DEPARTMENT OF OPERATIONAL SUPPORT

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Surface Transport Manual

SIGNATURE : 
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Table of Contents

PART 1. INTRODUCTION

1.1. Purpose, Scope, and Applicability

1. This Manual is intended to serve as a reference source on general principles, procedures, and practices governing the acquisition, maintenance, operation, and overall management of the United Nations (UN) surface transport fleet and related equipment in the United Nations Secretariat entities.

2. The Manual is designed to cover, to the extent possible, the entire spectrum of the UN surface transport-related administrative, management, and operational concepts and issues that are often encountered in a large-scale, complex field mission setting. Consequently, the responsible units, functional and administrative titles, and practices specified in this Manual are mainly applicable to field missions. Therefore, certain provisions may not apply equally to all entities, or their implementation may vary since each mission is different in terms of its mandates, organizational scales and structures, staffing, fleet compositions, specific operational circumstances, etc.

3. For these reasons, the provisions of this Manual apply, to the fullest extent possible, to the field missions managed by the Departments of Peace Operations (DPO) and Political and Peacebuilding Affairs (DPPA), and the Service Centres managed by the Department of Operational Support (DOS). The provisions of this Manual also apply to Offices away from Headquarters and the Headquarters of the Regional Commissions, taking into account their respective organizational characteristics.

4. Finally, this Manual contains both mandatory provisions and recommended/discretionary approaches, which are denoted throughout the Manual via “shall/shall not” (mandatory), “should/should not” (recommended) and “may/may not” (discretionary).

1.2. References

5. The present Manual shall be applied consistently with the regulations, rules and procedures of the Organization as well as with the applicable local laws, ordinances, rules, regulations and standards.

6. The application of this Manual shall also be consistent with the relevant policies of the Organization, including (as may be superseded):

   A. United Nations Road Safety Strategy for the United Nations System and its Personnel – A Partnership for Safer Journey (2019)
   B. DOS/DPO/DPPA Environmental Policy for peacekeeping operations and field-based special political missions (DOS/2022.01)
   C. DOS Fuel Management Guideline (2023.01)
   D. Secretary-General’s bulletin – Environmental policy for the United Nations Secretariat (ST/SGB/2019/7)
   E. United Nations Secretariat Climate Action Plan 2020-2030 (September 2019)
   F. Standard Costs and Ratio Manual (most recent version)
   G. Controller’s Budget Instructions (most recent version)

1.3. Version History

7. This present Manual abolishes and replaces the following issuances:

- DPKO/DFS Manual: Surface Transport Management in the Field (Ref. # 2013.06, issued on 1 February 2014)
- DPKO/DFS Manual: Road Safety Management in the Field (Ref. # 2016.07, issued on 1 October 2016)
- DPKO/DFS SOP: Use of United Nations Vehicles for Non-official Purposes (Ref. # 2016.06, issued on 1 May 2016)
- DPKO/DFS Guideline: Automotive Workshop Safety (Ref. # 2010.28, issued on 1 June 2011)
- DPKO/DFS SOP: Utilization of Standard Motor Vehicle Accident and Incident Reporting Form (Ref. # 2009.29, issued on 1 September 2009)

PART 2. KEY ROLES AND RESPONSIBILITIES

2.1. United Nations Headquarters

8. The Life Support and Transport Section (LSTS) of the Strategic Sourcing Service (SSS)/ Logistics Division (LD)/Office of Supply Chain Management (OSCM) is the focal point within DOS and has the overall authority for oversight and monitoring of the compliance with this Manual.

9. Specific functions of LSTS include the following:

   9.1. Provides management oversight and advice to ensure full compliance with the established transport policies as well as the financial and other regulations and rules of the United Nations in the acquisition of vehicular equipment and related services, their deployment, utilisation, transfer, write-off, and disposal.

   9.2. Establishes, alongside Procurement Division (PD), global systems contracts for vehicles, spare parts, tyres, workshop equipment, and hand tools and assists client entities on contracts-related policies, procedures, guidelines, rules, and regulations.

   9.3. Promotes more efficient use of transport resources to be more environmentally friendly and cost-efficient.

   9.4. Develops and disseminates policies and guidance based on international and United Nations standards, regulations, rules, and recommended practices to support the surface transport management in the entities.

   9.5. Assists entities in developing their own, mission-specific transport policies, standard operating procedures, instructions, and guidelines.

   9.6. Prepares, coordinates and reviews surface transport plans for new field operations and other entities, as applicable.

   9.7. Coordinates with the DOS Human Resources Services (HRS) to establish rosters of surface transport personnel at all levels.

2.2. United Nations Global Service Centre

10. The United Nations Global Service Centre (UNGSC) stores and maintains equipment and materials from UN Reserve, Strategic Deployment Stocks (SDS), and trans-shipment inventories and deploys the same, as requested, to client entities in the start-up phase or the ones in expansion or for other emergencies or when there is a need to rotate stocks.

11. The major roles of UNGSC related to surface transport operations include the following:

   11.1. Serves as a training centre for technical and other transport-related matters.

   11.2. Serves as the focal point for vehicle spare part management.

   11.3. Serves as a staging ground for mission support elements during the preparation and start-up phase of new missions.

   11.4. Utilises the client mission and SDS funds to purchase/replenish vehicular equipment and related services through global systems contracts.

11.5. Receives, inspects, stores, and maintains the SDS in a state of readiness for deployment at short notice, and releases the same in coordination with the LSTS.

11.6. Enhances efficiency by refurbishing, storing, and maintaining in serviceable condition reusable assets from liquidated or downsized field missions (UN Reserve).

11.7. Processes equipment received for trans-shipment field missions.

11.8. Provides value-added services, for vehicle enhancement with the provision and installation of items such as electronic vehicle monitoring systems, number plates, flag poles, etc. to improve rapid deployment upon arrival in client mission.

11.9. Provides operational direction on all aspects of surface transport assets management to client entities, in coordination with the LSTS.

11.10. Monitors client mission assets transactions, including liquidation activities.

11.11. In coordination with LSTS, reviews client entities' requests for Local Procurement Authority for the purchase of vehicles for which the procurement authority is retained by DOS.

11.12. Acts as Subject Matter Expert for all related projects linked to both Spare Parts and Fleet Management.

2.3. Mission Surface Transport Section or Unit

12. In field missions, depending upon the exact structure and composition of the mission in question, a Surface Transport Section or Unit [1] is responsible for managing the acquisition of vehicles using the LSTS established global systems contracts, whenever possible, receipt, distribution, utilisation, maintenance, repair, and write-off of the mission's United Nations owned vehicle fleet and related equipment in compliance with the financial regulations and rules and the current DOS policies.

13. The Chief Transport Officer (CTO) is the head of the Surface Transport Section or Unit and is responsible for the overall management of the mission's United Nations owned vehicle fleet and related equipment in accordance with this manual and all relevant rules and regulations.

14. The following is a set of generic roles and responsibilities designed for a large-scale field mission with one headquarters, several regions/sectors, and team sites for guidance purposes only. A sample Organisational Chart is also attached in **Annex A**.

15. In this structure, the CTO exercises this authority through the following functional capacities:

- The Office of the CTO
- Fleet Operations Unit
- Fleet Maintenance Unit
- Regional Transport Offices
- Team Sites

[1] The exact structure of a mission Surface Transport Section or Unit will be dictated by a variety of factors such as structure and scale of the mission (e.g., large, medium or small scale), staffing, composition of the vehicle fleet (e.g., types, number and ownership of the vehicles and related equipment), the role and function of the Section, and the specific needs of the mission.

2.3.1. The Office of the CTO

16. The major functions of the Office of the CTO include the following:

16.1. Policy and Procedures:

16.1.1. Formulates mission-specific policies and procedures controlling the use of both UN and contingent owned vehicle fleets and related equipment within the mission area.

16.2. Budget and Acquisitions:

16.2.1. Prepares the annual transport budget in consultation with the mission transport components, following the DOS and the mission annual budget instructions.

16.2.2. Prepares the budgetary performance of the Transport Section at the end of each financial period. As part of continuous monitoring, this should include a requirement that a tracking and monitoring methodology be put in place to support the budgetary performance and outputs as per the framework.

16.2.3. Exercises overall responsibility for the efficient use and accurate accounting of all resources controlled and all expenditures made by the Surface Transport Section/Unit.

16.3. Personnel and Training:

16.3.1. Develops and maintains the staffing table and training plans for the Section and produces detailed performance assessments and evaluations for all staff through the Performance Appraisal System.

16.3.2. Coordinates with UNHQ and UNGSC, training courses, workshops, and other related training activities.

16.4. Contract Management:

16.4.1. Manages locally established transport contracts as well as Purchase Orders issued against global systems contracts to ensure vendor compliance, vendor performance, and quality assurance.

16.5. Other administrative tasks:

16.5.1. Assists in the management of COE vehicles, within the limitations of the COE Manual, particularly concerning safety and serviceability.

16.5.2. Ensures that the relevant audit observations and recommendations are addressed on time.

16.5.3. Acts as the regional coordinator for the Surface Transport Section and supports the mission's sector/region offices and for the preparation of operational plans.

16.5.4. Coordinates with military contingents to maximize transport support between the civilian and military components.

16.5.5. Coordinates with other UN agencies to maximize inter–agency transport support in a pre-established cost-sharing scheme.

2.3.2. Fleet Management Unit

17. The main functions of the Fleet Management Unit include the following:

17.1. Inventory Control/Asset Management:

17.1.1. Life-cycle management: Supervises the whole life management of the UN-owned vehicle fleet.

17.1.2. Identifies the transportation requirements of all elements of the mission and ensures that they are addressed.

17.1.3. Prioritizes requirements following the direction of the CTO and redistributes transport assets to meet variations in demand, whilst ensuring maximum economy and efficiency at all times.

17.1.4. Ensures regions are fully supported with required vehicle spare parts and materials in coordination with the Regional Transport Officers.

17.1.5. Assists CTO in exercising control over the established surface transport pool and reserve vehicles.

17.1.6. Implements the policy for inventory control and physical annual checks following standard UN regulations and rules.

17.1.7. In collaboration with the maintenance and warehouse managers, monitors vehicle maintenance costs to keep the vehicles in road-worthy condition and makes recommendations as to the optimum disposal time for vehicles.

17.1.8. Makes arrangements for the co-operative use of vehicles and equipment with contingents and other UN agencies.

17.1.9. Prepares documentation for VEC meetings including the collation of Vehicle Establishment Change Requests tabled for deliberation.

17.1.10. Ensures that all transport non-expendable assets issued to an individual are returned to FVIU before the final departure of the staff member.

17.1.11. Budget contribution: Assists the transport budget unit/cell in developing the budgetary requirements.

17.1.12. Recordkeeping: Maintains accurate standardized inventory records for both UN and contingent-owned vehicles and transport equipment.

17.1.13. Registration: Issues official registration (license) plate numbers to vehicles and trailers brought into the area of operation, including all UN-owned vehicles, contingent-owned vehicles, vehicles leased/ rented by the UN, vehicles provided by the host Government, and vehicles provided by any other source for the exclusive use of the UN.

17.1.14. Insurance: Compiles periodic reports and documentation regarding the fleet status and deployment for onward transmission to UNHQ to arrange appropriate insurance coverage.

17.1.15. COE Inspections: Coordinates the provision of technical expertise regarding COE safety inspections and drafts reports regarding unsafe vehicles.

17.1.16. Vehicle accident reporting: Collects vehicle accident reports from the mission investigation units and enters them into the vehicle accident database in Umoja.

17.2. Dispatch, Heavy Duty Truck & Material Handling Equipment Operations:

17.2.1. Identifies all routine transportation requirements within the mission and prepares, implements and controls appropriate methods to cater to them.

17.2.2. Coordinates the provision of ad-hoc transportation requirements including staff movement for duty purposes.

17.2.3. Solves heavy transport tasks in the mission and assists with the handling of heavy equipment in general.

17.3. Driving Permit and Safety:

17.3.1. Conducts the initial briefing, in-country orientation, and conducts driver testing of all new mission personnel.

17.3.2. Issues UN driver's permits and maintains mission driver records.

17.3.3. Develops, coordinates, and promotes mission safety awareness programmes and safe driving campaigns.

17.3.4. Researches and analyses safety trends, and legal and legislative requirements and supports the development of training and maintaining of operator standards for both UNOE and COE.

17.4. Fleet monitoring:

17.4.1. Monitors the utilisation of the UN-owned fleet to ensure that vehicles are being utilised efficiently and in compliance with the established policies and rules.

17.4.2. Ensures that reporting mechanisms are in place to recover the costs for the use of UNOE vehicles for liberty purposes or when the vehicles are provided to UN Agencies and other authorised entities on a cost recovery basis.

2.3.3. Fleet Maintenance Unit

18. The main functions of the Maintenance Unit include the following:

18.1. Workshop operations:

18.1.1. Develops the mission vehicles maintenance plan following the vehicle manufacturers' schedule and current policies and direction from UNHQ.

18.1.2. Manages the repair and service of a multi-type vehicle fleet at multiple workshops in separate locations, including regular maintenance, ad-hoc repair, body shop, painting, upholstery, and carwash.

18.1.3. Monitors the quality of body, electrical, and mechanical repair work completed by service contractors.

18.1.4. Monitors the overall performance of fleet maintenance, taking into consideration the age and technical performance of each make/model.

18.1.5. Ensures a safe and environment-friendly workplace in consultation with all stakeholders.

18.2. Mobile repair and recovery operations:

18.2.1. Contributes to the mission vehicle recovery plan and coordinates the implementation.

18.3. Parts and material management:

18.3.1. General: Provides packaged POL products, spare parts, batteries, tyres and consumable workshop materials to all locations where the mission UN-owned fleet is maintained.

18.3.2. Ensures a timely turnaround of spare parts needed for the mission's workshops in coordination with the Mission Central Warehouse Unit and Regional/Sector Offices.

18.3.3. Conducts time analysis and calculation, to determine stock levels, re-order levels, and safety stocks, including seasonal trends.

18.3.4. Budget contribution: Identifies and develops the transport repair and maintenance budget requirements, including the supervision of external maintenance contractors.

18.3.5. Acquisition contribution: In cooperation with procurement staff, surveys prices and availability of spare parts as well as repair and maintenance services from the local markets; plans, develops, and establishes local supply chain options to meet the mission's operational needs.

18.3.6. Oversees the preparation and coordinates the raising of requisitions for spare parts for UN-owned vehicles, workshop tools, and items of special equipment necessary for the proper maintenance of the mission vehicle fleet.

18.3.7. Provides technical input into the preparation of SOWs for potential service contractors and the evaluation of the viability of maintenance and repair proposals received by the mission.

18.3.8. Conducts technical evaluations of bids received from potential suppliers and assesses the suitability of equipment, spare parts, and materials being offered for the intended application.

2.3.4. Sector/Regional Offices

19. The main functions of the sector/regional transport offices include, but are not limited to the following:

    19.1. Provides daily transportation support to mission personnel deployed in the area.

    19.2. Manages the maintenance and repair of UN vehicles deployed within the area of responsibility.

    19.3. Coordinates the recovery of immobilized vehicles.

    19.4. Maintains an accurate and regularly updated inventory of all UN-owned vehicles, equipment, and spare parts within the geographic area of responsibility.

    19.5. Conducts briefings to sector/region personnel on the established vehicle accident/incident reporting procedures and monitors the condition of the fleet about unreported damage.

    19.6. Reports any accident cases following the relevant mission procedures, paying urgent attention to cases involving injury or major property damage.

    19.7. Facilitates the implementation of road safety awareness and information campaigns developed by the mission HQ.

    19.8. Reviews and monitors the appropriate use of UNOE.

    19.9. Performs other tasks assigned by the Fleet Operations manager and the office of the CTO.

2.3.5. Team sites

20. The term Transport Team Site refers to maintenance facilities under the jurisdiction of a sector/regional office that provides first-line maintenance, repair, and recovery support to United Nations offices in remote areas.

21. The CTO will evaluate whether the deployment of these facilities is required, taking into consideration constraints related to terrain, climate, or extended geographical locations.

PART 3. ESTABLISHMENT AND ACQUISITION OF VEHICLES AND EQUIPMENT

3.1. Vehicle Establishment

22. The Vehicle Establishment (VE) incorporates the quantity and types of vehicles and equipment necessary for the proper functioning of a mission. The VE is prepared by the LSTS when client entities are initially being set up. Subsequently, the entities may initiate changes to their VE due to changes in the operational requirements.

3.1.1. Components of Vehicle Establishment

23. The VE includes three components:

- Light passenger vehicles
- Armoured vehicles
- Special purpose vehicles

24. The allocation of vehicles to each of the components is made based on UMOJA Material Master PIDs' generic descriptions.

3.1.1.1. Light Passenger Vehicles (LPV)

25. LPVs are general purpose vehicles designed and configured to carry up to 15 passengers and are subject to issue ratios.

26. The LPV component consists of the following:

- Sport utility vehicles (General purpose, VIP, Troop carrying, and Police patrol)
- Sedan vehicles (Small, Medium, and Large)
- Neighbourhood electric vehicles
- Hybrid/Electric vehicles
- Minibuses and vans with up to 15 passengers
- Double cabin Utility vehicles (Single cabin vehicles are not subject to ratios)

27. Missions shall ensure that vehicle holding complies with the vehicle allocation ratios, summarized in the Standard Costs and Ratios Manual (SCRM)[2]. LPV holdings and ratio calculations are to be based on the personnel deployment levels planned for the period concerned or, if higher, on actual deployment in the mission, rather than on the full authorized level of personnel. It is however important to note that the SCRM guides the determination of the ceiling (maximum number) of LPVs a mission can hold for operational purposes. This ceiling shall under no circumstances be perceived as "Authorized Entitlement" as it often causes field missions to hold LPVs above actual requirement. Any increase in the LPV component beyond the maximum ceiling must, therefore, be duly justified by the entities and approved by the LSTS and should remain as an exception after considering all possible courses of action to comply with the established ratios.

[2] With respect to the figures and assumptions on standard costs and ratios scales, it should always be borne in mind that they are subject to periodic review. It is, therefore, essential to refer to the most recent version of the SCRM at all times.

3.1.1.2. Armoured Vehicles

28. Entities hold armoured vehicles (AV) to counter ballistic and explosive threats in their operational environment. They could be sedans, sport utility vehicles (SUV), buses or ambulance vehicles armoured to a minimum of B6 protection level according to Central European Norm (CEN) Standards or an equivalent protection level or a new Department of Safety and Security (DSS) mandated level.

29. The issue of AVs shall be governed by the following criteria:

    29.1. The holding of armoured vehicles shall be based on the assessed security situation in the mission area and not be subject to any issue ratios. However, in field missions where security considerations dictate elevated use of AVs, mission-wide or location-specific, these AVs are to be included as LPV in calculations of the LPV component. This excludes those vehicles earmarked or required in a redundancy capacity for the exclusive use of close protection and certain security tasks.

    29.2. All missions are to conduct a security assessment to determine requirements for armoured vehicles. Such assessment must determine the kind of security threat, required armour level and the quantity of AVs required based on the likely number of personnel requiring such protection.

    29.3. Considering the high cost of these vehicles, Missions must make every effort to keep the holdings to a minimum.

    29.4. If other types of AVs are required for operational purposes such as armoured personnel carriers (APC) or mine-protected vehicles (MPV), every effort should be made to acquire such capabilities through contingents as Contingent Owned Equipment (COE). Only in exceptional circumstances shall the option of acquiring these vehicles as UNOE be considered. Such instances shall have to be justified by the Mission and authorised by the Director of Logistics Division.

3.1.1.3. Special Purpose Vehicles

30. All other types of vehicles and mobile equipment not listed under the other VE components fall under the SPV component. These vehicles are designed and configured to carry out specific business purposes or activities.

31. The SPV component consists of the following:

- Boats
- Motorcycles
- Tractors
- Buses, over 15 passengers
- Trucks, of all types (e.g., cargo, fire, garbage, recovery, refrigerator, sewage, etc.)
- Panel vans
- Ambulances
- APC, mine-protected, etc.
- Airfield ground handling equipment, all types (e.g., deck loader, tow tractor, ground power units, etc.)
- Engineering equipment of all types (e.g., bulldozer, excavator, compactor, etc.)

- Material handling equipment, all types (e.g., crane, forklift, etc.)
- Trailers
- Vehicle attachments
- Other specialized vehicles (e.g., tower lights trailer, fumigation trailers, etc.)
- ATVs,
- Snow vehicles

32. The VE for the SPV component should be determined after consultation with the end users, taking into consideration the Support Concept Plan as well as all existing capacities such as COE, contracted services, and UN partners.

3.1.2. Changes to the Vehicle Establishment

33. In a mission, the mission headquarters or sections/units may initiate changes in the overall holdings or the composition of vehicles due to changes in the operational needs.

34. Since the responsibility for VE control rests with the CTO, all VE change requests should be raised to CTO for deliberation by the mission VEC, using the Vehicle Establishment Change Request (VECR) Form (**Annex C**).

35. The requesting end user must ensure, before submission, that any VECR is realistic and properly substantiated; that the recognized need cannot be satisfied by internal reassignment of/or adjustment to existing vehicle holdings; and that all personnel and maintenance implications have been considered.

36. Upon receiving this form, the CTO should:

    36.1. Review the minutes of the previous meeting;

    36.2. Introduce the VECR as new business on the VEC agenda; and

    36.3. Facilitate the decision-making process by providing each member of the committee with supporting information/documentation.

37. To assess whether a vehicle is required, all relevant factors should be considered, including, but not limited to, the following:

    - The reasons justifying the requirement;
    - Detailed vehicle utilisation data from periodic reports, including on and off-duty usage patterns, timings, daily and monthly mileage, etc.;
    - Specific, recurring, potentially simultaneous operational tasks of the requesting Unit/Section;
    - Area of coverage and routes of the relevant area of operations;
    - Vehicle maintenance resources available within the area of operations;
    - Suitability of the requested vehicle to perform required tasks;
    - Effectiveness of the requested vehicle
    - Any other special operational requirements

38. Peak loads or unforeseen requirements should be met by one of the following methods:

    - Redistribution of the vehicles within the existing VE;
    - Use of the mission's reserve and pool vehicles;
    - Loan of vehicles from troop-contributing countries under a Letter of Assist;
    - Rental or lease from commercial sources.

39. Whenever a change in the VE is approved by the VEC, the minutes of the relevant meeting should include the total number of the new vehicle establishments, the previous number of vehicle establishments, and the revision(s) approved, showing both the previous position and new position.

40. Any changes to the VE made within the mission ceiling may be implemented after approval of the mission's Vehicle Establishment Committee (VEC).

41. For changes made beyond the mission ceiling, the CTO should arrange to forward a copy of the VEC meeting minute to LSTS/UNHQ as soon as possible after the meeting to give the LSTS an opportunity to review and/or comment on the changes made in the VE. Such changes should not be effective until two weeks after the new composition is approved by the LSTS.

42. Finally, the CTO shall advise the requester of the decision taken by the VEC.

3.2. Vehicle Establishment Committee

43. The Vehicle Establishment Committee (VEC) is the sole authority at the mission level to manage all matters relating to the VE of the mission.

44. The responsibilities of the VEC include, but are not limited to, the following:

    44.1. Defines and approves the VE as well as any subsequent amendments thereto;

    44.2. Translates general VE policy into detailed plans to meet the operational requirements of all Units/Sections of the mission;

    44.3. Conducts periodic reviews of each Unit's/Section's allocated vehicles and approves additions or deletions as deemed necessary;

    44.4. Defines and approves the vehicle reserve and pool;

    44.5. Defines and approves the number of vehicles proposed for acquisition/disposal for inclusion in the budget cost estimate submission for each budget cycle of the mission.

3.2.1. Composition of the VEC

45. While the composition of the VEC may vary according to the composition of the mission, the Committee should always be chaired by the head of the Administration (Director (Chief) of Mission Support (DMS/CMS) or their delegated representative) and assisted by the CTO as the Secretary of the VEC.

46. The VEC should be composed of senior members from each of the main pillars of the mission, representing a wide range of staff categories utilizing UN-owned vehicles in the performance of their official duties. Consistent with Security Council resolution 1325 (2000) on women and peace security, due consideration should be given to ensuring gender parity in the composition of the VEC.

47. A suggested list of members includes the following:

- Chair – DMS/CMS (or Chief of Staff, or Chief Service Delivery)
- Member – Chief Service Delivery (or their representative when chairing the VEC)
- Member – Chief Supply Chain Management
- Member – Chief Operations and Resource Management
- Member – Representative from the substantive side (nominated by Chief of Staff)
- Member – Military Logistics Officer
- Member – UN Police Logistics
- Secretary – Chief Transport Officer

48. Other Military, UN Police, and civilian senior staff may be co-opted as required.

3.2.2. VEC Routine

49. A VEC meeting should be held at least once a year preferably before budget submission. The Chair may call additional meetings as and when required.

50. Each VEC meeting should commence with the review of the minutes of the last meeting, after which the CTO may provide updates regarding the status of matters raised and the decisions approved at the time.

51. After the review of the minutes from the previous meeting, the CTO should introduce new business and facilitate the decision-making process by providing each member of the committee with supporting information/documentation.

52. All actions/recommendations taken by the VEC shall be documented in the minutes and signed by the VEC.

3.2.3. The Role of CTO

53. The CTO is the mission's expert for VE issues, and acts as the primary agent of the VEC Chair in accomplishing the routine work of the VEC.

54. In this regard the CTO:

    54.1. Provides advice to the VEC on VE and general transport issues and policies;

    54.2. Maintains detailed accounting records of all mission vehicle holdings;

    54.3. Provides background information, usage reports, etc. to the VEC, as required;

    54.4. Promotes direction and awareness of the Vehicle Establishment Change Request (VECR) procedure within the mission;

    54.5. Collects, collates, and researches all VECR forms submitted by the mission Units/Sections for presentation to the VEC;

    54.6. Presents newly submitted VECR forms at each meeting;

    54.7. Acts on the decisions made by the VEC and reports on work done;

    54.8. Provides a note-taker (normally a qualified Transport Officer/Assistant) to take minutes at each VEC meeting, which shall include as a minimum a record of decisions;

    54.9. Prepares and submits VEC minutes for approval by the VEC Chairperson, including serially numbered amendments to the VE;

    54.10. Makes provision in line with mission operational imperatives for new vehicle requirements arising between VEC meetings and reports on these to the VEC.

3.3. General Acquisition Strategy

3.3.1. Fleet Transformation

55. As a long-standing practice, acquisition planning for vehicles is centred on four-wheel-drive (4WD) vehicles to meet the light passenger vehicles (LPV) needs of the clients. High dependence on these types of vehicles may be unsustainable, impractical, and environmentally negative for certain Entities. For example, a recent analysis shows that up to 72 percent of the 4WD capability in some entities is allocated to personnel in headquarters locations where it is assessed that a significant portion could be replaced by lower-cost and more environmentally friendly vehicles. Similarly, the United Nations Oversight Bodies often observed and reported excessive LPV holdings for many entities due to allocations of such vehicles based on standard ratios, rather than an actual operational requirement.

56. In line with these observations and to use the Organization's resources more efficiently and responsibly and support the Secretary-General's goal of a climate-neutral United

Nations, the new strategic intention is to diversify and right-size the global vehicle portfolio, while ensuring that 4WD vehicles are employed where and when needed.

57. To achieve this, Missions should consider:

    57.1. Purchasing more environmentally friendly and cost-efficient types of vehicles, whenever possible instead of the heavy-duty four-wheel drive sport utility vehicles. As part of a collaborative procurement exercise with United Nations agencies, funds, and programmes, new global system contracts were established for more environmentally friendly and cost-efficient types of small, medium, and large size sedans, providing entities with more choices to meet their operational requirements. These vehicles are 30/40 percent more fuel efficient, easier to manoeuvre and park, have superior handling and braking capabilities, and provide a lower profile.

    57.2. Monitor the fleet performance periodically to determine the actual demand for LPVs by every section/unit and adjust the allocation of vehicles, taking into consideration the substantive and/or support units deployed in remote locations.

58. As part of the determination of the actual operational demand, the following factors should be considered:

- Detailed vehicle utilization data, by section or unit, obtained from the electronic vehicle monitoring system (e.g., Car-Log) including on and off-duty usage patterns, timings, daily and monthly mileage, etc.
- Specific, recurring, potentially simultaneous operational tasks of the section/unit requiring LPV access.
- The operational area includes environment, weather, security environment, types, and condition of lines of communication (e.g., roads, tracks, paths) where LPVs are required to be operated.

3.3.2. Standardization

59. It is also the United Nations policy to work towards vehicle standardization in missions via global systems contracts for vehicle purchase. Reducing the number of makes and types of vehicles to the minimum required to perform the assigned operational, logistical, or engineering tasks facilitates commensurate reductions in the range of spare parts, tools, and equipment needed to maintain the fleet, resulting in considerable budgetary savings and increased efficiency. Vehicles within a standardized fleet can also be deployed/redeployed between field operations more effectively and will be of greater benefit to the receiving mission than would the receipt of unfamiliar equipment that may not have adequate local spare parts support. Similarly, standardization also provides benefits in the area of technical training as expertise acquired by personnel during one assignment has a greatly enhanced utility if it has an application in subsequent missions.

3.3.3. Global Systems Contracts

60. To achieve standardisation and economies of scale and support effective fleet management, the Procurement Division (PD) has, in cooperation with the Logistics Division (LD), put in place several global systems contracts for the acquisition of motor vehicles, equipment, and accessories (i.e., workshop equipment and hand tools, tyres

and spare parts). Missions and other UN Secretariat entities shall primarily source vehicles, equipment, and accessory requirements through these global systems contracts.

3.3.4. Use of Commercial Models

61. It is also a general policy concerning the process of equipping UN field operations that standard commercial pattern vehicles should be purchased instead of specialised/military equipment to the fullest extent possible. While it is recognised that certain specialised vehicles (such as mine-hardened/mine-protected vehicles) may be required to perform operational tasks under hazardous conditions or to fulfil other specific requirements, appropriate standard commercial models prove to be the most cost-effective in general purpose roles. For medium and heavy-duty trucks, the use of vehicle attachment modules or Palletised Loading System (PLS) units should be considered/recommended instead of the purchase of specialised trucks.

3.3.5. Operational Useful Life and Replacement of vehicles

62. Generally, UN vehicles will need to be replaced when they reach the end of their Operational Useful Life (OUL). The OUL projects the period during which a vehicle (or piece of equipment) remains in use, effectively and efficiently fulfilling its intended function. The OUL indicates when to start the assessment of the vehicle to make an informed decision on the necessity and timing of the replacement of the vehicle. It is recognized that individual vehicles, or certain types of vehicles, may have a longer life than the initial OUL value and therefore can be updated throughout the lifetime of the vehicle.

63. The OUL value of the equipment is recorded in the Equipment Master Record (EMR) of Umoja. The Guide for Assessing and Updating the Operational Useful Life (OUL) of Equipment defines the operational procedures for assessing and updating the OUL value of the equipment.

64. There will be other occasions and circumstances in which the OUL of equipment will have to be reviewed and adjusted in the EMR since it may need replacement before it reaches the OUL. These include, but are not limited to the following trigger events (replacement criteria):

    64.1. When the vehicle mileage exceeds the replacement distance as indicated in the guidelines issued regularly in the SCRM.

    64.2. When the vehicle is assessed to be beyond economical repair after being involved in a road accident, fire, theft, or hijacking.

    64.3. When the vehicle's past repair records and expert technical evaluation of its present mechanical condition establish without doubt that it does not have a residual economic life commensurate with the estimated cost of restoring it to normal roadworthy condition.

    64.4. When, because of its age or any other special nature, it is impossible to obtain the required spare parts for the vehicle to maintain and keep it in a road-worthy condition.

    64.5. When, because of an approved standardization commitment, certain vehicles are to be phased out irrespective of age, distance travelled, or mechanical condition.

3.3.6. VIP Vehicles

65. For this Manual, representational vehicles are commonly referred to as “VIP Vehicles”. VIP is a universal acronym referring to persons of the importance of influence, particularly dignitaries who command special treatment. In practicable terms, VIP vehicles provided by DOS as invariably vehicle variants of the same manufacturer model as the standard model configuration; however, VIP vehicles possess select ergonomic upgrades in terms of comfort and appearance; for example, representational finish (e.g., wood effect), centre console for rear passengers, driver and co-driver adjustable seat height, and leather seats. Upgrades do not normally include any vehicle performance

66. VIP vehicles are primarily deployed for representational purposes commensurate with the position and level of the incumbent to whom it is provided. As per the Standard Costs and Ratio Manual, only the following categories of staff are eligible for VIP: Head of Mission (SRSG/FC); DSRSG, and D2 level staff.

3.4. Development of Budget Requirements

67. This general guidance has been developed to assist missions in preparing their ground transport budgets and to ensure that their cost estimates can be fully justified to the relevant budget committees.

68. The guidance will deal with two areas:

- Development of cost estimates for FT20_CLASS_115 Ground Transportation
- General advice on budgeting in other classes that relates to surface transport support, personnel, training, and official travel.

3.4.1. Development of Cost Estimates for FT20_CLASS_115 Ground Transportation

69. The procedure for submission and approval of the cost estimates for FT20_CLASS_115 Ground Transportation is carried out in five stages as follows:

- Stage 1 – Receipt and review of the latest budget instructions
- Stage 2 – Review of the current approved VE
- Stage 3 – Development of transport budget cost estimates
- Stage 4 – Verification and submission of the budget
- Stage 5 – Budget implementation

70. It is important to note that a key component in these procedures, both during the initial preparation of missions and the subsequent verification process at UNHQ, is the use of the data available via UMOJA; therefore, missions’ UMOJA inventory data must be accurate and up to date.

3.4.1.1. Stage 1 – Receipt and review of the latest budget instructions

71. The first stage in the preparation of the ground transport budget cycle is the receipt, review, and consideration of the latest instructions, strategic assumptions, and major resourcing priorities issued from UNHQ regarding the budget cycle in question. The UNHQ instructions are updated annually and contain specific forms, guidance, and deadlines for submission.

3.4.1.2. Stage 2 – Review of the current approved VE

72. The second stage in the process is the review of the approved VE which constitutes the basis for the development of the surface transport budget estimate, i.e., the quantity and types of vehicles required for the mission, during the upcoming budget year.

73. During the review stage, missions are advised to take into account the contractual capacities available under different service contracts, Memoranda of Understanding (MOU) and Letters of Assist (LOA) duly signed, as support documentation to demonstrate the numbers of LPVs to be assigned to Troop Contributing Countries (TCCs), Police Contributing Countries (PCCs), contractors and other entities during the planned fiscal year. All other types of vehicles, known as SPV components, are based on specific requirements.

3.4.1.3. Stage 3 – Development of Transport Budget Cost Estimates

74. Cost estimates for FT20_CLASS_115 Ground Transportation include the following:

- Acquisition of vehicles
- Acquisition of vehicle workshop and equipment
- Rental of vehicles
- Repairs and maintenance
- Liability insurance
- Spare Parts
- Petrol, Oil, and Lubricants

Acquisition of vehicles

75. The budget allocation for vehicle acquisition consists of two components; the purchase costs and freight costs.

    75.1. Purchase Costs: Vehicles may be purchased to either meet a new requirement or to replace an existing vehicle.

    75.2. Freight Costs: Freight costs should be assessed at 15 percent of the procurement value of the vehicle. If vehicles are to be transferred from Strategic Deployment Stocks (SDS), missions should provide for the freight from UNGSC to the mission and freight for replacement vehicles from the manufacturer to UNGSC, as stipulated in the SDS Accounting Guidelines.

76. The budget submission forms (BPC and costing sheets) should be completed in UMOJA Business Planning and Consolidation (BPC) solution after the determination of replacement and additional vehicle requirements. In support of the budget submission, missions should provide separate supplementary information, which is the Vehicle Ratio Sheet, that summarizes the LPV distribution plan across mission components and provides detailed justifications for deviations from the latest revised ratios.

Acquisition of workshop equipment and hand tools

77. Budget proposals for workshop equipment and hand tools should provide for the maintenance of existing equipment and tools and to cover replacements due to normal wear and tear. When additional tools and equipment are required to keep the workshop

secure and cost-effective, or when new makes or models are introduced, a detailed justification should be attached.

78. In the case of establishing a new mission, provision should be made for the purchase of workshop tools and equipment at between 1 and 2 percent of the fleet value recorded in the acquisition costing sheet.

Rental of vehicles

79. Commercial rental of vehicles may be used, where appropriate, to meet temporary and short-term requirements. This should be justified on a case-by-case basis.

Repairs and maintenance

80. When missions are outsourcing vehicle maintenance, accident repairs, or other specialist services either fully or partially, contract details and justification should be included in the budget proposal.

Liability insurance

81. As a standard United Nations policy, all vehicles owned or operated by the UN (including COE) shall be covered by third-party liability insurance.

82. Entities shall budget for third-party liability insurance for all contingent and UN owned vehicles, mobile equipment, and patrol boats vessels (patrol boats and vessels have separate policies maintained by Department of Administration (DOA) / Commercial Insurance Section (CIS) that the mission may wish to tap into for third party coverage) operated in the mission area.

83. Status of Mission Agreement (SOMA) and Status of Force Agreement (SOFA) may include further provisions or requirements for missions relating to third-party automobile insurance, including requirements for third-party insurance by relevant legislation and local statutory requirements. SOMAs/SOFAs will also provide guidance on whether insurance must be locally admitted or if non-admitted insurance is permitted. If non-admitted insurance is permitted, and if available/appliable, primary coverage should be placed through the Organization's Worldwide Auto Policy, which is placed and managed by DOS/CIS.

84. Whether local coverage is provided or not, UNHQ Worldwide Auto liability insurance coverage is required in all mission areas, whether on a primary or Excess/Difference-in-Conditions (XS/DIC) basis. In this case, missions shall budget for both local and worldwide coverage. The premiums for the UNHQ global worldwide third-party liability insurance for each mission can be obtained by contacting the LSTS insurance focal point. Detailed guidance governing the liability insurance coverages and main principles is provided in **Annex B**.

Acquisition of spare parts

85. In budget terms, spare parts are referred to as broad meaning expendable items required to maintain the mission surface transport fleet and keep it in a road-worthy condition. A spare part is a duplicate part to replace a lost or damaged part of a vehicle. Tyres, batteries, and accessories are also considered spare parts.

86. The calculation for spare parts should be based on historical consumption patterns recorded in UMOJA taking into consideration the increased average age and

mileage/hours of operation of the fleet, and delivery times. The plan should contemplate a 30-day mission safety stock reserve and an operating stock of 15 days in each region to allow service continuity in case of unforeseen delivery disruption, and procurement lead times by manufacturer.

87. To facilitate the verification of the spare parts proposal by the CTO, focal points should prepare a table with information on components, approved vehicle holdings, actual stock in hand purchase orders in the pipeline at the time of the budget preparation and estimate surplus and obsolete stocks available from other missions.

88. In the event of initially establishing a new mission, the cost estimate for spare parts should be based on historical consumption patterns of a similar field mission, whenever possible. If data is not available, the latest SCRM cost estimates for the categories and ages of vehicles should be used. The estimate should include a brief narrative covering factors such as maintenance concept, UN organized or outsourced fully or partially, age and mileage profile of the fleet, road/terrain conditions of the mission, and availability of spare parts from the local market.

Petroleum, oil, and lubricants

89. During the initial establishment of a mission, the vehicle fuel calculation should be based on the SCRM. Subsequent cost estimates for UNOE and COE vehicle fuel should be based on actual consumption in litres per 100 kilometres as recorded in the Electronic Fuel Management System (EFMS) for each category of vehicles held in the mission. The price to be used for estimating the fuel requirements should be provided by the mission's Supply Section.

90. For these purposes, the 'User Guide for Ground Fuel Requirements Calculator' and the 'Fuel Calculator' included in the supplementary budget guidelines to missions circulated by the Field Operations Finance Division (FOFD) of DMSPC every year are to be followed and used.

91. The 'Fuel Calculator' is valid for UNOE and COE vehicles. The quantities of relevant vehicles are to be entered for petrol and diesel requirements. Adjustments for road conditions and other operational factors are calculated by selecting the intensity factor in the Fuel Calculator.

3.4.1.4. Stage 4 – Verification and submission of the budget

92. Once the forecast requirements of each element of the budget have been developed, UNHQ should be notified for comments. In addition to the budget documents the proposal should have a brief narrative, including but not limited to Transport Section's role in mission operations, giving:

- Details of the operating environment including the road/terrain conditions of the mission and details of the potential for obtaining transport goods and services from the local market
- Maintenance concept, all UN work, all out-sourced, or partially out-sourced
- General condition of the fleet (this should reflect the details provided by the mission in UMOJA)
- Significant changes from previous budget submission (e.g., downsizing, expansion),
- Main budget cost items (e.g., purchase of vehicles, fuel, spare parts, and insurance)

93. CTOs are to ensure that any changes agreed upon during the LSTS review process are communicated to their mission's budget officer and included in the mission's budget submission.

3.4.1.5. Stage 5 – Budget implementation

94. Once a budget has been approved by the Legislative Bodies for a specific mission, FOFD should arrange to provide the respective mission and LSTS with their approved budget documents. LSTS and the mission can then work together to implement the acquisition plan for that fiscal year.

95. In addition, when replacement equipment is received by a mission, the CTO of the mission should ensure that vehicles earmarked for write-off are processed on time following the Property Management Manual and current Financial Rules and Regulations.

3.4.2. General Advice on Budgeting for Transport Support Activities

96. In addition to developing the cost estimates for FT20_CLASS_115 Ground Transportation, the CTO is also responsible for ensuring adequate presentation for transport support activities for personnel, official travel, training, and personal protective equipment (PPE).

3.4.2.1. Transport Personnel

97. CTO should ensure that the staffing tables for mission transport sections refer only to positions standardized by the Office of Human Recourses (OHR) of the Department of Management Strategy, Policy and Compliance (DMSPC).

3.4.2.2. Official Travel and Training

98. Travel: Provision for Transport Section personnel visits to suppliers, military- and police-contributing countries (i.e., technical assessment missions), and travel to the training courses/workshops/seminars should be included in the annual budget estimates.

99. The travel of UNHQ personnel is budgeted under the DOS Support Account and no provision should be included in the mission's budget unless specifically requested by LD for travel related to establishing systems contracts.

100. Technical training: The increasing sophistication of surface transport vehicles, in conjunction with an emphasis on safety and environmental issues, raises the importance of proper technical training of UN personnel involved in the operation and maintenance of UN vehicles.

101. The ultimate intention is to increase the technical capacity of missions by ensuring that the operator, maintenance, and adequate skills are available to the transport sections, whether by providing fresh training or by documenting previously acquired skills so that they can be used when needed. Missions are required to make adequate budgetary provisions for each assigned technical staff member to receive at least six days of appropriate in-house training per year.

102. Proposals for training should be compiled taking into consideration the overall number of staff, previous training completed, types and quantity of vehicles and equipment, the number of offices and workshop locations, and specific mission requirements.

103. Other training: The budget proposal should also include but is not limited to one defensive driving course for international and national staff within the mission area, two safety awareness campaigns, and one operator certification training.

104. A summary of Transport Training Courses being planned to take place during the financial year will be circulated to all missions by the UNGSC. Therefore, missions are requested to nominate candidates to attend specific courses applicable to each vehicle make and type they hold, whenever training seminars are being planned.

105. Chief Transport Officers Workshop: To provide a forum for exchanging knowledge and experience as well as lessons learned in the field of surface transport operations, and of updating the CTOs or officers in charge of Mission Surface Transport on the new developments, policy, and technical matters, LD/DOS aims to organize one CTO Seminar every two years. CTOs or officers in charge of Mission Surface Transport are to ensure that funding for attending the seminar is allocated in the mission travel/training budget.

3.4.2.3. Personal Protective Equipment (PPE)

106. CTOs must ensure that the missions' workshop personnel are equipped with the necessary Personal Protective Equipment as described in the DOS Automotive Workshop Safety Guidelines in **Annex J**.

PART 4. ALLOCATION, DEPLOYMENT, AND UTILISATION OF UN VEHICLES

4.1. Allocation/Assignment of UN Vehicles

107. In missions, the DMS/CMS is the sole authority for the allocation/assignment of UN-owned vehicles. The DMS'/CMS' decisions are guided by the VEC and executed through the CTO.

108. The allocation of the LPV component should be based on the actual operational demand and should not exceed the ceiling calculated by applying ratios given in the SCRM to the total number of mission staff in specific personnel categories and job responsibilities, taking into account any delayed deployment factors.

109. In a mission, UN vehicles may be assigned to:

- A Unit or Section for collective use by its personnel or assigned to a surface pool for the collective and shared use by all authorised personnel. In cases where different Sections/Units are comprised of one or two staff members working in the same building, vehicles may be allocated on a shared basis. In the case of vehicles assigned to a Unit/Section for collective use, it shall be the responsibility of the officer in charge of the Unit/Section to either assume control of the use of the vehicle or delegate it to individuals authorised to control the use of the vehicle for official business purposes. In an established surface pool, dispatchers shall be appointed to exercise this authority.
- Individuals for use in their official capacity. As per the current SCRM, only senior mission managers at D-1 and above levels are eligible. Those individuals to whom vehicles have been assigned may authorize official use of their assigned vehicles by other staff members as required.

110. At all times vehicles are considered a group or shared resources. Vehicles issued to UN personnel are for custody and accountability purposes and do not imply exclusive use by the custodian.

111. In field missions, the VEC may also establish within the justified LPV ratios, as per the SCRM, a minimum vehicle reserve and a pool of new or used LPVs from current inventory or via alternate arrangements such as commercially available rental vehicles to provide temporary support to the staff and/or to cover contingencies, including:

- Replacement, to the extent possible, of vehicles hijacked, stolen, or destroyed in action or by major accidents or by fire;
- Replacement, to the extent possible, of vehicles-off-the-road (VOR) when they are emergency or priority vehicles or when the total VOR in a unit exceeds 50 percent of its total vehicle holdings. It should be noted that when a unit's vehicle allocation is established, scheduled maintenance is taken into account; replacements in such cases shall therefore be met as far as feasible from the unit's holdings and not from the vehicle reserve or pool.
- Major political events supported by the United Nations, e.g., elections or referendums.

112. From time-to-time, Pool and Reserve vehicles may be provided to contingents to make up for shortfalls. Such support should not be considered part of the VEC deliberations. This practice should be temporary only and reviewed regularly, as the use of UNOE for this purpose raises concerns related to accountability, maintenance, and protection of equipment. The rationale is that TCCs/PCCs must deploy their uniformed personnel with all agreed COE. Missions must review their support priorities within their existing holdings and recover vehicles to accommodate other priorities.

113. Finally, Pool and Reserve vehicles should be regarded as a management tool for keeping the mission operational rather than a repository for satisfying individual needs for the weekends or special occasions.

4.2. Pre-deployment Processes and Checks

4.2.1. Vehicle Registration and License Plates

114. Generally, UN vehicles in field missions are required to carry distinctive license plates identifying them as equipment of a UN Mission. However, agreements with host nations and/or national legal requirements may render this impossible in some mission areas. In these cases, locally issued Diplomatic, “International Organization” or license plates of other specific types may be required, as dictated by local factors.

115. Missions able to use UN license plates shall determine the exact format of the plates locally. Where possible, a simple and more durable approach is to use the letters "UN" followed by a five-digit number. Such plates have the advantage of not becoming out-dated by a change to the mission’s name. In all cases, UN license plates should consist of black letters and numbers against a white background.

116. The Transport Section is the only body within a United Nations Mission that may issue official registration (license) plate numbers to vehicles brought into the area of operations. Control over the registration of the vehicle fleet shall extend to all United Nations-owned vehicles, contingent-owned vehicles, vehicles leased/rented by the United Nations, vehicles provided by the host government, and vehicles provided by any other source for the exclusive use of the United Nations.

4.2.2. Securing Liability Insurance

117. As an established UN policy, all vehicles owned or operated by the UN (including COE) shall be covered by third-party liability insurance.

118. Status of Mission Agreement (SOMA) or Status of Force Agreement (SOFA) may include provisions specific to UN vehicles and insurance, including compulsory third-party insurance required by relevant legislation and statutory requirements. Also, whether local coverage is provided or not, UNHQ Worldwide Auto liability insurance coverage is also required in all mission areas.

119. CTOs are to ensure that vehicles are not operated without insurance coverage.

120. Entities that are covered under the Worldwide Auto third-party liability insurance scheme as ‘primary’ insured (i.e., no local insurance required) may immediately commence using the vehicles upon arrival.

121. Entities that have compulsory local third-party liability insurance coverage may use newly arrived vehicles only after confirmation of coverage by the local insurer. i.e., these vehicles are not to be driven from point of delivery (port, airfield, railroad yard, etc.) without obtaining approval from the local third-party liability insurance provider/agent. This may require that the vehicles be inspected by the agent and or representative of the Insurance provider. It is only at this time that the vehicles may be driven to the headquarters or area of deployment.

122. Depending on the laws applying in the locality concerned, it shall normally be mandatory to keep in each insured vehicle at all times a certificate or record of particulars of the insurance, such as the name and address of the insurance company and/or its local agent/representative, insurance policy number, or the like.

123. Detailed guidance on the liability insurance coverages and main principles is provided in **Annex B**.

4.2.3. United Nations Markings and Painting

124. UN practice has been to restrict the use of white painting and black "UN" lettering of vehicles to a field mission, operation, or office administered or supported by DOS. To this end, all UNOE/COE vehicles, trailers, and earth-moving equipment of those missions should be painted in a uniform white (RAL 9016) or similar colour.

125. Each vehicle is to be marked with bold "UN" lettering in black (RAL 9017), with a minimum of 50 cm width and 45 cm height. They may be painted on or applied by transfer/sticker. The transfer or sticker must be of a quality such that it is resistant to the effects of weather, light, and temperature.

126. As long as it is practicable, the "UN" letters are to be positioned on both sides of the body. If possible, four-door vehicles shall have the letters "U" and "N" painted separately onto the front and rear doors to ensure partial legibility even with one door open.

127. The "UN" letters shall also be applied centrally onto the vehicle roof or hood/engine cover, whichever will be the most appropriate or conspicuous. Roof/hood signs shall be in large letters and positioned to be readable left to right by an observer positioned above the rear of the vehicle.

128. For vehicular assets received from suppliers without UN lettering, the dimension and positioning of "UN" letters should be decided locally by the mission to suit the configuration and size of the vehicles in question.

129. Exceptions: While the guidelines above are the default for vehicle painting and marking, there may be circumstances where security considerations impact compliance. For example, certain VIP vehicles may be required to be painted in dark colours and have no “UN” markings. On the other hand, all vehicles being marked as “UN” may enhance security. This will depend upon local circumstances. The HoM is responsible for the security of all civilian and uniformed personnel in the mission. Therefore, based on a Security Risk Assessment (SRA), the decision whether to leave a vehicle or vehicles white or whether to apply “UN” markings rests with the HoM.

130. Markings other than those set out above are prohibited except for ambulances which, in addition to "UN" lettering, may be marked with a Red Cross / Red Crescent on all sides and the hood or roof, following international law.

4.2.4. Vehicle Safety Equipment

131. All UN owned vehicles, including leased or rented vehicles, shall be equipped with seat belts, first aid kit, fire extinguisher, warning triangle, spare tyre, jack and appropriate tools, and other equipment required to comply with the MOSS.

132. The mission's Transport Section shall, during routine maintenance and safety inspections, verify that all the listed items of equipment are present in the vehicle and good condition.

4.3. Authorized Uses of UN Vehicles

133. UN vehicles are provided for the performance of official duties and additional vehicles are not budgeted for other purposes. Accordingly, having been assigned a UN vehicle, regardless of whether assigned on an individual basis or for collective use, is neither meant to provide an alternative to private car purchase/hire or local transportation use nor does it entitle any mission personnel to use the vehicle for non-official travels.

134. Official duty travel shall include, but not necessarily be limited to the following categories:

    134.1. Travel ordered by an authorizing officer or considered necessary for the performance of official duties;

    134.2. Certified travels for physical examination, medical or dental treatment purposes, as reasonably required in connection with duty needs;

    134.3. Travel in UN vehicles by military/police contingent personnel assigned to a peacekeeping mission while performing official duties.

135. Other travel may also be considered official duty travel and authorised on an individual basis upon recommendation of the section chief (or chief of field station) concerned and approval by the DMS/CMS or their representative.

136. In a duty station designated as having very difficult conditions of life and work, UN transportation to and from work may be authorised and arranged for the mission's personnel.

137. In established Family Duty Stations, Staff Members are responsible for their Transportation to and from work not utilizing mission vehicles, except in cases where the staff member is on official and predetermined duty, or during a crisis period where a mission vehicle is required to perform tasks.

138. The mission headquarters shall define the outer limits of the area in which such use of vehicles is authorised, and the DMS/CMS shall be responsible for the promulgation of appropriate information circulars, accordingly, taking into consideration such factors as the prevailing operational status and security situation.

139. Such travel shall be considered official duty travel within the officially defined area. Any travel outside this area shall be considered liberty travel.

140. In cases of vehicles assigned to individuals for use in their official capacity, such transportation shall also be deemed official duty travel, it being understood that vehicles being used for transportation to and from the workplace shall be used to full seating capacity whenever possible.

141. Notwithstanding the above, before authorizing group transportation to and from work for locally recruited staff in the mission, the DMS/CMS should ascertain if an element for transportation has been included in their net base salary. If such an element is provided, then the mission is not obliged to provide transportation to and from work. However, group transport may still be considered if deemed necessary by the DMS/CMS.

142. Travel not included in the above categories, if not specifically authorised by the DMS/CMS or their representative, shall be regarded as liberty travel.

143. Individuals attempting to improve their driving skills before any test or assessments shall not be permitted to avail of UN vehicles for this purpose unless the mission operates an approved driver instruction scheme. In this case, they are permitted to drive only when accompanied by a mission-approved instructor/mentor.

144. UN vehicles shall not be permitted to cross or be transported outside the designated mission area or into countries bordering a particular mission area without the written approval of the DMS/CMS.

4.4. Use of UN Vehicles for Non-official Purposes

145. Decisions on whether to limit the use of UN vehicles to official purposes only or to permit use for non-official purposes shall typically be dictated by the conditions of life and work and the prevailing operational status/security situation, as well as the availability, adequacy, and safety (based on the prevailing security situation) of local transportation means at the respective duty station.

146. Based on the comprehensive assessment of the aforementioned conditions, the DMS/CMS may, in a limited scope, authorize the use of UN vehicles for “non-official purposes” on a cost-recovery basis, in the entire mission area or in specific locations, provided official requirements are not interfered with and official travel take precedence over non-official related travel.

147. Use of UN vehicles in missions with a ‘no use of vehicles for non-official purposes’ policy, shall incur the cost of use charges in addition to the promulgated administrative sanctions and disciplinary measures.

148. In either case, the DMS/CMS shall be responsible for the promulgation of appropriate Administrative Directives/Instructions and Information Circulars. For ease of reference, sample Administrative Directive/Instructions limiting the use of mission vehicles for official-related travel and authorizing non-official travel are provided in **Annex D** and **Annex E**, respectively.

149. The terms and the minimum uniform rules governing the use of mission vehicles for each specific purpose are detailed below.

4.4.1. Welfare and Recreation Travel

150. Within the scope of this manual, welfare and recreational travel refers to the use of mission vehicles for group activities organised by the Mission Welfare and Recreation Committees.

151. The use of mission vehicles for such activities is subject to the arrangement of the trips through the Welfare and Recreation Committee and to the authorization by the HoM.

152. Unless otherwise authorized by the HoM, the cost for the use of vehicles for welfare/recreation purposes by Troop/Police Contributing Countries (TCCs/PCCs) should be recovered as prescribed in the DPKO Standard Operating Procedure on Welfare and Recreation (Ref. 2007.05) or the most recent issuance.

4.4.2. Liberty travel

153. Within the scope of this Manual, liberty travel refers to the use of mission vehicles for non-official purposes by staff members, military/police personnel, and other authorised mission personnel, on an individual basis; e.g., shopping, sightseeing, recreational activities, attending non-official events, etc. on a cost recovery basis, as applicable.

154. Liberty travel may be taken:

    154.1. using an already assigned vehicle (regardless of whether assigned on an individual basis or for collective use);

    154.2. using, occasionally, a vehicle provided from the Transport Pool.

155. Using already assigned vehicles should not require a formal request. Drivers engaging in such travel should, however, be required to record each trip in the Trip Ticket or on the electronic vehicle monitoring system (EVMS), commonly referred to as “CarLog”, as instructed by the mission.

156. Borrowing a vehicle from the Transport Pool to specifically engage in liberty travel requires an official request. The request should be submitted to the Chief Transport Officer (CTO) at least forty-eight (48) hours in advance using the Liberty Travel Request Form provided in **Appendix 1 to Annex E**.

157. Where applicable, the form should be accompanied by the following:

    157.1. Movement of Personnel (MOP). All trips between sectors/regions require a duly approved MOP for each passenger.

    157.2. Request for Transportation of Third Parties in United Nations Vehicles. Transportation of third parties (including family members) in mission vehicles requires prior approval from the DMS/CMS. For this purpose, the driver of the vehicle shall complete and submit a request for transportation of third parties in United Nations Vehicles to the DMS/CMS for approval before the intended trip, using the standard form provided in **Annex F**.

    157.3. General Release from Liability in Connection with Travel by Third Parties on United Nations Provided Ground Transport. Requests for Transportation of third parties in United Nations Vehicles shall also be accompanied by a general release signed by each such passenger (a standard release form is provided in **Annex G**). See also **Section 4.6 - Individuals Authorized to Travel in UN Vehicles** below.

158. Upon receipt of this formal request, the CTO shall review all pertinent information, including the availability of vehicles, the frequency of the requests made by the same driver, and the prevailing security situation. The CTO shall then forward the request, along with their recommendation for approval or disapproval, to the DMS/CMS or the approving officer designated by the DMS/CMS.

159. The DMS/CMS may take into consideration the frequency of such requests and delegate the approval authority to another senior official of the mission, in which case the request form should be modified accordingly.

160. The approved liberty travel request is confirmation that the requestor is authorized to use the mission vehicle to specifically engage in liberty travel on the dates indicated on the form.

161. Upon receipt of the approval, the authorized driver will approach the Transport Pool Manager, who will:

    161.1. Complete the reverse page of the approved Liberty Travel Request Form in the presence of the requestor before handing over the vehicle and keep a copy for the records.

    161.2. Provide the driver with a vehicle Trip Ticket for recording the journey. A sample Trip Ticket designed for this purpose is provided in **Appendix 4 to Annex E**.

162. The drivers are personally responsible for recording each trip on the Trip Ticket. Completed Trip Tickets must be submitted to the Transport Section immediately after the trip.

163. Personnel using mission vehicles for liberty purposes will not be reimbursed for the purchase of additional fuel during such use.

4.4.2.1. Limitations

164. Liberty travel is neither an entitlement nor a means to provide staff members of the mission with an alternative to owning private vehicles. Therefore, the availability of mission vehicles for liberty travel purposes is not an obligation on the part of the United Nations. Such use is only permitted within a limited scope and may be discontinued at any time due to exigencies of service.

165. The use of mission vehicles for liberty, if approved by DMS/CMS, shall be limited to those cases where the vehicles in question are temporarily not required for official purposes.

