**Safe Driving Bonus**

1. The purpose of the safe driving bonus (SDB) is to financially compensate drivers with an additional one week’s net salary at the end of each year for performing accident-free and safe driving functions on a regular basis, subject to the following conditions:

1. The driver has worked for the UNDP office since 1 January of that year

1. The driver has not been involved in any automobile accident considered to be their fault during the entire year

1. The driver has not been convicted of any traffic violation, such as reckless driving or going through a red traffic light, during the year. At the discretion of the Resident Representative, fines for improper parking need not be considered as a traffic violation for this purpose.

**Eligibility**

1. Locally recruited General Service (GS) staff members appointed as a driver under the Permanent or Fixed-Term Appointment governed by the UN Staff Regulations and Staff Rules, with a **full year** of service by 31 December, are eligible for the one-week salary bonus.

1. Locally recruited General Service (GS) staff members appointed as a driver under the Permanent or Fixed-Term Appointment governed by the UN Staff Regulations and Staff Rules, with **between six- and twelve-months** service by 31 December, are eligible for a prorated bonus based on the number of months served.

1. Locally recruited General Service (GS) staff members appointed as a driver under the Permanent or Fixed-Term Appointment governed by the UN Staff Regulations and Staff Rules, with **less than six months** service as of 31 December, are not eligible for the bonus.

1. Staff members who are holding a Permanent or Fixed-Term Appointment governed by the UN Staff Regulations and Staff Rules and who perform split functions, e.g., driver/messenger, are eligible for the bonus, provided that the time spent in driving functions constitutes at least 30 percent of the calendar year.

**Inclusions**

6. Drivers earn service credit towards SDB during:

1. Annual leave (AL)

1. A continuous sick leave (SL) period of less than 30 days

1. A continuous special leave without pay (SLWOP) period of less than 30 days, or
2. A continuous special leave with full pay period (SLWFP) of less than 30 days

**Exclusions**

1. Drivers do ***not*** earn service credit towards SDB during a continuous:

* 1. SL period of 30 days or more

* 1. SLWOP period of 30 days or more; or

* 1. SLWFP period of 30 days or more

1. Payment of SDB is not taken into account in determining the following entitlements, where applicable:

* 1. Pensionable remuneration (safe driving bonus is not pensionable), contributions to, and benefits payable by the United Nations Joint Staff Pension Fund (UNJSPF), e.g., retirement benefits, surviving dependent(s) benefits

* 1. Compensation for service-incurred illness, injury, or death

* 1. Special post allowance (SPA)

* 1. Insurance premiums; and

* 1. Separation payments, e.g., commutation of annual leave, death benefit, termination indemnity, etc.

**Payment Calculation**

1. The SDB comprises one week’s net salary payable at the level and step of each eligible driver according to the criteria outlined in paragraphs 2 through 5 above.

1. Payment is calculated at the end of each calendar year on 31 December, for approval by the Resident Representative (RR).

1. If the applicable salary scale is subsequently revised and affects the December salary calculation, payment of the bonus is adjusted accordingly.

**Payment Withheld**

12. Payment of SDB is withheld in respect of any driver who is involved in an accident requiring review by the UNDP Property Survey Board, pending receipt of the Board’s decision. In cases where a SDB is withheld, a Personnel Action Form is prepared for record purposes.