

# Vehicle / Fleet Management Policy

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**Contents**

- 1. SCOPE .....2
- 2. DRIVER ELIGIBILITY AND USAGE .....2
- 3. VEHICLE ASSIGNMENT .....5
- 4. MOVING VIOLATION REPORTING .....6
- 5. ACCIDENT CONTROL AND REPORTING .....6
- 6. REIMBURSEMENTS .....6
- 7. ACQUISITION, LICENSING, TRANSFER, AND DISPOSITION OF VEHICLES .....7
- 8. FUEL.....8
- 9. AGREEMENT.....9

## **1. SCOPE**

These policies and procedures apply to all OPEnE-owned motor vehicles used for official and private purposes. These policies and procedures are adopted under OPEnE Policies and Procedures of Procurement.

### **1.1. EXCEPTIONS**

All other exceptions to any of the provisions of the Policies and Procedures for Vehicle Fleet Management require written authorization from the Chair Person.

### **1.2. FAILURE TO COMPLY WITH THE POLICIES AND PROCEDURES**

Failure to comply with these policies and procedures may subject an employee to disciplinary action, including termination.

## **2. DRIVER ELIGIBILITY AND USAGE**

Only authorized drivers are eligible to drive an OPEnE vehicle. The privilege to drive an OPEnE vehicle is contingent upon compliance with the Policies and Procedures for Drivers of OPEnE Vehicles. Before driving an OPEnE vehicle, the driver shall sign the vehicle/fleet management policy agreement. A copy of the signed agreement Statement shall be kept on file with the Team Leader / Admin Coordinator. Drivers who do not sign the Agreement Statement are NOT authorized to drive any of the OPEnE vehicles.

### **1.1 DRIVER ELIGIBILITY**

In order to be eligible to drive an OPEnE vehicle, a driver must have a driver's license valid in Sri Lanka and appropriate for the class of vehicle driven and have a clean driving record with sufficient driving experience. Eligibility shall be immediately suspended for a driver who is charged with a violation of the motor traffic act for which a penalty is possible while driving an OPEnE vehicle. Eligibility shall remain suspended until the local Traffic Police Dept / Magistrate Court has reviewed the occurrence, and a decision regarding further action is made.

### **2.2 DRIVER RECORD REVIEW**

The driving record of each authorized OPEnE driver should be reviewed by OPEnE when the driver signs the Agreement Statement. Drivers should provide a certified copy of the valid driving license to OPEnE when they sign the agreement.

### **2.3 VEHICLE/MOTORCYCLE MILEAGE LOG SHEET**

a. A Vehicle/Motorcycle Mileage Log sheet should be maintained in each OPEnE Vehicle/Motorcycle daily, and it should be in the custody of the drivers/users who are assigned to drive/ride the particular vehicle/motorcycle.

- b. The numbered meter reading should be accurately carried forward to the next following day's log sheets which are serially numbered.
- c. All drivers/users must complete a Vehicle Mileage Log, indicating all destinations by officials and commute mileage. These are required to maintain these logs for audit purposes. A Vehicle Mileage Log is included in Appendix 2.
- d. The vehicle/motorcycle log sheets should be checked and signed by the relevant supervisor on a daily/weekly basis.
- e. If the vehicle/motorcycle log sheets reveal any private usage by a staff member such details (signed by the staff member) should be forwarded to the Finance Dept for calculation and payment in the first week of every month.
- f. Completed log sheets should be kept safely in the custody of the Admin Coordinator for seven years.

#### **2.4 PERMISSIBLE USE OF OPEnE VEHICLES/MOTORCYCLES**

- a. Whenever possible, trips should be planned to coincide with other authorized driver travel requirements so that vehicles are used efficiently and economically.
- b. There shall be no smoking in OPEnE vehicles.
- c. In the event an OPEnE vehicle incurred damage while it is being used for office purposes and if it is caused due to the negligence of the driver, the driver must pay 20% of the repair cost.

#### **2.5 PRIVATE USE OF OPEnE VEHICLES/MOTORCYCLES**

- a. Staff who are authorized to drive OPEnE vehicles can use OPEnE vehicles for private purposes with prior approval from the Team Leader and will be charged for the kilometers used by the TOE.
- b. All authorized drivers can use OPEnE motorcycles for private purposes with prior approval from their respective supervisors and will be charged for the kilometers used by the TOE.
- c. In the event an OPEnE vehicle incurred damage while it is being used for private purposes and if it is caused due to the negligence of the driver, the driver must pay 30% of the repair cost.
- d. When the staff member is not authorized to drive OPEnE vehicles and he/she has requested an authorized driver to drive the OPEnE vehicle, the staff member who made the request is liable for any damages to the vehicle even though it is the negligence of the authorized driver.

## **2.6 SAFETY**

All drivers should operate OPEnE vehicles in compliance with the regulations of Dept of Motor traffic and the Laws of the jurisdiction in which the vehicle is being driven and in a manner that reflects concern for safety and courtesy towards the public.