166. Vehicles, whether they are taken from the Sections or drawn from the Transport pool, should not be allocated for such purposes on a first-come-first-served basis; consideration should be given to the frequency of use by the requestor to ensure fairness.

167. Unless otherwise explicitly authorized by the DMS/CMS, the following categories of vehicles may not be used for liberty purposes:

- Vehicles provided by the host Government or any other source for the exclusive use of the United Nations
- Rented/leased vehicles
- Armoured vehicles
- Patrol and other key operational mission vehicles

168. Mission vehicles shall not be borrowed to improve driving skills before any driving test or assessment.

169. Mission vehicles shall not be used for liberty purposes outside the mission area, and during periods of Administrative Leave and Sick Leave.

170. Unless otherwise authorized by the DMS/CMS, mission vehicles shall not be used for liberty purposes by locally recruited staff and by locally recruited individual contractors, who, under their circumstances, should have adequate transportation means at their disposal.

171. The maximum period vehicles may be used for liberty travel is two (2) consecutive calendar days, unless there is a holiday immediately preceding and/or following the weekend, in which case the total period could be three (3) days. After this period, vehicles should be returned immediately to the Section or the Transport Pool/Dispatch.

172. At the discretion of the DMS/CMS, recently assigned international personnel may, on a case-by-case basis, be allowed to use mission vehicles for liberty purposes and transportation from work to home only during the first month after their arrival, anticipating that the concerned person will acquire their own vehicle or arrange their own transportation during this period.

4.4.2.2. Daily Mileage Allowance

173. Although drivers of UN vehicles are required to record each liberty travel in the Trip Ticket or on the EVMS, this may not always occur. In the interest of the Organisation, liberty usage of mission vehicles shall be closely monitored by the Transport Section. In this regard, for ease of manageability, as well as for the convenience of mission personnel, missions will establish a daily maximum mileage allowance on regular weekdays and weekends/holidays. Any additional travel beyond this mileage allowance shall be considered liberty travel and shall trigger the recovery of the cost of use charges from the driver involved unless justified as 'official travel' by the driver and certified by their supervisor, if applicable.

174. Daily allowance cannot be accumulated nor used retroactively. No daily allowance shall be applied if the vehicle is specifically engaged in liberty travel.

4.4.2.3. Procedure for Recovery of Charges

175. The CTO shall be responsible for notifying the Chief Finance Officer (CFO) at the mission Headquarters of all liberty mileage accrued and the names of the drivers responsible. Such notification shall normally be made monthly, and the Finance Section shall obtain reimbursements by appropriate deduction from the individuals concerned.

176. The CTO, based on the EVMS records and/or the Trip Tickets, will generate monthly liberty mileage reports and send a notification to the drivers to verify whether the mileage beyond the daily allowance was official (a sample 'Liberty Travel Notification and Verification Report' is provided in **Appendix 5 to Annex E**).

177. Upon receipt of this notification, the driver will mark on the form whether the travel was 'official' or 'liberty'. Once annotated, the form will then be endorsed by the Chief of Section/Unit or the appropriate commanding officer, and subsequently returned to the Transport Section within the specified period. If the driver will be away from the mission area for an extended period, the form may be completed, to the best of their knowledge, accurately by the endorser.

178. The CTO may report as "liberty" all mileage not verified/submitted by the driver, and as such, all mileage may be charged to the concerned individual.

179. If the Organization is put to special expenditure to recover or repair any UN vehicle used for liberty purposes, the Local Property Survey Board is empowered, when assessing any costs to be charged to the individual driver to include a such portion of the recovery expenses incurred as considered reasonable.

180. If a Transport driver is provided for any liberty trip and overtime has been accrued, their expenses (e.g., DSA and/or overtime) must also be reimbursed to the mission by the requestor.

181. Moreover, should scrutiny of vehicle Trip Tickets or EVMS records indicate that liberty travels were made by personnel in Contingent assigned vehicles, other than on an authorised group welfare/recreation basis, the CTO will include such mileage accrued in a monthly summary to the CFO, who shall charge the contingent at the applicable liberty mileage rate. In such cases, it is incumbent upon the contingent to recover the costs from the individual.

182. Staff members of all categories, including military/police personnel assigned to a mission on a contingent basis who avail of a UN vehicle or vehicles for liberty trips shortly before transfer or repatriation, are required to verify that the mileage charges due have been processed and settled by the Finance Section at mission headquarters before departure. Any liberty charges not settled before mission's personnel reassignment or repatriation will be recovered from their residual proceeds pending with the Finance Section.

183. Each journey or deviation for liberty or welfare/recreation purposes must be recorded through the vehicle monitoring system used, i.e., Trip Tickets or Electronic Vehicle Monitoring System (EVMS). The CTO may report as liberty all mileage not covered by specific duty trips and as such all mileage may be charged to the individual or contingent accordingly.

4.4.2.4. Reimbursement Rates

184. Charges for the use of mission vehicles for non-official purposes shall be paid to the mission based on the mission-specific rates, which shall be calculated using the latest DOS-provided template (a sample is provided in **Annex H**). These rates shall be reviewed periodically and communicated via a separate Information Circular by each mission.

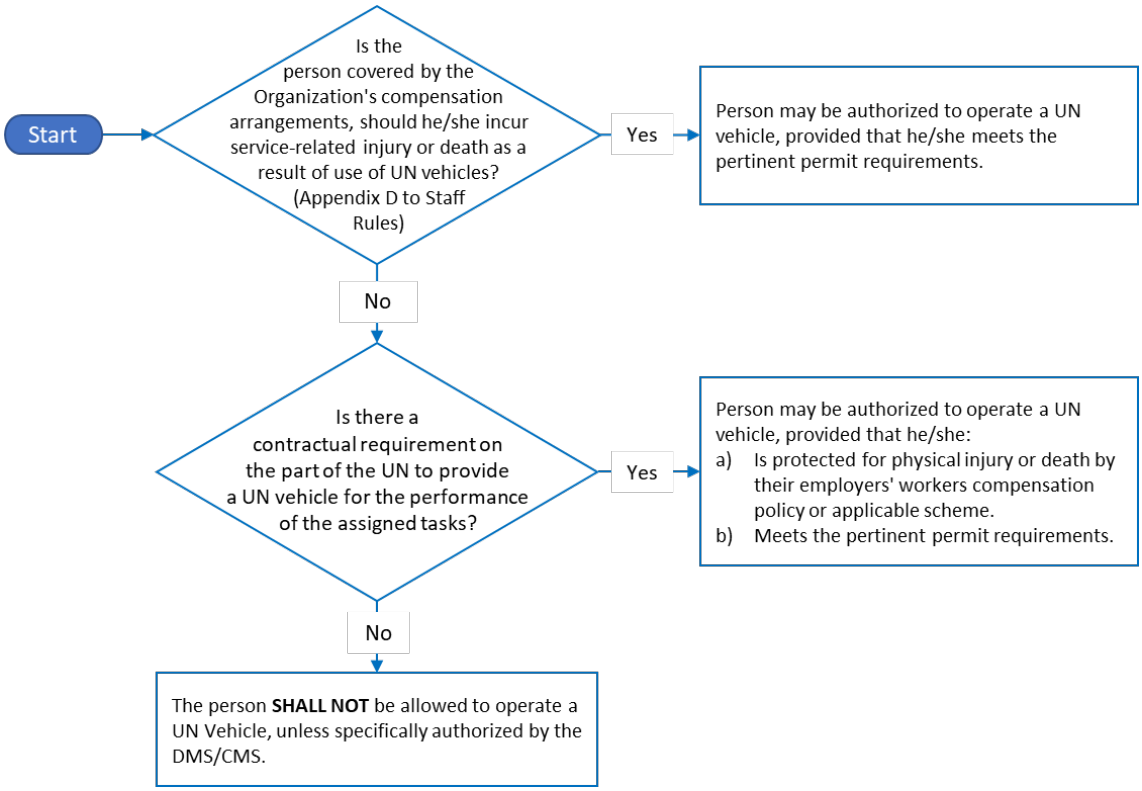
4.5. Individuals Authorized to Operate UN Vehicles

185. Improper driving practices by United Nations personnel, especially when local vehicles or people are involved, expose the Organization to claims and liability and have the potential to damage the image and public relations of the Organization. Vehicle accidents expose the Organization to multiple kinds of risk (financial, reputational, operational, legal), including increased cost of insurance due to the payment for bodily injury and property damage claims, vehicle repairs, purchase of replacement vehicles, or the like. In addition, in case of an accident involving a UN vehicle, while the Organization's vehicle liability insurance provides coverage for third-party bodily injury and/or property damage to third-party vehicles, it does not apply to the UN personnel and equipment.

186. Accidents may also impact the operational capability of a mission by limiting the availability of vehicles due to being withdrawn from service for repair or write-off

purposes. It is, therefore, critical that missions ensure that all United Nations vehicles are operated by duly authorized persons.

187. The decision to authorize an individual to operate a UN vehicle shall be based on the following assessment:



188. The DMS/CMS of a mission shall impose, where necessary, restrictions on the use of mission vehicles to avoid any undue liability to the UN.

4.6. Individuals Authorized to Travel in UN Vehicles

189. The following categories of persons are generally authorised to travel in a UN vehicle:

- Staff members of the United Nations, including its funds, programmes and subsidiary organs;
- Other UN personnel of the mission covered by the UN's compensation arrangements for death and injury, including individually deployed police and military personnel, members of the Formed Police Units and members of military contingents;

190. Persons in the categories listed in the paragraph above are not required to sign the general release from liability (waiver) as a condition of being provided with access to UN ground transportation, because in the event of a service-related injury or death resulting from the use of United Nations transport, they would normally be covered by the Organization's compensation arrangements.

191. The following persons may be authorized to travel in a UN vehicle, provided they sign general release from liability (waiver) in connection with travel on UN-provided transport:

- Staff members of specialized agencies of the UN and related organizations of the UN System
- Official guests of the mission and other persons traveling in connection with official UN business
- Employees of UN Contractors at the discretion of the DMS/CMS

192. In addition, under compelling circumstances and subject to the provisions below regarding prior requests for transportation and signing of general releases from liability, other third parties, including recognized dependents of UN staff members, may be authorised to travel in UN vehicles by the HoM or DMS/CMS. This also applies to instances where, subject to the same requirements, the UN missions may need to transport local officials such as police officers in UN vehicles as part of the mission's mandate (e.g., restoration and maintenance of public security, restructuring, and building of the national police).

193. In cases covered under paragraphs 189 to 191 above, it is mandatory that a formal request for the transportation of third parties specifying their names, nationalities, relationship with the UN and passport numbers, be submitted to the DMS/CMS for their prior approval (See **Annex F**). In addition, passengers that have been granted authorisation shall be required to provide a waiver, exempting the United Nations from liability by signing the General Release from Liability in Connection with Travel by Third Parties on UN-Provided Ground Transport (See **Annex G**). The waiver should be signed on a 'per trip' basis, i.e., each time they are transported in UN vehicles, rather than for a particular period of time.

194. Drivers, who, contrary to the above instructions, transport unauthorised persons in UN vehicles, assume risks associated with situations not covered by any compensation scheme.

195. In exceptional cases, if a mission experiences a recurring problem, due to political or operational reasons, in obtaining signed waivers from persons who are required to have waivers as a condition of traveling in a UN vehicle, the mission may consider the following approaches to overcome the problem, as may be appropriate in each case:

    195.1. Replace the system of individual waivers with a legally binding agreement with the local government, under which it would agree to provide a release and indemnity for the travel on the duty of its national officials in UN vehicles.

    195.2. Notwithstanding the above, in highly exceptional cases, replace the mission's current waiver of liability form with a general waiver of liability, not linked to any particular travel, vehicle, or period. Third parties would sign a copy of the general waiver only once, covering all potential future travel in UN vehicles. In such cases, copies of these signed general waiver forms must be kept on file.

    195.3. Should a mission choose to adopt this approach, it would need to develop a general waiver format appropriate to local conditions. It is strongly recommended that the resulting mission-specific general waiver format is shared with OLA for review before final implementation.

196. It is also necessary that, when a mission is envisaging routinely transporting third parties (e.g., local police or military) on board UN vehicles, LSTS should be informed so that insurers are notified of such activities. Such notice should include the following

information: (a) Purpose of the travel, (b) Frequency of the activity, (c) People involved (e.g., local police officers), and (d) Number of people transported.

4.7. Flag Flying on United Nations Vehicles

197. No flag other than the UN flag shall be flown on a UN vehicle, including COE vehicles. The use of the UN flag is restricted to:

- The Representative of the Secretary-General
- The Head of Military Component (HOMC) or Force Commander of the peacekeeping or observer mission
- UN vehicles on operational patrol duties

198. Notwithstanding the above restrictions, the HoM may, on a case-by-case basis, authorise the following senior staff to use the UN flag on their assigned vehicles in specific circumstances:

- Chief Political Adviser
- Director/Chief of Mission Support
- Deputy Force Commander
- Chief of Staff
- Contingent Commanders
- UN Police Commissioners

199. Such authorisation shall be given only for travel within the operational area of the mission, and only under circumstances when:

199.1. It will facilitate the crossing of military zones;

199.2. It will increase security;

199.3. The official concerned is attending an official function in their official capacity;

199.4. It will enhance the morale and efficiency of the mission.

200. The sizes of UN flags to be used on vehicles are as follows:

200.1. Staff Cars: Flag size 30 cm x 45 cm (12" x 18"). The flag shall be flown as issued, without alterations or additions. It shall be flown freely from a flagstaff attached to the right front fender (for left-hand drive) of the vehicle. It shall be displayed unfurled only when the vehicle is being used by the authorised official; at all other times, the flag shall be furled and covered and/or removed completely.

200.2. United Nations Vehicles on Operational Patrol Duties: Flag size 60 cm x 90 cm (2' x 3') or 90 cm x 150 cm (3' x 5'), whichever is the more appropriate for the type and size of the vehicle concerned. The flag shall be flown as issued, without alterations or additions. It shall be flown from a flagpole attached to the driver's side of the vehicle in such a manner that the flag flies freely in a conspicuous manner above the vehicle. The exact mounting site may vary from one type of vehicle to another, but the mounting on each type shall be standardized. The flag may also be illuminated to enhance visibility/security during the hours of darkness.

201. Notwithstanding the above, the principal justification for using the UN flag on vehicles on operational patrol duties is to permit identification, which is of the utmost importance for

security and safety reasons. Consequently, the rules and instructions for such use of the flag shall be formulated and promulgated by the HoM, Force Commander, or Chief Military Observer of each mission, in conformity with the prevailing conditions.

4.8. Idling, Fuel Economy, and Environment

202. Fuel shall be maintained, used and disposed of in accordance the applicable environmental standards, including the applicable standards on the health, safety, security and environmental aspects of petroleum, oil and lubricants handling (see DOS/2023.01 Fuel Management Guideline).

203. Unnecessary vehicle idling pollutes the air and affects human health. Unnecessary idling also increases fuel consumption and maintenance costs.

204. To extend the useful life of vehicles, reduce fuel consumption and reduce the greenhouse gas emissions of the fleet, the CTO is required to work in partnership with the mission's Environmental Committee (if established) or the designated mission environmental focal point to adopt and implement an idle reduction strategy within the mission area.

205. The strategy should include a mission-level administrative instruction on vehicle idling and also should raise awareness of the staff about the importance of adherence to the mission's idling policy within the context of the reduction of CO^2 emissions and the mission's progress under the DOS Environment Strategy.

206. The CTO shall include a section in the Transport Section's briefing package outlining the above-mentioned policy. It is recommended that the briefing package is prepared in close cooperation with military and police components to get the operational perspective and how the emission of fossil fuels can be reduced in operations.

207. The CTO shall also be responsible for providing the Committee or focal point with regular and accurate information and statistics about idling times, users, and other relevant information. The necessary information for this initiative shall be obtained from the EVMS installed in all UNOE vehicles.

208. As part of the training activities, the drivers should, at a minimum, be provided with the following instructions/information:

    208.1. Mission's idling policy.

    208.2. Tips to reduce idling, such as;

        208.2.1. Avoiding idling on the way whenever possible and soon after arriving at the destination.

        208.2.2. Limiting idling time during early morning warm-up to what the manufacturer recommends.

        208.2.3. Driving the vehicle slowly to warm it up quicker instead of idling it for an extended period.

209. Further information on fuel economy and eco-driving can be obtained from the United Nations Environment Programme (UNEP) website. The website also provides a toolkit to assess the environmental impacts of the transport operations and offers various solutions.

4.9. Fleet Rotation

210. To maximise vehicle life mileage missions should consider rotating vehicles, of the same category, between sections, and within the mission area.

211. When rotating vehicles, missions should take into account the specific circumstances of the mission and vehicle-related limiting factors. For example, vehicles deployed in isolated and remote areas cannot be easily rotated as the cost of rotation by air generally exceeds the value of the vehicles. Also, the adaptation of vehicles for different user groups such as police vehicles or communication vehicles, where specialised equipment is fitted for the discharge of duties, limits their functionality beyond their intended purpose.

212. However, special consideration should be given to prioritise mission operations outside the headquarters so that the newer, more reliable, well maintained and terrain-capable vehicles are deployed where conditions are most demanding, distances regularly travelled are longer, and where facilities for maintenance and repair of vehicles are limited, and lines of communication are impeded.

4.10. Fleet Monitoring Tools

213. Tools that can be used to monitor the fleet performance and usage include the following:

- Electronic Vehicle Monitoring Systems (EVMS)
- Trip Tickets
- Vehicle occupancy surveys

4.10.1. Electronic Vehicle Monitoring System (EVMS)

214. As an established DOS policy, all UN-owned vehicles must have the electronic vehicle monitoring system (EVMS) installed and operational. Representational vehicles assigned to HoMs and Force Commanders may be exempted from this requirement. Exceptions for all other vehicles are subject to the mission's justification and approval by the HoM.

215. The EVMS is an electronic vehicle data collection system that has been introduced in field operations to improve the management of vehicle fleets. The EVMS provides an overview of a wide range of vehicle operation parameters, such as user's ID, journey time, distance travelled, maximum and average speed, second-by-second data for the last minute, etc.

216. The system does not only automate the inaccurate and cumbersome trip ticket processing but also effectively mitigates, among others, the following problems:

216.1. Unauthorised vehicle use: The EVMS prevents unauthorised use of vehicles, thus enhancing vehicle security and providing a fairer and more transparent system of charging liberty mileage.

216.2. Over speeding: The over-speed alarm feature and the precise speed recording capability are deterrents for over-speeding and thus have a potential for the reduction of accidents and associated repair costs. Missions are encouraged to utilise this system to monitor aberrant driver behaviours, such as speeding, and take necessary corrective actions, as well.

216.3. Low reporting rates for vehicle maintenance: The EVMS can be programmed to signal the next maintenance and remind users to send their vehicles for

maintenance. This has the potential of ensuring that vehicles are maintained as required thus reducing the overall repair costs and improving vehicle reliability.

4.10.2. Vehicle Trip Tickets

217. In the absence of an EVMS, the Vehicle Trip Ticket in **Annex I** shall be utilised. No vehicle is to be operated unless the driver owns a properly completed Vehicle Trip Ticket.

218. Persons who are authorised to drive a UN vehicle must ensure that:

    218.1. All trips made are entered on the monthly Vehicle Trip Ticket with attention to the odometer readings at the beginning and the end of each journey;

    218.2. Fuel drawn from fuel stations for each vehicle is entered on the relevant Vehicle Trip Ticket;

    218.3. Daily vehicle checks are carried out;

    218.4. Any vehicle defects are reported on the trip ticket or, if of a serious nature, to the nearest UN workshop;

    218.5. Duly completed monthly Vehicle Trip Tickets for each vehicle must be submitted to the CTO by the fifth day of the following month;

219. Mission Transport Sections shall conduct an ongoing review of monthly trip tickets for the following purposes:

    219.1. To verify the accuracy of the driver's report in terms of mileage driven (duty and non-duty) and the consumption of fuel;

    219.2. To compile vehicle fuel consumption data to assess the accuracy of supply records regarding the amount of fuel reported as having been delivered to the mission and consumed by vehicles for any given period;

    219.3. To determine what repair, maintenance, or other action, if any, should be undertaken by the driver or Transport Section, in light of the information provided in the monthly Vehicle Trip Tickets.

4.10.3. Vehicle Occupancy Surveys

220. In addition to EVMS and monthly Vehicle Trip Tickets, missions may conduct vehicle occupancy surveys to monitor and assess the efficient utilisation of the mission vehicles. It is recommended that these surveys be carried out bi-annually and especially before holding a VEC meeting as it may provide additional factual data while reviewing the actual operational requirements.

221. Vehicle occupancy surveys are used to determine the average number of occupants in UN vehicles passing a given location or entering/exiting a particular UN complex/compound, etc.

222. When conducting a vehicle occupancy survey, the steps can be summarised as:

    222.1. Planning: At least one Transport Section staff member is required at each location. The study should begin 45 minutes before the official reporting time for duty and end 15 minutes after that time. For example, if a mission starts work officially at 8:00 am, the survey should run from 7:15 am to 8:15 am. Separate counts can also be made for lunchtime or evening periods. Passenger counts for sedans and

light 4x4 vehicles, minibuses, and larger buses should be recorded in separate categories. A sample size of at least 200 vehicle movements per location should be obtained, repeating the exercise at the same time and location on consecutive days to achieve this, if necessary.

222.2. Recording: A record sheet should be developed locally in each mission when conducting such surveys. The format should facilitate subsequent electronic data entry if required.

222.3. Use of Data: The results can be used to determine compliance with UN policies regarding the collective and shared use of official vehicles and the need to actively encourage car-pooling. (For vehicles with two rows of seats an average occupancy rate of 3.0 persons per car is considered acceptable.) The results can also assist with the monitoring of collective transportation means within the mission and the preparation and implementation of appropriate modifications to such means if required.

4.11. Vehicles and Equipment Considered Surplus to Mission Operational Requirements

223. Liquidation of surpluses should not be left until the final mission liquidation but should be an ongoing process. Mission Transport assets identified as surplus by the CTO shall be made available for transfer to other field missions or other United Nations agencies funded through "assessed" contributions by the following policy:

223.1. Missions with holdings of surplus transport equipment and spare parts should provide notification to UNGCS, who will disseminate this information to others.

223.2. Notices should be posted for ninety days and then removed by the posting mission. Missions should periodically check the designated bulletin board or the platform for notices and may contact posting missions directly to arrange transfers as appropriate.

223.3. After ninety days, and subject to the posting having been reviewed by the LSTS/UNHQ, those parts or equipment that have not been requested for transfer are to be processed following disposal guidelines.

223.4. Surplus parts should be provided to receiving missions at no cost except for shipping. The sending mission should arrange to ship with costs to be borne by the receiving mission.

224. By definition surplus implies operational and useful to a receiving mission, therefore assets should be kept in a serviceable state of readiness for re-deployment and earmark such equipment as surplus in the Inventory Management System.

225. Likewise, the CTO is required to make appropriate budgetary provisions (e.g., Maintenance, insurance) for such vehicles and equipment.

4.12. Disposal of Armoured Vehicles

226. Disposal of UNOE armoured vehicles presents special circumstances. Very often the purchase of such vehicles includes the provision of an End-User Certificate to the government of the country of origin through the suppliers, in which the UN attests that the vehicles are for the sole use of the UN and will not be given, sold, or loaned to any

third party. This is very important, as the UN is not a trader in equipment that could be used for military purposes. Therefore, missions that have UNOE armoured vehicles that are required to be disposed must seek LSTS advice for the best approach to ensure compliance with the terms of any applicable End-User Certificate. It may be possible to transfer these vehicles to another UN Secretariat entity or sell them to other UN Offices, Agencies, Funds Programmes. In this case, a new EUC will be issued by the new UN entity, if so, requested by the supplier of the armoured vehicles. If this is not possible, the UN through the UNHQ Procurement Division will examine buy-back of the vehicles by the same supplier of the vehicles. In case the supplier will not buy back the vehicles, the mission will be directed to dispose of the vehicles by destruction. If the destruction cannot be carried out as an in-house task, the mission will be requested to attempt to identify a contractor in the mission area who can conduct the destruction. If no contractor is identified in the mission area, the vehicles should be shipped to UNGSC for destruction.

227. General provisions regarding destruction are as follows:

227.1. The armoured hull and any glass elements of the vehicles are to be rendered unusable and unrepairable either by crushing or extensive cutting.

227.2. The destruction of each vehicle is to be witnessed by a mission representative.

227.3. A destruction certificate signed by both contractor and witness is to be provided to LSTS as verification that the vehicles have been destroyed.

227.4. All related costs for destruction and shipping are to be borne by the mission. If the vehicles are removed to UNGSC, provision should be made to obligate sufficient funds to complete the destruction and cover any other costs incurred by UNGSC.

PART 5. FLEET MAINTENANCE

228. All vehicles and parts must be operationally serviceable, able to perform, and of sufficient quality for the intended task with due regard for safety. Proper maintenance is a basic element of any fleet safety program, not only to ensure a safe and roadworthy vehicle but also to avoid costly repair expenses and unexpected breakdowns. It typically includes but is not limited to the processes of servicing, inspection, testing, modification, repair, recovery, rebuilding, and reclamation.

229. All vehicle maintenance, repairs, inspections, and tests must be conducted by a qualified person in an approved United Nations workshop or in a contractor's facility where a United Nations contract for services and repairs has been established and following the manufacturer's recommendations.

230. Each vehicle repair must be initiated through UMOJA Maintenance Module, and all spare parts issued must be recorded on the service orders.

5.1. Scheduled Maintenance

231. The CTO in their capacity as the mission surface transport expert shall decide upon the frequency of vehicle servicing, taking into consideration all pertinent local factors. However, to avail of the full benefits of the manufacturer's new vehicle warranty, routine servicing should not be conducted less frequently, either in terms of elapsed time or distance driven, than the intervals stated in the manufacturer's recommended service regime on any account. Furthermore, if the manufacturer in question offers a range of service regimes applicable to a variety of vehicle use and prevailing road/weather conditions. It is, therefore, incumbent upon all CTOs to decide which is the most applicable to the UN owned vehicles operating in the geographic area or areas of responsibility. Failure to follow the procedures defined for each model by the manufacturer may result in either the over-servicing or under-servicing of certain vehicles or components.

5.2. Inspections

232. Inspection is defined as the systematic survey and control of equipment to assess its condition to clarify the need for maintenance, repair, and the supply of spare parts. Inspections can be carried out (i) by the user/driver of the vehicle or equipment, (ii) during or after scheduled servicing or repairs, and (ii) whenever deemed necessary, such as after vehicle accidents, before starting a challenging trip, etc.

233. Vehicles that are found to be unsafe to operate shall be removed immediately from service and their use prohibited until unsafe conditions have been corrected. They shall be re-inspected before being placed in service again.

5.3. Underutilized and Parked Vehicles

234. To ensure that under-utilized and parked vehicles are kept roadworthy, the vehicles shall be included in the mission maintenance plan with emphasis on checking the brakes, including the brake fluid, steering system, and any fluid that may be part of the system,

cooling fluid, water for the windows wiper system, tyres and lights, as well as checking the hydraulic system for leaks and the condition of wires, chains, shackles, straps, and other essential components.

5.4. Modification of UN Vehicles

235. Mission vehicles must not, at any time, be modified for non-duty purposes, recreation or welfare, or altered or used in any way that compromises the safe operation of the vehicle as well as the safety of vehicle occupants and third parties, irrespective of the intended purpose of the modification.

236. Any equipment that jeopardizes driving safety or that is banned by the host country's laws or by United Nations regulations and rules must not be installed and/or used in any mission vehicle.

5.5. Window Films and Security Screens

237. Inner side and rear windows/glass of mission vehicles may be affixed with clear type shatter resistant films to protect United Nations personnel from the penetration of rocks, steel pellets, or similar dangers. However, the equipment used for this purpose should be of good quality and must be resistant to sun rays and other weather conditions: it should not show signs of de-lamination, "bubbling" or any similar effects. It should also be resistant to scratches that may occur as a result of lowering or raising the windows.

238. The use of accessory dark films applied to vehicle glass for cosmetic tinting or shading, or the like can be authorized by the DMS/CMS on an exceptional basis taking into consideration the relevant national regulations. Consideration of the use of such material should be restricted to cases where the overriding concern is the protection of occupants, whose security could be jeopardized by their identification while traveling in the vehicle. This equipment must not, under any circumstances, reduce light transmission to dangerously low levels, preventing the driver from having adequate vision at night or in other conditions of poor visibility. Where designated, details of vehicles tinted should be noted in the assets database for reference.

239. Fitting security screens on mission vehicles can also be authorized by the DMS/CMS, should conditions call for it. Any such equipment should be removed when conditions return to normal.

5.6. Spare Parts Management

240. Spare parts procured to facilitate the maintenance of vehicular equipment consume a significant part of the budgetary provision of any mission Transport Section.

241. The following points detail the general management policy to be applied by missions about the management of vehicular spare parts:

    241.1. Spare part holdings should be adjusted as the mission-authorised VE is adjusted. Upon the endorsement of the VE by the VEC, the spare parts focal point should prepare a demand plan for spare parts for each make and model of the equipment.

241.2. Only sufficient spare parts, with a focus on fast-moving parts, are to be held to maintain operational availability of the mission fleet of UN-owned vehicular equipment;

241.3. Before mission funds are expended for the purchase of spare parts, CTOs are to ensure that no other mission has declared a surplus of those same parts;

241.4. Spare parts Budget surpluses should not be spent at the end of a financial period only to match expenditure to forecasts, or to establish a stockpile/reserve of spares beyond that supported above.

242. Recovered spare parts removed from written-off vehicles as part of the process of cannibalization can represent a considerable cost saving to the Organization when used instead of new items. However, it is important to ensure that all such recovered items are properly stored and re-entered in UMOJA to maximize the potential benefits. Likewise, the possibility of theft/pilferage of attractive items from wrecked vehicles should be combated by the use of a locked secure storage area.

243. Items removed from written-off vehicles should be tracked by the Transport Section/Unit, with a nominal value to be assigned to each part at point-of-issue for Work Order costing control.

244. All used parts should be marked and identifiable. Where appropriate, they should be tested, particularly for safe operation, before being returned to stock.

5.7. Workshop Safety

245. Given the nature of their work, automotive workshop personnel are faced with a multitude of health hazards, including physical, chemical, biological, and ergonomic. Many people are often injured while working in automotive workshops or carrying out site service calls. These risks, however, can be avoided or minimised through the understanding and application of appropriate preventive and protective measures. To this end, it is important that all workshop personnel, including supervisors, are provided the necessary guidance to enable them to perform their work in a manner that is safe for themselves and others. Detailed guidance in this regard is provided in **Annex J**.

PART 6. UN DRIVER'S PERMIT AND DRIVING TESTS

6.1. General Policy

246. Owning any valid national/military driver's license does not automatically qualify the holder to operate a UN vehicle. To be able to operate such equipment, one must also demonstrate that they are qualified in the category of vehicle required to perform their duty and be issued a valid UN Driver's Permit (hereinafter referred to as "Permit") that provides the holder of the Permit with driving privileges on UN-provided vehicles. Being issued a UN Driver's Permit or retaining such a permit is **not an entitlement** for any UN personnel, as the United Nations has complete discretion in granting authorisation for the use of UN property, including if any UN personnel shall be authorized or remain authorized to drive or use any UN vehicle.

247. No person, irrespective of driving ability, shall be issued a Permit until and unless they have met the prerequisites and successfully completed the mandatory driving test(s) conducted by the concerned mission. CTO may, however, waive the requirement for testing for the prior-qualified personnel in the case of reassignment within six months.

6.2. Issuance of Permits to Contingent Personnel

248. In view of the number of personnel within missions requiring Permit and the distance involved, military commanding officers, through their respective Military Transport Officers (MTOs), may be granted authorisation by the CTO to assess their contingent personnel, ensuring that they have been briefed, tested and that they meet all other UN driver qualification requirements.

249. Nonetheless, the ultimate issuing authority of the Permit is the CTO and the designated MTO of a contingent must report to the CTO at mission headquarters, as soon as possible after their arrival in the mission area, for a briefing on the subject of control and use of UN vehicles, before they are authorised by the CTO to process applications for the Permit. The MTO of each contingent shall be tested and have their driver's Permit issued by the office of the CTO and also be certified as the approved testing officer for their contingent.

250. Permits for contingent personnel shall be obtained by submitting to the office of the CTO the completed form: Request to CTO for United Nations Drivers' Permits, a copy of which is attached as **Annex K**. This form shall be prepared and produced locally by the office of the CTO, for issuance to contingents.

6.3. Issuance of Permits to National Staff, Contractors, and Consultants

251. Locally recruited civilian staff, individual contractors, and consultants (national or international) may be issued with a Permit only if their assigned duties within the mission so require and only upon written application to the CTO by the head of the Section/Unit justifying the need of a Permit. A Permit will be issued only for the category/categories of vehicle required to facilitate the performance of those assigned duties.

6.4. Permit Categories, Validity, and Format

252. The standard Permit categories shall be consistent with the following vehicle categories as described within the 1968 Vienna Convention on Road Traffic:

Cat.	Pictogram	Description
A		Motorcycles.
B		Motor vehicles, other than those in category A, having a 'permissible maximum mass'[3] not exceeding 3,500 kg and not more than eight seats in addition to the driving seat; or motor vehicles of category B coupled to a trailer the permissible maximum mass of which does not exceed 750 kg; or motor vehicles of category B coupled to a trailer the permissible maximum mass of which exceeds 750 kg but does not exceed the 'unladen mass'[4] of the motor vehicle, where the combined permissible maximum mass of the vehicles so coupled does not exceed 3,500 kg.
C		Motor vehicles, other than those in category D, having a permissible maximum mass exceeding 3,500 kg; or motor vehicles of category C coupled to a trailer the permissible maximum mass of which does not exceed 750 kg.
D		Motor vehicles used for the carriage of passengers and having more than eight seats in addition to the driving seat; or motor vehicles of category D coupled to a trailer the permissible maximum mass of which does not exceed 750 kg.
BE		Motor vehicles of category B coupled to a trailer the permissible maximum mass of which exceeds 750 kg and exceeds the unladen mass of the motor vehicle; or motor vehicles of category B coupled to a trailer the permissible maximum mass of which exceeds 750 kg, where the combined permissible maximum mass of the vehicles so coupled exceeds 3,500 kg.
CE		Motor vehicles of category C coupled to a trailer whose permissible maximum mass exceeds 750 kg.
DE		Motor vehicles of category D coupled to a trailer whose permissible maximum mass exceeds 750 kg.

253. Under categories A, B, C, CE, D, and DE, missions may introduce the following subcategories of vehicles for which the driving permit may be valid:

Cat.	Pictogram	Description
A1		Motorcycles with a cubic capacity not exceeding 125 cm^3 and a power not exceeding 11 kW (light motorcycles).
B1		Motor tricycles and quadricycles.
C1		Motor vehicles, except those in category D, the permissible maximum mass of which exceeds 3,500 kg but does not exceed 7,500 kg; or motor vehicles of subcategory C1 coupled to a trailer, the permissible maximum mass of which does not exceed 750 kg.
D1		Motor vehicles used for the carriage of passengers and having more than 8 seats in addition to the driving seat but not more than 16 seats in addition to the driving seat; or motor vehicles of subcategory D1 coupled to a trailer, the permissible maximum mass of which does not exceed 750 kg.

[3] Permissible maximum mass means the maximum mass of the laden vehicle declared permissible by the competent authority of the State in which the vehicle is registered.

[4] Unladen mass means the mass of the vehicle without the crew, passengers or load, but with a full supply of fuel and with the tools which the vehicle normally carries.

C1E		Motor vehicles of subcategory C1 coupled to a trailer the permissible maximum mass of which exceeds 750 kg but does not exceed the unladen mass of the motor vehicle, where the combined permissible maximum mass of the vehicles so coupled does not exceed 12,000 kg.
D1E		Motor vehicles of subcategory D1 coupled to a trailer, not used for the carriage of persons, the permissible maximum mass of which exceeds 750 kg but does not exceed the unladen mass of the motor vehicle, where the combined permissible maximum mass of the vehicles so coupled does not exceed 12,000 kg.

254. Missions may introduce additional categories and subcategories of the vehicle other than those listed above. These include, but are not limited to material handling equipment, engineering vehicles, logistics specialised equipment, armoured personnel carriers (APCs) or other specialised military or armoured fighting vehicles.

255. However, no category of vehicles is to be entered on a Permit for which the respective driver does not possess the same valid category on their national driver's license.

256. Permits for Material Handling Equipment (MHE) and Special Purpose Equipment (SPE) are awarded to qualified drivers, based on the successful completion of a specific test organized by the CTO. Because most national driver's licenses do not make licensing provisions for specialist vehicles designed primarily for use at ports, airports, warehouses, building sites, etc. (such as mobile cranes, forklifts, construction equipment, airfield support equipment), the CTO can accept holders of a full category B license to operate these vehicles after training. Such permits shall be strictly controlled and issued only for the category or categories of vehicles required to facilitate the performance of official duties.

257. Given the particular nature of specialized military equipment and COE Armoured Vehicles (including APCs), the issue of a Permit for such vehicles and equipment to qualified military operators shall be in strict accordance with their established National Military regulations but still subject to verification, registration and issue procedures through the office of the CTO.

258. Civilian armoured vehicles, having a permissible maximum mass exceeding 3,500 kg, but do not exceed 7,500 kg:

    258.1. The Permit category for these vehicles shall be subject to the requirements of the local laws.

    258.2. In the absence of local laws, missions are recommended to categorise these vehicles as "C1" and seek the same category (or equivalent) of national or military driving licenses to issue a Permit.

    258.3. However, CTOs may accept the holders of "B" category (or equivalent) driver's license for the Permit provided that, a candidate (a) has at least five years of driving experience in the category of the vehicle to be assigned, or (b) is trained by qualified Transport personnel or an authorised/recognised driver instructor or institution on armoured vehicle driving techniques[5] and security aspects.

    258.4. If UN capabilities are not sufficient, options for contracting on-site training for UN personnel or outsourcing support should be considered.

[5] Topics of such training generally include, but not limited to hill start up-down, parallel parking, reversing using outside mirrors, gear changing and clutch control, evasive manoeuvres, emergency stopping, downhill engine braking, driving at night, and other security aspects

258.5. It is also suggested that the suffix “AR” is used with the applicable Permit category (e.g., “B-AR” for armoured B category vehicles).

259. A Permit shall be valid only for operating vehicles in the mission, where the Permit is issued. Due to the differing road and driving conditions in various UN field missions, the possession of a Permit issued in one country/duty station does not qualify or entitle the holder to drive UN vehicles or a Contingent Owned Equipment in another mission. If a staff member or a military contingent moves/transfer from one field mission to another, then they must obtain a new Permit from the new mission following the procedure described in this Section before being authorized to drive in the new mission.

260. The expiration date of an issued Permit shall conform to the validity/expiry date of the applicant’s current national/military driver’s license or the expiry date of the applicant’s UN ID card, whichever expires first. However, regardless of the expiration date assigned, any issued Permit shall be cancelled and nullified at the time of the departure check-out process.

261. The Permits may not be used in any way as a substitute for a national or international driver’s license.

262. A Permit can be in three forms: (i) an electronic card with a magnetic stripe coded, (ii) an electronic card with a magnetic stripe not coded, and (iii) a paper permit, without a magnetic stripe and coding.

263. Electronic card permits with coding shall be issued to the users of the mission vehicles fitted with EVMS devices. Electronic card permits without coding will be issued to the users of the UN Programme and Agency vehicles (in cases where the mission supports such agencies in driver testing and permit issuance process). Paper permits shall be issued to the users of the contingent equipment that are not equipped with the mission’s EVMS devices.

264. The Permit shall be prepared and printed locally, and shall, at minimum, bear:

- Title: “[Mission] Driving Permit”
- UN logo
- Permit number
- Categories (subcategories) of vehicles for which the Permit is valid
- Permit holder’s photograph
- Permit holder's name, rank (as appropriate), UN/Contingent identification number (as appropriate)
- Permit holder’s blood group
- Expiry date
- Any special endorsement and/or restrictions (e.g. contact lenses)

265. The exact form that the permit takes is to be decided upon by the issuing mission. Permits may be incorporated into the mission identity cards, whenever possible.

6.5. Cancellation of Permits

266. Permits must be returned to the CTO for cancellation at the time when the holder checks out/leaves the mission. The CTO must also ensure that the Permit identification code is

removed from all EVMS units installed in the mission's vehicles to prevent unauthorized usage.

267. Military Transport Officers shall ensure, upon rotation, that the Permits of all repatriated military contingent personnel are returned to the CTO for cancellation, disposal, and records management purposes.

268. In all cases, mission personnel performing departure check-out/clearance formalities are to be informed that Permit cancellation nullifies their authorisation to drive mission vehicles with immediate effect.

269. The method of UN permit cancellation employed for all UN vehicle drivers other than military contingent personnel is decided upon locally by the DMS/CMS based on the recommendation of the CTO.

6.6. Missing, Lost, or Stolen Permits

270. Loss of a Permit should be reported immediately to the UN Security and the Permit Unit of the Transport Section.

271. To prevent unauthorised usage of UN vehicles, missions are required to adopt and institutionalise the following procedures:

    271.1. Inform and regularly remind all vehicle operators and mission staff that (a) the UN Driver's Permits are official documents and that Permit holders are personally responsible for their proper use and care; (b) lending of a Permit to any other person or driving with an expired or someone else's Permit is not permissible, except when authorised in special circumstances by the CMS/DMS, under UN Security supervision; (c) those found using another person's Permit shall be subject to administrative and/or disciplinary action.

    271.2. Establish and maintain a reporting and monitoring system to track and address any wrongful use of Permits through: (a) Establishing a reporting system, requiring a driver to immediately report the loss of their Permit to the Security Section or the Military Police, who is to notify the Surface Transport Section to deactivate the driver's Permit remotely, if possible, or to mark it in the EVMS as "missing", "lost" or "stolen" and monitor the EVMS database regularly; (b) randomly conducting spot checks by the members of Military Police or Security Section to facilitate the early recovery of missing Permits; and (c) reviewing mission policies and SOPs to ensure that these matters are appropriately addressed and communicated to all concerned.

272. In missions where the remote deactivation mechanism of lost/missing DPs is not in place, issuing of a new Permit shall be done after at least three days from receipt of the lost report by the Surface Transport Section. This is to allow time to address any duplication or wrongful use of the lost/missing Permits.

6.7. Driving Tests

273. The CTO, being the issuing authority of the Permits in a mission, shall arrange for mandatory driver testing of all mission personnel who apply for a United Nations Driver's Permit.

274. Driving tests can be performed in the mission headquarters or the regions, depending on the duty station of the candidates. However, driving tests for all UN Police personnel, Military Observers, and Staff Officers shall be conducted in the mission headquarters only before their deployment in the Regions or Sectors. Exceptions can be authorized by the CTO.

275. All driving tests, regardless of the testing location, shall be conducted by the CTO or their appointed certified driving test officer in line with the following requirements and procedures.

6.7.1. Pre-test Requirements

276. All applicants shall:

276.1. Produce a valid driver's license – A potential driver of a UN vehicle must hold and be able to produce for inspection a valid national driver's license issued by an internationally recognised country for the category(s) of vehicles for which a permit is requested. An International Driver's License (IDL) functions as an official translation of a national driver's license and is not intended to replace it. It is valid only with the original national driver's license, which must be currently valid and not expired. Therefore, submission of an IDL alone will not be accepted as proof of holding a valid national driver's license. A military driver's license of a given TCC may be accepted instead of a valid national driver's license only if a national driving license is not a prerequisite to obtaining a military driving license in the same TCC. The CTO may, on an exceptional basis, in mission areas where the absence of local civil authorities precludes the issue, replacement, or renewal of national driver's licenses, accept either an expired national driving license or a temporary driver's authorisation document issued by the UN-recognized transitional authorities, instead of a valid national driver's license. However, it must be understood that this process shall only be used in extraordinary circumstances and shall at no time be applied to UN military, police, or international civilian personnel, irrespective of circumstances.

276.2. Complete the Driver's Summary Form – Every driver must be in a fit physical and mental condition to drive. Therefore, all applicants must disclose on the Driver's Summary Form (see **Appendix 1 to Annex L**) any factor/s that may influence their ability to drive. This will allow the CTO or their delegated testing officer to determine if further medical clearance is required before the issue of a driving permit. Failure to disclose a pertinent medical condition when applying for a UN driver's permit shall nullify any permit that is subsequently awarded. Mission personnel applying for a UN driver's permit must therefore be asked at the time of testing to declare any of the medical conditions mentioned in this form. Any personal information collected by the UN must be treated with confidentiality and respect for the privacy of the applicant.

276.3. Take a vision test – All drivers of UN vehicles must be able to read a sample license plate with letters 79.4 mm high in good daylight from 20.5 m, using glasses or contact lenses, if necessary. If glasses or contact lenses are required to do this, the driver in question must wear them at all times whilst driving. CTOs should ensure that this procedure is incorporated into all driver tests or assessments.

277. The CTO (or Transport Permit Unit) shall:

277.1. Ensure that the applicant receives a comprehensive briefing on the mission transport rules and is fully aware of local traffic regulations prevailing in the mission area of operation, bearing in mind that the area may encompass more than one country or territory, hence encumbering different traffic regulations and road conditions. The applicant will also be briefed, in advance of the test, on all matters relating to the driver's responsibilities for daily maintenance, fuel, and mileage reporting, and the location and operation of safety equipment including fire extinguisher, wheel changing equipment, first aid kits and any other mission specific equipment such as Vehicle Trip Tickets or EVMS, winches, snow chains or similar.

277.2. Brief the applicant on the location and function of controls in the type of vehicle in which the test will be conducted.

277.3. Provide a vehicle to be used in the driving test suitable to the category of vehicles for which a Permit is requested. CTO shall ensure that the test vehicles are equipped with an easily reachable handbrake and the following working equipment:

- A placard indicating that the vehicle is conducting a "Road Test", both in English and the local language
- Brakes and brake lights
- Doors (the driver/passenger doors must work from the inside/outside)
- Fuel level indicator
- Headlights
- Heater/Defroster
- Horn
- Wheel nuts
- Muffler
- Rear-view mirror and outside mirrors
- Safety belts for all occupants
- Seats for all occupants
- Speedometer
- Suspension components
- Taillights
- Tyres (properly inflated; not damaged)
- Turn signals (front and rear)
- Windshield (no major cracks)
- Windshield wipers and washers
- Proper fire extinguishers

277.4. Once the applicant is satisfied that they have fully understood the established procedure, the CTO/testing officer can start the test/assessment.

6.7.2. Theoretical Test

278. Where mission administrations deem appropriate, all applicants should undergo a written driving theory test to demonstrate their knowledge of (a) the critical local rules of the road in the mission area and (b) the UN transport rules and regulations governing the use of UN vehicles.

279. Test forms shall be produced by the CTO based on the two requirements (a) and (b) mentioned above and be updated as and when required.

280. There should be at least three versions of the test form (e.g., A, B, and C), each having different questions so that a candidate cannot take the test on the same test form if retesting is required.

281. The number of questions in a theoretical test form should be decided by the CTO. However, in any case, it should not be less than 30 questions.

282. The test must be completed in one session and the duration of the test may not exceed 60 minutes.

283. To pass this test, applicants must answer correctly at least 80% of the questions.

6.7.3. Practical Test

284. This test is mandatory for all applicants. Once the applicant has successfully completed the theory test (if mandatory) and the mandatory vision test as detailed above, the CTO or their delegated officer shall conduct a practical driving test.

285. In this part of the testing, the applicant shall be assessed as to his or her ability to safely operate a UN vehicle.

286. This test shall be conducted in two stages:

- Handling Test
- Road Test

6.7.3.1. Handling Test

287. The Handling Test Assessment Form in **Appendix 2 to Annex L** shall be used to carry out the handling test.

288. In this test, the drivers are expected to demonstrate their ability to safely perform reversing and parallel parking on the standard driving range set by the testing officer in an area close to regular traffic, as described in **Appendix 3 to Annex L**.

289. A driver who fails the handling exercise shall immediately be given one more chance. If the driver fails again, then the first handling test will be considered unsuccessful. It can be repeated at a later date to be coordinated with the CTO. No applicants shall be admitted to a road test unless they successfully complete this test.

6.7.3.2. Road Test

290. In this test, the drivers are expected to demonstrate their ability to drive safely over a predetermined local route.

291. The exercise should take a minimum of 10 minutes and cover a distance of at least 3 to 5 km.

292. At all times during this exercise, the driver must operate the vehicle safely and responsibly, obeying all traffic laws.

293. The testing officer will give the driver directions for each manoeuvre as far in advance as possible and will not ask him or her to perform any illegal or unsafe manoeuvres.

294. The Road Test Assessment Form in **Appendix 4 to Annex L** is used to carry out the road test. The use of the assessment form and application of the assessment criteria is further explained in **Appendix 5 to Annex L**.

6.7.4. Number and Frequency of Tests

295. There is no limit on the number of theoretical tests that can be retaken. The only exception to this rule is that re-testing cannot be performed on the same day.

296. Practical tests may be taken a maximum of three times. The first test can be taken within the first (5) working days of arrival to the mission. If the applicant fails the first test, they will be eligible to take two (2) further tests after the first failed exam. The second and third tests (if required) may be taken within 15 working days following the initial test, however, the applicant will only be able to re-take one (1) test within any five (5) working day period. Nonetheless, depending on the circumstances, these requirements may be waived by the Chief Transport Officer on an exceptional basis.

297. After the second failed test, depending on the applicant's driving test performance, missions are advised to request the applicant to produce proof that they have undergone some form of driving training before taking the third test.

298. Applicants who fail to pass the third test (the initial driving test upon arrival, followed by two assessments for each type of the test, theoretical and practical) shall not be allowed to have further attempts unless exceptionally authorised by the DMS/CMS.

299. At the end of each test/assessment, the applicant will be notified whether he passed or failed the test. In the case of failure, the testing officer will explain in detail the reason(s) for failure.

6.7.5. Procedures for Specialised Equipment

300. Permits for Material Handling Equipment (MHE) and Special Purpose Equipment (SPE) are awarded to qualified drivers, based on the successful completion of a specific test organized by the CTO. Because most national driver's licenses do not make licensing provisions for specialized vehicles designed primarily for use at ports, airports, warehouses, building sites, etc. (mobile cranes, forklifts, construction equipment, airfield support equipment, etc.) the CTO can accept holders of a full category B license for training and assessment.

301. Given the particular nature of specialized contingent equipment and armoured vehicles, the issue of a driver's permit for such vehicles and equipment to qualified military/police operators shall be strictly following their established National driving regulations but still subject to registration and issue procedures through the office of the CTO.

302. Such permits shall be strictly controlled and issued only for the category or categories of vehicles required to facilitate the performance of official duties.

303. The driving tests shall be conducted using the vehicles to be assigned.

6.8. Driving Re-assessments

304. Driving re-assessments may be carried out within the mission area as a result of:

- Board of Inquiry (BOI) recommendations;
- The Force Provost Marshall, UN Security Section, UN Police, and Military Police reports/observations of unsafe driving or driving of a standard below the acceptable minimum;
- Consistent damage caused to UN vehicles because of what is judged by the CTO as suspected poor driving skills or carelessness of the user.

305. Permit holders undergoing re-assessment due to one of the reasons listed above will be considered unsuitable to operate UN vehicles if they fail the driving re-assessment. This will result in the withdrawal of their UN driver's permits.

306. Individuals who have their UN driver's permit withdrawn due to assessment failure should make every effort to attain the required driving standard before re-applying for a final re-assessment. Final driving assessments may be conducted by an alternate testing officer, appointed by the CTO, should the candidate/driver so request.

PART 7. MANAGEMENT AND OPERATION OF CONTINGENT-OWNED EQUIPMENT

7.1. The Role of the CTO

307. The role of the CTO concerning the management and operation of Contingent Owned (COE) vehicles is largely dictated by the structure and composition of the mission in question. In all cases, they are the ultimate issuing authority for UN driver's permits. Additionally, the Transport Section Inventory Unit/Asset Manager prepares monthly statistics for transmission to UNHQ about the COE fleet, for insurance purposes.

308. The CTO may also be required, by the DMS/CMS, to assist the mission COE management office to facilitate safety and operational readiness inspections of Contingent owned vehicles to ensure the safety of personnel and the local population in a mission area, which is of paramount importance to the UN.

7.2. Relationship with Military and Police Components

309. In missions with military and/or police components, the CTO works in partnership with the chief logistics officers of these components on all transport-related matters, as they are applied to military/police personnel in the mission.

310. Depending upon the exact structure and composition of the mission in question, and the degree of military/police/civilian integration that is in effect, the CTO may also have military/police support personnel attached to their office.

7.3. Operational Readiness Inspections of COE Vehicles

311. As per the COE Manual[6] "major equipment will be inspected to ensure that it is operational to the extent agreed to in the memorandum of understanding. The United Nations considers that unsafe vehicles endanger the life of personnel and jeopardize the effectiveness of a mission and should not be considered operationally serviceable. The Chief Transportation Officer will review vehicle safety and make recommendations to the Director/Chief of Mission Support and Force Commander/Police Commissioner on this issue. In addition, from 1 July 2024, the applicable equipment must have functional odometer, hour-meter or kWh-meter as appropriate to be considered fully operationally functional and reimbursable".

312. To be operationally serviceable, equipment must not only be mechanically able to perform but must also be able to perform with due regard to safety. In this respect, a safety survey must be included as part of each of the inspections required for the verification and control of the COE reimbursement programme. Each item of equipment will be assessed against the United Nations minimum standards for safe operation. For vehicles, the guidelines are as follows:

- The vehicle can be started independently without swapping parts or components from another vehicle.

[6] Manual on Policies and Procedures Concerning the Reimbursement and Control of Contingent-Owned Equipment of Troop/Police Contributors Participating in Peacekeeping Missions chapter 3, para 15 b).

- The vehicle's hand brake or pneumatic parking brake operates and will prevent the vehicle from moving when at rest:
    - On the level ground with the engine running, the lowest gear engaged, the clutch out, and without the foot brake being applied
    - On a downhill slope with the engine off.
    - The vehicle's steering is serviceable and is considered capable of controlling the vehicle at normal operating speeds.

312.1. The vehicle's brakes are capable of stopping the vehicle within a reasonable distance, when operating at normal speed, fully loaded, and on a downhill slope that the vehicle is likely to encounter in the mission area in the course of its normal use.

312.2. All lights are working, including indicators, all other front/rear lights, registration plate illuminating lights, and brake lights where fitted.

312.3. Windows, where fitted, allow sufficient vision for the safe operation of the vehicle. There should be no cracks and no de-lamination present.

312.4. All windscreen wipers, where fitted, operate and wiper blades are capable of removing water from the windscreen.

312.5. Tyres or tracks are in a good condition to allow safe operation, using the wear bar within the tread pattern as a guide. Vehicles will be grounded once the wear bar becomes visible. When there is no wear bar, a determination will be made as to whether there is sufficient tread to allow grip on a wet dirt road. A vehicle may also be grounded if signs of tyre damage, cuts, cracks, or rubber separation are observed.

312.6. A spare tyre, in good condition, is fitted. The vehicle must have functional tyre-changing equipment sufficient to complete a change without outside assistance.

312.7. Ancillary equipment attached to the vehicle can be operated for its intended purpose safely. For example, recovery trucks can perform recovery tasks safely, hydraulic and/or winch systems are functional, fuel tankers are appropriately earthed with no leaks, etc.

312.8. Odometer or hour-meter as appropriate should be installed and functional for vehicles to be considered fully operationally functional and reimbursable. A vehicle will be considered unserviceable if the odometer or hour meter reading is unserviceable for two consecutive quarters.

312.9. To be considered serviceable for United Nations operations, all vehicles must be painted white with appropriate United Nations markings, unless specific approval is taken by the troop/police contributor during special circumstances.

313. For other transport equipment (material-handling equipment, tracked vehicles, trailers, etc.) the minimum standard will be that the equipment can be operated safely, following internationally recognized safety standards, and for its intended purpose. For example, material-handling equipment can lift designated loads safely, fuel tanker trailers can be operated safely, etc.

314. Should an item of transport equipment be declared unsafe, it must be removed immediately from operation, and it will no longer be considered to be serviceable. It will then be the responsibility of the troop/police contributing country (TCC/PCC) to present the vehicle for verification that the vehicle has been restored to a roadworthy condition.

Once the equipment has been declared safe for operation, it will then be considered operationally serviceable.

7.4. Non-conforming COE

315. The modifications to commercial pattern vehicles as per military/police specifications and agreed during MOU negotiations/pre-deployment visits (PDVs) should be taken into consideration before declaring any vehicles unsafe.

316. If a TCC/PCC already deployed contingent-owned commercial pattern vehicles whose original factory structures have been modified in such a way as to contradict the provisions of this Manual, missions should encourage the respective contingents to make necessary modifications to the vehicles in question to be in line with safety standards.

317. If for any reason necessary modifications cannot or will not be made by the TCC/PCC, some mutually agreed mitigating measures should be considered. These include, but are not limited to the following:

    317.1. Providing technical assistance to contingents in question to modify these vehicles.

    317.2. Providing defensive driving training to the drivers of such vehicles.

    317.3. Limiting the use of such vehicles to in-camp movements or to those areas where the risk of a road accident is not likely.

    317.4. Lowering the speed limit for these vehicles.

    317.5. Limiting the number of occupants carried on these vehicles.

7.5. Issuance and Use of UN License Plates

318. The following procedures shall apply when requesting new number plates for COE vehicles:

    318.1. On arrival of COE vehicles and equipment in the mission area, the military/police transport/logistics officer will forward a list of incoming vehicles and equipment to the COE Unit in the Mission Support Centre (MSC).

    318.2. COE Unit, with support from expert(s) from Transport Section, will carry out the arrival inspection of these vehicles and equipment before clearing the list.

    318.3. The COE unit will endorse the list with “Verified” and return it to the military/police transport/logistics officer who forwards it to CTO with a covering letter to issue number plates accordingly. For a sample list and cover letter, see **Annex M**.

    318.4. In some instances where vehicles need to be issued fuel and driven long distance from the port of arrival, the COE Unit can share the vehicle list with CTO based on the PDV, for issuance of number plates.

    318.5. Number plates for armoured personnel carriers, where the application of metal plates is impractical due to armoured steel thickness and lack of mounting brackets, may be issued in sticker form or by use of stencils. Transport Section may also authorise the interim use of this procedure on the arrival of new vehicles when appropriate plates cannot be made available within a reasonable time.

319. Detailed lists of all vehicles and equipment to be repatriated shall be forwarded to CTO before departure from the mission; all number plates must be removed from the COE

vehicles and handed over to the CTO for destruction. Used number plates are to be returned in pairs, except for single ones issued to trailers.

320. Lost number plate(s) must be reported to Military Police and the mission Security Section, and a copy of the report must be given to the CTO for records before a replacement can be provided.

321. Under no circumstances can number plates be swapped between vehicles. Doing so may affect and corrupt accident records and insurance records and may cause delays to the reimbursement process. Cases of this nature may be subject to administrative actions.

322. Re-use of old number plates is not permitted.

323. National Support Equipment (NSE) and additional vehicles over and above quantities agreed in the MOU may receive mission number plates on a reimbursable basis. Vehicles classified as NSE will be marked with the letter “N” on the number plate, either embossed in the plate itself or the form of a non-removable sticker applied during the operational readiness inspection verification.

