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Manual

Surface Transport Management in the Field

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DPKO/DFS MANUAL ON

SURFACE TRANSPORT MANAGEMENT IN THE FIELD

Contents:	Α.	Purpose
	В.	Scope
	C.	Rationale
	D.	Procedures
	E.	Terms and definitions
	F.	References
	G.	Monitoring and compliance
	Н.	Contact
	ł.	History
	J.	Approval

ANNEXURES

- Annex A: Field Surface Transport Section Organisational Chart
- Annex B: Vehicle Establishment Change Request Form (VECR)
- Annex C: Request for Transportation of Non-United Nations Individuals in United Nations Vehicles
- Annex D: General Release from Liability In Connection With Travel by Third Parties on UN-Provided Ground Transport
- Annex E: Vehicle Trip Ticket
- Annex F: Request to CTO for United Nations Driver's Permits
- Annex G: UN Driver's Permit Test Forms and Assessment Criteria
- Annex H: Documents Required for Claim Reporting
- Annex I: Release Form Absolving the United Nations from Further Costs in Relation to Road Traffic Accident Cases
- Annex J: Monthly Insurance Reporting Form
- Annex K: Request for Registration Number Plates for COE Vehicles

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Table of Contents

		F	^o age
Α.	ΡU	IRPOSE	1
В.	SC		1
C.		TIONALE	
D.	PR	OCEDURES	1
D.2	. C	RGANISATIONAL STRUCTURE	2
D.	2.1	United Nations Headquarters	2
D.	2.2	United Nations Global Service Centre	2
D.	2.3	Field Surface Transport Section	3
	-	Chief Transport Officer	3
	-	Transport Fleet Management Unit	4
	-	Transport Maintenance Unit	5
	-	Transport Warehouse Unit	6
	-	Sector/Regional offices	
	-	Team sites	7
D.3.	. М	ISSION VEHICLE FLEET COMPOSITION	8
D.	3.1	Vehicle Establishment	8
	-	Components of VE	8
	-	Factors Influencing Vehicle Establishment Requirements	9
	-	Changes to the Vehicle Establishment	9
D.	3.2	Vehicle Establishment Committee	10
	-	Composition of the VEC	10
	-	VEC Routine	11
	-	Minutes of VEC Meetings	11
	-	The Role of CTO	11
D.:	3.3	Acquisition of Transport Assets and Equipment	12
	-	General policy on acquisition of transport assets and equipment	12
	-	Local Procurement Authority	
D.:	3.4	Mission Transport Budget	
	-	Budgeting for FT20_CLASS_115 Ground Transportation	
	-	General advice on budgeting for transport support activities	18
D.4.	U	TILISATION OF UNITED NATIONS VEHICLES	20
D.4	4.1	Assignment of Vehicles	20
D.4	4.2	Use of Vehicles	20
	-	Official travel	20
	-	Transportation to and from work	21
	-	Welfare/recreation and liberty travel	
D.4		Individuals Authorised to Travel in UN Vehicles	
D.4		Monitoring of Fleet Performance and Usage	
D.4		Fleet Rotation	
D.4	1.6	Idling, Fuel Economy and Environment	26

D.5. L	INITED NATIONS DRIVER'S PERMIT	_ 27
D.5.1	General rules	27
D.5.2	Categories, Validity and Format of UN Driver's Permits	27
-	Permit categories	27
-	Validity	30
-	Format	
D.5.3	Cancellation of UN Driver's Permit	31
D.5.4	Missing, Lost or Stolen UN Driver's Permits	31
D.5.5	Driving Tests	32
-	Pre-test Requirements	32
-	Procedures for Tests	
D.5.6	Driving Re-assessments	35
D.6. F	LEET INSURANCE AND ROAD ACCIDENTS	36
D.6.1	Fleet Insurance	
-	Worldwide Coverage	
-	Local Coverage	
-	Vehicle usage prior to securing insurance	
-	Restrictions on the use of vehicles	
-	Insurance cards	
-	Reporting Requirement	
D.6.2	Vehicle Accidents	
-	Handling and reporting of accidents by drivers	42
-	Investigations of accidents	
-	Damage/Discrepancy Report (DDR)	43
-	Local Property Survey Boards	43
-	Mission Board of Inquiry	44
-	Information security considerations of report distributions	44
D.7. M	ISCELLANEOUS	45
D.7.1	Maintenance Regime	
D.7.2	Vehicle Painting, Markings, Flags and Licence Plates	
-	United Nations markings and painting	
-	National and other markings	
-	Star plates	
-	Flag Flying on United Nations Vehicles	
-	Vehicle license plates	
D.7.3	Management and Operation of Contingent-Owned Equipment	
-	The role of the CTO	
-	Relationship with military and police components	
-	Request, issuance and use of UN license plates	
D.7.4	Liquidation of Surpluses and Disposal of Assets	
-	Vehicles and Equipment Considered Surplus to Mission Operational Requirements	
-	Disposal of Armoured Vehicles	
	•	

Page

		age		
E.	TERMS AND DEFINITIONS REFERENCES	50		
F.	REFERENCES	54		
G.	MONITORING AND COMPLIANCE	54		
Η.	CONTACT	54		
I.	HISTORY	54		
J	APPROVAL	55		
ANN	EXURES	56		
Anne	ex A. Field Surface Transport Section Organisational Chart	57		
Anne	ex B. Vehicle Establishment Change Request Form (VECR)	58		
Anne	ex C. Request for Transportation of Non-UN Individuals in UN Vehicles	60		
Anne	ex D. General Release Form	61		
Anne	ex E. Vehicle Trip Ticket	.62		
Anne	ex F. Request to CTO for United Nations Driver's Permits	.64		
Anne	ex G. UN Driver's Permit Test Forms and Assessment Criteria	.66		
Anne	Annex H. Documents Required for Claim Reporting74			
Anne	x I. Release Form Absolving the UN from Further Costs	.75		
Anne	x J. Monthly Vehicle Insurance Reporting Form	.76		
Anne	Annex K. Request for Registration Number Plates for COE Vehicles			

A. PURPOSE

1. This Manual is intended as a consolidated reference tool on administrative policies, procedures and practices for the management of surface transport operations in the field.

B. SCOPE

2. The procedures contained in this Manual apply to all field missions operated, administered or supported by the Department of Field Support (DFS).

C. RATIONALE

- 3. The effectiveness of any United Nations field mission is directly related to, among others, its mobility, which in turn is related to its vehicle fleet; the quantity, quality, condition and types of vehicles available in relation to the condition of the roads and the type of terrain in the mission's operational area.
- 4. Every effort should, therefore, be made to ensure that the provision of surface transport support is properly guided in order to effect the most efficient and economical operation of the fleet.

D. PROCEDURES

- 5. Disclaimer:
 - 5.1. This Manual does not contain material that would provide a ready solution to every surface transport-related problem that may arise in the field; it should always be read in conjunction with the relevant United Nations Rules and Regulations, other manuals and/or documentation.
 - 5.2. In the case of any discrepancy between the text of this Manual and other documentation referenced herein, the latter shall prevail.

D.2. ORGANISATIONAL STRUCTURE

D.2.1 United Nations Headquarters

- 6. The Surface Transport Section of the Strategic Transport Service (TS(Strat)), Logistics Support Division (LSD) is the focal point within the Department of Field Support (DFS) for the overall surface transport operations in field missions.
- 7. Specific functions of UNHQ Surface Transport Section include the following:
 - 7.1. Develop and disseminate system-wide policies and other guidance materials based on international and United Nations standards, rules, regulations and recommended practices to support the surface transport management in the field.
 - 7.2. Assist missions in developing mission-specific transport policies, standard operating procedures, instructions and guidelines.
 - 7.3. Advise on surface transport administrative, logistical and technical support policy objectives to effectively service all components in all field missions.
 - 7.4. Prepare, coordinate and review surface transport plans for new peacekeeping operations.
 - 7.5. Review and monitor the transport budget proposals for established missions.
 - 7.6. Provide management oversight to ensure full compliance with the established transport policies as well as the financial and other rules and regulations of the United Nations in the acquisitioning of vehicular equipment and related services, their deployment, utilisation, transfer, write-off and disposal.
 - 7.7. Establish global system(s) contract(s) for vehicles, spare parts, tools and equipment, and provide assistance to missions on contracts related policies, procedures, guidelines, rules and regulations.
 - 7.8. In coordination with the United Nations Global Service Centre (UNGSC) manage and utilise the mission and Strategic Deployment Stocks (SDS) funds to purchase/replenish vehicular equipment and related services through global system(s) contract(s).
 - 7.9. Coordinate with the DFS Field Personnel Division (FPD) to establish rosters of surface transport personnel at all levels.

D.2.2 United Nations Global Service Centre

- 8. United Nations Global Service Centre (UNGSC) stores and maintains equipment and materials from UN Reserve, SDS and Trans-shipment inventories and deploys the same, as requested, to missions in start-up phase or the ones in expansion or for other emergencies.
- 9. The major roles of UNGSC related to surface transport operations are to:
 - 9.1. Serve as a training centre for technical and other transport-related matters.
 - 9.2. Serve as the focal point for vehicle spare part management, including the provision of technical review/clearance for Local Procurement Authority (LPA).
 - 9.3. Serve as a staging ground for mission support elements during the preparation and start-up phase of new missions.
 - 9.4. Receive, inspect, store and maintain the SDS in a state of readiness for deployment at short notice, and release the same in coordination with the UNHQ.
 - 9.5. Enhance efficiency by refurbishing, storing and maintaining in serviceable condition reusable assets from liquidated or downsized field missions (UN Reserve).
 - 9.6. Process equipment received for trans-shipment to field missions.

- 9.7. Provide value added services, in respect to vehicle enhancement with the provision and installation of items such as CarLog, number plates, flag poles etc. to improve rapid deployment upon arrival in mission theatre.
- 9.8. Provide operational direction on all aspects of assets management to field missions, in coordination with the UNHQ.
- 9.9. Provide representation before the Inventory Management System Change Management Board on all matters related to surface transport equipment and materials as well as end-user requirements.
- 9.10. Monitor mission assets transactions, including mission liquidation activities.

D.2.3 Field Surface Transport Section

- 10. The exact structure of a field Surface Transport Section 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.
- 11. The following is a generic organisational structure designed for a large scale mission with one headquarters, several regions/sectors and team sites for guidance purposes only. See Annex A for the organisational chart.

Chief Transport Officer

- 12. Depending upon the exact structure and composition of the mission in question, the Chief Transport Officer (CTO) may either work under the direct supervision of the Chief Integrated Support Services (CISS) or the equivalent officer in non-integrated missions, the Chief Technical Services (CTS). In certain categories of mission, the CTO may report directly to the Director/Chief of Mission Support (DMS/CMS).
- 13. The CTO is responsible for the overall management, maintenance and operation of the mission United Nations Owned vehicle fleet and related equipment in compliance with financial rules and regulations.
- 14. The CTO's responsibilities also include formulation of policies controlling both UN and Contingent Owned Equipment (COE) use and safety within the mission area.
- 15. The CTO also assists in the management of COE vehicles, within the limitations of the COE Manual, particularly with regard to safety and serviceability.
- 16. The main functions of the Office of the CTO include the following:
 - 16.1. Act as the regional coordinator office for the Surface Transport Section and is responsible for supporting the mission's sector/region offices and for the preparation of operational plans.
 - 16.2. Manage the acquisition, receipt, distribution, maintenance, repair, utilisation and writeoff of the mission vehicle fleet, in accordance with the financial rules and regulations as well as current DFS policies.
 - 16.3. Exercise overall responsibility for the efficient use and accurate accounting of all resources controlled and all expenditures made by the Surface Transport Section.
 - 16.4. Develop and maintain the staffing table and training plans for the Section.
 - 16.5. Produce detailed performance assessments and evaluations for all staff through the Performance Appraisal System.
 - 16.6. Coordinate with other UN agencies to maximize inter-agency transport support in a pre-established cost sharing scheme.
 - 16.7. Coordinate with military contingents to maximize transport support between the civilian and military components.

- 16.8. Coordinate with UNHQ and UNGSC, training courses, workshops and other related training activities.
- 16.9. Prepare the annual transport budget in consultation with the mission transport components, in accordance with the DFS annual budget instructions.
- 16.10. Prepare the budgetary performance of the 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 framework.
- 16.11. Ensure that the relevant audit observations and recommendations are addressed in a timely manner.
- 16.12. Manage established transport contracts to ensure vendor compliance, vendor performance and quality assurance.
- 16.13. Liaise with the military and police components as well as UN substantive and administrative units in order to identify and verify their transport priorities and requirements. Where required, also liaise with other UN entities in the mission area for the same purpose.
- 16.14. Ensure that mechanisms are in place to report the costs to be recovered for the use Ensure that a reporting mechanism is in place for the recovery of 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.

Transport Fleet Management Unit

- 17. The main functions of the Fleet Management Unit include:
 - 17.1. Coordinate the provision of ad-hoc transportation requirements including staff movement for duty purposes.
 - 17.2. Identify all routine transportation requirements within the mission and prepare, implement and control appropriate methods to cater for them.
 - 17.3. Assist CTO in exercising the control over the established surface transport pool.
 - 17.4. Supervise the whole life management of the UN-owned vehicle fleet.
 - 17.5. Identify the transportation requirements of all elements of the mission and ensure that they are addressed.
 - 17.6. Monitor the utilisation of the UN-owned fleet to ensure that vehicles are being efficiently utilised and make recommendations as to the balance between UN-owned and leased vehicles based on cost-benefit analysis.
 - 17.7. Make arrangements for the co-operative use of vehicles and equipment with contingents and other UN agencies.
 - 17.8. Make recommendations as to the optimum means of vehicle acquisition either via UNHQ systems contract or locally.
 - 17.9. In collaboration with the maintenance and warehouse managers, monitor vehicle maintenance costs and make recommendations as to the optimum disposal time for vehicles based on maintenance costs and the status of UNHQ systems contracts.
 - 17.10. Prepare documentation for Vehicle Establishment Committee (VEC) meetings including the collation of Vehicle Establishment Change Requests tabled for deliberation.
 - 17.11. Prioritize requirements in accordance with the direction of the CTO and redistribute transport assets in order to meet variations in demand, whilst ensuring maximum economy and efficiency at all times.

- 17.12. Develop and implement the Mission Vehicle Acquisition Plan, mission petroleum-oillubricants (POL) and other budgetary requirements.
- 17.13. Maintain vehicle and transport equipment inventory records for both United Nations Owned Equipment (UNOE) and Contingent Owned Equipment (COE).
- 17.14. Issue 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.
- 17.15. Compile periodic reports and documentation regarding fleet status and deployment for onward transmission to UNHQ in order to arrange appropriate insurance coverage.
- 17.16. Ensure regions are fully supported with all parts and materials as needed in coordination with the Regional Transport Officers.
- 17.17. Ensure a timely turnaround of parts needed for the mission's workshops in coordination with the Warehouse Unit and Regional/Sector Offices.
- 17.18. Conduct the initial briefing, in-country orientation and conduct driver testing of all new mission personnel. Maintain mission driver records and issue UN driver's permits.
- 17.19. Reseach and analyse safety trends, legal and legislative requirements, support in the development of training, maintaining of operator standards for both UN owed and Contingent owed equipment.
- 17.20. Coordinate the provision of technical expertise regarding COE equipment safety inspections and draft reports regarding unsafe vehicles.
- 17.21. Develop, coordinate and promote mission safety awareness programmes and safe driving campaigns.

