**Vehicle Management**

1. The General Operations, Bureau for Management Services is responsible for ensuring the consistent application of policies in the administration and management of UNDP official vehicles and for ensuring compliance with minimum requirements for third party vehicle insurance.

1. UNDP vehicles and those in the temporary custody of UNDP are cars, trucks, monitoring vehicles, motorcycles, armoured vehicles etc. A large volume of vehicles are purchased by UNDP or with UNDP resources. Not all of these purchases will be capitalized by UNDP. Only those vehicles that are registered under UNDP name; that UNDP has legal title to; that have a purchase price of US$5,000 or more; and that UNDP uses and controls in the provision of its administrative and development work shall be capitalized.

1. Cars purchased under full NIM projects and cars that are purchased by UNDP solely for distribution to a Government will not be capitalized Agency and government vehicles that have UNDP title but are used and controlled by them are not considered UNDP vehicles. UN Department of Safety and Security vehicles are not considered as UNDP vehicles though managed in line with UNDP policy as per MOU between the UN and UNDP. Every effort should be made to hand over title to implementing partners where UNDP has handed over use and control with the exception of NGO implementation.

1. The only exception to this policy is when the vehicles are in temporary custody of UNDP while awaiting transfer to an implementing partner (should not be more than three months.)

1. To ensure the use of UNDP vehicles in UNDPs best interests:
	1. UNDP Vehicles will only be used for UNDP official business except in instances where the use is approved by the head of office and full costs are recovered which include, fuel, insurance and vehicle wear and tear (Use of locally published rates from reputable vehicle agencies should be considered).
	2. Vehicles will be maintained in good working condition to ensure maximum efficiency and safety.
	3. An official UNDP driver, or any staff member authorized to drive by the Resident

Representative (RR), must hold a valid driving license which is valid in the duty station.

* 1. After office hours or when not in use, UNDP vehicles must be parked at the UNDP compound (where this exists), or at a garage or in a secure area designated in writing by the Resident Representative.
	2. Use of seat belts by the driver and passengers in all UNDP vehicles is compulsory and must be enforced by the driver of the UNDP vehicle through the operations manager
	3. Use of helmets for all riders of motorbikes is mandatory.

1. A no-smoking policy applies to all official vehicles. This must be enforced by the driver of the UNDP vehicle through the operations manager. The UNDP office is responsible for ensuring that all UNDP official vehicles have the mandatory third party insurance coverage.

# Provision of Vehicles to UNDP Offices

1. The number of vehicles provided to a country office and regional hubs will be based on the overall number of established UNDP professional posts covering both national officers and international staff excluding junior professional officers, UN volunteers, and other UN agencies international staff and consultants. Each UNDP country office will normally be entitled to one representational vehicle for the head of the office (Either RR or Country Director). As a minimum, country offices are allowed three vehicles: one as the official vehicle for the head of office, one for the administrative/finance function, and one for the program function, where appropriate within the parameter of available resources and office sustainability. This same formula applies when determining the number of vehicles for extra budgetary professional staff to be financed from extra-budgetary resources.

1. Having assessed your organization’s fleet needs, you are ready to undertake the process of acquisition; In developing the specifications for vehicles the following issues need to be taken into consideration:

* 1. Definition of clear, generic and details specifications

* 1. Environmental considerations; as part of the specifications development it is important to take into consideration environmental aspects like emission control or fuel consumption

* 1. Electric vehicles shall be considered as the default for the acquisition of representation vehicles and where electric vehicles are not feasible,hybrid vehicles shall be considered as the first alternative before combustion vehicles.  Business units shall give full considerations to the availability of operational and maintenance requirements at each location when procuring electric or hybrid vehicles including solar charging stations which may be procured and installed at UNDP offices and/or in collaboration with local governments
	2. More information can be obtained in “[Sustainable Procurement](https://popp.undp.org/node/11616)” and the Procurement Services Unit may be contacted for support where required
	3. Considerations regarding fleet standardization/ fleet management

* 1. Safety requirements

1. Given that UNDP is a development organization using public funds every effort must be made to ensure that the vehicles purchased are not considered luxurious or extravagant. Although it is acknowledged that vehicle market prices can significantly change due to market conditions like market size, level of competition, entry barriers or geographical situation, a ceiling price of USD 45,000 is specifically provided for the acquisition of electric or hybrid vehicles for representation vehicles while $38,000 remains as the ceiling for acquiring combustion representation vehicles. Vehicles acquisitions with a higher cost will require the Regional Director Approval.

