the proposed journey. This will allow for time to process Car Hire, if the situation requires so.
- 2) The Form MUST be properly filled, failure of which, the requisition will be degraded.
- 3) This form is only for the booking of the vehicles for non-official purposes only.
- 4) The Vehicles are sanctioned against the requisition subject to the availability.
- 5) Overloading of the vehicle is not permitted.
- 6) Deviation of Route is not permitted and logged distance should not significantly exceed the approved distance.
- 7) All the official requisition must bear the signature of recommending authority, otherwise the requisition is likely to be rejected.
- 8) Submitting requisition for Vehicle does not ensure availability of the Vehicle, unless the same is confirmed by the Director Corporate Services or Director of Research.

ANNEX 10: AUTHORITY TO DRIVE FORM

Form No. _____

(a) Applicant's Details (To be filled by Applicant):

Name of applicant	
NARO Email address of applicant	
Phone number of applicant	
Driving license details	Number: Classes: Validity / expiry:
Years of Driving (since obtaining the first driving permit):	
Designation	
Department / Directorate	

I commit to adhere to the NARO Policies and relevant laws of the Republic of Uganda.

Date: _____

(b) Approval (to be filled by relevant Officers):

(i) Comment and verification of application by Transport Officer: _____

Name: _____ Signature & Date: _____

(ii) Comment and Recommendation by Director Corporate Services (or Director of Research): _____

Name: _____ Signature & Date: _____

(iii) Decision by DIRECTOR GENERAL (Tick where appropriate):

Approved	
Not approved	

Name: _____ Signature & Date: _____

ANNEX 11: DRIVER'S CERTIFICATION FORM

Form No. _____

The following certification shall be required (either on file and or presenting) before an employee is authorized to drive a NARO vehicle or private vehicle for NARO business. This certification shall be made each time the employee accepts the keys to a NARO vehicle from the Transport Officer.

"I am in possession of a valid Uganda Driver's License. I certify that I have not been issued more than three (3) moving violations or have been responsible for more than three accidents [or any combination of more than three thereof] during the past twelve month period."

Signed: Name: Date:

ANNEX 12: AUTHORIZATION TO USE PRIVATELY-OWNED VEHICLES ON OFFICIAL BUSINESS

Form No. _____

If you have to use your Private Vehicle for NARO Business related travel, it must be authorized by filling out this form and returning it to the Transport Officer.

Date: _____

CERTIFICATION

In accordance with the NARO Transport and Fleet Management Policy, approval is required in order to use a Privately Owned Vehicle to conduct official Organization business.

I hereby certify that, for the approved journey, I will use a Privately Owned Vehicle. I will have a valid Driver's License and proof of liability insurance in my possession. All persons in the vehicle will wear safety belts and the vehicle shall always be:

- a) Covered by liability insurance for the minimum amount prescribed by the Laws of Uganda.
- b) Adequate for the work to be performed.
- c) Equipped with safety belts in operating condition.
- d) To the best of my knowledge, in Safe Mechanical Condition as required by law.

I understand that I will claim the NARO Approved Mileage Rate as full reimbursement for the cost of operating the vehicle.

I further certify that while using a Privately Owned Vehicle on Official Business, all accidents will be reported in accordance with the Transport and Fleet Management Policy.

I understand that permission to drive a Privately Owned Vehicle on NARO business is a privilege which may be suspended or revoked at any time.

Name of Employee	
Driving permit details	Number: Classes: Validity / expiry: Years of driving:
Designation	
Department / Directorate / Institute	
Employee's signature	
Head of Unit's approval	Name: Signature: Date:
Director of Research's or Director of Corporate Services' Approval	Name: Signature: Date:

**ANNEX 13: TRANSPORT AND FLEET MANAGEMENT
POLICY DECLARATION FORM**

Form No. _____

I certify that I have read and understood the NARO Transport and Fleet Management Policy and I shall abide by the requirements contained herein.

NAME: _____

DESIGNATION: DRIVER

SIGNATURE: _____ DATE: _____

In the presence of:

NAME: _____

DESIGNATION: TRANSPORT OFFICER

SIGNATURE: _____ DATE: _____

ANNEX 14: VEHICLE DEFECTS REPORT FORM

Form No. _____

Drivers are responsible for the safe condition of their vehicle, and are required to check the vehicle and report any defects identified to the Transport Officer.

Date: _____ Driver's Name: _____

Odometer Reading: _____ Vehicle Reg. No: _____

Check details of each item listed opposite.	Satisfactory (YES)	Defect (NO)	Comment
EXTERIOR INSPECTION (360 DEGREE WALK-AROUND)			
Is vehicle clean in appearance?			
Do all the four tires look to be properly inflated?			
Are there any sign of fluid leakages underneath the vehicle?			
Are all tires free of cracks or cuts?			
A wiper blades damaged?			
Are all tires fitted with wheel nuts?			
IS the vehicle registration easily accessible?			