Transport Maintenance Unit

- 18. The main functions of the Maintenance Unit include:
 - 18.1. Manage the repair and service of a multi-type vehicle fleet at multiple workshops in separate locations, including body shop, painting, upholstery and carwash.
 - 18.2. Develop the Mission Vehicle Maintenance Plan in accordance with the vehicle manufacturers schedule and current policies and direction from UNHQ.
 - 18.3. Monitor the overall performance of fleet maintenance, taking into consideration the age and technical performance of each make/model.
 - 18.4. Identify and develop the requirement for workshop tools, special equipment and technical manuals, for the proper maintenance of the mission fleet.
 - 18.5. Provide technical input into the preparation of scopes of work for potential service contractors and the evaluation of the viability of maintenance and repair proposals received by the mission.
 - 18.6. Conduct technical evaluations of bids received from potential suppliers by Procurement Section in response to Transport Section requisitions and assess the suitability of equipment, spare parts and materials being offered for the intended application.
 - 18.7. Monitor the quality of body, electrical and mechanical repair work completed by service contractors.
 - 18.8. Ensure a safe and environment-friendly workplace in consultation with the all stake holders.

- 18.9. Manage the transport repair and maintenance budget requirements including the supervision of external maintenance contractors.
- 18.10. Coordinate the Mission Vehicle Recovery Plan.

Transport Warehouse Unit

- 19. The main functions of the Warehouse Unit include:
 - 19.1. Oversee the preparation and coordinate the raising of requisitions for spares parts for UN-owned vehicles, taking into consideration the requirements of individual models based on the age and technical performance of each type.
 - 19.2. In cooperation with procurement staff surveys, prices and availability from the local markets, plan, develop and establish local supply chain options to meet the mission's operational needs, including the drafting of statements of requirements.
 - 19.3. Coordinate with the Transport Maintenance Unit, the raising of requisitions for workshop tools and items of special equipment necessary for the proper maintenance of the mission vehicle fleet.
 - 19.4. Responsible for the provision of packaged POL products, lubricants, spare parts, batteries, tyres and consumable workshop materials to all locations where the mission UN-owned fleet is maintained.
 - 19.5. Conduct evaluations of bids received from vendors in coordination with the Maintenance Unit
 - 19.6. Implement the policy for inventory control and physical annual checks in accordance with standard UN rules and regulations.
 - 19.7. Conduct lead times analysis and calculation, in order to determine stock levels, reorder levels and safety stocks, including seasonal trends.
 - 19.8. Determine group classifications for fast, medium and slow moving items.
 - 19.9. Ensure that accurate requisition case files are maintained, and appropriate follow up mechanisms are established to make sure the supply pipeline is sustained.
 - 19.10. Design and manage warehousing layout, along with appropriate shelving, racking binning system in line with standard policies and best practices.
 - 19.11. Ensure that all supplies are stored safely and in proper storage conditions.
 - 19.12. Develop requirements for the Section's spare parts and other expendables in consultation with the Maintenance Unit.

Sector/Regional offices

- 20. The main functions of the sector/regional transport offices includes, but are not limited to the following:
 - 20.1. Provide daily transportation support to mission personnel deployed in the area.
 - 20.2. Manage the maintenance and repair of UN-vehicles deployed within the area of responsibility.
 - 20.3. Coordinate the recovery of immobilized vehicles.
 - 20.4. Maintain an accurate and regularly updated inventory of all UN-owned vehicles, equipment and spare parts within the geographic area of responsibility.
 - 20.5. Conduct briefings to sector/region personnel on the established vehicle accident / incident reporting procedure and monitor the condition of the fleet with regard to unreported damage.

- 20.6. Report any accident cases in accordance with the relevant mission procedures, paying urgent attention to cases involving injury or major property damage.
- 20.7. Facilitate the implementation of road safety awareness and information campaigns developed by the Mission HQ.
- 20.8. Review and monitor the appropriate use of UNOE.

<u>Team sites</u>

- 21. The term Transport Team Site refers to maintenance facilities under the jurisdiction of a sector/regional office which provides first line maintenance, repair and recovery support to United Nation offices in remote areas.
- 22. The CTO will evaluate whether the deployment of these facilities are required, taking into consideration constrains related to terrain, climate or extended geographical locations.

D.3. MISSION VEHICLE FLEET COMPOSITION

D.3.1 Vehicle Establishment

23. The mission Vehicle Establishment (VE) incorporates all vehicles and equipment necessary for the proper functioning of the mission. The VE is prepared by the Surface Transport Section (UNHQ) when missions are initially being set-up.

Components of VE

24. The VE includes two components: Light Passenger Vehicles (LPV) and Mission Specific Vehicles (MSV). The allocation of vehicles to each of the components is made on the basis of their Galileo Inventory Management System (IMS) generic descriptions. It is, therefore, clear that mission's IMS records must be complete and accurate.

LPV component

- 25. The LPV component consists of the following:
 - 4x4 utility
 - 4x2 general purpose
 - 4x4 general purpose heavy
 - 4x4 general purpose medium
 - Neighbourhood electric vehicle
 - 4x4 utility heavy
 - 4x4 utility medium
 - Bus-minibuses up to 15 passenger
 - Sedan-heavy
 - Sedan-light
 - Sedan-medium
 - 4x4 troop carrying vehicle
- 26. The entitlement for the LPV component is calculated by applying ratios given in the Standard Cost and Ratio Manual (SCRM) circulated by UNHQ/DFS every year to the total number of mission staff in specific personnel categories and job responsibilities, taking into account any delayed deployment factors.
- 27. The SCRM provides guidance in the determination of the maximum entitlement a mission has to hold LPV vehicles for operational purposes. Missions are firmly required to adhere to the established LPV ratios included in the SCRM. Any increase in the LPV component beyond the SCRM vehicle ratios should be duly justified, approved by UNHQ and should remain as an exception after considering all possible course of action to comply with the established ratios.
- 28. 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
- 29. Notwithstanding the above, Missions should periodically monitor the fleet performance to determine the actual demand for light passenger vehicles by every section/unit and adjust the allocation of vehicles, taking into consideration the substantive and/or support units deployed in remote locations.

MSV component

- 30. The MSV component consists of specialized vehicles required to meet the operational and logistical requirements of the mission. The vehicle establishment for MSV component should be determined in consultation with technical groups and by proper analysis of cost-effective capacities with reference to all sources including Contingent-Owned Equipment (COE), contracted services and UN partners.
- 31. MS justification should be included in the VEC minutes.

Reserve and Pool

- 32. In field missions, the VEC shall also define a minimum vehicle reserve and pool of new or used light passenger vehicles to provide temporary support to the staff and/or to cover contingencies, including;
 - 32.1. Replacement, to the extent possible, of vehicles hijacked, stolen or destroyed in action or by major accidents or by fire;
 - 32.2. 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 per cent 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 own holdings and not from the vehicle reserve or pool.
 - 32.3. Major political events supported by the United Nations, e.g. elections or referendums.
- 33. Initiated for FY13/14, and adopted as an efficient budget development and efficiency strategy, the previously accepted 5 per cent Pool and 5 per cent Reserve quantity of light passenger vehicles generated above SCRM light passenger vehicle ratios has been removed from overall ratio calculations. In this respect:
 - 33.1. Pool requirements are to be constituted from the number of justified light passenger vehicles currently based on staff numbers, including delayed deployment (or similar) factors.
 - 33.2. Reserve vehicles should be identified similarly, or via alternate arrangements such as commercially available rental vehicles; available in the mission HQ locations of many missions.

Factors Influencing Vehicle Establishment Requirements

- 34. Differences between individual field missions and the often complex nature of their operational tasks, as well as the differences in such factors as physical layout, topography and security conditions of the area of operation or other restrictions to vehicle movement, all influence the Vehicle Establishment requirements. To assess whether a vehicle is required, all relevant factors should be considered, including, but not limited to, the following:
 - 34.1. The reasons forwarded to support the request;
 - 34.2. Vehicle utilisation data from periodic reports;
 - 34.3. Assigned tasks of the requesting Unit/Section;
 - 34.4. Area of coverage and roads of the relevant area of operation;
 - 34.5. Vehicle maintenance resources available within the area;
 - 34.6. Recommendations arising from staff visits or survey reports;
 - 34.7. Suitability of the requested vehicle for the specified tasks;
 - 34.8. Economy/effectiveness of the requested vehicle;
 - 34.9. Any other / special operational requirements.
- 35. Peak loads and other unusual conditions or unforeseen requirements shall be met by one of the following methods:
 - 35.1. Redistribution of the vehicles within the existing Establishment;
 - 35.2. Use of the mission's reserve and pool vehicles.
 - 35.3. Rescheduling / acceleration of the vehicle purchase program;
 - 35.4. Loan of vehicles from troop-contributing countries under a Letter of Assist;
 - 35.5. Use of vehicles rented or leased from commercial sources;

Changes to the Vehicle Establishment

36. Units/Sections, mission headquarters or the VEC may initiate changes to the Vehicle Establishment (i.e. changes in overall holdings or in the composition of vehicles). However,

any change may only be effected after approval by the VEC (if within the mission ceiling authorised by the STS/UNHQ).

- 37. The primary working document for considering changes to the mission's Vehicle Establishment is the Vehicle Establishment Change Request Form (VECR). All requests for changes in the Vehicle Establishment originating from a Unit or Section shall be submitted to the CTO, using the VECR Form in Annex B.
- 38. Unit/Section chiefs etc. 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.
- 39. Upon receiving this form the CTO shall:
 - 39.1. Review of the minutes from the previous meeting;
 - 39.2. Introduce new business; and
 - 39.3. Facilitate the decision making process by providing each member of the committee with supporting information/documentation.
- 40. Change request denials/approvals shall be advised to the requestor by the CTO once the VEC minutes are approved.
- 41. All actions to be taken/recommendations made shall be detailed in the minutes.
- 42. The VE proposal should then be endorsed by the VEC. A copy of the proposal, under cover of the VEC minutes should be submitted to STS/UNHQ for review/comments, as appropriate.

D.3.2 Vehicle Establishment Committee

- 43. At the inception of any field operation it is essential that a Vehicle Establishment Committee (VEC) be established at the earliest opportunity.
- 44. The VEC is the sole authority at mission level for defining and proposing the vehicle establishment for each Unit/Section as well as any amendments to it that may be required from time to time: and to implement policies concerning the Vehicle Establishment of the mission.
- 45. All matters relating to the establishment, such as modifications required in response to changes to mission operational needs or mandates, shall be raised by the end users and stake holders for deliberation by the VEC.
- 46. In line with the above provisions, it is the responsibility of the VEC to:
 - 46.1. Translate general Vehicle Establishment policy into detailed plans to cover each Unit/Section of the mission;
 - 46.2. Define and approve the Vehicle Establishment as well as any subsequent amendments thereto;
 - 46.3. Conduct periodic reviews of each Unit's/Section's Vehicle Establishment and approve additions or deletions as required;
 - 46.4. Define and approve the vehicle reserve and pool;
 - 46.5. Define and approve the vehicle acquisition/disposal program proposals for inclusion in the budget cost estimate submission for each mandate period of the mission.

Composition of the VEC

47. Composition of the Vehicle Establishment Committee may vary according to the composition of the mission. The Committee shall be composed of senior members from each of the main pillars of the mission, including a representative from the substantive side.

- 48. The Director (Chief) of Mission Support (DMS/CMS) or his/her delegated representative and the Chief Transport Officer (CTO) should, however, always be members.
- 49. A suggested list of members is as follows:
 - Chairman: DMS/CMS (or Chief of Staff, or CISS/CTS)
 - Member: Chief Integrated Support/Technical Service (or his/her representative when performing functions as the chairman of the VEC)
 - Member: Representative from the substantive side (Nominated by the Chief of Staff)
 - Member: Military Logistics Officer
 - Member: UN Police Logistics
 - Secretary: Chief Transport Officer
- 50. Other Military, UN Police and civilian staff may be co-opted as required.

VEC Routine

- 51. The DMS/CMS shall decide the interval between VEC meetings. They should, however, be held at least once a year, preferably before budget submission.
- 52. The VEC chairperson shall select the place and time for each meeting. The chairperson may call additional, extraordinary meetings as and when required.
- 53. Each VEC meeting should commence with the reading of the minutes from the previous meeting and the CTO may then provide updates regarding the status of matters raised during the previous meeting.
- 54. After the review of the minutes from the previous meeting, the CTO will introduce new business and will facilitate the decision making process by providing each member of the committee with supporting information/documentation.
- 55. Change request denials/approvals will be advised to the requestor by the CTO. All actions to be taken/recommendations made will be detailed in the minutes. Change request denials/approvals shall be advised to the requestor by the CTO.
- 56. All actions to be taken/recommendations made shall be detailed in the minutes.

Minutes of VEC Meetings

- 57. Whenever any change in the Mission Vehicle Establishment is approved by the VEC, the minutes of the relevant meeting shall include an updated schedule of the total vehicle establishment, showing the previous position, the new position and the revision(s) approved.
- 58. The CTO shall arrange to forward a copy of the minutes of each meeting of the VEC to STS/UNHQ as soon as possible after the meeting. In order to give the STS/UNHQ an opportunity to react to and/or comment on changes in the Vehicle Establishment approved by the VEC. Such changes shall not normally be effective until two weeks after dispatch to Headquarters of the copy of the relevant minutes.

The Role of CTO

- 59. Within a field mission, the responsibility for vehicle establishment control rests with the CTO.
- 60. The CTO is the mission's expert with respect to Vehicle Establishment issues and he/she acts as the primary agent of the VEC Chairperson in accomplishing the routine work of the VEC. In this regard the CTO shall complete the duties detailed below:
 - 60.1. Provide advice to the VEC on Vehicle Establishment and general transport issues and policies;
 - 60.2. Maintain detailed accounting records of all mission vehicle holdings;
 - 60.3. Provide background information, usage reports etc. to the VEC, as required;

- 60.4. Promote direction and awareness of the Vehicle Establishment Change Request (VECR) procedure within the mission;
- 60.5. Collect, collate and research all VECR forms submitted by the mission Units/Sections for presentation to the VEC;
- 60.6. Action the decisions made by the VEC and report on work done;
- 60.7. Provide a secretary (normally a qualified Transport Officer/Assistant) to take minutes at each VEC meeting, which shall include as a minimum a record of decisions;
- 60.8. Prepare and submit VEC minutes for approval by the VEC Chairperson, including serially numbered amendments to the Mission Vehicle Establishment;
- 60.9. Present newly submitted VECR forms at each meeting;
- 60.10. Make provision in line with mission operational imperatives for new vehicle requirements arising between VEC meetings and report on these to the VEC.

