

GRC/HQ/ADM/57/2019

February 2019

## **GHANA RED CROSS SOCIETY**

### **TRANSPORT POLICY**

*Approved and Adopted at Central Council Meeting of November 2018, NASCO Hotel, Koforidus*

**Signed by**

**Nana Dr. Michael Agyekum Addo  
President**

**Signed by**

**Samuel Kofi Addo  
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## **1 INTRODUCTION:**

The Ghana Red Cross Society Transport Policy was drafted to serve as a guideline for the operations of the Transport Section as well as provide the parameter for the operations of the Society fleet. The Operations of this Policy take effective from January 2019 and subject to review.

### **1.1 Brief GRCS history and operation areas**

Ghana Red Cross Society was established by an act of Parliament (Act 10, 1958), The Ghana Red Cross Society is one of the 186 member countries that make up the IFRC and its purpose was to serve as an auxiliary to government in the provision of humanitarian service and emergency relief

In the over 52 years since its establishment, the GRCS has supported millions of people in various state of vulnerability to promote good health, disaster preparedness, preventions, relief and management, rescue, peaceful co-existence among people, improvement of livelihoods, health education. First aid and social mobilization as a means of advancing socio-economic development in the country

The society operates in all the regional capitals and 86 districts which makes the society a grassroot institution. Due to the wide coverage of the society in its desire to alleviate human suffering, there is there the need to establish and efficient and capable transport system.

**Mission:** Ghana Red Cross seeks to prevent and alleviate human suffering by mobilizing the power of humanity

**Vision:** To be the leading volunteer based humanitarian service provider in Ghana

**Goal:** Working together for humanity and efficient service delivery to alleviate human suffering

### **1.2 Strategic Objectives**

In order to achieve the vision and mission of GRCS as stated above, all sectors of the Society are obliged to execute their roles and responsibilities as efficiently and effectively as possible.

This includes operating a well-coordinated transport system in line with the 7 Fundamental principle of the RC, this in principle should facilitate most of the activities of the people running the affairs of the society.

For instance, an efficient transport service should respond timely to emergencies, minimize trip delays, waiting times and costs to users. It will be necessary also to ensure effective communication between and among all transport users and managers as well as appoint well trained persons to manage the transport system.

Transport constitutes an important component in the Societies Operation and delivering of Services to the most vulnerable

It is in line with this thinking that this policy aims to ensure.

- To improve quality of service delivery through effective and efficient transport system
- To increase and facilitate quick access to the vulnerable Victim in time of emergency.

- To improve efficiency of transport system within GRCS to reduce cost .
- To improve partnership and collaboration with all agencies in the humanitarian field.

## CHAPTER TWO

### HUMAN RESOURCES

#### 2.1 Recruitment and Selection of drivers:

All staff under the transport Unit shall be appointed through GRCS procedure of recruitment system. A minimum of SSSCE or its equivalent and Valid driver's license not below 'B' class shall be eligible for consideration. Applicants should not be less than 25years and not more than 35 years of age. Track records, experience and 2 referees of the applicant shall be required. Medical examination shall be required.

#### 2.2. The Organizational structure of the Transport Unit

The Transport Unit shall be managed by the Transport Officer in its day-to-day activities and shall report to the Finance and Admin Manager. Periodical issues in relation to key decisions of the unit shall be referred to the Management. The transport unit shall consist of a Transport Officer and the Drivers

#### 2.3 Orientation

Transport personnel shall be properly orientated using the GRCS Staff orientation guideline and procedure for newly and old staff.

#### 2.4. Training

Transport unit Staff shall undergo yearly in-service training on Planned Preventive Maintenance (PPM), human relationship, defensive driving, First Aid, firefighting techniques, handling of international staff and working in an emergency situation. Training of the personnel shall be in line with the GRCS human resource policy for staff capacity building.

#### 2.5 Policy on Responsible Authorities

The Transport Policy shall be implemented through the finance and Administration department of the Society with delegated authority from the Secretary General. The Department will among others:

- Act as the primary authority responsible for the general and delegate vehicles.
- Control and facilitate the management of the fleet and all other transport-related activities on the GRCS
- Plan, implement and monitor the movement of the fleet so defined;
- Facilitate the provision of all support services required for effective management of the policy for general fleet;
- Ensure adequate annual budgetary provision to meet the demands of the Transport Section as shall be indicated by the Transport Officer.