324. The CTO shall not register nor issue a number plate to any vehicle which has not been endorsed by the COE Unit.

325. Installation/removal of number plates to/from COE vehicles is the sole responsibility of the contingents.

326. Star plates: Provision of star plates shall apply to designated senior military officers (generals) by their functions either on the COE allocated vehicle or the UN-owned vehicle assigned to them, to be authorised by the DMS/CMS.

7.6. National and Other Markings

327. Contingents using the image of their national flag shall be limited to only one symbol per vehicle which cannot exceed 15 - 18 cm (six to seven inches) in length and 7.5 - 10 cm (three to four inches) in height.

PART 8. MANAGEMENT OF VEHICLE ACCIDENTS

328. This section defines the procedures for processing accidents involving United Nations vehicles.

8.1. Handling and Reporting of Accidents by Drivers

329. The processing of vehicle accident cases is a major aspect of mission transport management and a central part of this is an effective handling and reporting system, starting with drivers at accident scenes.

330. When a United Nations vehicle is involved in an accident, the UN driver (or other occupants if the driver is incapacitated) should take the following actions in the immediate aftermath of the accident:

330.1. Stop the engine and remain at the accident scene until directed otherwise by local authorities, unless their personal safety, or the safety of the occupants, is manifestly endangered, or where local United Nations security protocols determine another course of action.

330.2. Ensure that all vehicles involved are not moved from the scene of the accident until after the arrival of the United Nations investigator unless the vehicle(s) constitute a hazard or traffic obstruction.

330.3. Activate 4-way flashers and take all necessary actions to render the accident site safe and to secure the United Nations vehicle and its contents against pilferage.

330.4. Render first aid to injured persons as they are qualified to administer, otherwise call for medical aid.

330.5. Contact the nearest United Nations office to report the accident to the United Nations official in charge of managing the vehicle fleet and the applicable United Nations security official. Local police authorities must also be informed as soon as practically feasible. United Nations security officials are responsible for liaising with the police authorities handling the case. Accidents occurring at locations remote from the mission headquarters area should be reported to the Regional Administrative Officer. Regional Military Contingent Commanders and UN Police Commanders who receive UN vehicle accident reports must pass them to the UN Officer responsible for the region concerned for onward transmission to the CTO.

330.6. Identify other drivers and witnesses (if there are no eyewitnesses, the name of the first person to arrive at the scene will help).

330.7. Provide name, rank, ID card number, and the United Nations vehicle number to the driver of the other vehicle or the property owner and/or the person(s) involved in the accident; obtain equivalent information/details from the other party involved in the accident.

330.8. Take photos of the scene, people involved, vehicles, and other property damage (alternatively a video camera can also be used) if it is safe to do so.

330.9. Record the names and addresses of all parties involved in the accident and their respective insurance companies, if possible.

330.10. Do not discuss the accident with anyone at the scene except the police and the investigating UN official.

330.11. Do not speculate about responsibility or liability for the accident. **Do not accept any liability or fault for an accident, verbally or in writing**. Statements should be provided only to an investigating UN official and any temptation to make hasty on-the-spot statements or engage in ad-hoc financial settlements should be resisted. It is also incumbent upon passengers of a UN vehicle involved in an accident to behave likewise.

330.12. Do not assume you are not injured, as whiplash and muscle injuries often take a few hours or even days to become evident, so it is advised to get medically evaluated if such service is provided at the scene of the accident.

331. Drivers shall submit their accident report to proper United Nations investigating authorities immediately, or if this is not possible, within a maximum of 24 hours of the accident, using the standard Motor Vehicle Accident/Incident Reporting Form (**Annex N**). The form must be carried in United Nations vehicles at all times and must be completed by the driver and investigating officer, preferably at the scene of the accident.

332. Drivers shall also bring the UN vehicles involved in accidents/incidents within 24 hours to the CTO or the nearest representative transport office for inspection, even in the case when the damage may be viewed by the driver as 'minor'.

8.2. Investigations of Accidents

333. All vehicle accidents, particularly when third parties are involved, shall be investigated by the mission's designated accident investigation officer(s) to determine the facts about the accident.

334. Investigating officers arriving at the scene of a UN vehicle accident are expected, at a minimum, to:

334.1. Secure the scene of the accident: Pull onto the shoulder or side of the road, redirect traffic, set up road signs and/or reflectors, etc.

334.2. Preserve the scene, including key materials or elements involved in the accident until the investigation has been completed.

334.3. Conduct interviews of the injured, witnesses, or other involved parties, whenever possible.

334.4. Record specific facts about the driver, vehicle(s), roadway, and environment:

- Drivers: Identify drivers and take note of their statements. Observe and record the driver's physical condition and injury status. All UN drivers must be tested for alcohol impairment at the roadside with a screening device.
- Vehicle: Interior and exterior examination, impact orientation, damages, speed of the vehicle, etc.
- Roadway: Tyre marks, metal scars, debris, and other signs of impact.
- Environment: Road surface conditions, weather conditions, light conditions, traffic conditions, presence of any traffic control signs, markings, or devices,

334.5. Photograph the area, scene, equipment, and any other evidence for future reference and documentation.

334.6. Measure and diagram the scene.

334.7. Determine what contributed to the accident.

334.8. Forward the completed vehicle accident/incident form (Annex N) to the Mission Transport Section for further processing including completing a Damage and Discrepancy Report and recording of the accident/incident details in UMOJA.

8.3. Damage/Discrepancy Report

335. A Damage/Discrepancy Report (DDR) is a summary of the accident/incident case, together with an assessment of the damage caused to the UN vehicle (if any). Upon receipt of a driver's accident report, the mission Transport Section shall inspect the United Nations vehicle involved in the subject accident/incident and complete a DDR regardless of the level of damage caused to the UN vehicle.

8.4. Recording Accident/Incident Reports in Umoja

336. Upon receipt of a duly completed Vehicle Accident/Incident Reporting Form, the mission Transport Section shall record the occurrence in Umoja through the creation of a Notification by the Notification User (SD.01).

337. Notification Users are expected to:

337.1. Scan and locally save the report form.

337.2. Create a Notification in Umoja.

337.3. Update the Notification with details from the report form.

337.4. Attach the completed report form to the Notification.

338. Transactional guidance on this can be found at the following links:

- Log an Accident/Incident Report in Umoja (Job Aid)
- Log and Accident/Incident in Umoja (Cheat Sheet)

8.5. Local Property Survey Boards

339. Documentation relating to an accident case must be compiled by the Transport Section and forwarded to the Local Property Survey Board (LPSB) for processing. In appropriate cases, cases concerning disposal and write-off of damaged vehicles shall be submitted for review by the Headquarters Property Survey Board (HPSB). The case will be considered complete when it includes at least the following documents:

- Driver's accident/incident report
- Local police and UN investigation reports (if applicable) together with any other pertinent information, trip tickets/EVMS reports, photographs, etc.
- Damage/Discrepancy Report

340. Accident cases forwarded to the Secretary of the LPSB are checked to ensure that all required documentation is present. They are then logged and prepared for inclusion in a forthcoming LPSB meeting.

8.6. Mission Board of Inquiry

341. Serious vehicular incidents that occur in a mission may also require the convening of a Board of Inquiry (BOI), in accordance with the provisions of the Standard Operating Procedure on Boards of Inquiry (DOS/2020.10).

342. Recommendations of BOI arising from road traffic accident cases shall be communicated to the CTO, all other relevant officials, and the mission Road Safety Committee.

8.7. Information Security Considerations of Report Distributions

343. Much of the documentation that arises from a traffic accident case is sensitive, requiring careful and appropriate handling and limited distribution in accordance with the United Nations procedures on information sensitivity, classification and handling (ST/SGB/2007/6). Further, all documents belonging to the United Nations or held by it are protected as archives of the United Nations under the 1946 Convention on the Privileges and Immunities of the United Nations, and therefore inviolable from search and seizure wherever located.

344. Under no circumstances should copies of investigation reports be shown or given to unauthorised persons, including all persons involved in the accident/incident under investigation. A copy of a vehicle accident investigation report may be provided are the CTO, the secretary to the LPSB / Claims Officer, the Chief Security Officer (or the United Nations Police / Military Police official responsible for traffic accident investigations in certain missions) and the DMS/CMS.

345. Investigation reports are internal confidential United Nations documents that are used to assist relevant United Nations departments and offices and the United Nations' insurer(s) to make appropriate determinations and take action as may be appropriate in each case, including on matters of liability, insurance coverage, and compensation, if any. The opinion of the Boards and the insurer may differ from that of the investigator, as the accident investigation is only an information-gathering process, the objective of which is not the provision of a definitive recommendation with regards to liability, etc. Such information can easily be misinterpreted or taken out of context if an unauthorised release occurs.

346. Other types of documents prepared or collected by the United Nations in connection with the accident, such as medical reports, financial information, video footage or photographs of an accident scene or a casualty, etc., constitute part of the United Nations record and as such must be maintained and distributed with appropriate care, as explained above.

347. Any serious accident involving multiple injuries and/or fatalities should be reported to DOA/CIS as soon as practicable. For missions with primary insurance coverage through the Worldwide Auto policy, the appropriate mission personnel should report the claim to the Organization's insurer and local adjuster as soon as practicable. **If a staff member is unclear on appropriate contact or procedure, please contact DOA/CIS immediately**.

PART 9. MANAGEMENT OF ROAD SAFETY

9.1. The United Nations Road Safety Strategy and "Vision Zero"

348. As reflected in the United Nations Road Safety Strategy for the United Nations System and its Personnel – a Partnership for Safer Journeys (2019), the United Nations System organizations are committed to an agreed set of objectives and actions to reduce the number of road traffic crashes involving United Nations personnel and vehicles and associated losses in a systematic and comprehensive manner.

349. The United Nations General Assembly (GA), in resolution 64/255 (Improving global road safety), declared 2011–2020 as the Decade of Action for Road Safety with the goal to stabilize and reduce the forecast level of road traffic fatalities around the world by increasing activities conducted at the national, regional and global levels.

350. In its resolution 70/1 (Transforming our world: the 2030 Agenda for Sustainable Development), the General Assembly adopted a set of universal and transformative Sustainable Development Goals ("SDGs") of which two are related to road safety. Target 3.6 of the SDGs referred to halving, by 2020, the number of global deaths and injuries from road traffic accidents, while Target 11.2 aims to provide by 2030 access to safe, affordable, accessible and sustainable transport systems for all, and improving road safety, notably by expanding public transport, with special attention to the needs of those in vulnerable situations, women, children, persons with disabilities and older persons.

351. The United Nations Road Safety Strategy embraces the ethical imperative to adhere and commit to "Vision Zero" to ensure that no road users, including pedestrians, should be killed or seriously injured in road crashes involving United Nations vehicles. The United Nations is engaged in developing a pro-active, forward-looking approach to road safety, which requires managing the interaction between speed, vehicles, road infrastructures and road user behaviours in a holistic manner. In line with the Sustainable Development Goals and the United Nations Global Plan for the Decade of Action on Road Safety, the Road Safety Strategy for the United Nations system aims at reducing the level of road traffic fatalities and injuries caused by the United Nations vehicles through managing the interaction between speed, vehicles, road infrastructure and road-user behaviour in a holistic manner.

352. The provisions of the present Surface Transport Manual shall be read and applied in accordance with the principles, objectives and the action plan set out in the United Nations Road Safety Strategy for the United Nations System and its Personnel – a Partnership for Safer Journeys.

9.2. Purpose and Applicability

353. The purpose of this Section is twofold:

    353.1. To set out the minimum standards for the safe operation of United Nations motor vehicles and the conditions regulating the use of such vehicles, as well as the measures that can be taken against violators by prohibiting or limiting such use

to protect the Organization against risks and liabilities and prevent further violations; and

353.2. To provide missions with a set of flexible, adaptable tools and guidelines needed to support local efforts in achieving road safety in the field.

354. Where deemed appropriate, the Director/Chief of Mission Support (DMS/CMS), taking into consideration the normative references, local conditions, and country-specific risk management measures (currently known as Minimum Operating Security Standards (MOSS)), may promulgate additional rules or procedures that are more stringent than local laws, rules and regulations to promote and ensure safe driving in the mission.

355. It is important that missions communicate these standards, and the related procedures, to mission personnel at the earliest opportunity and definitely before an individual is authorized to operate a United Nations vehicle. Any changes to these standards must also be communicated to mission personnel and be introduced in such a manner that time is allowed for the personnel to become aware of the changes.

356. The standards and procedures contained in this Section apply equally to all categories of personnel (including contractors and their employees, and uniformed personnel) who are authorized to operate or utilize United Nations vehicles[7].

357. In cases where different standards may apply to different categories of personnel or equipment, this will be clearly stated under the relevant heading.

9.3. Responsibilities

9.3.1. Director/Chief of Mission Support

358. The DMS/CMS has the authority to take all necessary measures to ensure that mission vehicles are operated in a proper, safe, and responsible manner and that this Manual is strictly enforced.

359. The responsibilities of the DMS/CMS include, but are not limited to, the following:

359.1. Establishing and promulgating additional policy and procedures governing the safe use of mission transport equipment, taking into consideration the normative references, local conditions, and country-specific MOSS;

359.2. Ensuring consistency between the application of established mission policies and local laws, rules, and regulations;

359.3. Establishing programmes to promote safe driving in the mission area;

359.4. Ensuring that the established policies, rules, and regulations, as well as the consequences of breaching them, are properly and regularly communicated to all mission personnel.

9.3.2. Chief Transport Officer

360. The CTO, or the officer in charge of managing mission vehicle fleets, is responsible for the following safety-related duties:

[7] See the Glossary section for the definition of United Nations Vehicles

360.1. Ensuring timely and proper technical inspections of vehicles and mobile equipment;

360.2. Ensuring the provision and use of special reflective vests and equipment (or similar apparel) when recovering broken down mission vehicles, irrespective of location, duration, and surrounding circumstances;

360.3. Authorizing the use of United Nations vehicles by staff members/drivers;

360.4. Ensuring that all duly authorized United Nations drivers are provided with a proper valid UN Driver's Permit acceptable to host country authorities and that the appropriate insurance arrangements are in place;

360.5. Ensuring that all mission vehicles are issued with the vehicle safety equipment listed in this Manual;

360.6. Displaying written rules on the prohibition of speeding, driving under the influence of alcohol, and similar behaviour on staff bulletin boards (or similarly visible locations) and in every mission passenger vehicle and truck;

360.7. Providing the vehicle indemnity form to be signed as part of DMS/CMS approval for all third parties traveling in a mission vehicle;

361. In addition, as the manager of the transport assets, the CTO and the Regional Transport Officers (MTOs) in sectors/regions have the authority to monitor the use of mission vehicles through the EVMS, to send warning emails to the violators and their supervisors, and to refer cases to the appropriate mission investigative assets.

9.3.3. Heads of Military and Police components

362. The heads of the Military and Police components of the mission are responsible for the promulgation of instructions and guidelines on the use of mission vehicles to all personnel under their command. Assisted by appropriate staff, they also have overall responsibility to ensure compliance with the established rules and regulations governing the use of mission vehicles.

9.3.4. UN Security and Military Police

363. Security and MP Officers have the authority to ensure the safe and proper use of mission vehicles within the mission. In this regard, Security and MP Officers are authorized to take appropriate and reasonable measures as outlined in this Manual in cases of observed violations of mission instructions governing the operation of the vehicles. General patrol duties may also be carried out by these officials anytime/anywhere and staff members/drivers may be summoned when involved in any traffic accident/incident.

9.3.5. Supervisors

364. Supervisors' responsibilities include, but are not limited to, the following:

364.1. Maintaining constant supervision of the use of the vehicles assigned to their unit, including maintenance;

364.2. Ensuring that all standards and directives outlined in this Manual are strictly implemented and that all vehicle operations are performed with the utmost regard for safety and loss prevention for their staff, their equipment, and materials;

364.3. Taking appropriate actions to manage high-risk drivers; actions may range from a warning to requesting a reassessment of the driving skills of a staff member who fails to maintain appropriate driving standards.

9.3.6. Drivers

365. Drivers must adhere to all policies and procedures governing the operation of mission vehicles and maintain safe driving practices at all times while operating a mission vehicle.

366. Whenever a driver of a mission vehicle is stopped by Security or MP Officers operating within their lawful authority, the driver is to cooperate with the officers and provide their UN ID and Driver's Permit when requested. The same applies to other vehicle occupants.

9.3.7. Passengers

367. All passengers must adhere to all policies and procedures governing the utilization of mission vehicles, including:

367.1. Wearing seat belts at all times while the vehicle is in motion;

367.2. Using other safety equipment as the vehicle may require, such as wearing helmets while a passenger on motorcycles, mopeds, etc.;

367.3. Not requesting, ordering, or otherwise pressuring the driver of the vehicle to violate any of the provisions of this Manual;

367.4. Reporting any observed dangerous or unsafe driving by mission drivers to the appropriate United Nations officials in charge of monitoring and managing the vehicle fleet;

367.5. Strictly adhering to other security instructions regarding travel.

368. Passengers have the right to refuse transportation in mission vehicles if they have a reasonable belief that the vehicle is not roadworthy or that the driver is not in a condition to operating the vehicle safely.

9.4. Vehicle Operating Standards

369. The following are the minimum standards governing the safe operation of mission vehicles. Violations of these standards may constitute misconduct as envisaged under the United Nations Staff Regulations and ST/AI/2010/6 on Road and Driving Safety, as well as under specific provisions applicable to United Nations Military, Police, and other personnel, and may result in disciplinary action and criminal prosecutions, where applicable. Measures may also be separately taken to prohibit violators' future use of United Nations vehicles.

9.4.1. Permitted Driving

370. Mission vehicles can only be operated by personnel who are duly authorized and possess a valid United Nations Driver's Permit issued to their name by their current mission.

371. Permit holders are personally responsible for the proper use and care of their Permits. It is strictly prohibited to lend a Permit to another individual to operate a UN vehicle or to drive with someone else's Permit.

372. Drivers must travel with their Permits at all times and correctly record their Permit information when they take control of a vehicle, either through the EVMS or Vehicle Trip Tickets.

9.4.2. Drivers' Inspection of Vehicles

373. Drivers' inspection of vehicles is the first and most important aspect of a good maintenance system. It prevents breakdowns and leads to discovering minor faults in the mechanical condition of a vehicle before they become major problems. To this effect, drivers bear the responsibility for the daily inspection of mission vehicles, as they would for private vehicles.

374. Before beginning a journey, drivers of mission vehicles must conduct a "visual inspection" and walk around the vehicle to ensure that:

- Tyres are properly inflated;
- Signal lights and headlights are working properly;
- Windscreen wipers and washers are operational with all wiper blades in a serviceable condition;
- Registration plates are securely attached and legible;
- All external parts and equipment are intact;
- The vehicle is not leaking any fluid.

375. It is also the driver's responsibility to ensure that the vehicle assigned to them is serviced as scheduled in the vehicle maintenance card. All drivers are to ensure that the vehicle is not overdue for maintenance by an amount of more than 500 km.

376. If the driver or any other person becomes aware of anything that may compromise the safety of the vehicle, whether through the course of a vehicle safety inspection or otherwise, this must be brought to the attention of the Transport Section as soon as possible.

9.4.3. Driving in a Careless, Dangerous, Negligent, or Inconsiderate Manner

377. Mission road vehicles are highly visible and how they are used reflects on the overall image of the Organization. Therefore, mission vehicles must be driven with utmost care at all times.

378. Mission road vehicles should not, under any circumstances, be driven in a careless, dangerous, or negligent manner to endanger or be likely to endanger any person or property (Examples include: driving without lights after dark; failing to use the signal/indicator light; failing to stop at a red light or STOP sign, or to yield right of way; endangering other road users by ignoring road, vehicle and traffic conditions, etc.).

379. Drivers of mission road vehicles must be aware that, as guests of one or more host countries in the mission area, they must also demonstrate more than usual courtesy. Driving courtesy should include such matters as a courteous and professional demeanour when driving, paying attention to stagnant water on roadways to avoid splashing pedestrians with mud or water, considerate vehicle parking, following the local traffic rules, and obeying local police traffic signals/instructions.

380. These standards also apply to the drivers of privately owned vehicles with United Nations issued registration plates.

9.4.4. Driving Under Influence

381. The Organization has a long-standing policy of zero tolerance of driving under influence of alcohol of substances, including alcohol, drugs, narcotics, and chemical substances.

382. Driving under the influence of alcohol and/or drugs adversely affects coordination, sight, touch, hearing, judgment, and decision-making, which represents a significant increase in the risk of accidents/incidents for drivers and passengers of mission vehicles, as well as for third parties. Drivers of mission vehicles are, therefore, strictly prohibited from driving under the influence of substances, including alcohol, drugs, narcotics, and chemical substances.

9.4.4.1. Alcohol

383. In a mission, the DMS/CMS, in coordination with other mission components, shall set the maximum blood alcohol concentration (BAC) level for operating a mission vehicle, taking into consideration the normative references, local laws, and culture, as well as the driving patterns of the personnel and the accident trends. Nevertheless, the permitted BAC level for driving a mission vehicle should not exceed 0.05 grams of alcohol per decilitre of blood (g/dl) (or equivalent) under any circumstances, regardless of whether the national BAC levels are above that limit. Personnel who are engaged by the mission as “drivers” or “operators” may not operate a mission vehicle with a BAC level above 0.02g/dl while on duty. (For guidance on BAC levels, see **Appendix 1 to Annex O**.)

384. Any person operating a mission vehicle is deemed to have consented to have samples of their breath and blood samples taken when requested to do so by the UN Security, Military Police (MP), or a Medical Officer, as appropriate. The refusal of any United Nations driver to submit to such requests may result in restriction or prohibition of the use of mission vehicles.

385. Should the driver disagree with the breathalyser test results, they can request to have a blood sample taken by a UN Medical Officer in an appropriate hygienic facility.

386. If the test or tests confirm the existence of BAC above the permitted limit, the operator of the mission vehicle will be deemed to have driven under the influence of alcohol and should not be permitted to continue driving.

387. It is the responsibility of the UN Security and the MP, in coordination as necessary with the Medical Section, to ensure that breathalyser equipment is hygienic, poses no known health risks, and is calibrated regularly; and the mouthpiece is disposable and changed after each use.

388. If supplied with the required equipment and training, and deployed for that purpose, the UN Security and/or the MP must administer a breathalyser test when:

- How the vehicle was being driven or the appearance/condition of the operator gives cause to believe that the driver was driving under the influence of alcohol.
- The vehicle was involved in an accident or incident resulting in death, injury, and/or significant damage to the mission vehicle or any third-party property.
- The vehicle was involved in an accident between 21:00 and 07:00 hours.

389. In addition to these mandatory tests, the UN Security and the MP may also carry out random breathalyser tests during routine roadside checks, at the main gate of the UN compound or any other place deemed appropriate.

390. Personnel authorized to use breath analysing devices (e.g., Breathalyser) must be adequately trained and/or certified to either United Nations, national, and/or the manufacturer's standards before using such equipment.

391. All mandatory breathalyser tests and their results, whether negative or positive, as well as random breathalyser tests where the results are negative, will be reported using the Breathalyser Confirmation Form provided in **Appendix 2 to Annex O**.

9.4.4.2. Drugs and other substances

392. Due to the unavailability of standard drug screening devices and related procedures for the UN Security and the MP, drug testing on drivers of mission vehicles may not be carried out at the roadside or the scene of an accident. In the absence of such devices and procedures, a driver may only be deemed to have driven under the influence of drugs or other substances if a laboratory analysis carried out after an accident confirms this.

393. Otherwise, when there is a reasonable suspicion that the driver is under the influence of drugs or other substances, they will not be permitted to continue driving. In such cases, the Security or MP Officer should arrange to transport the driver safely to their destination or to the Transport Dispatch Unit, whichever is nearer and should seek assistance from the Transport Section for impounding/driving the vehicle to the Transport Yard or an alternate safe place.

9.4.5. Speeding

394. The term "speeding" encompasses both "excessive speed" (driving above the speed limit) and "inappropriate speed" (driving too fast or too slow for the prevailing conditions). Both types of speeding are dangerous as they significantly reduce the time available for the

driver to process information and act on it, thereby increasing the emergency stopping distance. International research confirms that speeding has been a major contributing factor in about 30 to 50 percent of fatal and injury accidents worldwide. With this in mind, mission vehicles should not be driven at excessive or inappropriate speeds.

395. Drivers must also exercise proper caution while driving. The speed, regardless of the limits posted, should always be adjusted to suit the conditions of the road, traffic, and weather. Likewise, the type of load carried, and the condition of the vehicle must be taken into consideration and the speed adjusted to ensure safe driving and no damage to the load carried.

396. At all times, drivers must comply with the speed limits posted by local authorities or as indicated by mission administrative directives/instructions and signs (whichever are the more restrictive). In the absence of local (host country) regulations, the following speed limits shall apply for mission vehicles:

Vehicle categories	UN compounds	Urban roads[a]	Rural highways[b]		Rural unpaved roads[e]
			Divided[c]	Undivided[d]	
A, B, C1, D1	20 kph	45 kph	100 kph	70 kph	50 kph
C, D, BE, CE, DE, C1E, D1E	20 kph	40 kph	80 kph	60 kph	40 kph
All other vehicles	20 kph	35 kph	60 kph	40 kph	40 kph

kph = kilometres per hour

(a) Roads/streets in built-up (residential) areas.
(b) Roads surfaced with durable materials such as asphalt, tarmac, or concrete in non-built-up areas.
(c) The two directions of traffic are separated by a physical barrier, such as a concrete barrier or landscaped median.
(d) The two directions of traffic are not separated by a physical barrier.
(e) Rural roads that are not surfaced with durable materials (e.g. dirt roads, gravel roads, etc.).

397. The speeds above may be adjusted downwards only if considered necessary for safe driving.

398. Driving more than the established speed limits must be authorized in writing by the DMS/CMS for specific cars, specific users of vehicles for security, or other mission-related considerations.

9.4.6. Distracted Driving

399. Drivers of mission vehicles are strictly prohibited from engaging in activities that would interfere with their ability to exercise full control over a vehicle or distract them from doing so. In this respect:

399.1. Use of radios and mobile communication equipment (including mobile/cell phones) to transmit and receive information shall be permitted only when a mission vehicle is not in motion and is parked in a safe location. In urgent or emergencies when it is not safe or possible to stop or park a mission vehicle, drivers must keep their radio or telephone communication short. Mission vehicle drivers who are required to check in with their supervisors should do so when not driving.

399.2. Drivers of mission vehicles shall also refrain from other sources of distraction such as eating, drinking, manipulating music/audio controls, putting on make-up, smoking (includes lighting and extinguishing), reading or writing, while the vehicle is in motion.

9.4.7. Use of Restraining Systems and Other Safety Devices

400. Unless there are compelling operational and/or security considerations that make non-compliance a necessity, the following will be mandatory and should be vigorously enforced by all missions:

400.1. Seat belts shall be worn by all occupants when traveling in road vehicles if equipped with such devices. The number of passengers transported in a vehicle shall not exceed the maximum number of passengers authorized in its registration document or the number of functioning seat belts.

400.2. In cases where children are among the passengers, they shall never sit in the front seat and should be secured with the proper child restraints required by national laws.

400.3. In instances where the use of a safety helmet and goggles are required (for example, when operating motorcycles, mopeds, and bicycles), operators and passengers shall wear such equipment.

401. In addition, no person shall be permitted to ride with arms or legs outside of a vehicle's body; in a standing position on the body; on footboards (running boards); seated on wheel guards (side fenders), cabs, cab shields, the rear of the truck, or on the load; or in material handling or engineering equipment; except in a security crisis or other emergency and certain commercial pattern vehicles modified as per military/police specifications and agreed during MOU negotiations/pre-deployment visits (PDVs).

9.4.8. Reversing

402. To prevent accidents when reversing (backing up), drivers/operators of mission vehicles shall take the applicable precautions, such as:

- Walking around the vehicle to check the clearances and search for hidden obstacles before starting to reverse (back up)
- Seeking assistance from a reasonably available person in situations where visibility to the rear of the vehicle is decreased
- Reversing (backing up) slowly and cautiously.

9.4.9. Driving Downgrade and Following Distance

403. Vehicles shall not be driven on a downgrade with gears in neutral or with the clutch disengaged.

404. Drivers of mission vehicles shall maintain a safe following distance at all times. During adverse weather conditions, the following distance should be increased.

9.4.10. Daytime Running Lights

405. Daytime running lights increase visibility and improve a driver's distance and speed perception of other motor vehicles, as well as improve the likelihood of other road users detecting motor vehicles earlier and adjusting their behaviour. Headlights of all mission vehicles shall, therefore, be turned on any time the vehicle is operated, if security conditions and local laws permit.

9.4.11. Parking and Security of Vehicles

406. Users of mission vehicles have several obligations concerning both the security of their vehicle and its load. Drivers shall ensure that the vehicle is parked properly and secured at all times to guard against theft, accidents, vandalism, or other losses. The same shall apply to overnight parking outside UN personnel residential compounds.

407. In this respect:

    407.1. Mission vehicles shall not be stopped, parked, or left standing on any road, or adjacent thereto, or in any area in a manner that (i) is in breach of local traffic rules as well as mission-specific parking rules; (ii) will endanger the vehicle, other vehicles, equipment or personnel using or passing that road or area; or (iii) will cause obstruction and inconvenience to other vehicles or road users.

    407.2. No mission vehicle shall be left unattended unless all reasonable care has been taken to ensure that it is secure; for example, the engine has been shut off, the key removed, hand brake (parking brake) set, and gear engaged in low, reverse or park. If parked on a hill or gradient, the front wheels must be turned or hooked into the curb or the wheels securely chocked. No attractive or personal items should be left in a visible location in an unattended vehicle.

    407.3. Mission vehicles shall not, at any time, be left or parked outside United Nations compounds without use, during periods of absence of the designated drivers from the duty station on official travel or leave. For any cases of absence, the vehicle and keys must be returned to the head of department, office, or section who will determine the continued use of the vehicle.

    407.4. To prevent copies from being made, vehicle keys shall never be surrendered to third parties; for example, at vehicle wash points or valet parking outside United Nations compounds.

9.4.12. Causing Unfair Wear and Tear

408. For this Manual, "unfair wear and tear" refers to any deterioration of the physical condition of an item for reasons other than normal wear and tear. Unfair wear and tear occur as a result of a specific event or series of events such as impact, inappropriate usage, inappropriate stowing of items, harsh treatment, negligent acts, or omissions.

409. Driving a mission vehicle in an un-roadworthy condition, such as driving with a flat tyre(s), low or no oil, insecure wheel nut(s), headlight(s)/signals not working, or driving beyond the date when servicing is due, etc., is prohibited, and damages caused this way will be deemed as causing unfair wear and tear.

9.4.13. Driving in Convoy

410. For this Manual, a convoy is considered to be at least two vehicles, traveling together for operational and/or security reasons.

411. Convoy movements are a common part of many field operations, but poorly organized convoys can and do result in road accidents, so all convoy movements must be properly planned and carried out. This requires each mission to develop mission-specific convoy procedures and/or guidelines, detailing the planning, preparation, and execution of convoy operations in the mission area. Detailed guidance on convoy movement and procedures can also be found in the Military Infantry Battalion Manual 2020 (UNIBAM).

412. Every effort shall be made to ensure that all pertinent safety, operational and environmental considerations are taken into account. Nevertheless, as a minimum standard, all drivers of United Nations owned vehicles traveling in convoy shall:

    412.1. Familiarize themselves with the mission convoy procedures. It is the responsibility of the convoy leader to ensure that all drivers are properly briefed about the applicable procedures before starting any convoy movement.

    412.2. Conduct a communication test from the vehicle and ensure that all necessary communication channels function properly.

    412.3. Ensure that the vehicle has all standard tools and equipment required for the trip.

    412.4. Comply with the mission speed limits unless there are compelling operational and/or security considerations that make non-compliance a necessity. It is the responsibility of the convoy leader to ensure that all vehicles in the convoy comply with stipulated speed limits. In cases where the convoy is under the escort of the host country's armed or police forces, or of a UN Military contingent, the convoy leader should inform the escort leader of the speed limits applicable to the mission vehicles and, unless there are compelling operational and/or security considerations that make non-compliance with the speed limits a necessity, the escort leader should be requested to comply with such stipulated speed limits.

    412.5. Maintain a safe distance between the vehicles, depending on the category of vehicles, the speed of travel, and the driving conditions.

    412.6. Keep low-beam headlights switched on for the duration of the trip, even in daylight conditions, unless otherwise instructed. Lights should be turned off only at the end of the trip.

    412.7. Look out for other road users who may attempt to move into the spaces between the vehicles of the convoy and allow them to move into those spaces unless otherwise instructed.

413. In the case of UN Military convoys, the Military convoy procedures must be followed to a minimum.

9.4.14. Driving Periods, Breaks, and Rest Periods

414. This section sets out the rules on driving times, breaks, and rest periods for drivers of mission road vehicles who are engaged in the carriage of goods and passengers by road.[8]

415. These rules shall not apply to road transport performed by:

- Vehicles used for the carriage of goods where the permissible maximum mass of the vehicle, including any trailer or semi-trailer, does not exceed 3.5 tonnes;
- Vehicles used for the carriage of passengers which, by their construction and equipment, are suitable for carrying not more than nine persons, including the driver, and are intended for that purpose;
- Vehicles used for the carriage of passengers on regular services where the route covered by the service in question does not exceed 50 kilometres;
- Vehicles with a maximum authorized speed not exceeding 40 kilometres per hour;
- Vehicles owned or hired without a driver by the armed services, civil defence services, fire services, and forces responsible for maintaining public order when the carriage is undertaken as a consequence of the tasks assigned to these services and is under their control;
- Vehicles used in emergencies or rescue operations, including the non-commercial transport of humanitarian aid;
- Specialized vehicles used for medical purposes;
- Specialized breakdown vehicles operating within 100 kilometres of their base; and
- Vehicles undergoing road tests for technical development, repair or maintenance purposes, and new or rebuilt vehicles which have not yet been put into service.

9.4.14.1. Driving periods

416. The daily driving time, which is defined as the total accumulated driving time between the end of one daily rest period and the beginning of the following daily rest period or between a daily rest period and a weekly rest period, shall not exceed 9 hours. It can be extended to 10 hours not more than twice during the week[9].

417. The weekly driving time, which is defined as the total accumulated driving time during a week, shall not exceed 56 hours.

418. The total accumulated driving time during any two consecutive weeks shall not exceed 90 hours.

9.4.14.2. Breaks

419. After a driving period of four and a half hours, a driver shall take an uninterrupted break[10] of not less than 45 minutes, unless he or she begins a rest period. This break may be replaced by a break of at least 15 minutes followed by a break of at least 30 minutes each

[8] Adapted from the European agreement concerning the work of crews of vehicles engaged in international road transport (AETR), of 1 July 1970.

[9] A week is the period of time between 00:00 hours on Monday and 24:00 hours on Sunday.

[10] "Break" means any period during which a driver may not carry out any driving or any other work and which is used exclusively for recuperation.

distributed over the driving period or immediately after this period in such a way as to comply with the provisions of the above paragraph.

420. The waiting time and time not devoted to driving spent in a vehicle in motion, a ferryboat, or a train shall not be regarded as 'other work'[11] and will be able to be qualified as a "break".

421. The breaks may not be regarded as daily rest periods.

9.4.14.3. Rest periods

422. A driver shall take daily and weekly rest periods.

423. Within each period of 24 hours after the end of the previous daily rest period or weekly rest period, a driver shall have taken a new daily rest period.

424. A daily rest period means the daily period during which a driver may freely dispose of their time and covers a 'regular daily rest period' and a 'reduced daily rest period'.

- A regular daily rest period means any period of rest of at least 11 hours;
- A reduced daily rest period means any period of rest of at least 9 hours but less than 11 hours.

425. A regular daily rest period may be taken *en bloc* or in two periods, the first of which must be an uninterrupted period of at least 3 hours and the second an uninterrupted period of at least 9 hours.

426. If the portion of the daily rest period which falls within those 24 hours is at least 9 hours but less than 11 hours, then the daily rest period in question shall be regarded as a reduced daily rest period.

427. A driver may have at most three reduced daily rest periods between any two weekly rest periods.

428. A weekly rest period means the weekly period during which a driver may freely dispose of their time and covers a 'regular weekly rest period' and a 'reduced weekly rest period'.

- A regular weekly rest period means any period of rest of at least 45 hours;
- A reduced weekly rest period means any period of rest of fewer than 45 hours.

429. In any two consecutive weeks, a driver shall take at least:

- Two regular weekly rest periods; or
- One regular weekly rest period and one reduced weekly rest period of at least 24 hours. However, the reduction shall be compensated by an equivalent period of rest taken *en bloc* before the end of the third week following the week in question.

430. A weekly rest period shall start no later than at the end of six 24-hour periods from the end of the previous weekly rest period.

431. Any rest taken as compensation for a reduced weekly rest period shall be attached to another rest period of at least 9 hours.

[11] "Other work" means all working activities except driving, including any work for the same or another employer, within or outside of the transport sector.

432. A weekly rest period that falls in two weeks may be counted in either week, but not in both.

9.4.14.4. Exceptions

433. Provided that road safety is not thereby jeopardized and to enable drivers to reach a suitable stopping place, the driver may depart from the provisions of this policy to the extent necessary to ensure the safety of persons, the vehicle, or its load. The driver shall indicate the nature of and reason for her or his departure from those provisions on the record sheet or in her or his duty roster, at the latest on arrival at a suitable stopping place.

9.4.14.5. Monitoring

434. Driving times, breaks, and rest periods should be monitored using the EVMS and the Driver's Weekly Hours Record Sheet provided in **Appendix 3 to Annex O**.

9.4.15. Loading of Vehicles

435. Vehicles carrying loads that project beyond the sides or rear of the vehicle shall carry a red flag at or near the end of the projection. At night or when atmospheric conditions restrict visibility, a warning light or reflective device should be used instead of the red flag.

436. Vehicles shall not be loaded in a manner that obscures the driver's view ahead or to either side or that interferes with the safe operation of the vehicle.

437. The load on every vehicle shall be distributed to balance the weight, choked, tied down, or secured. Loads should be covered when there is a hazard of flying/falling dirt, rock, debris, or any other material.

9.4.16. Prohibited Cargo

438. Unless operationally required and upon approval by the DMS/CMS, dangerous goods such as explosives, flammable materials (except normal fuel supply), propane cylinders (except normal cooking supply) or toxic substances, and any other cargo that is banned by the host country laws shall not be transported in a mission vehicle.

9.5. Enforcement

439. Research shows that a large proportion of all road accidents are preceded by one or more violations by road users (such as driving while impaired, exceeding speed limits or going too fast for conditions, ignoring road signs and signals, making improper turns, or turning where prohibited, improper overtaking, etc.), and effective enforcement can play an important role in deterring drivers from violating such rules by increasing their perception of the risk of being detected and sanctioned. It is commonly agreed that even the simple presence of traffic enforcement inhibits non-compliance. It is, therefore, important that the DMS/CMS seek an intensified collaboration between all stakeholders, including Transport Section, UN Security, Police, and Military components (including Military Police), to establish and implement a mission-wide enforcement programme.

440. As a minimum standard, such programmes should consist of two parts: compliance checks and corrective actions.

441. Compliance checks can be carried out by both the Transport Section (through the EVMS) and by the designated mission enforcement units.

442. Enforcement activities carried out by these units, if properly tailored and implemented in a well-coordinated manner, may provide a significant contribution towards reducing vehicle accidents and casualties as well as other violations such as unauthorized use of United Nations vehicles, and unauthorized transportation of third parties, etc.

9.5.1. Compliance Checks

443. Although the kinds of compliance checks may vary depending on a mission's characteristics and accident patterns, it is highly recommended that initiatives are focused where they are most likely to be effective in reducing accidents and related losses, by targeting the violations considered most likely to cause such accidents. These include, but are not limited to, the following:

- Speeding
- Driving under the influence of alcohol
- Use of cell phones while driving (talking and texting)
- Failure to wear seat belts
- Transportation of passengers in a standing position on the vehicle's body; on footboards (running boards); seated on wheel guards (side fenders), the rear of the truck or the load; or in/on material-handling equipment.

444. To increase the perceived risk of being caught and the effectiveness of enforcement, the controls must be visible but unpredictable and difficult to avoid, are accompanied by sufficient publicity, and take place regularly over a long period.

445. It is also recommended that enforcement units are provided with the necessary equipment (e.g., vehicles, speed detecting devices such as radar, laser guns and the like, alcohol-testing devices, portable signboards, illuminators, traffic cones, reflective jackets, etc.) and standard operating procedures.

9.5.2. Corrective Actions

446. Research suggests that detection does not have a deterrent effect unless there is the possibility of negative outcomes for driving offences. Corrective measures applied to drivers for traffic violations are expected to prevent the repetition of undesirable behaviours by the violators as well as by others.

447. Measures that can be taken against any driver found to violate the regulations governing the operation of mission vehicles include temporary confiscation of a UN Driver's Permit and/or vehicle, driver reassessment, and imposition of corrective measures ranging from a warning to limiting or prohibiting the future use of mission vehicles. The decision to prohibit or limit the use of mission vehicles by any United Nations personnel or driver is a managerial matter and it falls within the prerogative of the Administration.

448. In addition to and independent of such measures that may be applied, misuse of United Nations vehicles and other transport assets may also amount to misconduct, which might

lead to the imposition of disciplinary measures and criminal prosecutions, where applicable.

449. The disciplinary process for staff members is governed by the United Nations Staff Regulations, Staff Rules, and other administrative issuances.

450. The authority to impose any disciplinary measures on UN Military and Police personnel rests with the respective TCC/PCC. Any action that may amount to misconduct or serious misconduct by such personnel should immediately be brought to the attention of the HoM, who will decide on an appropriate follow-up to all such actions.

451. Finally, certain violations may also be violations of the laws of the host State, which may lead to investigation and criminal prosecutions by the host State for staff members, experts on mission, and United Nations personnel other than Military contingent personnel.

9.5.2.1. Temporary confiscation of UN Driver's Permits and vehicles

452. As a preventive measure, UN Security Officers (international) and MP Officers may confiscate the UN Driver's Permit and/or the mission vehicle on the spot or during the preliminary investigation of an incident/accident if it is considered essential to protect human life, to avoid further violations and to secure the mission vehicle against further damages or loss. No other staff may confiscate a UN Driver's Permit or a mission vehicle.

Grounds for confiscation

453. The circumstances in which immediate, on-the-spot confiscation of UN Driver's Permits or mission vehicles would be required are:

- The vehicle has been involved in a road traffic accident, where the United Nations driver is wholly at fault and causes death/serious injury and/or significant property damage.
- The vehicle is being driven without a valid UN Driver's Permit or with someone else's permit.
- The vehicle is being driven by a locally recruited staff member outside the normal working hours without authorization.
- The vehicle was attempting to cross into countries bordering the "mission area" without the written approval of the HoM.
- The breathalyser or blood test confirms the existence of BAC above the limit.
- The staff member is knowingly driving the vehicle while it is in a dangerous mechanical condition; for example, driving with flat tyres, no brakes, no lights at night, etc.

454. There are no other circumstances in which a UN Driver's Permit, or a mission vehicle may be confiscated.

Handling of confiscated UN Driver's Permits and vehicles

455. When a mission vehicle has been confiscated, the Security or MP Officer should arrange to transport the driver safely to their destination or to the Transport Dispatch Unit, whichever is nearer and should seek assistance from the Transport Section for impounding/driving the seized vehicle to the Transport Yard or an alternate safe place. All

confiscated vehicles will later be handed back to the assigned unit unless they are not required for further investigation or repair work.

456. All confiscated electronic permits (EVMS coded) should be handed to the CTO (or the officer in charge of transport in the sectors/regions) and the paper permits to the respective Military Transport Officer as soon as possible after confiscation, along with supporting documentation sufficient to determine whether the permit should be returned or held.

9.5.2.2. Corrective measures

457. Unless otherwise authorized by the DMS/CMS, all individual cases arising from damage to or improper or careless use of mission vehicles (including vehicle accidents) will be reviewed by the CTO, and corresponding corrective measures will be applied to the staff members and drivers concerned.

458. Corrective measures that can be applied to any driver/operator of a mission vehicle include formal warning; suspension of UN Driver's Permit for a certain period; disqualification from holding a UN Driver's Permit for a certain period; permanent disqualification from holding a UN Driver's Permit; permanent withdrawal of UN Driver's Permit; and driver reassessment. These corrective measures are not disciplinary in nature and are aimed at making corrective steps to ensure that driving privileges are not abused by UN drivers. All of these corrective measures may be applied without prejudice to possible disciplinary and/or criminal accountability measures being taken where applicable.

Formal warning

459. The purpose of a formal warning is to advise in writing that the action of the individual concerned constitutes a violation of established policies and rules governing the use of mission vehicles and that any further offence is likely to attract a more serious corrective measure.

Suspension of or disqualification from holding a UN Driver's Permit for a certain period

460. The purpose of a suspension of a UN Driver's Permit is to suspend the driver's authorization to drive a mission vehicle for a period commensurate with the violation(s). Likewise, disqualification from holding a UN Driver's Permit for a certain period aims to delay the driver's authorization to drive a mission vehicle for a period commensurate with the violation(s).

461. For the purposes of the paragraph above, the difference between the terms suspension and disqualification is related to whether the violation is committed by a driver who has already been issued a UN Driver's Permit or by a driver who has yet to be issued one. That is, if the driver has already been issued a permit, the permit will be suspended; otherwise, the individual concerned will be disqualified from holding a permit for a period commensurate with the violation(s).

462. A suspension or disqualification takes effect after the driver has received the notification of the corrective measure from the CTO, and, in the case of suspension, has handed over their permit to the Transport Section. If the individual is on leave when the notification is issued, the commencement of the corrective measure does not start until they return, and the permit is handed over.

463. Any periods of extended absence from the mission area will not be taken into account when computing the applicable period of suspension of or disqualification from holding a UN Driver's Permit.

464. It is the individual's responsibility to follow up and request that their permit is returned to them after the suspension period has elapsed.

Permanent withdrawal of or disqualification from holding a UN Driver's Permit

465. A UN Driver's Permit may also be withdrawn permanently, and the individual prohibited from using any United Nations vehicle. Likewise, a driver may be disqualified from holding a permit where the risks of the individual operating vehicles far outweigh the possible benefits to the Organization.

466. For the paragraph above, the difference between the terms "permanent withdrawal" and "permanent disqualification" is related to whether the violation is committed by a driver who has already been issued a UN Driver's Permit or by a driver who has yet to be issued one. That is, if the driver has already been issued a permit, the permit will be withdrawn permanently; otherwise, the individual concerned will be disqualified from holding a permit during their assignment with the mission in question.

Driver reassessment

467. Driver reassessments may be carried out within the mission as a result of:

    467.1. Causing a serious traffic accident;

    467.2. Recommendation by the Board of Inquiry (BOI);

    467.3. The Force Provost Marshall, UN Security, Military Police reports or observations of unsafe driving or driving of a standard below the acceptable minimum;

    467.4. Causing repeated unfair wear and tear or damage to mission vehicles resulting from what is judged by the CTO, Military Transport Officer, or the supervisor of the driver to be the poor driving skills or carelessness of the user.

468. If driver reassessment is applied in conjunction with a permit suspension, this will be performed at the end of the suspension period and before reissuing the Driver's Permit.

469. Permit holders who fail driving reassessments should be considered unqualified to operate UN vehicles and their permits must be cancelled. No person should be reissued a UN Driver's Permit until and unless they have successfully demonstrated that they is qualified in the category of vehicle(s) required to perform their duty.

9.5.3. Procedures Related to Violations of Driving Privileges

9.5.3.1. Notification of violations

470. Violations of the standards in this Manual as well as other mission directives/instructions governing the use of mission vehicles, whether detected by mission enforcement units or the Transport Section (through the EVMS reporting tool), must be recorded on the Notification of Traffic Violation Form (as provided in **Appendix 4 to Annex O**) and handed/forwarded to the UN driver for their acknowledgment. Upon receipt of this notification, the UN driver, whether having accepted or denied the reported violation(s) or allegation(s), must sign and return the notification to the issuing officer or the office.

471. If the UN driver accepts the reported violation(s), the signed Notification of Traffic Violation Form, along with the supporting documentation, will be forwarded to the CTO for their review and decision on imposing the appropriate corrective measure(s).

472. If the UN driver denies the reported violation(s), the matter will be investigated by the Special Investigations Unit (SIU) or any other authorized mission investigative asset. This is separate from the process for an investigation into allegations of possible misconduct, which can include misuse of United Nations assets, including vehicles. If the investigator concludes that the reported violations are substantiated, they will forward the investigation result to the CTO for their review and decision on imposing the appropriate corrective measure(s).

9.5.3.2. Corrective measures

473. Corrective measures that can be applied to a driver of a mission vehicle are based on three classes of violations and graduated into three occurrences. A list of violations of the standards in this Manual and the corresponding corrective measures, along with guidance on the calculation of the corrective measures, are provided in **Appendix 5 to Annex O**.

474. The CTO, upon receipt of the Notification of Traffic Violation Form and the supporting documentation from the investigation units or the Transport Section, will review the case concerning whether the permit should be returned or held (if confiscated) and/or whether to apply a corrective measure or measures on the driver involved.

475. Should the CTO consider that the allegations are substantiated and there are sufficient grounds to hold the permit and/or apply a corrective measure, a Notification of Corrective Measure Form (as provided in **Appendix 6 to Annex O**) will be prepared and forwarded to the individual concerned.

476. The CTO has the authority to apply corrective measures including formal warning, suspension of or disqualification from holding a UN Driver's Permit for a period up to 90 days (inclusive), and driver reassessment. Suspension of or disqualification from holding a UN Driver's Permit for more than 90 days and permanent withdrawal of the permit will be subject to DMS/CMS approval. The DMS/CMS may delegate this authority to the CTO or any other senior official of the mission.

477. In addition to and independent of any corrective measure that may be applied, if the CTO and/or the DMS/CMS (or the designated official) considers that the violation or action of the driver may amount to misconduct, they shall refer the case to the HoM and Conduct and Discipline Team (or Conduct and Discipline Focal Point) for assessment if the matter should be handled as an allegation of misconduct.

9.5.3.3. Requests for Review of Corrective Measures

478. Request for the review of any corrective measure should be made in writing to the DMS/CMS or their delegated authority within 10 working days of the receipt of the notification of the corrective measure. The request must contain comprehensive reasons in support thereof.

479. On receipt of the written request, the DMS/CMS or their delegated authority will review the case based on whether or not:

479.1. The reported violations are substantiated.

479.2. The corrective measure, in each case, is commensurate with the violation and takes into account all mitigating circumstances. For example, in the case of an accident, all mitigating circumstances should be recognized, including the prevailing conditions (road and security conditions, weather, etc.), the degree of fault on the part of the driver, and the condition of the vehicle, etc.

480. Based on this evaluation, the DMS/CMS or their delegated authority will determine whether maintain or change the corrective measure, the result of which determination should be communicated to the individual concerned in writing.

9.5.3.4. Records

481. Copies of all notifications of traffic violations and available supporting documents, notifications of corrective measures, and review determinations will be retained by the CTO.

9.6. Driver Training and Awareness-Raising

482. Due to the nature of the Organization, the profile of the drivers of the United Nations vehicle fleet is extremely varied. United Nations drivers come from a wide range of societies with different cultures and varying driving skills, experiences, and habits. Moreover, in many cases, they have to drive in terrains or conditions that may not be familiar to them. It is, therefore, extremely important that all drivers of mission vehicles are properly briefed and provided with necessary familiarisation training both on their Entry-On-Duty and at specific times during their service to the Organization.

483. Equally important are the mission initiatives to ensure that drivers of mission vehicles are continually reminded of their obligations concerning the use and physical security of United Nations vehicles.

9.6.1. Driver Training

484. Depending on the mission characteristics, it is recommended that Transport Sections, in coordination with other mission components, as appropriate, arrange, conduct or organize safety briefings and practical driver training. It is, however, important to note that this training is specialized training for staff who are already qualified to operate the UN vehicles and hold a UN driving permit. It should not be seen as training on how to drive or pre-driving test training.

485. The type and format of these training programmes should be tailored to the specific needs of the mission, its particular driving issues, the target group, and the goals and objectives the training is aiming to achieve.

486. All training programmes should be delivered by qualified or experienced mission personnel assigned by the CTO. Specialized off-road training on rugged terrain, if it exists in the mission area, must only be carried out by qualified instructors. Contingent Motor Transport Officers should liaise with the CTO to ensure that appropriate driver training is conducted within the contingent, as well.

487. All training must provide the desired outcomes, including:

487.1. Understanding of and compliance with the Organization's road safety policies and mission-specific vehicle operating standards, including the United Nations Road Safety Strategy for the United Nations System and its Personnel – A Partnership for Safer Journeys (2019).

487.2. Familiarization with the local driving conditions

487.3. Acquiring the information and skills necessary to undertake specific mission activities safely, including familiarisation with the equipment in use.

488. For ease of reference, an advisory guideline on the safe operation of vehicles and airfield ground support equipment is provided in **Appendix 7 to Annex O**.

9.6.1.1. Transport Section's Safety Brief

489. The Transport Section's Safety Brief should be provided as part of the mission induction programme. The purpose of this brief is to help new staff members/drivers become familiar with the following topics upon arrival at their duty stations:

- The regulations, rules, and procedures governing the utilization of mission vehicles, including driving standards, offences/disciplinary and financial liability provisions
- Equipment familiarization and use of safety devices, including first aid kits
- Critical vehicle systems requiring preventive maintenance
- Local attitude towards driving
- Local traffic signs and regulations
- Local high accident/incident locations
- Vehicle and personal security concerning the local conditions
- Defensive driving techniques concerning the local conditions
- Accident handling and reporting procedures, including proper completion of the accident form

9.6.1.2. Practical driver training

490. The purpose of practical driver training is to equip certain categories of personnel with the skills necessary to undertake specific mission activities safely. Practical driver training should only be provided to personnel who have already been tested and issued a United Nations Driver's Permit. Basic driver training of unqualified personnel (non-holders of a valid national or national military driver's licence) may not be conducted within a United Nations field mission.

491. Some of the topics recommended for practical driver training include:

491.1. Seasonal driving techniques concerning the local conditions, e.g., driving in adverse conditions, such as high temperatures, sandstorms, rain, snow, ice, fog, mud, etc.

491.2. Defensive driving techniques concerning the local conditions and common causes of accidents in the mission area, e.g., urban driving, speeding, drink-driving, distracted driving, drowsy driving, following distance, backing up, intersection crossing, etc.

9.6.2. Safety Information and Awareness-raising

492. Proper safety information and awareness-raising programmes not only help to remind drivers of their responsibilities regarding the safe use of mission vehicles but also allow missions to give clear, concise, and motivating messages about the importance of road safety and the fact that most road accidents are avoidable. Such programmes may also help to change drivers' attitudes and behaviour and create a climate where people understand and accept safety measures. It is, therefore, vital that senior managers give their active support to and advocate for these activities.

493. The type and format of a mission's safety information and awareness-raising programme should be tailored to the specific needs of the mission, its particular driving safety issues, the target group, and the goals and objectives the programme is aiming to achieve. To communicate such information, missions may utilize mission intranet, posters, banners, and radio announcements. However, the messages must be changed regularly if they are to have an impact.

9.6.3. Driver's Handbook

494. In addition to driver training programmes and information activities, missions are encouraged to develop a Driver's Handbook, to be provided to every driver of mission vehicle on their Entry-On-Duty.

495. The content of this handbook should be drawn up by the mission's Transport Section in consultation with all stakeholders, taking into consideration the normative references, including this Manual, mission directives and instructions, local conditions, and the country-specific MOSS.

496. It is recommended that the handbook include, at least, the following information:

- Mission vehicle operating standards
- Drivers' obligations with regards to vehicle maintenance and safety
- The mission's enforcement policy and procedures as well as consequences of breaching promulgated instructions
- The mission's driver incentive programme
- The responsibilities of drivers and passengers of mission vehicles
- Accident handling and reporting procedures
- Emergency contact numbers
- Other relevant information that may be deemed necessary by the mission in question

9.7. Recognition of Safe Drivers

497. To highlight the importance of safe driving within each mission and to recognize and reward skilled and professional driving, certification may be presented as follows:

9.7.1. The Force Commander's Road Safety Certificate

498. In a peacekeeping mission, this certificate may be awarded by the Force Commander at the end of a rotational tour of not less than five months. The period will start from the first day of the month following the contingent's arrival on the mission.

499. The certificate is awarded to contingents/units with blameworthy accident rates below one per 150,000 kilometres.

9.7.2. Individual Safe Driving Certificate

500. This certificate may be awarded to both civilian and contingent personnel. To qualify for the certificate, individuals must be employed on daily driving duties for at least five months, driving at least 3,000 kilometres without being involved in a blameworthy accident or being convicted of any traffic offence.

9.8. Road Safety Committee

501. Road safety is a multidisciplinary problem requiring the participation and collaboration of the mission experts and the principal vehicle user groups, to take action in their respective areas to help reduce the size of the overall problem.

502. In this regard, as part of a proactive approach to coordinating and managing road safety efforts, it is essential that, where a mission is operating a fleet of more than 200 passenger vehicles (including contingent-owned), the DMS/CMS shall establish a Road Safety Committee (RSC).

503. The central functions of the Committee should include the following:

503.1. Reviewing road accidents involving mission vehicles to identify the unsafe human behaviours and conditions associated with the operation of mission vehicles

503.2. Analysing the underlying personal and environmental factors influencing the safety issues identified, such as peer pressure, lack of facilities and viable alternatives, lack of certain skills and knowledge to execute the desired behaviour, social standards of the environment, etc.

503.3. Identifying possible internal and external barriers to success, i.e., those which are within the control of the Organization and those which are not

503.4. Identifying the most suitable method or strategy to address the issues, e.g., communication/information, new policy, additional instructions, skill-teaching training, reinforced enforcement, and engineering measures (**Appendix 8 to Annex O**) for possible engineering improvements in UN compounds and premises), etc.

503.5. Setting measurable, long- and mid-term mission road safety targets (see **Appendix 9 to Annex O**) for guidance on road safety performance indicators)

503.6. Monitoring the progress of the mission road safety programme to ensure that the activities are being carried out in line with the programme and the targets, and necessary interventions are made in a timely fashion to overcome possible bottlenecks

503.7. Taking any other steps necessary for ensuring the safe operation of mission vehicles within the mission.

504. The composition and the functions of this Committee should be decided upon locally as they depend upon several factors, including mission structure, fleet composition, and the goals and objectives of the Committee. However, the Committee must consist primarily of the members representing the fleet management, engineering, enforcement, and

training units, as well as the principal vehicle user groups, which have a large role in the success of a mission's road safety programme. Consistent with Security Council resolution 1325 (2000) on women and peace security, due consideration should be given to ensuring gender parity in the composition of the Committee.