D.3.3 Acquisition of Transport Assets and Equipment

General policy on acquisition of transport assets and equipment

- 61. <u>Standardization</u>: It is United Nations policy to work towards vehicle standardization in missions via 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 of 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 the course of one assignment has a greatly enhanced utility if it has an application in subsequent missions.
- 62. <u>Use of Commercial Models</u>: It is also a general policy with regard to the process of equipping UN field operations that standard commercial pattern vehicles should be purchased in lieu of specialised / military equipment to the fullest extent possible. While it is recognised that certain specialised vehicles (such as mine-hardened / mine-protected models) will always 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 trucks, the use of Vehicle Attachment Modules or Palletised Loading System (PLS) units should be considered/recommended instead of purchase of specialised trucks.
- 63. <u>Armoured Vehicles</u>: Missions hold armoured vehicles to counter ballistic and explosive threats existing in the mission environment. They could be sedans, all terrain general purpose or ambulance vehicles armoured to a minimum of B6 level or a newly Department of Safety and Security (DSS) mandated level. The issue of armoured vehicles shall be governed by the following criteria:
 - 63.1. Holding of armoured vehicles shall not be dependent on any issue ratios but on the assessed security situation in the mission. Based on the nature of the expected threats, STS/UNHQ will provide the appropriate equipment for countering such threats.
 - 63.2. All missions are to conduct a security review to determine requirements for armoured vehicles. Such assessment must determine the kind of threat and the quantity of vehicles required based on the likely number of personnel requiring such protection.
 - 63.3. Considering the high cost of these vehicles, mission must make every effort to keep their holdings to a minimum.

- 63.4. In the event that other types of armoured vehicles are required for operational purposes, every effort should be made to acquire such capabilities through contingents. 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/LSD.
- 64. <u>Replacement</u>: In the normal course of events vehicles will eventually reach the end of their economic life. The point at which it is no longer economical to continue to operate a particular vehicle varies from one vehicle to the other, but as a general rule it is a function of a combination of age and mileage or number of hours operated where applicable, e.g. for Material Handling Equipment (MHE) and engineering equipment. Replacement vehicles are budgeted for when the current vehicles exceed the lower limit of age (from EOD UN date recorded in Inventory Management System to the beginning of up-coming budget period) and lower limit of mileage (to be estimated to the beginning of up-coming budget period) criteria.
- 65. In the usually severe conditions of UN field operations, it is felt that for most vehicles the maximum economic life is as indicated in the guidelines issued regularly in the Standard Cost and Ratios Manual (SCRM), although it is recognized that individual vehicles, or certain types of vehicles, may have a longer life.
- 66. It should, however, be noted that these working assumptions are subject to periodic reviews. Unless otherwise stated in the DFS Liquidation Manual, for planning purposes any requests for replacements and budgetary forecasts should be based on the latest SCRM or administrative guidance from DFS.
- 67. Notwithstanding the above, regardless of age or mileage, vehicles/equipment may be replaced if it is clear they are approaching the end of economic life. This will be determined on case-by-case basis by the CTO in consultation with STS/UNHQ.
- 68. Clearly there will be occasions and circumstances in which a UN vehicle will have to be replaced before it has reached its target economic life. These will include, but not necessarily be restricted to the following:
 - 68.1. If the vehicle is written-off as a result of damage incurred in action, accidental damage, fire, theft or hijacking;
 - 68.2. Irrespective of age or mileage travelled or hours operated, if 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;
 - 68.3. If, because of the age or special nature of the vehicle leading to difficulties in obtaining the required spare parts, expertise or facilities, it has proven impossible to sustain an acceptable vehicle-off-the-road (VOR) record;
 - 68.4. If, because of an approved standardization commitment, certain vehicles are to be phased out irrespective of age, distance travelled or mechanical condition;
- 69. <u>Global System(s) Contract(s)</u>: To achieve standardisation and economies of scale and effective fleet management, Procurement Division (PD) of Department of Management (DM) has, in cooperation with Logistics Support Division (LSD) of Department of Field Support (DFS), put in place a number of global systems contracts for the acquisition of motor vehicles and accessories (i.e. workshop tools and equipment and spare parts). Missions are to primarily source Motor Transport (MT) vehicle, equipment and accessory requirements through these global system(s) contract(s).

Local Procurement Authority

70. Under certain circumstances, there may be a requirement for Missions to procure motor vehicles or equipment locally. In these cases, Missions are required to seek Local Procurement Authority (LPA) from PD prior to commencing a formal solicitation process locally.

- 71. An LPA is <u>NOT</u> required for:
 - 71.1. Motor Transport (MT) vehicles, equipment and accessories that are <u>not available</u> under a global system contract and that the estimated award being within the Mission Delegation of Authority financial threshold. (In such cases, Missions are requested to report the procurement activity to LSD as soon as it is finalized, but not more than 30 days, so that LSD may assess whether the establishment of a global arrangement in support of Missions is warranted.)
 - 71.2. MT vehicles, equipment and accessories that are <u>available</u> under a global system contract, but for which there is an immediate operational need to avoid putting the vehicle off-road. Nevertheless, Missions must use the global system(s) contract(s) for large requirements even though the estimated award being within the Mission Delegation of Authority financial threshold.
- 72. All LPA requests shall initially be submitted, via facsimile, from the DMS/CMS to the Director of LSD for technical clearance, prior to approaching PD for approval.
- 73. The request for technical clearance shall include the following:
 - 73.1. A description of the requirement, including the Statement of Requirement (SoR) or the Scope of Work (SoW);
 - 73.2. An explanation of the unique operational circumstances that make the equipment or vehicle available under a global system contract, from UN reserves or surpluses unsuitable.
 - 73.3. The estimated total cost of the potential award in US\$.
 - 73.4. Signed requisition for the confirmation of fund availability.
- 74. Mission's request for technical clearance will be reviewed by STS/UNHQ to ensure that UN reserves, Strategic Deployment Stocks (SDS) rotation and other acquisition alternatives are taken into due consideration.
- 75. Generally, missions should plan 15 (fifteen) days for technical clearance by LSD, and longer if clarifications are needed or alternative arrangements need to be considered. For exigent situations, Missions may request for urgent technical clearance (which are not automatically given) which can be provided within 5 (five) to 15 (fifteen) days. Justifications for urgent requests must be provided in the Mission's facsimile and such request must comprise no more than 5% (five per cent) of the Mission's annual LPA requests (i.e. submissions/cases).
- 76. Technical clearances will be sent to missions via facsimile. Missions shall ensure that all LPA approval requests to be submitted to PD shall be accompanied by this clearance.

D.3.4 Mission Transport Budget

- 77. This general guidance has been developed to assist missions in preparing their transport budgets, with the aim of ensuring that their cost estimates can be fully justified to the relevant budget committees.
- 78. The guidance will deal with two areas:
 - 78.1. Detailed guidance related to budgeting for Ground Transportation;
 - 78.2. General advice on budgeting in other classes that relates to surface transport support, personnel, primarily staffing and training.
- 79. It should, however, be noted that when preparing budget submissions, missions should always refer to the latest instructions issued from UNHQ regarding the budget cycle in question. These instructions are updated annually and contain specific forms, guidance and deadlines for submission.

Budgeting for FT20 CLASS 115 Ground Transportation

- 80. The procedure for submission and approval of a mission surface transport budget consists of five stages as follows:
 - Stage 1 Consideration of DPKO/DPA/DFS budget development priorities
 - Stage 2 Review of the Vehicle Establishment (VE) Proposal
 - Stage 3 Development of transport budget requirements
 - Stage 4 Verification and submission of the budget
 - Stage 5 Implementation
- 81. A key component in these procedures, both during the initial preparation in missions and the subsequent verification process at STS/UNHQ, is the use of the data available via Inventory Management System; therefore, it is clear that mission's Inventory Management System data must be accurate.
- Stage 1 Consideration of DPKO/DPA/DFS budget development priorities
- 82. The first stage in mission transport budget cycle is the receipt and consideration of the strategic assumptions and major resourcing priorities and efficiencies identified by DPKO/DPA/DFS for the upcoming budget year.

Stage 2 - Review of the Vehicle Establishment (VE)

- 83. The approved VE constitutes the basis for the development of the surface transport budget estimate. Therefore, the second stage in mission transport budget cycle is the review of the approved mission VE, i.e. the quantity and types of vehicles required for the mission, during the up-coming budget year.
- 84. During the review stage, Missions are advised to take into account the contractual capacities available in different service contracts, Memoranda of Understanding (MOU) and Letters of Agreement (LOA) duly signed for each mission 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 financial year must be included.
- 85. All other types of vehicles known as MSV components are based on the specific requirements to support the mission's Support Concept Plan.

Stage 3 – Development of Transport Budget Requirements

Purchase of vehicles

- 86. The budget allocation for vehicles purchase consists of two components; the purchase costs and freight costs.
 - 86.1. *Purchase Costs*: Vehicles may be purchased to either meet a new requirement or to replace an existing vehicle.
 - 86.2. Freight Costs: Freight costs should be assessed at 15 per cent of the procurement value of the vehicle. In the event that 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 manufacturer to UNGSC, as stipulated in the 'SDS Accounting Guidelines'.
- 87. The budget submission forms should be completed after determination of replacement and additional vehicle requirements. In support of the budget submission, missions should provide a detailed list of equipment to be written-off at the end of the planned financial year. This list must include the barcode numbers, mileage/hours of operation as well as the date the data was recorded.

Spare parts

- 88. In budget terms, spare parts are referred to as a broad meaning of expendable items required to maintain the operational availability of the mission surface transport fleet. This term includes the following items: spares, tyres, tools, batteries, consumables, accessories, equipment, POL and original spare parts.
- 89. Calculation for spare parts should be based on historical consumption patterns recorded in Inventory Management System, taking into consideration the increased average age and mileage/hours of operation of the fleet, and delivery times. The plan should contemplate a 30 days mission safety stock reserve and an operating stock of 15 days in each region to allow service continuity in case of unforeseen delivery disruption, procurement lead times by manufacturer.
- 90. To facilitate the verification of the spare parts proposal by the CTO, focal points should prepare a table with the information on: components, manufactures, approved vehicles holdings, estimate stock in hand by component and manufacturer at the beginning of the upcoming budget, purchase orders in the pipeline at the time of the budget preparation and estimate surplus and obsolete stocks.
- 91. 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 local market.
- 92. Spare parts procured in order to facilitate the maintenance of vehicular equipment consume a significant part of the budgetary provision of any Mission Transport Section.
- 93. The following points detail the general management policy to be applied by missions with regard to the management of vehicular spare parts:
 - 93.1. 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.
 - 93.2. Only sufficient spare parts are to be held to maintain operational availability of the mission fleet of UN-owned vehicular equipment;
 - 93.3. 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;
 - 93.4. Spare parts Budget surpluses should not be spent at the end of a financial period only for the purposes of matching expenditure to forecasts, or to establish a stockpile/reserve of spares beyond that supported above.
- 94. 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 in lieu of new items. However, it is important to ensure that all such recovered items are properly stored and re-entered in Inventory Management System in order to maximize on the potential benefits. Likewise, the possibility for theft/pilferage of attractive items from wrecked vehicles should be combated by the use of a locked secure storage area.
- 95. Items removed from written off vehicles should be tracked by the Transport Stores Unit, with a nominal value to be assigned to each part at point-of-issue for the purpose of Work Order costing control.
- 96. All used parts should be marked and clearly identifiable. Where appropriate, they should be tested, particularly for safe operation, before being returned to stock.

Petroleum, Oil and Lubricants

- 97. 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 Vehicle Monitoring System (EVMS) or trip tickets 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.
- 98. 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 Field Budget and Financial Division (FBFD) every year are to be followed and used.
- 99. The 'Fuel Calculator' is valid for UNOE and COE vehicles. The quantities of relevant vehicles are to be entered for petrol and diesel requirements. Weighing for road condition and other operational factors is calculated by selecting the intensity factor in the Fuel Calculator.

Liability insurance

- 100. Missions shall budget for third-party liability insurance for all contingent and UN owned vehicles, mobile equipment and patrol boats (vessels have a separate policy) operated in the mission area.
- 101. Where the Status of Mission Agreement (SOMA) or Status of Force Agreement (SOFA) requires missions to purchase third party liability coverage locally, missions will comply with it. Also, whether a local coverage is provided or not, UNHQ world-wide liability insurance coverage is also required in all mission areas. In this case, missions shall budget for both local and worldwide coverage. The premiums for the UNHQ worldwide third-party liability insurance for each mission can be obtained by contacting the STS/UNHQ insurance focal point.

Workshop tools and equipment

- 102. Budget proposals for workshop tools and equipment should provide for maintenance of existing tools and equipment 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.
- 103. 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 per cent of the fleet value recorded in the acquisition costing sheet.

Repairs and maintenance

104. 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. CTOs are encouraged to seek cost effective ways for outsourcing maintenance related work.

Rental of vehicles

105. Rental should be used, where appropriate, to meet temporary requirements. This should be justified on a case-by-case basis.

Stage 4 - Verification and submission of the budget

106. Once the forecast requirements of each element of the budget have been developed they, along with the VEC minutes, should be forwarded to STS/UNHQ 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:

- 106.1. 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.
- 106.2. Maintenance concept, all UN work, all out-sourced, or partially out-sourced,
- 106.3. General condition of the fleet (this should reflect the details provided by the mission in Inventory Management System),
- 106.4. Significant changes from previous budget submission (e.g. downsizing, expansion),
- 106.5. Main budget cost items (e.g. purchase of vehicles, fuel, spare parts and insurance).
- 107. CTO's are to ensure that any changes agreed upon during STS/UNHQ review process are communicated to mission budget officer and included in mission budget submission.

Stage 5 – Implementation

- 108. Once a budget has been approved by the Legislative Bodies, FBFD should arrange to provide missions and STS/UNHQ with the approved budget documents. STS/UNHQ and the missions can then work together to implement the acquisition plan for that fiscal year.
- 109. In addition, when replacement equipment is received in the mission area, CTOs should then ensure that vehicles earmarked for write-off are processed in a timely manner in accordance with Property Management Manual and current financial rules and regulations.

General advice on budgeting for transport support activities

110. In addition to developing the budget estimates), the CTO is responsible for ensuring adequate presentation for transport support activities for personnel, official travel, training and personal protective equipment (PPE).

<u>Personnel</u>

111. CTO should ensure that the staffing tables for mission transport sections refer only to positions standardized by the Office of Human Recourses Management (OHRM) in collaboration with the DFS Field Personnel Division (FPD).

Official travel and training

- 112. Based on guidance from STS/UNHQ, provision for Transport Section personnel visits to suppliers, military and police contributing countries (i.e. technical assessment missions) and to the training courses/workshops/ seminars endorsed by STS/UNHQ should be included within the annual budget estimates.
- 113. The travel of UNHQ personnel is budgeted under DFS Support Account and no provision should be included in the mission budgets.
- 114. <u>Technical training</u>: The increasing sophistication of surface vehicles, in conjunction with an emphasis on safety and environmental issues, raises the importance of proper technical training of UN personnel concerned with the operation and maintenance of transport equipment.
- 115. The ultimate intention is to increase the technical capacity of missions as a whole by ensuring that the requisite operator, maintenance and stores skills are available to the transport sections of all field operations, whether by providing fresh training or by documenting previously acquired skills so that they can be made available to appropriate operations as and when required.
- 116. Missions are required to make adequate budgetary provision for each assigned technical staff member to receive at least six days of appropriate in-house training per year.
- 117. Proposals for training should be compiled taking into consideration the overall number of staff, previous training completed, types and quantity of vehicles and equipment, number of offices and workshop locations and specific mission requirements.