**2.6 A Transport Officer shall supervise the activities of the Transport unit; The Officer will perform the following activities to ensure efficient running of the Section:**

- Prepare a comprehensive database of the Society fleet vehicle details.
- Maintain and make available on request a register of authorized movement of the vehicles.
- Ensure that both interior and exterior parts of the fleet of vehicles are clean at all times.
- Operate vehicles in accordance with the instructions and recommended service schedules of the manufacturer
- Direct and monitor to ensure that all vehicles are operated by the authorized users only unless otherwise requested and agreed upon.
- Provide and ensure all vehicles with official log book maintained by the authorized users.
- Provide to the Finance and Admin Manager on annual basis a certificate indicating that vehicles have been operated in accordance with the policy guidelines and that nothing untoward had been recorded about the vehicles in the course of the year.
- Document all transport and transport-related property of the society in terms of year of purchase, user, responsible unit/person to approach for purposes of hiring, repair, insurance, etc.
- Ensure that all Society vehicles are insured under comprehensive cover for a maximum of (5) five years. Thereafter, it should be insured under third party cover (fire & theft).
- All Society vehicles should be boarded after 7 years of use. Before the expiration of the maximum period (10 years) a vehicle may be boarded when it accumulates 250,000 kilometres after purchase.
- Assigning the Society drivers with day to day duties.
- Supervising duty performance of the drivers and other staff of the transport unit.
- All vehicles shall be under the supervision of the Transport Officer.
- All vehicles shall be released with a vehicle movement chit duly signed by the Transport Officer or the Finance Admin Manager to be presented to security to facilitate the release and movement of vehicle.
- Coordinating the allocation of vehicles to Management, Departments and Regions.
- Processing fuel allocation to the Society vehicles.
- Assisting in the purchase of spare parts for the Society vehicles.
- Coordinating regular preventive maintenance and service work on the Society vehicles.
- Shall register all vehicles belonging to the Society and partners at the DVLA.
- Ensuring that documents of the society and its partners vehicles (road worthy certificates, insurance certificates) are regularly renewed.
- Assisting in the processing of allowances of drivers.

**2.7 The Responsibilities of HODs/RMs:**

- Vehicles assigned to the Department/Regions shall be used for official duties only.
- Transport Officer (TO) shall be notified on all official travels by the Head of Department (HOD).

- HODs/Heads of units shall apply to SG in writing each time there is the need to use the Society vehicles for unofficial duties outside Accra and shall be assigned official drivers at their own arranged cost.
- HODs/Heads of units shall make sure that any fault on their vehicles assigned to them shall be promptly reported to the Transport Officer.
- HODs/Heads of units shall ensure that keys to the vehicles assigned to them is kept at the Transport Office, after close of work, or should be handed to the security.
- HODs /Heads of units, shall release their vehicles assigned to them to other departments if the need arises through a written request to SG.
- HODs/Heads of units shall not be allowed to drive the vehicle assigned to their Department if they do not have a driving license.
- If any HOD/Head of unit has a complaint against any driver it shall be formally written to the Transport Officer.
- Senior staff who are authorized to drive the society vehicles by the SG shall have a minimum of driving license 'B' category.

## **2.8 Responsibilities of Drivers**

Responsibilities of Drivers and All persons authorized to operate the GRCS vehicle shall;

- Operate vehicles consistent with transport policies and procedures in order to ensure safety of persons cost-effective of the vehicles.
- Read vehicle and safety information provided by the manufacturer
- Use the Society vehicles for approved official business only.
- Complete logbook for every trip
- Comply with periodic driving records reviews and vehicle inspections
- Conform to all policies and procedures pertaining to the use, maintenance and operation of a vehicle
- Report accidents and vehicle damage in accordance with accident policy and procedures.
- Unauthorized person is not allowed to drive the Society's vehicle.
- Drivers shall not take unauthorized person on board any Society vehicles

## **2.9 Penalties**

Any Un authorized staff or an Authorized Officer who drives without a valid or appropriate driver license and gets involve in an accident with a National Society Vehicle will be surcharge with the cost of the repairs. This will be without prejudice to whatever state laws the national law enforcement authorities may apply

### **3. Operational Management**

#### **3.1 Vehicle Allocation and Distribution:**

Vehicle allocation shall be made in response to Programme of work (POW) for the GRCS .The society shall periodically review criteria for the allocation of vehicles. The allocation shall be in the appropriate mix of type, makes and model for the different levels of service delivery and operations.

