

THE AFRICA RICE CENTER (AfricaRice)
TRANSPORT MANUAL

1.0. INTRODUCTION

The Africa Rice Center (AfricaRice) is an International Research Organization engaged in agricultural research work and human resource development. AfricaRice's temporary Headquarters are based at Calavi near Cotonou in Benin with locations in Saint Louis, Senegal, Ibadan Nigeria and Dar es Salaam in Tanzania.

All AfricaRice vehicles are pooled under the management of the Institute's Corporate Services Division (CSD). It is the constant endeavor of the institute to provide adequate transport facility to the management, research programs, and support services within the resources available. When deemed necessary, vehicles may temporarily be assigned to the different research and research support service programs for their official use to serve the following main functions:

- 1.1 Transportation of staff to work,
- 1.2 Transportation of official visitors, guests, consultants, visiting scientists, interns, trainees, conference, workshop participants, etc,
- 1.3 Mail, purchasing, physical plant repair and maintenance services, and
- 1.4 Transportation of personnel, equipment, tools and field supplies for the program's research activities.

2. AfricaRice WILL PROVIDES TRANSPORT FOR THE FOLLOWING:

2.1 Scientific Programs and Administrative departments

All scientific programs and non-research support services may be assigned with official vehicles depending on the basis of the guidelines established by the Institute and as approved by the Executive Management Committee (EMC) depending on the requirement of the programs and availability of vehicles. It should be noted that no

private use of AfricaRice vehicles is allowed. Mileage charges will be levied by AfricaRice for any private use based on prevailing commercial rates. However, the rates for official use of vehicles are lower.

Division Directors and some Unit Heads are assigned vehicles for all their official work. When official vehicles are not in use such as when the user goes on leave, the vehicles must be returned to the Transport Officer for other AfricaRice use.

2.1.1 Official Missions

The following points are to be noted before sending a vehicle on an off-station trip:

- i) The vehicle must be sent to the workshop well in advance for specific maintenance attention.
- ii) A tour kit, when available consisting of essential spares accessories and tools should be collected from stores through the mechanic and the same should be returned to the stores immediately after completion of the trip.
- iii) The original or certified copies of the vehicle registration book and insurance certificate are to be carried along with the vehicle. These documents are obtainable from the Transport Officer and should be returned immediately after completion of the trip.

2.1.2 Labor Transport

- i) All contract labor, casuals and seasonal workers will report to their places of work as designated by their supervisor. Normally it is in the field or at the field shelters. No transport will be provided between their work points and their residences. Programs are encouraged to recruit labor from villages close to the farm.
- ii) Programs may provide transport to move labor from one field to another at their own discretion and expense.

2.2 Transportation for official visitors, guests and AfricaRice staff

Transport for AfricaRice visitors, guests and staff will be provided in accordance with the following guidelines:

- 2.2.1 The Transport Officer will be responsible for transport arrangements for all visitors or guests based on an approved request;
- 2.2.2 AfricaRice staff members who go on missions and requiring transport from their residences to the Airport or Railway Station and vice versa, should make a request well in advance or may avail public transport and claim reimbursement through a travel expense report;

2.3 Transportation for Meetings, Conferences, Seminars, etc.

2.3.1 Sponsored by AfricaRice

The Transport Officer will organize transportation for participants of meetings, conferences, seminars, etc., sponsored by the Institute. The Coordinator of the meeting will provide detailed information about the number of participants, arrival and departure schedules, duration of the event, transport requirements, etc. at least five (5) working days in advance. The Transport Officer will arrange for transportation for participants using program and pool vehicles as required.

2.3.2 Sponsored by Non-AfricaRice Agencies

The Transport Officer will organize transportation, if available, for participants in meetings, conferences, seminars, etc, sponsored by non-AfricaRice agencies having links with AfricaRice provided such requests are approved by the Head of Operations Services. The agency to which the charges are to be made must be specified at the time of request and all charges will be recovered from the agency.

2.4 Emergencies at Station

The rural location of some of our research stations makes it necessary for the Institute to make arrangements to cater for emergencies. The following guidelines shall apply to the use of vehicles in case of emergency.

2.4.1 One vehicle and a duty driver will be on a standby to cater for emergencies.

2.4.2 Emergencies for which immediate authorization is granted include serious sickness/illness or death of a AfricaRice employee or dependant members of his/her immediate family resident at Station. The transport provided for all emergencies will go to the nearest clinic or hospital, and in any case not beyond the nearest city. People using a AfricaRice vehicle under these circumstances will be charged at the prevailing commercial rates.

