

BARINGO COUNTY GOVERNMENT



BARINGO COUNTY ASSEMBLY

TRANSPORT POLICY

2019

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EXECUTIVE POLICY SUMMARY

A properly designed transport system is an important contributor to effective, efficient and economical delivery of an institution's mandate and service to the public and/or clients.

It is in cognizance of this fact that the Baringo County Assembly formulated a Transport Policy which is intended to address the various transport challenges and improve efficiency and effectiveness in the delivery of the Assembly's mandate.



The Policy document emphasizes promotion of economic, efficient and effective transport management in Baringo County Assembly. Article 185(4) (a) and (b) of the Constitution Kenya, gives the County Assembly powers to receive and approve plans and policies for management and exploitation of the county resources as well as development of county infrastructure and institutions.

Baringo County Assembly is expected to put in place adequate and reliable systems and structures that shall not only ensure achievement of its strategic goals and objectives but also ensure efficiency, effectiveness, transparency and accountability in the utilization of public funds and other financial resources. The purpose of this Policy is to provide easily understood guidelines and operational instructions on all matters relating to transport services and contracts relating to the same within Baringo County Assembly. It covers all aspects of use and maintenance of County Assembly motor vehicles including various government regulations and policies as well as use of alternative means of transport for members and staff of the County Assembly.

A handwritten signature in black ink, appearing to read 'David K. Kiplagat'.

HON. David K. Kiplagat

HON. SPEAKER,

CHAIRPERSON, COUNTY ASSEMBLY SERVICE BOARD

FOREWORD

Baringo County Assembly Transport Policy is another strategy document formulated by the County Assembly and approved by the County Assembly Service Board with the sole purpose of streamlining transport services within the institution and is expected to address a myriad of transport challenges experienced in the past. Implementation of the Policy will result in effective management of Baringo County Assembly motor vehicles including optimal utilisation, repairs and maintenance and other operational procedures.

The Policy has been formulated with keen attention to all policies, procedures and regulations applicable to use of government motor vehicles. County Assembly drivers will get the opportunity to obtain all necessary guidelines on driving, parking and reporting accidents in one single document, the Policy. Users of County Assembly transport system will also be sufficiently guided by the Policy including responsibility over the motor vehicle and their own safety.

This Policy has also sought to address the constraints in providing official means of transport to all members of the County Assembly and staff by providing reimbursement of costs when the member or staff uses public transport or own motor vehicle in travelling to various destinations on official assignments. The reimbursement rates are competitive and compares favourably with current fares using public transport.

The implementation of this Policy shall always be guided by the provisions of the relevant pieces of legislation to ensure adequate accountability and responsibility.

It is my hope that this Policy will help in streamlining transport management

services and in the maintenance of motor vehicles owned by the County Assembly.

A handwritten signature in black ink, appearing to read 'R. Koech', with a horizontal line drawn underneath it.

CPA Richard K. Koech

CLERK, COUNTY ASSEMBLY/CEO-CASB.

ACKNOWLEDGEMENT

The Baringo County Assembly Service Board wishes to sincerely extend sincere appreciation to all those who made invaluable contributions towards the successful development of this Transport Policy.

First and foremost, special thanks to the leadership and Honourable members of Baringo County Assembly Service Board for considering and approving the Policy.

Secondly, we wish to most sincerely thank all our Honourable members and the County Assembly leadership for their valuable contributions and well thought out amendments on the draft Policy.

Lastly, our sincere gratitude goes to the officers drawn from the Legal, Research and the Transport departments respectively for painstakingly editing the draft Policy in preparation for final publication and gazettelement.

Extreme care has been taken to ensure that the Policy conforms to all existing transport and employment/labour related laws and Human Resource best practices.

1.0 INTRODUCTION

Transport management is the function that oversees, co-ordinates and facilitates various transport and transport related activities in the County Assembly. Transport management underpins and supports transport related activities through management of the assets used. Effective transport management is aimed at reducing and maintaining overall costs through maximum, cost effective utilisation of resources such as vehicles, fuel, spare parts among others.

The Policy is designed to enhance effective coordination, accountability, monitoring of usage, improvement of internal controls and as a tool for better decision making.

The Policy is in line with circulars on County Assembly transport policy as issued by the Salaries and Remuneration Commission (S.R.C.).

1.1. OBJECTIVE OF THE TRANSPORT POLICY

The objective of this pPolicy is to promote economic, efficient and effective transport management and to ensure that the County Assembly transport activities are conducted in a fair, transparent manner and in accordance with the relevant laws of Kenya.

1.2 RATIONALE FOR POLICY DEVELOPMENT

This Policy, therefore, sets out to provide guidelines governing the management, operation, maintenance, acquisition, assignment, utilisation and disposal requirements for the County Assembly of Baringo owned motor vehicles and related services. It will also give guidelines on dealing with members and staff transportation while on official duty.

This policy, therefore, sets out guidelines that will be used to address the

various challenges identified in 1.3.

The development of this Policy is necessitated by a number of challenges that face the County Assembly in management of transport issues as enumerated below.

1.3 TRANSPORT CHALLENGES

1.3.1 Lack of transport guidelines

The County Assembly does not have clear transport guidelines to guide the County Assembly in the use of County Assembly vehicles or other transport related issues by the County Assembly members and staff while on duty.

1.3.2 Uncontrolled use of County Assembly vehicles

On a number of occasions, County Assembly vehicles have been used on unauthorised journeys. In some instances, drivers and other staff use County Assembly vehicles and make unauthorised journeys not related to County Assembly business, thus leading to the County Assembly incurring huge and unprecedented financial losses. In some cases, it is not clear who should authorise journeys leading to situations where anyone can authorise a journey.

