



REPUBLIC OF KENYA

MINISTRY OF PUBLIC SERVICE, PERFORMANCE AND DELIVERY MANAGEMENT

STATE DEPARTMENT FOR PUBLIC SERVICE

ROAD SAFETY POLICY

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## **FOREWORD**

Road Traffic injuries (RTIs) are among the ten leading causes of death worldwide. They impede the economic wellbeing and macroeconomic performance of Nations, causing more than 1.35million deaths a year and 20-50 million injured or disabled persons, majority of whom are economically active and working populace. In Kenya, about 3,000 road deaths occur annually and cost the country up to Kshs.300 billion (about 5% of GDP). Statistics from the Department of Civil Registration show that about 6,500 persons die because of road traffic injury every year and many more are injured

There are a number of road safety risk factors that have been found to cause these crashes and injuries. These range from speeding, driver fatigue, drunk driving, inadequacies in driver training and recruitment, road engineering challenges, environmental conditions, low levels of awareness on road safety, vehicle conditions among others

The State Department for Public Service recognizes and supports the government multi-sectoral approach to ensure that road safety issues are made an integral part of all government programmes/projects to substantially reduce the burden and severity of road crashes in Kenya.

The purpose of this Road Safety Policy is therefore to establish guidelines with respect to reduction of road crash injuries, fatalities, costs and property damage. It will also assign responsibilities for administering this function as well as sanctions to mitigate violation of the provisions of this Policy. The policy is anchored on other existing Government policies, guidelines/or Circulars and laws issued from time to time to Ministries, Department and Agencies.

The departments/divisions/units under the State Department are required to translate the implementation of this policy into their department/division/unit work plans and thus provide the basis of performance monitoring, evaluation and reporting. At the same time, it is expected that there will be close collaboration, consultations and communication between the departments/divisions/units in the State Department as well as the affiliated institutions, partners and other stakeholders in the implementation of the Policy.

**Hon. Moses K. Kuria, HSC**

**CABINET SECRETARY**

## **PREFACE AND ACKNOWLEDGEMENT**

The Road Safety Policy has been developed in accordance with the mandates, functions and responsibilities of the State Department as spelt out in Executive Order No. 2 of November 2023, the Constitution of Kenya 2010, the National Transport and Safety Authority Guidelines and other Statutes.

This policy outlines the key policy areas, statements and guidelines for efficient and effective implementation and the roles and responsibilities of stakeholders. The policy will form a primary guideline in the management, mainstreaming and implementation of Road Safety Issues at the State Department. The main aim of the policy is to prevent and mitigate road crash incidences, injuries and fatalities. The policy will therefore guide in decision making and implementation of road safety issues at various levels within the State Department.

This Road Safety Policy is a product of extensive collaboration and comprehensive feedback from our internal and external stakeholders. I acknowledge the contribution of Heads of Departments, Staff and all stakeholders for their invaluable inputs in the process of developing this Plan. My appreciation goes to the technical committee for their dedication and tireless efforts in completing this policy.

Finally, I wish to invite all our partners and other stakeholders to cooperate with the State Department in building vibrant partnerships necessary for the implementation of the Policy and the realization of a transformed public service.

**Amos N. Gathecha, EBS, ndc (K)**

**PRINCIPAL SECRETARY**

## LIST OF ACRONYMS/ABBREVIATIONS

<b>GDP</b>	Gross Domestic product
<b>NTSA</b>	National Transport and Safety Authority
<b>PC</b>	Performance Contract
<b>RSC</b>	Road Safety Committee
<b>RTC</b>	Road Traffic Crash
<b>RTIs</b>	Road Traffic Injuries
<b>SDPS</b>	State department for Public Service
<b>WHO</b>	World Health Organization
<b>WIBA</b>	Work Injury Benefits

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## DEFINITION OF TERMS

<b>Term</b>	<b>Definition</b>
<b>Authorized officer</b>	Any person with a permission from State Department for Public Service to use her vehicle.
<b>Exposure</b>	The amount of a workplace vulnerability to injury as a result of road traffic incidence.
<b>Near misses</b>	Missed collisions.
<b>Outputs</b>	Specific products or services (immediate results of an activity) in a given period.
<b>Performance Indicator</b>	One of the measurable variables by which the performance of the state department is assessed.
<b>Road Traffic crash</b>	Vehicle collision resulting in injury.
<b>Road Traffic fatalities</b>	Deaths related to road traffic crashes
<b>Road Traffic injuries (RTIs)</b>	Injuries related to road traffic collisions, they could be fatal, serious or slight
<b>Road safety policies</b>	Strategic directions and plans to address road safety challenges
<b>Road users</b>	Anyone who uses a road, such as a pedestrian, cyclist or motorist and is exposed to certain road safety risks
<b>Safety belt</b>	Any driving strap or rope
<b>Staff/Employee</b>	A person who works for the State Department under a contract of employment
<b>State Department</b>	The Sate Department responsible for Public Service
<b>Traffic crashes</b>	A road traffic collision that resulted in an injury or fatality
<b>Traffic injury</b>	Non-fatal cases from a road traffic crash
<b>Traffic fatality</b>	A road traffic crash in which one or more persons involved in the crash died immediately or within 30 days of the crash
<b>Work place</b>	Any land, premises, location, vessel or thing, at, in, upon, or near which, a worker is, in the course of employment;