505. A suggested composition of an RSC is presented below:

Membership	Primary	Alternate
Chair	Director/Chief of Mission Support (DMS/CMS)	Deputy DMS/CMS
Secretary/Member	Chief Transport Officer (CTO)	Deputy CTO
Member	Chief Service Delivery (CSD)	Deputy CSD
Member	Chief Supply Chain (CSC)	Deputy CSC
Member	Chief Security Adviser/Officer (CSA/CSO)	Deputy CSA or Deputy CSO
Member	UN Police Chief of Staff	UN Police Chief of Logistics
Member	Force Provost Marshall (FPM)	Deputy FPM
Member	Force Headquarters (FHQ) Chief of Staff	FHQ J-4
Member	Chief Mission Integrated Training Service (CMITS)	Deputy CMITS
Member	A representative from the Office of the Chief of Staff (O/COS)	
Member	A representative from the Office of the SRSG (O/SRSG)	

506. The Secretary works closely with the Chair to complete the following tasks:

- Prepare the agenda and call for a meeting of the RSC members at the request of the Chair
- Prepare, as required, in collaboration with the members, the cases/reports to be presented to the RSC
- Provide the RSC members with all the necessary documentation 48 hours in advance of the meeting
- Prepare the minutes of the RSC meeting for review and signature by the RSC members and the DMS/CMS
- Prepare all types of written communication on behalf of the RSC Chair
- Manage the TSC database and perform all other tasks assigned by the RSC.

507. Members should familiarize themselves with the agenda and the action points before the RSC meeting and come prepared to make their recommendations and perform all other tasks that may be assigned by the RSC.

508. The RSC should normally meet quarterly. However, the Chair may request additional meetings, should they deem it necessary. The Chair, Secretary, and at least five members or designated alternates must be present for the meeting to begin and to make a decision on each case.

509. Only DMS/CMS-assigned Committee members should have the right to vote, and all decisions must be made with a quorum, consisting of a simple majority of the Committee members attending the meeting.

510. All proceedings and decisions made by the Committee should be reflected in a minute and submitted to the DMS/CMS for implementation.

GLOSSARY

511. The definitions of all abbreviations, acronyms, and terms given in this glossary are for this publication only. They are in no way intended to reflect or imply a broader or more general meaning or definition beyond the scope of this publication.

512. These definitions are descriptive only and have no underlying legal basis concerning local, national, or international laws, regulations, agreements, treaties, customs, memoranda of understanding, or other formalised accords or established practices.

Abbreviations/Acronyms

Abbreviation	Definition
4WD	four-wheel Drive
APC	Armoured Personnel Carrier
BAC	blood alcohol concentration
BPC	UMOJA Business Planning and Consolidation solution
BrAC	breath alcohol concentration
BOI	Board of Inquiry
CMS	Chief of Mission Support
CLO	Chief Logistics Officer
CMITS	Chief Mission Integrated Training Service
COE	Contingent Owned Equipment
CSA	Chief Security Adviser
CSC	Chief Supply Chain
CSD	Chief Service Delivery
CSO	Chief Security Officer
CTO	Chief Transport Officer
DMS	Director of Mission Support
DOS	Department of Operational Support
DPO	Department of Peace Operations
EVMS	Electronic Vehicle Monitoring System (a.k.a. CarLog)
FOFD	Field Operations Finance Division
FHQ	Force Headquarters
FPM	Force Provost Marshall
HoM	Head of Mission
HPSB	Headquarters Property Survey Board
LPA	Local Procurement Authority
LPV	Light Passenger Vehicle
LPSB	Local Property Survey Board
MHE	Material Handling Equipment (items such as forklifts used for cargo handling operations)

Abbreviation	Definition
MOSS	minimum operating security standards
MOU	Memorandum of Understanding
MP	Military Police
MPV	Military-Pattern Vehicle
NOE	National Owned Equipment
PCC	Police Contributing Country
PDV	pre-deployment visit
POL	Petrol, Oil & Lubricants
RSC	Road Safety Committee
SCRM	Standard Costs and Ratios Manual
SDS	Strategic Deployment Stocks
SOFA / SOMA	Status of Force Agreement / Status of Mission Agreement
SPV	Special Purpose Vehicle
LSTS	Life Support and Transport Section (DOS)
TCC/TCN	Troop Contributing Country / Nation
UNOE	United Nations Owned Equipment
UWT	unfair wear and tear
VEC	Vehicle Establishment Committee
VECR	Vehicle Establishment Change Request
VOR	Vehicle-Off-Road

Terms and Definitions

Term	Definition
Accessory	An item that is used in conjunction with a piece of equipment but is not vital to the principal function of that equipment.
Adjustment	The process of altering the setting of components designed for that purpose (valves, adjusting screws, etc.) to bring the performance up to specification.
Airfield	A runway used by UN fixed-wing aircraft regularly or a properly surveyed Helicopter Landing Site at which UN helicopters are routinely based
Ancillary	Secondary or supplementary components or systems.
Assembly	An item forms a portion of a vehicle/piece of equipment that can be provisioned and replaced as an entity, and which normally incorporates replaceable parts or groups of parts. (See also Sub-assembly).
Assigned Vehicle	A vehicle for which an individual has taken responsibility on behalf of an organizational unit of a mission with no implication of exclusive use.
Auxiliary	Secondary or supplementary components or systems frequently refers to items used to assist principal items such as additional vehicle lights.
Beyond Economical Repair	A vehicle or piece of equipment would not normally be repaired because of the excessive/prohibitive cost involved.

Term	Definition
Beyond Local Repair	Vehicle or equipment, although repairable, cannot be dealt with by the specific workshop to which it has been delivered for repair.
Bodily Injury	In the context of vehicle insurance; injury, sickness, or disease sustained by any person occurs during the policy period, including death at any time resulting therefrom.
Cannibalize	To remove serviceable parts from one vehicle/piece of equipment to install them onto another, similar item vehicle/piece of equipment.
CarLog	See EVMS (Commercial brand name)
Casualty	A person killed or injured in an accident. One accident may give rise to several casualties. Casualties are categorised into killed, seriously injured, and slightly injured.
Claim	A vehicle insurance claim is a request by a third party to be reimbursed for a loss due to a vehicle accident that allegedly was due to the UN's fault
Component	A part or combination of parts having a specified function can only be installed or replaced as a unit and is also generally expendable.
Damage	Any deterioration of the physical condition of an item for reasons other than normal wear and tear.
Drivers	Persons in control of vehicles other than pedal cycles and two-wheeled surface vehicles. Other occupants of these vehicles are passengers.
Driving	Any period during which the driver has a vehicle under their direct control, including any waiting time spent with the vehicle.
Duty Station	A duty station is the city/town, county, and State in which the employee works. For most employees, this will be the location of the employee's work site.
Fatal accident	Any road traffic accident resulting in the death of a person or persons.
Head of Entity	Head of entity means the head of a department or an office, including an office away from Headquarters; the head of a special political or peacekeeping mission; the head of a regional commission; a resident or regional coordinator; or the head of any other unit tasked with programmed activities.
Immediate Operational Requirement	A demand submitted for urgently required parts or items that, concern mission essential or critical equipment, which would impair a unit's operational effectiveness.
Injury	Physical damage to a person or persons (as the result of a road traffic accident).
Inspection	The process of measuring, examining, testing, gauging, or otherwise comparing an item with the applicable requirement.
Journey	The basic unit of travel, a journey, is defined as a one-way course of travel having a single main purpose. Outward and return halves of return journeys are treated as two separate journeys. A journey does not normally have two separate purposes, and if a multiple-purpose single course of travel involves a mid-way change of purpose then it, too, is split into two journeys. However, trivial subsidiary purposes (e.g. a stop to buying a newspaper) are disregarded.

Term	Definition
Laden mass	The actual mass of the vehicle was loaded, with the crew and passengers on board.
Lane	Any one of the longitudinal strips into which the carriageway is divided, whether or not defined by longitudinal road markings, and which is wide enough for one moving line of motor vehicles other than motorcycles
Letter of Assist	A contractual document that the United Nations signs with the Member States, authorising the latter to provide specific goods and/or services to the United Nations. In that, the United Nations either agrees to acquire the goods and/or services from the Member State or authorises the Member State to supply them, subject to reimbursement by the United Nations.
Life Cycle	In respect of equipment; from entry into service/use, through its period of use including all scheduled and unscheduled servicing, to ultimate disposal at end of economic/useable life.
Loss	Any measurable dollar cost of damage and/or injury suffered by a person
Maintenance	All equipment support, equipment management, and supply management action are taken to keep a vehicle or vehicle in serviceable condition. This may include but is not limited to the processes of inspection, testing, servicing, serviceability classification, modification, repair, recovery, rebuilding, and reclamation.
Mileage	The standard description of total distance travelled, including values expressed in kilometres.
Military-Pattern Vehicle	A vehicle specially built for military operational use to military specifications.
Misconduct	Any violations of the United Nations Staff Regulations, Staff Rules, and administrative issuances, or the corresponding United Nations standards of conduct for other United Nations personnel, including Military and Police personnel.
Moped	Any two-wheeled or three-wheeled vehicle, fitted with an internal combustion engine with a cylinder capacity not exceeding 50 cc and a maximum design speed not exceeding 50 kilometres per hour.
Motorcycle	Any two-wheeled vehicle, with or without a sidecar, is equipped with a propelling engine. Some countries may also treat three-wheeled vehicles whose unladen mass does not exceed 400 kg as motorcycles in their domestic legislation.
Motor vehicle	Any power-driven vehicle which is normally used for carrying persons or goods by road or for drawing, on the road, vehicles used for the carriage of persons or goods. This term embraces trolleybuses, that is to say, vehicles connected to an electric conductor and not rail borne. It does not cover vehicles such as agricultural tractors, which are only incidentally used for carrying persons or goods by road or for drawing, on the road, vehicles used for the carriage of persons or goods.
National Owned Equipment	Equipment that a contingent brings to a mission area that is not covered for reimbursement, insurance, repair, etc. under the terms of the MOU agreed between the UN and the TCN.
Passengers	Occupants of vehicles, other than the person in control (the driver or rider)

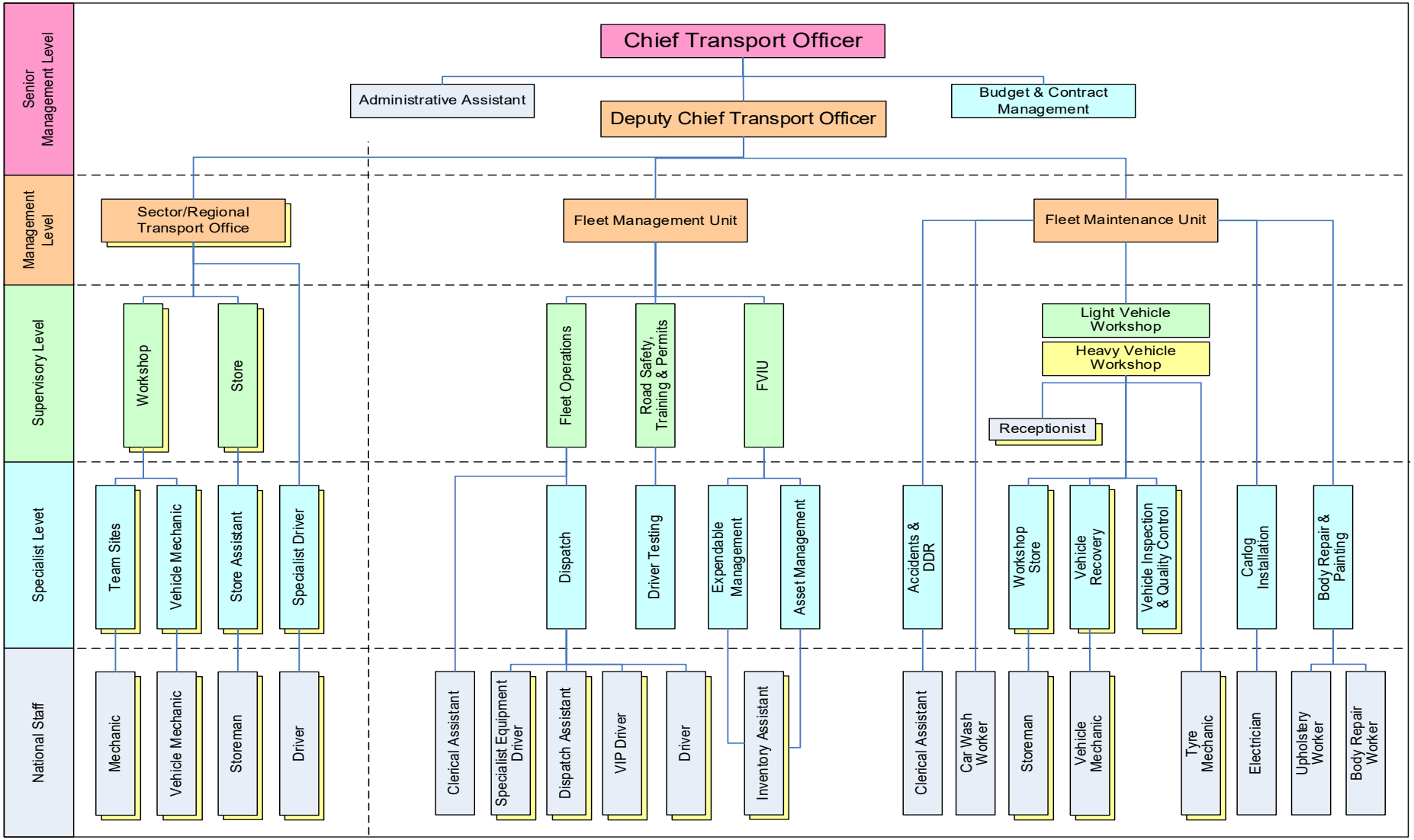
Term	Definition
Pedestrians	Road-users on foot. Includes those riding cycles on the footway, pushing bicycles, pushing or pulling other vehicles, or operating pedestrian-controlled vehicles, those leading or herding animals, occupants of prams or wheelchairs, and people who alight safely from vehicles and are subsequently injured.
Permissible maximum mass	The maximum mass of the laden vehicle is declared permissible by the competent authority of the State in which the vehicle is registered.
Petrol, Oil & Lubricants	All categories of petroleum-based products (or synthetic-based equivalents) are used either as fuels, lubricants, etc. This includes, but is not limited to gasoline, diesel, kerosene, engine oils, hydraulic fluids, greases, etc.
Pool	A centralized holding of equipment or vehicles for common use.
Property Damage	In the context of vehicle insurance; 1) physical injury or destruction of tangible property which occurs during the policy period, including the loss of use thereof at any time resulting therefrom, or 2) loss of use of tangible property which has not been physically injured or destroyed provided such loss of use is caused by an occurrence during the policy period.
Recovery	The extrication of an incapacitated vehicle and, if necessary, its removal to a place where it can be repaired or evacuated.
Repair	Technical activities intended to restore an item to a required condition.
Road	The entire surface of any way or street is open to public traffic.
Road traffic accident	A collision or incident involving at least one road vehicle in motion, on a public road or private road to which the public has the right of access. Included are collisions between road vehicles; between road vehicles and pedestrians; between road vehicles and animals or fixed obstacles; between road and rail vehicles; and with one road vehicle alone.
Road user	A person using any part of the road system as a non-motorized or motorized transport user.
Special Purpose Equipment	A vehicle with a role that dictates that its special fixtures or equipment are required to be permanently incorporated into its structure.
Staff Cars	Staff cars in the context of these instructions are deemed to include both commercial and military pattern all-purpose vehicles used by general staff officers and senior civilian officials for travel in the operational area of a mission.
Standing	A vehicle is said to be “standing” if it is stationary for the time needed to pick up or set down persons or to load or unload goods.
Strategic Deployment Stocks	The reserve of UN owned equipment is held at UNGSC in Brindisi.
Trailer	Any vehicle designed to be drawn by a power-driven vehicle; including semi-trailers.
UMOJA	The UN resource planning software incorporates the key functions of the Organization that includes, inter alia, vehicle, and asset management functions.
United Nations vehicles	For this Manual, United Nations vehicles are those that are insured and supported by the Department of Operational Support (DOS) and include all types of motor vehicles, motorcycles, mobile equipment, and airfield ground support equipment, whether they are owned by the United

Term	Definition
	Nations or contingents, leased or rented by the United Nations, or provided by the host Government or any other source for the exclusive use of the United Nations.
Unladen mass	The mass of the vehicle without crew, passengers, or load, but with a full supply of fuel and with the tools that the vehicle normally carries.
Vehicle Accident	Unintentionally caused traffic event where at least one motor vehicle, moving under the control of a driver becomes involved, resulting in human injury and/or material damage. The event must be directly related to a driver's operation of the vehicle.
Vehicle Attachment	A vehicle attachment is a special purpose accessory that can be removed and refitted by the vehicle operator alone and must be interchangeable between similar vehicles within a reasonable time frame without the use of hand tools. Optional equipment integrated within the vehicle construction or systems that cannot be readily attached or detached should be considered as part of the vehicle itself and should not be tracked or recorded as a separate asset.
Vehicle Incident	A reportable event involves damage to a motor vehicle and is not directly related to a driver's operation of the vehicle.
Vehicle Occupants	All occupants, i.e., driver (or rider) and passengers, including persons injured while boarding or alighting from the vehicle.
Vehicle-Off-Road	Specifically relates to VOR rates – the number of vehicles off the road and unavailable for use due to unserviceability or any other reason.

ANNEXURES

Table of Contents

Annex A: Field Surface Transport Section Organisational Chart



Annex B: Fleet Insurance Coverage

Table of Contents

Policy Statement

1. As a standard United Nations policy, all vehicles owned or operated by the UN (including COE) shall be covered by third-party liability insurance. Status of Mission Agreement (SOMA) or Status of Force Agreement (SOFA) may include provisions requiring missions that their vehicles carry third-party insurance, including third-party insurance required by relevant legislation. Also, whether a local coverage is provided or not, UNHQ Worldwide Auto liability insurance coverage is also required in all mission areas.

Coverage for UN personnel and Property

2. The Organization's third-party liability insurance coverage does not apply to staff members, UN Police, military observers and military contingent personnel. Anyone with an existing relationship to the UN, should be covered under other compensation schemes, including Appendix D to the Staff Rules or under the compensation framework for death of disability of uniformed personnel, which have an obligation to pay appropriate compensation. Family members are not covered by such UN compensation arrangements, and they are considered third parties, especially if they have been authorised to travel in a UN vehicle.

3. The Organization's third-party liability insurance does not provide coverage for UN-owned property since United Nations, as a matter of established policy, is self-insured for the risks of damage, fire, theft, or the like, to its own vehicles.

Worldwide Auto Coverage

4. The Worldwide Auto third-party[12] liability[13] insurance policy placed and managed by UNHQ (DOS/DOA/CIS) provides protection against third party liability which the UN may incur in case of an accident involving a UN vehicle. The covered vehicle may be UN-owned or leased, e.g., COE or otherwise leased or rented.

5. The Worldwide Auto policy provides coverage for third-party bodily injury or death and/or damage to third-party vehicles or property where the legal liability of the UN has been established. The policy also covers the UN liability towards third-party passengers. Coverage applies worldwide (excluding the United States of America, its territories and/or possessions, and Canada).

Coverage types

6. The worldwide policy provides two types of coverage: Primary and Excess/Difference-in-Conditions (XS/DIC). Primary coverage acts as the first layer of coverage, covers up to the policy's limit and pays on a first dollar basis. This coverage may be provided by the Worldwide Auto policy or a local auto insurance policy, depending on the SOFA/SOMA requirements. XS/DIC coverage is provided for those countries where operational local auto insurance coverage is in place. This type of coverage is comprised of two components:

    6.1. Excess Coverage (XS): Excess coverage is structured to supplement the local vehicle liability coverage mandated by local law in individual countries. The local

[12] A third party is a person or a group of persons for whom the United Nations has no obligation to compensate in the event of service-incurred illness, injury or death.

[13] Liability is a term that broadly means legal responsibility for the damage and loss caused by acts and/or omissions regardless of if they were intentional or not.

coverage would, therefore, satisfy the missions' obligation to comply with local law and the Worldwide Auto insurance policy would cover, in such cases, liability over and above what is payable by the local insurer, where the local insurer is unable to or unwilling to pay a claim, within the limits of the worldwide policy.

6.2. Difference-In-Conditions Coverage [DIC]: DIC coverage applies where the definitions or other conditions of the Worldwide Auto policy are broader in scope or meaning than other insurance available locally. This does not apply to primary territories.

7. In the event that the mission is required by local law to maintain local insurance, the Worldwide Auto policy alone will not satisfy the requirements of vehicle liability insurance; thus, it cannot be used for the registration of vehicles.

Military Pattern Vehicles (MPVs)

8. Military Pattern Vehicles are defined in the policy as armoured personnel carriers, tanks, tracked vehicles, reconnaissance vehicles, or any vehicles permanently outfitted with armour or ammunition. It should be noted that the coverage provided for MPVs does not apply to off-road activities or activities of a specifically military nature, or the destruction of roads or bridges caused by tracked vehicles nor will there be coverage for liability arising from military war games, military field exercises, military manoeuvres or similar activities involving the use of live ammunition, whether directed by or at an insured vehicle.

Mobile Equipment

9. The Mobile Equipment policy (purchased separately) provides coverage for third-party liability, e.g., bodily injury and/or property damage, caused by mobile equipment when legal liability of the UN has been established. The coverage applies worldwide (excluding the USA, its territories and/or possessions, and Canada).

10. Mobile equipment are generally land vehicles, including machinery or apparatus attached thereto, and whether or not self-propelled, that are:

- Not subject to surface vehicle registration, or maintained for use exclusively on premises owned by or rented to the Named Insured including the ways immediately adjoining; or,
- Designed for use principally off public roads; or
- Designed or maintained for the sole purpose of afforded mobility to equipment of the following types forming an integral part of or permanently attached to such vehicle: power cranes, shovels, loaders, diggers and drills, concrete mixers (other than the mix-in-transit type), graders, scrapers, rollers and other road construction or repair equipment, air compressors, pumps and generators, including spraying, welding, building cleaning equipment, geophysical exploration and well servicing equipment.

New Fleets/Fleet Changes and Premium Adjustments

11. Under the terms of the policy, a small variation whether an increase or a decrease in the size of the mission's fleet(s) will not trigger any premium adjustment, although the CTO of each mission is to report all fleet changes in the Monthly Insurance Report. Minor variations in the fleet size will be accounted for at the end of the policy based on the average monthly vehicle count per premium category. Only if the fleet size should change

by more than plus or minus five per cent per premium category would there be any premium adjustment, involving either additional payment or rebate, as the case may be.

12. With respect to new missions requiring primary coverage, the policy stipulates that if the vehicle count exceeds 25 units and the mission will be in place for thirty days or more, additional premium will be due. Likewise, any missions covered on a primary basis which are closed during the policy term, and which had a vehicle count of at least 25 units will have their return premium adjusted mid-term on a pro-rata basis. Any substantial increase or decrease in vehicle count in any of the rating categories shall be reported to the insurer for additional or return mid-term premium calculation on a pro-rata basis. Accordingly, the Head of Administration of each mission is to provide timely written notice (i.e., the Monthly Insurance Report) of any such events.

13. Therefore, LSTS must be appraised of all changes in vehicle fleet promptly via the missions' Monthly Insurance Reports. In submitting such reports, the CTO is to ensure that the month in which such changes in the vehicle fleet size takes effect is reported accurately. If vehicles in the mission fleet are taken off-road for more than 30 days (i.e., are demobilised or put in storage), and are not to be returned to road service, this should not be reported in the Monthly Insurance Report.

14. Minor variations in the fleet size will be accounted for at the end of the policy based on the average monthly vehicle count per premium category. Only if the fleet size should change by more than plus or minus five (5) per cent per premium category, would there be any premium adjustment involving either additional premium payment or rebate, as the case may be.

15. With respect to new missions requiring primary coverage, the policy stipulates that if the vehicle count exceeds 25 units and the mission will be in place for thirty (30) days or more, additional premium will be due. Likewise, any missions covered on a primary basis which are closed during the policy term, and which had a vehicle count of at least 25 vehicles will have their return premium adjusted mid-term on a pro-rata basis. Any substantial increase or decrease in vehicle count in any of the rating categories shall be reported to the insurer for additional or return mid-term premium calculation on a pro-rata basis. Accordingly, CIS must receive timely written notice of any such events. It is, therefore, most important that DOS/LSTS report to DOS/CIS all changes in vehicle fleet promptly and submit monthly fleet reports during annual reconciliation for all missions (for which renewal information was provided) so that underwriters may be informed of fleet variations and as basis for any necessary adjustments.

Coverage for contractors driving UN vehicles

16. Contractor drivers should be duly authorised by the mission and their use of the Mission's vehicles must be within the scope of such authorisation. In cases of unauthorised uses of UN vehicles, the policy will defend the UN from legal liability but not the driver.

17. It should also be noted that the coverage provided under the UN Worldwide Vehicle Third-Party Liability Insurance Policy is for third parties only. Therefore, the contractors themselves should be protected for physical injury or death by their employers' workers compensation policy or applicable scheme. The UN contracts mandate contractors to carry worker compensation of applicable scheme for their personnel.

18. Also, as a standard contractual requirement, UN contractors are required to carry general liability insurance and liability for the equipment entrusted to them (including vehicles). The UN may choose to seek recourse against such insurance or against contractors themselves, if UN vehicles are damaged as a result of the contractor's negligence.

19. In the event that a contractor's employee is involved in an accident where he is not at fault the mission may claim against the third party and try to receive compensation for the damages inflicted to the UN vehicle. The injuries to the contractor's staff should be covered by their employers' worker compensation scheme. In addition, either the contractor's staff or their company can claim against the third party who caused the accident.

20. In the event that a contractor's employee is involved in an accident where he is at fault it is necessary to distinguish among damages/injuries suffered by (i) the third party, (ii) the UN vehicle, and (iii) the contractor's staff himself.

    20.1. For damages/injuries suffered by the third party, under standard UN contractual requirements contractors are responsible to carry vehicles liability insurance. Such insurance should cover the use of non-owned/hired vehicles. On first instance the mission should ask from the contractor to make use of such insurance coverage for damages/injuries suffered by the third party. If for whatever reason such insurance is not required under the contract or it does not cover a specific accident, then the UN can claim under its own policy, whether insured under a local insurance policy and/or the Worldwide Auto insurance policy. In this case, the UN insurers may try to recover the loss from the contractor at a later stage.

    20.2. The local insurance policy and/or the UN Worldwide Auto insurance policy will cover both the UN and the contractor's driver from legal liability as long as the contractor's driver had permission to drive the UN vehicle and (s)he was driving within the scope of such permission when the accident happened. If the latter is not the case, then the UN local insurance policy and/or Worldwide Auto policy will cover only the legal liability of the UN, but not of the driver.

    20.3. For damages to the UN vehicle, the mission should review what the contract with the insurance provider stipulates and if allowed under the contract claim against the contractor. If there is no contract with an insurance provider but the contractor is for example a daily labourer, the local property survey board should examine the details of the case and decide if recourse against the contractor should be taken.

    20.4. For injuries to the contractor's staff, again under standard UN contractual requirements the contractor is required carry workers compensation insurance. For daily labourers, the terms of their contract define specify applicable coverage.

Rental/Leased vehicles

21. If local transportation (excluding taxis but including other vehicles operated in the name of the UN) is rented on a contractual basis, the DMS/CMS of the mission concerned should ensure that the rental company carries adequate third-party liability insurance, in the light of local custom, and that the UN is named additional insured in the lessor's insurance policy. If it does not, it should be required to do so, or local insurance

arrangements made. If local insurance is unavailable, UNHQ should be requested to include the vehicles in the worldwide policy.

22. If insurance is not provided by the lesser of the vehicle, UNHQ should be requested to include the vehicles in question in the worldwide insurance plan. The mission may need to insure the vehicle under its own local insurance policy, if applicable. If the mission rents vehicles on a long-term basis (six months or more) again the UNHQ should be requested to include the vehicles under the worldwide vehicle insurance policy.

Claim Procedures

23. All claims should be reported to the mission Claims Unit for processing via the insurer/local representative of the insurer. Third party claims arising from accidents involving official UN vehicles are reviewed by the Claims Unit and settled by the local representative of the insurance company which has undertaken to insure UN vehicles within the area of the respective mission and/or where the mission operates. Settlement for vehicles insured on primary basis by the UN Worldwide Third-Party Liability Insurance Policy is governed through its local representative / claims adjuster. The mission claims officer should pursue reimbursement for injury to UN staff and damage to UN property where the damage was not caused by the UN.

24. In the case that a mission has a local third-party insurance, and the Worldwide Auto policy provides excess coverage, claims will be first submitted to the local insurance company and any difference not covered and therefore not settled will then be submitted to Worldwide Auto insurance provider.

25. Material accidents and accidents involving loss of lives or any situations when local insurance may be exceeded should be reported to the local insurer and/or the Worldwide insurer as well as to DOA/CIS as soon as possible. Appendix 1 to this Annex lists the documents that insurers will need in order to start the claim adjustment process.

26. Aside from the regular claim reporting procedure, all major accidents or any other accidents with a potential to give rise to large claims, or any difficulties regarding claims processing should be reported to the LSTS at the earliest opportunity. In addition to a copy of the driver's accident report, the following minimum information is required to report accidents covered by insurance:

    - Date of accident;
    - Name of claimant;
    - Name of vehicle operator;
    - Location of accident;
    - Details of local representative contacted;
    - Description of how accident occurred;
    - Copy of police/UN investigation report;
    - Estimate of third-party damage and/or medical or hospital expenses.

Local Settlement of Claims

27. The procedures for the local settlement of claims shall be communicated to missions, where the Worldwide Auto policy applies on a primary basis, upon the renewal of the Worldwide Liability Insurance Programme by UNHQ.

28. Where the Worldwide Auto policy requires that a signed release must be obtained from the third-party absolving the United Nations from any further obligations in relation to the vehicle accident Appendix 2 to this Annex can be used for this purpose.

Local Coverage

Requirement

29. Most national laws require that operators of motor vehicles carry insurance against third party liability, and the United Nations shall comply with such laws. If local laws require insurance against other risks, the UN shall normally comply with them, too. However, if mandatory local insurance is not operational or required, Missions should request DOA/CIS to arrange for primary insurance coverage under the UN Worldwide Auto Insurance Policy.

30. If mission host country agreements (SOFA/SOMA) allow the UN flexibility to select whether to purchase primary coverage locally or not, it is advised that missions declare vehicles for primary coverage under Worldwide Auto policy, where it is more cost effective and adheres to BVM principles, than having the fleet insured locally and the Worldwide Auto policy providing XS/DIC coverage. If a mission is unsure on how to proceed, please contact LSTS and DOA/CIS for further guidance.

31. A special situation may exist in large peacekeeping operations where UNOE or COE vehicles operate without restriction in more than one country or territory. In such circumstances it is the mission's responsibility to examine the requirement for insurance in each country and recommend a way forward to UNHQ.

32. Whenever United Nations vehicles are covered for third party liability under a local policy required by national law, a copy of the policy should be forwarded to LSD.

Points to Consider when Getting Local Coverage

Insurers and Coverage

33. Viability and financial strength of insurers should be examined; insurance carriers must be reputable insurers that are in good financial standing (and rated in Best's Insurance Guide as having AM Best's rating of A-VII, or Standard & Poor's rating of A or higher, or similar rating by an equivalent rating agency).

34. The mission should ensure that insurance coverage applies in the country's territory as well as anywhere else the vehicles may operate, including adherence to local, national and regional requirements. The coverage should be operational, locally admitted and functional (i.e., the insurer should be paying claims).

35. Beyond the policy limits, the mission may seek to impose certain minimum levels of service, for example that all claims will be settled with 14 days or a month depending on local practices and service expectations.

Premium Rates

36. Premium rates should be compared with comparable countries and coverage levels for reasonableness. DOS can be approached to provide relevant benchmarks. Since the UN is tax-exempt care should be taken that the premiums do not include taxes. Further, from past experience it was noted that some vehicle categories (e.g., forklift) were charged very high rates. For clarity, it is suggested that mission provides description or example

for each vehicle category, perhaps also to include pictures, as some insurers may not be fully familiar with mission's categorization (e.g., APCs, trailer, etc.)

Policy Limits

37. Given that all UN vehicles covered locally are also covered under the UN's Worldwide Auto Insurance Policy on an Excess/Difference in Conditions basis, it is advised that the Missions procure a policy that will just fulfil the basic mandatory requirements for death, bodily injury, and property damage under local law at the minimum cost.

38. In the case the local law does not specify mandatory limits; it is recommended that the mission should arrange for a policy that will have the following limits:

- US$ 10,000 per person in case of bodily injury or death;
- US$ 20,000 per accident for bodily injury or death;
- US$ 10,000 per accident for property damage.

39. In case the local law mandates limits only for bodily injury or death, then it is recommended that the mission should ask from the local insurer to provide a minimum limit of US$ 10,000 per accident for property damage as well.

Premium Adjustments

40. Given the large size of the fleet, it may be cumbersome for the mission and the insurers to declare for insurance individually every vehicle that is added to the fleet, and conversely to ask for return premium any time that a vehicle leaves the fleet. It is recommended to establish a mechanism providing for coverage of estimated fleet, without the need to declare each vehicle individually, and with reconciliation at the end of a policy year based on actual numbers.

41. Missions should ask insurers to propose and explain a profit-sharing arrangement, i.e., a portion of premium to be returned or credited if losses do not exceed certain percentage of premium or if insurer reaches certain profit. As general guideline most companies would start giving credits if loss ratio (losses incurred/premium paid) is below 60 -70 per cent. In case, the insurers do not agree to an explicit profit-sharing agreement, the mission may seek to have instead a bonus provision in the policy under which it will receive a certain percentage of the premium back, for example 5 per cent in case there are no or very few claims during the year.

Non-self-propelled Vehicles

42. While, under the current Worldwide Auto policy the UN does not have to pay for coverage of non-self-propelled vehicles, such premium may be required in some countries. In such cases, it is recommended that breakdown of vehicles should clearly indicate which vehicles are non-self-propelled. Reason being that lower rate should be applicable as insurance is already paid for the self-propelled vehicle (e.g., truck) that pulls such non-self-propelled vehicle.

Reporting Requirement

43. Missions shall inform LSTS of the number of vehicles in use on a monthly basis using the Monthly Vehicle/Mobile Equipment/Patrol Boats Insurance Reporting Form (See Appendix 3 to this Annex). These reports shall be submitted no later than the tenth day of the following month via e-mail.

Appendix 1: Documents Required for Claim Reporting

For Claimants:

In order to make a claim against the United Nations Organization, claimants should present the following documents to the Chief of the Claims Unit at the United Nations mission:

- Driver's license
- Vehicle registration document
- Certificate of insurance
- Two repair estimates (prepared by different garages)
- An accident report / police report and claim letter
- The current location of the vehicle
- Address of the owner if different to the driver
- Medical certificate (if necessary)
- Photographs showing the damage (if possible)

For UN:

To start the claim adjustment process, Mission Claims Unit should present the following documents to the local representative of the local insurer and/or Worldwide Auto insurer:

- Name of United Nations/Agency office. Local address, telephone number, telex number, FAX number. Name of person to contact, preferably English-speaking.
- Copy of the vehicle registration document, showing the year, make and model of the vehicle.
- Copy of driver's license, showing the driver's name and age and the license number.
- Date of accident and accident location.
- Accident description.
- Names, ages of injured. Type of injury:
  - Injured in which vehicle (UN or third-party vehicle); if pedestrian, say so.
  - If injured in UN/Agency vehicle are persons UN/Agency staff members?
- Name, address of owner of other vehicle or other property, if damaged.
- Description of police activity, arrests, etc.
- Local insurance information:
  - Is there local insurance?
  - Name of company.
  - Limits of liability for bodily injury, property damage. If in local currency, what is U.S. dollar equivalent, or conversion rate (if available)?
  - Has the claim been reported to the local insurer?
- English summary translations of supplementary documents:
  - Medical bills. Doctor or hospital? Amount?
  - Repair bills. Amount?
  - Police reports.
  - Statements, etc.

In cases where it is clear that the United Nations is indeed liable, a form, duly signed by the third-party, releasing the United Nations from further responsibility in the case.

Appendix 2: Acceptance and Release Form

TEMPLATE DECLARATION OF ACCEPTANCE AND RELEASE

I,_____, the undersigned, of _____ do hereby acknowledge receipt from _____ the sum of _____ in full and final compensation for the damage and/or injury sustained by _____ as a result of the traffic accident that occurred on or about _____.

In consideration of the above, I fully and finally release and forever discharge the United Nations, including its subsidiary organs, officials, employees, agents and insurers, from any and all claims, actions, causes of action, suits, damages, obligations, liability, legal proceedings or proceedings of any nature or kind which I ever had, now have, claim to have or may hereafter claim to have against the United Nations, including its subsidiary organs, officials, employees, agents and insurers arising from, connect with, or in any way relating to any damage, injury or loss arising from, related to or connected in any way with the aforesaid accident.

In witness whereof, I, the undersigned, have duly signed this executed the present Declaration of Acceptance and Release, this _____ day of _____ 20_____.

Signature(s) of claimant(s) _____

Signature of witness _____

Profession _____

Case No.

Appendix 3: Monthly Insurance Reporting Form

(MISSION)

MONTHLY GROUND TRANSPORT FLEET INSURANCE REPORT FOR [Month/Year]

VEHICLES

(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	**(9)**	(10)	(11)
Location (Country)		Passenger Vehicles	Buses	Trucks	Ambulances	Motorcycles	Fire Trucks, Fuel Tankers (Self Propelled)	Military Type Vehicles	**TOTAL =Sum (2:8)**	Non-Self Propelled (Towed)	Patrol Boats
UNOE											
NOE/COE											
Total											

1. Location - COUNTRY in which vehicles are based and/or operate
2. Private passenger vehicles (cars, 4x4's, mini-vans, combi vans)
3. Buses (15 passengers or larger)
4. Motorized trucks of all types EXCEPT small pick-up trucks, which should be listed under category 1. Trucks under this category are expected to ship commodities and equipment.
5. Ambulances
6. Motorcycles (including any with sidecar)
7. Fire trucks and oil/petroleum tankers – indicate only SELF-PROPELLED vehicles (i.e., those, with engine, controlled and driven by a driver).
8. Armoured personal carriers, tanks, tracked vehicles, reconnaissance vehicles, or any vehicles permanently outfitted with armour or ammunition.
9. Add columns 2 through 9
10. Indicate only NON-SELF-PROPELLED VEHICLES (i.e., those towed by another vehicle and without an engine)
11. Indicate the number of patrol boats in operation.

NOTE: 1- Only operational vehicles are to be reported. i.e., vehicles that are expected to be in service during the period.
2- Breakdown of equipment by contingents is not required. Only totals are to be reported.

MOBILE EQUIPMENT

(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	**(11)**
Location (Country)		Forklifts	Bulldozers	Loaders	Road Grade/ Scrapers	Vibrator Rollers	Mine Clearers	Power Cranes	Power Diggers	Other Mob. Equip.	**TOTAL =Sum (2:10)**
UNOE											
NOE/COE											
Total											

Annex C: Vehicle Establishment Change Request (VECR) Form

Instructions for use:

This form is used by Heads of Sections/Departments/Organisations to request changes to their Vehicle Establishment and is applicable to all types of vehicles and trailer, etc. Completed forms should be submitted to the office of the Chief Transport Officer for presentation to the mission Vehicle Establishment Committee. Please note that only adequately substantiated requests shall be considered.

PART 1

(To be completed by requesting Organisation)

1.1 REQUESTING ORGANISATION INFORMATION

Organisation/Department/Section Name		
	Requesting Individual	Contact Individual
Name		
Position/Title		
ID#		
Phone		
Fax		
Email		

1.2. CURRENT VEHICLE HOLDINGS

Detail below your organization's current vehicle holdings by UN plate number:

1.3. VEHICLE REQUIREMENTS

Vehicle type being requested	
Date Required	
Describe your current vehicle requirements and any foreseen future requirements (increase or decrease). Your Justification should be detailed and based on items such as tasks to be performed and the disposition of your organisation.	
Has an attempt been made to fill this requirement from within existing (internal) vehicle resources?	☐ Yes ☐ No

1.4. PERSONNEL DISPOSITION

To help the VEC assess your vehicle requirements please tell us how many staff you currently have under the following categories:					
International Staff		VIP		UN Volunteers	
Military/Observers		Political		Contractor	
Staff Officer		Security		Other	
UN Police		National Staff		**TOTAL**	

If requesting a light/passenger vehicle attach a current Organisation Chart and Staffing List.

- Organisation Chart attached? ☐ Yes ☐ No
- Staffing List attached? ☐ Yes ☐ No

1.5. DATE AND SIGNATURE

Date : ……. Signature : ……

PART 2

(To be completed by the office of Chief Transport Officer)

Date Received : ……...

- Current vehicle holdings list attached ☐ Yes ☐ No
- Request complete and substantiated ☐ Yes ☐ No

PART 3

VEC Decision

VEC Decision Date: ……...

☐ Approved at Mission level

☐ Denied

☐ Returned for further clarification

Annex D: Sample Directive Limiting the Use of UN Vehicles to Official Purposes Only

Administrative Directive No……

Date: DD Month YYYY

To: All [Mission] Personnel

From: ……
[Director/Chief] of Mission Support

Subject: **Use of Mission vehicles for non-official purposes.**

1. United Nations vehicles are provided primarily for the performance of official duties and their availability for non-official purposes is not an obligation on the part of the Organisation.
2. Based on the comprehensive assessment of the factors such as the conditions of life and work, the prevailing operational status and security situation, and the availability, adequacy and safety of the local transportation means in the mission area, the use of mission vehicles for non-official purposes (i.e., liberty and welfare/recreation) is **not permitted** within the entire mission area.
3. To that end, travel made up to [insert the amount daily maximum] kilometres on regular weekdays and [insert the amount daily maximum] kilometres on weekends and holidays by each authorized driver shall be regarded as official travel. Any additional travel beyond this allowance will be considered 'non-official travel' and will trigger the recovery of related charges from the driver involved, unless justified as 'official travel' by the driver and certified by their supervisor, if applicable.
4. With the exception authorized in Paragraph 3, no authorization shall be granted for the use the mission vehicles to specifically engage in liberty travel. Mission personnel are encouraged to acquire their own vehicles, arrange their own transportation or use the services provided by the Transport Dispatch Unit, when required.
5. All unauthorized vehicle use may incur appropriate charges in addition to the mission's promulgated corrective measures and disciplinary measures.
6. Please be guided accordingly.

Annex E: Sample Directive Authorizing the Use of UN Vehicles for Non-official Purposes

Administrative Directive No……

Date: DD Month YYYY

To: All [insert mission name] Personnel

From: ……
[Director/Chief] of Mission Support

Subject: **Use of Mission vehicles for non-official purposes.**

Purpose

1. This Administrative Directive, hereinafter referred to as 'Directive', sets out the terms, conditions and procedures relating to: (a) the use of mission vehicles for non-official purposes and (b) the recovery of related costs and/or charges.
2. This Directive shall apply equally to all mission personnel (including military and police personnel assigned to the mission on a contingent basis).

General

3. Mission vehicles are provided for the performance of official duties in connection with the Mission Mandate. Having been assigned a mission vehicle, regardless of whether assigned on an individual basis or for collective use, is neither meant to provide an alternative to private car purchase or to local transportation use, nor does it entitle any mission personnel to use the vehicle for non-official purposes.
4. However, due to the prevailing difficult conditions of life and work as well as for safety and security of mission personnel, the use of mission vehicles is permitted for non-official purposes in [specify the area – e.g., the entire mission area or specific mission locations] on a cost recovery basis, provided official requirements are not interfered with and official travel take precedence over non-official travel.
5. To that end, the following regulations and procedures are in effect immediately.

Official versus non-official travel

6. For the purposes of this Directive, any travel ordered by an authorizing officer or considered necessary for the performance of official duties shall be regarded as 'official travel'. Other travel may also be considered official travel and authorized on an individual basis upon recommendation by the section chief (or chief of field station) concerned and approval by the Director/Chief of Mission Support (DMS/CMS). Travel not included in these categories shall be regarded as non-official travel.

7. The use of mission vehicles for non-official purposes may take in two forms: 'Liberty travel' and 'welfare/recreation travel'.

Liberty travel

8. For the purposes of this Directive, liberty travel refers to the use of mission vehicles for non-official purposes on an individual basis; e.g., shopping, sightseeing, recreational activities, attending non-official events, etc.

9. Liberty travel can normally be categorized as follows:

   9.1. Using an already assigned vehicle (regardless of whether assigned on an individual basis or for collective use)

   9.2. Using, occasionally, a vehicle provided from the Transport Pool

10. Using assigned vehicles shall not require a formal request. Drivers engaging in such travel shall, however, be required to record each trip in the Trip Ticket or on the electronic vehicle monitoring system (EVMS), commonly referred to as "Carlog". A trip can be recorded on Carlog as 'liberty' by pressing, while engine running, F1 followed by "1" and ENTER. *[Change if different than default]*

11. A formal request is required to borrow a vehicle from the Transport Pool to specifically engage in liberty travel. The request shall be submitted to the Chief Transport Officer (CTO) at least forty-eight (48) hours in advance using the Liberty Travel Request Form provided in Appendix 1.

12. Where applicable, the form shall be accompanied by the following:

   12.1. Movement of Personnel (MOP). All trips between sectors/regions require a duly approved MOP for each passenger.

   12.2. Request for Transportation of Third Parties in United Nations Vehicles. Transportation of third parties (including family members) in mission vehicles requires prior approval of the DMS/CMS. For this purpose, driver of the vehicle shall complete and submit a request for transportation of third parties in United Nations Vehicles to the DMS/CMS for approval prior to the intended trip, using the standard form provided in Appendix 2.

   12.3. General Release from Liability in Connection with Travel by Third Parties on United Nations Provided Ground Transport. Requests for Transportation of Third Parties in United Nations Vehicles should also be accompanied by a general release signed by each such passenger (a standard release form is provided in Appendix 3).

13. Upon receipt of this formal request, the CTO shall review all pertinent information, including the availability of vehicles, the frequency of the requests made by the same driver and the prevailing security situation. The CTO shall then forward the request, along with their recommendation for approval or disapproval, to the [insert the title of the approving officer].

14. The approved liberty travel request is confirmation that the requestor is authorized to use the mission vehicle to specifically engage in liberty travel on the dates indicated on the form.

15. Upon receipt of the approval, the authorized driver will approach the Transport Pool Manager, who shall:

    15.1. Complete the reverse page of the approved Liberty Travel Request Form in the presence of the requestor prior to handing over the vehicle and keep a copy for the records.

    15.2. Provide the driver with a vehicle Trip Ticket for recording the journey. A sample Trip Ticket designed for this purpose is provided in Appendix 4.

16. The drivers are personally responsible for recording each trip on the Trip Ticket. Completed Trip Tickets must be submitted to the Transport Section immediately after the trip.

17. Drivers shall ensure that they travel with the duly approved Liberty Travel Request Form and the Trip Ticket. In addition, all vehicle occupants shall have in their possession the duly approved MOP forms, if required.

18. Personnel using mission vehicles for liberty purposes will not be reimbursed for the purchase of additional fuel during such use.

Limitations with respect to use of mission vehicles to specifically engage in liberty travel

19. The availability of mission vehicles for non-official purposes is not an 'obligation' on the part of the United Nations; hence, the use of mission vehicles for such purposes may be discontinued at any time due to exigencies of service.

20. Vehicles, whether they are taken from the Sections or drawn from the Transport pool, may not be allocated for such purposes on a first-come-first-served basis; consideration will be given to the frequency of use by the requestor to ensure fairness.

21. Unless otherwise explicitly authorized by the DMS/CMS, the following categories of vehicles may not be used for liberty purposes:

    - Vehicles provided by the host Government or any other source for the exclusive use of the United Nations Mission.
    - Rented/leased vehicles.
    - Armoured vehicles.
    - Patrol and other key operational mission vehicles.

22. Mission vehicles may not be borrowed for the purposes of improving driving skills prior to any driving test or assessment.

23. Mission vehicles may not be used for liberty purposes outside the mission area, and during periods of Administrative Leave and Sick Leave.

24. Unless otherwise authorized by the DMS/CMS, mission vehicles may not be used for liberty purposes by locally recruited staff and by locally recruited individual contractors, who, by virtue of their circumstances, should have adequate transportation means at their disposal.

25. The maximum period vehicles may be used for liberty is two (2) consecutive calendar days, unless there is a holiday immediately preceding and/or following the weekend, in which case the total period could be three (3) days. After this period, vehicles should be returned immediately to the Section or the Transport Pool/Dispatch.

26. At the discretion of the DMS/CMS, recently assigned international personnel may, on a case-by-case basis, be allowed to use mission vehicles for liberty purposes and for transportation from work to home only during the first month after their arrival, anticipating that the concerned personnel will acquire his own vehicle or arrange their own transportation during this period.

Welfare/recreation travel

27. For the purposes of this Directive, 'Welfare/recreation travel' refers to the use of mission vehicles for group activities organised by the Welfare and Recreation Committee.

28. Use of mission vehicles for such activities is subject to the arrangement of the trips through the Mission Welfare and Recreation Committee and to the authorization by the HoM.

29. Unless otherwise authorized by the HoM, the cost for the use of vehicles for welfare/recreation purposes by Troop/Police Contributing Countries (TCCs/PCCs) should be recovered as prescribed in the DPKO Standard Operating Procedure on Welfare and Recreation (Ref. 2007.05) or the most recent version.

Recovery of charges

Daily allowance

30. Although drivers of mission vehicles are required to record each liberty trip in the trip ticket or on the EVMS, this may not always occur. In the interest of the Organisation, liberty usage of mission vehicles will be closely monitored by the Transport Section. In this regard, for ease of manageability as well as for the convenience of mission personnel, travel made up to [insert the amount daily maximum] kilometres on regular weekdays and [insert the amount daily maximum] kilometres on weekends and holidays by each authorized drivers will be regarded as official travel. Any additional travel beyond this allowance will be considered 'liberty travel' and will trigger the recovery of related charges from the driver involved, unless justified as 'official travel' by the driver and certified by their supervisor, if applicable.

31. This daily allowance cannot be accumulated nor used retroactively. No daily allowance will be applied if the vehicle is specifically engaged in a liberty travel.

Procedure for recovery of charges

32. The CTO, based on the EVMS records and/or the Trip Tickets, will generate monthly liberty mileage reports and send a notification to the users to verify whether the mileage beyond the daily allowance was official (a sample 'Liberty Travel Notification and Verification Report' is provided in Appendix 5).

33. Upon receipt of this notification, the user will mark on the form whether the travel was 'official' or 'liberty'. Once annotated, the form will then be endorsed by the Section/Unit chief or the appropriate commanding officer, and subsequently returned to the Transport Section within the specified deadline. In the event that the user will be away from the mission area for an extended period of time, the form may be completed, to the best of their knowledge, accurately by the endorser.

34. At the end of the deadline, the CTO will notify the Chief Finance Officer (CFO) of all liberty and welfare/recreation mileage accrued in the Mission and the names of the drivers (or requestors) responsible.

35. The CTO may report as liberty all mileage not verified/submitted by the user, and as such all mileage may be charged to the concerned individual.

36. The CFO shall obtain reimbursements by appropriate deduction from the individuals concerned.

37. If the Organization is put to special expenditure to recover or repair any Mission vehicle used for liberty or welfare/recreational purposes, the Local Property Survey Board is empowered, when assessing any costs to be charged to the individual driver to include such portion of the recovery expenses incurred as considered reasonable.

38. If a Transport driver is provided for any liberty trip and overtime has been accrued, their expenses (e.g., DSA and/or overtime) must also be reimbursed to the Mission by the requestor.

39. Moreover, should scrutiny of vehicle Trip Tickets or EVMS records indicate that liberty trips were made by personnel in contingent assigned vehicles, other than on an authorized group welfare/recreation basis, the CTO will include such mileage accrued in a monthly summary to the CFO, who shall charge the contingent at the applicable liberty mileage rate. In such cases it is incumbent upon the contingent to recover the costs from the individual.

40. Any liberty charges not settled prior to Mission's personnel reassignment or repatriation will be recovered from their residual proceeds pending with the Finance Section.

Reimbursement Rate

41. The use of a mission vehicle for non-official purposes shall be charged at the rate of US$ [insert the rate] per kilometre of travel. Any calculated kilometre will be rounded to the nearest whole number and 0.5 will be rounded to the next greater whole number.

42. This rate shall be reviewed periodically, and any changes will be communicated via a separate Information Circular.

Final provisions

43. Any discrepancies/misuse will be subject to investigation.

44. This Administrative Directive/Instruction shall enter into force effective [DD Month YYYY].

45. Please be guided accordingly.

Appendix 1: Liberty Travel Request Form

REQUEST TO USE A UNITED NATIONS VEHICLE FOR LIBERTY TRAVEL

REQUESTOR			
Name		Title/Rank	
UN ID No.		Section/Unit	
Telephone		Email	
Region/Sector		Building/Room	

TRIP DETAILS			
Purpose of trip		Destination	
Date From		Date To	

PASSENGERS

Name	UN ID Number	Third party
1.	.....	☐
2.	.....	☐
3.	.....	☐
4.	.....	☐

Requestor's Signature		**Date of Request**	

TRIP RELATED DOCUMENTS:	**Attached**	**N/A**
1. Approved Request for Transportation of Third Parties in United Nations Vehicles.	☐	☐
2. General Release from Liability in Connection with Travel by Third Parties on United Nations -provided Ground Transport (signed by each non- United Nations individual travelling in the vehicle).	☐	☐
3. Approved Movement of Personnel (MOP) for each passenger.	☐	☐

REVIEW

	Recommended Action:	**Reason (if not recommended):**
_____ *(Name)* *Chief Transport Officer*	☐ Approve ☐ Do Not Approve	

APPROVAL

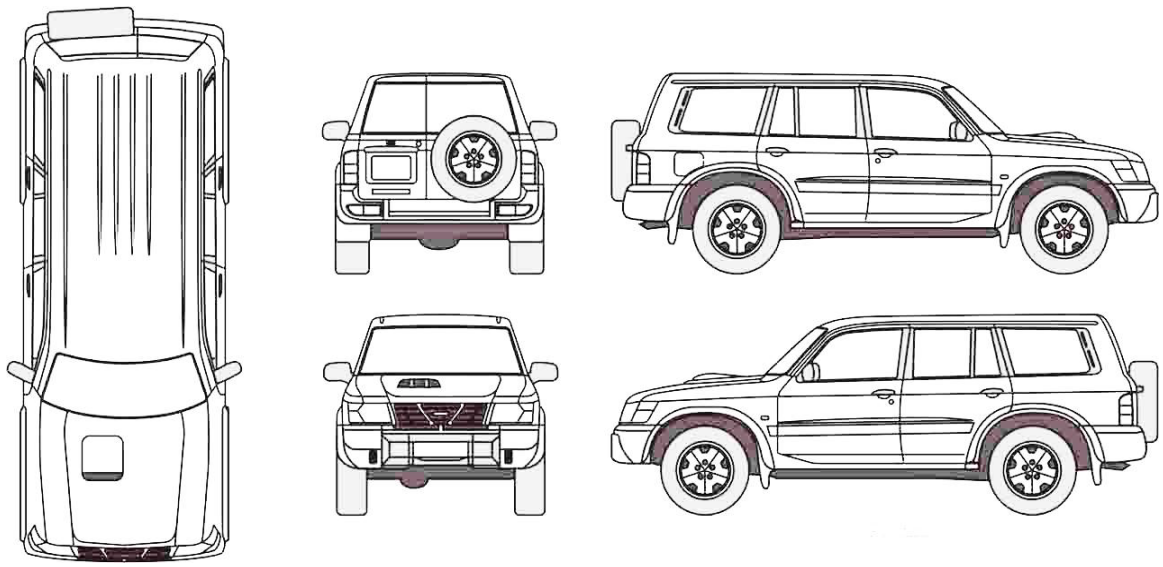
☐ Approved ☐ Not Approved	**Reason (if not approved):**
..... *(Name & Title)* ..... *(Date)*	

(This form must be printed double sided)

FOR USE BY TRANSPORT DISPATCH/FVIU ONLY

(To be completed prior to the trip)

Vehicle reg. no.	Vehicle type	Date (Vehicle out)	Time (Vehicle out)	Odometer (At Start)



This vehicle is equipped with:

☐ Carlog	☐ Tire Changing Kit	☐ ……..……	☐ ……..……..
☐ VHF Radio	☐ First aid kit	☐ ……..……	☐ ……..……..
☐ Spare wheel	☐ ……..……..…..	☐ ……..……	☐ ……..……..
☐ Fire extinguisher	☐ ……..…….	☐ ……..……	☐ ……..……..
☐ Tow wire	☐ ……..…….	☐ ……..……	☐ ……..……..

Existing Damages:

Signature: **Date:**

FOR USE BY TRANSPORT DISPATCH/FVIU ONLY

(To be completed after the trip)

Date (Vehicle in)	Time (Vehicle in)	Odometer (At End)

Additional damages or missing equipment, if any:

Signature: **Date:**

Appendix 2: (See Annex F)

Appendix 3: (See Annex G)

Appendix 4: Vehicle Trip Ticket for Liberty Travel

Front page

The Vehicle Trip Ticket must be completed in ink, in block letters at the end of each trip / day of use by the driver. Forward completed Trip Tickets to Transport Section at the end of the trip.				**Vehicle No.**				
				Vehicle Model				
				User / Section				
Date	**Driver's Name**	**UN ID No.**	**Trip Starting Point**	**Trip Ending Point**	**Odometer Reading**		**Trip Time**	
					Start	**End**	**Start**	**End**

Record of Vehicle Faults/Deficiencies:

……..……..

……

……

Driver's signature

Reverse page

FOR USE BY TRANSPORT SECTION ONLY					
CHARGES	A	B	C	REMARKS ON CHARGES	
	Quantity/Amount	Rate (in US$)	Total (in US$) (= A x B)	□ *I certify that all entries on this Trip Ticket have been cross-checked with the EVMS and are found be correct.* □ *There has been inconsistencies between the entries on this Trip Ticket and the EVMS records. Charges are based on the values obtained from the EVMS.* □ …….. ……..	
Mileage (Total travel in kilometres)					
Fuel (Total consumption in litres)					
Other charges, if any:					
- Driver overtime (Number of hours)					
- Driver DSA (No of days)					
- Recovery (Total amount)		1			
- Repair (Total Amount)		1			
				Name	
				UN ID #	
				Date	
				Signature	
GRAND TOTAL					

Appendix 5: Liberty Travel Notification and Verification Report Template

REPORTING PERIOD: **From** *dd/mm/yyyy* **Through** *dd/mm/yyyy* **Rate:** …… US$ per km

Driver: **ID No:** **Section:**

Trip Date	Vehicle number	Vehicle Description	Start Time	End Time	Odometer Start	Odometer End	Distance (km)	Cost ($)	O	L	Remarks (if any)	Final Cost ($)
									☐	☐		
									☐	☐		
									☐	☐		
									☐	☐		
									☐	☐		
									☐	☐		
									☐	☐		
						TOTAL						

Driver: _____ *Signature*

Date: _____

Section Chief: _____ Name _____ Signature

Date: _____

O: Official

L: Liberty

Annex F: Request for Transportation of Third Parties in UN Vehicles

I (……..……) the undersigned request the DMS's/CMS's authorisation for transporting the following third parties in Mission Vehicle No. ……. from ……/……/20…. to ……/……/20….. for the purpose of……..……..……...
……..……
……..……..

Transported Individuals:

Name(s)	Nationality	Function or Relationship with the Mission	Passport Nr.