- 118. <u>Other training</u>: The budget proposal should also include, but not limited to defensive driving course for international and national staff within the mission area, at minimum two safety awareness campaigns and operator certification training.
- 119. A summary of Transport Training Courses being planned to take place during the financial year will be circulated to all missions. Individual missions are requested to nominate candidates for the specific courses applicable to each manufacturer, whenever training seminars are being planned.
- 120. <u>Chief Transport Officer Seminar</u>: With the aim of providing a forum for exchanging knowledge and experience as well as lessons learned in the field surface transport operations, and of updating the Chief Transport Officers or officers in charge of Mission Surface Transport on the new developments, policy and technical matters, LSD/DFS organises Chief Transport Officer (CTO) Seminars on a year-and-a-half basis. CTO's or officers in charge of Mission Surface Transport are to ensure that funding for the seminar is allocated in the mission travel/training budget.

Personal Protective Equipment (PPE)

121. CTO must ensure that workshop personnel are equipped with the necessary Personal Protective Equipment as described in the DPKO/DFS Automotive Workshop Safety Guidelines.

D.4. UTILISATION OF UNITED NATIONS VEHICLES

D.4.1 Assignment of Vehicles

- 122. In missions the DMS/CMS is the sole authority for assignment of UN-owned vehicles. The DMS'/CMS's decisions are guided by the VEC and executed through the CTO.
- 123. In a mission, UN vehicles may be assigned to:
 - 123.1. 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.
 - 123.1.1. 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 for the use of the vehicle or delegate to individuals authorised to control the use of the vehicle for official business purposes.
 - 123.1.2. In an established surface vehicle pool, dispatchers shall be appointed to exercise this authority.
 - 123.2. Individuals for use in their official capacity. Individuals to whom vehicles have been assigned may authorize their official use by other staff members as required.
- 124. From time to time vehicles may also be provided, on loan, to non-UN programmes and agencies where the HoM, after consultation with and with the concurrence of STS/UNHQ, directs the DMS/CMS that it is essential to the success of the mission's mandate. In such cases detailed agreements will be made regarding repayment and liability prior to handover of the vehicles.
- 125. There may also be times when vehicles may be provided to contractors, as experts on mission, in accordance with the terms of their contract with the UN.
- 126. At all times vehicles are considered group or shared resources. Vehicles issued to the UN personnel are for custody and accountability purposes and does not imply exclusive use by the custodian.

D.4.2 Use of Vehicles

Official travel

- 127. United Nations vehicles are provided for official use only and additional vehicles are not budgeted for other purposes. Official travel shall include, but not necessarily be limited to the following categories:
 - 127.1. Travel ordered by an authorizing officer or considered necessary for the performance of official duties;
 - 127.2. Certified travels for physical examination, medical or dental treatment purposes, as reasonably required in connection with duty needs;
 - 127.3. Travel in UN vehicles by military/police contingent personnel assigned to a peacekeeping mission while performing official duties.
- 128. Other travel may be considered official travel and authorised on an individual basis upon recommendation of the section chief (or chief of field station) concerned. Such requests should be addressed to the DMS/CMS for approval.
- 129. Travel not included in the above categories, if not specifically authorised by the DMS/CMS or his/her representative, shall be regarded as liberty (personal business) travel.
- 130. The following categories of vehicle usage shall be considered unauthorized use of UN Vehicles and shall not be provided for mission personnel due to various risks associated with such use:
 - 130.1. Individuals attempting to improve their driving skills prior to 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.

130.2. 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 HoM.

Transportation to and from work

- 131. In duty station designated as having very difficult conditions of life and work, UN transportation to and from work may be authorised and arranged for mission personnel.
- 132. However, in a family duty station where public transportation is easily accessible when commuting to the various work sites in the mission headquarter or regions, UN transportation to and from work may also be authorised by DMS/CMS provided that an assessment of the duty stations security situation and the safety of the available public transportation in each location so warrants.
- 133. 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.
- 134. Such travel shall be considered duty travel within the officially defined area. Any travel outside this area shall be considered liberty travel.
- 135. In cases of vehicles assigned to individuals for use in their official capacity, such transportation shall also be deemed duty travel, it being understood that vehicles being used for transportation to and from the work place shall be used to full seating capacity whenever possible.
- 136. Notwithstanding the above, prior to 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 Organisation is not obliged to provide transportation to and from work. However, group transport may still be considered if deemed necessary by the DMS/CMS.

Welfare/recreation and liberty travel

- 137. United Nations vehicles may be used for liberty (personal business) and welfare/ recreation travel only within the "mission area", providing it does not interfere with the efficient functioning of the operation. The DMS/CMS shall be responsible for the promulgation of appropriate SOPs and information circulars accordingly, taking into consideration such factors as the prevailing operational status and security situation.
- 138. Such travel shall be indicated in the relevant trip ticket and/or electronic vehicle monitoring system. The CTO shall monitor the use of vehicles and any discrepancies/misuse will be subject to investigation.
- 139. Approval of welfare/recreation or liberty travel shall be granted upon signing the written agreement by the requesting military/police contingent personnel or staff members that he or she will bear the total cost of recovery of the vehicle to the nearest mission office in the event of an accident or normal mechanical failure regardless of whether or not the driver/user was personally responsible.
- 140. UN vehicles may not be used for liberty or welfare/recreation purposes by locally employed civilian staff of the mission, who by virtue of their circumstances should have adequate private transportation means at their disposal.

Welfare and recreation travel

141. 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.

142. As mandated by DPKO Standard Operating Procedures on the Welfare and Recreation, the use of mission assets, including vehicles, for welfare and recreational activities is to be authorised by the HoM, on a cost recovery basis.

Liberty travel

- 143. Within the scope of this Manual, liberty travel refers to the use of mission vehicles for non-duty and personal business purposes by the staff members, military/police personnel and other authorised mission personnel.
- 144. Liberty travel is neither an entitlement nor meant to provide members of the mission with an alternative to private car purchase or hire. Therefore, the availability of mission vehicles for non-duty, liberty travel purposes is not an obligation on the part of the mission. Such use is only permitted within a limited scope, and may be discontinued at any time due to exigencies of service.
- 145. 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.
- 146. Rented/leased vehicles may not be used for liberty purposes.
- 147. Personnel using UN vehicles for liberty purposes shall not be reimbursed for the purchase of fuel during such use. Likewise, they shall not be provided with additional fuel for an extended use of the vehicle for liberty purposes, unless otherwise authorised by DMS/CMS.

Cost recovery

- 148. Unless otherwise authorised by the HoM, costs for the use of the mission vehicles for all liberty and welfare/recreation purposes shall be paid or reimbursed to the Organization. Such payments or reimbursements shall be based on mileage, the applicable rates for which shall be the same as those established and promulgated periodically by UN Headquarters for the purpose of calculating costs for travel by privately owned vehicles.
- 149. If overtime has been accrued by the driver of a vehicle used for liberty, the user must also reimburse the relevant overtime payment to the Organization.
- 150. The CTO shall be responsible for notifying the Chief Finance Officer (CFO) at the mission headquarters of all liberty mileage accrued in the mission 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.
- 151. 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.
- 152. 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 prior to departure. It is assumed that the Contingent and Unit Commanders maintain tight control over the vehicles under their command for the reimbursement to the Organization for the liberty or welfare/recreational use of vehicles.
- 153. 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 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.
- 154. In the case of accidents that occur while the vehicle is being used for non-official (liberty) travel, the driver is held financially accountable for damage caused to the vehicle as a result of negligence (whether gross or not) on his /her part.

155. In addition, if the Organization is put to special expenditure to recover any United Nations vehicle used for liberty or welfare/recreation, the Local Property Survey Board is empowered, when assessing any costs to be charged to the individual driver or the mission Welfare and Recreation Committee, to include such portion of the recovery expenses incurred as is considered reasonable.

D.4.3 Individuals Authorised to Travel in UN Vehicles

- 156. The categories of persons listed hereunder are those authorised to travel in a UN vehicle, whether on or off duty:
 - 156.1. Staff members of the mission and official dependents of international staff;
 - 156.2. Experts on mission, which includes UN Police Officers, military personnel and the employees of UN Contractors at the discretion of the DMS/CMS;
 - 156.3. Staff members of specialized agencies of the UN;
 - 156.4. Official guests of the mission and other persons travelling in connection with official UN business.
- 157. Persons in those categories, should they incur service-related injury or death as a result of the use of United Nations transport, would normally be covered by the Organization's compensation arrangements.
- 158. Under compelling circumstances non-United Nations individuals (for the purposes of these regulations, are deemed to be persons other than those listed above) may be authorised to travel in UN vehicles by the HoM or DMS/CMS.
- 159. It is mandatory that a formal request for the transportation of non-United Nations individuals specifying their names, nationalities, relationship with the UN and passport numbers, shall be submitted to the DMS/CMS for his/her prior approval (See Annex C). In addition, passengers that have been granted authorisation shall be required to sign a waiver, exempting the United Nations from liability (See Annex D).
- 160. Drivers, who, contrary to the above instructions, transport unauthorised persons in UN vehicles, assume risks associated with any situations not covered by any compensation scheme.
- 161. <u>Transportation of local officials</u>: Many times UN missions are required to transport national officials such as police officers in UN vehicles as part of the mission mandate (e.g. restoration and maintenance of public security, restructuring and building of the national police). In such cases, these persons are obliged to sign a waiver of liability each time they are transported in UN vehicles as part of common practice.
- 162. In the event that a mission experiences problems in obtaining signed waivers of liability from those persons, mission may choose the following approaches to overcome the problem:
 - 162.1. Replace the system of individual waivers with legally binding agreement with the local government, under which it would agree to provide a release and indemnity for the travel on duty of national officials in UN vehicles.
 - 162.2. Notwithstanding the above, replace the mission's current waiver of liability form with a general waiver of liability, not linked to any particular travel, vehicle, or time period. Non-UN personnel need to 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.
 - 162.3. 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 prior to final implementation.

- 163. It is also necessary that, when a mission is envisaging routinely transporting a number of third parties (e.g., local police or military) on board of UN vehicles, STS/UNHQ 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), (d) Number of people transported.
- 164. <u>Transportation of injured third-party victims</u>: From the insurance standpoint, a third-party injured person can be transported to hospital by a UN vehicle as the insurance coverage under the UN policy is provided for these cases.
- 165. However, in general, it is advised that local laws and customs should be followed. e.g. if local services are readily available, it is better the local ambulance is waited. The rationale being that in the process of transporting the third-party to the hospital, the UN vehicle may be engaged to a second accident resulting in further injuries or death to the third-party.
- 166. In this case, while the UN driver was not liable for the first accident he or she will now be liable for the second accident, or in case he or she was already liable for the first accident he or she will now increase the extent of the Organisation's liability towards the third-party.

D.4.4 Monitoring of Fleet Performance and Usage

- 167. Monitoring of the fleet performance and usage in field missions is exercised via:
 - 167.1. Transport Section oversight of Electronic Vehicle Monitoring Systems (EVMS) or duly completed Vehicle Trip Tickets;
 - 167.2. Continual monitoring of fleet performance and usage conducted by Transport Section, including periodic vehicle occupancy surveys;

Electronic Vehicle Monitoring System

- 168. The Electronic Vehicle Fleet Management System (EVMS), known commonly as "Carlog", is an electronic vehicle data collection system that has been introduced in field operations to improve the management of vehicle fleets.
- 169. The system not only automates the inaccurate and cumbersome trip ticket processing, but also effectively mitigate the following problems:
 - 169.1. Unauthorised vehicle use: The Electronic Vehicle Monitoring System prevents unauthorised use of vehicles thus enhancing vehicle security and providing a fairer and more transparent system of charging liberty mileage.
 - 169.2. Over speeding and high accident rates: 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.
 - 169.3. Low reporting rates for vehicle maintenance: Electronic Vehicle Monitoring System can be programmed to signal 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.
 - 169.4. Support for investigations: The Electronic Vehicle Monitoring System provides an overview of a wide range of vehicle operation parameters, such user's ID, journey time, distance travelled, maximum and average speed, second-by-second data for the last minute, etc. These data can be used in support of both criminal and traffic violation investigations.
- 170. As an established standard DPKO/DFS policy, all UN-owned vehicles must have the EVMS installed and operational.

- 171. Representational vehicles assigned to heads of missions and force commanders may be exempted from this policy. Exceptions for all other vehicles are subject to the mission's justification and the approval by the head of the mission.
- Trip Tickets
- 172. In the absence of an electronic vehicle monitoring system, or other electronic fuel recording systems, the vehicle trip ticket in Annex E, should be utilised. No vehicle is to be operated unless the driver is in possession of a properly completed trip ticket. Persons who are authorised to drive a UN vehicle must ensure that:
 - 172.1. All quantities of petrol, oil and lubricants (POL) products drawn from fuel stations for each vehicle are entered on the relevant trip tickets;
 - 172.2. Daily vehicle checks are carried-out;
 - 172.3. All trips made are entered on the trip ticket with particular attention to the odometer readings at the beginning and the end of the journey;
 - 172.4. Any vehicle defects are reported on the trip ticket or, if of a serious nature, to the nearest UN workshop;
 - 172.5. Duly completed trip tickets for each vehicle must be submitted to the Chief Transport Officer by the fifth day of the following month;
- 173. Mission Transport Sections will conduct an on-going review of monthly trip tickets for the following purposes:
 - 173.1. To verify the accuracy of the driver's report in terms of the number of kilometres driven (duty and non-duty) and the consumption of POL;
 - 173.2. To compile vehicle fuel/POL 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;
 - 173.3. 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 trip tickets.

Vehicle Occupancy Surveys

- 174. In addition to electronic vehicle monitoring systems and trip tickets, missions may conduct vehicle occupancy surveys to monitor and assess the efficient utilisation of the mission vehicles. The use of this type of survey is solely at the discretion of the DMS/CMS.
- 175. 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.
- 176. When conducting a vehicle occupancy survey, the steps can be summarised as:
 - 176.1. <u>Planning</u>: At least one Transport Section staff member is required at each location. The study should begin 45 minutes prior to 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 lunch time 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 in order to achieve this, if necessary.
 - 176.2. <u>Recording</u>: A record sheet should be developed locally in each mission when conducting such surveys. The format should facilitate subsequent electronic data entry, if required.

176.3. <u>Use of Data</u>: 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 sedans and light 4x4 vehicles 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.

D.4.5 Fleet Rotation

- 177. In order to maximise vehicle life based on usage (mileage), missions need to consider rotating vehicles, of the same category, between sections and within the mission area.
- 178. 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 are not 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.
- 179. However, special consideration should be given to prioritise mission operations outside the headquarters so that the newer, more reliable vehicles are deployed where conditions are most demanding, distances regularly travelled are greatest, and where facilities for maintenance and repair of vehicles are limited.

