 **Country Office Driving and Vehicle Regulations**

1. Only personnel issued with DCA driving authorisation may drive a DCA vehicle. Any staff member found driving without DCA driving authorisation will be disciplined with either a written warning or dismissal.
2. All drivers of DCA vehicles MUST provide a photocopy of their driving licence for the drivers’ file.
3. Under no circumstances may DCA vehicles be used for personal benefit or use, unless prior written approval has been given by the Programme Manager. Any driver discovered using a DCA vehicle for personal use will be disciplined with a final written warning or dismissal.
4. DCA team contingency drivers will only drive if the team driver is sick or otherwise unable to work. Vehicle movement in the field will be limited to necessary journeys only.
5. Daily checks of oil, water and fuel levels **MUST** be carried out each morning before starting the vehicle. VHF and HF Radios where fitted, lights, tyres, wheel nuts and signs of leakage should be checked daily.
6. All vehicles fitted with diesel engines **MUST** be warmed up prior to commencing driving. Warm up time should be a minimum of 3 minutes.
7. All vehicles should carry a First Aid Kit, vehicle fire extinguisher, 1 x warning triangle and a copy of the necessary documents including vehicle insurance and registration.
8. All National speed limits and traffic regulations **MUST** always be followed. The speed for all DCA vehicles is a **Maximum of 100 Kph** on highways outside of towns and cities unless traffic road signs indicate a lower speed.
9. When driving in towns, villages or inhabited areas, extreme caution **MUST** be taken. Speeds should be kept to the National speed limit or lower**,** when children, animals or large crowds of people are observed.
10. Speeds of vehicles should be reduced to the road and weather conditions.
11. Drivers should have both hands on the steering wheel when driving. Driving one handed and palming the steering wheel when manoeuvring the vehicle is not an acceptable driving technique.
12. Drivers should engage low gears and utilise 4 Wheel drive when negotiating steep off road inclines and declines.
13. Drivers exceeding the speed limit may be disciplined either with a verbal or written warning.
14. All speeding and traffic violation fines are to be paid by the driver. DCA will not be liable for payment of fines.
15. The driver and **ALL passengers MUST always wear seatbelts** whilst in DCA vehicles, unless seat belts are not fitted in the vehicle. Drivers should NOT start driving until all passengers are wearing seat belts.
16. The passenger and load carrying capacity of the vehicle should not be exceeded at any time. Any fine relating to the vehicle capacity will be paid by the driver. No passengers may be carried in the back of pickups.
17. No unauthorised passengers may be carried in DCA vehicles, this includes all military and other armed personnel.
18. No weapons are to be carried in the vehicle.
19. Smoking is not allowed in DCA vehicles.
20. Driving under the influence of drugs or alcohol will result in immediate dismissal from DCA.
21. Drivers may not use mobile phones (unless they have hands free devices fitted) whilst the vehicle is moving. In the event the driver needs to use a mobile phone, he/she should find a safe place to park before using the phone.
22. Driving after dark is not permitted outside of towns and cities unless in an emergency or with written authorisation of the Programme Manager.
23. Travel **restrictions must be observed** in accordance with security guidelines, including restrictions on travel after dark and lone travel.
24. Any DCA driver involved in an accident will report the accident immediately to their Line Manager, CD and to the Fleet Manager/Responsible and when relevant to Local Police. **He/she will not admit liability** in any accident involving a third party until a full investigation has taken place. The responsible driver will cover any costs incurred through liability admitted by a DCA driver before an investigation has taken place.

In the case of a vehicle accident that does not allow for the journey to continue, the driver and passengers should immediately carry out the following:

1. Take necessary measures to prevent any danger to other vehicles or traffic
2. Place a warning triangle behind the vehicle and warn other traffic
3. Call necessary emergency services in the event of injuries to DCA staff or third parties.
4. If safe to do so extinguish any fires on or in the vehicle
5. If carrying explosives follow XXXX and DCA SOPs

In the event of an accident or incident a full written Accident Report must be submitted within 24 hours.

1. Any DCA driver involved in an accident, which after investigation reveals that due care was not taken or that the accident was a result of speeding or careless driving, will be disciplined, with either a final written warning or percentage of the repair costs to be decided upon by the Programme Manager or dismissal.
2. All drivers are responsible for their respective vehicles and are responsible for the safe loading of equipment and goods and should assist with the unloading of equipment and goods.
3. All drivers are responsible to ensure that the Periodical Services are performed in due time. He/she must contact his/her line manager at least a week before the vehicle is due to be serviced for a mechanic to be arranged to perform the service.
4. The driver is responsible for keeping the vehicle fully fuelled. The vehicle should not be parked overnight with less than half a tank of fuel.
5. The driver is responsible for keeping the vehicle clean, inside and out and reporting any mechanical issues to their line manager.
6. All drivers must drive slowly when approaching checkpoints along the route and turn the radio or music off when speaking with checkpoint personnel. Interior vehicles lights should be switched on when approaching checkpoints at night.
7. Ensure the vehicle is always safe and secure whilst in his/her custody.

It is Mandatory for ALL drivers/riders to daily update the Vehicle Log Sheet. Vehicle Log Sheets are to be finalised by the last working day of each month. The Monthly Logbook should be handed over to the Logistics Department for completion of the monthly vehicle report. New Monthly Vehicle Log Sheets will be issued on the last day of the month by the Logistics Department.

I have read and understood the conditions of use above and confirm that I agree to abide by them.

**Name:**

**Position:**

**Signature:**

**Date:**