In case of approval by the DMS/CMS, it will be my responsibility that a General Release Form be signed, prior to travel, by the above individuals exempting the United Nations from any financial or other liability in case of claim(s) arising from loss, damage, injury or death of above individuals in accordance with the Surface Transport Manual. I am also to ensure that the Claims Office receives a copy of the Release Form.

Date : ……/……/20....

Signature : ……

ID No. : ……

Contact Tel. :…….

Approved ☐ by DMS/CMS

Not approved ☐ by DMS/CMS

_____

Signature

Distribution: CTO, Chief Security, Claims

Annex G: General Release Form

GENERAL RELEASE FROM LIABILITY IN CONNECTION WITH TRAVEL BY THIRD PARTIES ON UN-PROVIDED GROUND TRANSPORT

I, the undersigned, hereby recognize that my travel on United Nations-provided transport that is scheduled to depart from_____ with final destination _____ on _____20___ is solely for my own convenience and benefit or that of my employer and may take place in areas or under conditions of special risk. In consideration of being permitted to travel on such means of transport, I hereby:

(a) Assume all risks and liabilities during such travel;

(b) Recognize that neither the United Nations nor any of its officials, employees or agents is liable for any loss, damage, injury or death that may be sustained by me during such travel;

(c) Agree, for myself as well as for my dependants, heirs and estate, to hold harmless the United Nations and all its officials, employees and agents from any claim or action on account of such loss, damage, injury or death;

(d) Agree for myself, as well as my dependants, heirs and estate, that in the event that I sustain any loss, damage, injury or death during such travel for which the United Nations otherwise may be found liable, such liability, if any, shall be subject to the terms of paragraph 8 and 9 of General Assembly resolution 52/247 of 17 July 1998, whether or not such travel takes place in the context of peacekeeping operations and whether or not such terms are otherwise directly applicable by virtue of that resolution.*

_____
(Date)

_____ _____
(Print name of passenger) (Signature of passenger)

_____ _____
(Print name of witness) (Signature of witness)

* In paragraphs 8 and 9 of its resolution 52/247 of 17 July 1998, the General Assembly:

"8. *Decides* that, where the liability of the Organization is engaged in relation to third-party claims against the Organization resulting from peacekeeping operations, the Organization will not pay compensation in regard to such claims submitted after six months from the time the damage, injury or loss was sustained, or from the time it was discovered by the claimant, and in any event after one year from the termination of the mandate of the peacekeeping operation, provided that in exceptional circumstances, such as described in paragraph 20 of the report of the Secretary-General (A/51/903), the Secretary-General may accept for consideration a claim made at a later date;

"9. *Decides also*, in respect of third-party claims against the Organization for personal injury, illness or death resulting from peacekeeping operations, that:

(a) Compensable types of injury or loss shall be limited to economic loss, such as medical and rehabilitation expenses, loss of earnings, loss of financial support, transportation expenses associated with the injury, illness or medical care, legal and burial expenses;

(b) No compensation shall be payable by the United Nations for non-economic loss, such as pain and suffering or moral anguish, as well as punitive or moral damages;

(c) No compensation shall be payable by the United Nations for homemaker services and other such damages that, in the sole opinion of the Secretary-General, are impossible to verify or are not directly related to the injury or loss itself;

(d) The amount of compensation payable for injury, illness or death of any individual, including for the types of loss and expenses described in subparagraph (a) above, shall not exceed a maximum of 50,000 United States dollars, provided, however, that within such limitation the actual amount is to be determined by reference to local compensation standards;

(e) In exceptional circumstances, the Secretary-General may recommend to the General Assembly, for its approval, that the limitation of 50,000 dollars provided for in subparagraph (d) above be exceeded in a particular case if the Secretary-General, after carrying out the required investigation, finds that there are compelling reasons for exceeding the limitation;"

Annex H: Template for Calculating Vehicle Operating Costs

Note: The sample provided in this Annex is a graphic representation of the electronic version of the calculation sheet. Original Excel template can be obtained from the UNHQ/Life Support and Transport Section.

UNIFIL | **28-Mar-16**

Calculation of Motor Vehicle Operating Costs

Based on purchase orders & Galileo Inventory Management System.

(All prices are expressed in U.S Dollars - USD)

A. General Data:

Generic Description:	Vehicle & FMTS* Unit Price**	Vehicle Shipping Cost	Vehicle Total Cost	Active LPV (Qty)	%	Fuel Consumption (Litre / 100 km)			Average Fuel Consumption (Litre / 100 km)
						Highway	City	Off-Road	
4X4 GENERAL PURPOSE HEAVY	$ 23,545.25	$ 1,820.00	$ 25,365.25	81	22%	13.5	17.0	22.0	15.6
4x4 GENERAL PURPOSE MEDIUM	$ 23,471.00	$ 1,820.00	$ 25,291.00	239	64%	12.0	15.0	20.0	13.8
4X4 UTILITY MEDIUM	$ 20,531.00	$ 1,820.00	$ 22,351.00	22	6%	12.0	15.0	20.0	13.8
BUS-MINIBUSES UP TO 15 PAX	$ 19,996.15	$ 1,820.00	$ 21,816.15	31	8%	12.0	15.0	-	13.8

* Fleet Management & Tracking System

** Includes options and deployment kit

Total quantity of active LPVs considered:	373
Life expectancy (Years)	6
Life expectancy (km):	140,000
Annual expected utilisation (km):	23,333
Monthly expected utilisation (km):	1,944
Average fuel consumption (Litre/100 km):	14.19
Total vehicles maintained in previous financial year (Qty):	261.00
Annual scheduled maintenance labour hours:	5,717.00
Annual average scheduled maintenace hours per vehicle:	21.90
Labour hours FMTS installation/desinstallation:	8
Annual vehicle car-wash services: (Qty)	12
Depreciation scale:	A

Operating Condition (%)	
Highway:	40%
City	60%
Off-road:	0%
Total:	100%

B. Operating Costs:

Vehicle average cost (DAP):	$ 24,844.92
Annual vehicle local insurance per vehicle:	$ -
Annual global insurance cost per vehicle:	$ 140.00
Other annual vehicle Insurance cost:	$ -
Average fuel cost per litre:	$ 0.4630
Annual cost for spare parts/consumables/tyres/batteries/oil & lubricants:	$ 124,514.56
Annual average scheduled maintenance cost:	$ 477.07
Labour cost per hour:	$ 22.00
Average scheduled maintenance labour per annum:	$ 481.89
Cost for car-wash per vehicle:	$ 5.00
Annual cost for car-wash per vehicle:	$ 60.00
Administrative charges percentage:	10%
Annual average administrative charges:	$ 171.51

Average cost per kilometre: **$0.472**

C. Preparation & Approval:

Prepared by: _____ **Signature:** _____ **Date:** _____

Reviewed by: _____ **Signature:** _____ **Date:** _____

Approved by: _____ **Signature:** _____ **Date:** _____

Calculation of Motor Vehicle Operating Costs

MISSION SCHEDULED MAINTENANCE

Financial year:	FY 14-15
Vehicles maintained quantity:	261
Annual cost for spare parts & consumables:	$124,514.56
Annual average spare parts & consumables per vehicle:	$ 477.07
Annual labour hours:	5,717.0
Average labour hours per vehicle:	21.90

WO Number	UN Number	WO Type	WO Status	WO Completion DateTime	Make Details	Model Details	WO Odometer	WO Total Labour hours	WO Total Spare Parts Cost
UNIFIL/TPT/W02/WKO/15-001096	UNIFIL 0002	Service	07.Completed	27/Apr/15	TOYOTA	KDJ150L-GKFEY	39,349	4.0	$ 55.5
UNIFIL/TPT/W02/WKO/14-002428	UNIFIL 0003	Service	07.Completed	15/Aug/14	TOYOTA	KZJ120-GKMGT	50,029	2.0	$ 60.4
UNIFIL/TPT/W02/WKO/14-002722	UNIFIL 0018	Service	07.Completed	12/Sep/14	TOYOTA	HZJ79L-TJMRS PICK-UP	105,023	5.0	$ 112.1
UNIFIL/TPT/W02/WKO/14-002229	UNIFIL 0019	Service	07.Completed	30/Jul/14	TOYOTA	KZJ120-GKMGT	104,328	3.0	$ 66.4
UNIFIL/TPT/W02/WKO/15-000649	UNIFIL 0021	Service	07.Completed	09/Mar/15	TOYOTA	HZJ79L-TJMRS PICK-UP	109,618	4.0	$ 99.1
UNIFIL/TPT/W02/WKO/14-003379	UNIFIL 0023	Service	07.Completed	14/Nov/14	NISSAN	PATROL Y61	125,000	6.0	$ 67.1
UNIFIL/TPT/W02/WKO/14-002436	UNIFIL 0024	Service	07.Completed	19/Aug/14	TOYOTA	HZJ79L-TJMRS PICK-UP	119,741	9.0	$ 205.8
UNIFIL/TPT/W02/WKO/14-003233	UNIFIL 002P	Service	07.Completed	03/Nov/14	TOYOTA	KZJ120-GKMGT	45,028	3.0	$ 46.5
UNIFIL/TPT/W02/WKO/14-001923	UNIFIL 0900	Service	07.Completed	03/Jul/14	TOYOTA	KZJ120-GKMGT	145,237	3.0	$ 52.0
UNIFIL/TPT/W02/WKO/14-002396	UNIFIL 0902	Service	07.Completed	13/Aug/14	TOYOTA	KZJ120-GKMGT	160,096	4.0	$ 60.4
UNIFIL/TPT/W02/WKO/14-002413	UNIFIL 0904	Service	07.Completed	14/Aug/14	TOYOTA	KDJ150L-GKFEY	245,004	3.0	$ 44.5
UNIFIL/TPT/W02/WKO/14-002292	UNIFIL 0905	Service	07.Completed	05/Aug/14	TOYOTA	KZJ120-GKMGT	180,171	7.0	$ 175.2
UNIFIL/TPT/W02/WKO/14-003101	UNIFIL 0906	Service	07.Completed	21/Oct/14	TOYOTA	KZJ120-GKMGT	119,834	7.0	$ 106.5
UNIFIL/TPT/W02/WKO/14-002532	UNIFIL 0909	Service	07.Completed	28/Aug/14	TOYOTA	KDJ150L-GKFEY	149,988	13.0	$ 950.6
UNIFIL/TPT/W02/WKO/14-002171	UNIFIL 0910	Service	07.Completed	24/Jul/14	TOYOTA	KZJ120-GKMGT	160,056	3.0	$ 60.4
UNIFIL/TPT/W02/WKO/14-001973	UNIFIL 0912	Service	07.Completed	09/Jul/14	TOYOTA	KZJ120-GKMGT	175,080	3.0	$ 4.5
UNIFIL/TPT/W02/WKO/15-001051	UNIFIL 0913	Service	07.Completed	22/Apr/15	TOYOTA	KZJ120-GKMGT	179,975	7.0	$ 331.0
UNIFIL/TPT/W02/WKO/14-002272	UNIFIL 0914	Service	07.Completed	04/Aug/14	TOYOTA	KZJ120-GKMGT	185,236	3.0	$ 45.7
UNIFIL/TPT/W02/WKO/14-002482	UNIFIL 0915	Service	07.Completed	20/Aug/14	TOYOTA	KZJ120-GKMGT	229,877	3.5	$ 69.7
UNIFIL/TPT/W02/WKO/14-003473	UNIFIL 0917	Service	07.Completed	24/Nov/14	NISSAN	PATROL Y61	140,085	4.0	$ 61.0
UNIFIL/TPT/W02/WKO/14-002369	UNIFIL 0918	Service	07.Completed	12/Aug/14	TOYOTA	KZJ120-GKMGT	150,032	8.0	$ 124.8
UNIFIL/TPT/W02/WKO/14-002748	UNIFIL 0919	Service	07.Completed	15/Sep/14	TOYOTA	KZJ120-GKMGT	165,057	3.0	$ 42.4
UNIFIL/TPT/W02/WKO/14-001912	UNIFIL 0920	Service	07.Completed	02/Jul/14	TOYOTA	KZJ120-GKMGT	170,009	4.0	$ 61.5
UNIFIL/TPT/W02/WKO/14-002850	UNIFIL 0921	Service	07.Completed	22/Sep/14	TOYOTA	KZJ120-GKMGT	154,587	4.0	$ 299.9
UNIFIL/TPT/W02/WKO/15-000005	UNIFIL 0922	Service	07.Completed	05/Jan/15	TOYOTA	KZJ120-GKMGT	140,144	4.0	$ 80.3
UNIFIL/TPT/W02/WKO/14-002743	UNIFIL 0924	Service	07.Completed	16/Sep/14	TOYOTA	KDJ150L-GKFEY	150,023	12.0	$ 498.6
UNIFIL/TPT/W02/WKO/14-003263	UNIFIL 0925	Service	07.Completed	06/Nov/14	TOYOTA	KZJ120-GKMGT	210,043	4.0	$ 123.1
UNIFIL/TPT/W02/WKO/14-003256	UNIFIL 0926	Service	07.Completed	05/Nov/14	TOYOTA	KZJ120-GKMGT	140,250	4.0	$ 95.5
UNIFIL/TPT/W12/WKO/14-000201	UNIFIL 0927	Service	07.Completed	01/Jul/14	TOYOTA	KZJ120-GKMGT	200,020	2.0	$ 61.5

WO Number	UN Number	WO Type	WO Status	WO Completion DateTime	Make Details	Model Details	WO Odometer	WO Total Labour hours	WO Total Spare Parts Cost
UNIFIL/TPT/W02/WKO/14-002626	UNIFIL 15733	Service	07.Completed	05/Sep/14	TOYOTA	KDJ150L-GKFEY	129,616	5.0	$ 61.2
UNIFIL/TPT/W02/WKO/14-003056	UNIFIL 15734	Service	07.Completed	14/Oct/14	TOYOTA	KZJ120-GKMGT	74,478	4.0	$ 100.9
UNIFIL/TPT/W02/WKO/14-003113	UNIFIL 15735	Service	07.Completed	20/Oct/14	TOYOTA	KDJ150L-GKFEY	115,551	3.0	$ 43.6
UNIFIL/TPT/W02/WKO/14-003122	UNIFIL 15736	Service	07.Completed	22/Oct/14	TOYOTA	KDJ150L-GKFEY	149,905	14.0	$ 394.5
UNIFIL/TPT/W02/WKO/14-003189	UNIFIL 15737	Service	07.Completed	28/Oct/14	TOYOTA	KZJ120-GKMGT	140,496	4.0	$ 60.4
UNIFIL/TPT/W02/WKO/14-003204	UNIFIL 15738	Service	07.Completed	30/Oct/14	TOYOTA	KZJ120-GKMGT	140,228	4.0	$ 80.8
UNIFIL/TPT/W02/WKO/14-003205	UNIFIL 15739	Service	07.Completed	30/Oct/14	TOYOTA	KZJ120-GKMGT	129,762	4.0	$ 98.2
UNIFIL/TPT/W02/WKO/14-003312	UNIFIL 15740	Service	07.Completed	11/Nov/14	TOYOTA	KZJ120-GKMGT	30,109	11.0	$ 149.3
UNIFIL/TPT/W02/WKO/14-003352	UNIFIL 15741	Service	07.Completed	12/Nov/14	TOYOTA	KZJ120-GKMGT	64,467	3.0	$ 42.9
UNIFIL/TPT/W02/WKO/14-003501	UNIFIL 15742	Service	07.Completed	26/Nov/14	TOYOTA	KZJ120-GKMGT	130,200	5.0	$ 70.6
UNIFIL/TPT/W02/WKO/14-003768	UNIFIL 15743	Service	07.Completed	23/Dec/14	TOYOTA	HIACE	120,049	14.0	$ 341.1
UNIFIL/TPT/W02/WKO/15-000026	UNIFIL 15744	Service	07.Completed	08/Jan/15	TOYOTA	HZJ79L-TJMRS PICK-UP	150,050	17.0	$ 250.8
UNIFIL/TPT/W02/WKO/15-000051	UNIFIL 15745	Service	07.Completed	07/Jan/15	TOYOTA	KZJ120-GKMGT	110,063	4.0	$ 71.4
UNIFIL/TPT/W02/WKO/15-000074	UNIFIL 15746	Service	07.Completed	06/Feb/15	TOYOTA	HZJ79L-TJMRS PICK-UP	120,688	27.0	$ 214.8
UNIFIL/TPT/W02/WKO/15-000372	UNIFIL 15747	Service	07.Completed	09/Feb/15	TOYOTA	KZJ120-GKMGT	79,597	4.0	$ 60.4
UNIFIL/TPT/W02/WKO/15-000381	UNIFIL 15748	Service	07.Completed	11/Feb/15	TOYOTA	KDJ150L-GKFEY	54,591	14.0	$ 73.0
UNIFIL/TPT/W02/WKO/15-000439	UNIFIL 15749	Service	07.Completed	17/Feb/15	TOYOTA	KDJ150L-GKFEY	50,155	3.0	$ 53.1
UNIFIL/TPT/W02/WKO/15-000470	UNIFIL 15750	Service	07.Completed	18/Feb/15	TOYOTA	KZJ120-GKMGT	130,106	4.0	$ 60.4
UNIFIL/TPT/W02/WKO/15-000492	UNIFIL 15751	Service	07.Completed	19/Feb/15	TOYOTA	KDJ150L-GKFEY	169,260	4.0	$ 81.7
UNIFIL/TPT/W02/WKO/15-000623	UNIFIL 15752	Service	07.Completed	05/Mar/15	TOYOTA	KDJ150L-GKFEY	135,573	3.0	$ 42.7
UNIFIL/TPT/W02/WKO/15-000767	UNIFIL 15753	Service	07.Completed	23/Mar/15	TOYOTA	KZJ120-GKMGT	150,114	17.0	$ 193.1
UNIFIL/TPT/W02/WKO/15-000790	UNIFIL 15754	Service	07.Completed	23/Mar/15	TOYOTA	KZJ120-GKMGT	140,139	4.0	$ 60.4
UNIFIL/TPT/W02/WKO/15-000819	UNIFIL 15755	Service	07.Completed	27/Mar/15	TOYOTA	KZJ120-GKMGT	19,571	8.0	$ 94.1
UNIFIL/TPT/W02/WKO/15-000857	UNIFIL 15756	Service	07.Completed	01/Apr/15	TOYOTA	KZJ120-GKMGT	135,252	3.0	$ 42.4
UNIFIL/TPT/W02/WKO/15-000923	UNIFIL 15757	Service	07.Completed	10/Apr/15	TOYOTA	KZJ120-GKMGT	115,159	5.0	$ 54.2
UNIFIL/TPT/W02/WKO/15-000970	UNIFIL 15758	Service	07.Completed	15/Apr/15	TOYOTA	KDJ150L-GKFEY	-	5.0	$ 105.1
UNIFIL/TPT/W02/WKO/15-001053	UNIFIL 15759	Service	07.Completed	22/Apr/15	TOYOTA	KDJ150L-GKFEY	130,021	4.0	$ 71.2
UNIFIL/TPT/W02/WKO/15-001070	UNIFIL 15760	Service	07.Completed	28/Apr/15	TOYOTA	HZJ79L-TJMRS PICK-UP	150,052	12.0	$ 238.1
UNIFIL/TPT/W02/WKO/15-001132	UNIFIL 15761	Service	07.Completed	29/Apr/15	NISSAN	PATROL Y61	154,701	3.0	$ 98.6
UNIFIL/TPT/W02/WKO/15-001225	UNIFIL 15762	Service	07.Completed	08/May/15	TOYOTA	HIACE	110,045	9.0	$ 194.5
UNIFIL/TPT/W02/WKO/15-001292	UNIFIL 15763	Service	07.Completed	14/May/15	TOYOTA	KZJ120-GKMGT	175,135	4.0	$ 56.8
UNIFIL/TPT/W02/WKO/15-001339	UNIFIL 15764	Service	07.Completed	20/May/15	TOYOTA	KZJ120-GKMGT	130,119	5.0	$ 130.3
UNIFIL/TPT/W02/WKO/15-001371	UNIFIL 15765	Service	07.Completed	25/May/15	TOYOTA	KZJ120-GKMGT	145,340	4.0	$ 49.1
UNIFIL/TPT/W02/WKO/15-001594	UNIFIL 15766	Service	07.Completed	18/Jun/15	TOYOTA	KZJ120-GKMGT	139,654	20.0	$ 363.7
UNIFIL/TPT/W02/WKO/15-001634	UNIFIL 15767	Service	07.Completed	18/Jun/15	TOYOTA	KDJ150L-GKFEY	70,181	5.0	$ 89.4
Totals:	**261**							**5,717**	**$124,514.6**

Calculation of Motor Vehicle Operating Costs

(All prices are expressed in U.S Dollars - USD)

Description	Years 1	2	3	4	5	6	7	8	9	10	Totals
Total Kilometers per Annum:	23,333.33	23,333.33	23,333.33	23,333.33	23,333.33	23,333.33	0	0	0	0	**140,000**
Total Accumulated Kilometers:	23,333.33	46,666.67	70,000.00	93,333.33	116,666.67	140,000.00	0	0	0	0	**140,000**
Vehicle average cost (DAP):	$24,844.92										
Carlog instalation/desistalation costs:	$ 176.00										
Vehicle local insurance cost per annum:	$ -	$ -	$ -	$ -	$ -	$ -	$ 0	$ 0	$ 0	$ 0	
Vehicle global insurance cost per annum:	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 0	$ 0	$ 0	$ 0	
Other vehicle Insurance cost per annum:	$ -	$ -	$ -	$ -	$ -	$ -	$ 0	$ 0	$ 0	$ 0	
Depreciation Scale A:		$ 6,211.23	$ 4,658.42	$ 2,795.05	$ 1,677.03	$ 1,425.48	$ 1,211.66	$ 1,029.91	$ 875.42	$ 744.11	
Depreciation Scale B:		$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	
Depreciation Scale C:		$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	
Fuel cost per annum:	$ 1,533.09	$ 1,533.09	$ 1,533.09	$ 1,533.09	$ 1,533.09	$ 1,533.09	0	$0	$0	$0	
Average Scheduled Maintenance cost per Annum:	$ 477.07	$ 477.07	$ 477.07	$ 477.07	$ 477.07	$ 477.07	0	$0	$0	$0	
Average scheduled maintenance labour per annum:	$ 481.89	$ 481.89	$ 481.89	$ 481.89	$ 481.89	$ 481.89	$ 0	$ 0	$ 0	$ 0	
Car wash cost per annum:	$ 60.00	$ 60.00	$ 60.00	$ 60.00	$ 60.00	$ 60.00	0	$0	$0	$0	
Administrative charges:	$ 3,879.82	$ 1,246.46	$ 1,029.07	$ 768.19	$ 611.67	$ 576.45	$ 0	$0	$ 0	$ 0	
Totals:	**$31,592.79**	**$10,149.74**	**$ 8,379.54**	**$ 6,255.30**	**$ 4,980.75**	**$ 4,693.98**	**0**	**$0**	**$0**	**$0**	**$66,052.10**
Average cost per KM:											**$ 0.472**

	A	B	C
Depreciation 1st Year:	25%	20%	15%
Depreciation 2nd Year:	25%	15%	10%
Depreciation 3rd Year:	20%	15%	10%
Depreciation 4th Year:	15%	15%	10%
Depreciation 5th Year:	15%	10%	10%
Depreciation 6th Year:	15%	10%	10%
Depreciation 7th Year:	15%	10%	10%
Depreciation 8th Year:	15%	10%	10%
Depreciation 9th Year:	15%	10%	10%
Depreciation 10th Year:	15%	10%	10%

Depreciation Scale
A
B
C

Life Expectancy	
Years	Km
6	140,000
8	180,000

Engine Type
Diesel
Petrol

Generic Description
2WD PICK-UPS UTILITY MEDIUM
4X4 ARMOURED
4X4 GENERAL PURPOSE HEAVY
4x4 GENERAL PURPOSE MEDIUM
4X4 TROOP CARRYING VEHICLE
4X4 UTILITY HEAVY
4X4 UTILITY MEDIUM
AIRFIELD CARGO/UTILITY TRACTOR
AIRFIELD FIRE FIGHTER-HEAVY
AIRFIELD REFUELLER TRUCK
AMBULANCE-4X2
AMBULANCE-4X4
AMBULANCE MINE PROTECTED
APC
ARMOURED MINE PROTECTED
BACKHOE LOADER
BULLDOZER
BUS-MINIBUSES UP TO 15 PAX
BUS-OVER 15 PAX
BUS-OVER 40 PAX
CRANE-MOBILE
EXCAVATOR-TRACKED
EXCAVATOR-WHEELED
FORKLIFT-HEAVY
FORKLIFT-LIGHT
FORKLIFT-MEDIUM
FRONT END LOADER-TRACKED
FRONT END LOADER-WHEELED
NEIGHBORHOOD ELECTRIC VEHICLE
OVER-SNOW VEHICLE
ROAD ROLLER
SEDAN-ARMOURED
SKID STEER LOADER
TRAILER-CARGO
TRAILER-SPECIALIZED
TRUCK-CARGO-HEAVY
TRUCK-CARGO-MEDIUM
TRUCK-FIRE
TRUCK-FUEL-HEAVY
TRUCK-FUEL-MEDIUM
TRUCK-GARBAGE-COMPACTOR
TRUCK-MOBILE WORKSHOP
TRUCK-PLS-HEAVY
TRUCK-PLS-MEDIUM
TRUCK-RECOVERY-HEAVY
TRUCK-RECOVERY-MEDIUM
TRUCK-REFRIGERATOR
TRUCK-SEWAGE HEAVY
TRUCK-SEWAGE MEDIUM
TRUCK-SPECIALIZED
TRUCK-TRACTOR
TRUCK-WATER-HEAVY
TRUCK-WATER-MEDIUM
VAN

Calculation of Motor Vehicle Operating Costs

Instructions

Field Data			Source	Locked	Remarks
General Data	Generic Description		Galileo / BI	Yes	Decision was made to calculate the operating costs based on the future replacing of the vehicles rather than calculating the cost of the vehicle currently in use by field missions. It was also decided to use for the preparation of this analysis, the most commonly utilised vehicles for liberty purposes. This field is populated by UNHQ and blocked.
	Vehicle & Fleet Management Tracking System Unit Price		VAS	Yes	Prices and standard options are obtained from the global systems contracts through the Vehicle Acquisition System (VAS). Prices used are FCA (Port of Exit).This field is populated by UNHQ and blocked.
	Vehicle Shipping Cost		Umoja / Market Research	No	The Shipping cost could be obtained from the latest shipping purchase order which, if applicable, is available in UNHQ or through a market research requested to local freight forwarding agents. This field is to be defined and populated by the missions.
	Vehicle Total Cost		N/A	Yes	The embedded formula calculates the total cost of the vehicle upon reception in the mission's area of responsibility (Unit Price + shipping cost). The result will assist in calculating the average fuel consumption of the LPV component.
	Active LPV Quantity (Qty)		Galileo / BI	No	The report of the active LPV fleet could be obtained through Business Intelligent (BI). The active fleet is comprised of vehicles under the following status: Unit Stock / In Use / On Loan and R&I. This field is to be defined and populated by the missions.
	Percentage (%)		N/A	Yes	The embedded formula calculates the percentage of the different type of vehicles considered for the analysis within the mission's UN-Owned fleet. The result will assist in calculating the average fuel consumption of the LPV component.
	Fuel Consumption (Litre/100 Km)	Highway	FMTS	No	This information should reflect the best possible estimate of the vehicle consumption in different type of mission's scenarios expressed in litres, taking into consideration FMTS's tracking usage, historical data, on-off usage patterns, road conditions and expected tasks and terrain. This field is to be defined and populated
		City	FMTS	No	
		Off-Road	FMTS	No	
	Average Fuel Consumption (Litre/100 Km)		N/A	Yes	The embedded formula reflects the average fuel consumption per litre/per type of vehicle. The result will assist in calculating the average fuel consumption of the LPV component.
	Operating Conditions	Highway	Transport Section (Mission level)	No	It is understood that operating conditions refers to the conditions wherein a vehicle is meant to be used for the purpose of conducting operations. In order to determinate the percentage included in this field, missions should factor among others the following potential driving scenarios: - Frequent idling for long periods of time, such as stop-and-go driving in heavy traffic. Many vehicles are subjected to this condition several times a day. - Sustained highway driving in hot weather. - Towing generators or trailers, carrying heavy objects and/or cargo. - Driving in dusty conditions, such as dirt or gravel roads. - Prolonged operation at extreme temperatures. - Driving on steep hills or mountains on a regular basis This field is to be defined and populated by the Mission
		City			
		Off-Road			
	Total Quantity of active LPVs Considered		N/A	Yes	The embedded formula calculates the total quantity of active LPVs considered for this analysis which are commonly used for liberty purposes in the mission area.
	Life Expectancy (Years)		SCRM	No	This information is available in the SCRM Manual-Ed. 2015 . The missions should select whether severe (6 years) or normal (8 years) conditions applies in their area of responsibility.This field is to be defined and populated by the missions.
	Life Expectancy (km)		N/A	Yes	This information is available at the SCRM Manual-Ed. 2015 This field is linked and related to the information provided in the "Life Expectancy (Years)" field.

	Field Data	Source	Locked	Remarks
	Annual Expected Utilisation (km):	N/A	Yes	The embedded formula calculates the expected annual utilisation (in km) which is obtained by dividing the 'Total Life Expectancy in Km' by the 'Total Life Expectancy in years', upon selection of the Mission's normal or severe operating conditions.
	Monthly Expected Utilisation (km)	N/A	Yes	The embedded formula calculates the expected monthly utilisation (in km) which is obtained by dividing the 'Annual Life Expectancy in Km' by the twelve months of the Gregorian calendar year.
	Average Fuel Consumption (Litre/100Km):	N/A	Yes	The embedded formula calculates the average fuel consumption of the field mission taking into consideration the quantity and type of vehicles and the operating conditions.
	Total Vehicles Maintained in Previous Financial Year (Qty)	Galileo / BI	Yes	Upon completion of the BI enclosed and subsequently converted and included into the 'Scheduled Maintenance Service' tab, this cell will be automatically linked as the result of the vehicle maintained in the previous financial year .This information refers to all completed Service Work-Orders carried-out during the previous fiscal year. The BI report template is attached for easy reference.
	Annual Scheduled Maintenance Labour Hours:	Galileo / BI	Yes	
	Average Scheduled Maintenance Hours per Vehicle:	Galileo / BI	Yes	The embedded formula relates to the information provided under " Scheduled Maintenance Service"
	Labour Hours FMTS, VHS-UHF Installation/Desinstallation	Transport Section (Mission level)	No	The information to be included should reflect the average estimated hours required for a technician to install and/or remove the equipment into the vehicle.
	Annual Vehicle Car-Wash Services (Qty)	Transport Section (Mission level)	No	This information should be calculated from mission in-house information and/or outsourced contract. To be defined and populated by the Mission.
	Depreciation Scale:	Liquidation Manual (PK/G/2012.18)	Yes	The data are based on the scales included in the Liquidation Manual (PK/G/2012.18). For the LPV component, the scale to be used for LPV category is "A".
Operating Costs	Vehicle Average Cost (DAP)	N/A	Yes	The embedded formula is a result reflecting the final cost of the vehicle under DAP Incoterm (Delivery at Port). The port of entry of the mission area and the inland costs to final destination, if applicable.
	Annual Vehicle Local Insurance Cost per Unit	Finance Section (Mission level)	No	This information should be obtained from the Finance Section at mission level. This field is to be defined and populated by the missions.
	Annual Vehicle Global Insurance Cost per Unit	SCRM Manual - Ed.2015	No	This information should be obtained from the SCRM or from STS/SSS/LSD/DFS. This field is to be defined and populated by the missions.
	Other Annual Vehicle Insurance Cost per Unit	Finance Section (Mission level)	No	This information is to be included only if the Mission is subject to additional insurance components on top of local and global insurance, if applicable. This field is to be defined and populated by the missions.
	Fuel Cost per Litre:	Fuel Cell (Mission level)	No	The data should be obtained from Fuel Cell in the Mission and should reflect the average value of the last six (6) months prior to the preparation of this analysis. This field is to be defined and populated by the missions.
	Annual Spare Parts/Consumables/Tyres/Batteries/Oil & Lubricants Cost	Galileo / BI	Yes	Upon completion of the BI enclosed and subsequently converted and included into the 'Scheduled Maintenance Service' tab, this cell will be automatically linked as the result of the vehicle maintained in the previous financial year .This information refers to all completed Service Work-Orders carried-out during the previous fiscal year. The BI report template is attached for easy reference.
	Annual Average Scheduled Maintenance Cost per Unit	Galileo / BI	Yes	The embedded formula reflects the average maintenance cost per unit/per year

Field Data		Source	Locked	Remarks
	Labour Cost per Hour	Finance Section (Mission level)	No	The labour cost should reflect the actual cost which should be calculated following the guidance of Interoffice memorandum "Cost Recovery / Service Cost signed by ASG/Controller dated 08 June 2012, which is attached for easy reference. This field is to be defined and populated by the missions.
	Annual Average Scheduled Maintenance Labour per Unit	N/A	Yes	The embedded formula is a result reflecting the average hours required to maintain a vehicle during the previous financial year.
	Cost for Car-Wash per Vehicle	Transport Section (Mission level)	No	This information should be calculated from mission in-house information and/or outsourced contract. To be defined and populated by the Mission.
	Annual Cost for Car-Wash per Vehicle	Transport Section (Mission level)	No	The embedded formula is a result reflecting the total cost per annum per vehicle.
	Administrative Charges Percentage	FBFD	No	Administrative services includes the coordination of supportive services and specific tasks and responsibilities vary but refer typically to maintaining facilities and supervise activities that includes recordkeeping, reporting, systems maintenance, office upkeep & other related activities to technical transport services. The commonly agreed charge is 14% of the total costs involved. This field is to be defined and populated by the missions.
	Annual Average Administrative Charges:	N/A	Yes	The embedded formula is a result reflecting the annual average administrative charges.
Preparation & Approval	Prepared by	N/A	N/A	Signature and contact details of the person responsible for the effective preparation of the document with knowledgeable expertise on the specific information provided by the missions.
	Reviewed by	N/A	N/A	Signature is required from the CTO or Chief Service Delivery.
	Approved by	N/A	N/A	Due to the financial implication of this document and for mission accountability purposes, it is required the CMS/DMS Signature.

Annex I: Vehicle Trip Ticket

Front page

The Vehicle Trip Ticket must be completed in ink, in block letters at the end of each trip / day of use by the driver. Forward completed Trip Tickets to Transport Section at the end of each month. *See also the relevant Mission "VEHICLE REGULATIONS".*				**Vehicle No.**				
				Month				
				User / Section				
Date (Day/Month)	**Name & Rank**	**UN ID No.**	**Passenger (Number)**	**Destination**	**KMS Reading**		**KMS Travelled**	
					Start	**End**	**Duty**	**Liberty**

Record of Vehicle Faults/Deficiencies: .....

Important Note!
1. It is the Driver's responsibility to make periodic checks of vehicle condition, equipment and documents.
2. Completed Trip Tickets should be sent to Transport Section by the 5th day of the following month.

Fuel / Oil Obtained *Reverse page*

Date	Name of Station	Litres			Coupon Number	Odometer Reading	FOR USE BY TRANSPORT SECTION ONLY	
		Gas	Diesel	Oil				
							Odometer reading at end of month	
							Odometer reading at start of month	
							Total KM/miles this month	
							Total Duty KM/miles	
							Total Liberty KM/miles	
							Total amount of fuel used	
							Fuel consumption	
							Remarks: ***I certify that all entries on this Trip Ticket have been checked and are found correct.***	
							Signature I/C Dispatch/MTO	
							Name	
							UN ID #	
							Date	

Annex J: Automotive Workshop Safety Guidelines

Table of Contents

Disclaimer:

These guidelines have been compiled jointly by the Transport Sections of United Nations Headquarters (UNHQ), United Nations Logistics Base and the field missions, using reference materials readily available from the internet, as well as health and safety legislation from United Nations Member States and other relevant international and national organizations.

Although the sources believed to be reliable, DOS makes no guarantee as to the sufficiency or completeness of the recommendations provided in these guidelines. Additional information and/or in-depth technical details in a particular area will need to be obtained by undertaking additional research.

Roles and Responsibilities

1. As a basic principle, management and maintenance of occupational health and safety at work is a shared responsibility of everyone connected with the workplace. Everyone has to do their part to ensure the health and safety of themselves and other persons.

Director (Chief) of Mission Support

2. The core functions of the DMS/CMS of a mission shall include the following:
    - 2.1. Establish rules and programs to promote fleet safety in the mission area; and provide the resources necessary to implement/maintain the policies;
    - 2.2. Ensure that all UN personnel are aware of the established policies, rules and regulations by issuing mission-wide administrative directives;
    - 2.3. Take all necessary disciplinary or other preventive measures against the staff/UN driver disregarding safety policies.

Chief Transport Officer

3. The role of the CTO includes the following:
    - 3.1. Provide employees with the training, information and supervision they need to do their jobs safely, including informing employees and other personnel of any health/safety hazards in the workplace.
    - 3.2. Ensure that the workplace is with minimal risk to health and safety through a system of inspections, maintenance, repair and modifications.
    - 3.3. Provide safety equipment, which is appropriate for each type of tool or equipment.
    - 3.4. Provide personal protective equipment (PPE), which is appropriate for each type of potentially hazardous work process and ensure that the workshop personnel who are required to wear them are aware of when a PPE is necessary and know how to use and maintain it properly.

Supervisors

4. A supervisor's responsibilities include, but are not limited to the following:
    - 4.1. Ensure that all operations are performed with the utmost regard for safety and loss prevention for their staff, their equipment and materials;
    - 4.2. Ensure that workshop personnel are familiar with and follow the established safety procedures.
    - 4.3. Arrange for mandatory periodic inspections of all tools and equipment.
    - 4.4. Conduct periodic inspections to ensure safe work practices being followed.
    - 4.5. Ensure that personnel access to safety equipment and use them properly.

Employees

5. The core responsibilities of the workshop employees include the following:
    - 5.1. Familiarize themselves with the safe working procedures in the workshop and comply with them at all times.
    - 5.2. Use the correct safety equipment which has been provided at all times.
6. Report maintenance problems to the supervisor without delay.

Workplace Hazards

Definition

7. A workplace hazard can be defined as "any existing or potential workplace condition that, by itself or by interacting with other variables, can result in death, injury, property damage, or other loss." [14]

Types of Hazards

8. Hazards are categorised by four types:[15]

    - Chemical
    - Physical
    - Biological
    - Ergonomic

9. Chemical hazards result from inhalation, skin contact, absorption, injection and ingestion of hazardous chemicals. The effects of health hazards of chemicals can be either acute (short-term, high concentrations and immediate results, i.e. irritation, illness or death) or chronic (long-term, develops slowly and shows itself as symptoms or disease of long duration or frequent occurrence). As part of their job, workshop personnel are often exposed to hazardous chemicals, such as brake fluids, degreasers, detergents, lubricants, metal cleaners, paint removers, thinners, asbestos, adhesives, gasoline, oils, nickel, solvents, lead, etc.[16]

10. Physical hazards are those substances or conditions which threaten a worker's physical safety. Physical hazards that may exist in a transport workshop include, but are not limited to, wet/slippery/greasy floors/ladders/stairs, open pit areas, unguarded machinery, electrocution, fire, explosion, exposure to low temperatures, hot fluids, electric shocks, radiation, thermal stress, excessive noise (>90 dBA), striking against, struck by falling heavy objects, splinters and other flying objects; sharp objects, failed mechanised equipment, etc.[17]

11. Biological hazards refer to biological substances that pose a threat to the health of living organisms. Workers in transport workshops may also be at risk of exposure to biological hazards that cause infections as a result of micro-organism contamination and growth in certain adhesives.[18]

12. Ergonomic hazards results from the "mismatch between a worker's physical capacity and the design of work area, equipment, or tools, OR physical demands of their job."[19] Workshop personnel are often exposed to ergonomic hazards through activities such as repetition, forceful exertions, awkward postures and contact stress.

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[14] Principles of Occupational Safety & Health Training Participant Guide. National Safety Council, USA (2003)

[15] Ibid.

[16] ILO Encyclopaedia of Occupational Health & Safety (4th Edition). International Labour Organisation (Online)

[17] ILO Encyclopaedia of Occupational Health & Safety (4th Edition). International Labour Organisation (Online)

[18] Ibid.

[19] Principles of Occupational Safety & Health Training Participant Guide. National Safety Council, USA (2003)

A Systematic Approach to Hazard Management

Hazard Management Process

13. Hazard management is essentially a problem-solving process aimed at defining problems, assessing the associated risks and addressing to them to prevent people from being exposed to them.

14. A typical hazard management process involves three steps: Recognition – Evaluation – Control.[20]

    14.1. Recognition is about identifying health and safety problem areas in the workplace.

    14.2. Evaluation is about determining how critical the hazards are, how soon they need to be acted upon.

    14.3. Control is about choosing and implementing appropriate measures to control the identified and assessed hazards before they cause harm.

Hazard Recognition

15. Hazard recognition is mainly done through a worksite hazard analysis. The sources and tools for this analysis include the following [21, 22]

    15.1. Examination of past injury/illness and accident/incident records

    15.2. Employee reports of hazards

    15.3. Employee interviews

    15.4. Job Safety Analysis [23]

    15.5. Regular workplace inspections

    15.6. Observation of job tasks while being done

    15.7. Investigations of complaints from workers

16. This process must consider all following elements of a work system, which are: People doing the job; materials needed to do the work; equipment used to do the work; environment where work is done; and work practices. [24]

Hazard Evaluation

17. Although hazards must be acted upon immediately, it may not be practicable to address all of them at the same time. When this happens, it is necessary to determine the most critical hazard requiring immediate action.

18. Critical Inventory Ranking is a tool available for this purpose. It involves rating hazards based on their “severity”, “exposure” and “probability.”

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[20] Ibid.

[21] Your Health & Safety at Work (series) – Controlling Hazards Booklet. International Labour Organisation (1996)

[22] Principles of Occupational Safety & Health Training Participant Guide. National Safety Council, USA (2003)

[23] A Job Safety Analysis is a procedure, in which the job is (i) broken into sequential steps, (ii) potential hazards are identified for each job step and (iii) safety procedures and control measures specified. Ample of information about this analysis is available on the internet. e.g. www.osha.gov/Publications/osha3071.pdf)

[24] Safety Template: A Guide to Creating Your Safety Template. SCF Arizona, USA (Online)

18.1. Severity is the "measure of how severe the consequences would be if the hazard caused an incident" and rated on a 4-point scale: negligible, marginal, critical and catastrophic.

18.2. Exposure is the "measure of the number of employees who are exposed to the hazard, and the number of times they are exposed" and rated on a 3-point scale: minimal, moderate and high.

18.3. Probability is the measure of how likely it is that the hazard will result in an incident and rated on a 3-point scale: minimal, moderate and high.[25]

19. Once these three criteria are rated, those ratings should then be added together. The resultant rating is the final risk assessment priority rating for a given hazard.

20. The table below provides a practical working template for this hazard assessment process (adapted from [26]).

Criteria	Rating		Description
Severity How severe would the consequences be if the hazard caused an incident? Rating: _____	1	Negligible	Not likely to produce an injury, illness, lost production, or lost workday.
	2	Marginal	Might cause minor injury or illness, or minor property damage.
	3	Critical	Likely to cause severe injury or illness, major property damage, significant lost work time, but not a permanent disability or fatality.
	4	Catastrophic	Likely to cause permanent disability, loss of life, loss of facility, or major environmental impact.
Exposure What is the number of employees who are exposed to the hazard, and the number of times they are exposed? Rating: _____	1	Minimal	A few employees - up to a few times a day.
	2	Moderate	A few employees - frequently, OR Many employees - occasionally
	3	High	Many employees - frequently.
Probability What is the likelihood that this hazard will cause an incident? Rating: _____	1	Minimal	Unlikely.
	2	Moderate	Moderately likely.
	3	High	Highly likely.
Risk Assessment Priority Rating How likely that the hazard will result in an incident? (Total of severity, exposure, and probability ratings) Score: _____	10	Emergency	Requires immediate action - no delays.
	8-9	Extremely Important	Requires action on same day.
	6-7	Very Important	Requires action within a week.
	4-5	Somewhat Important	Requires action within a month.
	3	Least Important	Requires action within three months.

[25] Ibid.

[26] Principles of Occupational Safety & Health Training Participant Guide. National Safety Council, USA (2003)

Hazard Control

21. The control process requires determination of which measure will correct the problem most effectively. At this point, it is important to remember that a combination of methods usually provides a safer workplace than relying on only one method.[27] Preventive and protective measures that can be taken when dealing with identified hazards fall under five major categories: [28]

    - Elimination
    - Substitution
    - Engineering controls and organizational measures
    - Administrative controls
    - Personal Protective Equipment (PPE)

Elimination

22. Elimination means removing the hazard completely before it harms anyone and is considered to be the most desirable course of action in making a workplace safe. It is best done while a work process is still in the development stages.[29]

Substitution

23. Substitution is defined as replacing one hazardous agent or work process with a less dangerous one. It is considered another effective way of avoiding hazards before workers are exposed to them.

Engineering Controls and organizational measures

24. If a hazard cannot be eliminated or substituted, it should then be controlled at its source so as to make it harmless or less hazardous.

25. Engineering controls used in this sense include enclosing the work process partially or totally, installing safeguards on machines, installing barriers around working area, improving illumination, ventilation, maintenance, providing handling aids, etc. [30, 31]

Administrative Controls

26. When hazards cannot be eliminated or controlled at their source, administrative controls play an important role in lessening the potential harmful effects of exposure to a hazard.

27. The controls used in this sense include, but are not limited to clear policy and guidelines, training, periodic safety inspections, hazard communication and recordkeeping.

Personal Protective Equipment

28. The last resort to protect a worker from the harmful effects of exposure to a hazard is to provide all workshop personnel with Personal Protective Equipment (PPE), which is appropriate for each type of tool, equipment and/or process, and to ensure that it is readily accessible by personnel and used at all times when applicable.

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[27] Your Health & Safety at Work (series) – Controlling Hazards Booklet. International Labour Organisation (1996)

[28] Guidelines on Occupational Safety and Health Management System - ILO-OSH 2001. International Labour Organisation (2001)

[29] Your Health & Safety at Work (series) – Controlling Hazards Booklet. International Labour Organisation (1996)

[30] Ibid.

[31] Principles of Occupational Safety & Health Training Participant Guide. National Safety Council, USA (2003)

29. As a minimum, the following safety equipment should be provided:[32]

- Head Protection: To protect from falling or flying objects, fixed objects, or contact with electrical conductors, etc.
- Eye & Face Protection: To protect from flying fragments, objects, particles, sand, dirt, mists, dusts, glare, etc.
- Foot & Leg Protection: To protect from falling/rolling/sharp objects, wet/slippery surfaces, hot metals/surfaces, electrical hazards, etc.
- Respiratory Protection: To protect from harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapours, etc.
- Hearing Protection: To protect from high noise levels.
- Hand Protection: To protect from harmful substances, severe cuts or lacerations, severe abrasions, chemical and thermal burns, harmful temperature extremes, etc.
- Body Protection: To protect from heat and radiation as well as hot metals, scalding liquids, body fluids, hazardous materials or waste, and other hazards, etc.

[32] OSHA Fact Sheet: Personal Protective Equipment. US Department of Labor, Occupational Safety & Health Administration, USA (2002)

Examples of Engineering Controls

Maintenance

30. Regular maintenance not only reduces the breakdowns and prolongs the life of the machinery and equipment, but also help keep workplace safe and reliable as lack of maintenance has the potential to expose workshop personnel to dangerous situations. The workshop supervisor should ensure that a program of regular inspections and maintenance by an authorized person is in place and carried out on all machines, powered tools and equipment in addition to routine daily surveillance.

31. The following are some key components of maintenance in the workshop.

MAINTENANCE – CHECKLIST	YES	NO
1. All machinery, equipment and power tools are maintained at the level and frequency documented in the servicing schedule of the manufacturers.		
2. All maintenance records are kept current and retained for the life of the machinery, equipment and power tools.		
3. Maintenance records are transferred to the new owner in the case of sale or transfer.		

Machine Safeguarding

32. Use of any power machinery introduces the risk of personal injury. There are four areas on machinery that pose hazard to its operators and passing traffic: [33, 34]

- The point where the work is performed,
- Moving parts,
- Parts transmitting power, and
- Parts that do the work.

33. Risks can be minimised by fitting suitable safeguards on or around these areas. Depending on the nature of the machinery or equipment, safeguards can be in the following forms:

- Safeguards designed to form a barrier around the dangerous parts to prevent the operator from coming into contact with the danger points.
- Safeguards designed to protect the operator from flying objects.
- Safeguards designed to prevent the operation of the machine when the guard is not in position (interlocking guards).

34. The following checklist outlines the key components of machinery safeguarding:

[33] Machine Safeguarding. US Department of Labor, Occupational Safety & Health Administration (Online)

[34] Machine Guarding Booklet. SafeWork SA, AUSTRALIA (2006)

MACHINERY SAFEGUARDING – CHECKLIST	YES	NO
1. Safeguards are strong enough to block the hazard.		
2. Machines equipped with safeguards are easy to operate.		
3. Hazardous points on mechanical apparatus are adequately guarded.		
4. Safety devices on mechanical apparatus are functioning correctly.		
5. Machine safeguards are removed/altered for maintenance procedures only.		
6. Following the maintenance, all forms of safeguards are replaced properly.		
7. Start-Stop buttons are easily visible and readily accessible.		
8. Sign/notices are posted on and around this equipment.		
9. Sign/notices/instructions are in a language that workers understand.		

Electrical Safety

35. Three main hazards from electricity are shock and/or burns (caused by contact with live parts), fire (started by poor installations and/or faulty electrical equipment) and explosion (caused by electrical equipment igniting flammable vapours).[35]

36. The following checklist outlines the key components of electrical safety in a workshop (adapted from[36, 37]):

ELECTRICAL SAFETY – CHECKLIST	YES	NO
1. Workplace has electrical inspection and maintenance procedures in place.		
2. Electrical distribution enclosures, connection boxes and panels are properly closed.		
3. All electrical outlets should carry a ground connection.		
4. Frayed or damaged wires or plugs are replaced.		
5. No extension cords left lying in places where they can be damaged by passing traffic or cause a trip hazard.		
6. Electrical panels in areas are free of combustible material and have unobstructed access.		
7. All electrical panels have unobstructed access.		
8. Portable electrical equipment operated in wet conditions or near water are equipped with Residual Current Devices (RCDs).		
9. Sign/notices are posted on and around this equipment.		
10. Sign/notices/instructions are in a language that workers understand.		

[35] Health & Safety in Motor Vehicle Repair and Associated Industries. HSG261. Health & Safety Executive, UK (2009)

[36] Ibid.

[37] Electrical Safety Booklet. SafeWork SA, AUSTRALIA (2006)

Ventilation

37. There are two types of ventilation in a workplace: Local exhaust ventilation and general ventilation.

38. Local exhaust ventilations are installed around workstations involving the release of toxic, flammable, or corrosive gases, vapours, dusts, mists, or fumes to capture contaminants at the source and prevent them from being inhaled by workers.

39. General ventilation is used for keeping the workplace comfortable, i.e. free from heat, cold, humidity, etc. Although this system does not really clean the contaminated air, it helps save the workers from exhaustion and fatigue, which can also be dangerous for workers.[38]

40. Whatever the type, the ventilation system must have sufficient capacity to attain the desired result from it and be checked regularly to ensure that it is working effectively.

Illumination

41. Good lighting helps workers see hazards and do their job safely. Local lighting should be provided at individual workstations and at places of particular risk if conditions so require.

42. The following checklist outlines some key components of lighting at a workplace:

ILLUMINATION – CHECKLIST	YES	NO
1. Lighting at the workshop provides uniform illumination.		
2. Lighting at the workshop provides optimal luminance.		
3. Lighting at the workshop provides adequate contrast conditions.		
4. Lighting at the workshop provides no glare.		
5. Lighting at the workshop provides no stroboscopic effect or intermittent light.		
6. Workshop personnel are satisfied with the lighting situation in the workplace.		
7. The lighting system is maintained satisfactorily (including cleansing).		
8. Defective lighting units are replaced quickly.		

[38] Your Health & Safety at Work (series) – Controlling Hazards Booklet. International Labour Organisation (1996)

Examples of Administrative Controls

Guidance

43. Written policies, guidelines and instructions provide workshop staff (including supervisory staff) with valuable information in performing their daily tasks in a safe and hazard-free manner. If enforced properly, guidance has the potential to reduce exposure to hazards and ensure a relatively safe work environment.

44. In this regard, it is important that the written policies, rules and instructions on safe work procedures are produced and readily accessible to all concerned.

45. It is also important that all workshop users and visitors are made aware of the safety rules by all possible means (e.g., warning signs and signals).

46. The following checklist outlines the key components of administrative guidance:

GUIDANCE – CHECKLIST	YES	NO
1. Mission workshop safety policy is available and displayed.		
2. Written safe work procedures are available and displayed.		
3. Policies and instructions are in a language that workers understand.		
4. Safety meetings, briefings, etc. organised on a regular basis.		

Training

47. Training is an indispensable tool of hazard management in any workplace. With proper training workshop personnel are made aware of the risks/hazards that are known to exist in their workplace and learn how to apply the safety procedures to the job they do.

48. The following checklist outlines the key components of safety training:

TRAINING – CHECKLIST	YES	NO
1. A new employees and contractors induction program in place.		
2. Training is provided when a new policy, procedure, program, etc. is introduced.		
3. Training is provided when a new type of machinery/equipment is introduced.		
4. Safety trainings are provided to both supervisors and workers at no cost.		
5. Persons are trained in the use of machinery, equipment, and tools.		
6. All trainings are conducted by competent persons.		

Hazard Communication

49. Humans forget things quickly. Taking this into consideration, labels or guiding stickers should be placed or signs erected to warn people of the potential dangers that may exist in the workplace. Signs as reminders should be changed regularly (otherwise people get used to them and do not notice anymore) and placed where they can easily be seen.[39] The following checklist outlines the key components of hazard communication in workplace.

HAZARD COMMUNICATION – CHECKLIST	YES	NO
1. A hazard reporting system is in place.		
2. Signs are provided and periodically changed to warn of potential physical, chemical, biological, and ergonomic hazards.		
3. Machinery, tools, and equipment that are under maintenance or removed from the service have "Out of service" tags attached.		
4. Signs requiring the wearing of the PPE specific to the work function are displayed.		
5. Signs/notices are in a language that workers understand.		

Hygiene

50. Personal hygiene is an important factor in the health and safety of transport workshop personnel.

51. The following checklist outlines the key components of personal hygiene in the workshop (adapted from [40]).

PERSONAL HYGIENE – CHECKLIST	YES	NO
1. Suitable and sufficient toilets and washing facilities are provided at readily accessible places.		
2. Clothing and changing facilities are provided and clean.		
3. Kitchen and break room facilities, when provided, are clean.		
4. The facilities are provided with industrial detergents, towels and (barrier and cleansing) creams that may be used before and after work.		
5. Workshop personnel have been advised of the necessity of washing their hands with water and soap after completion of work.		
6. All workshop personnel have been advised that they must not eat or drink or store the same inside the sections of the workshop.		

Traffic Management

52. To allow people and vehicles to move safely, consideration should be given to managing traffic flow in relation to the building.

[39] Your Health & Safety at Work (series) – Controlling Hazards Booklet. International Labour Organisation (1996)

[40] Health & Safety in Motor Vehicle Repair and Associated Industries. HSG261. Health & Safety Executive, UK (2009)

53. The following checklist outlines the key components of traffic management (adapted from [41, 42]).

TRAFFIC MANAGEMENT – CHECKLIST	YES	NO
1. Service area, car park and footpaths are physically separated, clearly marked.		
2. Exclusion zones have been established to prevent visitors from entering the designated work area.		
3. "No unauthorized access" signs are placed or erected at all entry points to workshop.		
4. Workshop visitors and customers remain in a specified area.		
5. The walkway areas at the workshop are colour-defined and free from obstruction.		
6. Appropriate speed limits are set, and the compliance is ensured.		
7. Necessary signs and markings informing drivers of the applicable rules and of any potential hazards are provided.		
8. Customers are not allowed to drive within the workshop.		
9. Transport staff moving vehicles out of/into workshop drive within their license and competency.		

Periodic Safety Inspections

54. Managers responsible for the transport workshops should carry out safety inspections to identify and eliminate substandard acts and conditions before they cause an incident to occur.[43]

55. Safety inspection checklists on various topics have been provided within this guidance.

[41] Health & Safety in Motor Vehicle Repair and Associated Industries. HSG261. Health & Safety Executive, UK (2009)

[42] A Guide to Automotive Workshop Safety: Fix the Risks. WorkSafe Victoria, AUSTRALIA (2004)

[43] Principles of Occupational Safety & Health Training Participant Guide. National Safety Council, USA (2003)

Safe Work Practices

Code of Conduct at Workshops

- ☑ Do not allow unauthorized persons to enter the transport workshop without prior permission.
- ☑ Avoid operation of unfamiliar equipment or machinery.
- ☑ Use tools and machines only for their intended purposes, e.g. do not use compressed air for cleaning clothing and machinery.
- ☑ Do not remove machine guards from their place. Make sure that all appropriate guards are in position before starting the machine.
- ☑ Avoid distracting the attention of other workshop personnel when that person is operating equipment.
- ☑ Do not leave a machine running and walk away.
- ☑ Do not indulge in horseplay in the workshop.
- ☑ Keep the workshop clean and tidy at all times.
- ☑ Report all hazards, unsafe conditions and work practices to the supervisor.
- ☑ Restrain long hair and loose items of clothing (e.g. ties, long sleeves etc.) and remove hanging jewellery that can be caught in moving parts.
- ☑ Use the appropriate PPE and check that it is clean and in good working condition before and after use.
- ☑ Do not use damaged equipment until it has been repaired by a qualified person.
- ☑ Supervise inexperienced persons at all times.

Manual Handling

56. As part of their job, motor vehicle service and repair personnel often have to lift, lower, push, pull or carry heavy vehicle parts, such as gearboxes, transmissions, rear axles, truck wheels and brake drums. Poor manual handling procedures cause injuries that are often disabling, long-term and costly (e.g., Musculoskeletal Disorders – MSDs).[44, 45, 46]

57. To prevent these types of injuries or minimise the risks, the workshop should be provided with handling aids (e.g., hoists, cranes, engine stands, scissor table, powered conveyor, vertical hoists, sack borrow, trolley, cylinder trolley, wheel borrow, tyre changer, three-sided roll cages, other purpose built lifting aids, etc.) and employees should be encouraged to use them.

58. The following checklist outlines the key components of manual handling aids:

[44] A Guide to Automotive Workshop Safety: Fix the Risks. WorkSafe Victoria, AUSTRALIA (2004)

[45] Health & Safety in Motor Vehicle Repair and Associated Industries. HSG261. Health & Safety Executive, UK (2009)

[46] Manual Handling Booklet. SafeWork SA, AUSTRALIA (2006)

MANUAL HANDLING AIDS – CHECKLIST	YES	NO
1. All handling aids are of sufficient capacity, design and construction.		
2. Safe Working Load is displayed on each piece of lifting equipment.		
3. Floor surfaces are clear and level, allowing easy use of handling aids.		
4. All safety devices are well-maintained and operational.		
5. Handling aids found to be unsafe are immediately removed from service.		
6. Employees are trained to use equipment safely.		