1. All vehicles (including that of the Resident Representative when it is not being used for representational purposes) should be operated on a pool basis. The transport needs of junior professional officers, United Nations volunteers and dispensary will be met from the vehicle pool.

1. If the Resident Representative needs a UNDP staff member who is not an official driver to drive a UNDP vehicle on official UNDP business, the country office must ensure that staff member has a valid driving license and is fully aware of all implications of driving a UNDP vehicle, and agrees to do so in writing by signing a statement to this effect. If this occurs frequently, the country office must analyze the costs and risks and consider comprehensive insurance of the vehicle(s). These costs must come from the office budget. Approval from the Chief, General Operations, Bureau for Management Services is required in such cases.

# Vehicle Use and Maintenance

12. All UNDP official vehicles purchased for representational, operational and program delivery purposes will be used in line with the following prescriptive content unless exceptions are approved by the Resident Representative and such approval documented and filed in the office.

# Assignment of UNDP vehicles

13. The UNDP Administrator, and Head of Office (either Resident Representative (RR) or Country Director) are the only UNDP Senior Management Staff to whom a representational vehicle can be assigned on a full-time basis. This assigned representational vehicle shall only be used for official business. When this vehicle is not required by the UNDP Senior Management, it is to be made available for other official business of the office. All other UNDP official vehicles must be administered on a pool basis.

**Use of UNDP Vehicles for Staff Transport Services**

# Residence to office - International staff

14. UNDP vehicles should not be used to transport internationally-recruited staff members other than the Administrator, and head of office to and from their residences. However, the Head of Office may authorize in writing the use of official vehicles for a fixed period of time, until the arrival of a new professional staff member’s private automobile, or for a maximum period of three months (whichever is earlier) for such purpose and where there are extenuating circumstances. The RR or Head of Office, in so authorizing, must set out the extenuating circumstances in writing.

# Residence to office - National staff

15. Transportation of national staff from home to office can only be authorized by the head of office in special circumstances and for limited time only until the special circumstances are resolved.

# Transport from/to airport or point of arrival/departure

16. UNDP does not transport official visitors upon arrival and departure to a UNDP office location or hotel. This is because taxi fare (ground transportation) is normally paid to staff on official trips in line with the travel policy. The RR or Head of Office may however authorize such transport on an exceptional basis. Upon request, **arrival/departure** transportation may be provided to staff and experts (and their family) initially arriving on assignment, upon reassignment, or on completion of assignment in special situations; like when security considerations mandate it.

# Transportation of non-UNDP officials/visitors in UNDP vehicles

17. In order to address the risks associated with transporting non-UNDP visitors. All non –UNDP staff riding in UNDP vehicles must sign a waiver of liability form before being transported in the UNDP vehicle.

## Use of UNDP Vehicles for Non-Official Business

1. The Head of Office may, upon the written request of a staff member, grant exceptional permission for use of a UNDP official vehicle for non-official purposes. This depends on the availability of vehicles, the particular circumstances, and the best interests of the organization.

1. A UNDP vehicle shall be driven by a UNDP driver. This requirement may be waived at the discretion of the RR or Head of Office in circumstances where there is adequate evidence that the staff member has all relevant valid documentation to allow them drive the vehicle within the area of travel. If the Head of Office authorizes the use of an official vehicle for unofficial purposes to staff members (including to himself/herself (which must be clearly documented and logged), the terms of such authorization (including cost) should be clearly documented, and the [request for use of UNDP vehicle for unofficial purposes form GA.136](https://popp.undp.org/node/3371)  must be signed by both the Head of Office and the staff member (and in the case of use by Head of office for unofficial purposes the form must be signed by RR/Head of office and regional bureau head).