1.3.3 Running Cost of the Vehicles

There is no clear record of vehicle fuel consumption and cost of maintenance for vehicles for any given period. This makes it difficult to determine economical use of the vehicles if they should continue operating or not. Some vehicles are obsolete but are still being maintained at very high uneconomical costs.

1.3.4 Driver Management Challenges

The County Assembly drivers have joined the service under different circumstances. There are those that were devolved from the national government, there are those who worked for the defunct local authorities and those that were hired by the County Assembly, some under contract and others on permanent and pensionable terms.

Therefore, their levels of training as drivers are different while a number

of them have serious disciplinary issues that include making unauthorised journeys, driving while intoxicated, rudeness, inability to maintain cleanliness in the vehicles assigned, inability to track the vehicle requirements for service (minor and major defects) leading to vehicle damage, among others. Some drivers are overworked including during weekends without leave or even off duty making them prone to accidents due to fatigue.

1.3.5 Lack of Routine Vehicle Servicing and Maintenance

In a number of cases, vehicles have overstayed in the garages thus creating a crisis in transportation of officers to attend to some official duties. Some vehicles are poorly serviced and repaired due to inadequate supervision leading to financial loss incurred by the County Assembly.

1.3.6 Lack of a Systemised Way in Allocation of Vehicles

There are some individuals who are prone to detaining vehicles after being formally assigned. This leads to unavailability of vehicles to other users. Some individual members request for vehicles in the name of committee services yet they use the vehicle for own purposes.

1.3.7 Insurance and accident management

There are instances when vehicle insurance has expired and the vehicles are grounded. In addition, accident vehicles have been delayed in garages due to late payment of insurance premiums that ought to be paid by the County Assembly. Some accidents have not been properly documented leading to delays by the insurance companies in making decisions for compensation on such vehicles and at times the County Assembly may be taken to court over such accidents.

1.3.8 Fuel management

Each vehicle has its own fuel card. The challenge with fuel cards is lack of enough funds especially at the beginning of each financial year.

1.3.9 Aging fleet

There are a number of vehicles that are old and obsolete with a number of them having been from the defunct local authority. Some of the County Assembly vehicles acquired in 2013 are already aging and there are some that are no longer economical to use. There is need to develop a framework for disposal of such aging vehicles.

1.3.10 Challenge in Cleaning of vehicles

The County Assembly drivers have been grappling with the challenge of cleaning County Assembly vehicles using own funds.

1.3.11 Shortage of drivers and vehicles

At times, members and officers are called to attend to duty out of their workstations. In such cases, the County Assembly ought to provide transport. There are situations when there are no vehicles available, in which case the officers can either take taxis, public transport or use own vehicles and claim mileage. Sometimes, the vehicles are available but the drivers are few who can adequately attend to the members and staff on time.

2.0 DRIVER AND USER GUIDELINES

2.1 General

The County Assembly Transport Policy shall apply to the use of all County Assembly vehicles, whether assigned to a member, a department, a committee, an individual or the motor pool.

1. Only County Assembly drivers and other authorised County Assembly Transport Management staff may drive a County Assembly vehicle. All drivers must meet minimum standards for employment as County Assembly drivers.
2. Use of County Assembly vehicles by County Assembly members and employees must be for County Assembly official business only. County Assembly vehicles are categorised as personally assigned, motor pool and for committee services. Incidental use associated with official

- business is strictly limited and must have prior approval.
3. Non-County Assembly Employees may ride in a County Assembly vehicle only if authorised.
 4. Drivers and passengers must comply with all Kenya Traffic Laws and National Transport and Safety Authority (NTSA) regulations. The County Assembly shall not be responsible for traffic violations by drivers. Fines and any other incidental charges shall be borne by the responsible driver.
 5. Drivers are responsible for promptly reporting all accidents or any damage of County Assembly vehicles to the Transport Manager.
 6. Drivers are responsible for basic motor vehicle checks like oil, coolant, tyre pressure, power steering fluid, brake fluids/pads/shoe linings before and after use of the vehicle and report any defects to the transport officer.
 7. Drivers should ensure all journeys commence as scheduled and always stick to the routes indicated.
 8. County Assembly vehicles should always be parked within the County Assembly establishments with security after work. Drivers are not permitted to park vehicles at un-authorised places, for instance, at their private residence/premises and or outside liquor outlets, whatsoever.
 9. County Assembly vehicles must operate within normal working hours/ days. In case there is need to operate beyond the prescribed working hours/days, an authority letter must be obtained from the Accounting Officer in consultation with the transport officer clearly specifying the reasons and period for which the authority shall be issued.
 10. All County Assembly vehicles shall bear official licence plates and shall have the words “Baringo County Assembly” displayed clearly on the front door of the right side of the vehicle.

2.2 MANAGEMENT OF COUNTY ASSEMBLY VEHICLES

All County Assembly vehicles shall be fitted with a tamperproof computer-

based tracking security system within three (3) months after approval of the Policy. The system shall, among other things, show details of fuel consumption, specific journey details, immobiliser, among other details.