Storage and Racking of Parts

59. Storage and racking systems play an important role in controlling hazards such as high force and awkward postures from lifting, lowering, handling heavy parts, falls from heights (e.g. ladders and mezzanine floors), falls on level surfaces with tripping hazards.

60. The following checklist outlines the key components of storage and racking in a workplace (adapted from [47]):

STORAGE & RACKING – CHECKLIST	YES	NO
1. Sufficient racks and shelving are provided for the storage of materials used.		
2. Items stored on shelves are properly secured.		
3. Heavy / frequently used parts are stored on low shelves (below shoulder).		
4. Chemicals properly stored are clearly labelled, including hazard symbols, where appropriate.		
5. Flammable liquids are properly stored and used away from ignition sources.		
6. Stacking limits are followed strictly.		
7. Necessary equipment is provided for work at height.		
8. Measures to prevent people from falling from height are in place.		

[47] A Guide to Automotive Workshop Safety: Fix the Risks. WorkSafe Victoria, AUSTRALIA (2004)

Fitting Tyres and Wheels

Removing the wheel from the vehicle and refitting it

61. Tyre repair and replacement exposes workers to a variety of hazards including manual handling injuries, tool-related injuries, compressed air accidents, vehicle falling, nearby traffic, nuisance dusts, asbestos (from brake linings). [48, 49]

62. The table below provides useful information on the unsafe acts/conditions and measures that can be taken to prevent/control them (adapted from [50]).

UNSAFE ACT OR CONDITION	PREVENTION OR CONTROL MEASURE
Lifting vehicles Using methods that do not use purpose-built equipment, or the equipment used is of insufficient capacity, design, or construction.	Methods are used to lift vehicles that use purpose-built equipment of sufficient capacity, design and construction.
Raising a vehicle using a jack without chocking all wheels that will remain in contact with the ground.	All wheels that will remain in contact with the ground are chocked.
Removing wheel nuts Using hand operated equipment that is not suitable for the task, e.g. short spanner/wrench or shifting spanner/wrench.	Powered equipment suitable for the task is used to loosen and remove wheel nuts without excessive effort In the event that powered equipment is not available, long spanner or cross brace can be used with appropriate posture.
Lifting and moving tyres and wheels Using methods that require awkward postures or use of excessive force when handling wheels.	Wheel-carrying trolley, under-slide or other mechanical device is used to eliminate heavy lifting and moving of wheels.
Carrying tyre/wheels over long distances.	If the vehicle is on a hoist with its wheels at waist height, wheels can be lifted and carried short distances.
Rolling more than two tyres/ wheels at once.	If the vehicle on a low hoist or on vehicle support stands, wheels can be removed and lowered to the ground and rolled short distances.

[48] Health & Safety in Motor Vehicle Repair and Associated Industries. HSG261. Health & Safety Executive, UK (2009)

[49] A Guide to Automotive Workshop Safety: Fix the Risks. WorkSafe Victoria, AUSTRALIA (2004)

[50] Ibid.

UNSAFE ACT OR CONDITION	PREVENTION OR CONTROL MEASURE
When working on trucks, trailers, earth-moving equipment or material handling equipment (MHE) vehicles: • one-person lifting of tyre/ wheels • rolling heavy, tall, unstable tyre/wheels.	Mechanical aids such as crane and sling, forklift with attachment, tyre/wheel-carrying trolley, under-slide or other mechanical devices are used to eliminate heavy lifting and moving of tyres. Training is provided in appropriate manual handling techniques and the use of mechanical aids.
Handling of tyres and wheels out of and into off-site service vehicle that relies solely on manual techniques, including pivot.	Handling of tyres and wheels out of and into off-site service vehicle assisted by mechanical devices. Service vehicle is not congested with tyres, so that over-exertion to obtain tyres is not required.
Re-lifting wheel on vehicle Wheel nuts are not tightened in the correct, even sequence.	Wheel is placed firmly on mounting and balanced on mounting before nuts are done up evenly and firmly. Tighten wheel nuts in correct sequence using a suitable tool set to the correct tension, e.g. torque spanner.
Studs or wheel nuts are damaged by the tightening method.	Torque method ensures wheel nuts and studs are not distorted, damaged or over-tightened.
There is no final torque check of wheel nuts.	Lower vehicle slowly and re-tension wheel nuts.
Chocks are not in place when lowering vehicle using a jack.	Chocks are in place when lowering vehicle using a jack.
Wheel lifted onto hub by hand without use of lifting equipment or tools.	With chocks firmly in place, jack is used to get hub to the right height to enable wheel to be slid on without lifting or over-exertion.

Deflating the tyre, removing it from the rim and replacing it

64. Hazards include high force and awkward postures during manual-handling tasks. Explosions due to valve blockages when deflating result in high velocity fragments of tyre/wheel. Higher risks are known to exist with retreads, used tyres, aged wheels (rims) and substandard lock rings. With any inflated tyre, there is a risk of an explosion.

65. The following control measures are applicable to all vehicles. Additional controls are given for specific types of vehicles:[51]

UNSAFE ACT OR CONDITION	PREVENTION OR CONTROL MEASURE
Deflation to minimise explosion hazard	
Tyre is not fully deflated before starting to remove from rim.	Tyre is fully deflated before starting to remove from rim. Eye protection is used when deflating tyres. When working on trucks, trailers, earth-moving equipment or MHE vehicles: Tyre is fully deflated before removal from vehicle; both tyres are deflated for dual-tyre hubs; loosening of the rim set of split rim assemblies does not commence until the tyre is completely deflated; people are kept away from trajectory zone during deflation.
Doubtful tyres are not deflated before being worked on.	A drill is used to deflate tyres in cases of doubt, e.g. where fillers are in tyre.
Breaking the bead	
Bead is broken by driving over tyre/ wheel, by jumping on the tyre, or by hammering it, e.g. with slide hammer.	Tyre removal and fitting machine ('tyre changer') is used for tubeless and tubed tyres so that the bead is not broken by hand.
Lifting and moving tyres & wheels	
Repeated tyre/wheel changing without using tyre changer.	Tyre changer is used to change tyre/wheel.
Work methods are used that require awkward postures or use of excessive force when changing tyres.	Tyre changer at a working height minimises bending, lifting, over-extension and awkward postures. Mechanical aids are used to reduce the risk of injury.
Preparing tyre for refitting	

[51] A Guide to Automotive Workshop Safety: Fix the Risks. WorkSafe Victoria, AUSTRALIA (2004)

UNSAFE ACT OR CONDITION	PREVENTION OR CONTROL MEASURE
Repairs are done to tyres/wheels that are outside the limits set by international standards.	Tyres/wheels to be repaired conform to internationally accepted standards.
Radial & cross ply tyres are mixed on the vehicle.	Job planning includes: • consideration of the consequences of metric versus imperial sizing (including rounding up or rounding down when converting from one to the other) • checking rim dimensions accurately • considering the direction of the tyre's rotation when fitting directional tyres to a vehicle.
Refitting tyres	
Minimal inspection of tyre.	Rusty parts are brushed, cleaned or replaced. Valve is visually inspected for damage and wear. New valve inserted into the tyre.
Lubricants are not used.	Lubricants suitable for the task are used (normally vegetable-based)

Inflating tyres

67. Hazards include tyre explosion as a result of bead seat and lock-ring failure, split-rim failure, or other rim failures.

68. The following control measures are applicable to all vehicles. Additional controls are given for specific types of vehicles:[52]

UNSAFE ACT OR CONDITION	PREVENTION OR CONTROL MEASURE
Tyre restraint and guards	
No tyre restraint device used.	Purpose designed tyre restraint (securely anchored or prevented from movement) is used. When working on trucks, trailers, earth-moving equipment or MHE vehicles tyre\wheels are inflated within a fully enclosed restraint device such as a safety cage or purpose-built bag. Restraint device for very large tyre\wheels may include using a barrier such as a wall or an appropriately sized vehicle
Work methods allow for tyre fitters to hit or strike a fully inflated tyre.	Purpose-built guards are used, or exclusion zones set up for tyre inflating to protect tyre fitter and other people at the work site.
When working on trucks, trailers, earth-moving equipment or MHE vehicles: • no work methods to address the risks associated with 3-piece and 5-piece rims.	• Risk assessment of 3-piece and 5-piece rims has resulted in development of safe operating procedures for these rim types. • Risk controls are in place for these rim types
Monitoring air pressure	
The air pressure source is unregulated.	An air regulator is used.
Tyre is inflated over the manufacturer's maximum design pressure.	The pressure (air gauge) is monitored continuously. Tyre is inflated with an in-line air gauge that has an automatic cut-off set below the tyre manufacturer's design pressure.
Bead seating (Refer to Figure 1 below for preferred inflating method)	
To seat the bead, the tyre is inflated to above the manufacturer's maximum recommended pressure. Bead seating is checked above the manufacturer's maximum design pressure.	Bead seating is checked at the pressure that is 2/3rds or less the manufacturer's on-road pressure. If the beads of the tyre are not seated, tyre is fully deflated, lubricated, inspected and tyre inflation restarted. When working on tractors, tractor tyre bead seating is checked at 100 kPa maximum. Bead seating is checked prior to removing tyre from the restraint device.

[52] A Guide to Automotive Workshop Safety: Fix the Risks. WorkSafe Victoria, AUSTRALIA (2004).

UNSAFE ACT OR CONDITION	PREVENTION OR CONTROL MEASURE
On-road tyre pressure	
Final on-road tyre pressure exceeds the tyre manufacturer's maximum operating pressure.	Tyre is inflated to the correct (on-road) run pressure as set out by the manufacturer.
Wheel lock rings	
Lock rings are not inspected. Lock rings are used even if they are out of shape or the ends don't meet.	Tyres that have distorted or damaged lock-rings are not inflated

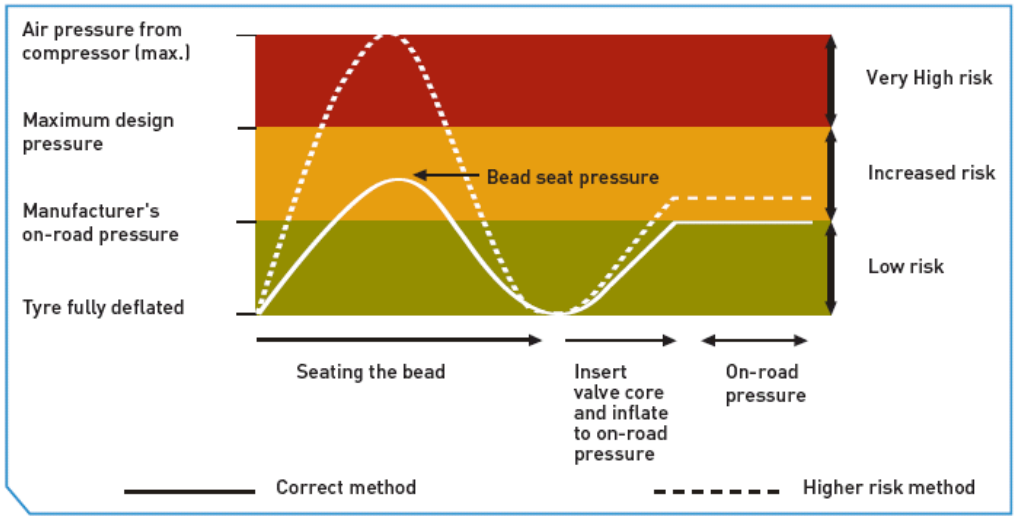

Figure 1. Two Methods for inflating a tyre[53]

[53] A Guide to Automotive Workshop Safety: Fix the Risks. WorkSafe Victoria, AUSTRALIA (2004)

Balancing the wheel

69. Hazards include high force and awkward posture during manual-handling tasks. Flying objects and entrapment through incorrect use of the wheel-balancing machine (machine-guarding issues). Higher risks are known to exist with retreads, used tyres, aged wheels (rims) and substandard lock rings. With any inflated tyre, there is a risk of an explosion, both on the wheel-balancing machine and on the vehicle.

70. The following control measures are applicable to all vehicles. Additional controls are given for specific types of vehicles:[54]

UNSAFE ACT OR CONDITION	PREVENTION OR CONTROL MEASURE
Using the wheel balancer	
Wheel is not balanced before refitting. Balancing rig is poorly maintained. Balancing rig is not inspected for locking devices of wheel onto rig, or for distortion to shaft. Wedges fitted incorrectly.	Wheel balancing is always done. Wheel balancing is done using an enclosed (guarded) interlocked machine. Wheel weights are appropriate for the rim. When working on trucks, trailers, earth-moving equipment or MHE vehicles, wedges fitted correctly and rim trued.
Lifting and moving wheels	
Work methods are used that require awkward postures or use of excessive force. Tyre/wheels carried over long distances. Wheel transferred to vehicle from balancer by carrying.	Wheel-carrying trolley, under-slide or other mechanical device may be used to eliminate heavy lifting and moving of tyre/ wheels.

[54] Ibid.

Awkward Postures

71. Carrying out work at the limit of reach or in awkward postures away from the body's centre of gravity requires muscles to work harder just to hold the posture. Over time more effort is needed because the muscles become fatigued. Held too long in one position, the body can lock up and spinal injuries can occur when people straighten up.[55]

Working under bonnet/hood

72. The followings are recommended while working under bonnet/hood:[56]

    72.1. Adapt working positions that are between shoulder and knee.

    72.2. Carry out work close to the body.

    72.3. Reduce the forces required to carry out work e.g., when levering, twisting and lifting.

    72.4. Reduce weight being handled, e.g., by draining oil before lifting.

    72.5. Do not hold awkward postures for long durations.

    72.6. Choose lifting appliances, e.g., jigs, slings and dollies that are adaptable to the size and shape of the item being handled, e.g. engines, transmissions, and that allow inching using mechanical power, e.g. for correct location of engine when realigning engine to the chassis.

73. Methods that can be used to reduce the body's muscle effort needed to hold the mechanic in position include:[57]

    73.1. Raising the vehicle to approximately 'waist' height; this removes the need to bend as far forward.

    73.2. Using overhead-mounted body support harnesses for work over the engine bay to reduce the load on the employees back.

    73.3. Allowing the upper torso to rest on the vehicle, e.g., by providing pads. Some form of protection may be needed to prevent paint or panel damage to the wings.

    73.4. Providing powered tools that reduce the time spent applying force while working at the limits of reach, e.g., air operated tools.

    73.5. Supporting the tool as well as the mechanic, so muscle effort goes into using the tool, not holding the tool.

    73.6. Using the same principle for parts, so the mechanic doesn't have to hold parts.

    73.7. Removing the bonnet so that the working position is less awkward.

    73.8. Providing a stable step for access into the engine bay of taller vehicles.

    73.9. Using a hoist to allow work from underneath if this improves the working position.

74. Methods that can be used to reduce the duration that awkward postures are sustained for include:[58]

    74.1. Job rotation, ensuring that the rotation regime is to tasks that require different muscle groups to be used, so that fatigued muscle groups can be rested.

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[55] A Guide to Automotive Workshop Safety: Fix the Risks. WorkSafe Victoria, AUSTRALIA (2004)

[56] Ibid.

[57] Ibid.

[58] A Guide to Automotive Workshop Safety: Fix the Risks. WorkSafe Victoria, AUSTRALIA (2004)

74.2. Reducing task length at the limits of reach, e.g., by using mirrors to reduce time exploring the engine, purpose-built jigs so tools don't have to be held for long periods.

Working under the vehicle

75. The followings are recommended while working under the vehicle:[59]

75.1. Ensure that the working position is between the shoulder and the knee (the Best Working Zone) and work is carried out close to the body.

75.2. Reduce the forces required to carry out work e.g., when levering, twisting and lifting.

75.3. Do not hold awkward postures for long durations.

76. Methods that can be used to reduce the body's muscle effort needed to hold the mechanic in position include:[60]

76.1. Raising the vehicle by differing height vehicle hoists, platforms for the mechanic to stand on, use of in-ground pits.

76.2. Improving the support for a person, e.g., by a chair with head support, able to be safely tilted while working under a vehicle.

76.3. Changing the position of the vehicle, e.g., by safely tilting and holding it so that the angle of tilt improves access, e.g., by ramps, side support.

76.4. Providing powered tools that reduce the time spent applying force while working at the limits of reach, e.g., air operated tools.

76.5. Providing measurement devices so that over-exertion does not occur, e.g., torque wrenches to identify the amount of work needed.

76.6. Supporting the tools as well as the mechanic, so muscle effort goes into using the tool, not holding the tool.

76.7. Reducing the need to hold or support parts being removed from the vehicle, e.g., by the use of dollies, slings, etc.

77. Methods that can be used to ensure that the working position is within the Best Working Zone include:[61]

77.1. Differing height vehicle hoists, platforms for the employee to stand on,

77.2. Use of in ground pits, and

77.3. Safely changing and holding the position of the vehicle.

78. Methods that can be used to reduce the duration that awkward postures are sustained for include:[62]

78.1. Job rotation, ensuring that the rotation regime is to tasks that require different muscle groups to be used, so that fatigued muscle groups can be rested.

78.2. Reducing task length for above shoulder work, e.g., removing entire units so the bulk of the work can be done at a bench before re-installing the unit.

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[59] Ibid.

[60] Ibid.

[61] A Guide to Automotive Workshop Safety: Fix the Risks. WorkSafe Victoria, AUSTRALIA (2004).

[62] Ibid.

Working inside the vehicle cabin

79. The followings are recommended while working inside the vehicle cabin:[63]

    79.1. Ensure that the working position is within the Best Working Zone between the shoulder and knee and the work is carried out close to the body while seated or standing.

    79.2. This is occasionally achievable on some electrical, upholstery installation and steering work depending on dashboard requirements, the height of the vehicle, and the worker's position.

    79.3. Reduce the forces required to carry out work, e.g., when levering, twisting and lifting.

    79.4. Do not hold awkward postures for long durations.

    79.5. Use vacuum lifter to hold and position windscreens.

80. Methods that can be used to reduce the body's muscle effort needed to hold the mechanic in position and to do the work in that position include:[64]

    80.1. Using a spacer or filler to fill the footwell if it improves the working position, e.g., bean bag or foam equivalent.

    80.2. Using an elevated counter-weighted creeper to obtain recumbent access on one plane into the vehicle. This could be height-adjustable to give access over door sills, into footwells, over the driveshaft tunnel, into boot spaces, etc.

    80.3. Use of braces or other methods of supporting the load when undoing dashboards.

    80.4. Providing powered tools that reduce time spent applying force while working in constrained awkward postures, e.g., air operated tools.

    80.5. Supporting the tools as well as the mechanic, so muscle effort goes into using the tool, not holding the tool, e.g., magnetic clamps, magnetic tools, lanyards.

    80.6. Removing seats or other items to improve access.

    80.7. Changing the position of the vehicle, e.g., by safely tilting and holding it so that the angle of tilt improves access, e.g., by ramps, side support. A safe sideways tilt of a car at the right height can improve access into the driver's footwell.

    80.8. Raising the vehicle on a hoist so the mechanic can access under the dash while standing.

Working with Chemicals

81. Chemicals can enter the body in three ways: Inhalation (breathing in dust, fumes, oil mist, and vapours from solvents and various gases), skin absorption and Ingestion.

82. The following checklist outlines the key components of chemical safety in workplace (adapted from [65] [66]).

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[63] Ibid.

[64] A Guide to Automotive Workshop Safety: Fix the Risks. WorkSafe Victoria, AUSTRALIA (2004).

[65] ILO Encyclopaedia of Occupational Health & Safety *(*4th Edition). International Labour Organisation (Online)

[66] Your Health & Safety at Work (series) – Chemicals in the Workplace Booklet. International Labour Organisation (1996)

CHEMICALS – CHECKLIST	YES	NO
Usage		
1. Jobs involving chemicals are carried out away from the sources of ignition and in areas with sufficient ventilation.		
2. Material Safety Data Sheets for each chemical used in the workshop are kept current and accessible by workshop staff.		
3. Workshop personnel are aware of the risks associated with the chemicals that they may be exposed to.		
4. Workshop personnel wear personal protective equipment when working with chemicals.		
5. Sign/notices are posted on and around these materials.		
6. Sign/notices/instructions are in a language that workers understand.		
7. All chemicals are relabelled when they are transferred into smaller containers.		
8. Appropriate devices are used to allow the safe transport and transfer of chemicals.		
9. Spills are cleaned up immediately.		
10. Measures are taken to prevent soil contamination.		
Storage		
1. All chemicals are stored in appropriate, safe containers.		
2. All chemicals are clearly labelled with the name, the danger symbol(s), hazard information, and advice for using the chemical safely.		
3. Storage areas are well ventilated and located away from sources of ignition.		
4. Chemical wastes, including their used containers are properly disposed.		

Asbestos

83. The inhalation of asbestos fibres may result in incurable and life-threatening diseases such as asbestosis, cancer of the lungs and mesothelioma in the long term.[67]

84. Although use of asbestos has been prohibited in most countries, vehicles manufactured before these bans may expose the motor vehicle servicing and repair personnel to significant amounts of asbestos fibres during removal and handling of asbestos-containing components such as brake pads/shoes, cylinder head, exhaust gaskets or clutch plates.[68]

85. If the composition of the component is not known, then it should be treated as though it contains asbestos, and the following protective measures should be applied:[69]

    85.1. Prevent dust and fibres from spreading into the workshop air and into any person's breathing zone. To do this, avoid dry brushing, compressed air, water hoses, aerosol cans or even tapping, instead use a High Efficiency Particulate Air (HEPA) filter industrial vacuum cleaner certified by the manufacturer as fit for asbestos work. Remove any remaining dust with a wet rag: Dampen the dust

[67] A Guide to Automotive Workshop Safety: Fix the Risks. WorkSafe Victoria, AUSTRALIA (2004)

[68] A Guide to Automotive Workshop Safety: Fix the Risks. WorkSafe Victoria, AUSTRALIA (2004)

[69] Ibid.

using a gentle misting spray bottle and wipe down the component and parts in the immediate vicinity.

85.2. Perform these activities in a segregate asbestos-handling area, where wind or cooling fans, etc will not disturb any dust.

85.3. Wear a respirator certified by the manufacturer as suitable for asbestos dust, e.g. a P1 or P2 disposable respirator.

85.4. Use signs to indicate that asbestos removal is going on;

85.5. Place waste asbestos into a plastic bag and seal or tie it.

85.6. Dispose the used respirators, overalls and wet rags of the same way as asbestos waste.

85.7. Don't eat, drink or smoke in areas where asbestos fibres are present.

Batteries

86. Batteries pose chemical and physical hazards, if handled incorrectly.

87. Hazards resulting from mishandling of batteries include serious chemical burns, electric shocks and physical injury.[70]

88. Some of the recommended safe procedures and practices include the following:

88.1. Wear suitable personal protective equipment depending on the nature of the activity (e.g., face mask, goggles, rubber or plastic glove and apron, gloves, safety footwear).

88.2. Always disconnect the earthed terminal first and reconnect it last (not always, but usually this terminal is the one attached to the chassis).

88.3. Provide materials to deal with spillages.

88.4. Dispose old batteries properly.

89. The following checklist outlines the key components of battery charging.

BATTERY CHARGING – CHECKLIST	YES	NO
1. There is a designated and separate area or room for battery charging.		
2. The area/room is well-ventilated.		
3. Sources of ignition (e.g., naked light, electrical equipment, cell phone, etc.) are well away from charger.		
4. Conductive objects (e.g., rings, chains, metallic tools, etc.) are kept away from the battery.		
5. Charger is switched off before connecting or disconnecting the battery.		
6. Operators are trained using the manufacturers' / suppliers' instructions.		
7. Appropriate personal protective equipment is worn / used.		
8. Battery charging instructions and appropriate hazards notices/signs are displayed in the charging area/room.		
9. Sign/notices/instructions are in a language that workers understand.		

[70] Using Electric Storage Batteries Safely. Health and Safety Executive. Leaflet INDG139 (rev1). UK (2006)

Gas cylinders

90. Great care should be taken when working with gas cylinders as mishandling may cause dangers to health and environment. Some of the recommended control measures include the following:[71]

    90.1. Know the safe handling procedures for each cylinder you use.

    90.2. Ensure that only trained and qualified personnel use compressed and liquefied gases.

    90.3. Ensure that they are not damaged when they are moved or used.

    90.4. Avoid dragging or physically carrying cylinders. Transport them with a hand truck designed for the transport of cylinders.

    90.5. Do not pick up cylinders by the cap.

    90.6. Do not paint cylinders.

91. The following checklist outlines the key points in storing gas cylinders in the workplace (adapted from [72]):

STORAGE OF GAS CYLINDERS – CHECKLIST	YES	NO
1. Storage area is prominently posted with hazard information.		
2. Empty cylinders are labelled with the word “Empty”.		
3. Empty cylinders are stored separate from full ones.		
4. Gas Cylinders are stored within a well-ventilated area.		
5. Gas cylinders are stored in upright position.		
6. Gas cylinders are secured with a chain or appropriate belt above the midpoint, but below the shoulder.		
7. Cylinders of oxygen or other oxidizers are stored a safe distance (6 m. or 20 ft.) away from fuels (hydrogen, acetylene, propane, etc).		
8. When not in use or during transport, the regulator is removed, and the protective cap is attached.		
9. Sign/notices are posted on and around these materials.		
10. Sign/notices/instructions are in a language that workers understand.		

[71] Gas Cylinder Safety Guidelines, Iowa State University, Ames Laboratory, USA (1997)

[72] Gas Cylinder Safety Guidelines, Iowa State University, Ames Laboratory, USA (1997)

Roadside Maintenance Activities

92. As part of their job, workshop personnel may have to respond to vehicle breakdowns at the roadside.

93. Hazards related to this activity include high speed traffic, poor visibility and weather conditions, loose, soft or sloping ground conditions.[73]

94. Measures to protect those involved in roadside repair/recovery include the following:[74, 75]

- Train all personnel adequately
- Provide vehicles and equipment of an appropriate standard
- Provide appropriate personal protective equipment
- Provide safe working procedures

Training

95. Service personnel should be adequately trained to work safely at the scene of a breakdown.

96. The topics include the following:[76]

- Risks associated with this type of work,
- Safe operating procedures
- Use of recovery vehicle and equipment,
- Use of safety and personnel protective equipment,
- Instructions to be given to the occupants of the casualty vehicle

Service vehicles and equipment

97. At minimum, roadside recovery/repair vehicles should be equipped with the following:

- High-visibility reflective jacket
- Waterproof clothing, including footwear
- Suitable lighting equipment
- Warning lights and signs
- Fire extinguisher
- First aid kit
- Safety helmet
- Safety gloves, and
- Means of communication

Safe working procedures

98. Prior to arrival at the breakdown site, service personnel should obtain sufficient information on the nature of the breakdown and the circumstances (e.g., traffic conditions, weather, lighting, road surface, etc) and prepare for working at the roadside.[77, 78]

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[73] Ibid.

[74] Health & Safety in Motor Vehicle Repair and Associated Industries. HSG261. Health & Safety Executive, UK (2009)

[75] Ibid.

[76] Health & Safety in Motor Vehicle Repair and Associated Industries. HSG261. Health & Safety Executive, UK (2009)

[77] Roadside Recovery and Repair. Health and Safety Executive. Sector Information Minute, SIM 03/2004/61. UK (2004)

[78] Health & Safety in Motor Vehicle Repair and Associated Industries. HSG261. Health & Safety Executive, UK (2009)

99. The following are some of the recommended safe procedures and practices when working at the roadside:

- Approach the broken-down vehicle from the rear. Position the service vehicle between 6 and 9 meters behind the broken-down vehicle, with the service vehicle parked in the straight-ahead position, and the steering turned towards the outer edge of the roadway on full lock.[79]
- Be visible, wear reflective clothing.
- Conduct on site risk assessment and implement traffic control measures to minimise risks to, and from, oncoming traffic. This includes:[80]
  - Calling local police to provide traffic control if the area cannot be made safe,
  - Having the vehicle towed to a safe work area before repair is attempted,
  - Displaying prominent warning signs and lights for approaching drivers in a distance of 2 times the posted speed limit (in metres),
  - Closing traffic lane to protect disabled vehicle and maintenance activity from approaching vehicles, and
  - Using a traffic controller with appropriate equipment to warn approaching traffic of dangers.

100. On completing the breakdown, let the repaired vehicle move off first. Ensure that all tools and debris resulting from the work carried out, are collected and placed in the workshop service vehicle. [81]

Emergency Equipment

101. Fire control equipment: Fires common to workshops are of three classes. These are:

- *Class A* – Fires caused by combustibles
- *Class B* – Fires caused by liquid fuels
- *Class C* – Electrical fires

102. It is important that fire extinguishers are readily accessible for three classes of fire at all workshops. A list of recommended extinguishers is as follows:

- Water: Suitable for Class A fires only
- Foam: Suitable for Class A and B fires.
- Carbon dioxide: Suitable for Class C fires, moderately effective for Class B fires.
- Dry Chemical Dust: Suitable for all three types.

103. It is also recommended that all workshops are equipped with a suitable fire alarm system and supervisors ensure that all fire equipment and systems are cross-checked with the mission fire warden.

104. **First-aid kit:** Workshops must be provided with at least one first-aid kit, containing suitable and enough materials for delivering basic first aid. A relatively simple first-aid box will usually include the following items:[82]

- Individually wrapped sterile adhesive dressings
- Individually wrapped sterile squares and bandages

[79] Vehicle Workshop Health and Safety Policy Manual. Hereford and Worcester Ambulance Service, UK (2005)

[80] A Guide to Automotive Workshop Safety: Fix the Risks. WorkSafe Victoria, AUSTRALIA (2004)

[81] Vehicle Workshop Health and Safety Policy Manual. Hereford and Worcester Ambulance Service, UK (2005)

[82] Your Health & Safety at Work (series) – Controlling Hazards Booklet. International Labour Organisation (1996)

- Individually wrapped sterile bandage compresses
- A variety of dressings for wounds
- Sterile sheets for burns
- Sterile eye pads
- Triangular bandages
- Safety pins
- A pair of scissors
- A pair splinter forceps
- Antiseptic solution
- Cotton wool balls
- Adhesive tape
- Disposable gloves for dealing with blood spills
- A card with first-aid instructions

105. The kit should be clearly marked as first-aid material (in most countries they are marked with a white cross or a white crescent)[83] and readily accessible to all workshop users at all times. Any items used should be reported to the workshop supervisor who will arrange replacement.

106. Emergency wash: Workshops should be supplied with clean water for eye wash and irrigation. This can be achieved by installing a water tap within reach or, if this is not possible, by placing disposable water containers near the first-aid box.

[83] Your Health & Safety at Work (series) – Controlling Hazards Booklet. International Labour Organisation (1996)

108. The following checklist outlines the key components of emergency management in the workshop.

EMERGENCY MANAGEMENT – CHECKLIST	YES	NO
1. Any audible or visual warning devices installed are working properly.		
2. Emergency contact numbers are prominently displayed.		
3. A kit for basic first aid is provided.		
4. Emergency exit doorways are indicated with signs.		
5. All exits are clear and accessible.		
6. Fire control equipment is suitable for the types of fires that may occur.		
7. Fire control equipment is available and current.		
8. Signs are provided at the location of fire control equipment.		
9. Workshop personnel have been trained in the use of fire control equipment.		
10. Accesses to fire control equipment, first-aid kit and wash facilities are unobstructed.		
11. A safety shower/eyewash is provided where hazardous chemicals are in use.		
12. Personnel are familiar with the location of first aid kits, fire control equipment and emergency wash facilities.		
13. Sign/notices are posted on and around these materials.		
14. Sign/notices/instructions are in a language that workers understand.		

Housekeeping

109. Good housekeeping not only keeps the workplace neat and tidy, but also prevents accidents. Some good practices regarding housekeeping at a workshop include the following:

- Clean up liquid spillages immediately using absorbent materials. Spills, including water spills, are covered with absorbent material and immediately cleaned up.


- Clean up dirty floors. All debris from machine beds, workbenches and the floor should be removed as soon as possible. Dry sweeping is not recommended, and the use of air hoses should not be permitted. Periodical cleaning of the floor must be observed using steel and industrial detergents so that it should always remain free of grease. Flammable and combustible materials shall not be allowed to accumulate in open areas of the workshop.

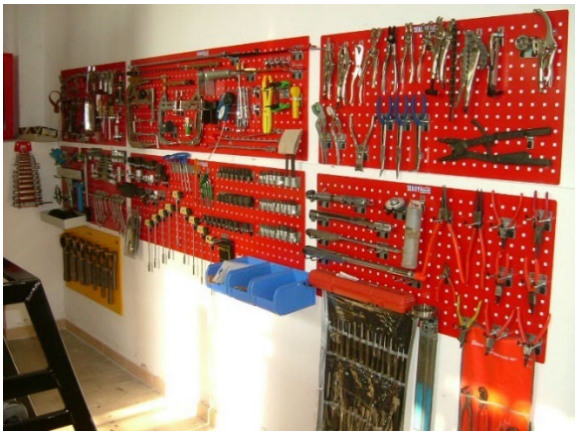

- Roll up electrical cables, lead cables and air hoses after use.



- Remove all solid wastes from the floor. All walkways, workstations, access to emergency equipment and exits shall be free from obstruction at all times. All hindrances and solid wastes resulting from the repair and replacement of motor parts should be dumped in the place allocated for this purpose. Metal waste bins or old battery disposal bins should be provided and used



- Replace tools and equipment immediately after use. A well-organized special tool room not only increases production but prevents tools from lying around.



- Clean up dirty workbenches

110. The following checklist outlines the key components of housekeeping at the workshop.

HOUSEKEEPING – CHECKLIST	YES	NO
1. All debris is cleared from the workshop floor as soon as is practicable.		
2. Workshop floor is free of slips and trips hazards.		
3. All walkways, workstations, access to emergency equipment and exits are free from obstruction.		
4. Rubbish is not stored near flammable substances.		
5. Clean-up kits for chemical, oil/fuel spillages are available.		
6. All tools and equipment stored appropriately.		
7. Containers for chemical wastes are provided.		
8. All electrical cables, lead cables and air hoses are rolled up after use.		
9. Sign/notices are posted, where necessary.		
10. Sign/notices/instructions are in a language that workers understand.		

Waste Management

111. Transport workshop activities generate both non-hazardous and hazardous wastes. Non-hazardous waste is defined as an unwanted material or substance not classified as hazardous. It could be in the form of a solid, sludge, slurry and/or liquid. The exceptions are materials sold for reuse or reprocessing, and surplus [84] or expired materials that are returned to the manufacturer or supplier. A hazardous waste is defined as any waste (solid, sludge, slurry and/or liquid) which is either: explosive, inflammable, corrosive, reactive or toxic or similar.

112. All wastes generated by transport workshops shall be managed in compliance with the latest available version of the:

- DOS Environmental Policy for peacekeeping operations and field-based special political missions;
- DOS Environmental Guidelines for UN Field Missions;
- Guidelines on Disposal of Property in UN Field Missions; and,
- Relevant regulations/guidelines of local governments and the Basel Convention on the Transboundary Movements of Hazardous Wastes and Their Disposal, when applicable.

[84] A Guide to Automotive Workshop Safety: Fix the Risks. WorkSafe Victoria, AUSTRALIA (2004)

Annex K: Request to CTO for United Nations Driver's Permits

(Front page)

I certify that all personnel listed below: (i) are members of the _____ Contingent / Battalion; (ii) have successfully passed their United Nations driver's tests; (iii) have completed the necessary briefing regarding United Nations vehicle regulations & safe operation of UN vehicles; (iv) are holders of valid driver's licenses (National / International / Military, whichever applies).

Contingent Transport Officer	Rank	ID No.	Date	Signature

Name of Driver	Rank	UN ID Number	License No., Type (*)	UN Driver's Permit no.	Valid for the Categories of Vehicle Listed Below: (See Table on Reverse Side)				
					A	B	C	D	Other**

(*) Specify which type of license (National or Military) and name of Licensing Authority.
(**) Specify.

For Completion by the Office of the Chief Transport Officer

Approved by CTO		*Permits Received by*	
Name		Name and Rank	
Date		Date	
Signature		Signature	

(Reverse Page)

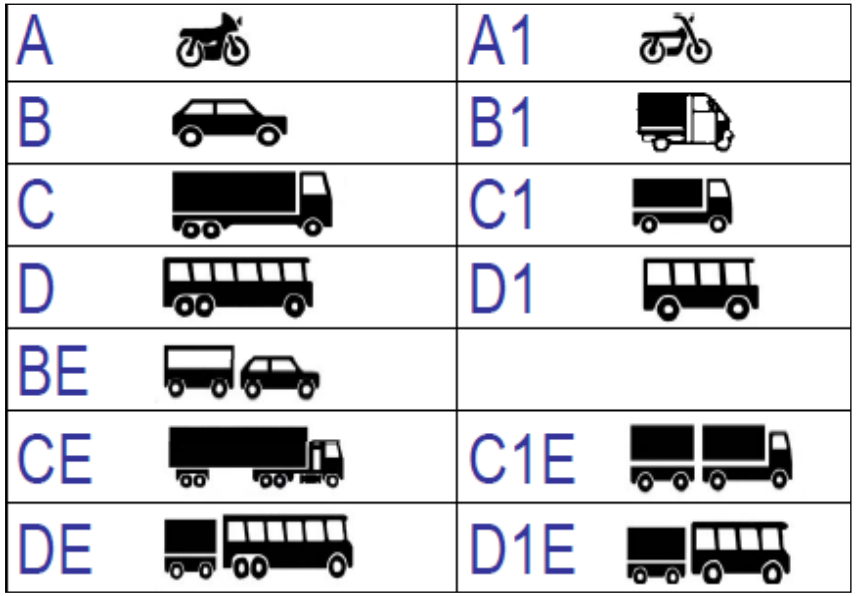
A. Motorcycles;

B. Motor vehicles, other than those in category A, having a 'permissible maximum mass' not exceeding 3,500 kg and not more than eight seats in addition to the driver's seat; or motor vehicles of category B coupled to a trailer the permissible maximum mass of which does not exceed 750 kg; or motor vehicles of category B coupled to a trailer the permissible maximum mass of which exceeds 750 kg but does not exceed the 'unladen mass' of the motor vehicle, where the combined permissible maximum mass of the vehicles so coupled does not exceed 3,500 kg;

C. Motor vehicles, other than those in category D, having a permissible maximum mass exceeding 3,500 kg; or motor vehicles of category C coupled to a trailer the permissible maximum mass of which does not exceed 750 kg;

D. Motor vehicles used for the carriage of passengers and having more than eight seats in addition to the driver's seat; or motor vehicles of category D coupled to a trailer the permissible maximum mass of which does not exceed 750 kg;

BE. Motor vehicles of category B coupled to a trailer the permissible maximum mass of which exceeds 750 kg and exceeds the unladen mass of the motor vehicle; or motor vehicles of category B coupled to a trailer the permissible maximum mass of which exceeds 750 kg, where the combined permissible maximum mass of the vehicles so coupled exceeds 3,500 kg;



CE. Motor vehicles of category C coupled to a trailer whose permissible maximum mass exceeds 750 kg;

DE. Motor vehicles of category D coupled to a trailer whose permissible maximum mass exceeds 750 kg.

A1. Motorcycles with a cubic capacity not exceeding 125 cm3 and a power not exceeding 11 kW (light motorcycles);

B1. Motor tricycles and quadricycles;

C1. Motor vehicles, with the exception of those in category D, the permissible maximum mass of which exceeds 3,500 kg but does not exceed 7,500 kg; or motor vehicles of subcategory C1 coupled to a trailer, the permissible maximum mass of which does not exceed 750 kg;

D1. Motor vehicles used for the carriage of passengers and having more than 8 seats in addition to the driver's seat but not more than 16 seats in addition to the driver's seat; or motor vehicles of subcategory D1 coupled to a trailer, the permissible maximum mass of which does not exceed 750 kg;

C1E. Motor vehicles of subcategory C1 coupled to a trailer the permissible maximum mass of which exceeds 750 kg but does not exceed the unladen mass of the motor vehicle, where the combined permissible maximum mass of the vehicles so coupled does not exceed 12,000 kg;

D1E. Motor vehicles of subcategory D1 coupled to a trailer, not used for the carriage of persons, the permissible maximum mass of which exceeds 750 kg but does not exceed the unladen mass of the motor vehicle, where the combined permissible maximum mass of the vehicles so coupled does not exceed 12,000 kg.

Annex L: UN Driver’s Permit Test Forms and Assessment Criteria

Table of Contents

Appendix 1 to Annex L: Driver's Summary Form

UNITED NATIONS

(MISSION)
DRIVER'S SUMMARY FORM

Date: .....

To: Chief Transport Officer

1. Applicant's Information:

UN ID No.	Rank	Name	Nationality

2. National Driver's License Information:

License No.	Country of Issue	Category	Date of Issue	Date of Expiry

3. I suffer from the following medical conditions *:

Epilepsy	☐ Yes ☐ No
Sudden attacks or disabling giddiness, fainting or blackouts	☐ Yes ☐ No
Severe mental handicap	☐ Yes ☐ No
A pacemaker, defibrillator or anti-ventricular tachycardia device fitted	☐ Yes ☐ No
Diabetes controlled by insulin	☐ Yes ☐ No
Diabetes controlled by tablets	☐ Yes ☐ No
Angina (heart pain) while driving	☐ Yes ☐ No
Parkinson's disease	☐ Yes ☐ No
Any other chronic neurological condition	☐ Yes ☐ No
A serious problem with memory	☐ Yes ☐ No
A major or minor stroke	☐ Yes ☐ No
Any type of brain surgery, brain tumour. Severe head injury involving in-patient treatment at hospital	☐ Yes ☐ No
Any severe psychiatric illness or mental disorder	☐ Yes ☐ No
Continuing/permanent difficulty in the use of arms or legs which affects ability to control a vehicle	☐ Yes ☐ No
Dependence on or misuse of alcohol, drugs or chemical substances in the past 3 years (not including drink/driving offences)	☐ Yes ☐ No
Any visual disability that affects BOTH eyes (not including short/long sight or colour blindness)	☐ Yes ☐ No

4. Category of vehicle for which the applicant is applying to be assessed:

……..……..……..

5. Remarks:

……..……..…….
……..……..……
……
……

Signature of the applicant: …….

* Failure to disclose a pertinent medical condition when applying for a UN driver's permit shall nullify any permit that is subsequently awarded.

Appendix 2 to Annex L: Handling Test Assessment Form

UNITED NATIONS

(MISSION)
DRIVER'S PERMIT
HANDLING TEST
ASSESSMENT FORM

First Test ☐
Second Test ☐
Third Test ☐

Driver's Name		Date	
UN ID #		Time	

Testing Criteria		**Pass**	**Fail**
1	Driver can read a sample vehicle license plate with letters 79.4 mm high in good daylight from 20.5m, using glasses or contact lenses if necessary	☐	☐
2	Driver performed an activity resulting in automatic disqualification	☐	☐
3	Driver failed to complete the circuit within five minutes	☐	☐
4	Vehicle touched a marker	☐	☐
5	Vehicle crossed imaginary line between the markers	☐	☐
6	Engine stopped more than twice	☐	☐
8	A third party assisted the driver	☐	☐
8	Part of vehicle outside the parking space	☐	☐
9	Vehicle positioned non-parallel to the side markers	☐	☐
10	Driver exited the vehicle to check the position	☐	☐

TEST RESULT: ☐ **PASS** ☐ **FAIL**

Remarks: _____

_____

_____

Testing Officer: _____

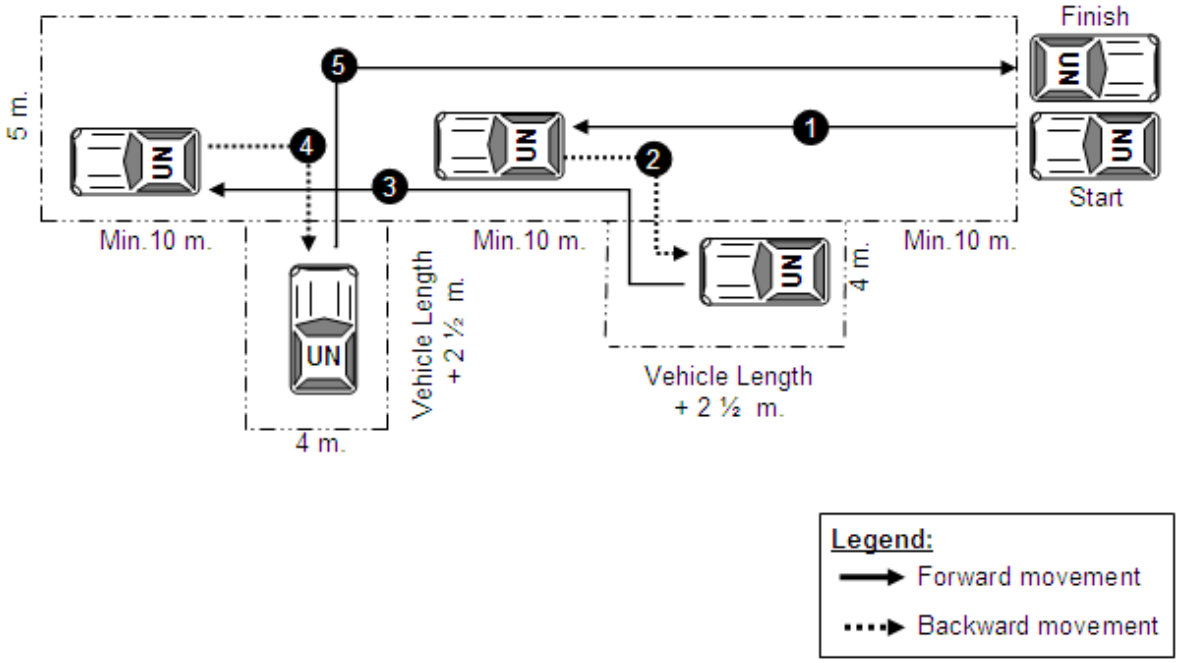
UN ID #: _____

Signature: _____

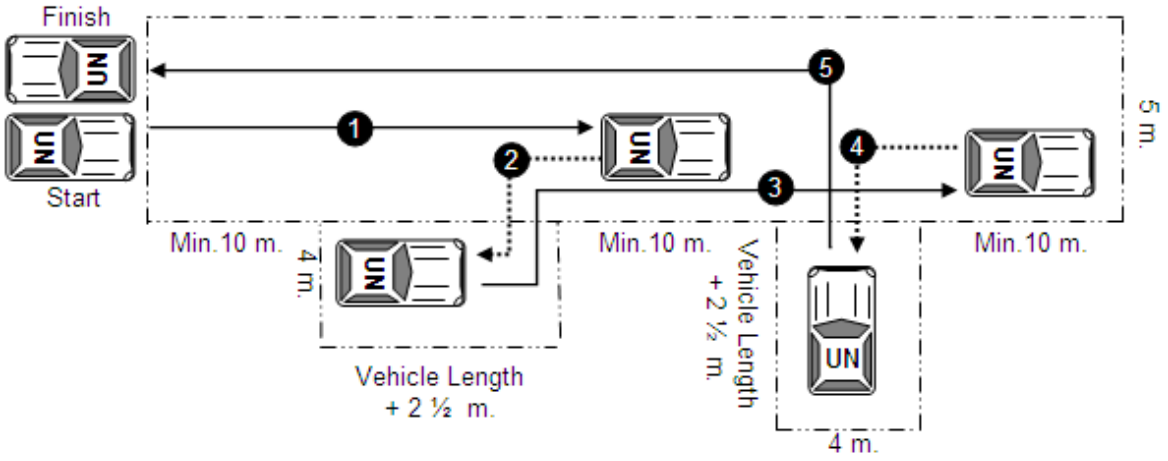
Appendix 3 to Annex L: Handling Test Assessment Criteria

1. Before the handling test, a driver has to undergo a vision test in which he or she has to read in good daylight from a distance of 20.5 metres a sample vehicle licence plate with letters that are 79.4 mm high, using glasses or contact lenses as required. Drivers failing the vision test are disqualified from the test.
2. In the handling test, a driver will be assessed as to his or her ability to safely perform reversing and parking on the standard driving range, as per the graphic on the next page. In order to pass this test, a driver must complete all of the manoeuvres within five (5) minutes as described below:
    a. On the signal of the testing officer, start from the “START-FINISH” line, drive forward, pass by the first parking space, and stop;
    b. Reverse into the first parking space;
    c. Drive out of the first parking space, pass by the second parking space, and stop;
    d. Reverse into the second parking space;
    e. Drive forward to the “START-FINISH” line and stop.
3. During this exercise:
    a. The vehicle must be positioned in parallel to the side markers and completely within the parking space, without touching any markers or crossing over any imaginary lines between the markers.
    b. The engine must not be stopped more than two times.
    c. The driver must not exit the vehicle to check the position.
    d. No other passengers are allowed in the vehicle.
4. A driver who fails the handling exercise shall immediately be given a second chance. In this case, the exercise must restart at the START-FINISH line.
5. To be considered successful, a driver must pass all of the criteria in the assessment form.

UN Driver's Permit Handling Test Range
(Right Hand Drive)



UN Driver's Permit Handling Test Range
(Left Hand Drive)



At least forty (40) traffic cones – brightly coloured, if possible – and measuring tape are needed to mark the exercise area (taller cones can be used to mark the corner points).

Appendix 4 to Annex L: Road Test Assessment Form

	(MISSION ACRONYM) DRIVER'S PERMIT ROAD TEST ASSESSMENT FORM	First Test ☐	Driver's Name:	
		Second Test ☐	UN ID #:	
		Third Test ☐	Nationality:	

I. Assessed Capabilities (5 points for each failure)	Point
Seating Position	
- Bend in the left knee when the clutch is fully depresses	
- Bend in elbows when the arms are resting on the steering wheel	
Mirrors and/or seat adjustment	
- Adjusting rear view mirrors inside and outside	
- Adjusting seat	
Use of seatbelt	
- Fastening seatbelt prior to moving off	
- Keeping fastened during the trip	
Moving off	
- Releasing clutch smoothly so vehicle doesn't jerk or stall	
- Checking traffic in all directions before moving off	
- Checking left and right blind spots before moving off	
- Use of appropriate signals	
Use of gears	
- Changing gears without looking down at the gear shift	
- Selecting correct gear to match road and traffic conditions	
- Driving with gear engaged at all times	
Steering	
- Maintaining steering control at all times	
- Steering smoothly	
Following distance (driver to be warned)	
- Keeping a safe distance between their and other vehicles	
Passing / Changing lane	
- Correct and timely use of observation/mirrors/indicators	
- Passing in the correct lane	
- Choosing correct speed	
Negotiating curves	
- Choosing appropriate speed of approach	
- Correct positioning the vehicle on the roadway	
Stopping	
- Choosing a safe, legal and convenient place to stop	
- Correct and timely use of observation/mirrors/indicators	
Turns	
- Use of proper lanes	
- Correct and timely use of observation/mirrors/indicators	
Observation of traffic signs and signals	
- Stop at all red lights	
- Obey police instructions	
- Comply with road signs encountered on route	
Dealing with junctions/Crossroads/Traffic Circles	
- Adjusting speed accordingly when approaching	
- Being able to determine who has the right of way	
Dealing with other road users	
- Effective observation of vulnerable road users	
- Choosing appropriate speed of approach	
Planning ahead	
- Ability to think and plan ahead	
- Early anticipation and reaction	
- Concentration on driving	

II. Aggressive Driving (10 points for each occurrence)	
Following too close (after warning)	
Weaving in and out of traffic	
Speeding up to beat a traffic light	
Cutting between vehicles to change lanes	
Using the horn excessively	
Flashing headlights excessively	
Expressing frustration/cursing/yelling/gesturing to other drivers	
Deliberately ignoring the rules/signs	
Failing to yield (adversely affecting traffic/passengers)	
Total Points	

III. Instances of Automatic Disqualification

- ☐ Being under influence of alcohol or drugs.
- ☐ Refusal to perform instructed manoeuvres.
- ☐ Refusal to wear a safety belt without a valid reason.
- ☐ Causing any accident.
- ☐ Accident is prevented by others.
- ☐ Examiner prevents crash or illegal action.
- ☐ Stalling the vehicle resulting in hazardous situation.
- ☐ Driving over curb or sidewalk.
- ☐ Creating serious hazard to other traffic.
- ☐ Driving the wrong way on a one-way street.
- ☐ Driving on the wrong side of the street.
- ☐ Offering the examiner a bribe or gratuity.

IV. Remarks / Recommendations:

V. Assessment Result: ☐ **PASS** ☐ **FAIL**

Name of Testing Officer:	
Date	
Signature	

Appendix 5 to Annex L: Road Test Assessment Form

The road test assessment form and the assessment criteria described in the form are used as follows:

Section I of the assessment form: "Assessed Capabilities"

Based on his or her observations, the testing officer marks 5 (five) points in the boxes at the end of each row if the driver failed these actions.

Section II of the assessment form: "Aggressive Driving"

Based on his or her observations, the testing officer marks 10 (ten) points in the boxes at the end of each row if the driver performs these actions.

Section III of the assessment form: "Instances of Automatic Disqualification"

In the event that a driver performs any of the actions listed in this section, he or she will be automatically disqualified, and the test will not start or end immediately if it's already in progress.

Section IV of the assessment form: "Remarks / Recommendations"

This section will be used to enter any remarks or recommendations of the testing officer on the assessment process.

Section V of the assessment form: "Assessment Result"

At the conclusion of the road test, the assigned points are added up. An outcome of 20 or more points will result in the failure of the road test. The testing officer checks the applicable box (pass or fail) based on the overall assessment, enters the date of the assessment and signs the assessment form.

Annex M: Request for Registration Number Plates for COE Vehicles

United Nations INTEROFFICE MEMORANDUM | Nations Unies MEMORANDUM INTERIEUR

SELECT SECURITY CLASSIFICATION

Select Precedence

DATE: [day Month year]

REFERENCE: [Insert reference number]

TO: Mr./Ms. First Last Name, Chief
A: Transport Section

THROUGH: First Last Name, Chief
S/C DE: Property Management Section

FROM: First Last Name, Title
DE: COE Unit

SUBJECT: **Request for [Mission] Registration Number Plate(s)**
OBJET:

1. Please find enclosed a list of [Name of Battalion / Contingent] vehicles and equipment that have arrived in the mission area

2. The COE Unit has inspected the vehicles and verified that the list is within the MOU entitlements.

3. You are kindly requested to provide [Mission] registration number plates for these vehicles, and to include them in all records.

Best regards.

CC: [First Last Name] (Fuel Unit, Supply Section)

Contingent List of Newly Arrived and or Repatriated Vehicles/Equipment

Please complete list and bring to COE unit for verification, before requesting [Mission] number plates.

COE Type	COE Verified/ Not Verified	MISSION	Type of Lease	Contingent	Unit	Nature of Equipment	Category	Sub-category	Item Description	Additional Description	Remarks	National Number	Serial/Chassis number	Engine number	Odometer Reading on arrival	Odometer Unit	UN White	Diesel/Petrol	Tank Capacity (Litres)	Date of arrival	Date of Departure	Location

Annex N: Guideline for Utilisation of Motor Vehicle Accident and Incident Reporting Form

Aim

1. The Standard Motor Vehicle Accident and Incident Reporting Form (Version 2007-02) – *attached as Appendix 1 to this Annex* – provides a comprehensive, yet simple system of vehicle accident/incident reporting which will provide valuable transport safety data and will serve as the basis for the analyses of all motor vehicle accident and incidents. The form also aims to standardize the accident data collected throughout the missions and facilitate database query through coded data elements.

Procedures

2. This guidance provides all responsible units, drivers of UN vehicles and investigating officers with the procedures to follow when it is required to complete the Standard Motor Vehicle Accident and Incident Reporting Form (Version 2007-02), hereinafter referred to as "the Form".

3. As the name suggests, the Form is for use in reporting both accidents and incidents involving UN vehicles (including Contingent owned vehicles bearing UN number plates) by all drivers and the investigating units.

'Accident' vs. 'Incident'

4. Within the scope of this guidance, an accident is an unintentionally caused traffic event where at least one motor vehicle moving under the control of a driver becomes involved, resulting in human injury and/or material damage. Also, the event must be directly related to a driver's operation of the vehicle. Examples include, but are not limited to collisions between vehicles, hitting a non-motorist, hitting a wall, tree, utility pole, etc., running-off-the-road, rollover / turnover.

5. Within the scope of this guidance, an incident is a reportable event, which involves damage to a motor vehicle and is NOT directly related to a driver's operation of the vehicle. Examples include, but are not limited to vandalism, theft from vehicle, missing/lost equipment, defective equipment/vehicle part, part of load came off, Act of God (i.e. events outside of human control, such as sudden floods or other natural disasters, for which no one can be held responsible), all kinds of non-collision damages, such as damages caused by malicious acts, cracked windscreen, dent in the bumper.

Reproduction of the Form

6. The form consists of two parts, totalling seven pages. It shall be printed out double sided. As such, Part 1 shall have *"Form Completion Instructions for Part 1"* on the back side and Part 2 shall have the code page on its back.

Procedures for completing Part 1

7. Part 1 shall be completed by the driver of the UN vehicle concerned in accordance with the instructions provided at the reverse page of the form.

8. Drivers are expected to collect and record all relevant information in Part 1.

9. After completing the form, the driver shall;

   9.1. Present it to the UN Security investigator who attended the scene, or to the nearest UN Security Office to report the case; and,

   9.2. Get a case reference number.

10. Upon receiving the Form, the Investigating Officer (or the UN Security office) shall complete Section 10 and provide the driver with a copy of the Form.

11. Part 1 of the Form can be completed either at the scene of accident or away from the scene.

Procedures for completing Part 2

12. In principal, Part 2 shall be completed by the mission accident investigating officer in accordance with the codes and instructions provided with this form. However, in the absence of an investigating officer or where the circumstances do not require a UN Security Officer to become involved, it shall be completed by the driver of the vehicle.

13. As mentioned at paragraph 3 above, this Form is for use in reporting both accidents and incidents involving motor vehicles owned by United Nations. Therefore, the first and most critical part of the form completion process is to identify whether the event is an accident or an incident, regardless of what the Part 1 indicates. The rational being that those drivers who complete Part 1 are not investigators and may not be in a position to distinguish accidents from incidents. (For definitions of an accident and an incident, refer to Section E. Terms and Definitions of this document).

14. The information to be entered into this form shall be three formats:

    - Number: Within the square brackets [ ], only numbers from the code sheet shall be entered. *For example, if the accident severity is "Fatal", enter* [1].
    - Check Mark: Boxes shall be marked with a check mark, like this ☒
    - Text: Where only a space is provided.

15. Once a decision is made on the type of the occurrence, the form shall be completed as per the following guidelines:

    15.1. Header:

    - Indicate whether accident or incident. (i.e., Check related header check box)
    - Copy "Reference Information" from Part 1.
    - Indicate who completed this part. (i.e., UN Driver or UN Security)

    15.2. Section 11. Accident Details:

    - Complete this section only if reporting an "accident". Otherwise, skip this section.
    - Enter available information by entering codes (number only) provided in the reverse page.

    15.3. Section 12. Incident Details:

    - Complete this section only if reporting an "incident". Otherwise, skip this section.

- Enter available information by entering codes (number only) provided in the reverse page.