2.4.3 Fire: The use of whatever vehicle available to fight a fire shall take precedence over all other uses. The most senior staff member on station may authorize use of vehicles for fire fighting after office hours, weekends and public holidays.

2.5 Mail Service/Shuttle Services

Except for Saturdays, Sundays and public holidays a vehicle is daily assigned for collection of mail and to attend to other official business in the city. The vehicle shall depart from the city not later than 1200 hours and must be at Station at 1230 hrs.

Indemnity forms must always be signed by all non-AfricaRice employees (including dependents of the employees) before they board in a AfricaRice vehicle.

Each location should develop a timetable for movement of this vehicle.

2.7 Staff Transportation to and from Work

Travel by any employee from his/her residence to the place of work will normally be his/her own responsibility. AfricaRice may, at its discretion, operate a bus to assist employees to travel from the city to the station and back. AfricaRice will provide the following group transportation services for this purpose.

2.7.1 Internationally Staff (IRS) Transportation

General Internationally Staff (IRS) will be provided with official group transportation from their residences to and from their place of work. If any of them wishes to travel in the General Services Staff (GSS) bus, they can avail the bus facility at normal pick-up points en route of the bus.

2.7.2 General Service Staff (GSS) Transportation

AfricaRice may at its discretion operate a transport system to assist General Services Staff (GSS) to travel to and from work, as detailed in the AfricaRice GSS Manual.

The Transport will periodically establish and revise schedules for bus routes times, pickup and delivery points of authorized staff members to and from places of work.

The bus routes established will provide the fastest and most efficient service for the majority of the passengers. It will not be possible to provide individual pickup points or to collect and deliver an employee at his/her doorsteps. This provision is governed by the following regulations:

- i) Only authorized staff members are eligible for this transport facility and the Head of Human Resources will issue bus passes to the authorized employees. The bus pass will contain particulars such as name, program, etc. The employees are expected to carry their bus passes and identification cards with them whenever they use AfricaRice transportation. It is the responsibility of the employee to satisfy the bus driver or security staff about identity when checked.
- ii) Once the bus routes are established, the drivers will not deviate from them. Individuals cannot be accommodated with stops for personal errands. The bus shall always be parked safely overnight at the station or a Police Station selected by the Transport Officer and keys kept safely by the security guards or driver.
- iii) Regular staff buses will not operate on Saturdays, Sunday and public holidays. Special shuttle buses may be organized if some employees are required to work on these days.

- iv). Smoking inside the buses is prohibited. In general no passenger should do anything which might inconvenience other passengers.
- v) Abuse of this facility by any staff member may result in the withdrawal of his/her bus pass.

2.7.3. Transportation of Equipment and Materials

Equipment and materials are transported on approved requests (see Appendix ---) and availability of vehicles. The Program, Division, Service, or Unit requesting this service is required to provide all necessary information to ensure that the equipment or materials are properly transported and not damaged.

2.7.4. Transport for Non-AfricaRice employees

Day visitors having AfricaRice related business may be permitted to travel in the regular staff bus at the scheduled pick-up points, provided that prior permission is obtained through the relevant supervisor, with necessary indemnification forms signed and seats are available.

2.7.5 Transport outside normal working hours

Transport will be arranged between the station and the city for staff members whose duties require that they work outside normal working hours. Such uses shall be closely monitored by the Transport Officer and regular reports made to guard against abuse of the facility.

3 USE OF VEHICLES FROM POOL

- 3.1 All vehicle uses are to be dispatched through use of the Vehicle Request Form (VRF) duly approved by budget holder. The driver is required to note the odometer reading and the time of dispatch of the vehicle, in the log book, repeat the same information at each ordered stop with the location of the stop, and repeat the information again at the time the vehicle is returned to the point of dispatch. Upon release of a vehicle, the driver is required to obtain the signature

of the user with time of vehicle release. No vehicle shall be returned to the point of dispatch without this signature.

- 3.2. All costs for vehicle use will be charged to the respective programs. The operating costs of various vehicles will be based on costs prepared by the Automobile Association of the host country. When a vehicle is assigned for a long trip, the petrol tank will be filled before dispatch. The fuel purchased on the trip is to be paid for by the program concerned and bills are to be submitted to the Finance Division along with the traveler's expense report.