D.4.6 Idling, Fuel Economy and Environment

- 180. Unnecessary vehicle idling pollutes the air and affects human health. Unnecessary idling also increases fuel consumption as well as increasing the maintenance cost and shortening the life of vehicles by causing additional wear on the engine's internal parts.
- 181. In order to extend the useful life of vehicles, reduce fuel consumption and reduce the greenhouse gas emissions of the DFS 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.
- 182. 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 mission's idling policy within the context of the mission environmental strategy.
- 183. The CTO shall include a section in the Transport Section's briefing package outlining the above mentioned policy. 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 Electronic Vehicle Monitoring System (EVMS) installed in all UNOE vehicles.
- 184. As part of the training activities, the drivers should, at a minimum, be provided with the following instruction/information:
 - 184.1. Mission's idling policy.
 - 184.2. Tips to reduce idling, such as;
 - 184.2.1. Avoiding idling when possible and as soon as possible after arriving at the destination.
 - 184.2.2. Limiting idling time during early morning warm up to what the manufacturer recommends.
 - 184.2.3. Driving the vehicle to warm it up quicker instead of idling it for an extended period.
- 185. 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.

D.5. UNITED NATIONS DRIVER'S PERMIT

D.5.1 General rules

- 186. Being in possession of any valid national/military driver's license does not automatically qualify the holder to operate a UN vehicle under the auspices of the UN as part of the mission. To be able to operate such equipment, one must also demonstrate that he/she is qualified in the category of vehicle required to perform his/her duty and be issued a valid UN Driver's Permit. No person, irrespective of driving ability, shall be issued such a permit until and unless he/she has completed successfully the procedures described in this manual.
- 187. For the purpose of this Manual, vehicles for which a UN Driver's Permit is required are all UN vehicles, whether provided with local registration or UN number plates applicable to the mission, i.e. UNOE, COE, vehicles on short or long term lease, and including armoured vehicles and mobile equipment operated by contingents.
- 188. In view of the number of personnel within missions requiring driver's permits 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.
- 189. Nonetheless, the ultimate issuing authority is the CTO and the designated MTO of a contingent must report to the CTO at mission headquarters, as soon as possible after his/her arrival in the mission area, for briefing on the subject of control and use of UN vehicles, before he/she is authorised by the CTO to process applications for the UN driver's permit. The MTO of each contingent shall be tested and have his/her driver's permit issued by the office of the CTO and also be certified as the approved testing officer for his/her contingent.
- 190. Driver's 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 F. This form shall be prepared and produced locally by the office of the CTO, for issue to contingents.
- 191. Locally recruited civilian staff may be issued with a UN driver's 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. A driver's permit will be issued only for the category(s) of vehicle required to facilitate the performance of those assigned duties.
- 192. 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 license or a temporary driver's authorisation document issued by the UN-recognized transitional authorities, in lieu 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.
- 193. Drivers must ensure that they travel with their permit at all times and correctly record their permit information when they take control of a vehicle, either through the electronic vehicle monitoring system or vehicle trip tickets.

D.5.2 Categories, Validity and Format of UN Driver's Permits

Permit categories

- 194. The UN Driver's Permit categories shall be consistent with the following vehicle categories as described within the 1968 Vienna Convention on Road Traffic:
 - A. Motorcycles:

- B. Motor vehicles, other than those in category A, having a 'permissible maximum mass'1 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'2 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.
- 195. 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:
 - 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.

¹ 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.

² 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.

Cate	Category code / Pictogram		itegory code/Pictogram
A	<u>2-5</u>	A1	ন্ট্র
В		B1	
С		C1	
D		D1	
BE			
CE		CE1	
CE		CE1	

- 196. Missions may introduce categories and subcategories of vehicle other than those listed above. These include, but not limited to material handling equipment, engineering vehicles, logistics specialised equipment, specialised military or armoured fighting vehicles.
- 197. 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 provision 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 for training and assessment. Such permits shall be strictly controlled and issued only for the category or categories of vehicle required to facilitate the performance of official duties.
- 198. In view of the particular nature of specialized military equipment and COE Armoured Vehicles, issue of a driver's 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 registration and issue procedures through the office of the CTO.
- 199. Civilian armoured vehicles, having a permissible maximum mass exceeding 3,500 kg, but does not exceed 7,500 kg:
 - 199.1. Permit category for these vehicles shall be subject to the requirements of the local laws.
 - 199.2. In the absence of local laws, missions are recommended to categorise these vehicles as "C1" and seek for the same category (or equivalent) of national or military driving licenses to issue a UN driver's permits.
 - 199.3. However, CTOs may accept the holders of "B" category (or equivalent) driver's license for the UN driver's permit provided that, a candidate:
 - 199.3.1. Has at least five years of driving experience at category of the vehicle to be assigned; or,
 - 199.3.2. Is trained by qualified Transport personnel or an authorised/ recognised driver instructor or institution on armoured vehicle driving techniques³ and security aspects.
 - 199.4. If UN capabilities are not sufficient, options for contracting on-site training for UN personnel or outsourcing support should be considered.
 - 199.5. It is also suggested that the suffix "AR" is used with the applicable permit category (e.g. "B-AR" for armoured B category vehicles).
- 200. Vehicles with automatic or manual transmission:
 - 200.1. In the case of driver testing successfully completed whilst using a vehicle with automatic transmission, the permit awarded should have validity only for a vehicle so equipped.
 - 200.2. Such permits shall be clearly marked with the word 'Automatic' adjacent to the appropriate vehicle category or categories.
 - 200.3. Tests successfully completed whilst using a vehicle equipped with manual transmission should result in the award of a permit valid for both manual and automatic transmission vehicles.
- 201. No category is to be entered on a UN Driver's Permit for which the driver does not already hold a valid category on their national driver's license.

Validity

- 202. The permit shall be valid only for operating UN vehicles in the mission where issued and may not be used in other UN missions. Due to the differing road and driving conditions in various UN field missions, the possession of a UN driver's permit issued in one country/duty station does not automatically qualify or entitle the holder to a UN driver's permit in another mission. Each CTO must therefore decide on a case-by-case basis to what extent prior-qualified personnel are to be tested and briefed in order to qualify for a permit in his/her geographic area of responsibility.
- 203. The UN Driver's Permit may not be used in any way as a substitute for a national or international driver's license.

³ 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

- 204. The expiration date of an issued UN driver's 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.
- 205. However, regardless of the expiration date assigned, any issued Driver's Permit shall be cancelled and nullified at the time of the departure check out process.

<u>Format</u>

- 206. The Permit shall be prepared and printed locally, and shall, at minimum, bear:
 - UN logo
 - Mission name
 - Expiry date
 - Permit number
 - Permit holder's name, rank (as appropriate), UN / contingent identification number (as appropriate)
 - Categories (subcategories) of vehicles for which the permit is valid
 - Any special endorsement and/or restrictions (e.g. contact lenses)
- 207. The exact form that the permit takes is to be decided upon by the issuing mission. UN driver's permits may be incorporated into the mission identity card if so required.

D.5.3 Cancellation of UN Driver's Permit

- 208. 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.
- 209. Military contingent MTOs shall ensure, upon rotation, that the UN driver's permits of all repatriated military contingent personnel are returned to the CTO for cancellation, disposal and records management purposes. 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.

D.5.4 Missing, Lost or Stolen UN Driver's Permits

- 210. To prevent unauthorised persons from operating United Nations vehicles, Missions are required to adopt and institutionalise the following procedures:
 - 210.1. Inform and regularly remind all vehicle operators and mission staff that (a) the United Nations Driver's Permits (DP) are official and permit holders are personally responsible for their proper use and care, (b) lending of a DP to any other person or driving with an expired or someone else's DP is not permissible except when authorised in special circumstances as authorised by the CMS/DMS (c) those using another person's DP will be liable to administrative and/or disciplinary measures, including disqualification from holding a UN Driver's Permit.
 - 210.2. Establish and maintain a reporting and monitoring system to track and address any wrongful use of DPs through the following actions:
 - 210.2.1. Establishing a reporting system, requiring a staff member to immediately report the loss of his or her DP to the Security Section or the Military Police, who in turn notifies the Surface Transport Section to deactivate the staff member's DP remotely or to register in the system as "missing", "lost" or "stolen" and monitor the EVMS database on a regular basis.
 - 210.2.2. Randomly conducting spot checks by the members of Military Police or Security Section to facilitate the early recovery of missing DPs.
 - 210.2.3. Reviewing mission policies and SOP's to ensure these matters are appropriately addressed and communicated to all concerned.

D.5.5 Driving Tests

211. The CTO, as the issuing authority for the driver's permit in a mission, shall arrange for the mandatory testing of all mission personnel who apply. The testing shall be conducted in line with the following procedures:

Pre-test Requirements

- 212. Drivers shall:
 - 212.1. Produce a valid driver's license: A potential driver of a United Nations vehicle must hold and be able to produce for inspection a valid 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 a proof of holding a valid national driver's license. A military driver's license of a given TCC may be accepted in lieu of a valid national driver's license only if a national license is not a prerequisite for issuing a military license in the same TCC.
 - 212.2. Complete the Driver's Summary Form: Every driver must possess the necessary physical and mental ability and be in a fit physical and mental condition to drive. Therefore, all applicants must disclose any factor/s that may influence their ability to drive. This will allow the CTO or testing officer to determine if further medical clearance is required prior to the issue of a 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 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 person.
 - 212.3. 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's tests or assessments.
- 213. The CTO shall:
 - 213.1. 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.
 - 213.2. The applicants will also be briefed in advance of the test on all matters relating to the drivers 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 electronic monitoring systems (e.g. CarLog), winches, snow chains or similar.
 - 213.3. Brief the applicants on the location and function of controls in the type of vehicle in which the test will be conducted.
 - 213.4. Provide a 4x4 vehicle or a vehicle appropriate to the category of vehicle for which a permit is requested. CTO shall ensure that the test vehicles are equipped with following working equipment:
 - 213.5. After the testing officer and the individual are satisfied that familiarity has been established, the individual will proceed to undertake the driver's test/assessment.

Procedures for Tests

- 214. Testing shall be carried out in two stages: Theoretical test (Optional) and Practical test
- 215. All tests shall be conducted by a certified driving test officer as appointed by the mission CTO.

Theoretical Test

- 216. Where mission administrations deem appropriate, all UN Driver's Permit applicants may be required to undertake a theoretical test. A theoretical test is a written test performed on a test form. After establishing that the applicant fulfils the basic requirements the applicant should thereafter pass a theoretical test arranged by the CTO.
- 217. Test forms shall be produced locally based on the regulations governing the use of the mission's vehicles and/or the Driver's Handbook. CTO shall ensure that the test forms are regularly updated whenever an update is made on the regulations or the Driver's Handbook.
- 218. 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.
- 219. 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.
- 220. The test must be completed in one session and the duration of the test may not exceed 60 minutes.
- 221. To pass this test, a candidate must answer correctly at least 80% of the questions.
- 222. In case of failure, another test shall be scheduled. There is not limit on the number that these tests can be taken. The only exception to this rule is that re-testing cannot be performed the same day.

Practical Test

- 223. Once the applicant has successfully completed a theoretical test and the mandatory vision check detailed above, a practical driving test under the supervision of a qualified staff member (as delegated by the CTO) shall be conducted.
- 224. In this part of the testing, the applicant will be assessed as to his or her ability to safely operate UN vehicles. This test shall be conducted in two stages: Handling Test and Road Test.

Handling Test

- 225. In this test, the drivers are expected to demonstrate their ability to safely perform reversing and parking on the standard driving range set by the testing officer in an area closed to regular traffic, as per graphic in Appendix 3 to Annex G.
- 226. The Handling Test Assessment Form in Appendix 2 to Annex G shall be used to carry out the handling test. The assessment criteria are further elaborated in Appendix 3 to Annex G.
- 227. A driver who fails the handling exercise shall immediately be given one more chance. If the driver fails again, the first handling test will end for the driver. No applicants shall be admitted to a road test unless they successfully complete this test.

Road Test

- 228. In this test, the drivers are expected to demonstrate their ability to drive safely over a predetermined local route.
- 229. The exercise should take a minimum of 10 minutes and cover a distance of at least 3 to 5 km.
- 230. At all times during this exercise, the driver must operate the vehicle in a safe and responsible manner, obeying all traffic laws.
- 231. 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.

232. The Road Test Assessment Form in Appendix 4 to Annex G 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 G.

Number and frequency of tests

- 233. Practical tests may be taken a maximum of three times, one within the first (5) working days of arrival to the mission, if the test is failed, the individual 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 each contracted staff member will only be able to take one (1) retest within any five (5) working day period. However, depending on the circumstances, these requirements may be waived by the Chief Transport Officer on an exceptional basis.
- 234. After the second failure, depending on the individual's driving test performance, missions may stipulate that the candidate must produce proof that he/she has undergone some form of driving training prior to taking the third test.
- 235. Candidates failing to pass at the third attempt (the initial driving test upon arrival, followed by two assessments for each type of the tests, theoretical and practical) are to be given no further attempts unless exceptionally authorised by the DMS/CMS.
- 236. At the end of each test/assessment the applicant will be notified of pass or failure. In the case of failure the testing officer will explain in detail the reason(s) for failure.

Automatic disqualification from the test

- 237. In the event that a driver performs any of the following activities, he or she will be automatically disqualified and the test will not start or end immediately if it's already in progress:
 - 237.1. Being under influence of alcohol or drugs.
 - 237.2. Disregarding lawful instructions or refusal to perform instructed manoeuvres.
 - 237.3. Offering the testing officer a bribe or gratuity.
 - 237.4. Refusal to wear a safety belt unless a physician's statement or a waiver is presented.
 - 237.5. Causing an accident.
 - 237.6. Accident is prevented by others.
 - 237.7. Testing officer prevents an accident or illegal action (i.e. running a red light).
 - 237.8. Stalling the vehicle resulting in hazardous action or obstructing traffic.
 - 237.9. Driving over curb or sidewalk and hereby endangering others.
 - 237.10. Creating serious hazard to other traffic.
 - 237.11. Driving the wrong way on a one-way street.
 - 237.12. Driving on the wrong side of the street.

Procedures for specialised equipment

- 238. 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 provision 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 for training and assessment.
- 239. In view of the particular nature of specialized contingent equipment and armoured vehicles, issue of a driver's permit for such vehicles and equipment to qualified military/police operators shall be in strict accordance with their established National regulations but still subject to registration and issue procedures through the office of the CTO.
- 240. Such permits shall be strictly controlled and issued only for the category or categories of vehicle required to facilitate the performance of official duties. The driving tests should be conducted using the vehicles to be assigned.