2.3: USE OF PUBLIC SERVICE VEHICLES (P.S.V) AND TRANSPORT REIMBURSEMENT RATES

1. The Baringo County Assembly Service Board has formulated a schedule as part of this policy, indicating the transport reimbursable costs to be used in instances where the members and staff uses public or own transport to various destinations in Kenya as tabulated in annex: BCASB-TR-9 in the appendices.
2. The Baringo County Assembly transport reimbursement rates were arrived at after rigorous comparative research process on the prevailing public transport market rates in Kenya, and the best practices benchmarked from other counties within the republic of Kenya.
3. By adopting the reimbursable rates, the Baringo County Assembly Service Board, seeks to address the rampant transport constraints associated with limited official means of transport in the County Assembly.
4. Accordingly, these rates as approved are highly competitive and compares favorably with current transport rates while using public transport in Kenya.
5. These rates as approved shall be applicable equally to both members and staff of Baringo County Assembly.
6. These fare rates shall be amended from time to time depending on the prevailing market situations in Kenya.
7. Members and staff of Baringo County Assembly will **NOT** be required to attach travel receipts issued by public service vehicle operators to their travel documents as proof of travel.
8. Furthermore, members and staff will **NOT** be required to produce logbooks whilst claiming for the travelling rates since it is not equivalent to mileage claims.
9. Use of the reimbursable transport rates will greatly improve on

- efficiency and effectiveness of the members and staff of the County Assembly while discharging their duties.
10. Among the challenges that the reimbursable rates will significantly address is the lack of a systemized way of accounting for travel costs using receipts issued by public service vehicles.
 11. The other challenge of having few drivers and inadequate County Assembly vehicles will also be addressed if the transport reimbursable rates are adopted.
 12. Wear and tear of County Assembly vehicles owing continuous **constant** use will also be significantly reduced if the transport rates are applied, thus extending the economical use of vehicles.
 13. Lastly, the County Assembly will to a large extent reduce costs attached to fueling of motor vehicles for long distance travels since members and staff will cater for their own travel costs.

3.0 FLEET DRIVER AND USERS GUIDELINES

3.1 Responsibilities of the Driver

All County Assembly drivers are required to:

1. Meet the licensing requirements for the motor vehicle to be operated.
2. Operate motor vehicles in a safe and prudent manner.
3. Use the motor vehicle complete occupant restraint system at all times.
4. Check vehicles for any physical or mechanical damage before accepting the motor vehicle for any journey.
5. Report motor vehicles' operating conditions at the end of any journey beyond 500 km.
6. Report motor vehicle use and cost data as directed by the transport manager.
7. Report all accidents involving County Assembly vehicles to the transport manager and relevant authorities immediately they occur.
8. Comply with all applicable Traffic Laws, transport code of regulations and all other relevant laws.
9. Pay all traffic violations fines levied against them.
10. Ensure that the motor vehicle is properly serviced during the course of

- operation or notify the transport manager of required servicing.
11. Protect and properly use fuel cards.
 12. Request each passenger to fasten their safety belt when boarding any motor vehicle.
 13. Observe official dress code and ensure that the vehicle is always clean.
 14. Wait for the Members/officers on official Assembly business, at all times, within where the vehicle is parked.
 15. The driver should not allow alcoholic beverages, unauthorised goods or illicit drugs to be consumed and/or illegally transported in the Assembly vehicles.
 16. The driver should not allow the number of passengers to exceed the authorised capacity of the vehicle.
 17. The driver is prohibited from using mobile phone while driving.
 18. The driver is prohibited from using any alcoholic drinks or smoking while driving.
 19. The driver is not allowed to make purchases of personal items using County Assembly fuel cards.

3.2 Driver Qualifications

Qualification of County Assembly drivers shall be as follows:

1. Must have attained the age of 18 years.
2. Must possess a valid driving licence from a recognised driving school appropriate for the class of vehicle being operated within the County Assembly.
3. Must possess a certificate of good conduct.
4. Must have held a valid driving licence for at least two years.
5. Must not have had any convictions for driving while intoxicated, driving under the influence of alcohol, drugs or reckless driving.

3.3 Requisition of Vehicles

The requisition of motor vehicle process shall follow the following guidelines:

1. A member/staff of Baringo County Assembly may reserve a motor pool vehicle to conduct official County Assembly business using **BCASB-TRF-1** form in the appendix.

2. Reservations are to be made using requisite vehicle transport requisition forms as prescribed above and submitted to the transport manager. Telephone reservations are not accepted.
3. Requisition of Baringo County Assembly vehicles should be made two (2) working days prior to the activity within the County and (5) working days if the activity is out of the County.
4. The requisitioning officer or member must determine the date and time favourable for picking and returning the vehicle, indicate the destination and specify clearly the type of vehicle required.
5. The transport officer will return back the reservation form with the vehicle registration number clearly written on it, which will be a confirmation that a reservation has been made.
6. If there are no vehicles available, a recommendation for hire or use of personally owned vehicles will be made on the reservation form for approval by the Clerk. The transport manager may also recommend/request for vehicles from other government entities.
7. The transport officer will process the transport requisition form and a copy of the fully processed requisition form will be sent to the user department/committee, member or individual staff. The vehicle will be released as per the requisition form details.
8. Members/staff should not offer to use personal vehicles before confirming vehicle availability and seeking authority to use a personal vehicle from the transport manager after considering the economy, efficiency and effectiveness of such usage. No claim will be honoured if this is not complied with.
9. Reservation for a vehicle will be cancelled 6 hours upon the expiry of the stipulated reservation time out on the prescribed form unless an extension was sought and approved.

3.4 Vehicle Checkout Procedures

1. A vehicle cannot be checked out by the County Assembly security Sergeant-at-Arms without the approved requisition form at the gate

- of the County Assembly. A copy of the requisition form should be left at the gate and returned to the transport office on return of the vehicle.
2. The original copy of the requisition form for vehicles reserved for Saturday, Sundays or holidays should be brought back between 8.00am and 4.00pm on the last working day before the reservation.
 3. The number of passengers transported in any vehicle must comply with and not exceed the manufacturer's specifications. Passengers in County Assembly vehicles are limited to members and staff travelling on official County Assembly business.
 4. The driver, to whom a County Assembly vehicle has been released, is fully responsible for the security and operation of the vehicle until it is returned to the motor pool.

3.5 Return of Vehicle

1. Vehicle used on a scheduled trip should be returned to the motor pool immediately upon return by the date indicated on the reservation form.
2. The vehicle must be physically inspected by the County Assembly Sergeant-at-Arms upon return.
3. Upon return to County Assembly from a trip, the completed trip ticket indicating the beginning and ending odometer readings, vehicles inspection form duly completed, keys, fuel cards and receipts must be submitted to the Transport office.