4. VEHICLE PURCHASE AND DISPOSAL

The purchase of AfricaRice vehicles is subject to existing procedures and regulations on capital acquisition. The following procedures are to be used for coordinating the purchase of new vehicles:

- 4.1. The Transport Officer prepares an overall plan for replacement of AfricaRice's exiting fleet of vehicles taking into account the age of the vehicle, mileage used, condition and maintenance records.
- 4.2. The Physical Plant Services Manager (PPS) develops technical specifications of the vehicle to be purchased in collaboration with the Transport Officer, taking into account the intended use, the homogeneous character of AfricaRice's fleet, the cost effectiveness of the transport services, the technical know-how of staff, and the availability of spare parts for timely repairs.
- 4.3. The specifications developed go through the AFC for recommendations to the EMC.
- 4.4. The Store is the receiving section for all official vehicles ordered by or for AfricaRice. The Transport Officer ensures that the new vehicle conforms to the specifications on the purchase order, and that it has all administrative papers required by the government for its operation.

4.5. The Store sends the new vehicle(s) to PPS or the car dealer for mechanical and technical inspection before issuing them to the Transport Officer for use.

4.7. Disposal of Vehicles

AfricaRice vehicles may be disposed of after the Transport Section in consultation with the PPS determines that it is uneconomical to use or unserviceable. Disposal is generally by auction, unless otherwise directed by the Director of Administration and Finance (DAF). All the number plates and documents of the vehicle marked for disposal are handed over to the stores for further action.

5.0. DRIVING VEHICLES

5.1. Driving Official Vehicles

AfricaRice vehicles may only be driven by AfricaRice staff. Other family members are not permitted to drive AfricaRice vehicles. Individual staff members' personal drivers may not drive an official vehicle, unless specific written permission has been given by the DAF. These restrictions are necessary for insurance and legal reasons.

5.2. Use of Drivers for Private Purpose

When available, a AfricaRice driver may be requested to drive a staff for personal purposes. However, the driver's salary, overtime payment, and per diem will be charged to the staff member. Because of insurance requirements, drivers who work even for personal travel of a staff member are considered to be on official duty. This applies when the driver is operating a personal vehicle.

5.3. Use of AfricaRice Drivers to Drive Personal Vehicles of Staff

AfricaRice drivers are not normally permitted to drive personal vehicles of staff members during working hours. This is to insure that official requirements are met first before drivers are available to staff for personal services. However, when a driver is available, the conditions developed in 5.2 will apply.

5.4. Hiring of Vehicles for Private Purposes

If available, AfricaRice official vehicles may be hired normally by AfricaRice staff for private purposes. A vehicle hiring request form (see Appendix ---) is completed and submitted to the Transport Officer. Conditions governing the hiring of official vehicles for private purposes are as follows:

5.4.1. Group of staff for special events (All staff):

An official AfricaRice vehicle may be hired by a group of staff members for exceptional events such as weddings and funerals of staff immediate family members (spouse, child, mother, farther) at the prevailing rates. The Requisitioner pays for per diem to the driver. This facility is only entertained if the vehicle use does not conflict with official requirements. If available, the vehicle will be given to the staff member with the full tank of fuel, without any extra fuel coupon. The vehicle is returned with full tank of fuel refilled at the market rate by requisitioner.

6. VEHICLE REPAIRS AND MAINTENANCE

All the logistics for repairs and maintenance of vehicles are handled by PPS in collaboration with the Transport Section. This shall include vehicles to be repaired and serviced at Station by the AfricaRice mechanic and those to be attended to in the city garages and workshops. The PPS Manager shall be the authority responsible for booking in all vehicles for service and following up the repaired or serviced vehicles, checking the job cards and certifying the bills for payment.

The drivers and users are responsible for proper upkeep and maintenance of vehicles but shall not directly arrange with the workshop at Station or with outside dealers and workshops for the service, repair and maintenance of any official vehicles they drive. The latter is a function of the Transport Officer in consultation with the PPS Manager.

Normally all vehicles will be serviced at the completion of every 5,000 km for petrol engines and 2,500 km for diesel engines. When operating in dusty conditions engine oil filters will be changed at every 5,000 km. The servicing time will change with the age of the vehicle, more frequent when the vehicle gets old. Diesel engine oil filters are changed every time a vehicle is serviced.