#### **3.2 Allocation and use of Motorcycles**

Motorcycles shall be accepted where possible to an individual rider. However, other trained riders shall have access to the motorcycle. Officers shall undergo GRCS motorcycle Rider Training and must pass the Rider Competence Test before being allowed to ride a motorcycle. Motorcycles shall be used for the dispatch of mail/letters in the cities and big towns.

#### **3.5 Project/Department Vehicles**

Vehicles shall be assigned to Project/departments but shall be made available for use by other officers to undertake other activities outside the project/departs when the need arises.

#### **3.6 Branding of Vehicles**

Vehicles shall be clearly branded by the logo or symbol of the Society and where applicable that of the Funding Agency or GRCS Development Partner.

Posters of Professional Association logos, political and other crests other than that recommended on GRCS official vehicle is prohibited.

#### **3.7. Vehicle planning**

Vehicle planning shall be part of the society's monthly and weekly planning process. The most suitable available vehicle to meet the requirements of a trip shall be allocated as such.

#### **3.8. Official use of Personal Vehicle**

Officers using personal vehicle for an approved official business shall be reimbursed at the existing kilometric allowance rates published by the society's Finance Department. Damages during such official trip should be borne by the society after an examination or/and clearance by transport officer.

#### **3.9. Extraordinary and Personal Use**

Extraordinary use of official vehicle such as social activities (funerals, marriage ceremonies etc) shall be authorized and duly recorded in the logbook. This shall include use by another government agency or department. The vehicle shall not be fuelled and must be driven by GRCS drivers.

#### **3.10. Transport of staff**

The Ghana Red Cross Society shall operate staff bus service where it is considered economical. Staff should contribute to the running of such a service.

Regional vehicles can be used by other regional officers on the basis of authorization by the Secretary General.

Allocation of vehicles to regions shall be done by the Secretary General

### **3.11 Communications**

The GRCS shall advocate for the improvement of communication systems at all levels in the GRCS sector in order to minimize vehicle use, reduce cost and improve vehicle availability for service delivery.

### **3.12 Public Transport**

Public transport shall be used where it provides an economic and practicable alternative, especially in long distance travel. The society shall reimburse the cost.

An incentive shall be determined and paid for using personal transport for official duties.

## **4 Fleet Management**

### **4.1 Vehicle Make**

The society shall procure makes of new vehicles with strong dealership presence and after sales service facilities in the country. The dealership shall provide technical training for GRCS maintenance staff and spare parts support for a minimum of 2 years.

Inventory shall be kept on all Vehicles.

### **4.2. Motor-bikes and Bicycles**

Motor-bikes and Bicycles procured should be capable of withstanding hard conditions.

### **4.3 Boats**

- Boats shall be appropriate in relation to the river body on which it will be deployed.
- Boats shall have compartments for medicine, bed, motorcycle and bicycle.
- Motorization shall be outboard and not inboard.

### **4.4. Vehicle Replacement**

All four wheel Vehicles shall be replaced after 7 year or 250,000 km.

Specialized vehicles such as Ambulance, Haulage Trucks, communication and Cold Vans shall be replaced after 12years or 220,000 km.

Motorcycles shall be replaced after 5 years and bicycles shall be replaced after 3 years

Outboard motors shall be replaced in accordance with manufacturer's recommendation or after 5 years.

## **5. Vehicle acquisition**

### **5.1. Procurement**



Procurement of new vehicle shall be in accordance with the GRCS procurement procedure Manuals and the following:

- Meet the approved technical specifications
- Vehicles shall be new
- Previous experience with respect to vehicle operational performance
- Purpose for which vehicles is required
- Capacity to manage the vehicles
- Strong dealership presence after sales service and spare parts stock in the country
- Qualified technical staff of the dealership
- Provision of training for GRCS technical staff.

### **5.2. Insurance**

- All vehicles shall be insured at least for third party
- The Workman's Compensation Scheme, managed by the Ministry of Finance shall cover all authorized passengers. Ministries of Finance and the Attorney General's Departments will cater for all financial encumbrances and issues of the Society in relation to accidents and transport related issues.

### **5.3. Roadworthiness**

All vehicles including motorcycles and boats shall be road worthy and shall have valid Roadworthy Certificates.

### **5.4. Vehicle Maintenance**

The planned preventive maintenance strategy shall be the maintenance policy of the society. The society shall have an operational maintenance plan.

All vehicles shall be maintained in accordance with the manufacturers' recommendation or GRCS maintenance plan.