3.6 Vehicle Security

1. The security of any County Assembly vehicle is the responsibility of the assigned driver. When a vehicle is left unattended for any reason, the driver should remove the keys from the ignition, set the parking brake and lock the vehicle.
2. All County Assembly vehicles must be parked at the County Assembly precincts or any other government establishments at the end of official duty.
3. County Assembly vehicles that break down on the road will be secured

with all possible precautions taken to prevent theft or vandalism. In the event that a vehicle cannot be secured in its present location, the driver will have the vehicle towed to a facility where it is safe until assistance arrives.

3.7 Damage to vehicles

1. When picking up a vehicle, drivers are encouraged to inspect the vehicle for physical body damage. Any noticeable damage should be noted on the trip ticket.
2. Both the user and the driver of a vehicle are responsible for any damage to the vehicle.

3.8 Fuel purchases

1. Fuelling shall be done at the County Assembly's fuel pump station and or a designated fuel station using fuel cards.
2. Approved purchases by cash and/or personal credit card may be reimbursed by submitting a completed travel expense form with appropriate receipts to the transport office.

3.9: Vehicle Insurance

1. All County Assembly vehicles should be insured based on their current value and NOT the initial purchase cost.
2. The valuation should always be done by a government recognised valuer.
3. It is the responsibility of the Transport Manager to ensure that all County Assembly vehicles are comprehensively insured with a qualified reliable insurer.
4. The transport officer shall make a request to the procurement department one month before expiry of the insurance cover.

3.10: Maintenance and Repair of County Assembly Vehicles

Maintenance for all County Assembly vehicles should be performed in a pre-qualified garage or dealer. The following will be followed:

1. On Journey Repair

While every effort is made to maintain vehicles in the best possible condition, failures may occur occasionally. However:

- (i). Where a breakdown occurs, the driver shall be responsible for the security of the vehicle. The driver must immediately inform the transport office of the break down and wait for further instructions and directions.
- (ii). If a vehicle suffers a mechanical problem which might cause further mechanical damage or unsafe operation, the driver should call the transport office for further instructions.

(a) Preventive/routine maintenance

Preventive maintenance services: They include; regular oil change, oil filter change, chassis lube, fluid check, tire pressure check, belt inspection, tune-ups, battery testing/replacement, alternator testing/replacement, wheel bearing packing, brake pad/shoe linings inspection/replacement, automobile inspection, engine transmission and engine cleaning, will be done based on the maintenance schedule prepared by the transport officer.

(b) Routine maintenance

(i) Tyres

Tyre repair/replacement will be performed in the workshop and or designated workshops.

(ii) Exterior/interior cleaning

Exterior vehicle washing and interior cleaning shall be provided by the County Assembly.

(b) Car washing machine

The County Assembly should buy a car washing machine for purposes of saving public funds whilst engaging random car wash services.

4.0 CATEGORIES OF VEHICLES

County Assembly vehicles are categorised as follows:

(i) Personally Assigned Vehicles (PAV's)

A public officer/state officer may be assigned a County Assembly vehicle based on applicable SRC circulars. For instance, a vehicle assigned to the County Assembly Speaker.

(ii.) Committee Service Vehicles

These are vehicles made available to committees for committee activities. They are used for fact finding missions, oversight and legislative services. The procedure for allocation is based on committee activities and Speaker's rulings the Speaker may direct that a committee conduct fact finding on some issues and report back to the house.

They should NOT be allocated for individual use unless authorised by the authorised officer when there are no committee functions.

(iii) Motor Pool vehicles

These are County Assembly vehicles available for all employees and members to conduct official businesses upon requisition using the prescribed form **BCASB TRF-1** in the appendices.

4.4 Permitted and Prohibited Use of Vehicles

No person may use a County Assembly vehicle or permit the use of County Assembly vehicle in the following prohibited manners:

1. Reckless driving or speeding.
2. The driver is impaired by alcohol, drugs or any other diverse condition. Employees who believe the driver is impaired have a duty to prevent him/her from driving County Assembly vehicles and report to the

officer in charge of Transport.

3. Smoking, drinking alcohol, chewing of khat (*miraa*) and or any other intoxicating substances IS PROHIBITED while using County Assembly vehicles.
4. Transport for non-employee passengers including family members is not permitted unless with prior authority under exceptional circumstances.
5. Use for personal gain such as delivering goods or services, not related to County Assembly business is prohibited.
6. Handling loads that could structurally damage the vehicle is prohibited.
7. Use of trailer hitches and towing – allowed only with prior authority from the officer in charge of transport.

4.5 Request of vehicle for Welfare Use

Welfare use here means requisition of vehicle for social events like during weddings, graduations, engagements or during funerals among others, by Members of County Assembly and the staff. Requisition may be made for use of a vehicle for welfare issues indicated as above by County Assembly Members and staff. Any such requisition shall be made to the transport officer after approval by the Clerk of the County Assembly and shall be fuelled by the welfare or the individual and should cater for drivers' welfare. Disciplinary action shall be taken against the driver and the requisitioning staff if a vehicle is not returned on the expected date. This is necessary to ensure that vehicles are available to other users upon request.

4.6 Authorisation of Assembly Vehicles

The Baringo County Assembly vehicles MUST be authorised before leaving the parking yard or wherever else they shall be moving from. Authority means that the vehicle's work ticket shall be endorsed by the Authorised officer or his/her Deputy or by the transport officer. In cases where the vehicle is outside the County and the authorising officer is not within reach, the team leader or the head of department will sign the work ticket. At all times each Assembly vehicle must have the following well maintained documents:

- (i) Dully filled and signed work ticket the authorisation letter from the

Clerk to County Assembly for operating beyond normal working hours, weekends and holidays.