15.4. Section 13. Common Information:

- Complete this section in both cases.
- Enter available information by entering codes (number only) provided in the reverse page and free text where only a space is provided

15.5. Section 14. Injured Persons:

- Complete this section if there is any injury involved.
- Enter names and contact details of the injured, and code the "Who?" and "Injury Status" columns.

15.6. Section 15. Remarks by the Investigating Officer:

- Enter any relevant information about the occurrence.
- This is also the place for the information to enter when a code "Other (Explain)" is used.

15.7. Section 16. UN Security Use Only:

- This Section shall be completed by UN Security Section only.

16. To increase the efficiency of the Form and save time, Sections 11 and 13 of Part 2 can be completed partially, by coding fields marked with "►" only. However, to use this option the occurrence must meet all the criteria below:

- This must be a "Property Damage Only" accident (i.e., no casualty)
- Only UN vehicle(s) become(s) involved (i.e., no third-party vehicle or person)
- Results in Minor Damage (i.e., no or very little cost to repair)

17. Any further procedures shall be practiced as instructed by the Mission.

Quality Assurance of Information

18. Accuracy, consistency and completeness are the three main attributes of the quality. Therefore, all personnel who complete or process this new form must ensure that the form is accurate, consistent and complete.

19. Inaccurate, inconsistent and incomplete reports shall be returned to its drafter for correction.

Modification of the form

20. Entities are allowed to make additions or modifications to meet their specific data requirements. For example, if the investigating unit in a mission is other than the UN Security, the relevant parts of the Form can be modified by the Mission as to reflect the correct investigating unit. However, missions shall not remove any information from the Form.

21. This Form is provided in English language only. Missions may have it translated it into other language(s) to facilitate the use of the Form by mission personnel. However, in any case, the information to enter into a designated database shall be in English language only.

Appendix: Standard Motor Vehicle Accident and Incident Reporting Form

MS Word Version of this form can be obtained by contacting:
Life Support & Transport Section/LD/OSCM/DOS at lstgroup-unhq@un.org

United Nations

(Mission Acronym)

Motor Vehicle Accident ☐ Incident ☐ Reporting Form

(Check whichever applies to this occurrence)

Part 1

To be completed by driver

(Version 2007-2)

1. Accident / Incident

Date (dd/mm/yyyy)	Time (00:00-23:59))	Address (Place of accident / incident)	City	Region (If applicable)

2. UN Driver & Vehicle Information

Last Name		Drv Permit # / Cat.		Plate Number	
First Name		Unit / Section		Make/ Model	
ID #		Building / Room		Type	
Contingent		Telephone		Km Reading	

3. Other Driver & Vehicle Information (If applicable)

4. If property other than vehicles damaged

Last Name		Plate Number		Object Damaged	
First Name		Make / Model		Owner notified?	
Driver's License #		Colour		Owner's Name	
Address / Telephone			Insurance Co. & Policy Number	Owner's Address	

5. Witness Information (if applicable)

Name (Last, First, Middle)	Address	Telephone

6. Passenger Information (For UN vehicle only – If applicable)

Name (Last, First, Middle)	Address	Telephone

7. Local Police Information (If applicable)

Name (Last, First, Middle)	ID number	Station / Telephone No.	Case Ref. No (If applicable)

8. Diagram

9. Narrative (Driver's description of accident)

Date Time Signature

1- Present this form to UN Security for the completion of Section 10; and
2- Take the vehicle to Transport Section within 24 hours, along with a copy of this form.

10. UN SECURITY USE ONLY! (Please complete the following section and provide the driver with a copy of this form)

To: Transport Section. Driver's report has been received. Supplemental information will follow.

Name of Officer		Date	
ID number		Time	
Telephone		Case Ref. Number	
Signature of Officer			

UN Security Stamp

FORM COMPLETION INSTRUCTIONS FOR PART 1

This Part shall be completed by the driver. All available information must be provided.

#	Data Element	Explanation
HEADER		**Motor Vehicle Accident ☐ Incident ☐ Report Form** You must **check** the appropriate box based on the nature of the occurrence. Please refer to the following guidelines to determine whether the case is an accident or an incident: • An accident is an unintentionally caused traffic event where at least one motor vehicle moving under the control of a driver becomes involved, resulting in human injury and/or material damage. Also, the event must be directly related to a driver's operation of the vehicle. • An incident is a reportable event, which involves damage to a motor vehicle and is not directly related to a driver's operation of the vehicle. See "Accident Class" (11-2) and "Type of Incident" (12-1) definitions in the back of Part 2. If the occurrence fits any one of these definitions, please enter responding code accordingly. If not, use your judgment or consult others who are able to tell you what to choose.
1	**Accident / Incident**	**Date (of accident)**: Enter the date of occurrence using the DD/MM/YYYY format **Time (of accident)**: Enter the time of occurrence using 24-Hour time format (00:00 – 23:59) **Address:** Clearly indicate the exact address where the accident or incident occurred. If occurred on a highway, also indicate the km point, if available. **City:** Indicate the City. **Region:** Indicate the Region (if applicable)
2	**UN Driver and UN Vehicle Information**	**Contingent:** Write the name of your country if you belong to a contingent (i.e. Police or Military). If not, write "N/A" **Driver Permit # / Cat.**: Enter your UN Driver's Permit number and Permit Category. **Make**: Enter the vehicle make. For example; Toyota, Nissan, Renault, etc. **Model**: Enter the vehicle model. For example; 4Runner, Prado, Land Cruiser, Patrol, etc. **Type**: Enter the vehicle type. For example; 4x4 General Purpose, 4x4 Armoured, Automobile, Bus, Minibus, Truck, MHE, Ambulance, APC, Engineering Vehicle **Km reading**: Enter odometer reading.
3	**Other Driver and Vehicle Information**	Enter driver's **last name**, **first name** and **driver's license number** as they appear on his/her driver's license. Enter the **plate number**, **make**, **model** and **colour** of the other vehicle. Enter the **insurance company name** and **insurance policy number** as it appears on the Insurance Card. If there is no other vehicle involved leave everything blank under this section.
4	**If Property Other Than Vehicle Damaged**	If there is any other object other than vehicles damaged, indicate it. Also, indicate if the owner or tenant was informed, by entering responding code in the box provided.
5	**Witness Information**	Provide **name**, **address** and **telephone number** of person/s who saw the accident occur.
6	**Passenger Information**	Provide name, address and telephone number of person/s who were in the UN vehicle at the time of accident/incident.
7	**Local Police Information**	Enter the details of investigating local police officers. Also, enter the local police case reference number if available.
8	**Diagram**	The Diagram space is used to draw a picture that visually details how the accident occurred. Draw an outline of the roadway or draw the roadway in any manner necessary to adequately depict the accident scene. Enter the number(s) or name(s) of the road(s), street(s), or highway(s). Mark each vehicle clearly. Show North by an arrow in the circle.
9	**Narrative**	Describe what happened. Give additional important details which were not mentioned or coded in any other part of this form. Enter the date of reporting using DD/MM/YYYY format. Enter the time of reporting using 24-Hour time format. Finally sign off the form.

After completing this form:

1. Present this form to the UN Security investigator who attended the scene (or to the nearest UN Security Office to report the case) and have him/her complete Section 10.
2. Take the vehicle to Transport Section for inspection within 24 hours, along with a copy of this form.

United Nations

(Mission Acronym)

Motor Vehicle Accident ☐ Incident ☐ Report Form

(Check whichever applies to this occurrence)

Part 2

To be completed by UN Security or by Driver, if Security not present

Complete items marked with (►) ONLY, if:

- Property Damage Only accident, *and*
- Involves UN vehicle only, *and*
- Results in Minor Damage

WARNING! To use this option, accident MUST meet ALL the criteria above.

Reference information (Copy from Part 1)	
Case Ref. No.	
Vehicle Plate No.	
Driver's Name	
ID Number	

THIS PART WAS COMPLETED BY: UN DRIVER ☐ UN SECURITY ☐ (Check whichever applies)

11. ACCIDENT DETAILS (Skip if not a traffic accident)

		VEHICLE & DRIVER	UN	Other
► 1. Accident Severity	[ ]	13. Vehicle Action *(Before accident)*	[ ]	[ ]
► 2. Accident Class	[ ]	14. Driver Condition	[ ]	[ ]
► 3. Collision Type	[ ]	15. Occupant Protection	[ ]	[ ]
► 4. Location	[ ]	16. Breath Alcohol Test result? *(If given)*	[ ]	[ ]
5. Road Surface Condition	[ ]	17. Traffic Controls	[ ]	[ ]
6. Weather Condition	[ ]	18. Contributing Circumstances by Driver	[ ]	[ ]
7. Light Condition	[ ]	19. Contributing Circumstances by Vehicle	[ ]	[ ]
8. Roadway Horizontal Alignment	[ ]	**NON-MOTORIST (If involved)**		
9. Roadway Vertical Alignment	[ ]	20. Type	[ ]	
► 10. Area	[ ]	21. Location (Prior to impact)	[ ]	
► 11. Contributing Circumstances by Road	[ ]	22. Contributing Circumstances by Non-motorist	[ ]	
► 12. Contributing Circumstances by Environment	[ ]			

12. INCIDENT DETAILS (Skip if not an incident)

1. Type of Incident	[ ]
2. Who Caused the Damage?	[ ]
3. What Caused the Damage?	[ ]
4. Damage Caused While	[ ]

13. COMMON INFORMATION (Complete in both cases)

► 1. During	[ ]	► 3. Extent of damage	[ ]
► 2. User Group	[ ]	► 4. Vehicle owned by	[ ]
► 5. Damaged vehicle parts			

14. INJURED PERSONS (If applicable)

Name (Last, First, Middle)	Contact details	Who?		Injury Status	
		[ ]	1- UN staff 2- Passenger in UN vehicle (not staff) 3- Local person 9- Unknown	[ ]	1- Fatal 2- Incapacitating 3- Non-incapacitating 9- Unknown
		[ ]		[ ]	
		[ ]		[ ]	

15. REMARKS BY THE INVESTIGATING OFFICER

16. UN SECURITY USE ONLY

Time officer Notified		Name of Officer		UN Security Stamp
Time officer arrived at scene		ID number		
Date of report		Telephone		
Time of report		Signature of Officer		
Supplemental information will follow?		☐ Yes ☐ No		

CODE SHEET

11. ACCIDENT DETAILS

(11-1) Accident Severity
1 – Fatal
2 – Injury
3 – Property Damage Only

(11-2) Accident Class
1 – Third party vehicle hit UN vehicle
2 – Third party motorbike/moped hit UN vehicle
3 – UN vehicle hit Third Party vehicle
4 – UN vehicle hit Third Party motorbike/moped
5 – UN Vehicle collided with Aircraft
6 – UN vehicle hit UN vehicle
7 – UN vehicle hit non-motorist
8 – Non-Motorist hit UN vehicle
9 – Single accident – Ran-off-the-road
10 – Single accident – Rolled/turned over
11 – Single accident – Hit fixed object
12 – Single accident – Hit animal
13 – Single accident – Trailer became detached
14 – Single accident – Trailer Jack-knifed
88 – Other (Explain)

(11-3) Collision Type
1- Non-collision
2- Head-on (Front-to-front)
3- Rear-end (Front-to-rear)
4- Sideswipe (Side-to-side, *same direction*)
5- Sideswipe (Side-to-side, *opposite direction*)
6- Broad side/Angle
99- Unknown

(11-4) Location
1- Intersection
2- Roadway
3- Median
4- Roadside
5- Outside of trafficway
6- UN premises/compounds
7- UN parking lot
88- Other (Explain)
99- Unknown

(11-5) Road Surface Condition
1- Dry
2- Wet
3- Snow
4- Ice/Frost
5- Sand
6- Mud, dirt, gravel
7- Oil
88- Other (Explain)
99- Unknown

(11-6) Weather Condition
1- Clear
2- Cloudy
3- Fog, smoke
4- Rain/Hail
5- Snow
6- Blowing sand
7- Severe winds
88- Other (Explain)
99- Unknown

(11-7) Light Condition
1- Daylight
2- Down/Dusk
3- Dark-lightened
4- Dark-not lightened
99- Unknown

(11-8) Roadway Horizontal Alignment
1 – Straight
2 – Curved
99- Unknown

(11-9) Roadway Vertical Alignment
1 – Level
2 – Hillcrest
3 – Uphill
4 – Downhill
5 – Sag (bottom)
99 – Unknown

(11-10) Area
1- Rural
2- Urban
99- Unknown

(11-11) Contributing Circums. By Road
1 – None
2 – Road Surface Condition
3 – Debris
4 – Rut, Holes, Bumps
5 – Road construction/ maintenance
6 – Worn, Travel-Polished Surface
7 – Obstruction in Roadway
8 – Traffic Control Device Inoperative, Missing or Obscured
9 – Shoulders (none, low, soft, high)
10 – Work on road (Other than roadwork)
88 – Other (Explain)
99 – Unknown

(11-12) Contributing Circums. By Environment
1- None
2- Weather conditions
3- Physical obstructions (that block driver's vision)
4- Glare
5- Animal in roadway
6- Pedestrian action
7- Previous accident
88- Other (Explain)
99- Unknown

(11-13) Vehicle Action (Before accident)
1 – Going Straight Ahead
2 – Backing
3 – Manoeuvring into or out of parking
4 – Changing Lanes
5 – Overtaking/Passing
6 – Turning Right or Left
7 - Making U-Turn
8 – Leaving Traffic Lane
9 – Entering Traffic Lane
10 – Negotiating a Curve
11 – Parked
12 – Stopped in Traffic
13 – Downhill runaway
88 – Other (Explain)
99- Unknown

(11-14) Driver Condition
1 – Apparently normal
2 – Physical impairment
3 – Illness
4 – Asleep, fainted, fatigued, etc.
5 – Under the influence of alcohol
6 – Under influence of drugs or medication
88 – Other (Explain)
99 – Unknown

(11-15) Occupant Protection
1 – None used
2 – Seat belt used
3 – Child safety seat used
4 – Helmet used
88 – Other (Explain)
99 – Unknown

(11-17) Traffic Controls
1 – No controls present
2 – Traffic signals
3 – Stop signs
4 – Yield signs
5 – No Passing sign
6 – Warning sign
7 – School zone sign
8 – Railway crossing device
9 – Traffic director
10 – Work zone signs
88- Other (Explain)
99 – Unknown

(11-18) Contributing Circums. By Driver (Up to two)
1 – No improper action
2 – Ran traffic signal
3 – Ran stop sign
4 – Driving too fast for conditions
6 – Made improper turn
7 – Traveling wrong way or on wrong side
8 – Crossed centreline
9 – Lost Control
10 – Followed too close
11 – Swerved to avoid
12 – Over correcting/over steering
13 – Operating vehicle in an erratic, reckless, careless, negligent, or aggressive manner
14 – Failed to yield right-of-way
15 – Distracted by passenger
16 – Distracted by phone or another device
17 – Distracted by fallen object
18 – Fatigued/asleep
19 – Vision obstructed
20 – Improper passing/Overtaking
21 – Improper lane change
88 – Other improper action (Explain)
99 – Unknown

(11-19) Contributing Circums. By Vehicle
1 – None
2 – Brakes
3 – Steering
4 – Suspension
5 – Tires/Wheels
6 – Lights (head, signal, tail)
7 – Windows/Windshield
8 – Mirrors
9 – Wipers
88 – Other (Explain)
99 – Unknown

NON-MOTORIST

(11-20) Type
1 – Pedestrian
2 – Pedal cyclist (bicycle, tricycle, unicycle, pedal car)
3 – Skater
4 – Animal rider
88 – Other (Explain)
99 – Unknown

(11-21) Location (prior to impact)
1 – Intersection, Marked crosswalk
2 – Intersection, No crosswalk
3 – Roadway, Marked crosswalk
4 – Roadway, No crosswalk
5 – Sidewalk
6 – Median
7 – Roadside
8 – Outside of trafficway
9 – UN premises/compounds
10 – UN parking lot
88- Other (Explain)
99- Unknown

(11-22) Contributing Circums. By Non-Motorist
1 – Improper crossing
2 – Darting (sudden forward movement)
3 – Lying or sitting in roadway
4 – Failure to yield right of way
5 – Not visible (dark clothing)
6 – Inattentive (talking, eating, etc.)
7 – Failure to obey traffic signs, signals, or officer
8 – Wrong side of road
88 – Other (Explain)
99 – Unknown

12. INCIDENT DETAILS

(12-1) Type of Incident
1 – Non-collision damage
2 – Hit and run
3 – Vandalism
4 – Spray/Graffiti
4 – Theft from vehicle
5 – Missing equipment
6 – Stolen equipment
7 – Lost equipment
8 – Defective equipment/vehicle part
9 – Part of vehicle came off
10 – Part of load came off 88 – Other (Explain)

(12-2) Who Caused Damage?
1- None
2- Unknown person(s)
3- Non-motorist (Pedestrian, cyclist, etc.)
4- Mob, Crowd, Activists, Demonstrators
5- Other local people
6- Third Party driver
7- Staff member – Driver
8- Staff member – Other
9- Rescue team
88- Other (Explain) 99- Unknown

(12-3) What Caused Damage?
OBJECT:
10- Weapon
11- Object – Falling/Flying
12- Object – Projected by another vehicle
13- Object – Thrown
14- Road structure (Bridge, barrier, etc.)
15- Cargo
16- Closing gate
EVENT:
17- Act of God (Lightning, hail, severe wind, earthquake, flood, etc.)
18- Break-in
19- Fire
20- Explosion
21- Mechanical failure/breakdown
22- Mishandling of equipment
ENVIRONMENT:
23- Roadway condition
24- Animal
25- Sand, mud, dirt, etc.
26- Rock on roadway
27- Water
28- Ice
88- Other (Explain) 99- Unknown

(12-4) Damage Caused While:
1- Loading/unloading
2- Being transported
3- In transport (Driving)
4- Parked
5- Being recovered
88- Other (Explain) 99- Unknown

13. COMMON INFORMATION

(13-1) During
1 – On duty 2 – Off duty
3 – Liberty 99 – Unknown

(13-2) User Group
1- Administration (International)
2- UN Police
3- Contingent
4- Military Observer
5- Political
6- Staff Officers
7- UNV
8- National Staff
9- Close protection
10- Contractor 88- Other (Explain)

(13-3) Extent of damage
1-No Damage 2-Minor Damage
3-Functional Damage 4-DisablingDamage
99 – Unknown

(13-4) Vehicle owned by
1- UN 2- Contingent

FORM COMPLETION INSTRUCTIONS FOR PART 2

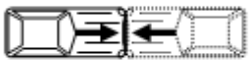
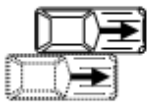
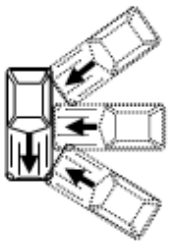
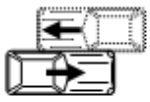
1. In principle, this Part of the form shall be completed by a UN Security Investigating Officer. However, in the absence of an investigating officer or where the circumstances do not require a UN Security Officer to become involved, it shall be completed by the driver of the vehicle.

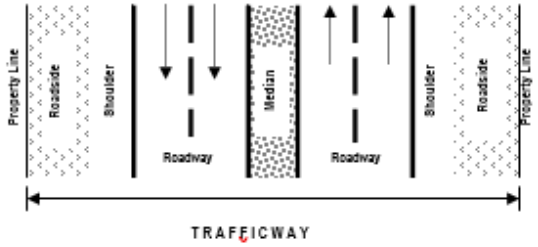
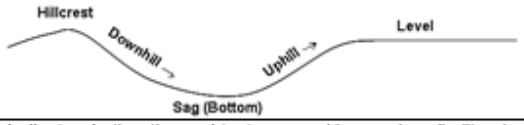
2. To increase the efficiency of reporting and save time, this form can be completed partially, however only those **items marked with (►)**. To use this option, the occurrence MUST meet ALL the criteria below:

   - This must be a "**Property Damage Only**" accident (11-1. Accident Severity = 3)
   - **Only UN vehicle(s)** become(s) involved (11-2. Accident Class = 6-9-10-11-12-13-14)
   - Results in **Minor Damage** (13-3. Extent of Damage = 2)

   In other words, there must be no injury or fatality, or third-party involvement and the damage must be minor.

3. The information will be entered in three formats:
   i. Enter only **numbers** within the square brackets **[ ]**. Do not enter text. For example, if in your case the accident severity is fatal, then code it as [1].
   ii. **Check** boxes with an (X), like this one: ☒
   iii. Enter **text**, where only a space is provided.

HEADER		
#	**Data Element**	**Explanation**
	HEADER	**Motor Vehicle Accident ☐ / Incident ☐Report Form** Here, you must check the appropriate box based on the nature of the occurrence. Please refer to the following guidelines to determine whether your case is an accident or an incident: • An accident is an unintentionally caused traffic event where at least one motor vehicle moving under the control of a driver becomes involved, resulting in human injury and/or material damage. • An incident is a reportable event which has no direct connection with vehicle operation. For example, refer to "Accident Class" (11-2) and "Type of Incident" (12-1) definitions. If the occurrence fits any one of these definitions, please mark accordingly. If not, use your judgment or consult others who are able to tell you what to choose.
	Reference Information	This box is provided in order for referencing Part 1 to Part 2 to make sure that these are the same report's parts. Please copy necessary information from Part 1.
11. ACCIDENT DETAILS		
#	**Data Element**	**Explanation**
11-1	Accident Severity	Enter the most relevant code in the space provided. If more than one code is applicable for the occurrence you must choose only one code which represents the most severe condition. For example, if both injury and property damage involve, you must code it as "2" (Injury). Or, if both injury and fatality exist you must code it as "1" (Fatal).
11-2	Accident Class	Enter the accident class code in the space provided. Please note that: Non-motorist is any road user who is not a passenger or a driver of a motor vehicle. Pedestrians, cyclists, skaters, animal riders, animal driven carts, etc. are referred to as Non-motorists. Single accident is an accident where only one vehicle becomes involved. No other vehicle or passenger, etc.
11-3	Collision Type	Enter the collision type code in the space provided. Please note that: For our reporting purposes, "**collision**" refers to an accident between vehicles. All accidents involving only one vehicle should be coded as "1" (Non-Collision). Accident Class codes between 7 and 14 are non-collision accidents.  2- Head-on Collision  4 – Sideswipe (same direction)   3 – Rear-end Collision  5 – Sideswipe (opposite direction) 6 – Broadside/Angle

11-4	Location	**Trafficway** is the area between two property lines. **Shoulder** is a reserved area alongside the edge of a roadway for accommodation of stopped vehicles, for emergency use, and for lateral support to the roadway. **Roadway** is the improved portion of the road designed for travel. **Roadside** is the area from the shoulder to the property line. **Median** is a barrier, constructed of concrete, asphalt, or landscaping, that separates two directions of traffic. **Intersection** is a junction where one street or road crosses another. 
11-5	Road Surface Condition	Indicate the prevailing road surface condition that existed at the time of the accident by entering responding code in the space provided.
11-6	Weather Condition	Indicate the prevailing atmospheric conditions that existed at the time of the accident by entering responding code in the space provided.
11-7	Light Condition	Indicate the level of light condition that existed at the time of the accident by entering responding code in the space provided.
11-8	Roadway Horizontal Alignment	**Straight** **Curved** 
11-9	Roadway Vertical Alignment	
11-10	Area	Indicate whether the accident occurred in an urban (built-up) or rural (non-built-up) area, by entering responding code.
11-11	Contributing Circumstances by Road	These are apparent conditions of the road which contributed to the accident. Enter most appropriate code if applicable to this occurrence.
11-12	Contributing Circumstances by Environment	These are apparent environmental conditions that contributed to the accident. Enter the most appropriate code if applicable to this occurrence.
VEHICLE & DRIVER		
11-13	Vehicle Action (Before Accident)	Describes what each vehicle was doing prior to the accident. Enter the appropriate code for each vehicle.
11-14	Driver Condition	Enter the appropriate code in the box to show the conditions of each Driver. This information is purely reflecting the observation of the investigating officer, at the time of the accident/incident.
11-15	Occupant Protection	Enter the code for the appropriate Occupant Protection used for each driver. Indicate only protective devices that are being used.
11-16	Alcohol Test result?	This refers to the test conducted by investigating Officers using preliminary breath testing devices.
11-17	Traffic Controls	Enter the type of Traffic Controls present during the accident for each vehicle.
11-18	Contributing Circumstances by Driver	These are the apparent circumstances by driver that cause the accident to occur. **UN Driver**: Enter the most appropriate code to indicate driver's action that may have contributed to the accident. **Other Driver**: Enter the most appropriate code to indicate other driver's action that may have contributed to the accident.
11-19	Contributing Circumstances by Vehicle	These are the apparent circumstances by vehicle that cause the accident to occur. If a vehicle defect may have contributed to or caused the accident, it should be noted. Enter the most appropriate code for each vehicle.
NON-MOTORIST		
11-20	Type	If there is any non-motorist involves in the accident, enter the code for the non-motorist type.
11-21	Location (Prior to Impact)	Indicate the location of non-motorist prior to impact.
11-22	Contributing Circumstances by Non-Motorist	These are the apparent circumstances by non-motorist that cause the accident to occur. Enter only one code to indicate the action of a non-motorist that may have contributed to the accident. Select the most appropriate code. A Non-Motorist is defined as any person other than an occupant of a motor vehicle in transport. This includes pedestrians, occupants of other motor vehicles **not** in transport and occupants of transport vehicles other than motor vehicles.

12. INCIDENT DETAILS		
#	Data Element	Explanation
12-1	Type of Incident	An incident is a reportable event which has no direct connection with the operation of a motor vehicle. **Hit and Run** is generally considered as an accident, however, for our reporting purposes it will be considered as an incident even if it occurs during operation of the vehicle. **Vandalism** is purposeful destruction or damage of something that belongs to someone else.
12-2	Who Caused the Damage?	Indicate who caused the damage by entering responding code. If no one is responsible for the damage, enter "1-None".
12-3	What Caused the Damage	Indicate who caused the damage by entering responding code.
12-4	Damage caused while	Indicate when the damage was caused, by entering responding code.
13. COMMON INFORMATION		
#	Data Element	Explanation
13-1	During	Enter appropriate code to indicate whether the officer was ON or OFF duty or driving LIBERTY at the time of the accident.
13-2	User group	Enter the appropriate code for the vehicle user group. This reflects what administrative category the driver (member staff) falls under.
13-3	Extent of Damage	This field indicates the damages incurred to UN vehicle only. 2 - Minor Damage - Light damage ranges from inconspicuous (unnoticeable), slight or superficial damage to conspicuous (noticeable) damage such as cracked glass, body dents, small holes in the body, and doors that operate with difficulty, etc. 3 - Functional Damage – Damage, which is not disabling, but affects operation of the road vehicle or its parts. Code 3 includes damage that does not prevent a vehicle from being driven a short distance, although further damage would result if the vehicle were driven more than a mile. For example: flat tires, leaky radiators, bent axles, and wheels that scrape on the body or fenders. 4 - Disabling Damage – Damage that precludes departure of the vehicle from the scene of the accident in its usual daylight-operating manner after simple repairs.
13-4	Vehicle Owned by	Enter the appropriate code for the owner.
13-5	Damaged Vehicle Parts	List damage parts of the vehicle.
14. INJURED PERSONS		
#	Data Element	Explanation
14	INJURED PERSONS	**Who:** Indicate who the injured person is by entering responding code in the box provided **Injury Status:** Indicate the Injury Status of the person's injuries by entering responding code in the box provided. The Severity code is based on conditions observed at the scene of the accident or known at the time the accident report is prepared 1- Fatal: Any injury that results in death. 2- Incapacitating: Any injury, other than a fatal injury, which prevents the injured person from walking, driving or normally continuing the activities the person was capable of performing before the injury occurred. 3- Non-incapacitating: Any injury, other than a fatal injury or an incapacitating injury, which is evident to observers at the accident scene.
15. REMARKS BY INVESTIGATING OFFICER		
Use this space for entering any kind of relevant information.		
16. UN SECURITY USE ONLY		
Data Element	**Explanation**	
Time Officer Notified	Enter the time the Officer was notified of the accident using the 24H-Time format (00:00 – 23:59)	
Time Officer Arrived at the Scene	Enter the time Officer arrived at the scene using the 24H-Time format (00:00 – 23:59)	
Date of report	Enter the date the report was written using the mm/dd/yyyy format	
Time of report	Enter the time the report was written using the 24H-Time format (00:00 – 23:59)	
Name of Officer	Enter the name of the officer completing this form.	
ID Number	Enter the ID number of the officer completing this form.	
Telephone	Enter the telephone number of the officer completing this form.	
Signature	Investigating officer's signature.	
Supplemental Information will follow	Check appropriate box to indicate whether **Supplemental Information Will Follow**.	

Annex O: Road Safety Management - Appendices

Table of Contents

Appendix 1: Blood Alcohol Concentration – Effects and Limits

Effects of BAC on the body and performance

Disclaimer: The information contained in this Annex is adapted from: Global Road Safety Partnership (2007) Drinking and driving: a road safety manual for decision-makers and practitioners. Geneva. http://www.grsproadsafety.org/our-knowledge/drinking-and-driving

BAC (g/dl)	Effects on the body
0.01–0.05	Increase in heart and respiration rates Decrease in various brain centre functions Inconsistent effects on behavioural task performances Decrease in judgement and inhibitions Mild sense of elation, relaxation and pleasure
0.06–0.10	Physiological sedation of nearly all systems Decreased attention and alertness, slowed reactions, impaired coordination and reduced muscle strength Reduced ability to make rational decisions or exercise good judgement Increase in anxiety and depression Decrease in patience
0.11–0.15	Dramatic slowing of reactions Impairment of balance and movement Impairment of some visual functions Slurred speech Vomiting, especially if this BAC is reached rapidly
0.16–0.29	Severe sensory impairment, including reduced awareness of external stimulation Severe motor impairment, e.g., frequently staggering or falling
0.30–0.39	Non-responsive stupor Loss of consciousness Anaesthesia comparable to that for surgery Death (for many)
0.40 & greater	Unconsciousness Cessation of breathing Death, usually due to respiratory failure

Source: Lang A. (1992) Alcohol: teenage drinking. In: Synder, S. (series ed.) Encyclopaedia of Psychoactive Drugs (2nd edn). Volume 3. New York, NY, Chelsea House.

Blood alcohol concentration (BAC) limits for drivers by country or area

Country or area	BAC (g/dl)	Country or area	BAC (g/dl)
Australia	0.05	Lesotho	0.08
Austria	0.05	Luxembourg	0.05
Belgium	0.05	Netherlands	0.05
Benin	0.08	New Zealand	0.08
Botswana	0.08	Norway	0.05
Brazil	0.08	Portugal	0.05
Canada	0.08	Russian Federation	0.02
Côte d'Ivoire	0.08	South Africa	0.05
Czech Republic	0.05	Spain	0.05
Denmark	0.05	Swaziland	0.08
Estonia	0.02	Sweden	0.02
Finland	0.05	Switzerland	0.08
France	0.05	Uganda	0.15
Germany	0.05	United Kingdom	0.08
Greece	0.05	United Republic of Tanzania	0.08
Hungary	0.05	United States of America*	0.10 or 0.08
Ireland	0.08	Zambia	0.08
Italy	0.05	Zimbabwe	0.08
Japan	0.00		

* Depends on state legislation

Source: Peden, M. et al. eds. (2004) World report on road traffic injury prevention. Geneva, World Health Organization.

The amount of alcohol that is contained within the bloodstream can be measured by testing a small sample of blood or urine, or through analysis of exhaled breath. The amount of alcohol within the bloodstream is described in terms of BAC, which is usually measured as grams of alcohol per 100 millilitres of blood (g/100 ml); milligrams of alcohol per 100 millilitres of blood (mg/100 ml); grams of alcohol per decilitre (g/dl); milligrams of alcohol per decilitre (mg/dl); or other appropriate measures.

Breath alcohol concentration (BrAC), in contrast, is expressed as the weight of alcohol, measured in grams, in 210 litres of breath, or, measured in milligrams, in 210 millilitres of breath. There are known relationships between BrAC and BAC, which are used to relate breath alcohol tests to BAC and hence impairment levels. In law enforcement investigations, the BAC is estimated from the BrAC, measured with a machine commonly referred to as a breathalyser (note that different machines may have different conversion factors applied to relate BrAC to BAC).

Appendix 2: Breathalyser Confirmation Form

[MISSION ACRONYM]
[Mission Name in Full]

BREATHALYSER CONFIRMATION FORM

DRIVER & VEHICLE				
Name	UN ID No.	Section	UN Driver's Permit No.	Vehicle Reg. No.

☐ I agree to the administration of the breathalyser test.
☐ I decline the administration of the breathalyser test.

_____
Signature of the driver

BREATHALYSER DETAILS		
Type / Model	Date of calibration	Serial number

TEST RESULT(S)					
Test 1	Result	Unit	Date	Time	Place of test
Test 2	Result	Unit	Date	Time	Place of test

☐ **I acknowledge** that the information stated in this form has been read to me and is true and correct. I further acknowledge that at the completion of the Breathalyser Test administered on me, I was shown the reading and I confirm that the reading was as stated above.

☐ **I disagree** with the breathalyser test result(s). I request that my blood sample be taken by a UN Medical Officer in an appropriate hygienic facility.

_____
Signature of the driver

ADMINISTERED BY	Name	ID No.	Signature
WITNESSED BY	Name	ID No.	Signature

Appendix 3: Driver's Weekly Hours Record Sheet

DRIVER'S WEEKLY HOURS RECORD SHEET

DRIVER'S: Name: …… UN ID No:……		**PERIOD COVERED BY SHEET:** Week commencing (date) :…… Week ending (date) :……			**TOTAL HOURS FOR THE WEEK PRIOR TO THE ONE DETAILED BELOW**			
					Hours spent on duty	Hours spent driving	Rest period taken	
Day on which duty commenced	Registration number of vehicle(s)	Place where vehicle(s) based	Time of going on duty	Time of going off duty	Hours spent on duty	Hours spent driving	Rest period taken	Signature of driver
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
Total hours on duty, driving time and rest period for the week (from 00:00 hours Monday until 24:00 hours Sunday)								

FOR SUPERVISOR

I certify that the entries on this sheet are correct Name : …….. Signature : ……..	REMARKS:

Appendix 4: Notification of Traffic Violation Form

[MISSION ACRONYM]
[Mission Name in Full]

NOTIFICATION OF TRAFFIC VIOLATION

DRIVER			
Name	UN ID No.	Section	UN Driver's Permit No.
Admit ☐ Deny ☐		Signature	

UN VEHICLE		
UN Reg. No.	Make	Model

VIOLATION		
Date	Time	Location

Violation 1	Violation 2
Violation 3	Violation 4
Violation 5	Violation 6
Permit confiscated? Yes ☐ No ☐	Breathalyser test given? Yes ☐ No ☐
Vehicle confiscated? Yes ☐ No ☐	(If "Yes", please attach Breathalyser Confirmation Form)

UN SECURITY / MP OFFICER	
Name	Date
UN ID No.:	Signature

Appendix 5: Classes of Violations and Corresponding Corrective Measures

<table>
<tr><th colspan="5">Class 1: Driving violations</th></tr>
<tr><th rowspan="2">Code</th><th rowspan="2">Violation</th><th colspan="3">Corrective measure</th></tr>
<tr><th>1st occurrence</th><th>2nd occurrence</th><th>3rd (or more) occurrence</th></tr>
<tr><td>C1-1</td><td>Non-compliance with the local traffic rules, road signs and signals</td><td rowspan="11">Warning</td><td rowspan="11">Suspension of or disqualification from holding a United Nations Driver’s Permit for 14 days</td><td rowspan="11">Suspension of or disqualification from holding a United Nations Driver’s Permit for 30 days
+
Possible driving reassessment (to be determined on a case-by-case basis)</td></tr>
<tr><td>C1-2</td><td>Non-compliance with the mission road traffic signs</td></tr>
<tr><td>C1-3</td><td>Non-compliance with the instructions related to parking and security of mission vehicles</td></tr>
<tr><td>C1-4</td><td>Exceeding mission speed limits by more than 10 per cent for more than one continuous minute</td></tr>
<tr><td>C1-5</td><td>Driving too fast for the prevailing road and weather conditions, taking into account the condition of the vehicle and the load carried</td></tr>
<tr><td>C1-6</td><td>Failure to wear seat belt while travelling in or driving a mission vehicle</td></tr>
<tr><td>C1-7</td><td>Failure to maintain safe following distance</td></tr>
<tr><td>C1-8</td><td>Engaging in activities that would interfere with or distract from exercising full control over a vehicle while driving (e.g., use of mobile communication equipment, eating, drinking, manipulating audio controls, putting on make-up, reading or writing while the vehicle is in motion)</td></tr>
<tr><td>C1-9</td><td>Allowing passengers to ride with arms or legs outside of a vehicle’s body; in a standing position on the body; on footboards (running boards); seated on wheel guards (side fenders), cabs, cab shields, rear of the truck, or on the load</td></tr>
<tr><td>C1-10</td><td>Non-compliance with the safe vehicle loading instructions</td></tr>
<tr><td>C1-11</td><td>Failure to bring the assigned vehicle for service as scheduled in the vehicle maintenance card</td></tr>
<tr><td colspan="5">In the event that a violation in Class 1 results in a negative consequence, such as an accident, injury, property damage, or damaged public image of the Organization, etc., it will accrue the corrective measure from the column from the next highest number of occurrences.</td></tr>
</table>

<table>
<tr><th colspan="5">Class 2: Violations that may also amount to misconduct</th></tr>
<tr><th rowspan="2">Code</th><th rowspan="2">Violation</th><th colspan="3">Corrective measure</th></tr>
<tr><th>1st occurrence</th><th>2nd occurrence</th><th>3rd (or more) occurrence</th></tr>
<tr><td>C2-1</td><td>Driving without a valid United Nations Driver's Permit</td><td rowspan="9">Suspension of or disqualification from holding a United Nations Driver's Permit for 30 days
+
Possible disciplinary measure
(To be determined on a case-by-case basis)</td><td rowspan="9">Suspension of or disqualification from holding a United Nations Driver's Permit for 90 days
+
Possible disciplinary measure
(To be determined on a case-by-case basis)</td><td rowspan="9">Suspension of or disqualification from holding a United Nations Driver's Permit for 180 days
+
Possible disciplinary measure
(To be determined on a case-by-case basis)</td></tr>
<tr><td>C2-2</td><td>Driving with someone else's United Nations Driver's Permit</td></tr>
<tr><td>C2-3</td><td>Lending a United Nations Driver's Permit to others for the purpose of operating a mission vehicle</td></tr>
<tr><td>C2-4</td><td>Driving in a careless, dangerous or negligent manner</td></tr>
<tr><td>C2-5</td><td>Refusing to comply with the instructions of the CTO, UN Security or MP Officers operating within their lawful authority</td></tr>
<tr><td>C2-6</td><td>Driving under the influence of substances that negatively affect driving ability, including alcohol, medicines, drugs, narcotics, psychotropic and chemical substances</td></tr>
<tr><td>C2-7</td><td>Leaving the scene of an accident without a valid reason</td></tr>
<tr><td>C2-8</td><td>Transportation of unauthorized hazardous materials, such as explosives, flammable materials (except normal fuel supply), propane cylinders (except normal cooking supply) or toxic substances, and any other cargo that is banned by the host country laws</td></tr>
<tr><td>C2-9</td><td>Installing and/or using in mission vehicles any equipment that is banned by the host country laws or by UN rules and regulations</td></tr>
<tr><td colspan="5">In the event that any of the violations from Class 2 above results in a negative consequence, such as an accident, injury, property damage, or damaged public image of the Organization, etc., it will accrue the corrective measure from the column for the next highest number of occurrences.</td></tr>
<tr><td>C2-10</td><td>Failure to disclose any factor(s) that may influence the ability to drive, during the application for a United Nations Driver's Permit</td><td colspan="3" rowspan="2">Permanent withdrawal of or disqualification from holding a United Nations Driver's Permit
+
Possible disciplinary measure</td></tr>
<tr><td>C2-11</td><td>Driving when driving privileges have been suspended or withdrawn</td></tr>
</table>

Class 3: Accidents and unfair wear and tear					
Code	**Violation**		**Corrective measure**		
			1st occurrence	**2nd occurrence**	**3rd or more occurrence**
C3-1	Causing a *minor property damage only (PDO)* accident or *unfair wear and tear (UWT)* to mission vehicles		Warning	Suspension of UN Driver's Permit (DP) for **7 days**	Suspension of DP for **15 days** **+** reassessment
C3-2	Causing a *major property damage only (PDO)* accident or *unfair wear and tear (UWT)* to mission vehicles	**A**	Suspension of DP for **7 days**	Suspension of DP for **15 days** **+** reassessment	Suspension of DP for **30 days** **+** reassessment
		B	Suspension of DP for **15 days**	Suspension of DP for **30 days** **+** reassessment	Suspension of DP for **45 days** **+** reassessment
		C	Suspension of DP for **30 days** **+** reassessment	Suspension of DP for **45 days** **+** reassessment	Suspension of DP for **60 days** **+** reassessment
C3-3	Causing a *minor injury accident*		Suspension of DP for **15 days**	Suspension of DP for **30 days** **+** reassessment	Suspension of DP for **60 days** **+** reassessment
C3-4	Causing a *major injury accident*		Suspension of DP for **90 days** **+ r**eassessment	Suspension of DP for **180 days** **+** reassessment	Permanent withdrawal of DP

In all the Class 3 cases above, the UN driver is assumed to be partially at fault for the accident or the damage. In the event that the UN driver was found to be wholly at fault for the accident/damage, the violation will accrue the corrective measure from the column for the next highest number of occurrences in the respective table.

Definitions

For the purposes of this Manual:

- *Minor property damage* refers to damage that ranges from unnoticeable, slight or superficial damage to noticeable damage, where the repair or replacement cost does not exceed US$500.
- *Major property damage* refers to any damage for which the repair or replacement cost exceeds US$500. However, the extent of major damage may differ. In order to distinguish, major damage is further divided into the following 3 sub-categories:
  - Type A: Any damage with a repair or replacement cost between US$500 and US$1,499.
  - Type B: Any damage with a repair or replacement cost between US$1,500 and US$2,999.
  - Type C: Any damage with a repair or replacement cost of US$3,000 or more. Notwithstanding the above, all damages resulting in the "total loss of vehicle" will be considered Type C major damage.
- *Unfair wear and tear* refer to any deterioration of the physical condition of an item for reasons other than normal wear and tear. Unfair wear and tear occur as a result of a specific event or series of events such as impact, inappropriate usage, inappropriate stowing of items, harsh treatment, negligent acts or omissions. Driving a mission vehicle in un-roadworthy condition, such as driving with a flat tyre(s), low or no oil, insecure wheel nut(s), headlight(s)/signals not working, or driving beyond the date when servicing is due, etc., is prohibited and damages caused this way shall be deemed as "causing unfair wear and tear".
- A *minor injury* refers to non-incapacitating injuries (i.e., any injury, other than a fatal or an incapacitating injury that is evident to observers at the accident scene).
- A *major injury* refers to injuries that range from *incapacitating injury* (i.e., any injury that prevents the injured person from walking, driving or normally continuing the activities the person was capable of performing before the injury occurred) to *fatal injury* (i.e., any injury that results in death).

Calculation of corrective measures

1. Corrective measures to be applied to a staff member or driver will be calculated and reflected in the Notification of Corrective Measure Form (as provided in Appendix 6) as follows:
2. Corrective measures are applied for each violation, and they are cumulative. Therefore, each violation will be recorded on separate lines on the Notification of Corrective Measure Form, providing the "Class Code", "Violation description" and "Number of previous violations of the same Class within the past 12 months".
3. Next to each violation will be assigned the corresponding corrective measure. This will be based on the following criteria:

<u>For Class 1 violations:</u>

4. If the driver has no record of previous violations of the same Class within the past 12 months, each violation will accrue a corrective measure from the 1st occurrence column of the respective table.
5. If the driver has a record of a previous violation or violations of the same Class within the past 12 months, each new violation will accrue a corrective measure from the 2nd or 3rd occurrence columns of the respective table, depending on the number of previous occurrences.
6. In the event that the violation results in a negative consequence, such as an accident, injury, property damage, or damaged public image of the Organization, etc., it will accrue the corrective measure from the column for the next highest number of occurrences.

<u>For Class 2 violations:</u>

7. If the driver has no record of previous violations of the same Class within the past 12 months, each violation will accrue a corrective measure from the 1st occurrence column of the respective table.
8. If the driver has a record of a previous violation or violations of the same Class within the past 12 months, each new violation will accrue a corrective measure from the 2nd or 3rd occurrence columns of the respective table, depending on the number of previous occurrences.
9. In the event that a violation (Code C2-1 to C2-8) results in a negative consequence, such as an accident, injury, property damage, or damaged public image of the Organization, etc., it will accrue the corrective measure from the column for the next highest number of occurrences.

<u>For Class 3 violations:</u>

10. If the driver has no record of previous accidents or unfair wear and tear within the past 12 months, each incident will accrue a corrective measure from the 1st occurrence column of the respective table.
11. If the driver has a record of a previous accident or accidents or unfair wear and tear within the past 12 months, each new incident will accrue a corrective measure from the 2nd or 3rd occurrence columns of the respective table.

12. In the event that the UN driver was found to be wholly at fault for the accident/damage, the incident will accrue a corrective measure from the column for the next highest number of occurrences of the respective table.

13. Once the corresponding corrective measures have been assigned for each violation/incident, they will be combined together in the "Corrective Measures Combined" field of the form.

Example 1: Driver has no record of previous violations

During the security check at the UN compound main gate, the Security Officer observes that the driver: (a) is not wearing a seat belt; (b) is talking on the phone while driving; and (c) is not in possession of a valid United Nations Driver's Permit. The driver's actions have not resulted in a negative consequence.

These violations will be reflected in the Notification of Corrective Measure Form as follows:

Corrective measures for:

- *Failure to wear seat belt while travelling in or driving a mission vehicle*. Corrective measure: **Warning** (see Table 1: C1-6 row, 1st occurrence column)
- *Engaging in activities that would interfere with or distract from exercising full control over a vehicle while driving (talking on the phone)*. Corrective measure: **Warning** (see Table 1: C1-8 row, 1st occurrence column)
- *Driving without a valid United Nations Driver's Permit*. Corrective measure: **Disqualification from holding a United Nations Driver's Permit for 90 days** (see Table 2: C2-1 row, 1st occurrence column)

The combined corrective measures to be applied will be as follows:

- Warning for violations C1-6 and C1-8
- Disqualification from holding a UN Driver's Permit for 90 days for violation C2-1

Class Code	Violation description	No. of violations of the same Class within the past 12 months	Corresponding corrective measure
C1-6	Failure to wear seat belt while travelling in or driving a mission vehicle	0	Warning
C1-8	Engaging in activities that would interfere with or distract from exercising full control over a vehicle while driving (talking on the phone)	0	Warning
C2-1	Driving without a valid United Nations Driver's Permit	0	Disqualification from holding a UN Driver's Permit for 90 days.
CORRECTIVE MEASURES COMBINED	• Warning for violations C1-6 and C1-8 • Disqualification from holding a UN Driver's Permit for 90 days for violation C2-1		

In addition, the violation "Driving without a valid United Nations Driver's Permit" will be referred to the Head of Mission or Conduct and Discipline Team/Focal Point to assess whether the matter should be handled as an allegation of misconduct.

Example 2: Driver has a record of previous violations

A UN driver with two previous violations, one each in Class 1 and 2, within the past 12 months. (1) The driver causes a major property damage only accident, where they was fully at fault for the accident and the extent of the damage to the UN vehicle was assessed to be 'Type-B'.(2) Driver also left the scene of accident without a valid reason (this action did not yield to negative consequences). (3) Shortly after the accident, a breathalyser test administered on the driver by the UN Security confirms the existence of BAC above the permitted limits (this action resulted in a negative consequence, i.e., an accident).

These violations will be reflected in the Notification of Corrective Measure Form as follows:

Causing a major property damage only accident (Type-B):

- Facts: 1st occurrence, Type-B damage and the driver was fully at fault for the accident.
- Corrective measure: **Suspension for 30 days, plus driving reassessment**. (Table 3: C3-2 x 2nd Occurrence column).

Driving under influence of alcohol:

- Facts: Driver was under influence of alcohol and had 1 previous violation of the same Class (2) and the violation resulted in a negative consequence (i.e. major accident)
- Corrective measure: **Suspension for 180 days.** (Table 2: C2-6 x 3rd Occurrence column).

Leaving the scene of accident without a valid reason:

- Facts: There was no valid reason to leave the scene and the action did not yield negative consequences. However, the driver has 1 previous violation of the same Class (2).
- Corrective measure: **Suspension for 90 days.** (Table 2: C2-7 x 2nd Occurrence column).

The combined corrective measures to be applied will be the suspension for 300 days for all violations, plus driving reassessment for violation C3-2.

Class Code	Violation Description	No. of violations of the same Class within past 12 months	Corresponding Corrective Measure
C3-2	Causing major *property damage only* accident or *unfair wear and tear* to mission vehicles.	0	Suspension of DP for 30 days + Driving reassessment
C2-6	Driving under the influence of substances that negatively affect their driving ability, including alcohol, medicines, drugs, narcotics, psychotropic and chemical substances.	1	Suspension of UN Driver's Permit for 180 days.
C2-7	Leaving the scene of accident without a valid reason.	1	Suspension of UN Driver's Permit for 90 days.
CORRECTIVE MEASURES COMBINED	• Suspension UN Driver's Permit for 300 days • Driver reassessment.		

In addition, the cases of 'Driving under influence of alcohol' and 'Leaving the scene of accident without a valid reason' will be referred to the Head of Mission and Conduct and Discipline Team/ Focal Point for assessment if the matter should be handled as an allegation of misconduct.

Appendix 6: Notification of Corrective Measure Form

[MISSION]

NOTIFICATION OF CORRECTIVE MEASURE

Name	UN ID #	Section	Permit No.

Particulars of the case:

Class Code	Violation Description	No. of violations of the same Class within past 12 months	Corresponding Corrective Measure

CORRECTIVE MEASURES COMBINED	

_____ (Name), Chief Transport Officer	_____ (Name), Director/Chief of Mission Support

- Requests for the review of any corrective measure to limit or prohibit the use of United Nations vehicles should be made in writing to the DMS/CMS or their delegated authority within 10 working days of the receipt of this notification. Such written submission must contain comprehensive reasons in support of the request for review
- Permit suspension takes effect after the driver has received the notification of corrective measure and has handed over their permit to the Transport Section. If the individual is on leave when the notification is issued, commencement of the suspension shall not start until they return, and the permit is handed over. Any periods of extended absence from the mission area will not be taken into account when computing the applicable period of suspension of the permits.
- In the event that driver re-assessment is applied as a corrective measure in conjunction with a permit suspension, this will be performed at the end of the suspension period and before re-issuing the driver's permit.
- It is the individual's responsibility to follow up and request for his or her permit to be returned to him or her after the suspension period has elapsed.

Office Use Only

Issue Date		Date Permit Surrendered	
Reference No.		Date Permit Returned	

Appendix 7: Guidelines for Safe Vehicle Operation

CONTENTS

CHAPTER VII: GOOD VEHICLE SAFETY PRACTICES

Vehicle Care
Tyres
Hijack Precautions
Coping with Road Rage
Prevention and Handling of Vehicle Fires

CHAPTER VIII: AIRFIELD GROUND SUPPORT

General
Ground Vehicle Control and Limitations
Ground Support Vehicle Rules and Regulations
General Safety Rules for Airfield Support Vehicles

CHAPTER I
FACTORS CONTRIBUTING TO ROAD TRAFFIC ACCIDENTS

1. Although each road traffic accident is unique in terms of the cause-and-effect relationship, the factors that contribute to accidents are often related to one or more of the following:

    - Road users (i.e., drivers, passengers, motorcyclists, cyclists, pedestrians and other non-motorists)
    - Vehicles
    - The roadway and its environment

Factors related to road users

2. The main factor contributing to road accidents is unsafe acts by road users. This category covers a broad range of activities, usually the result of one of the following:

    - Human errors such as perceptual error, inattention and failure to choose correct response
    - Lack of knowledge, skill, coordination or planning
    - Physical and mental conditions
    - Improper attitude towards safety
    - Habits
    - Lack of safety awareness.

Factors related to vehicles

3. At times an accident may result from vehicle defects, such as brake failure, steering failure, loss of a wheel, tyre blow-out, inoperative headlights, wipers, horn or mirror, etc. These problems generally originate from poor design and manufacture, poor maintenance and improper modification.

Factors related to the roadway and its environment

4. The most common road conditions that have the potential to cause accidents are, among others: poorly designed roads; busy junctions; debris, ruts, holes or bumps on the roadway; long-lasting road construction/maintenance; poor maintenance; worn, travel-polished road surfaces; roadside objects obstructing sight; roadside dangers; inoperative, missing or obscured traffic control devices; shoulder problems (none, low, soft, high); lack of parking facilities; and non-highway work.

5. Likewise, lack of parking facilities in urban areas is another common problem in many field missions. It is so common that pavements (sidewalks) are generally occupied by parked vehicles and pedestrians frequently have to walk on the roadway. In some missions, bicycles and mopeds are a popular means of transportation and pose a threat to road traffic since they are less visible than vehicles and may join traffic any time at any location.

6. Weather conditions also play an important role in traffic accidents. Adverse weather conditions affect the performance of vehicle components as well as the human perception of hazard. Rain, hail, fog, blowing snow and sand can reduce visibility. Strong winds, snow and ice make it harder to control the vehicle.

CHAPTER II
COMMON DRIVER ERRORS & SAFE DRIVING TIPS

Driving while intoxicated

7. Consumption of alcohol or drugs impairs a driver's ability to drive safely by adversely affecting reaction time, decision-making, self-criticism, balance, coordination, sight, touch, hearing and judgement. Likewise, many drugs including cold pills and tranquilizers have the potential to affect driving ability, causing drowsiness or dizziness. Alcohol is not digested; it is carried by the bloodstream directly to all parts of the body. Nothing can reduce the blood alcohol concentration, except time.

Tips:

☑ Never drink and drive. If you need to drink, make sure that there is someone to drive you home or take a taxi or public transportation.
☑ Always read warnings and consult a doctor before taking medication and driving.

Drowsy driving

8. Drowsiness (sleepiness) can impair a person in almost the same way as alcohol and drugs, reducing a driver's ability to cope with road conditions and situations. Being awake for 18 hours is equal to a blood alcohol concentration (BAC) of 0.08 per cent, which is the legal alcohol consumption limit for drivers in most countries. Typical symptoms of fatigue and drowsy driving are:

- Frequent blinking of eyes, heavy eyelids
- Difficulty concentrating
- Trouble keeping the head up
- Repeated yawning
- Daydreaming, disconnected thoughts
- Difficulty remembering the last few kilometres
- Drifting between lanes, missing traffic lights and signals.

9. Major causes of drowsy driving are:

- Chronic sleep disorders (narcolepsy, a sleep disturbance that is characterized by sudden, uncontrollable spells of sleep during the day, with disturbances of sleep at night; sleep apnea, a breathing-related sleep disorder that results in brief interruptions of respiration during sleep)
- Acute sleep loss (childcare, socializing, etc.)
- Sleep-restrictive work patterns (night shifts, working overtime, rotating shifts, etc.)
- Medications that increase sleepiness.

Tips:

☑ To avoid crashes resulting from drowsy driving, it is important to watch for signs of drowsiness. When experiencing these signs, the best response is to find a safe place to pull over and take a short nap (15 to 30 minutes).
☑ Do not count on caffeine, radio, open windows, air conditioner, etc. as they only promote short-term alertness.

Distraction

10. Distraction prevents drivers from perceiving hazards by shifting their attention away from the task of driving. Reportedly, at least 25 per cent of traffic accidents involve some form of driver inattention. Often drivers claim "I did not see…"

11. Drivers are exposed to various potentially distracting events while engaged in everyday driving. Some of them are internal whereas others are external. These events include, but are not limited to: sleepiness; talking on, answering and operating mobile (cell) phones; wireless messaging; eating or drinking; manipulating music/audio controls; putting on make-up; smoking (includes lighting and extinguishing); reading or writing; turning head around to converse; using glove compartment; manipulating vehicle controls; vehicle navigation systems; looking at passing scenery; sudden movements by other vehicles; traffic congestion; behaviour of vehicle occupants or pedestrians; searching for street names; insects in the vehicle, etc.

Tips:

☑ Do not allow anything to distract you while driving. Keep your eyes on the road. Ask other occupants (if any) to assist you with answering the mobile (cell) phone, changing the radio channel, using the navigation systems, answering the radio, etc.

Speeding

12. Faster driving speeds significantly reduce the time available for the driver to process information and to act on it, and increase the emergency stopping distance. The following factors increase the likelihood of an accident occurring when combined with speeding:

    - Driver characteristics (such as age, experience, driving skills, etc.)
    - Vehicle characteristics and performance
    - Traffic flow characteristics (speed, volume, density)
    - Roadway characteristics
    - Weather and time of the day, and other environmental factors.

Tips:

☑ Always adjust your speed for prevailing road and weather conditions. Therefore, never drive faster than weather, road or other conditions safely allow, regardless of the posted speed limit.

Drifting into the other lane on bends (curves)

13. This generally happens when drivers misjudge what is a safe speed when approaching bends (curves) in the road and have to understeer as they try to avoid rollover.

Tips:

☑ The best way to enter a bend (curve) is to reduce your speed before entering and stay as close as possible to the edge of the roadway. If you are carrying cargo, make sure it is secured and cannot move from side to side. Otherwise, it may result in vehicle rollover.

☑ Also, when approaching a bend (curve), be alert and watch for other vehicles that may have already drifted into your lane.

Following too close (tailgating)

14. In general, drivers that are following too close to the vehicle in front (tailgating) cannot stop safely and may collide into the rear of the vehicle in front if it suddenly slows down or applies the brakes to stop. This is because the distance between the two vehicles is not sufficient for the vehicle behind to come to a complete stop. The distance required is affected by the following three main factors: a) Vehicle speed; b) Driver perception/reaction time; and c) Vehicle's reaction time and braking capability.

15. Driver perception/reaction time is the time that elapses between a driver seeing a hazard, their brain recognizing it and telling the foot to move from the accelerator (gas pedal) to the brake pedal, and their foot actually applying pressure to the brake.

16. Once the brake pedal is applied, there is the vehicle's reaction time, which depends on the brake pedal free play, the hydraulic properties of the brake fluid and the working order of the braking system. Likewise, vehicle braking capability depends on many factors such as: Brakes (type of braking system, brake pad material, brake alignment); tyre (tyre pressures, tyre tread and grip); suspension system; Road (road surface conditions, slope of road); and the braking technique applied by the driver.

17. This means that the distance for a vehicle to come to a complete stop has two components: the reaction distance and the braking distance. The reaction distance is the distance the vehicle travels from the time the decision to stop is made until the moment the brake is applied. The braking distance is the distance the vehicle travels from the moment the brake is applied to the time the vehicle comes to a complete stop. Together, the reaction distance and the braking distance make up the stopping distance of the vehicle – and both are dependent on the speed the vehicle is travelling.