The PPS Manager will remind the transport officer the time for servicing their vehicles well in advance. The vehicles booked for servicing are to be handed over to the workshop on an agreed date. At the time of handing over the vehicle, all the tools and accessories sent along with the vehicle are to be noted down by the driver or user. The driver is also expected to indicate the defects, if any, found in the vehicle during the trip for rectification. After completion of servicing, the mechanic shall deliver the vehicle to the Transport Officer with a copy of the repairs done.

6.1. "Visite technique" and Insurance

The Transport Officer is responsible for updating records of official vehicles, including the "visite technique", and national and international insurance certificates. It does this in collaboration with other units at AfricaRice, as per existing procedures.

7. VEHICLE LOG BOOK AND UTILIZATION REPORT

All vehicles are provided with vehicle log books which must be filled in by every person driving the vehicle. Before moving the vehicle, the driver of the vehicle has to record the date, starting time, and odometer reading. On completion of the trip, the time, odometer reading and full details of places visited are to be recorded together with the driver's signature. A record of all fuel and lubricants put into the vehicle must be entered in the appropriate section of the log book. The log book must be inspected regularly by the Transport Officer who should check the entries and sign in the approval column soon after a vehicle returns or at least once in a week.

A monthly vehicle utilization report of each vehicle will be prepared by the Transport Officer and distributed to all users so that any abnormality or misuse can be reviewed for corrective action. The monthly vehicle use report will be produced the first week of each month.

Log books once completely filled up, must be returned to Head Transport Officer in exchange for new ones.

8. VEHICLE DISPATCH

All vehicles, except those assigned, leaving the fenced compound of AfricaRice offices must have a Vehicle Gate Pass (VGP). The VGP must be approved by the Transport Officer. Specimens of authorized Official's signatures will be forwarded to the Security Officer for verification at the Main Gate.

The Vehicle Gate Pass set consists of two copies. When leaving the station both copies must be left with the security. After completion of the trip all trip details must be completed by the driver of the vehicle; the original copy should then be sent to the Transport Officer and the duplicate copy to the Head of Operations Services.

The vehicles which do not have an approved VGP will not be permitted to leave the station by Security.

8.1 Security Check

All vehicles leaving or entering AfricaRice premises will be checked at the gate by the security staff. Security checks are carried out as a routine service and do not imply distrust of any staff member. Cooperation and understanding of all staff members are requested.

The odometer reading, vehicle number, name of the driver and time of leaving and entering the station will be noted down in a register kept at the Main Gate by the Security Staff.

9. DRIVER RECRUITMENT AND ASSIGNMENT

Drivers are responsible for safe operation of the vehicles, attending to daily and weekly maintenance, proper loading and unloading, making entries in trip sheets and log books and for compliance with all traffic regulations.

Drivers, in addition to their driving duties, are expected to do any work assigned to them including field work. They are to be courteous, alert, obedient and prompt in the discharge of their assigned duties. While driving, drivers are to direct their full attention to driving. They are not to smoke or talk with their passengers unless they are asked direct questions. All appointed drivers must have licenses that allow them to drive staff buses. Drivers will not be assigned to individual program but will be pooled under the Transport Officer.

All regular Drivers are issued with uniforms and protective clothing every two years. The drivers are expected to maintain the uniforms in good condition and wear them all the time while on duty. Drivers on duty without uniforms in good condition will attract disciplinary action as per the Personnel Administration Manual.

All Drivers will be under the complete administrative control and day-to-day supervision of the Transport Officer. The Head of Operations Services will have the responsibility and prerogative to assign drivers to programs when this is required.

9. DRIVER AUTHORIZATION, TRAINING, TESTING AND PERMITS

9.1 Driver Authorization

AfricaRice has a limited number of drivers. The Institute may authorize a few of its other staff members to drive vehicles in order to carry out their day to day official duties as recommended by the Program Leaders and to promote the general efficiency of its operations. While the necessity of some key staff members to be allowed to drive AfricaRice vehicles is appreciated this should be restricted to a very limited number of

staff members on a real need basis, for reasons of safety and security. Any employee who drives a AfricaRice vehicle without authorization shall be liable for disciplinary action. The Head of Operations Services shall from time to time up-date the list of non-driver employees allowed to drive AfricaRice vehicles.