- (ii) Authority letter from the Clerk to County Assembly for trips outside the Country.

4.7 Political use of County Assembly vehicle

No person may use any vehicle owned by the County Assembly for political campaigns or attending political functions.

In case the driver realises that it is a political rally then the driver should notify the transport officer for further directions.

4.8 Incidental Travel and Stops

1. County Assembly drivers are not permitted to use County Assembly vehicles for personal purpose. The only exception to this rule is incidental stops. Examples are stops at restaurant for meals during long journeys, at automated teller machines (ATM) or financial institutions, urgent care of emergency room or petrol station or convenience store.
2. County Assembly drivers should remember that the public perception of County Assembly vehicles is important and influenced by how and where the public sees the County Assembly vehicles being used.
3. County Assembly drivers when required to stay overnight(s) away from home, may, with the permission of their supervisor, use the County Assembly vehicle for the types of necessary activity that could be expected of a traveler away from home. Examples include everyday use to go to a pharmacy, grocery, laundry, fitness centre or other locations to purchase goods or conduct activities necessary for the employees' health and wellbeing.

4.9: Accidents involving County Assembly vehicles

If a County Assembly vehicle is involved in an accident with a third party, the report of the accident must be made at once to the nearby police station and the driver should get a copy of the report written by the investigating officer. The driver and supervisor is responsible to complete an Auto Accident

Report Form (BCASB-AARF-6-1), that is located in the glove compartment of the vehicle and provide it to the officer in charge of transport who will then forward the details to the insurer.

However, if the damage is caused by another County Assembly property, then depending on the extent of the damage the matter should be reported to the transport office or otherwise to the nearest police station if the involvement of the insurer is necessary.

In case of an accident, County Assembly drivers are advised:

1. To stop at once.
2. To take steps to prevent further accidents – turn on hazard lights and set out warning devices.
3. To notify transport office and call police immediately.
4. To obtain the license plate number and policy of other vehicles involved.
5. To protect passengers, the vehicle itself or cargo.
6. Tactfully obtain names, addresses and phone numbers of all the witnesses. Get the names of all occupants of vehicles involved.
7. Give other drivers your driving license details and plate number and obtain the same from them.
8. Not to admit liability and not to sign anything except the police report.
9. To discuss the specifics of the accident with the police and the Transport Manager.

7 Authorized Use of Fuel Cards

County Assembly vehicles on field trips shall be provided with fuel cards which will be used for fuelling and servicing motor vehicles. The County Assembly shall ensure that funds are available to load fuel cards at all times. An alternative to the use of fuel cards is the purchase of fuel in bulk at designated fuel stations.

8 Hire Vehicle Acquisition

- (i) The County Assembly procurement unit shall pre-qualify companies providing car hire services that will be called upon to provide services when need arises. However, the County Assembly should give priority to the locally available government transport services.
- (ii) Hire of vehicles will be determined and recommended by the transport manager and the authorising officer based on need and cost.

9 Disposal of County Assembly Vehicles

- (i) When a motor vehicle has surpassed its economical useful life, it shall be disposed of as provided for by the Public Procurement and Asset Disposal laws.
- (ii) A motor vehicle that has been damaged beyond economical repair (including unusual wear by normal operating conditions) may be replaced after certification by the Transport Manager and the insurers.

5.0 MANAGEMENT GUIDELINES

5.1 General Information

1. Each motor vehicle except personally assigned vehicles (PAV's) should be provided for a pooling operation.
2. Motor vehicles should be rotated between areas requiring low mileage utilisation and those requiring high mileage so that mileage utilisation replacement standards will be reached for all motor vehicles of same class and age at approximately the same time.
3. Motor pool vehicles are to be returned daily to the motor pool lot unless away on authorised and scheduled over-night trips.
4. A monthly preventive maintenance check must be performed by transport officer on each County Assembly-owned vehicle. In addition, for safety precaution, special maintenance must be performed before and after a County Assembly-owned vehicle travel over 2,500 km on a round trip.
5. Permission to modify a vehicle in any manner i.e. remove seats, trailer hitches etc must be obtained from the County Assembly Clerk.

5.2 Duties of the Transport Manager

Transport Manager is required to:

1. Provide guidance for the proper use and safe operations of motor vehicles.
2. Ensure vehicles are used only for official County Assembly business.
3. Screen all requests for additional vehicles or replacement of vehicle prior to forwarding those requests to County Assembly Clerk for approval.
4. Review County Assembly records relating to fleet operations and the use of County Assembly vehicle on a semi-annual basis.
5. Designate and review vehicle assignments in consultation with the County Assembly Clerk, where necessary.
6. Establish and maintain an effective quarterly preventive maintenance programme.
7. Establish and maintain fleet management records for utilisation of all motor vehicles.
8. Conduct and/or assist in conducting periodic evaluations of motor vehicle management programme performance and effectiveness.
9. Prepare annual operating budget, training programmes for staff and operation plans of the department.
10. Ensure that once every two years, all drivers and transport officers will be required to attend fleet management training, defensive driving, service maintenance training, first aid and refresher courses.
11. Ensure operations and vehicles are in compliance with County Assembly and National Laws policies and regulations (Licensing, inspection, Insurance, transport code of Regulations e.t.c).
12. Develop and maintain a preventive maintenance programme and procedure for unscheduled maintenance for the County Assembly vehicles.
13. Review the maintenance reports and questionable and unnecessary maintenance expenses must be subjected to further investigations.
14. Transport Manager/officer/Assistant are responsible for ensuring vehicles are maintained and confirm that their drivers understand the

importance of the maintenance function and accept their responsibility in helping to maintain the vehicle that they drive.