## CHAPTER ONE

### INTRODUCTION

#### 1.1 Overview

The State Department for Public Service is domiciled at the Ministry of Public Service, Performance and Delivery Management created under Executive Order No. 2 of November, 2023 on the re-organization of the government of the Republic of Kenya. The State Department consists of five (5) Technical and Administrative Support Divisions namely: Human Resource Development (HRD); Human Resource Management Policy (HRMP); Management Consultancy Services (MCS); Counseling Services Unit and Public Service Transformation and Innovation Division (PSTD). The Huduma Kenya Service Delivery Programme is a Kenya Vision 2030 flagship project launched in 2013 by the State Department to enhance access and delivery of Government services to Kenyans. The Kenya School of Government (KSG) created under the KSG Act No. 9 of 2012, the Human Resource Management Professional Examinations Board (HRMPEB), Institute of Human Resource Management (IHRM) and the National Youth Service (NYS) established in 1964 under the NYS Act Cap 208 and restructured under NYS Act No. 17 of 2018 are Semi-Autonomous Government Agencies under the State Department. It is a Sub-sector within the Public Administration and International Relations (PAIR) Sector Working Group (SWG).

The State Department plays a strategic role through capacity development of public servants; public service consultancy and advisory services, public service reforms initiatives, integrated-one-stop-shop public service delivery; youth empowerment and psychological wellness of public servants. It is therefore instrumental in driving the implementation of Government development priorities, more so Vision 2030 and the Bottom-up Transformation Agenda.

The State Department carries out its mandate by: providing professional, technical guidance and advisory in the formulation, review and interpretation of policies, regulations and procedures for strategic interventions on human resource matters in the Public Service; coordination of technical assistance and capacity building activities in the public service. It plays a critical role in building capabilities of the Public Service to acquire requisite knowledge, skills, and competencies for effective and efficient service delivery; providing management advisory services to Ministries, Division, Agencies and Counties (MDACs) to enhance their performance delivery by undertaking institutional reviews on organizational structures; workload analysis to inform optimal staffing levels among others; coordination of public sector reforms at National and County levels; building capacity on Results Based Management (RBM) and Business Process Re-Engineering (BPR); values and ethics in the public service among others; providing technical support in Business Process Re-engineering to MDAs to create efficiency and focus on provision of excellent services to customers; developing and coordinating the public service emeriti program for mentorship and continuity of good practices in the public service;



coordinating and supporting the implementation of the State Department's mandate through the Administration and Support Services; improving public service delivery by providing efficient, effective, and accessible and citizen centric services through various integrated (one-stop-shop) service delivery platforms; overseeing the training, consultancy and research services designed to inform public policy, promote national development and standards of competence and integrity in public service through building competencies for the government, developing and growing leadership in the public service and promoting best practices in public service delivery; overseeing the development and prescribing of human resource curricula, managing professional examinations and certifying qualified candidates; overseeing the Management of National Youth Service (NYS) in Paramilitary training, youth resocialization, vocational training and social transformation, enterprise development and youth economy, and a bankable institutional architecture; and Overseeing the Management of Institute of Human Resource Management (IHRM).

## **1.2 Mandate**

The mandate of the State Department for Public Service is derived from Executive Order No. 2 of 2023 on the re-organization of the government of the Republic of Kenya. The State Department is broadly charged with the responsibility of providing strategic leadership and guidance to the Public Service on Human Capital Management and Development; Public Service Transformation; and Huduma Kenya Service Delivery Programme. The functions of the SDPS as provided in the Executive Order No. 2 of 2023 are:

1. Public Sector Reforms and Transformation including Operational Standards and Process Engineering;
2. Government Human Resource Information Systems and Services;
3. Internship and Volunteer Policy for Public Service;
4. Government Payroll Policy and Standards;
5. Government Shared Support Services;
6. Research, Development and Public Service Delivery Innovations;
7. Public Service Career Planning and Development;
8. Administration of Insurance and Welfare Programmes for the Civil Service including Comprehensive Group Life, Last Expense, Work Injury Benefits and Group Personal Accident Insurance Cover;
9. Overseeing the Management of National Youth Service (NYS); and
10. Counseling Policy and Service.

## **1.3 Vision**

A transformed public service for a high quality of life for all Kenyans.

## **1.4 Mission**

To provide policy leadership, coordination and an enabling environment for Public Service transformation.