### **5.6. Maintenance Workshops**

- Identified GRCS workshops shall be used for routine servicing and minor repairs only.
- They shall be equipped with the tools necessary for these tasks.
- Complex repairs shall be outsourced to accredited Workshops.

### **5.7. Vehicle Spares**

Inventory Management Systems shall be institutionalized at the levels to facilitate the holding and management of spares.

## **6. Disposal of Vehicle and Obsolete Parts**

The disposal of vehicles and obsolete parts shall be in line with the existing government regulation.

## **7. Transport Model (minimum requirements)**

The society shall determine the minimum vehicle requirement for service delivery and operations at each level based on the following:

- Programs and operational requirements
- Geographical coverage
- Replacement policy
- Operational conditions

## **8. Management Information Systems**

### **8.1. Vehicle Odometer**

Vehicles shall have working odometers at all times.

### **8.2. Vehicle Performance Management**

The following basic transport performance indicators shall be used at all levels:

- Kilometers Travelled
- Fuel utilization
- Maintenance cost per kilometer
- Vehicle availability
- Needs satisfaction (Performance)

### **8.3. Fuel Control and Issuing.**

Bulk procurement of fuel coupons (tom card) shall be made and kept at the Finance division and regional secretariat and shall be issued to the transport office on request. Fuel allocation to vehicles shall be based on properly filled logbooks

### **8.4. Transport Records**

GRCS shall keep relevant transport records. All regional managers shall submit half yearly transport report to the Transport Department.

Comprehensive vehicle maintenance records shall be kept and used in assessing vehicle and workshop performance. They shall also be used to determine the yearly maintenance budget.

The society shall provide feedback on reports and monitoring support provided to all branches.

## **9.Safety**

### **9.1. Safety Equipment**

Vehicles shall be equipped with the required safety equipment such as seat belt, first aid kit, fire extinguisher, warning triangles, helmets life jackets etc.

### **9.2.Uses of Safety Equipment**

- Drivers and passengers in GRCS vehicles shall wear seat belts in line with the Road Traffic Regulations.
- Motor riders (including pillions) shall wear crash helmets.
- Passengers aboard a boat shall wear life jackets.

### **9.3. Driving under the influence of an intoxicant**

It is prohibited to drive under the influence of an intoxicant. Offenders shall be sanctioned.

### **9.4. Driving at night**

Driving between the hours of 8 p.m. and 4 a.m. shall be avoided except in emergencies.

### **9.5 . Unauthorized passengers and Over-loading**

- Unauthorized passengers and goods shall not be carried on any official vehicle
- Drivers shall ensure that vehicles are not overloaded. Offenders shall be sanctioned.

### **9.6. Smoking**

In line with the Ghana Health Service policy on smoking in the country, smoking is forbidden in GRCS vehicles.

### **9.7. Overnight Parking**

All official vehicles shall be parked at designated parking places. Officers and drivers shall be held responsible for any loss or damage as a result of non-compliance.

### **9.8. Over-speeding and careless driving**

All drivers shall strictly observe speed limits. The necessary punitive measures shall apply to all offenders. Reckless and careless driving shall constitute a punishable offence.

## **10. Accident Management**

### **10.1. Accident reporting**

The standard GRCS Accident Report Form shall be used to record any accident or incident on the vehicle. All accidents shall be reported to the police immediately. All accidents (by Government policy) shall be reported to the society within 7 days.

### **10.2. Investigation Committee**

- An internal committee shall be set up to investigate and report on the cause of every accident.
- Appropriate action shall be taken and recorded

### **10.3. Accident Prevention Program**

- The Society shall participate in accident prevention programs by the Road Safety Commission, Driver and Vehicle Licensing Authority (DVLA) and other Road Safety related agency.

## **11. Institutional Arrangement**

### 11.1 The Role of the Society

The society shall be responsible for the implementation, monitoring and review of this policy.

### 11.2. The Role of the Department

Ghana Red Cross Society shall establish Transport Management Department and shall be headed by a Transport Manager with requisite training.

Agencies shall develop internal operational policies and manuals in accordance with this policy.

The GRCS transport policy takes precedence over any existing operational policies.

### 11.3 Amendment of Policy

Where changes in prevailing conditions necessitate the amendment of certain aspects of the Policy, it may be done through express administrative directives until such a time that all amendments are incorporated into a reviewed policy during periodic review.

### 11.4 . Review of Policy

To ensure the continuous relevance of this policy document to prevailing situations, it may be revised periodically to incorporate all amendments.

## STRUCTURE OF TRANSPORT DEPARTMENT



