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| Guidelines for Use of Project Vehicles |

**(Vehicle Management: Guidelines for the Use of Project Vehicles - PPM 30402 3.0)**

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| 3.1 CCAQ guidelines |

**(a) Preamble**

The international organizations participating in the work of the Consultative Committee on Administrative Questions have agreed on the following guidelines for the use of vehicles supplies in connection with technical cooperation projects.

**(b) Applicability**

1. The present guidelines apply to all vehicles supplied by the organization in connection with technical cooperation projects, irrespective of the source of funds from which they are provided.

2. The official directly responsible for ensuring that a project vehicle is used in accordance with these guidelines is the project manager, who is also responsible for taking all necessary steps to safeguard it, including measures of theft.

3. If the local UNDP Resident Representative recommends that conditions in a particular country or locality require exceptions to be made in any of these guidelines, the project manager may authorize such exceptions and shall report the fact to the headquarters of the organization without delay.

**(c) Purposes for which project vehicles may be used**

1. Project vehicles are provided by the organization for purposes connected with the work of the project. If in exceptional circumstances it is necessary for a project vehicle to be used for any of the other purposes listed in paragraph 2 below, and the project manager approves such use, he shall be responsible for ensuring in advance that adequate arrangements for insurance coverage have been made in accordance with (e) below. Wherever practicable the vehicle should be driven by an official driver. If a staff member is authorized to drive himself he must hold a valid driver’s license of that country and be adequately insured.

2. Subject to the establishment of any necessary priorities, project managers may authorize the use of project vehicles for the following purposes:

* Transport on arrival and departure of experts and members of their families from the airport or other public transport station to the place of work and/or their residence or vice versa;
* Transport of visiting organization officials or other official visitors from the airport or other public transport station to the place of work which they are visiting and/or their residence or vice versa; transport of such visitors from their residence to place of work and vice versa, where this is necessary because local public transport is inadequate or difficult for a stranger to use, and the distance between the two places justifies such use;
* Transport of an expert between his normal place of work and government offices, industries, institutions or organizational or UNDP offices, provided that such travel is on business concerned with project implementation. The expert may be accompanied by local project personnel if necessary in the interest of the project;
* Transport of an expert to and from social functions to which he has been invited in his official capacity. Experts may be accompanied by their wives and/or other members of their families invited to the same function;
* Entertainment of official visitors when such travel is advisable from a technical or public relations point of view;
* Transport of experts and/or members of their families when car breakdowns or other emergencies place them in need of rescue, and transport of experts when similar emergencies temporarily deprive them of any other suitable means [public or private] of transport to and from their place of work;
* Transport of experts, their wives and/or other members of their families between duty stations and major towns in a vehicle making the journey for the purpose of necessary repairs and/or maintenance to the vehicle or to procure or collect project supplies. Such transport is subject to the conditions that it does not interfere with the availability of the vehicle for other official purposes or involve additional expenditure to the project or the Government; and
* Any other use in line with the essential purposes for which the vehicles are supplied which may be expressly authorized by the UNDP Resident Representative, the organization headquarters or the organization regional office. In particular, where a duty station has been expressly recognized by one or more of these authorities as a particularly difficult one from the point of view of living conditions, and where a journey for the official purposes described above is required less than once in any two weeks, the project manager may authorize the use of the vehicle for not more than two days in any two weeks for the transport of experts and/or members of their families to major towns for medical, shopping or other purposes; in such cases, reimbursement of the cost will be obtained from the expert as provide in the PPM 30402 3.00 (d) 2.

3. Vehicles may not be used for journeys or make extensive detours the principal purpose of which is to transport experts and/or members of their families commuting between residence and place of employment or return, except as specified above in certain isolated and exceptional cases where local conditions would result in an unreasonably and heavy burden for an expert and/or his family, the permission of this has been expressly granted by organization headquarters, regional office, or on the recommendation of the UNDP resident representative.

4. Under no circumstances should a project car be used as though it were the personal property of the project manager or his family. The use of vehicles on local days of rest or public holidays should be avoided as far as possible.

5. Project vehicles should be driven only by authorized counterpart drivers who are in possession of an official driving license and have shown that they are capable of handling the vehicles. The project manager may decide to drive a vehicle himself, or may authorize other expert to do so, when the government is unable to provide suitable drivers.