9.2 Driver Test/License/Permit

The AfricaRice Transport Unit may assist staff members as needed to secure driving licenses. However, it will be the responsibility of the staff member concerned to take the test and obtain the license after paying all fees connected therewith. The Head of Operations Services will issue AfricaRice driving permits with limitations, if any, to the staff on a real need basis. Only those holding valid AfricaRice driving permits and valid national drivers' licenses are authorized to drive AfricaRice vehicles. The staff members can only drive the types of vehicles for which AfricaRice authorization is given. AfricaRice expects all staff to adhere to this provision strictly.

The AfricaRice driving permit will be issued for a one-year period and it will be renewed by the Head of Operations Services on the supervisor's recommendation. The Head of Operations Services will take back the AfricaRice driving permit if the staff member violates any traffic regulations or abuses a AfricaRice vehicle.

10. SAFETY OF VEHICLES

Each vehicle has three ignition keys, one of which cannot open the boot/trunk (for sedans). Two vehicle keys shall be kept by the Transport Officer or assigned staff and one will be kept by the Head of Operations Services. The driver is responsible for the safe and careful operation of a vehicle within the regulations and speed limits established. Regardless of allowed speed limits, vehicles must slow down taking into consideration weather, road and traffic conditions to ensure safe operation. Fast driving over rough, slippery or congested roads must be strictly avoided.

10.1 Speed Limits, Traffic Restrictions or Regulations and Traffic Violations

- 10.1.1 The maximum speed limit for AfricaRice vehicles within the station is 20 km/hr, and as per highway code on the highways. Any violations of these limits will attract disciplinary action. It is suggested that all persons be extremely cautious while crossing intersections throughout the station, especially where tall crops or grass are grown.
- 10.1.2 Driving vehicles on lawns, grass areas, field drains and inside the experimental fields, is strictly prohibited.
- 10.1.3 Drivers must keep an adequate distance (at least 30 m) behind another vehicle. Overtaking of AfricaRice staff bus by another AfricaRice staff bus on the highway is prohibited.
- 10.1.4 Drivers must adhere to traffic regulations, signs and signals and exercise caution while overtaking another vehicle and while approaching cross roads, intersections, turns, etc.
- 10.1.5 No person other than the operator should be allowed to travel on farm machinery and heavy earth moving equipment.
- 10.1.6 Security and all Institute employees must report to the Head of Operations Services about drivers who violate safe driving rules and traffic regulations. Such reports will be investigated and appropriate disciplinary action will be taken on specific charges for such violations.
- 10.1.7 The Head of Operations Services, Transport Officer, Security Officer, all Program leaders and all senior staff will enforce:
- i) AfricaRice speed limits and warn all offenders.
 - ii) Check on any questionable use of AfricaRice vehicles, both in and outside the station.

10.2 Overloading

Overloading of vehicles both in terms of passengers and materials is a dangerous practice that jeopardizes the safety of people and vehicles. The maximum allowed passenger capacity in the rear of long-bed pick-up is seven persons. The driver must make sure that no passenger is sitting on the rear and side edges of the pick-up.

10.3 Unauthorized Use

Any unauthorized use of vehicles for personal or non-official purposes is strictly forbidden. Strict disciplinary action will be taken in case of violation of this regulation.

11. VEHICLE ACCIDENT REPORT, INVESTIGATION AND DISCIPLINARY ACTION PROCEDURE

11.1. Accidents

All staff members operating AfricaRice vehicles are urged to take the utmost care to avoid accidents by strict observance of all traffic regulations and speed limits, looking ahead and keeping out of unduly close situations, being courteous and showing consideration for the rights of other road users, and by using good judgment at all times.

11.2. Guidelines in case of accidents

Guidelines below are to be followed in the case of an accident:

11.2.1. In accidents causing serious injury to persons or damage to properties, the nearest police station is to be notified and a message sent to the Transport Officer or his designated staff as quickly as possible. Pending arrival of the Transport Officer or Security Officer (if the accident is within Station) the vehicle operator must not move the vehicle from the accident spot unless and until advised to do so by the Police.

11.2.2. Do not conceal information to the Police. Also do not lose your temper or use abusive language. As far as possible all relevant particulars of the other vehicle involved in the accident should be noted immediately. These include vehicle

registration number, engine number, chassis number, insurance policy, driver's name, driver's license and address of owner.