- a. An authorized driver shall operate an OPEnE vehicle by any license requirements or restrictions, such as corrective lenses, daytime only, etc.
- b. The driver of any OPEnE vehicle should take every precaution to ensure the safety of passengers. No person may ride in an OPEnE vehicle unless properly restrained by a seat belt or, in the case of children, an appropriate child safety seat. It shall be the driver's responsibility to ensure that all passengers are properly restrained.
- c. All traffic and parking laws are to be obeyed. Posted speed limits are not to be exceeded, nor is the vehicle to be operated above safe driving speeds for road conditions.
- d. All traffic and parking violations and fines, including any late fees or penalties, are the responsibility of the driver involved. Failure to promptly pay a violation or fine may result in disciplinary action.
- e. Use of mobile phones by the driver in a moving vehicle is prohibited unless otherwise, the driver is using a hands-free device. Whenever a hands-free device is not available the driver should stop the vehicle at a safe place before answering a phone call.
- f. The driver of an OPEnE vehicle shall take every precaution to ensure the safety of the vehicle and its contents. The driver should lock the vehicle and take the keys except in those instances when a commercial parking garage requires the keys to be left with them.
- g. The first aid kits appropriate for the vehicles will be made available.

## **2.7 ACCIDENT GUIDELINES AND REPORTING**

- a. An authorized driver/rider, including other officials, charged with a moving violation or a must appear violation while driving an OPEnE vehicle/motorcycle shall notify his/her Supervisor / Admin Coordinator immediately, and in no case later than the following business day, even if no other vehicle is involved or there are no apparent injuries or damages.
- b. Admin Coordinator should provide the facilities to Logistics officer/Designated officer to check all the outgoing and incoming OPEnE vehicles at the gate of the premises for any accident damages, check the kilometer reading and report and all authorized drivers should cooperate with the gatekeeper/caretaker by providing the relevant information.

- c. If a fully insured OPEnE vehicle is met with an accident, the person driving the vehicle at the time of the accident should call Cooperative insurance Co. Ltd (24-hour hotline number – 011 7440033/011 2440033) immediately and inform the incident.
- d. Follow the instructions given by the operator and wait for an assessor to visit the place of the accident.
- e. Inform about the accident to the Admin Coordinator.
- f. Send the vehicle to a garage and request a full estimate for the repair.
- g. The Insurance Company will send an assessor to the garage and approve the estimate.
- h. If the garage is accepting a payment approval letter from the Insurance Corporation, they will directly make payment to the garage.
- i. We also can make payment to the garage and subsequently reimburse from the Insurance Corporation.
- j. Authorized drivers of OPEnE vehicles are personally responsible for vehicles operated by them. If an OPEnE vehicle is damaged beyond repair as a result of misuse or gross negligence, the driver of the vehicle may be required to make restitution of the difference between the amount obtained as salvage value and the amount of the then-current forced sale value of the vehicle
- k. In the event of an accident, the Admin Coordinator is required to inform the Team Leader immediately.

### **3. VEHICLE ASSIGNMENT**

#### **3.1 ASSIGNMENT CRITERIA**

Whenever practicable, OPEnE shall pool OPEnE vehicles to increase utilization of vehicles and promote flexibility of driver transportation. When OPEnE decides that it is in the best interest of the OPEnE, individual authorized drivers may be assigned an OPEnE vehicle. The assignment of vehicles shall be based on the following criteria:

- a. OPEnE vehicles should only be assigned by OPEnE to those authorized drivers who travel the greatest number of official miles unless OPEnE determines that the use of an OPEnE vehicle is required for the efficient operation of an OPEnE program regardless of the miles traveled.
- b. OPEnE vehicles may be assigned by Team Leader (TL) /Admin Coordinator (AC) to those authorized drivers who have specific field assignments when it is in the OPEnE's best interest.
- c. OPEnE vehicles may be assigned by TL/ AC to those authorized drivers who need specialized vehicle equipment in the performance of the driver's job.

- d. OPEnE vehicles shall not be assigned to an individual whose driving record indicates the inability to operate a vehicle safely or responsibly.
- e. Assigned vehicles shall not transfer with authorized drivers who move to another position.

#### **4. MOVING VIOLATION REPORTING**

AC is required to notify Team Leader preferably in writing within forty-eight (48) hours of receiving notice of any moving violation committed by authorized drivers while driving an OPEnE vehicle.

#### **5. ACCIDENT CONTROL AND REPORTING**

OPEnE accident control and reporting procedures are listed in the Procedures and Program/Project Coordinators/ Admin Coordinator is required to notify Team Leader in writing as soon as possible of receiving notice of an accident, involving personal injury. This information should include the vehicle(s) involved, the driver's name, the date of the accident, the type of accident, and whether injuries were involved. A copy of the Accident Report should be submitted to the Insurance Company and must also be provided to the Admin Coordinator.