1. A staff member requesting unofficial use of a UNDP vehicle must:
	1. Ensure the [request for use of UNDP vehicle for unofficial purposes form](https://popp.undp.org/node/3371) is signed by the Head of Office prior to loan of the vehicle.
	2. Confirm that he/she has taken out comprehensive insurance for the period in question, or is willing to meet the full costs of any loss or damage incurred during the period of loan (this is documented in the above form).
	3. Possess a driving license valid for the country.
	4. Consider that she/he is not covered under [Appendix D of the Staff Rules](https://popp.undp.org/node/5861)[.](http://www.un.org/hr_handbook/English/sourcedocuments_/04staffrules_/staffrulesappen-2/staffrulesappen.doc)
	5. Be willing to pay for vehicle usage costs calculated on the basis of mileage traveled using the in country determined rates that recovers fuel, wear and tear as well as insurance costs associated with the use.

## Use of Private Vehicles for Official Business

1. Staff members may exceptionally request written authorization from the RR or Head of Office to use a private vehicle for official business. The RR or Head of Office may determine that the use of a private vehicle for such transportation would be in the best interests of UNDP and the staff member because of an extreme security situation or other unusual circumstance.

1. Staff members using private vehicles for official business, as authorized by the Head of Office, may claim reimbursement for such usage against applicable mileage rates published periodically by the UN (see [ST/IC/2011/29](https://popp.undp.org/node/3386)[)](https://popp.undp.org/UNDP_POPP_DOCUMENT_LIBRARY/Admin%20Service_Vehicle%20Management_ST_IC_2011_29_Rates%20of%20reimbursement%20for%20travel%20by%20private%20motor%20vehicle.pdf?Web=1). Reimbursement for use of a private vehicle must not be for transportation of the staff member to and from the office.

1. A staff member is not eligible for reimbursement or compensation for damage sustained to a private vehicle which is being used for official business as per Article 2 (b) (iii) of [Appendix D of the Staff Rules](https://popp.undp.org/node/11616)[.](http://www.un.org/hr_handbook/English/sourcedocuments_/04staffrules_/staffrulesappen-2/staffrulesappen.doc) This should be covered under the car insurance. However, payment of compensation for death, injury or illness of the staff member will be subject to the advice of the [UN Advisory Board on Compensation Claims](https://popp.undp.org/node/6166)or the UN Claims Board.

## Vehicles in Temporary Custody

1. Vehicles purchased from UNDP development project funds and handed over to implementing partner, or non-UNDP funded vehicles which have been placed in temporary custody of the Head of Office pending transfer to a UNDP funded project, the government or disposal, are not to be recorded in Quantum asset module nor considered as additional vehicles available for use. The Head of Office should be able to justify the need for placing the project vehicle in temporary custody, as opposed to transferring it to government/project and/or sale immediately, in the knowledge that temporary custody should be for a maximum period of three months. This limit is there in order to minimize the risks and costs associated with an office having custody of vehicles that are not being used for administrative or project implementation purposes.

1. While a vehicle is in the Head of Office's temporary custody, UNDP is responsible for the safety and maintenance of the vehicle. Costs incurred in this regard are to be charged to the entity on whose behalf the Head of Office is acting (usually a project). It is important to document roles and accountabilities for vehicles held by UNDP in temporary custody. If the project is completed and charges are anticipated for vehicles in the Head of Office's custody, UNDP Headquarters, the implementing agency, or the funding organization must be consulted before custody is undertaken.

## Charge Back

26. Where UNDP transportation has to be used for project visits or any other purposes approved by the head of office transportation costs will be charged to the authorized COA and/or projects in line with prevailing approved country mileage rates.

## Exceptions to above Noted Policies

27. Exceptions to the policies prescribed above (due to special circumstances like security needs) require pre-approval by General Operations, Bureau for management Services.

