

12. VEHICLES

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This section guides Project Offices in the procurement (purchase or lease), management, operation, maintenance, and disposal of motor vehicles. Project Offices are responsible for the procurement and safe, legal operation of UW-K vehicle(s) as well as devising policies and procedures to ensure the safe use of staff-owned vehicles when undertaking UW-K business.

SEATTLE OFFICE Vehicles and Local Transportation Lead: Treasurer UW-K and / or CEO, UW-K

12.1 ROLES AND RESPONSIBILITIES

UW-K Office:

- Verify funder approval for vehicles has been obtained before purchase.
- Assist with inventory and disposition of purchased vehicles.
- Liaise with University of Washington (UW) Office of Risk Management (ORM) to assess insurance coverage needs.
- Liaise with UW ORM to obtain vehicle insurance policy approval.

Project office:

- Verify funder approval for vehicles has been obtained before purchase.
- Solicit approval of local insurance purchase and policy renewal from UW-K office.
- Identify the number and type of vehicles to be procured and provide justification to UW-K Seattle Office.
- Purchase and maintain required vehicle insurance to ensure the safe and legal operation of vehicles.
- Ensure vehicles are in safe operating condition.
- Ensure safe storage of the vehicles.
- Develop vehicle use policy and procedures.

- Maintain vehicle inventory.
- Ensure drivers comply with local requirements.
- Ensure compliance with local licensure and registration requirements.

12.2 VEHICLE PROCUREMENT

Project Offices may purchase or lease vehicles for official UW-K business. The purchase or lease of UW-K vehicles must conform to UW, funder, and local government regulations and restrictions. Equipment costing \$10,000 or more requires either competition or a sole source justification to comply with UW policy. See *Fiscal Operations* for details. Vehicle purchases are paid from a purchase order through the UW-K Seattle office. Leases are managed via a vendor agreement.

12.2.A INVENTORY

The Country Office should create and maintain an accurate vehicle inventory that meets the UW and funder procurement requirements and relevant local laws. See *Fiscal Operations* for details.

12.2.B DISPOSITION

Project Offices must conform to the UW and funder disposition regulations. See *Fiscal Operations* for details. Any funds received from the sale of a vehicle may be used towards the purchase of another vehicle or other equipment by the same project.

12.2.C VEHICLE INSURANCE

The project office must meet all local and UW vehicle insurance requirements before operating UW-K owned or leased vehicles.

- **Liability:** Project employees authorized to drive or ride in an UW-K vehicle for business purposes should be covered by liability insurance from a local insurance having comprehensive- full insurance cover of the vehicle, passengers and third party liability in the event an UW-K vehicle damages other property and/or causes injury to driver, passengers, or third parties.
- **Comprehensive:** Project Offices should purchase local comprehensive insurance for repair and/or replacement of vehicles in the event of damage or theft.

12.2.D LICENSURE AND REGISTRATION

Project Offices must observe all relevant local licensure and registration regulations and meet them fully before operating an UW-K vehicle. Local legal counsel can provide local license and registration requirements.

12.3 VEHICLE USE AND OPERATION

12.3.A DRIVERS

UW-K strongly recommends that professional drivers be hired to operate UW-K vehicles. Project drivers are responsible for operating vehicles in a safe, legal, and courteous manner

at all times. While on duty or in travel status, drivers are responsible for the security of the vehicle and its contents. ***Project drivers must be given written documentation detailing their duties before assuming driving responsibilities.*** Drivers are personally responsible for any fine or citation issued due to personal negligence.

12.3.B EMPLOYEE USE OF UW-K VEHICLES

Only authorized in-country project staff are allowed to drive UW-K vehicles. Authorizations are done on a case-by-base basis at the discretion of the Project PI/Administrator. ***No unauthorized party may operate UW-K vehicles. Authorized driver's licensure and insurance status, as locally required, must be documented prior to operation of the vehicle; a copy of the authorized driver's license and proof of insurance coverage must be kept on file. Authorized drivers must be oriented to emergency procedures and expectations regarding their lawful use of UW-K vehicles,*** their personal liability for citations due to their unlawful operation of the vehicle or damage incurred due to their negligence or disregard of applicable laws.

12.3.C OFFICIAL VEHICLE USE

Project Offices must define vehicle use and driver priorities taking into account official responsibilities. The Project PI/Administrator has final authority in determining vehicle use. Vehicles purchased by projects are for the sole use of that project unless otherwise authorized by the Project PI/Administrator.

UW-K vehicles may only be driven for official UW-K business. Vehicles may not be used for personal matters. A *Vehicle Mileage Log* should be used to document all work-related travel must be maintained in UW-K vehicles.

The following are considered official business:

- BUSINESS ACTIVITIES
 - To and from the office for routine business-related activities.
 - Transporting staff, consultants, and official visitors to and from official travel (e.g., airport drop off or pick-up).
 - COMMUTING
- UW-K assumes responsibility for transporting visiting staff and consultants to and from work each day. This may be accomplished via any of the following options:
- Pick-up and drop-off by UW-K car and driver
 - Reimbursement of public transportation or taxi fare.

12.3.D PASSENGERS

UW-K discourages the transport of non-project staff (e.g., local collaborators, in-country partners, family members, or colleagues) in official vehicles, due to insurance restrictions. A local insurance policy must be in affect that covers medical payments for an injured passenger before ANY non project passenger is allowed in an UW-K vehicle. See *Insurance* for details regarding the insurance coverage necessary to cover non-project passengers. Approved passengers include staff, consultants, funders and family members in limited circumstances on official project business.