D.5.6 Driving Re-assessments

- 241. Driving re-assessments may be carried out within the mission as a result of:
 - 241.1. Board of Inquiry (BOI) recommendations;
 - 241.2. The Force Provost Marshall, UN Security Section, UN Police, Military Police reports/observations of unsafe driving or driving of a standard below the acceptable minimum;
 - 241.3. Consistent damage to UN vehicles resulting from what is judged by the CTO to be the poor driving skills or carelessness of the user.
- 242. Permit holders undergoing re-assessment for one of the reasons listed above will be considered unsuitable to operate UN vehicles upon the failure of driving re-assessment. This will result in the withdrawal of the UN driver's permit of the individual concerned.
- 243. In the event of an assessment failure, drivers are to make every effort to attain the required driving standard before 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.

D.6. FLEET INSURANCE AND ROAD ACCIDENTS

D.6.1 Fleet Insurance

244. As a standard United Nations policy, all automotive vehicles owned or operated by the UN shall be covered by third party liability insurance. DMS's/CMS's are to ensure that vehicles are not operated without insurance coverage.

Worldwide Coverage

- 245. The worldwide vehicle third-party⁴ liability⁵ insurance purchased through UNHQ provides a protection against legal liabilities which the UN may incur in case of an accident involving a UN vehicle driven by a driver authorised by the DMS/CMS irrespective of his/her status e.g. local chauffeur, international civilian staff member, UN police officer, military observer, other military personnel of a peacekeeping mission or assigned driver from the local Government properly licensed as United Nations personnel. The covered vehicle may be UN-owned or leased, e.g. COE or otherwise leased or rented.
- 246. The 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.
- 247. The policy coverage applies worldwide (excluding the United States of America, its territories and/or possessions, and Canada).

Coverage types

- 248. The worldwide policy provides two types of coverage: Primary and Excess/Difference-in-Conditions (EX/DIC).
- 249. Primary coverage acts as the first layer of coverage and covers up to the policy's limit whether or not other policies cover the same risk. This coverage is extended when vehicles cross borders to other countries. At the same time, if the law in these other countries mandates that our vehicles buy local insurance, then the Organisation will need to comply with this requirement.
- 250. EX/DIC coverage is provided for those countries where operational local insurance coverage is in place. This type of coverage is comprised of two components:
 - 250.1. Excess Coverage (XS): Excess coverage is structured to supplement the local vehicle liability coverage mandated by local law in individual countries. The local coverage would, therefore, satisfy the missions' obligation to comply with local law and the worldwide insurance policy would cover, in such cases, liability over and above what is payable by the local insurer, within the limits of the worldwide policy.
 - 250.2. <u>Difference-In-Conditions Coverage [DIC]</u>: DIC coverage applies where the definitions or other conditions of the worldwide policy are broader in scope or meaning than other insurance available locally. This does not apply to primary territories.
- 251. In the event that the mission is required by local law to maintain local insurance, the worldwide policy alone will not satisfy the requirements of vehicle liability insurance required; thus, it cannot be used for the registration of vehicles.

Military Pattern Vehicles (MPV's)

252. 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.

⁴ 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.

⁵ Liability is a term that broadly means legal responsibility for the damage and loss caused by acts and/or omissions regardless if they were intentional or not.

253. It should be noted that the coverage provided for MPV's 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

- 254. The Worldwide mobile equipment policy (purchased separately) provides coverage for thirdparty bodily injury and/or property damage 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).
- 255. Mobile equipment are land vehicles, including machinery or apparatus attached thereto, and whether or not self-propelled, that are:
 - 255.1. 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,
 - 255.2. Designed for use principally off public roads; or
 - 255.3. 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

- 256. 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.
- 257. 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.
- 258. Therefore, STS/UNHQ 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.

Coverage for UN personnel and property

259. The Organization's third party liability insurance coverage does not apply to staff members, UN Police, military observers and national military contingent personnel since the UN, under Appendix D to the Staff Rules or other provisions, has an obligation to pay them appropriate compensation. Family members are not covered by such UN compensation arrangements and they should be considered third parties, especially if they have been authorised to travel in a UN vehicle.

260. 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. Insurance arranged in a mission shall follow the same pattern.

Coverage for contractors driving UN vehicles

- 261. Third-party coverage is provided under the UN Worldwide Vehicle Third-Party Liability Insurance Policy. 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 operations of UN vehicles, the policy will defend the UN from legal liability but not the driver.
- 262. It should be noted that the coverage 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.
- 263. 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.
- 264. 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 his/her employers' worker compensation scheme. In addition, either the contractor's staff or his company can claim against the third party who caused the accident.
- 265. 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.
 - 265.1. 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 worldwide vehicle insurance policy. In this case the UN insurers may try to recover the loss from the contractor at a later stage.
 - 265.2. The UN worldwide vehicle 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 he was driving within the scope of such permission when the accident happened. If the latter is not the case, then the UN worldwide vehicle policy will cover only the legal liability of the UN, but not of the driver.
 - 265.3. 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.
 - 265.4. For injuries to the contractor's staff himself, again under standard UN contractual requirements the contractor should carry workers compensation insurance for its staff. If he is a daily labourer, then the terms of his contract should define what coverage is available to him or her.

Rental/Leased vehicles

- 266. 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.
- 267. 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.
- 268. 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

- 269. 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.
- 270. 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.
- 271. In the case that a mission has a local third-party insurance and the Worldwide 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 insurance provider.
- 272. Material accidents and accidents involving loss of lives or any situations when local insurance may be exceeded should be reported to both local insurer and the worldwide insurer. Annex H lists the documents that insurers will need in order to start the claim adjustment process.
- 273. 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 STS/HQ 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

- 274. The procedures for the local settlement of claims shall be communicated to missions, where the worldwide policy applies on a primary basis, upon the renewal of the Worldwide Liability Insurance Programme by UNHQ.
- 275. Where the Worldwide policy requires that a signed release must be obtained from the thirdparty absolving the United Nations from any further obligations in relation to the vehicle accident Annex I can be used for this purpose.

Local Coverage

- 276. 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.
- 277. However, if mandatory local insurance is not operational, Missions should request the UNHQ to arrange for primary insurance coverage under the UN Worldwide Vehicle Insurance Policy.
- 278. If mission host country agreements (SOFA/SOMA) allow the UN flexibility to select whether to purchase primary coverage locally or not, is advised that missions declare vehicles for primary coverage under worldwide vehicle policy when it is more cost effective than having the fleet insured locally and worldwide providing XS/DIC coverage.
- 279. 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.
- 280. 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

281. Viability of insurers should be examined and the mission should ensure that insurance coverage applies in the country's territory. Also, the coverage should be operational (i.e. the insurer should be paying claims).

Premium Rates

- 282. Premium rates should be compared with comparable countries and coverage levels for reasonableness. DFS and IDS can be approached to provide relevant benchmarks.
- 283. Since the UN is tax-exempt care should be taken that the premiums do not include taxes.

Policy Limits

- 284. Given that all UN vehicles covered locally are also covered under the UN's Worldwide Vehicle 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.
- 285. 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:
 - 285.1. \$10,000 per person in case of bodily injury or death;
 - 285.2. \$20,000 per accident for bodily injury or death;
 - 285.3. \$10,000 per accident for property damage.
- 286. 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 \$10,000 per accident for property damage as well.
- 287. 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 Adjustments

288. 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.

- 289. 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.
- 290. 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 say five per cent of the premium back, in case there are no or very few claims during the year.

Non self-propelled Vehicles

- 291. While, under current worldwide policy the UN does not have to pay for coverage of non-selfpropelled vehicles, such premium may be required in some countries.
- 292. 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.
- 293. 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.)

Coverage for physical damage to the UN vehicles

294. UN practice is to not purchase this coverage even under local insurance policies, since physical damage coverage has been deemed to not be cost-effective.

Vehicle usage prior to securing insurance

- 295. Field missions that are covered under the worldwide Insurance scheme as 'primary' insured may immediately commence using the vehicles upon arrival.
- 296. In field missions that have compulsory primary local third party liability insurance newly arrived vehicles may only be put into use after confirmation of coverage by the local insurer. i.e., these vehicles are not to be moved from point of delivery (port, airfield, railroad yard, etc.) without attaining 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.
- 297. The worldwide insurance scheme does not take effect until the local insurance provider reaches an agreement and final settlement with the third party.

Restrictions on the use of vehicles

298. 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. Premiums paid by the UN are related to claims, and it is in the interest of the Organization to limit the number of potential claimants by placing certain restrictions on the categories of persons who may undertake off-duty travel in UN vehicles.

Insurance cards

299. 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.

Reporting Requirement

- 300. Missions shall inform STS/UNHQ of the number of vehicles in use on a monthly basis using the Monthly Vehicle/Mobile Equipment/Patrol Boats Insurance Reporting Form (See Annex J).
- 301. These reports shall be submitted no later than the tenth day of the following month via e-mail and/or facsimile.

D.6.2 Vehicle Accidents

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

Handling and reporting of accidents by drivers

- 303. 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.
- 304. When a United Nations vehicle is involved in an accident, the UN driver (or other occupants if the driver is incapacitated) shall:
 - 304.1. Stop the engine and remain at the accident scene until directed otherwise by local authorities unless his/her personal safety, or the safety of the occupants, is manifestly endangered, or where local United Nations security protocols determine another course of action.
 - 304.2. 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.
 - 304.3. Activate 4-way flashers and take all necessary action to render the accident site safe and to secure the United Nations vehicle and its contents against pilferage.
 - 304.4. Render first aid to injured persons as he/she is qualified to administer, otherwise call for medical aid.
 - 304.5. 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 HQ area should be reported to the Regional Administrative Officer. Regional Military Contingent Commanders and UN Police Commanders who are in receipt of UN vehicle accident reports must pass them to the UN Officer responsible for the region concerned for onward transmission to the CTO.
 - 304.6. Identify other driver and witnesses (if there are no eyewitnesses, the name of the first person to arrive at the scene will help).
 - 304.7. 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.
 - 304.8. Take pictures 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.
 - 304.9. Not discuss the accident with anyone at the scene except the police and the investigating UN official.
 - 304.10.Not acknowledge liability on the part of the UN or himself or herself. 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.

- 305. Drivers shall submit their accident report to proper investigating authorities immediately, if this is not possible maximum within 24 hours of the accidents, using the standard Motor Vehicle Accident/Incident Reporting Form. 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.
- 306. Drivers shall also present 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 that the damage may be viewed as 'minor' by the driver.

Investigations of accidents

- 307. All vehicle accidents, particularly when third parties are involved, shall be investigated by the mission's designated accident investigation officers to determine the facts about the accident.
- 308. All investigating officers arriving at the scene of accidents are expected, at a minimum, to:
 - 308.1. Secure accident scene: Pull onto shoulder or side of road, redirect traffic, set up road signs and/or reflectors, etc.
 - 308.2. Preserve the scene, including key materials or elements involved in the accident until the investigation has been completed.
 - 308.3. Conduct interviews of the injured, witnesses, or other involved parties.
 - 308.4. Record specific facts about the driver, vehicle(s), roadway and environment:
 - 308.4.1. Drivers: Identify drivers and take note of their statements. Observe and record driver's physical condition and injury status. All UN drivers must be given alcohol test.
 - 308.4.2. Vehicle: Interior and exterior examination, impact orientation, damages, speed of the vehicle, etc.
 - 308.4.3. Roadway: Tyre marks, metal scars, debris and other signs of impact.
 - 308.4.4. Environment: Road surface conditions, weather conditions, light conditions, traffic conditions, presence of any traffic control signs, markings or devices,
 - 308.5. Photograph the area, scene, equipment and any other evidences for future reference and documentation.
 - 308.6. Measure and diagram the scene.
 - 308.7. Determine what contributed to the accident.
 - 308.8. Forward the completed form to the Mission Transport Section for further processing.

Damage/Discrepancy Report (DDR)

309. A DDR is in essence a summary of the accident case, together with an assessment of the resultant damage to the UN vehicle (if any). Upon receipt of a driver's accident report, the mission Transport Section shall inspect the United Nations vehicle(s) involved in the subject accident/incident and complete a Damage/Discrepancy Report (DDR) regardless of the cost of the accident. This requires that Mission Transport Sections not use the financial limit(s) set for the maintenance cost (or staff assessment) - as authorised by the Controller - as the basis whether or not to create a DDR for vehicle accidents.

Local Property Survey Boards

310. Documentation relating to an accident case is compiled by Transport Section and forwarded to the Secretary to the Local Property Survey Board (LPSB) for processing. Completed accident cases include, at a minimum:

- 310.1. Driver's accident/incident report,
- 310.2. Local police and UN investigation reports (if applicable) together with any other pertinent information, trip tickets/EVMS reports, photographs etc.
- 310.3. Damage/Discrepancy Report.
- 311. Accident cases forwarded to the Secretary to 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.
- 312. Detailed guidance related to the roles and responsibilities of LPSB on accident cases and the assessment of financial liability can be found in the Property Management Manual for United Nations Peacekeeping Missions and Missions Administered by DPKO/DFS.

Mission Board of Inquiry

- 313. Serious vehicular incidents that occur in a mission may also require the convening of a Board of Inquiry (BOI).
- 314. Recommendations of BOI arising from road traffic accident cases shall be communicated to the CTO, all other relevant officials and the Mission Advisory Committee on Traffic Safety.

Information security considerations of report distributions

- 315. Much of the documentation that arises from a traffic accident case can be of a sensitive nature, requiring careful and appropriate handling and limited distribution. Under no circumstances should copies of investigation reports be shown or given to unauthorised persons, including any and all persons involved in the accident/incident under investigation. It is an established principle that the only persons who must receive a copy of vehicle accident investigation reports 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.
- 316. Investigation reports are restricted documents to assist United Nations Administrative Boards and the United Nations insurer to determine liability and ultimately the amount of compensation to be paid, 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 taken out of context if unauthorised release occurs and for this reason, the provision of such reports to unauthorised persons, whether by deliberate intent or as a result of unnecessarily wide distribution, must be prevented.
- 317. Other documentation that may form part of a traffic accident case can be sensitive if it is commercial or personal in nature. Documents such as medical reports, financial information, photographs of an accident scene or a casualty etc. must be distributed with appropriate care and only within the limited scope of there being a genuine and legitimate operational or administrative requirement on the part of each recipient to have access to the document(s) in question. In cases where the authority of an individual to receive a document is in question, it is incumbent upon the requestor to demonstrate satisfactorily the legitimacy of his/her request prior to any sensitive document being made available.

D.7. MISCELLANEOUS

D.7.1 Maintenance Regime

- 318. Proper vehicle maintenance is a basic element of any fleet safety program, not only to ensure a safe, roadworthy vehicle, but also to avoid costly repair expenses and unexpected breakdowns.
- 319. Vehicle maintenance, repairs, inspections and tests must be conducted by a qualified person and in accordance with the manufacturer's recommendations. It is, therefore, incumbent upon all CTOs to ensure that the servicing requirements stipulated in the relevant vehicle handbook and workshop manual for each model in the mission's UN-owned vehicle fleet are adhered to. 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.
- 320. In order to avail of the full benefits of manufacturer's new vehicle warranty, it is important to ensure that routine maintenance is conducted in accordance with the manufacturer's requirements.
- 321. Each warranty repair completed shall be supported by a work order raised in Inventory Management System, describing the problem and the measures taken.