# Roles and Responsibilities for Vehicle Use

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| --- | --- |
| **Head of Office**  | Head of Offices shall ensure that: * Written operational procedures for local use of official vehicles are in place and distributed to all staff;
* Such operational procedures define any delegation authority, restrictions on smoking, and the use of cellular phones by both driver and passengers;
* The vehicle delegated to the RR or Head of Office, Resident Representative Ad Interim or Officer-in-Charge is used as pool transportation when available.
* Ensure Safety of vehicle fleet
* Authorise use of UNDP vehicles by staff for official and non-official purposes
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| **Operations Manager**  | Operations managers or any other manager in charge of office operations have overall operational responsibility for ensuring: * General conditions and procedures governing the use of UNDP vehicles are adhered to.
* Log books are signed daily by the appropriate staff member.
* Vehicle history records (forms/logs) are maintained.
* Periodic refresher training courses are arranged for all drivers
* Ensure all vehicles are maintained in good working conditions
* Ensure all vehicles carry Insurance cover in line with UNDP policies
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| **Staff Members Driving UNDP vehicles** | Staff members authorized to drive official UNDP vehicles must ensure that:* They are physically and mentally fit to operate a vehicle;
* They do not consume alcoholic beverages or other intoxicants within four hours of operating a vehicle;
* They inform their supervisor if they are taking any medication which may impair their ability to drive;
* They possess a valid driving license which is valid in the duty station;
* They use a helmet when driving motorbikes;
* They are familiar with guidelines pertaining to accidents and insurance coverage;
* They use seatbelt and ensure that their passengers wear seat belts
* They do not smoke in the car nor allow others to smoke;
* They follow the host country rules pertaining to the use of cellular phones.
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## Flag Code

28. Resident Representative will ensure the compliance of the UN Flag Code in the field. Local Security Advisor will provide advice whether or not to use the UN Flag.

## Vehicle Maintenance

1. **Driver of vehicle shall:**
	1. Clean car daily.
	2. Ensure the availability of a first aid kit.
	3. Check oil/water/tires/battery water levels etc. daily.
	4. Completely refill fuel tank at each re-fueling.
	5. Complete the [vehicle daily log GA.134](https://popp.undp.org/node/6156) after each trip
	6. Request fuel money or coupons as needed.

All these expenses shall be financed from the project or office administrative budget when used for official purposes.

1. **Country Office / Headquarter Operations and Project Managers shall:**
	1. Verify the [vehicle daily log](https://popp.undp.org/node/6156) daily.
	2. Issue fuel money or coupons as needed.
	3. Prepare a maintenance schedule for each vehicle annually.
	4. Send each vehicle to an authorized motor mechanic according to the maintenance schedule above.
	5. Prepare a [vehicle history record GA.135](https://popp.undp.org/node/6141)on receipt of a new vehicle.
	6. Enter the average fuel consumption in the vehicle history record once a month.
	7. Enter the cost of repairs, maintenance and service in the vehicle history record as they occur.
	8. Alert the Head of Office to deviations in performance, fuel consumption and repairs as necessary.

1. **Head of Office**
	1. Approve (in writing) any exceptions to the policy

# First Aid Kits

32. All UNDP vehicles shall include a first aid kit. The costs for ensuring that all official vehicles have such kits at all times shall be charged against the same funding source against which the vehicle was purchased, i.e., from the receptive budget or project funds. The minimum content of the required kit is listed here: [First Aid Kits](https://popp.undp.org/node/3411)

# Templates and Forms

[Waiver of Liability for UNDP Vehicles](https://popp.undp.org/node/6146)

[Request for Insurance Coverage PT.78](https://popp.undp.org/node/6171)

[Request for use of UNDP vehicle for unofficial purpose GA-136 form(COs Only)](https://popp.undp.org/node/3371)

[Vehicle daily log GA-134 form (COs Only)](https://popp.undp.org/node/6156)

[Vehicle history record GA-135 form (COs Only)](https://popp.undp.org/node/6141)

[Vehicle accident fact sheet](https://popp.undp.org/node/6151)

[Memorandum of Acceptance of Temporary Custody of UNDP Property](https://popp.undp.org/node/3396)

[CCAQ Guidelines for Project Vehicle Use](https://popp.undp.org/node/6161)

[ST/IC/2011/29](https://popp.undp.org/node/3386) [-](https://popp.undp.org/UNDP_POPP_DOCUMENT_LIBRARY/Admin%20Service_Vehicle%20Management_ST_IC_2011_29_Rates%20of%20reimbursement%20for%20travel%20by%20private%20motor%20vehicle.pdf?Web=1) Rates of Reimbursement for Travel by Private Motor Vehicle (In effect until further notice)

[ST/AI/1998/2](https://popp.undp.org/node/3376)- Reimbursement for Travel by Private Motor Vehicle