Tips:

- ☑ Keep a safe distance between your vehicle and the vehicle you are following. This space provides drivers with time to react in case of an emergency. There are two common rules in the determination of a safe distance:
  - ➢ One car-length method: Keep at least one car length, or about 6 metres, for each 16 kilometres per hour of speed.
  - ➢ Two-second rule: This rule requires at least two seconds to elapse between the two cars passing the same fixed object, such as a sign or a tree directly ahead.
- ☑ It should be noted that these are minimum distances and only apply in good driving conditions. Depending on the prevailing road, weather and brake conditions, keep following distances long enough to ensure safe and effective braking.

Failing to yield right of way

18. This is the most common cause of an accident at an uncontrolled intersection. It is also the case when joining traffic, turning left in front of approaching traffic, and when changing lanes.

Tips:

- ☑ Prepare to give the "right of way" assuming that other drivers will not see you. Proceed only if it is apparent that right of way is being given by the other driver.

Disobeying traffic signs and signals

19. Traffic signs and signals are used to control the traffic by providing drivers with necessary information, warnings and guidance about the road and the traffic rules. Ignoring such signs and signals is one of the most common errors made by drivers.

Tips:

☑ Always obey the traffic signs and signals since they are there to protect you and others from accidents.

Erroneous passing/overtaking

20. This is a typical cause of collision on two-lane roads with two-way traffic. In general, drivers feel impatient when following a slow-moving heavy vehicle, such as a truck or bus, for a long period of time. This feeling prompt drivers to try to pass the vehicle in front of them. However, in many situations the location chosen to pass is not favourable for this action.

Tips:

☑ Do not pass on a hill or a bend (curve), or at any time sight lines are impeded; at a street crossing or intersection; at a railroad crossing; on narrow bridges; in an underpass or tunnel; when a sign prohibits passing or centre lines restrict passing; or when behind a vehicle that has stopped to let a pedestrian cross.

☑ When passing, follow these rules:

- ➢ Before starting to pass:
  - Check if road signs and pavement markings prohibit passing.
  - Check traffic ahead & behind to make sure there is enough distance to complete the passing.
  - Indicate your intention to pass by signalling.
- ➢ During and after passing:
  - Warn the driver being passed in a suitable way, such as flashing headlights or using the horn.
  - Return to your lane, ideally when you see the vehicle that you have passed in your rear-view mirror.
  - Finally, do not forget to cancel signalling once the passing is complete.

☑ When you are being passed, it is good practice to slow down and/or approach the edge of the roadway, if necessary, to make the passing easier and safer. You may return to normal speed after the approaching vehicle has passed.

CHAPTER III
EMERGENCY DRIVING

21. Although it is not common, sometimes an emergency situation may occur, such as brake failure, steering failure, a stuck accelerator (gas pedal), wheel loss, tyre blow-out or headlight failure. No matter what happens, do not panic. Keep to the following simple rules to cope with the situation.

Brake failure[85]

Tips:

- ☑ If you have determined that your brakes are bad (strange noises when you depress brake, squeaks, a metallic grinding sound, low or fading brake pedal, pulling to one side when applying the brake, etc.), avoid driving the vehicle until they are fixed. Do not drive around with the brake light on. Have your vehicle checked out by a mechanic as soon as possible.
- ☑ If your brake pedal suddenly sinks to the floor, avoid forcing the brake to the floor, which may result in losing any chance of regaining pressure. Try pumping it to build up pressure. It should take three or four pumps to get the brakes to work. Do not pump anti-lock brakes – press down hard on them instead and plan on taking longer to stop.
- ☑ Gently engage the hand brake if the pumping solution is ineffective or not recommended.
- ☑ Use all available means to alert other drivers, such as sounding your horn and flashing your lights.
- ☑ Shifting to the lowest possible gear will also help to slow down your vehicle.
- ☑ Do not permit the wheels to lock, which causes you to lose the control of your vehicle.
- ☑ If all efforts fail, look for a safe place to steer your vehicle. You may also try to throw your vehicle into reverse gear.

Steering failure

Tips:

- ☑ Steering failure is also very rare, but if it happens, you may find your steering becomes gradually heavier or your vehicle suddenly stops responding to the steering wheel. In these cases:
  - ➢ Do not panic
  - ➢ Ease your foot off the accelerator (gas pedal)
  - ➢ Turn on your vehicle's hazard lights (four-way flashers)
  - ➢ As the vehicle slows down, brake very gently to bring it to a stop
  - ➢ Have your vehicle checked out by a mechanic as soon as possible

Stuck accelerator (gas pedal)

Tips:

- ☑ If your accelerator (gas pedal) gets stuck and causes your vehicle to speed up even though you have taken your foot off it. When this happens:
  - ➢ Try to pull the stuck accelerator (gas pedal) back using your toe.
  - ➢ Shift gear into neutral, use the brake to slow down and get off the road.

[85] These guidelines do not apply for vehicles with pneumatic brake systems.

- ➢ Do not turn off the engine with the key as you may lose power steering.

Tyre blow-out

Tips:

☑ If a tyre blows out:
- ➢ Hold the steering wheel firmly and ease your foot off the accelerator (gas pedal).
- ➢ Let the vehicle slow down by itself and do not use your brake until your vehicle is under control.

☑ If your vehicle skids:
- ➢ Handle it as you would on ice or snow (turn the steering wheel in the direction of the skid).
- ➢ Get off the road as soon as it is safe to do so.

Headlight failure

Tips:

☑ If your headlights suddenly go out:
- ➢ Use other light sources on your vehicle such as the hazard lights (four-way flashers), parking lights and turning signals so that you have some light to get safely off the road.
- ➢ Pull off the road cautiously and seek help.

Stalling on railroad tracks

Tips:

☑ If a train is coming and you are stalling on railroad tracks:
- ➢ Get yourself and any other passengers out of the vehicle and off the tracks as quickly as possible and run as far away as you can in the direction from which the train is coming (if you run the other way you may be hit by debris from your vehicle if it explodes when the train hits it).

CHAPTER IV
OFF-ROAD DRIVING

22. Very few drivers have the necessary level of off-road driving experience to allow for safe cross-country vehicle operation. Driving in these conditions requires extra proficiency in many areas, such as the use of gears and the anticipation of ground conditions.

23. When the circumstances entail driving off-road, remember the following basic rules:

Tips:

- ☑ Never drive faster than is absolutely necessary and take obstacles at a slow and steady pace. Always select the gear you will need for a situation before entering it and try to maintain that gear throughout.
- ☑ Always prepare for the worst-case scenario.
- ☑ Always walk a tricky section before driving it, so that you know exactly where the hidden obstacles are.
- ☑ Always keep both hands firmly on the steering-wheel and remember to keep your thumbs on the outside of the wheel as a sudden jolt could break them.
- ☑ Wear your seat belt.
- ☑ When driving in bush or thorn trees, keep your window closed to above eye level.

24. The following guidelines for off-road driving are intended as an introduction. True proficiency only comes with training and experience.

Four-wheel driving

25. The United Nations vehicle fleet mostly comprises four-wheel drive (4WD) vehicles. Geographical conditions in most field missions require the driver of the United Nations vehicle to switch the gear to 4WD. This process may differ from vehicle to vehicle. For details refer to the Owner's Manual for the specific type of vehicle.

26. However, driving rules are the same for all 4WD vehicles and remember the following basic rules:

Tips:

- ☑ Always change into four-wheel drive before entering an area with reduced traction (e.g., mud, ice, snow, floods, soft sand, etc.).
- ☑ Remember to lock freewheel hubs (if fitted) prior to engaging four-wheel drive.
- ☑ Engage two-wheel drive as soon as you return to a hard or paved surface and unlock the freewheel hubs.
- ☑ If you have any doubts about the operation of a particular four-wheel drive system, seek advice from the Transport Section at the first opportunity after taking charge of the vehicle.

Driving uphill/downhill

27. When you are driving uphill or downhill, remember the following basic rules:

Tips:

- ☑ Always select a suitable gear for the route ahead, whether uphill or downhill. It is far safer and easier to change gear in advance than it is to attempt to do so halfway up or down a steep incline.
- ☑ Approach uphill or downhill areas as close to perpendicular to the slope as you can, to avoid overturning.
- ☑ When travelling diagonally downhill, always look for an escape route straight down the slope, in case the vehicle strikes any object or there is a danger of overturning.
- ☑ Vehicles should never be driven on a downgrade with gears in neutral or clutch disengaged.

Driving on sand

28. Cross-country vehicle movements in dry or desert conditions will sometimes entail the need to drive on sand. The main objective when driving on sand is to maintain movement with the least amount of strain on the vehicle, its engine and its power train.

Tips:

- ☑ **Driving on a short stretch of sand:**
  - ➢ If a short stretch of soft sand is seen ahead, an increase in speed will assist by allowing you to take advantage of forward momentum. Bear in mind that any increase in speed must always be tempered by safety considerations.
- ☑ **Driving on a long stretch of sand:**
  - ➢ Stop before entering an extensive stretch of soft sand and select an appropriate gear that will take you through with little need for further gear changes and a minimum of clutch slippage or wheel spin.
  - ➢ Accelerate gradually to an appropriate speed. Maintain steady, even progress and avoid unnecessary gear changes. If the vehicle has automatic transmission, use the intermediate (low) gear holds.
  - ➢ Avoid rapid changes. Braking on sand will cause a mound to build up in front of all wheels and possibly prevent your vehicle from taking off. Rapid acceleration simply digs the wheels in and can actually lead to slower take-off speeds.
  - ➢ Always negotiate bends (curves) as widely as possible because steering sharply can stall or even overturn a vehicle.
  - ➢ Try to follow in the tyre tracks of the vehicle in front since they have already compressed the sand into a firmer surface than un-traversed ground.
  - ➢ To stop in sand, let your vehicle roll to a halt if practicable. Otherwise, brake gradually. This prevents the tyres from digging in, which tends to happen when brakes are used abruptly. Try to stop on a downhill slope, thereby gaining an advantage when restarting.
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☑ **Approaching a sand dune:**

- When approaching the bottom of a sand dune (hill of sand piled up by the wind), try to do so from the windward side, where the slope is most gradual, at a 90-degree angle (if you drive even on a slight angle, your vehicle may start to slip due to weight transfer resulting in a potential rollover).
- Select the proper gear to avoid changing gear on the slope. Maintain as much momentum as possible while climbing the slope and be prepared to change direction as you reach the crest, riding the crest, if necessary, to seek a safe route down. If you must use the lee side (the steepest slope, select a point where the angle of approach will allow the front bumper to clear.
- When travelling up a dune, if you do not get to the top, reverse (back) down the dune in gear. NEVER coast down the dune and NEVER attempt a U-turn.

☑ **Bogging down:**

- At the first sign that your vehicle is bogging down, avoid flooring the accelerator (gas pedal) as this will just make vehicle recovery more difficult. Try to drive on a lower gear. If the vehicle still bogs down, cut the power to the driving wheels. If you continue to use the engine to force the vehicle out of the sand, it will only sink deeper and become more difficult to extricate.
- In order to free the vehicle, use any or all of the following procedures: Shovel a clear path ahead of the wheels; lay boards, brush channels, canvas, wire netting rope ladders, or some similar material under and in front of the tyres for better flotation and traction; lowering tyre pressure also helps.
- If these do not work, use a winch if available, or a towrope connected to another vehicle if it is evident that continued operation of the vehicle under its own power will only cause it to sink deeper into the sand.

Driving in mud

29. When driving in mud, remember the following basic rules:

Tips:

- ☑ Select your driving gear and try not to change gear throughout the crossing. Do not drive too slowly or too fast. Low range second or third gear are good choices, avoiding wheel spin. First gear gives too much torque and causes wheel spin.
- ☑ If your vehicle starts bogging down, try the above-mentioned techniques to free your vehicle.

Driving in wet conditions

30. When driving in wet conditions, remember the following basic rules:

Tips:

- ☑ **Brakes**
  - ➢ Water thrown up under the vehicle is less likely to affect modern disc brakes. Make sure they work by testing them when it is safe to do so. If your brakes are slipping, check your mirrors to make sure there is no hazard, and then drive slowly while pressing your left foot on the brake pedal. This will dry your brakes. Make sure your brakes work properly before you resume driving at normal speed.
- ☑ **Engines**
  - ➢ Some types of diesel engine will tolerate a certain amount of water, but many modern fuel systems are electronically controlled and are therefore vulnerable to water saturation.
  - ➢ All gasoline engines can be seriously affected by very small amounts of water being splashed on to electrical components, such as engine fuel injection systems, coil, distributor, etc.
  - ➢ It should also be borne in mind that deep water drawn into air intakes will have disastrous consequences for the engine.

Floodwater and river crossing

31. Many United Nations field missions have experienced incidents where ill-advised attempts to cross water have resulted in the vehicle becoming stuck, submerged or even washed away. In at least one such incident in East Timor, both the driver and his would-be rescuer were almost drowned.

32. Water will also wreck an engine if drawn into the air filter. When attempting to cross flooded roads or ford shallow rivers, the following points should always be adhered to.

Tips:

- ☑ Always check the depth of the water you are about to enter on foot (by probing with a stick or a UN vehicle flagpole) before proceeding. This will also forewarn you of any hidden obstacles such as large rocks or any abrupt changes in depth.
- ☑ Do not attempt to cross water if it is deeper than two-thirds the height of the road wheels or if you are unable to ascertain the depth of the water.
- ☑ Never attempt to drive through fast-moving water if it is more than a few Cm-deep.

- ☑ Always make sure that you can complete your crossing without stopping. Use a low gear and keep engine revs high. Do not attempt to reverse (back up) as water may be forced into the exhaust, causing the engine to stall.
- ☑ Test the brakes immediately after leaving the water by light pumping action thereby increasing friction to aid the drying out of the brake pads/shoes.

Use of winch equipment

33. A number of 4x4s and trucks are fitted with winch (self-recovery) equipment to assist in the removal of bogged or stuck vehicles. Although useful when needed, equipment of this type should be used with care if injury is to be avoided.

Tips:

- ☑ In general, vehicle-mounted winches are designed either to assist self-recovery or to perform the recovery of a vehicle of the same or lesser weight. The winch should not be connected to a heavier vehicle.
- ☑ The winch cable is not a tow cable. It should not be used to pull a vehicle at any time as this will cause damage to the winch mechanism and may break the cable. Winch cables must only be attached to towing eyes or towbars.
- ☑ Keep hands away from winch equipment when in use. Do not allow the cable to become entangled with limbs or clothing. When feeding the cable in or out, maintain a distance of at least three meters between the operator and the winch. Heavy-duty, thick gloves should be worn at all times when handling steel winch cables.
- ☑ Visual contact should be maintained between people operating a winch in case it is necessary to switch off in an emergency. Do not rely on being able to shout over the sound of a vehicle engine.
- ☑ After use, the winch cable should be cleaned and carefully rewound, bearing in mind the safety points above. Refit all covers, correctly stow ancillary items (hand controls etc.) and reset freewheel mechanisms to “Free”.
- ☑ Do not allow spectators / bystanders to approach the area where winching is in progress too closely. A winch cable can snap under tension with potentially lethal consequences for anybody positioned nearby.
- ☑ Under no circumstances should you attempt to use the winch if you have any doubts about its operation. The manufacturer’s instruction book should always be read, or a qualified source consulted prior to use. Remember, safety first! It is better to call for recovery assistance than to attempt to help yourself if you have any doubts.

CHAPTER V
WINTER DRIVING

34. Winter driving presents specific hazards. The basic procedures for driving in cold weather encompass all driving and safety standards that apply in normal conditions. However, the added hazards of rain, snow and ice increase the need to observe safe driving procedures. Before engaging in cold weather operations, all drivers must therefore be thoroughly trained in winter driving techniques.

Effects of Low Temperatures on Materials

35. Personnel involved in the maintenance and repair of United Nations vehicles in countries where harsh winter conditions are a factor should be aware that, when certain materials essential to vehicular operations are exposed to low temperatures, the following occurs:

- Rubber becomes stiff and brittle. Radiator and heater hoses may crack and break if handled roughly. Also, after a vehicle has been parked for several hours, its tyres develop flattened-out areas and have little resiliency. The tyres will soften once normal operations are resumed;
- Water freezes and expands. Expansion in restricted areas exerts tremendous power and may split radiators or crack engine blocks;
- Canvas tarpaulins and covers become stiff and brittle, difficult to fold, unfold, or use without damaging;
- Glass conducts heat poorly and may crack or shatter if subjected to a sudden increase in temperature. Do not apply sudden, intense heat to clear or de-ice vehicle windows or windshields;
- Engine oil become thick and flows sluggishly. This results in poor lubrication of the engine until warmed by normal operation. Thickened oil also creates a drag on the engine, making starting more difficult;
- Grease becomes hard and thick and loses lubricating properties until it is warmed by normal operations.

Driving on Ice/Snow

36. Before Starting:

Tips:

☑ Plan your trip carefully
  - ➢ Prefer travelling during daytime, and take another person with you, if possible.

☑ Clean the exterior of your vehicle. Good all-around visibility is essential to safe, cold weather driving. To achieve optimum visibility during cold weather, the following should be observed:
  - ➢ Clean all ice and snow on all windows. Make sure that all snow and ice are removed from the car, including from on the roof. Flying snow or ice from your vehicle may cause injury or property damage.
  - ➢ Use defrosters and windshield wipers to keep the windshield free of ice, sleet, snow, and fog. Keep a cab window open slightly when the heater is in use.
  - ➢ Keep inside and outside rear-view mirrors clean and properly adjusted.

☑ Check your vehicle's essential systems.

- Make sure your brakes, windshield wipers, defroster, heater and exhaust system are in good condition. It is also important to observe all instruments, gauges, and warning lights during warm-up to avoid engine damage and to ensure that operating temperatures are achieved prior to moving off or accelerating.
- Check your tyres. Make sure they are properly inflated, and the tread is in good condition.
- Always carry chains. Consider putting on snow chains on roads covered by ice or snow before starting. Make sure they are the proper size for your tyres and are in working order. You might want to take along a flashlight and chain repair links. Chains must be installed on the drive wheels. Make sure you know if your vehicle is front or rear wheel drive.
- Carry essential winter equipment. Items to carry in your car are an ice scraper or commercial de-icer, a broom for brushing snow off your car, a shovel to free your car, sand or burlap for traction.
- Dress warmly. Wear layers of loose-fitting, layered, lightweight clothing. Carry blankets, food and water. Always notify someone of your trip.

37. Driving:

Tips:

- ☑ **4WD:** If you are driving a 4WD vehicle, engage either 4L or 4H depending on the circumstances.
- ☑ **Move Slowly:** When starting a journey in low temperatures, move vehicles slowly and carefully after they have been standing in the cold for a significant period. Do not attempt to break free a vehicle frozen in place by using its own power to rock or jerk it loose. Use a second vehicle to tow the frozen vehicle
- ☑ **Keep Your Gas Tank Full:** It may be necessary to change routes or turn back during a bad storm or you may be caught in a traffic delay. Maintain at least a half tank of gas at all times.
- ☑ **Keep all windows and mirrors clear** at all times whilst driving.
- ☑ **Braking & skids:** Avoid sudden stops and quick direction changes. Use your brake extremely carefully and gently. Release brake pedal if your tyres lock and your car start skidding. Repeat this process putting less and less pressure on the brakes until the vehicle is under control. In case of a skid, always steer into the direction of the skid in order to regain control. That is to say, if, for example, the rear of the vehicle slides to the left whilst cornering, the reaction of the driver should be to turn the steering wheel to the left to counteract the skid. This technique is often referred to as applying 'Opposite Lock'. Sometimes, slight acceleration may also help the driver to restore the balance of the vehicle. Do not disengage the clutch or apply the brakes as this will only unsettle the vehicle further and possibly worsen the skid.
- ☑ **Watch your speed:** Snow and ice make stopping distances much longer, so keep your seat belt buckled and leave more distance between your vehicle and the vehicle ahead. Bridge decks and shady spots can be icy when other areas are not.
- ☑ **Be observant:** Visibility is often limited in winter by weather conditions. Slow down and watch for other vehicles that have flashing lights, visibility may be so restricted during a storm that it is difficult to see the slow-moving equipment. When driving during snowstorms and periods of reduced visibility, use vehicle lights to warn other drivers of your position. Use dipped headlights, not main / high beams; if visibility becomes zero stop and wait for better conditions. Pull onto the roadside after checking for concealed ditches, culverts, or other obstructions.
- ☑ **Use a guide when reversing** / backing the vehicle or where assistance is required in picking a trail in deep snow.
- ☑ **If trapped in vehicle, set your light flashing**. When the engine is running, open the window slightly, this will protect you from carbon monoxide. Make sure that snow is not blocking your exhaust pipe.

Rain

38. Road surfaces are most slippery during the first few minutes of a rainfall. Wet road surfaces can cause tyres to hydroplane, or ride up on a film of water, starting at about 55 kph (35 mph), which could cause a driver to lose control. Chances of hydroplaning increase as speeds increase. After 90 kph (55 mph) tyres may totally leave the road surface.

Tips:

- ☑ When driving through a water puddle, test the brakes by pumping them. This will also help dry the brakes. Decrease speed when driving through water puddles, especially those deeper than the tread of a tyre. Slow down on wet roads, stop and turn carefully.
- ☑ To avoid hydroplaning, do not drive on bald or badly worn tyres and slow down when heavy rain, standing water or slush is present.

Hail

39. Hail usually occurs unexpectedly and can be almost blinding for drivers. But it does not usually last long.

Tips:

- ☑ Slow down to a safe speed, turn dipped headlights on and if you can safely do so, pull off the road until the storm blows over. For some time after a hailstorm, the road will be slushy, so drive slowly and exercise extreme caution.

Winter Sun

40. Winter sun dazzle is an underestimated hazard. The winter sun is lower in the sky so reduce speed and use your visor to lessen the dazzle effect.

Driving in Fog/Smoke

41. Fog is dangerous at any time, but particularly so at night. Fog can sometimes be so thick that a driver can barely see the front of their own vehicle. The only thing to do in very dense fog is to get off the road as quickly as possible. Otherwise, reduced speed should be maintained until it is apparent that the fog area is behind you.

Tips:

- ☑ Slow down while driving in fog. Fog makes it very difficult to judge speed. Do not believe your eyes alone, glance at your speedometer to make sure;
- ☑ Keep headlights on low beam. Use pavement markings and other vehicles' lights as guides.
- ☑ Turn on wipers, defroster and low-beam headlights. Using high beams can decrease your visibility;
- ☑ Moisture from fog makes roads slippery, so braking must be done smoothly as possible.
- ☑ Open a window slightly and turn off the radio. Watch for slower moving cars and listen for engine sounds or car horns ahead.
- ☑ If the fog is too dense to continue, pull completely off the road and try to position your vehicle in a place where it is protected from other traffic. Turn on your hazard lights (emergency flashers).

CHAPTER VI
GOOD DRIVING PRACTICES

Starting vehicle engines

42. Care should always be taken to ensure that the vehicle is in a safe condition before the engine is started. Most United Nations vehicles have diesel engines, and the following general principles apply to the majority of such models. For petrol engines, the specific vehicle handbook or a suitably qualified source should be consulted.

Tips:

- ☑ Ensure that the hand brake (parking brake) is firmly applied, and that the transmission is correctly set (neutral for manual transmissions and either neutral or park for vehicles equipped with automatic transmission).
- ☑ Turn the ignition key switch to the "on" position and wait for the heater plug "wait" light to be extinguished before attempting to start the engine. Older vehicle models may take up to 15 seconds to complete this.
- ☑ If the engine does not start after cranking for five seconds, or stalls immediately, wait for the heater plugs to warm up a second time before retrying.
- ☑ Ensure all auxiliary electrical equipment is switched off before attempting to start the engine. This includes air conditioners and communications equipment. (This also applies to petrol-engine vehicles.)
- ☑ Switch off all electrical vehicle systems and communications equipment when parking the vehicle to prevent battery discharge.

Drive defensively

43. Defensive driving is a key aspect of safe driving. Its aim is to reduce the risk of driving by anticipating dangerous situations. Defensive driving is based on effective observation, good anticipation and maintenance of control. It encourages drivers to question the actions of other road users so as to be prepared for the unexpected. This also entails driving with responsibility, care, consideration and courtesy. The road safety of the individual lies mainly in their own hands. The better the level of control that they achieve, over both vehicle and road space, the safer they will be.

44. Any road safety or accident prevention strategy must encourage the use of defensive driving techniques if it is to be successful. Drivers of vehicles bearing United Nations markings should be particularly aware of the need to set a good example. As the most conspicuous aspect of many United Nations operations, vehicles can act as a combination of ambassador and shop window. This, of course, works both ways as bad driving gives a negative impression to other road users.

45. Some of the major defensive driving principles and techniques are as follows:

Tips:

☑ **Safeguard yourself and others**
- Wear your seat belt and insist that front and rear seat passengers do the same.
- Do not rely on the vehicle's horn to clear your path. Slow down for hazards instead.
- Take extra care when reversing (backing up). Use a guide to assist if you cannot see behind you.
- Avoid driving in the night and in bad weather conditions.
- Use your hazard lights (four-way flashers) to warn drivers behind you of slowed or blocked traffic up ahead, so as to avoid being hit from behind.

☑ **Be aware**
- Situational awareness is essential. Adjust your vehicle's speed to the driving conditions.
- Maintain a safe distance between vehicles.
- Make sure your lights, signals, horn and brakes are in proper order.
- Never drive when tired or under the influence of alcohol or drugs of any kind.
- Never drive off road if the possibility of landmines or unexploded ordnance exists.

☑ **Stay alert**
- Always expect the unexpected.
- Do not make any assumptions about what another driver may do or how they will react in a situation. Do not assume that they have seen your vehicle or will do the "right" thing.
- Avoid becoming distracted from the task of driving. Keep your eyes on the road.
- Be prepared for pedestrians to cross the road unexpectedly, especially in towns.

☑ **Be patient**
- Obey traffic signals, signs, road markings and Traffic Police, and adhere to speed limits.
- Always slow down when passing any vehicle that is discharging passengers.
- Overtake only if it is apparent that the road ahead is clear, and it is safe to do so.

☑ **Communicate with others**
- Do not presume your intentions are clear to others without indicating what they are.
- Drive predictably. Signal before turning, overtaking, slowing down or stopping.
- Use your horn and lights to get the attention of other drivers. Use them cautiously as they may sometimes disturb and agitate others.
- Use your horn to get pedestrians' attention.

☑ **Be considerate to others**
- Keep in lane. Do not monopolize the road by driving too close to the centre.
- Be ready to yield priority or right of way to others.
- Park with care and consideration, avoiding bends (curves), junctions and the tops of hills.

☑ **Yield right of way to non-motorists**
- Always yield the right of way to pedestrians and bicycles in the roadway unless the local law requires otherwise.

☑ **Use headlights**
- Headlights are not only vital to ensure you can see clearly, but they are also crucial for making sure other drivers and road users can clearly see you.
- A vehicle's headlights should be turned on from sunset to sunrise, during fog, smoke, rain, or other unfavourable atmospheric conditions, and at any other time when there is not sufficient light for the vehicle to be seen or the operator to see on the roadway.
- Also, it is good practice to use headlights when driving in two-way traffic. No vehicles should be driven with obscured vehicle lights and/or reflectors.
- Make sure your headlights are clean and working properly.

Engage brakes when parking uphill or downhill

Tips:

- ☑ Set your hand brake (parking brake) after parking on a hill. Also turn the wheels in such a way that they keep your vehicle from rolling into traffic.
- ☑ If you are parking uphill, turn your wheels away from the kerb; if you're facing downhill, turn them towards the kerb.
- ☑ If, for any reason, your vehicle starts to roll, the kerb should hold the wheels and prevent your vehicle from rolling downhill.
- ☑ If there is no kerb or a very low one, whether you are facing uphill or downhill, turn your wheels all the way towards the nearest side of the road.

Avoid reversing (backing up) whenever possible

46. All accidents when reversing (backing up) are preventable. No amount of forward-driving experience can help a driver with reversing (backing up) a truck or other vehicle. Drivers need to practise in safe surroundings until they become familiar with the way the particular vehicle reverses (backs up).

Tips:

- ☑ Park in such a way that you avoid reversing (backing up).
- ☑ Do not put yourself into situations where unnecessary reversing (backing up) is required. If possible, park where you will not have to reverse (back up) to exit.
- ☑ If reversing (backing up) is necessary:
  - ➢ Do a walk around: Walk round your vehicle to check the clearances and search for hidden obstacles. The terrain in many areas may be uneven, wet and soft. Reversing (backing up) over soft or uneven ground can cause damage to the vehicle and property.
  - ➢ If your view is obstructed: Reverse (back up) a couple of feet and then stop the vehicle and physically check throughout the manoeuvring. If you are not alone, ask another person to help guide you as you reverse (back up).
  - ➢ Reverse (back up) slowly: Never be in a hurry when reversing (backing up). Always reverse (back up) slowly so that your vehicle can stop easily. Check all mirrors and the back window and turn your body around to provide a good visual of the area.

Fasten seat belts

47. Of all of the many steps that a driver can and should take in order to improve the safety of vehicle occupants, the first and most beneficial is to ensure that all occupants have their seat belts fastened before moving off, including their own. For the sake of safety, it is mandatory for all occupants to wear seat belts when travelling in United Nations vehicles. All drivers are responsible for ensuring compliance with this regulation in the United Nations vehicle under their control.

48. To understand the value of seat belts, it's important to understand some of the dynamics of a traffic crash. Every surface vehicle crash is actually comprised of three collisions:

    48.1. The first collision is known as the vehicle's collision, which causes the vehicle to buckle and bend as it hits something and comes to an abrupt stop. This occurs in approximately one-tenth of a second. The crushing of the front end absorbs

some of the force of the crash and cushions the rest of the vehicle. As a result, the passenger compartment comes to a more gradual stop than the front of the vehicle.

48.2. The second collision occurs as the occupants hit some part of the inside of the vehicle. At the moment of impact, unbelted occupants are still travelling at the vehicle's original speed. Just after the vehicle comes to a complete stop, these unbelted occupants will slam into the steering wheel, the windshield, or some other part of the interior. This is the human collision.

48.3. The third collision occurs after the occupants' bodies have come to a complete stop. The internal organs continue to move forward until, suddenly, they hit other organs or the skeletal system. This third collision is the internal collision and often causes serious or fatal injuries.

49. During a crash, properly fastened seat belts distribute the forces of rapid deceleration over larger and stronger parts of a person's body, such as the chest, hips and shoulders. The seat belt stretches slightly to slow your body down and to increase its stopping distance

Drive more cautiously at night

50. Most of a driver's decisions are based on what they see. During the hours of darkness, the distance and scope of vision is reduced. However, there are a number of factors that contribute to nocturnal crashes. The following should be remembered when driving at night:

Tips:

- ☑ Speed should be reduced accordingly so that the driver is able to stop within the space clearly illuminated by the headlights.
- ☑ Headlights should always be dipped in built-up areas and when meeting or following another vehicle.
- ☑ Shadows can sometimes conceal obstacles or other hazards. Pedestrians, cyclists and even other vehicles can appear suddenly under low light levels. Always observe and reduce your speed accordingly. The dark also masks the depth of potholes, particularly if they are filled with water.
- ☑ Tinted lenses reduce the amount of light available to the eye and therefore information to the brain. As such they are not recommended for driving at night or in conditions of poor visibility. Advertisements for the use of so-called "night driving glasses", claimed to be aids to driving after dark or in fog, are both inaccurate and misleading. The only occasions when such lenses should be used are on the advice or prescription of an optician or ophthalmologist.
- ☑ Drivers should be aware of the need for regular eye tests in order to ensure that their vision is adequate for the operation of a vehicle. This is particularly true in the case of night driving, which tends to exacerbate certain eye conditions associated with ageing.

CHAPTER VII
GOOD VEHICLE SAFETY PRACTICES

Vehicle care

51. In addition to the normal maintenance responsibilities of the driver, the following points should also be noted when operating in dry and dusty environments:

Tips:

- ☑ Keep valve caps on all tyres. Ensure that missing caps are replaced.
- ☑ Check engine temperature and levels of coolant and oil frequently.
- ☑ If overheating occurs, check for loose or broken drive belts, coolant loss and ensure that necessary corrective action is taken.
- ☑ Clean the oil spout before adding engine oil and remove any accumulation of sand or dirt from around the filler hole.
- ☑ Clean the spouts of fuel containers before refuelling. Under extremely dusty conditions consider filtering the fuel when filling the tank.
- ☑ When stopped for extended periods, park with the rear of the vehicle towards the wind or cover the windshield and radiator with a tarpaulin to prevent windshield damage and avoid sand accumulation in the engine compartment.

Tyres

52. Appropriate tyres shall be mounted on the vehicle. In regions with temperatures below 5°C, with snow or icy conditions, winter tyres marked with the alpine symbol should be mounted on the vehicle. Tyre changing after a puncture is the responsibility of the driver. In field conditions, it should be part of a driver's daily maintenance checks to ensure that the spare wheel and tools are both present and operational. From a road safety point of view, it is also important to note that spare tyres should never be carried loose inside a vehicle. In circumstances where punctures are common, it is often tempting to keep the spare wheel in the cargo/luggage area of a 4WD vehicle (behind the rear seat) for ease of access. This is a temptation that should be resisted, as, in an accident, an unrestrained road wheel can be projected forwards into the passenger compartment with lethal force. The latch mechanisms of folding rear seats do not have sufficient strength to resist the forces generated by an unrestrained wheel in an accident.

Hijack precautions

53. Becoming the target of a vehicle hijacking is one of the most dangerous situations that United Nations staff can face. Vehicle hijackers are often armed and nervous, and very aware of the danger which they themselves face; thus, they are likely to resort to violence very quickly in order to steal the vehicle. Do not risk losing your life in an attempt to save your vehicle. Consider this very carefully before choosing to resist an attempted theft. In the event of forcible theft or hijacking, drivers should not resist. They should remain calm and comply quickly with the hijackers' instructions, surrendering personal belongings without protest. The underlying principle must always be that life and limb is worth more than any United Nations or personal property. The threat of vehicle crime will vary greatly from place to place and it is therefore incumbent upon all missions to ensure that mission

personnel are adequately briefed with recent, local information. The following points are for general guidance only:

Tips:

- ☑ When driving, particularly at night or when alone, lock all doors and keep all windows closed. Ensure that all valuables, but particularly bags, purses, wallets and the like, are kept well out of sight so that they do not act as a temptation to any would-be thief. When stopping at a junction or traffic light, leave sufficient space in front of you to manoeuvre and drive away, should you need to do so suddenly (this will probably not be practicable for large trucks or articulated vehicles). The correct distance is one where you can easily see the bottom of the rear tyres of the vehicle in front of you. Also, in a potentially dangerous situation, engage gear and keep your right foot near to the accelerator (gas pedal) so that you can drive away quickly if the need arises.
- ☑ If possible, drivers of light vehicles should avoid using large or remote car parks, particularly at night. If this can't be avoided, then park as near to the entrance as possible, in a well-lit area close to the pedestrian ramp, walkway or stairs. If possible, park as close as you can to a manned security booth. When parking in a bay, reverse (back) into the space, so you can leave quickly if necessary. When returning to your vehicle, always have your key ready and check that there is no one in the vehicle before entering.
- ☑ Sometimes, thieves will attempt to flag down a vehicle that they intend to steal. A driver may be signalled to stop by what appears to a road user in distress. Is this other person really in distress, or does they want the vehicle driver to stop for other unsavoury reasons? Faced with these circumstances, particularly at night or in an unfamiliar place, you would be well advised not to stop. It would be more practical and of course safer to report the incident to the appropriate authorities at the next available safe location. If you must investigate further, open your window just wide enough to speak to whoever has signalled for you to stop, and explain to them that you will go to summon help. Ensure that you keep all doors locked and do not allow them into the vehicle. Do not turn off your engine and keep your foot on the accelerator with first gear engaged in case you need to drive off in a hurry.
- ☑ Drivers of high-value cargo vehicles may be snatched and forced to assist thieves who wish to gain access to a vehicle or load. If driving home after work and you think that you are being followed, do not drive straight home. You might want to satisfy yourself that you are being followed, by making several alterations to the journey. Once satisfied that you are indeed being followed, move to the side of the road and drive slowly. The chances are that the other driver will feel too conspicuous following closely under these conditions and will drive past. If not, try to find a busy, well-lit area and stop close to other people. If you feel that you are about to be attacked, summon help by sounding your horn and flashing your lights.
- ☑ Don't be fooled into getting out of your vehicle unless there is an emergency. Ensure that the emergency is real and not a ruse to divert your attention and be vigilant before alighting from the vehicle.
- ☑ Plan your route before starting your journey to reduce the likelihood of getting lost. Keep to main roads if possible and carry a map just in case you lose your way, so you don't have to ask a stranger for directions. For some journeys, it may also be worthwhile informing people at your destination of your estimated time of arrival before setting off. Do not pick up hitchhikers under any circumstances.
- ☑ Drivers can sometimes become the victims of opportunist crime after breakdown. To avoid this, ensure that the vehicle is maintained according to the United Nations schedule (including daily checks by the driver) and that there is nothing obviously amiss that could cause a possible mechanical failure en route. According to figures compiled by various recovery operators worldwide, over 50 per cent of the breakdowns that they attend to are caused by problems that should be detectable during basic maintenance.

Coping with road rage

54. Road rage is a term used to refer to dangerous and violent behaviour by a frustrated driver operating a motor vehicle. Very often, this behaviour results in an accident.

55. Road rage and aggressive driving manifest themselves in many ways, such as:

- speeding and aggressive acceleration;
- deliberately close following (tailgating);
- cutting off other vehicles in a lane;
- weaving in and out of traffic;
- sounding the vehicle's horn or flashing lights excessively;
- verbal provocations or obscene gestures and threats;
- deliberately hitting another person, vehicle or object with one's own vehicle;
- threatening to use or using a firearm or other deadly weapon;
- pursuing or chasing for retaliation or revenge;
- driving in the passing lane and keeping pace with the vehicle next to them to enforce the speed limit themselves;
- driving excessively slowly on a high-speed road;
- throwing objects from a moving vehicle with the intent of hitting the vehicle behind;
- stopping a vehicle at the side of the road, and getting out of it to threaten, frighten, attack, fight or hurt another motorist or passenger, or a pedestrian, cyclist or other person.

Tips:

☑ When confronted by an aggressive driver, even if it is hard, avoid eye contact and stay calm, make every attempt to avoid escalating the situation.
☑ Increase the distance between you and the aggressive driver.
☑ Do not stop or get out of your vehicle.
☑ If you are being followed by an aggressive or threatening driver, drive directly to the nearest police station.

Prevention and handling of vehicle fires

56. Globally, it is estimated that 65 per cent of vehicle fires are started deliberately. This includes fires started to cover criminal activity, to make a fraudulent insurance claim, as an act of vandalism or during the course of civil disorder. In some regions of the world, this percentage is certainly far higher. Other vehicle fires break out simply due to driver or passenger carelessness, or a lack of basic maintenance and can therefore be prevented. Even small fires, depending on the situation, location or time of year, can develop into major incidents. During dry months of the year in particular, they can spread rapidly, causing damage to the surrounding area.

57. The following tips are intended to alert United Nations drivers to the dangers of vehicle fires. In all vehicle fires, the first thing to think about is personal safety. A vehicle can be replaced but people cannot, so think and act quickly, but always in the safest way possible.

Tips:

☑ **Preventive measures:**
- Keep a multi-purpose dry powder or foam spray extinguisher conforming to a recognized international standard in all vehicles.
- Do not overfill vehicles with fuel in hot weather. Wipe off any excess/spillage of fuel.
- Keep the engine compartment clean and free from any flammable materials such as rags, etc.
- Any smell of fuel should be investigated. Routinely check all fuel lines for signs of leaks or undue wear and ensure their connections are reliable.
- Smoking is strictly prohibited in United Nations vehicles.
- Transporting fuel in “jerry cans” inside United Nations vehicles is strictly prohibited.
- Check for any exposed, damaged or loose wiring.

☑ **In the event of suspicion of a fire in a vehicle:**
- Stop the vehicle.
- Switch off the engine.
- Release the hood / bonnet catch but do not open it.
- Get everybody out of the vehicle.
- Move away from the vehicle and stay away, keeping others back.
- Summon emergency assistance if possible.
- Warn oncoming traffic.
- If you believe it is safe to do so, attempt to put out the fire with a dry powder or foam extinguisher.

☑ **If the fire is in the engine compartment:**
- Do not open the engine cover but aim the dry powder or foam through the radiator grille or under the edge of the hood.
- If the fire appears to be electrical, turn off the battery isolator switch (if applicable) or consider disconnecting the battery terminals, if possible.
- Always proceed with caution and if in doubt, do not attempt to tackle the fire.
- Never use water on an engine fire as it can cause electrical chocks and spread burning fuel with disastrous effect.

CHAPTER VIII
AIRFIELD GROUND SUPPORT

General

58. In broad terms, aircraft and ground vehicles should not be allowed into close proximity with each other unless this is an operational necessity. Their widely differing requirements are not easy to reconcile safely, and this can give rise to the risk of accidents with the potential for wide-ranging, negative financial, human, public image and operational capability implications. By definition, flight lines are designed for the needs of aircraft and not for ground vehicles. Most signs and markings are therefore designed primarily for the use of aircraft and their crews. At best, vehicles are given a low priority and in some cases no attention is given to their needs at all. This leads to confusion, which in turn can easily lead to accidents.

59. The Aviation Safety has developed the following standards in order to reduce the confusion and risk in flight line operations in mission areas to a minimum. A central tenet of airfield operations must be the avoidance of ground accidents especially due to jet blast, rotor wash or ground collisions between moving aircraft and vehicles. Safe practices can alleviate eliminating injuries, loss of life, interference with day-to-day operations and even certain classes of flight accident that can be caused if failings in ground procedures are not caught in time.

60. Right of Way on Airside. All aircraft manoeuvrings on ground have the right of way over vehicles on airside. Only vehicles responding to an aircraft accident/ airport emergency have the right of way over the aircraft.

Ground vehicle control and limitations

61. Most airport authorities have ground vehicle control plans, vehicle operating standards and training. However, in many countries where missions are in place, these plans and procedures have been forgotten, are no longer followed, or have never existed. In areas where plans/standards/regulations are still in effect, all United Nations staff should comply with them. If, however, the standards in place are lower than those established in these procedures, then in United Nations-designated spaces the United Nations flight line safety standards shall apply. IATA Air Side Safety Course is recommended for drivers operating on airside in all other areas, the local standards will still apply.

Ground support vehicle rules and regulations

62. Designated roadways should be established: ideally the majority of ground vehicles should be kept to the perimeter of the aircraft parking areas. Exceptions are made for emergency vehicles, fuel, catering and similar vehicles. Nevertheless, the following general rules should be implemented:

63. All vehicles allowed to operate outside the designated roadways should be equipped with distinctive flashing lights. Use of lights should be restricted, as they can be blinding, distracting and confusing to pilots.

64. Only authorized vehicles are allowed onto the aprons, aircraft parking areas and taxiways. Vehicles transporting VIPs and high-ranking United Nations staff members require special authorization to enter these areas and must comply with all rules and regulations.

65. Vehicles to be used on taxiways and runways must also be equipped with radios that allow them to be in direct contact with air traffic controllers. These vehicles must have distinctive United Nations markings and numbers, readable through binoculars so that they may be easily identified and contacted by air traffic controllers.

66. Vehicles must be marked with reflective tape so that they can be seen at night with their lights off.

67. Roadways should be marked with the same type of markings common to that country/community, such as turn lanes, stop lines, speed limits and so on. These signs and markings must be maintained and repainted on a regular basis.

68. On designated roadways, the following speed limits must be posted and enforced:

- Aircraft parking areas – 20 kph and 5 kph when within 10 metres of aircraft
- Congested areas – 20 kph or less if conditions dictate
- Towing speed aircraft – 5 kph
- Towing speed for single towed equipment (i.e., one piece of equipment being towed) – 15 kph
- Towing speed for multiple towed equipment (i.e., various pieces of equipment being towed at the same time by one towing truck) – 5 kph
- Towing speed for baggage trolleys or trains – 15 kph
- Towing speed for ground power equipment – 20 kph.

Note: 5 kph is considered to be equivalent to a brisk walking pace.

69. When ground vehicles are near to or approaching aircraft, the following rules should also apply:

- Vehicles should approach aircraft from such an angle that, if the brakes were to fail, or the accelerator (gas pedal) become stuck, the vehicle could be manoeuvred so as to avoid the aircraft.
- Vehicles should be parked so that they will not impede the movement of aircraft in an emergency.
- Vehicles must not approach an aircraft when its beacon lights are on; they should maintain a minimum safe distance of 60 metres, until the aircraft has come to a complete stop or moved to another location.
- In order to permit rapid movement of the vehicle in an emergency, vehicles parked near aircraft should have their brakes set, the engine shut off and the keys left in the ignition.
- Personnel (including passengers, crew and ground staff) should only be permitted to ride on vehicles equipped with seats specifically designed for passengers. No person should be allowed to ride on any part of a vehicle not intended for that purpose.
- Motorcycles and bicycles must follow the same general rules as other vehicles. They should also be equipped with lights, brakes and reflective tape markings.
- An aircraft that is taxiing or being towed has the right of way over any other vehicle.

- All vehicles must be maintained on a regular basis and drivers should have checklists to be followed daily before operations commence.
- All United Nations staff members, be they Military, Police or civilian (local or international), who will be operating vehicles on or near the flight line require recurrent training on the following issues before being given permission to work/drive in any of the designated airport roadways, taxiways or aprons: vehicle control and limitations, pavement markings, use of radios, aeronautical phraseology, control tower light signals, speed limits, right of way of aircraft, operating in proximity to aircraft, vehicle parking, passengers and towing operations.

70. It is the responsibility of Air Operations staff members and Security Officers assigned to each airport used for United Nations operations to enforce these regulations.

General safety rules for airfield support vehicles

71. All personnel concerned with the operation of United Nations aircraft should be reminded to familiarize themselves with the manufacturer's operations/procedures manual of any and all airfield support vehicles that are available to them, prior to use. These guidelines must be observed during all operations involving the use of these vehicles. However, the following general safety procedures are guidelines that are normally applicable to all such equipment:

Forklifts or loaders:

72. These vehicles must only be operated by trained and previously licensed personnel.

73. When these vehicles are operating very close to aircraft, an assistant should be used to help the driver in maintaining clearances.

74. Pre-positioned chocks should be used to prevent the forklift from being accidentally backed into the aircraft.

75. Loads should not be lifted or lowered while the loader is in movement.

76. If the distance to be driven by the forklift is more than a few metres, the forklift must be driven backwards, in order to take advantage of better steering control, visibility and retention of load in case of a sudden stop.

77. If the forklift is to be driven up or down an incline, the load should always be positioned so that it is facing uphill.

78. When parked, in order to avoid injury to personnel in the area, the forklift should always have its forks flat on the ground.

79. Vehicles must be maintained on a regular basis and drivers should have checklists to be followed daily before operations commence.

Hi-lift truck:

80. These vehicles must only be operated by trained and previously licensed personnel.

81. When these vehicles are operating very close to aircraft, an assistant should be used to help the driver in maintaining clearances.

82. Vehicles must be maintained on a regular basis and drivers should have checklists to be followed daily before operations commence.

83. The following procedures should be followed when approaching an aircraft:

- Approach the aircraft slowly to within 1.5 metres.
- Stop the vehicle.
- Raise the bed.
- Drive forwards slowly, following the assistant's instructions, until the aircraft and vehicle touch.
- Install chocks on the vehicle's front wheels.
- Place non-skid surface dock boards on the floor leading into the aircraft.
- Use sliding guardrails to connect the truck platform and the aircraft door.

84. When departing the aircraft, the following procedures should be followed:

- Dock boards and guard rails should be removed and stowed.
- Chocks should be removed and stowed.
- The vehicle should be backed away from the aircraft under the supervision of the assistant.
- Only when the vehicle is in a safe distance from the aircraft should the truck bed be lowered.

Fuel servicing trucks:

85. The positioning of fuel trucks is dependent upon a number of factors, including the type of truck being used. Some aviation fuel trucks are designed to permit positioning under the wings of aircraft, others are to be placed next to the wing so that the top of the truck can be used as a standing platform for refuelling personnel, etc. The manufacturer's instructions should always be consulted prior to use and adhered to at all times. Only trained personnel should be allowed to operate such equipment.

86. As a general rule, the further away the truck is from the aircraft, the greater the safety margin will be. The length of fuel hose available ultimately limits this distance. However, in general, the following should be followed when aircraft are being refuelled:

87. The refuelling truck must only be operated by trained and previously licensed personnel.

88. When these vehicles are operating very close to aircraft, an assistant should be used to help the driver in maintaining clearances.

89. The truck should be positioned at least one complete "hose length" from the aircraft.

90. Grounding of the aircraft for the refuelling must be done, when required.

91. Additionally, the truck should be parked downwind from the aircraft so that a fire on the truck would not be blown automatically towards the aircraft.

92. Trucks should always be parked in such a way as to provide a direct exit path, without having to reverse (back out).

93. Care should be taken with fuel hoses; they must not be positioned where other vehicles might run over them.

94. All fuel leaks should be reported and repaired immediately.

95. Quality assurance tests should be carried out at least daily and every time the truck is refuelled.

96. Appropriate fire extinguishers should be pre-positioned and readily available.

97. All vehicles must be maintained on a regular basis and drivers should have checklists to be followed daily before operations commence.

98. “Dead man” or “system off” switches must be functional. This should be treated as a precondition for the truck to be allowed to be used for refuelling purposes.

99. Aircraft should never be refuelled with the engine of the fuel truck running, unless the truck is specifically designed to pump fuel using engine power.

100. Fuel trucks should always be electrically grounded (earthed) prior to fuelling.

101. All trucks should be clearly marked with the type and grade of fuel they contain.

102. In general, fuelling operations should not be performed when maintenance activities that might provide a source of ignition are being carried out.

103. Refuelling operations to be conducted with information to airport services/ATC in case of any emergency response.

Passenger and crew buses/minibuses:

104. Drivers of vehicles used to transport passengers and crew to and from aircraft must follow the relevant procedures established above, in addition to the following special provisions:

- Drivers should be given instruction on the rules and regulations pertaining to the vehicle controls and limitations established in these procedures.
- Buses should always approach the aircraft from the front.
- Buses should park no closer than 10 metres from the aircraft and in such a way that they can easily be driven away from the aircraft without reversing (backing up).
- The parking position of buses must allow passengers to embark or disembark without walking under or around any part of the aircraft.
- Vehicles must be maintained on a regular basis and drivers should have checklists to be followed daily before operations commence.

Aircraft towing:

105. Safe towing practices in congested aprons and parking areas can require as many as six people. There should be one and only one person in complete control of the towing process and they should generally be positioned at the nose of the aircraft, where they can have a clear view of the other people involved in the process. Aircraft manufacturers and/or the operator will have specific guidelines for their particular aircraft towing operations, and these should always take precedence over any generalized guidance. However, in general, the following procedures should be followed:

- Only a person qualified to operate the tow vehicle should be allowed to drive.
- The driver should be able to see the person in charge of the towing operation and is responsible for ensuring the presence of all necessary wing walkers and a brake person, and for all decisions pertaining to the towing process.
- Wing walkers should be positioned at each wing tip and tail and should always be in visual contact with the person in charge of the towing operation.

- Wing walkers may not be needed if there are no obstructions within 10 metres of the aircraft.
- One wing walker can be used when only one wing has obstructions in its path.
- In general, the tail walker is only needed when the aircraft is being moved backwards or into or out of a hangar.
- A trained crewmember aware of their responsibilities should always be in the pilot's seat, in reach of the brake pedals and with a clear view of the person in charge of the towing operation. However, in smaller aircrafts where the tow vehicle is capable of stopping the aircraft, a brake person is not always necessary.
- Wingmen should always have chocks available. Chocks should be the correct size for the type of aircraft being towed and should always be used on the main landing gear.
- If the aircraft is to be towed on active runways or taxiways, contact should be maintained at all times with the air traffic controllers. The brake person in the aircraft is generally responsible for this, unless the person in charge of the towing operation has contact, in which case the responsibility resides with the person in charge of the towing operation.
- Towing speeds must not exceed 5 kph.
- All people involved in the towing process should be trained and use the appropriate towing signals.
- For night or bad weather, towing luminous or fluorescent wands should be used.
- Doors and hatches should be closed.
- Aircraft navigation lights and rotating beacons should be on.
- If the aircraft is equipped with taxi lights, they may be used.
- Aircraft landing lights should be off.
- Where aircraft are equipped with a nose wheel steering system, this is sometimes required to be disconnected for towing.
- Ground-handling equipment should not, at any time, be left unattended next to parked aircraft.

Appendix 8: Possible Engineering Improvements in UN Compounds and Premises

106. In-depth analyses of system-wide vehicle accidents reveal that about 29 percent of all accidents occur within the United Nations compound and premises[86]. This type of accident commonly includes hitting another United Nations vehicle; running off the road (leaving the roadway); and hitting or being hit by fixed objects such as compound main gates, walls, utility poles, trees, large holes or bumps on the roadway, or other parked vehicles. These accidents reportedly occur while avoiding an accident or a roadway hazard; reversing (backing up) or manoeuvring into or out of parking spaces; entering or exiting through the gates of the United Nations compound; driving over hard objects; or when the driver has lost control of the vehicle due to bad weather or surface conditions. Given these major contributing factors, special attention should be given to driving within United Nations compounds, to prevent accidents occurring.

107. It is highly recommended that mission Security, Engineering and Transport Sections conduct safety audits in all United Nations compounds and parking lots with a view to identifying problem areas and improving conditions in those areas. Some of the physical improvements include, but are not limited to, the following:

    107.1. Improving the internal roads and conditions at the compound main gates by:

    - Eliminating/removing (or relocating, if removal is impossible) the hazards posed by fixed objects such as security barriers, walls, utility poles, trees, pillars, raised pavements, etc.
    - Delineating all irremovable fixed objects that pose a hazard and/or placing impact attenuators in front of around them, when delineation is practical
    - Installing safety mirrors at the exits of compounds where drivers' vision is blocked by fixed objects
    - Providing clear guidance for drivers by route markings, signs and signals

    107.2. Re-aligning the parking lines so as to avoid perpendicular parking (90-degree parking). Angled parking lines with sufficient width have the potential to reduce accidents caused by vehicles reversing (backing up) or manoeuvring into or out of parking

    107.3. Pruning the branches of trees that may fall on or hit vehicles.

108. These engineering solutions may also be supported by some administrative measures, including:

    108.1. Employing full-time personnel to facilitate entering and exiting through the compound gates and vehicle parking

    108.2. Developing a training programme on reversing (backing up)

    108.3. Developing a mission-wide communication programme with the aim of increasing the awareness of mission staff on these common problems. For this purpose, safety posters should be displayed in prominent locations within United Nations compounds. These will have the most impact if they are used at the locations where this type of accident occurs.

[86] This percentage represents reported cases only. Many accidents of this nature are not reported by drivers, due to various personal concerns.

Appendix 9: Impact Assessment/Working with Road Safety Performance Indicators

1. To monitor the impact of a mission road safety programme or a specific measure and to ensure early, target-oriented adjustments of specific interventions, the road safety performance of the mission should be evaluated periodically.
2. These evaluations are usually done by using safety performance indicators, which are defined as “any measurement that is causally related to accidents or injuries, used in addition to a count of accidents or injuries, in order to indicate safety performance or understand the process that leads to accidents”.
3. Working with safety performance indicators not only provides a means by which policymakers/programme managers can ensure that their actions are as effective as possible but also allows for comparisons both within and between missions.
4. Traditionally, transport safety work has been based on accident and injury statistics. Yet, it is clear that simply counting accidents or injuries is often an imperfect indicator of the level of transport safety. There are three major reasons for this:
    - 4.1. The absence of accidents does not mean the absence of risks. It is, to some extent, a matter of chance whether a hazardous situation or a near miss results in a crash or not.
    - 4.2. The number of road accidents or injuries is subject to random fluctuations, meaning that a short-term change in the recorded number does not necessarily reflect a change in the underlying, long-term expected number.
    - 4.3. In order to develop effective measures to improve safety, it is necessary to understand the process that leads to accidents. A count of accidents says nothing about those processes that produce accidents.
5. Therefore, counts of accidents or injuries need to be supplemented by other transport safety indicators. These indicators can give a more complete picture of the level of transport safety and point to the emergence of new problems at an early stage, before these problems show up in the form of accidents.
6. Safety performance indicators can be expressed in two categories:
    - 6.1. Direct indicators
    - 6.2. Indirect indicators

DIRECT INDICATORS

7. These are usually the direct count of accidents and injuries at a given location during a given period of time. The most suitable direct performance indicators to describe the safety situation in terms of accidents and injuries include the following:

Fatality rate per 100,000 vehicle kilometres travelled:

$$\text{Fatality Rate} = \frac{\text{Total No. of Killed}}{\text{Total Vehicle Kilometres Travelled}} \times 100{,}000$$

Injury rate per 100,000 vehicle kilometres travelled:

$$\text{Injury Rate} = \frac{\text{Total No. of Injured}}{\text{Total Vehicle Kilometres Travelled}} \times 100{,}000$$

Accident rate per 100,000 vehicle kilometres travelled:

$$\text{Accident Rate} = \frac{\text{Total No. of Accidents}}{\text{Total Vehicle Kilometres Travelled}} \times 100{,}000$$

INDIRECT INDICATORS

8. These are the indicators that have a causal relationship with the incidence of traffic accidents and injuries. Such indicators can give a more complete picture of the level of transport safety and can point to the emergence of new problems at an early stage, before these problems show up in the form of accidents.

9. Among others, the most commonly used indirect road safety performance indicators are those that relate to behavioural characteristics such as speed levels, rate of drink-driving, the use of seat belts and the violation of traffic rules. In addition, a number of infrastructures, vehicle or trauma-related indicators are relevant.

How to choose the most appropriate safety performance indicator?

10. A large number of potential safety performance indicators exist. However, not all of them are equally important and applicable to all missions. The following steps are identified for defining and measuring performance indicators in the framework of transport safety policy:

Step 1: Define a road transport safety problem to address, e.g. speeding.

Step 2: Transform the road safety problem into an indicator or set of indicators. The performance indicator should be amenable to reliable measurement, e.g. percentage of drink-driving above the limit.

Step 3: Define measuring methods per performance indicator, e.g. random police checks.

Step 4: Define a performance indicator measuring programme, e.g. 100 vehicles every weekend night.

Step 5: Carry out the measurements.

Step 6: Compare results with "targeted road safety programmes", if appropriate.

Step 7: Based on the outcome, modify your "targeted road safety programme".

Step 8: Report on the results of this whole process, e.g. annually.

11. The following table provides a brief summary of the most common "behavioural" problems, their quantitative indicators and measurement methods.

Subject	Indicator	Methods to measure
Speeding	% above limit	• Actual speed measurement • EVMS reporting (Speeds have to be compared with existing speed limits and policy targets, if appropriate.)
Driving under the influence of alcohol	% above permitted limit	Random tests by enforcement units
Non-use of seat belts	% vehicle occupants	• Survey • Observation (at the main gate or on road) (Data on seat belt usage must make the following distinctions: drivers, front seat passengers, back seat passengers)
Use of mobile (cell) phones while driving	% drivers	• Survey • Observation at the main gate

Note: Information about the road safety performance indicators has been adapted from: European Transport Safety Council (ETSC) (2001), Transport Safety Performance Indicators. Brussels. http://archive.etsc.eu/documents/perfindic.pdf.