Is the vehicle insurance information accessible and update?			
Are lights and reflectors working properly?			
INTERIOR INSPECTION			
IS vehicle interior clean of debris?			
Are safety belts working properly?			
Are there any visible leaks on the engine?			
Is emergency/safety kit/fire equipment available?			
Are all brakes (front and rear) working properly?			
Is the wheel hub assembly working properly?			
Are there any dashboard warning lights?			
Is there a jack system available?			
OPERATION INSPECTION			
Are headlights working?			
Are the tail lights working?			
Are brake lights working			

Are the backup lights working?			
Are the interior lights working?			
In the horn working?			
Do turn signals working?			
Does the heating/cooling system working properly?			
Is the fuel tank at least a quarter full?			
Are proper mirrors available (rear view side, fender)?			
UNDER THE HOOD INSPECTION			
Is the engine oil within range?			
Is the wind shield wiper fluid within range?			
IS the power steering fluid within range?			
Is the transmission fluid within range?			
IS the coolant/water within proper levels?			
Do all V belts appear in good condition?			
POST -TRIP INSPECTION			
Did the vehicle operate correctly?			

Was the vehicle free of warning lights coming on during operation?			
Did any warning lights display?			

Additional comment:

Driver's name: _____

Driver's signature: _____

Date: _____

Defects reported to:

Transport Officer's name: _____

Signature: _____

Date: _____

Comments/recommendation by Transport Officer

ANNEX 15: MONTHLY VEHICLE-USE REPORT SUBMISSION FORM

Form No. _____

Report for the month of: _____

Vehicle Reg. No.:	Driver's Name:	Date:
The Driver must submit the Report of the previous month to the Transport Officer by the 10th day of the following Month.		Odometer reading:

Attach evidence to attest to the following, if any.

	Item	Details
1.	Total fuel used	
2.	Mileage covered	
3.	Was service done during the Month? (yes/No?)	
4.	Long distance Trips undertaken	
5.	Defects suffered	
6.	Repairs done	

Driver's name: _____

Driver's signature: _____

Date: _____

Report submitted to:

Transport Officer's name: _____

Signature: _____ Date: _____

ANNEX 16: VEHICLE HANDOVER FORM

Form No. _____

No.	Detail	Status (Comment)
1.	Vehicle Reg. No.	
2.	Make	
3.	Office of Attachment	
4.	Current Mileage	
5.	Current Driver's Name	
6.	ID Number	
7.	Signature	
8.	Date of Handover	
9.	Fire extinguisher	
10.	Reflectors	
11.	Battery Serial Number	
12.	Wheel Spanner	
13.	Jack	
14.	Floor Mats/Carpets	
15.	Radio status	
16.	Fuel Card Returned	
17.	Fuel Gauge Reading	
18.	Spare Tyre	
19.	New Driver's Name	
20.	New Driver's Signature	
21.	Other Comments (if any)	
22.	Reason for Hand-Over	
23.	Expected date of Reporting Back to Office	
24.	Transport Officer's Name	
25.	Transport Officer's Signature	

ANNEX 17: ACCIDENT REPORT FORM

Form No. _____

Employee Name:		Date of Report:	
Employee Title/ Role:		Accident Number:	
Date of Accident (Village, & District):		Time of Accident:	
Vehicle registration Number		Make/Model	
Place of Accident:		Type of Road Surface:	
Visibility		Wet or Dry	
Estimated Speed before the Accident		What warning did you give	
Weather Conditions,		Did Police take particulars?	
To which Police Station was accident reported? (<i>Attach copy of intended prosecution</i>)			
Other Vehicles or Properties involved:			
Persons injured	Name	Address	
Passengers in the Vehicle	Name	Address	

Incident description including any events leading to or immediately following the incident:			
Resulting Action Executed, Planned, and or Recommended:			
Submitted by:	Name	Signature	Date
Submitted to the Transport Officer	Name	Signature	Date

ANNEX 18: TYRES AND TUBES REQUISITION FORM

Form No. _____

REQUISITION FOR TYRES AND TUBES			
To: Transport Officer	Date:	No.	
Name of Institute:	Number is to be allotted by the Transport Officer		
Vehicle Reg. No.	Model and year of purchase	Body description	
Name of user	Title/ Designation	Department/programme	
Present mileage	Last tyre change date	Last tyre change mileage	No of tyres requested
Size/specification of tyres			
Justification for this request			
ADMINISTRATION/ TRANSPORT OFFICER			
Remarks by the Transport Officer			
No of tyres issued	Approved by (Transport Officer)		
STORES			
Issued by (stores)	Received by user		

Contact us:

NARO Secretariat

Plot 11-13, Lugard Avenue, Entebbe
P.O Box 295, Entebbe, UGANDA

Tel: +256 414 320 512 or +256-41-788-8002/3

Email: dg@naro.go.ug | **Website:** www.naro.go.ug

 [@narouganda](#)   [NARO Uganda](#)