D.7.2 Vehicle Painting, Markings, Flags and Licence Plates

United Nations markings and painting

- 322. 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 DPKO, DPA and DFS. To this end, all UNOE/COE vehicles, trailers, and earth-moving equipment of those missions should be painted in a uniform white colour (RAL 9016).
- 323. Each passenger 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.
- 324. 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.
- 325. 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 so as to be readable left to right by an observer positioned above the rear of the vehicle.
- 326. For vehicular assets other than passenger vehicles, the dimension and positioning of "UN" letters should be decided locally by the mission to suit the configuration and size of the vehicles and trailers in question.
- 327. 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 clearly 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.

National and other markings

328. 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.

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

Star plates

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

Flag Flying on United Nations Vehicles

- 331. 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:
 - 331.1. The Representative of the Secretary-General;
 - 331.2. The Commander of the peacekeeping or observer mission;
 - 331.3. UN vehicles on operational patrol duties.
- 332. 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:
 - 332.1. Chief Political Adviser;
 - 332.2. Director/Chief of Mission Support;
 - 332.3. Deputy Force Commander;
 - 332.4. Chief of Staff;
 - 332.5. Contingent Commanders;
 - 332.6. UN Police Commissioners.
- 333. Such authorisation shall be given only for travel within the operational area of the mission, and only under circumstances when:
 - 333.1. It will facilitate the crossing of military zones;
 - 333.2. It will increase security;
 - 333.3. The official concerned is attending an official function in his/her official capacity;
 - 333.4. It will enhance the morale and efficiency of the mission.
- 334. The sizes of flags to be used on vehicles are as follows:
 - 334.1. <u>Staff Cars</u>: 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 actually being used by the authorised official; at all other times the flag shall be furled and covered and/or removed completely.
 - 334.2. 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.
- 335. 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 pertaining to such use of

the flag shall be formulated and promulgated by the Head of Mission, Force Commander or Chief Military Observer of each mission, in conformity with the prevailing conditions.

Vehicle license plates

- 336. Generally, UN vehicles in field missions are required to carry distinctive license plates clearly 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.
- 337. Missions able to use UN license plates shall determine locally the exact format of the plates. 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 name. In all cases, UN license plates should consist of black letters and numbers against a white background.
- 338. The Transport Section is the only body within a United Nations Mission that may issue official registration (license) plate numbers to vehicles and trailers brought into the area of operation. Control over the registration of the vehicle fleet shall extend to al 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.

D.7.3 Management and Operation of Contingent-Owned Equipment

The role of the CTO

- 339. The role of the CTO with respect to 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, he/she is the ultimate issuing authority for UN driver's permits. Additionally, the Transport Section Inventory Unit/Asset Manager prepares monthly statistics for transmission to UNHQ with regard to the COE fleet, for insurance purposes.
- 340. 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 with the aim of ensuring the safety of personnel and the local population in a mission area, which is of paramount importance to the UN.

Relationship with military and police components

- 341. 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.
- 342. 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 his/her office.

Request, issuance and use of UN license plates

- 343. The following procedures shall apply when requesting new number plates for COE vehicles:
 - 343.1. 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 Property Management Section (PMS).
 - 343.2. COE Unit will carry out the arrival inspection of these vehicles and equipment prior to clearing the list.
 - 343.3. 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 K.

- 343.4. Number plates for armoured personnel carriers, where 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 arrival of new vehicles when appropriate plates cannot be made available within a reasonable time.
- 344. Detailed lists of all vehicles and equipment to be repatriated shall be forwarded to CTO prior to 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.
- 345. 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.
- 346. 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 noticed may be subject to administrative actions.
- 347. Re-use of old number plates is not permitted.
- 348. 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 in this category will be marked with the letter "N" on the number plate, either embossed in the plate itself or in the form of a non-removable sticker applied during the operational readiness inspection verification.
- 349. The CTO will not register nor issue a number plate to any vehicle which has not been endorsed by the COE Unit.
- 350. Installation/removal of number plates to/from COE vehicles is the sole responsibility of the contingents.

D.7.4 Liquidation of Surpluses and Disposal of Assets

Vehicles and Equipment Considered Surplus to Mission Operational Requirements

- 351. Liquidation of surpluses should not be left until 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 DPKO missions or other United Nations agencies funded through "assessed" contributions in accordance with the following policy:
 - 351.1. Missions with holdings of surplus transport equipment and spare parts should provide notification to other missions via the Surface Transport Bulletin Board or any other designated platform.
 - 351.2. 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 in order to arrange transfer as appropriate.
 - 351.3. After ninety days, and subject to the posting having been reviewed by the STS/UNHQ, those parts or equipment that have not been requested for transfer are to be processed in accordance with disposal guidelines.
 - 351.4. Surplus parts should be provided to receiving missions at no cost except for shipping. The sending mission should arrange shipping with costs to be borne by the receiving mission.
- 352. By definition surplus implies operational and useful to a receiving entity, 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.

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

Disposal of Armoured Vehicles

- 354. 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, 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.
- 355. Therefore, Missions that have UNOE armoured vehicles that are surplus to requirement are to seek STS/UNHQ advice for disposal to ensure compliance with the terms of any applicable End-User Certificate. It may be possible for STS/UNHQ, through the Procurement Division of UNHQ to arrange buy-back of the vehicles by the original vendor or country of origin.
- 356. It may be that the vendor or country of origin will not buy-back the vehicles. In such circumstances either:
 - 356.1. The country of origin will be requested to give permission for disposal of the vehicles by sale to other UN Agencies and Programmes only.
 - 356.2. The mission will be directed to dispose of the vehicles by destruction as an in-house task. 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 is able to conduct the destruction. If no contractor is identified in the mission area, the vehicles should be shipped to UNGSC for destruction.
- 357. General provisions in regard to destruction are as follows:
 - 357.1. The armoured hull and any glass elements of the vehicles are to be rendered unusable and unrepairable either by crushing or extensive cutting.
 - 357.2. The destruction of each vehicle is to be witnessed by a mission representative.
 - 357.3. A destruction certificate signed by both contractor and witness is to be provided to STS/UNHQ as verification that the vehicles have been destroyed.
 - 357.4. All related costs for destruction and shipping are to be borne by the mission. In the event that 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.

E. TERMS AND DEFINITIONS REFERENCES

- 358. The definitions of all terms given in this glossary are for the purposes of 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.
- 359. These definitions are descriptive only and have no underlying legal basis with regard to local, national or international laws, regulations, agreements, treaties, customs, memoranda of understanding or other formalised accords or established practices.

Abbreviations	
APC	Armoured Personnel Carrier.
BOI	Board of Inquiry
CMS	Chief of Mission Support. In the context of this manual this also infers Director of Mission Support (DMS) or Senior Administrative Officer (SAO).
CLO	Chief Logistics Officer.
COE	Contingent Owned Equipment.
СТО	Chief Transport Officer
EVMS	Electronic Vehicle Monitoring System (Commercial brand name CarLog).
FBFD	Field Finance and Budget Division
НоМ	Head of Mission
HPSB	Headquarters Property Survey Board.
IMS	Inventory Management System
IOR	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.
LPV	Light Passenger Vehicle
LPSB	Local Property Survey Board
MHE	Material Handling Equipment, items such as forklifts etc. used for cargo handling operations.
MOU	Memorandum of Understanding.
MPV	Military-Pattern Vehicle. A vehicle specially built for military operational use to military specifications.
MSV	Mission Specific Vehicles
NOE	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.
PCC	Police Contributing Country
POL	Petrol, Oil & Lubricants. All categories of petroleum-based products (or synthetic-based equivalents) used either as

	fuels, lubricants etc. This includes, but is not limited to gasoline, diesel, kerosene, engine oils, hydraulic fluids, greases etc.
PLS	Palletised Loading System
SCRM	Standard Costs and Ratios Manual
SDS	Strategic Deployment Stocks. The reserve of UN owned equipment held at UNGSC in Brindisi.
SOFA	Status of Force Agreement
SOMA	Status of Mission Agreement
SPE	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.
STS	Surface Transport Section. A Section of Logistics Support Division (LSD) of the Department of Field Support (DFS), New York.
TCC/TCN	Troop Contributing Country / Nation
UNOE	United Nations Owned Equipment
VEC	Vehicle Establishment Committee
VECR	Vehicle Establishment Change Request
VOR	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.
Definitions of Terms	
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 on a regular basis or a properly surveyed Helicopter Landing Site at which UN helicopters are routinely based.
Ancillary	Secondary or supplementary components or systems.
Assembly	An item forming 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 which would not normally be repaired because of the excessive / prohibitive cost involved.

Beyond Local Repair	Vehicle or equipment, which 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 which occurs during the policy period, including death at any time resulting there from.
Cannibalize	To remove serviceable parts from one vehicle / piece of equipment in order 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, which 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 his/her direct control, including any and all 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.
Galileo	The official UN electronic Inventory Management System that includes, inter alia, certain vehicle and asset management functions.
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 buy a newspaper) are disregarded.
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 taken to keep a vehicle or vehicles 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	Standard description of total distance travelled, including values expressed in kilometres.
Passengers	Occupants of vehicles, other than the person in control (the driver or rider
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.
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 there from, 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.
Renewal	The process of replacing a worn or defective part or component.
Repair	Technical activities intended to restore an item to a required condition.
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.
United Nations vehicles	UN vehicles are deemed to include all UNOE and COE vehicles under applicable mission control.
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, which 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.
Week	A seven day period from 00.00 hours Monday to 24:00 hours Sunday.
Work Site	A "work site" of an employee is the place where he or she works, or at which the employee's activities are based, as determined by the Secretariat or employing programme or agency.

F. REFERENCES

Normative or superior references

- A. Applicable Host Country Laws, Rules and Regulations.
- B. Documents of UN General Assembly.
- C. Documents of other UN Legislative Bodies.

Related procedures or guidelines

- D. Liquidation Manual
- E. Manual on Policies and Procedures Concerning the Reimbursement and Control of Contingent-Owned Equipment of Troop / Police Contributors Participating in Peacekeeping Missions (COE Manual).
- F. Standard Costs and Ratio Manual.
- G. Minimum Operating Security Standards (MOSS).
- H. Controller's Budget Instructions.
- I. Standard Operating Procedures on the Utilisation of Standard Motor Vehicle Accident and Incident Reporting Form Version 2007-02 (DPKO/DFS/2009.29)

G. MONITORING AND COMPLIANCE

360. Surface Transport Section of Strategic Transport Service, Logistics Support Division, Department of Field Support has the overall authority for oversight and monitoring of the compliance to this Manual.

H. CONTACT

361. All inquiries about this guide and requests for amendment should be sent to Chief, Surface Transport Section.

I. HISTORY

362. This manual supersedes the "Surface Transport Manual Procedures for the Field (Provisional)", dated 13 December 2004.

J. APPROVAL

SIGNATURE: ... Ameerah Haq, USG/DFS

DATE:

SIGNATURE: . vé Ladsøus, USG/DPKO

DATE:

ANNEXURES

Annex A:	Field Surface Transport Section Organisational Chart
Annex B:	Vehicle Establishment Change Request Form (VECR)
Annex C:	Request for Registration Number Plates for COE Vehicles
Annex D:	Vehicle Trip Ticket
Annex E:	Documents Required for Claim Reporting
Annex F:	Release Form Absolving the United Nations from Further Costs in Relation to Road Traffic Accident Cases
Annex G:	Monthly Insurance Reporting Form
Annex H:	Request for Transportation of Non-United Nations Individuals in United Nations Vehicles
Annex I:	General Release from Liability In Connection With Travel by Third Parties on Un- Provided Ground Transport
Annex J:	Request to CTO for United Nations Driver's Permits
Annex K:	UN Driver's Permit Test Forms and Assessment Criteria





Page 57

DPKO/DFS/2013.06 Manual on Surface Transport Management in the Field

Annex B. Vehicle Establishment Change Request Form (VECR)

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 vehicle 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.

<u>PART</u> 1

(To be completed by requesting Organisation)

1.1 REQUESTING ORGANISATION INFORMATION

Organisation/De	epartment/Section Name	2	i
	Requesting Individual	Contact Individual	
Name			
Position/Title			
ID#			
Phone			
Fax			
Email			

1.2. CURRENT VEHICLE HOLDINGS

Please detail below your organization's current vehicle holdings by UN plate number:

1.3. VEHICLE REQUIREMENTS

Vehicle type being requested	
Date Required	
	requirements and any foreseen future requirements (increase or decrease). and based on items such as tasks to be performed and the disposition of
Has an attempt been made to fill this	requirement from within existing (internal) vehicle resources?

Annex B. Vehicle Establishment Change Request Form (VECR) - Continued.

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 :

<u>PART</u> 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 C. Request for Transportation of Non-UN Individuals in UN Vehicles

I (.....) the undersigned, request the DMS's/CMS's authorisation for transporting the following Non-United Nations personnel in Mission Vehicle No. from/20.... to/20.... for the purpose of.....

Transported Personnel:

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 personnel exempting the United Nations from any financial or other liability in case of claim(s) arising from loss, damage, injury or death of above passenger(s) 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 D. 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 E. Vehicle Trip Ticket

Front page

The Vehicle	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 Tickoto to	k, in block left	ers at the end	Vehicle No.				
Transport Su	Transport Section at the end of each month.	מווחופופת וווד	LICKELS [0	Month				
See also ine	See also the relevant Mission "VEHICLE REGULATIONS"	LATIONS".		User / Section				
Date (Dav/Month)	Name & Rank		Passenger	Destination	KMS Reading	ding	KMS Travelled	ivelied
		NO.	(Number)		Start	End	Duty	Liberty
		_						
Ĩ								
							-	
Record of Veh	Record of Vehicle Faults/Deficiencies:							
•								
Important Notel 1. It is the Drive	Important Note! 1. It is the Driver's responsibility to make periodic checks of vehicle condition. equipment and documents	: checks of v	shicle condition.	equipment and door	mante			
z. Completed	 Completed Trip Tickets should be sent to Tran 	sport Sectior	ו by the 5th day נ	isport Section by the 5th day of the following month	h.			

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Reverse page

Date	Name of Station		Litres		Coupon	Odometer		
1		Gas	Diesel	ī	Number	Reading	FOR USE BY TRANSPORT SECTION ONLY	JNO NOI
							Odometer reading at end of month	
							Odometer reading at start of month	
							Total KM/miles this month	
							Total Duty KM/miles	
1 1							Total Liberty KM/miles	
1 1							Total amount of fuel used	
E I							Fuel consumption	
1							Remarks:	
1 1							l certify that all entries on this Trip Ticket have been checked and are found correct.	p Ticket I correct.
1								
1 1							Signature I/C Dispatch/MTO	
1 1							Name	
							# DI NU	
1 1							Date	

DPKO/DFS/2013.06 Manual on Surface Transport Management in the Field

Page 63

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(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).

Date Signature	No., UN Driver's Below: (See Table on Reverse Side)	no. A B C D Other**	T				
	No.						
D No	ID License	- 1					
ž	k Vumber						
Officer Rank	Rank				 		
Contingent Transport Officer	Name of Driver						

(*) Specify which type of license (National or Military) and name of Licensing Authority.
(**) Specify.