5.3 County Assembly Vehicle Management

1. The transport manager is mandated to monitor the assignment and use of vehicles on semi-annual basis, or more frequently, if necessary.
2. The transport manager must also keep up-to-date records upon notice of change in vehicle status. The review should specifically examine the distribution of vehicles that are assigned; as personally assigned, motor pool or non-qualified personal use. All changes on assignment for vehicles must be recorded and approved by the authorising officer.
3. All pool vehicles are to be reserved and issued to drivers by the transport manager. A record must be made of each pool vehicle trip with beginning and ending mileage noted. The dispatcher ensures that the driver is authorised to travel and has obtained the trip ticket, the work ticket signed and the vehicle requisition form to be deposited at the main Gate Security.
4. Vehicle assignment will be the smallest capacity vehicle based on the number of occupants and equipment (luggage to be carried).
5. Pool vehicles subject to an annual review based on the break even mileage criteria may be granted upon recommendation of Transport Manager.
6. Good driving habits and common sense approach should be maintained when operating motor vehicles.
7. The following driving and operating techniques are examples of those that are to be observed:
 - (i) Avoid one-vehicle-per person trips.
 - (ii) Use one motor vehicle for several passengers travelling in the same general area.
 - (iii) Always consider, "is this trip necessary?" "Can the Job be accomplished by some other means?"
 - (iv) Use the telephone when practicable.
8. The driver should not start the engine of a motor vehicle until all

occupants have correctly fastened their safety belts.

9. Disposal of vehicle will be based on the break even mileage or may be justified by nature of repairs required.

5.4 County Fleet Register/Inventory Control Data

A register of all the County Assembly vehicles shall be maintained by the transport officer. The fleet register shall include the following:

1. Description of vehicle: Make, model and type of capacity and gross weight, chassis number, engine number and year of manufacture.
2. Vehicle registration number.
3. Date vehicle was purchased and put to use.
4. Section to which the vehicle is allocated.
5. Date of disposal, recipient, amount received and disposal documents.
6. Acquisition cost of the vehicle.
7. Special equipment and cost of each item.
8. Source of acquisition and condition of acquisition.
9. Current location and assignment of motor vehicle.
10. Date and odometer reading at the time of acquisition.
11. Utilisation.
12. Correct mileage and other information documented on daily vehicle usage report.
13. Record of all maintenance costs.
14. All records on costs of labour, parts that can be accomplished outside the County Assembly.
15. Record of accidents, damages, date of accidents, case or file number and cost of repairs.
16. Record of all obsolete motor vehicles and parts.

6.0: RECORDS MANAGEMENT

6.1: Record Keeping and Reviews

- (i) All maintenance and repairs must be tracked for each vehicle in the fleet. This is done electronically through the Fleet Management procedures.

- (ii) Proper record keeping and substantiation are required by the drivers and fleet controller.
- (iii) The Transport office shall review the use of work shared by the County Assembly vehicles at least semi-annually to determine whether usage criteria is being met. The reports to include detailed description of the utilization of each vehicle and justification of need.
- (iv) The Transport office, using the annual vehicle report, will evaluate which vehicles are eligible for replacement. The fleet Controller should follow the procedures of requesting replacement and disposal of underused vehicles.
- (v) Request for additional vehicles should follow the same procedure as requesting a replacement and must include a thorough analysis of internal vehicle reallocation, including any legislation or budget information that would authorise additional staffing or duties.

6.2 Mileage Reports

- (i) Mileage reports are tracked in two documents namely: the work Ticket and trip tickets.
- (ii) The work ticket contains all mileage logs and reports for the vehicle, while the trip ticket contains mileage logs and reports of specific mechanical problems during the trip.

Mileage reports will be tied together with the fueling records so that information about vehicle fuel consumption etc. may be computed and referenced to guide in the vehicle state or detection of fuelling fraud.

6.3: Signing of Work Tickets

All drivers should not start any journey without a duly signed work ticket by the following authorised officers:

- (i) The Clerk to the County Assembly
- (ii) The Deputy Clerk
- (iii) The Transport Manager

7.0 AIR TRANSPORT

Air transport will be used by Members of County Assembly and staff while attending official functions where it is not economical for any other mode of transport. The County Assembly should prioritise sourcing air transport services from government if owned companies like Kenya Airways to avoid using intermediaries and save on costs.

A member or an officer wishing to use such mode of transport will request for approval from the Clerk of the County Assembly in consultation with the Speaker before an air ticket is sourced.

7.1 MONITORING AND EVALUATION

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

8.0 IMPLEMENTATION

Implementation of this policy shall be vested in the office of the Clerk of the County Assembly and the office of the transport manager.

9.0 REVIEW

This document shall be reviewed after every five years or earlier as need for transport review arises.

10.0 VIOLATION OF POLICY GUIDELINES

For smooth running of Baringo County Assembly transport system, both members of the County Assembly and staff are called upon to observe the Policy guidelines. Action shall be taken against any individual who violates this Policy. Any driver of Baringo County Assembly vehicle or any member of County Assembly or staff authorised to drive a County Assembly vehicle, or who operates without a work ticket properly authorised, or who deviates

from the route authorised, or carries unauthorised persons or goods, shall be subject to disciplinary action by the relevant administrative bodies/agencies.