##### **5.1 REMEDIAL SAFETY TRAINING**

OPEnE shall provide remedial driver training to those employees identified by the Program/Project Coordinators/Admin Coordinator as needing such training. At a minimum, training shall include:

- a. Safe vehicle operation
- b. Defensive driving techniques
- c. Preventable accidents and Accident Prevention

#### **6. REIMBURSEMENTS**

a. OPEnE employees shall be reimbursed for legitimate and documented parking and toll expenses incurred while conducting OPEnE official business.

b. OPEnE employees may be required to use their privately owned vehicles to carry out their assigned duties if an OPEnE vehicle is not available or if the OPEnE employee does not satisfy the eligibility criteria or has their privilege to drive an OPEnE vehicle suspended.

c. OPEnE is responsible for ensuring that reimbursement of authorized drivers for the use of privately owned vehicles and is controlled and authorized only in the interest of OPEnE.

OPEnE is also responsible for reporting private mileage reimbursement information in the log sheets.

d. In the event of an employee using his/her private vehicle/motorbike to carry out their duties assigned by OPEnE with the prior approval of the Admin & Finance/Program/Project Coordinator/ Team Leader, the cost of such use will be reimbursed with the approval of AC/PC/TL. The rate per kilometer is specified in the OPEnE's procedure manual.

## **7. ACQUISITION, LICENSING, TRANSFER, AND DISPOSITION OF VEHICLES**

### **7.1 ACQUISITION POLICIES**

Acquisitions of all motor vehicles (including new, used, gift, surplus, or leased) must be approved by OPEnE Management before OPEnE enters into a contract for or makes use of the vehicle. The sole exception to this policy is for passenger vehicles rented through the travel services contractor while in travel status. OPEnE vehicle acquisition and related expense and performance data shall be reported to the Management.

### **7.2 VEHICLE LICENSING**

a. Any time a vehicle is purchased or otherwise acquired, the OPEnE shall present the Certificate of Origin, and application for New Vehicle and application for transfer of old, or issuance of new for processing.

### **7.3 VEHICLE TRANSFERS**

If transfers of OPEnE vehicles/motorcycles shall be permitted between or among OPEnE's working Districts, which are the responsibilities of the Admin Coordinator and it should be informed immediately to Team Leader with full details of the transferred vehicle/motorbike.

### **7.4 PROCEDURES FOR DISPOSITION OF OPEnE VEHICLES**

Disposition of OPEnE vehicles/motorcycles shall be approved by Team Leader before disposition of the vehicle. The method of disposition shall be determined by Team Leader. Procedures will be addressed and the disposition of motor vehicles/motorcycles is to be completed by OPEnE in accordance with OPEnE Procedures.



## **7.5 REPLACEMENT CRITERIA**

Vehicles/motorcycles may be replaced if:

- a. The vehicles/motorcycle accumulates at least considerable miles on or before the anticipated replacement date,
- b. The vehicle/motorcycle is at least 05 years old and Team Leader determines that it is appropriate to replace it, or Team Leader determines that the repair expenses for a particular vehicle/motorcycle have exceeded acceptable parameters.

## **8. FUEL**

- a. OPEnE vehicles/motorcycles shall obtain fuel from the approved fuel dispensing stations except for emergencies or rare and unusual instances when such use is not possible. Fuel and oil obtained in this manner must be recorded on log sheets accordingly by the authorized drivers.
- b. Logistic officer is responsible for regular services & maintenance of all OPEnE vehicles/motorcycles by the below guidelines. All vehicle warranties are to be utilized. OPEnE without in-house maintenance capabilities shall use service providers \ garages approved by the Admin Coordinator to address their maintenance and repair needs.
- c. Vehicles to be serviced [oil change, filter changes, lubrication, battery maintenance, re-greasing, etc.] at every 6,000 km.
- d. Three-wheeler to be serviced [oil change, filter changes, lubrication, battery maintenance, re-greasing, etc.] at every 3,000 km.
- e. Motorbikes to be serviced [oil change, filter changes, lubrication, battery maintenance, re-greasing, etc.] at every 2,500 km
- f. Check and attend for any repairs, and preventive maintenance when it is needed.

### **8.1 DRIVER RESPONSIBILITIES**

Authorized drivers who are assigned a vehicle share responsibility for assuring that their assigned vehicle is properly maintained. PC's/AC/ LO shall discuss the maintenance requirements, procedures, and the driver's specific responsibilities for maintenance with authorized drivers assigned to vehicles.

All the drivers including the Relief drivers should ensure that while checking their assigned vehicles whether the original Revenue License and Insurance Certificate are in the vehicle. Authorized drivers of pool vehicles are responsible for reporting observed mechanical problems to the AC/LO.

**8.2 VEHICLE INSPECTION PROGRAM**

All OPEnE vehicles/ Three-wheeler/ Motorcycles must have a formal inspection program to assure that they are clean, properly equipped, maintained, and in good repair. Requirements include that:

- a. A responsible staff member is to be designated to implement this program.
- b. Each vehicle shall be inspected annually and a copy of the vehicle inspection form will be completed.
- c. Inspection records are to be kept on file with the Admin department and shall be available for audit.
- d. Unsatisfactory conditions shall be corrected within seven (7) days and such action recorded on the inspection sheet.

Date: December 2022

Approved by:



Chairperson, OPEnE

**9. AGREEMENT**

I have received, read, understand, and accept OPEnE’s vehicle/fleet management policy.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)