11.2.3. Where damage to a AfricaRice vehicle is due to the other party's negligence and the other party is willing to pay for the damages to the AfricaRice vehicle, authorization from the Head of Operations Services must be obtained for such settlement and only if police are involved in the whole process. The driver or user must avoid this type of arrangement as getting hold of such persons sometimes may prove difficult.

11.2.4 A vehicle involved in an accident resulting in minor or major damage, must be reported to the insurance company as soon as possible.

NOTE: IT IS UNDERSTOOD AND RECOGNIZED THAT CARE OF INJURED PERSONS SHOULD TAKE PRECEDENCE OVER CARE OF VEHICLES.

11.3 Accident Reports and Investigation

11.3.1. All accidents, minor or major, must be reported to the Head of Operations Services immediately and an accident report must be submitted by the driver in the prescribed form within 24 hours of the accident. An Accident Analysis Team consisting of the Transport Officer, Head of Operations Services and the Program Leader or Unit Head of the staff involved in an accident will make investigations immediately after the accident and submit a detailed report to the Director of Administration and Finance (DAF) within a week after the accident. The investigation report will cover, in addition to the verification of the correctness of the driver's report, the circumstances and causes of the accident, extent of damage, injuries to persons, estimated repair cost, etc. Repairs to the accident vehicle will normally be carried out after completion of the necessary investigation and after obtaining approval of the DAF for charging of the repair cost if the Insurance will not cover the repair bills.

- 11.3.2. The Head of Operations Services should promptly inform the Insurance Company in case the accident involves damage to the property of a third party or injury to a third party and take appropriate follow-up action to settle claims, if any.
- 11.3.3. When it is clearly established after proper investigation that the accident has been caused due to the negligence or carelessness of the person driving the vehicle, the full or partial cost of repairs may be recovered from the driver concerned as determined by the DAF.
- 11.3.4. In addition, the staff driving the vehicle will be liable to disciplinary action by AfricaRice, if a prima facie case of willful negligence or misconduct is established.
- 11.3.5. It should also be noted that any driver is independently liable for penal action by the Police under the law. Generally, it is the responsibility of a driver to comply with the traffic regulations and therefore the driver is responsible to defend himself/herself in a court of law. However, if it is established that an authorized driver is not at fault, AfricaRice, at its discretion may provide legal or financial assistance either fully or partly.
- 11.3.6. The Head of Operations Services has been empowered to provide bail, if required. Drivers have an obligation not to jump the bail.
- 11.3.7. AfricaRice will, however, render general assistance for third-party insurance claims and steering cases through courts, if the driver is prosecuted. But the staff member is warned that the employer is NOT obligated to defend or meet the defense costs if a criminal charge is brought by the State for an act of commission or omission on the part of the employee in the observance of law and regulations.

11.4. Accidents within the Farm

It is recognized that AfricaRice has authorized some staff to drive exclusively within the farm. The following guidelines will apply to these staff in case of an accident.

11.4.1. An investigation will be conducted by the Accident Analysis Team like any other accident.

11.4.2 If the employee concerned was authorized or if it was necessary for him/her to make the trip in the course of duty and he/she observed the traffic regulations, then the insurance company will pay the cost of repairs to the vehicle. If it is established after investigation that the accident was due to the negligence of the employee then the DAF, based on the recommendations of the Accident Analysis Committee, may award disciplinary or punitive action, depending upon the merits of the case which may include:

- i) Censure,
- ii) Recovery of the cost of repair,
- iii) Withdrawal of AfricaRice driving permit,
- iv) And/or other modes of punishment.

11.4.3. This policy is also applicable for all mobile farm machinery and other mobile equipment such as tractors, trucks, loaders, dumpers, cranes, prime movers, etc., and the above guidelines are applicable in case of accidents to these mobile equipment also.

12. INSURANCE

For the International Recruited Staff (IRS) and their family members, insurance is carried under the AIARC employment contract as provided for in the Personnel Policies for the senior professional staff. Similarly, the General Services Staff are also covered by the group accident insurance scheme.

All AfricaRice vehicles are comprehensively insured against damage and/or loss including damage and injury to third parties. It is thus important that any incidents and

accidents that may result in claims being made to Insurance are reported to the Police as soon possible.

13. AMENDMENTS

These Regulations may be amended from time to time and communicated by the Head of Operations Services in line with these regulations whenever necessary.