Violation of the provisions of this pPolicy shall lead to the offender being:

- (a) Reprimanded
- (b) Surcharged
- (c) Warned
- (d) Fined
- (e) Suspended
- (f) Dismissed
- (g) Prosecuted

LIST OF ANNEXES

1. Transport Requisition Form
2. Trip Ticket Form
3. Work Order Form
4. Trip Evaluation Form
5. Auto Accident Report Form
6. Vehicle Inspection Form
7. Transport Reimbursement Form
8. Transport Reimbursement Rates Schedule
9. Transport Induction Guidelines

COUNTY GOVERNMENT OF BARINGO



BARINGO COUNTY ASSEMBLY

Tel/Fax: 053 22115

Email: baringocountyassembly@gmail.com

(BCASB-TRF ~1) TRANSPORT VEHICLE REQUISITION FORM

(Complete in Triplicate)

PART ONE

Name of Hon. Member/Officer _____ Nature
of the Official Duty _____

Destination _____

Date of Departure _____ Time _____

Date of Return _____ Time _____

No. of Passengers Travelling _____

Signature _____ Date _____

TRANSPORT OFFICER'S RECOMMENDATION:

Vehicle Assigned for the Journey: Reg No _____

Name of the Assigned Driver: _____

REQUEST NOT APPROVED _____ Reasons _____ Further
Recommendations _____

Name _____

Signature _____ Date _____

AUTHORISATION BY THE CLERK.

Name_____

Signature_____Date_____

Remarks_____

NOTE

1. The vehicles can only be used to transport Honorable members and staff of the County Assembly. The Assembly will not be liable for any unauthorized passengers.
2. Vehicles should be requested for at least five working days in advance for any journey outside the County and at least 12 hours in advance for any local journeys or journeys not exceeding ten kilometers to provide time for facilitation.
3. Vehicles should be used within the approved time frame to avoid any possible inconveniences to other personnel intending to use them.

COUNTY GOVERNMENT OF BARINGO



Tel/Fax: 053 22115

Email: baringocountyassembly@gmail.com

Baringo County Assembly

P.O. Box 153-Kabarnet

(BCASB-TT-2) TRIP TICKET

Date _____ Work Ticket No. _____

Driver's Name _____ Designation _____

Vehicles Reg No. _____ Destination _____

Department _____

Mileage Out _____

Mileage In _____

Total Km Covered _____

Events Log

Date	Odometer	Event

DEFFECTS /DAMAGE REPORT OF VEHICLE

NOTES

1. Record all events as they occur during the trip.
2. At the end of the trip, lock all doors and roll up or slide all windows.
3. Vehicles must be parked with a minimum $\frac{1}{2}$ tank of fuel.

BARINGO COUNTY OF GOVERNMENT



BARINGO COUNTY ASSEMBLY

BCASB-WOF-3

Tel/Fax: 053 22115

Email: baringocountyassembly@gmail.com

Baringo County Assembly,

P.O. BOX 159-30400,

KABARNET

Registration Number _____
Mileage _____
Colour _____
Driver _____

Vehicle Category _____
Work Order No _____
Date Issued _____
Date Completed _____
Mileage _____
Assigned To _____

Mechanics Notes:

Part Number	Name	Quantity used	Unit cost
Total cost			
1.			
2.			
3.			
4.			

Part Number	Name	Quantity used	Unit cost
Labour Description	Hours	Rate	Total cost
End of Work Order _____			
Total Work Order Amount _____			
Signature of Technician _____			
Signature of Garage Foreman _____			

COUNTY GOVERNMENT OF BARINGO



BARINGO COUNTY ASSEMBLY

Tel/Fax: 053 22115

Email: baringocountyassembly@gmail.com

Baringo County Assembly,

P.O. Box 159-30400,

KABARNET

BCASB~TEF~4 TRIP EVALUATION FORM

Date of Trip _____

Places visited _____

Department _____

Member of Staff in Charge _____

Planned Departure time _____ Actual Departure Time _____

If late in departure, Give reasons _____

Name of person in charge of trip _____ Signed _____ Date _____

NOTES

1. The information provided will be treated with total confidence.
2. Please submit this form DIRECTLY to the Transport Manager in confidence not more than a week after return trip.
3. The information provided will assist the department improve the services.

COUNTY ASSEMBLY OF BARINGO



BARINGO COUNTY ASSEMBLY

Tel/Fax: 053 22115

Email: baringocountyassembly@gmail.com

Baringo County Assembly,

P.O. Box 159-30400,

KABARNET

BCASB-AARF-6-1 AUTO ACCIDENT REPORT FORM

Date of Accident _____ Time of accident _____

Location _____

Driver's Name _____ Signature _____

Purpose of trip _____

Vehicle Registration No _____ No. of passengers _____

Case Vehicle Information/Details of accident:

Registration No. of vehicle involved _____ Vehicle

type _____ Drivers _____ Name _____

_____ Insurance Policy No _____

List of Passengers in County Assembly Vehicle

Provide details of: Name, Designation, Contact Number, ID Number

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

COUNTY GOVERNMENT OF BARINGO



BARINGO COUNTY ASSEMBLY

Tel/Fax: 053 22115

Email:baringocountyassembly@gmail.com

Baringo County Assembly,

P.O. Box 159-30400,

KABARNET

BCASB-AARF-6~2 AUTO ACCIDENT REPORT FORM

Damages to the County Assembly Vehicle

List of injuries, if any

Name	Type of Injury	Treatment

Road and Weather Conditions_____

COUNTY GOVERNMENT OF BARINGO



BARINGO COUNTY ASSEMBLY

Tel/Fax: 053 22115

Email: baringocountyassembly@gmail.com

Baringo County Assembly,

P.O. Box 159-30400,

KABARNET

BCASB-AARF-6~3 AUTO ACCIDENT REPORT FORM

Police Report Information

Accident/Incident Reported to Police? Yes _____ No. _____

Were there citations issued? Yes _____ No. _____

Officer's Name: _____

Badge _____

Other Vehicle Info-Party No.1

Driver's Name:

Owner's Name:

Address:

Contact Phone No:

Vehicle Make:

Model:Year:

Licence Plate No:

Damage to Vehicle:

Occupants Names, Addresses and Phone No's.

1.

2.

3.

Other Vehicle Info- Party No. 2

Driver's Name:

Owner's Name:

Address:

Contact Phone.