For Completion by the Office of the Chief Transport Officer

Permits Received by	Name and Rank	Date	Signature
Approved by CTO	Name	Date	Signature

DPKO/DFS/2013.06 Manual on Surface Transport Management in the Field

Page 64

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- 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 permissibl maximum mass exceeding 3,500 kg; or motor vehicles of category C couple 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;

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A1	B1	<u></u>	6		C1E	D1 Ш
4	ш	ပ		Ш	Ю	Ш
					<u>l</u>]

- Motor vehicles of category C coupled to a trailer whose permissible maximum mass exceeds 750 kg; ы́
- Motor vehicles of category D coupled to a trailer whose permissible maximum mass exceeds 750 kg. Ц
- Motorcycles with a cubic capacity not exceeding 125 cm3 and a power not exceeding 11 kW (light motorcycles); AI.
 - B1. Motor tricycles and quadricycles;
- 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; <u>5</u>.
- 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; . ط
 - 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; С Ш
- 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 <u>01</u> Г
Annex G. UN Driver's Permit Test Forms and Assessment Criteria

Appendix 1. Driver's Summary Form

- Appendix 2. Handling Test Assessment Form
- Appendix 3. Handling Test Assessment Criteria
- Appendix 4. Road Test Assessment Form
- Appendix 5. Road Test Assessment Criteria

Appendix 1 to Annex G - Driver's Summary Form

UNITED NATIONS	(MISSION) DRIVER'S SUMMARY FORM					
UNITED NATIONS	Deter					
To: Chief Transmost Officer	Date:					
To: Chief Transport Officer						
1. Rank/Name						
2. Nationality						
4. National Driver's License:						
a. Number						
b. Country of issue						
c. Date of issue						
d. Date of expiry						
5. I am qualified to operate the following ca						
Sedan	(Regular Armoured)					
1 4x4	(Regular Armoured)					
Light Truck (up to 3.5 tonnes)	(Regular Armoured)					
Medium Truck (3.5 to 7.5 tonnes)	(Regular Armoured)					
Heavy Truck (over 7.5 tonnes)	(Regular Armoured)					
Minibus (8 to 16 passengers)	(Regular Armoured)					
Bus (over 16 passengers)	(Regular Armoured)					
6. I am used to the following transmission:						
	J .					
Both						
7. I am familiar with driving on:						
Left side of the road						
Right side of the road						
Either side of the road						
8. I have the following experience of driving	a 4x4 type vehicles:					
Previous experience of						
No previous experience						
9. I suffer from the following medical condi	tions *:					
Yes 🗌 No Epilepsy;						
🗍 Yes 🗌 No Sudden attacks or disa	bling giddiness, fainting or blackouts;					
🗌 Yes 🗌 No Severe mental handica						
🗌 Yes 🗌 No 🛛 A pacemaker, defibrilla	tor or anti-ventricular tachycardia device fitted;					
Yes No Diabetes controlled by	insulin;					
Yes No Diabetes controlled by	tablets;					
🔲 Yes 🛄 No 🛛 Angina (heart pain) wh	ile 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).
10. Category of vehic	le for which the applicant is applying to be assessed:
11. Remarks:	
Signature:	

* 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 G – Handling Test Assessment Form



(MISSION) DRIVER'S PERMIT <u>HANDLING TEST</u> ASSESSMENT FORM

First	Test
Second	Test

Third Test

Driver's Name	Date	
UN ID #	Time	

Testi	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 G – Handling Test Assessment Criteria

- 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)

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 G - Road Test Assessment Form

(MISSION ACRON	YM)	First Test Driver's Name:
DRIVER'S PERM	IT Se	cond Test UN ID #:
ROAD TEST ASSESSME	NT FORM	
I. Assessed Capabilities (5 points for each failure	e) Point	III. Instances of Automatic Disgualification
Seating Position		Being under influence of alcohol or drugs.
- Bend in the left knee when the clutch is fully depres	ses	Refusal to perform instructed manoeuvres.
- Bend in elbows when the arms are resting on the s		Refusal to wear a safety belt without a valid reason.
Mirrors and/or seat adjustment		Causing any accident.
- Adjusting rear view mirrors inside and outside	[Accident is prevented by others.
- Adjusting seat		Examiner prevents crash or illegal action.
Use of seatbelt		Stalling the vehicle resulting in hazardous situation.
- Fastening seatbelt prior to moving off		Driving over curb or sidewalk.
- Keeping fastened during the trip		Creating serious hazard to other traffic.
Moving off		Driving the wrong way on a one-way street.
- Releasing clutch smoothly so vehicle doesn't jerk o	r stall	Driving on the wrong side of the street.
- Checking traffic in all directions before moving off		Offering the examiner a bribe or gratuity.
 Checking left and right blind spots before moving or 	ff	
 Use of appropriate signals 		
Use of gears		IV. Remarks / Recommendations:
- Changing gears without looking down at the gear s	hift	
- Selecting correct gear to match road and traffic con	ditions	
- Driving with gear engaged at all times		
Steering	·	۵
- Maintaining steering control at all times		
- Steering smoothly	L	
Following distance (driver to be warned)		
- Keeping a safe distance between their and other ve	hicles	
Passing / Changing lane		
- Correct and timely use of observation/mirrors/indica	itors	ຠ຺ຠ຺ຨ຺ຬຬຬຬຎຏຆຆຆ຺ຎ຺ຬຬຬຎຎ຺ຎ຺ຎ຺ຬຬຎຎ຺ຎ຺ຎ຺ຬຬຎຎ຺ຎຎຎ຺ຎ຺ຬຬຎຎ຺ຎຎຎ຺ຎ຺ຬຬຎຎ຺ຎຎຎ຺ຬຬຬຬຬຬ
- Passing in the correct lane		
- Choosing correct speed	Ĺ	
Negotiating curves		, · · · ·
- Choosing appropriate speed of approach		๚๚๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛
 Correct positioning the vehicle on the roadway Stopping 	L	
- Choosing a safe, legal and convenient place to stop	· · · · · · · · · · · · · · · · · · ·	๚๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛
 Correct and timely use of observation/mirrors/indica 		
Turns		ਗ਼੶੶੶ੑ੶ਗ਼ਗ਼ਗ਼ਗ਼ਖ਼ਖ਼੶੶ਲ਼੶ ੑਸ਼ਗ਼ਗ਼੶ਗ਼ਫ਼ਖ਼ਖ਼ਖ਼ਖ਼੶੶੶੶ੑੑਸ਼ੑੑਗ਼ਗ਼ਗ਼ਗ਼ਖ਼ਖ਼੶੶੶ੑਸ਼ੑੑਗ਼ੑਗ਼ਗ਼ਗ਼ਖ਼ਖ਼ਖ਼੶੶ਫ਼ੑਸ਼ੑਸ਼ੑੑੵਫ਼ਗ਼ਖ਼ਖ਼ਖ਼ਖ਼੶੶ੑਸ਼ਗ਼ਗ਼ਫ਼ੑਫ਼੶ਸ਼ਖ਼ਫ਼ਸ਼ੑੑਸ਼ੑਫ਼ਖ਼ਸ਼ਖ਼ਖ਼ਖ਼ਖ਼ੑਸ਼ੑਗ਼ੑਸ਼ੑੑੑਫ਼ਖ਼ਖ਼ਖ਼ਖ਼ਖ਼੶੶ੑਸ਼ਗ਼ਗ਼ਫ਼ਫ਼ਖ਼
- Use of proper lanes		
 Correct and timely use of observation/mirrors/indica 	tors	
Observation of traffic signs and signals		
- Stop at all red lights		๚๚๛๚๛๚๛๚๛๚๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛๛
- Obey police instructions		
- Comply with road signs encountered on route	<u> </u>	anan
Dealing with junctions/Crossroads/Traffic Circles		
- Adjusting speed accordingly when approaching		มานั้นการแขนขนนการแขนขนการแขนขนการแขนขนการแขนขนการแขนขนการแขนขน
- Being able to determine who has the right of way	<u>}</u>	
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	. <u> </u>	
II. Aggressive Driving (10 points for each occurre	nce)	· L
Following too close (after warning)		
Weaving in and out of traffic		V. Assessment Result: PASS FAIL
Speeding up to beat a traffic light		
Cutting between vehicles to change lanes	L	
Using the horn excessively	_	
Flashing headlights excessively		Name of Testing Officer:
Expressing frustration/cursing/yelling/gesturing to oth	er drivers	
Deliberately ignoring the rules/signs	、 – –	Date
Failing to yield (adversely affecting traffic/passengers)	
Total Po	ints	Signature
	· · · · · · · · · · · · · · · · · · ·	

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Appendix 5 to Annex G - 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 <u>5 (five)</u> 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 <u>10 (ten)</u> 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 Disgualification"

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 <u>20 or more</u> <u>points</u> 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.

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:

- a. Driver's license
- b. Vehicle registration document
- c. Certificate of insurance
- d. Two repair estimates (prepared by different garages)
- e. An accident report / police report and claim letter
- f. The current location of the vehicle
- g. Address of the owner if different to the driver
- h. Medical certificate (if necessary)
- i. 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 worldwide insurers:

- j. Name of United Nations/Agency office. Local address, telephone number, telex number, FAX number. Name of person to contact, preferably English-speaking.
- k. Copy of the vehicle registration document, showing the year, make and model of the vehicle.
- I. Copy of driver's license, showing the driver name and age and the license number.
- m. Date of accident and accident location.
- n. Accident description.
- o. Names, ages of injured. Type of injury:
 - i. Injured in which vehicle (UN/Agency or other vehicle); if pedestrian, say so.
 - ii. If injured in UN/Agency vehicle are persons UN/Agency staff members?
- p. Name, address of owner of other vehicle or other property, if damaged.
- q. Description of police activity, arrests, etc.
- r. Local insurance information:
 - i. Is there local insurance?
 - ii. Name of company.
 - iii. Limits of liability for bodily injury, property damage. If in local currency, what is U.S. dollar equivalent, or conversion rate (if available)?
 - iv. Has the claim been reported to the local insurer?
- s. English summary translations of supplementary documents:
 - i. Medical bills. Doctor or hospital? Amount?
 - ii. Repair bills. Amount?
 - iii. Police reports.
 - iv. Statements, etc.

In cases where it is clear that the United Nations is indeed liable, a form, duly signed by the thirdparty, releasing the United Nations from further responsibility in the case.

RELEASE FORM ABSOLVING THE UN FROM FURTHER COSTS IN RELATION TO ROAD TRAFFIC ACCIDENT CASES

I/We,					 , undersigned,		
	······································					acknowledge	receipt
from	om mpensation for the damage and		the sum	_ the sum of		 in full ar	nd final
compensation	for t	he damage	and/or injury	sustained	by _	 as a res	sult of
						 that occurr	ed on
or about							

In consideration of the above, I/we fully and finally release and forever discharge the United Nations, its insurance agents and employees, from liability in connection with the above mentioned accident/incident and further admit that I/we am/are fully indemnified for all claims including all expenses and bodily or material injuries and that I/we have no further claims, rights and actions against the United Nations in respect of the aforesaid accident/ incident and consequences thereof whether present or future or hereafter arising, known or unknown to us and of whatsoever nature they may be.

Furthermore,	, l/we ful	-	d finally with		-	•	edings institute s respect wh	•
criminal, civil	or otherw						•	
In witness	whereof,	the	undersigned has/have e		executed	the prese	ent instrument,	this
			day of			20		
Signature(s)	of claiman	t(s)						

Signature of witness	 	_		

Profession _____

Case No.

Annex J. Monthly Vehicle Insurance Reporting Form

(MISSION) MONTHLY GROUND TRANSPORT FLEET INSURANCE REPORT FOR [Month/Year]

		(11)	Patrol	Sibou					
		(10)		Non-Self Propelled (Towed)					
		(6)	TOTAL =Sum (2:8)						
		(8)	Military Type	venicies					
		(2)	Motorcycles Fuel Tankers						
(0		(9)			-				
VEHICLES		(0)	Ambulances						
	1	Ð	Trucks						
	(2)	2	Buses						
	(6)		Passenger Vehicles						
(4)	(1)		Location (Country)			NOF/COF		Total	

- Location COUNTRY in which vehicles are based and/or operate Private passenger vehicles (cars, 4x4's, mini-vans, combi vans)
- Buses (15 passengers or larger) 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.
- - Motorcycless (including any with side-car) Fire trucks and oil/petroleum tankers indicate only SELF-PROPELLED vehicles (i.e. those, with engine, controlled and driven by a driver). Armoured personal carriers, tanks, tracked vehicles, reconnaissance vehicles, or any vehicles permanently outfitted with armour or ammunition. Add columns 2 through 9 Indicate only NON-SELF PROPELLED VEHICLES (i.e. those towed by another vehicle and without an engine) Indicate the number of patrol boats in operation.
- <u>NOTE:</u> 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

ſ		<u> </u>	10					
	(11)		=Sum(2·10)					
05	(11)	Other Mob.	Equin					
0	(9)	Power	Diggers					
(8)	2	Power	Cranes					
6		Mine O	Clearers					
(9)	Vet1		Rollers					
(5)	Dond Cashel	Seronore	ociancio					
(4)		Loaders						
(3)	1	Forklifts Buildozers						
ନ		Forklifts						
(1)	Location	(Country)				+	I OTAI	
			LONI	UNUE	NUE/COE			

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Annex K. Request for Registration Number Plates for COE Vehicles







ORANDUM MEMORAND

Routine or Immediate or Most Immediate Unclassified or Confidential or Strictly Confidential

TO: Mr./Ms. First name Surname, Chief DATE: dd/mm/yyyy A: Transport Section REFERENCE:

THROUGH: First name, Surname, Chief s/c de: Property Management Section

FROM: First name, Surname, Title
DE: COE Unit

SUBJECT: Request for [Mission] Registration Number OBJET: Plate(s).

- Please find enclosed a list of (Name of Battalion / Contingent) vehicles and equipment that have arrived in the mission area.
- The COE Unit has inspected the vehicles and verified that the list is within the MOU entitlements.
- You are kindly requested to provide [Mission] registration number plates for these vehicles, and to include them in all records.

Best regards.

cc: First name Surname (Fuel Unit, Supply Section)

-	<u> </u>	·		<u> </u>	 ·	 r	r	·	_				
Please complete list and bring to COE unit for verification, before requesting [Mission] number plates.	Location												
	Date of Departure									r			
	Date of arrival												
	Tank Capacity (Litres)												
	Diesel/Petrol										[
	əjidW NU												
	Odometer Unit												
	Odometer Reading on												
	Engine												
	Serial/ Chassis number												
	National Number												
	Remarks												
	Additional Description												
	Item Description												
	Sub-category												1
	Category		* • • • • • • • • • • • • • • • • • • •										
	Nature of Inemqiup∃												
	ťinU												
	Contingent												
	Type of Lease												L
	NOISSIW												
	COE Verified/ Not Verified												
Pleas	Lype COE							 				 	
		-											

Contingent List of Newly Arrived and or Repatriated Vehicles/Equipment

This is the last page.