The following are considered official business when transporting NON Project passengers:

- Transporting a funder to/from a business meeting that the Project officer/s is/are also attending

- Transporting a relocated Project family to and from the airport upon arrival and at departure of a relocation agreement.

12.3.E VEHICLE SAFETY REQUIREMENTS

All Project Offices must comply with the following safety standards:

- ***Seat belts must be worn by all drivers and passengers in UW-K vehicles and personally owned vehicles (POV) when on official business.***
- ***POVs without seatbelts may not be used for official Project business.***
- ***Travel at night is discouraged.***
- ***Vehicles are maintained as outlined in policy.***

12.4 VEHICLE SAFEKEEPING AND STORAGE

The project shall designate a safe, secure “vehicle base” for storage of UW-K vehicles when not in use and clarify custodian of vehicle(s) and keys when parked.

12.5 VEHICLE MAINTENANCE AND MONITORING

UW-K vehicles are to be maintained by a reputable service professional according to manufacturer standards. ***The Project Office Administrator or Project PI must authorize all repairs or maintenance in advance.***

Project Offices are required to maintain vehicles on a daily, monthly, and annual basis. Typically, drivers are charged with lead responsibility for the daily monitoring of vehicles and scheduling of routine maintenance and repairs per manufacturer's recommendations. Vehicle inspections should be carried out using a *Daily Vehicle Inspection Checklist*, and a *Monthly Vehicle Inspection Checklist*, and an *Annual Vehicle Inspection Checklist*. Operational issues or damage should be noted in writing on the inspection checklists and immediately brought to the supervisor's attention. ***At no time can a vehicle known to be in disrepair be operated nor should necessary maintenance be deferred.***

12.6 VEHICLE EMERGENCY PROCEDURES

Project Offices shall devise and document procedures to be followed in the event of a motor vehicle accident, breakdown, or other incident of an emergency nature resulting in damage to or loss of the vehicle, infraction, or injury to any person. All authorized drivers should be oriented in these procedures. All official project drivers should be equipped with cell phones and phone credit to ensure vehicle and staff safety and security.

- INCIDENT REPORTING

Drivers are to report incidents resulting in damage to the vehicle or injury to any party within 12 hours of the incident to their direct supervisor. Drivers may be asked to provide a witness' testimony to support insurance claims that said driver was not at fault for a given incident.

12.7 ALTERNATIVE TRANSPORTATION FOR UW-K BUSINESS

Local public transportation, taxicabs, and personally owned vehicles (POV) can be used for business purposes when an official UW-K vehicle is not possible or practical. Receipts for public transportation should be obtained for reimbursement.

12.7.A USE OF PERSONALLY-OWNED VEHICLES (POV) FOR OFFICIAL BUSINESS

The Project PI/Administrator may authorize the use of POV by Project staff for official travel. A POV mileage log) should be used for documenting all work-related travel and must be submitted by the employee/owner for reimbursement. Country office reimbursement rates should be set based on local partner norms and/or *Rotary International Guidelines* (found at www.rotary.org/RIdocuments/en_pdf/rits_mileage_rates_en.pdf) for local mileage reimbursement.

- **POV INSURANCE**

Employee POV drivers must demonstrate proof of all locally required vehicle insurance coverage prior to being authorized to drive for official Project business.

12.7.B HIRED/LEASED VEHICLES

Project Offices hiring/leasing vehicles for official project business are responsible for ensuring that the vehicle conforms to UW-K safety and security standards, is legally licensed, well maintained, and fully insured.

SECTION 12 FORMS:

- GF12.1 *Vehicle Mileage Log*
- GF12.3 *Monthly Vehicle Inspection Checklist*

GF12.3 UW-K Monthly Vehicle Maintenance Checklist Form

Date: _____

Vehicle make and model: _____

Checked by: _____

License number of vehicle: _____

Current mileage: _____

Date of last oil change: _____

Date of last oil filter change: _____

Date of last air filter change: _____

Date of last engine maintenance: _____

| Item | OK | Not OK | Remarks |
|------------------------------|----|--------|---------|
| Seatbelts (all seats) | | | |
| Brakes and steering | | | |
| Engine | | | |
| Transmission | | | |
| Heater and air conditioning | | | |
| Windshield wipers | | | |
| Headlights: high beam | | | |
| Headlights: low beam | | | |
| Turn signals | | | |
| Brake lights and tail lights | | | |
| Doors | | | |
| Windows and windshield | | | |
| Horn | | | |
| Tires: tread and condition | | | |

| Item | OK | Not OK | Remarks |
|--|----|--------|---------|
| Tires: proper inflation | | | |
| Lug wrench and jack | | | |
| Fire extinguisher | | | |
| First aid kit (present and stocked) | | | |
| Accident information packet in glove box | | | |
| Fluid level: auto transmission | | | |
| Fluid level: brake | | | |
| Fluid level: oil | | | |
| Fluid level: power steering | | | |
| Fluid level: radiator | | | |
| Fluid level: window washer | | | |
| Vehicle registration inspection documents up-to-date | | | |

Drivers must submit this form to their immediate supervisor.

| | | <u>GF12.1 Vehicle Mileage Log Form</u> | | Beginning Date: | | |
|------|------------------|---|---------|------------------------|---------------------------------|---------------------|
| | | | | | | |
| Date | Odometer Reading | | Total | Driver | Purpose/Description/Destination | Passenger Signature |
| | Beginning | Ending | Mileage | | | |
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