Vehicle Make:

Model:Year:

Licence Plate.

Damage to Vehicle:

Occupants Names, Addresses

and Phone No's

1.

2.

3.

COUNTY GOVERNMENT OF BARINGO



BARINGO COUNTY ASSEMBLY

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Email: baringocountyassembly@gmail.com

Baringo County Assembly,

P.O. Box 159-30400,

KABARNET

BCASB~AARF~6~4 AUTO ACCIDENT REPORT FORM

Witness Information

Name:

Name:

Address:

Address:

Phone No:

Phone No:

Comments:

Comments:

COUNTY GOVERNMENT OF BARINGO



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Baringo County Assembly,

P.O. Box 159-30400,

KABARNET

BCASB-VIF- 7 VEHICLE INSPECTION FORM

Date: _____

Vehicle Reg. No. _____

Odometer Reading _____

Drivers Name _____ P/F _____

Check the following items before driving or taking over any vehicle

ITEM	YES	YES	NO	REMARKS/COMMENTS
1.	Battery			
2.	Tool Kit, Wheel Spanner, Jerk			
3.	Spare Wheel			
4.	All lights (rear and front)			
5.	First Aids Box and fire extinguisher			
6.	Engine Oil level and coolant			
7.	Tyres Condition			
8.	Horn/Radio			
9.	Breaks Condition			
10.	Scratches and Dents on the body			
11.	Seat belts			

12.	Other Defect or Observation on the vehicle			
-----	--	--	--	--

Driver Taking over_____ Signature _____ Date:_____Driver

Handing over_____ Signature_____ Date: _____

Transport Managers Signature and Stamp_____ Date:_____

COUNTY GOVERNMENT BARINGO



**BARINGO COUNTY ASSEMBLY
BCASB-TRF- 8**

Tel/Fax: 053 22115

Email:baringocountyassembly@gmail.com

Baringo County Assembly,

P.O. BOX 159-30400,

KABARNET

BCASB-TRF- 8 TRANSPORT REIMBURSEMENT FORM

Date of Trip_____ Places visited_____

Department_____

Member of Staff (Claimant) _____

Planned Departure Date_____

Actual Departure Time_____

Actual Departure Time_____

If late in departure, Give reasons _____

Signature of the Claimant_____

Checked by_____

Authorised by_____

COUNTY GOVERNMENT BARINGO



BARINGO COUNTY ASSEMBLY

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Email: baringocountyassembly@gmail.com

Baringo County Assembly,

P.O. Box 159-30400,

KABARNET

BCASB-TRR-9 TRANSPORT REIMBURSEMENT RATES-SCHEDULE

Applicable to Members and Staff of County Assembly
Approved Transport rates to Various Destinations in Kenyan Shillings

TOWN/CITY	ONE WAY	TOWN/CITY	ONE WAY
Nakuru	1800	Busia	2500
Eldoret	1800	Malaba	2500
Kisumu	3000	Siaya	3200
Nairobi	3000	Homabay	3200
Mombasa	6000	Embu	3500
Machakos	3200	Meru	3700
Kitui	4000	Marsabit	4000
Kiambu	3000	Moyale	7000
Thika	3500	Yatta	3500
Naivasha	2500	Wote	4000
Narok	3500	Migori	3200
Kajiado	3600	Keroka	2800
Kisii	2800	Nyamira	2800
Mwingi	3900	Isebania	3500
Kakamega	2200	Olkalou	2200
Kitale	2100	Muranga	3000
Bungoma	2300	Nyeri	3000

Kapenguria	2500	Kerugoya	3200
Lodwar	4000	Karatina	3200
Kapsabet	2100	Bomet	3300
Nanyuki	3000	Vihiga	2500
Nyahururu	2000	Iten	1500
Isiolo	3500	Kericho	2800
Maralal	3500	Wajir	6000
Tharaka Nithi	4000	Kilifi	6000
Mandera	7000	Malindi	6000
Lamu	7000	Tana river	6000
Voi	5000	Garissa	5500

NOTE: These rates shall be utilised as per clause 2.3 of this Policy on use of

Public Service Vehicles (P.S.V.) and transport reimbursement rates.

COUNTY GOVERNMENT BARINGO



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Email: baringocountyassembly@gmail.com

Baringo County Assembly,

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KABARNET

BCASB-TIG-11 TRANSPORT INDUCTION/GUIDELINES

APPLICABLE TO ASSEMBLY DRIVERS

(To be completed in duplicate)

The rules and regulations for driving Baringo County Assembly vehicles include but not limited to:

- (i) Report to work as scheduled as but not later than 8 a.m.
- (ii) Pre-inspect the vehicle before driving by use of vehicle inspection form.
- (iii) Ensure work and trip tickets are correctly completed before start of any journey.
- (iv) Obey all traffic rules regardless of the location.
- (v) Acquaint yourself with the Transport Policy Document.
- (vi) Make sure the accident report form is inside the vehicle compartment box.
- (vii) Handle and drive the vehicle with care.

I _____ P/F _____ have read and understood the Transport Policy Document and all above and agree to abide by the laid down and natural rules and regulations during my driving duties in and outside the County Assembly premises.

Signed _____ Date: _____

Authorising officer's Signature and Stamp _____

APPROVAL AND CERTIFICATION

BARINGO COUNTY ASSEMBLY TRANSPORT POLICY-2019

Certified This _____ Day of _____ 2019.

Sign _____

CPA, MR. Richard Koech
THE CLERK/SECRETARY COUNTY ASSEMBLY SERVICE BOARD

Approved This _____ Day of _____ 2019

SIGN: _____

HON.David K. Kiplagat
THE SPEAKER AND CHAIRPERSON
BARINGO COUNTY ASSEMBLY SERVICE BOARD