## 1.5 Core Values

The State Department shall uphold the following core values in service delivery:

- i) **Integrity:** Entire staff shall observe moral and ethical standards.
- ii) **Professionalism:** Entire staff shall demonstrate competence in the discharge of their duties.
- iii) **Equity and Equality:** Promote fairness and equality in service provision to all.
- iv) **Service Excellence:** Providing customer experience to the highest attainable standards
- v) **Teamwork:** Relentlessly pursues timely attainment of targeted results through high level of coordination, networking and collaboration.
- vi) **Innovativeness and Creativity:** The entire staff is committed to innovativeness, inventiveness, resourcefulness and visionary planning in service delivery.
- vii) **Patriotism:** Driven by commitment to uphold national cohesion, loyalty to the organization and Republic.
- viii) **Citizen-centric:** Commitment to consultations and participation to ensure responsiveness to the needs and aspirations of citizens.

## CHAPTER TWO

### ROAD SAFETY POLICY AREAS, POLICY STATEMENT AND GUIDELINES

#### 2.1 Background

Road Traffic injuries (RTIs) are among the ten leading causes of death worldwide. They impede the economic wellbeing and macroeconomic performance of Nations, causing more than 1.35million deaths a year and 20-50 million injured or disabled persons, majority of whom are economically active and working populace. The burden of RTIs is disproportionately high in low- and middle-income countries (LMIC). The estimated economic loss due to RTIs is as high as 3%- 5% of affected country's Gross Domestic Product (GDP)

In Kenya, about 3,000 road deaths occur annually and cost the country up to Kshs.300 billion (about 5% of GDP). The State Department for Public Service has equally suffered tragic road crashes leading to deaths. Above all, being the custodian of the scheme of service for all government drivers the state department need proper road management strategies in the recruitment and development of capacities for the drivers.

Statistics from the Department of Civil Registration show that about 6,500 persons die because of road traffic injury every year and many more are injured. Road traffic injuries and deaths can be attributed to poor road safety management and coordination challenges in implementing road safety strategies. Road safety has not been given high level priority across government programmes and therefore not mainstreamed. Consequently, road safety programmes are significantly underfunded. Low levels of road safety awareness among road users, increase in motorization without commensurate improvement in road safety strategies and land use planning are other compounding factors. These losses are tragic hence the urgent need for action to mainstream road safety to improve the situation. Road safety is a Sustainable Development Goal (SDG), and all countries across the globe are called upon to develop and

Some Road Safety risk factors that contribute towards traffic injuries and crashes include; over-speeding, driver fatigue, poor training, drunk driving, poor road designs, environmental conditions, low levels of awareness on Road Safety, vehicle conditions among others.

#### 2.2 Policy Statement

The State Department for Public Service is committed to mainstreaming road safety programs in its operations in order to mitigate the burden and severity of road traffic injuries, which can result in deaths, property damage and other related costs.

The management and staff at the State Department shall ensure the integration and implementation of Road Safety Programs in its operations in order to contribute towards reduction of road traffic crashes and promote road safety scope

This Road Safety Policy will apply to all employees, service providers, consultants, facilitators and visitors.

### **2.3 The Purpose**

The purpose of this policy document is to provide a framework and guideline within which Road Safety shall be integrated in State department for Public Service programs and operations.

### **2.4 Policy Objectives**

- i. To reduce the number of actual or potential road traffic crashes and injuries involving employees and increase their productivity;
- ii. To enhance compliance with the traffic law and regulations at the State Department and minimize risks of penalties and conviction for traffic offenses;
- iii. To promote a culture of safe driving at the State Department;
- iv. To improve the operational efficiency of the State Department as fewer vehicles are grounded;
- v. To provide a mechanism for informed road safety decisions on driver training, staff road safety induction and sensitization among others;

### **2.5 Legal and Regulatory Framework**

The Road Safety Policy has been developed in accordance with the mandates, functions and responsibilities of the State Department as spelt out in Executive Order No. 2 of November 2023. Reference is mainly made to the following legal, policies and institutional documents:

- i. The Constitution of Kenya, 2010;
- ii. The National Transport and Safety Authority Act 2012.
- iii. Traffic Act Cap 403.
- iv. The Occupational Safety and Health Act 2007.
- v. Work Injury Compensation WIBA 2007 Act
- vi. Radiation Protection Act (Cap.243).
- vii. Pharmacy and Poisons Act (Cap. 244)
- viii. Environmental Management and Coordination Act 2015 (amendment)
- ix. Public Officer Ethics Act (No. 4 of 2003);
- x. Public Service Code of Conduct and Ethics, 2016
- xi. Human Resource Policies and Procedures for the Public Service May 2016
- xii. Transport Management Policy (2021)
- xiii. Public Procurement and Asset Disposal Act 2015
- xiv. Mental Health (Amended) Act 2022;

- xv. National Authority for the Campaign Against Drug Abuse Act 2012.
- xvi. Counseling Policy 2017.

## **2.6 Policy Areas**

This section outlines the road safety policy areas to be adopted by the State Department. Implementation of these areas will significantly improve road safety and reduce the burden of road crashes and injuries.

### **2.6.1 Road Safety Management and Coordination**

To manage road safety plans effectively and efficiently, the State Department shall:

- i. Constitute a Road Safety Committee.
- ii. Ensure road safety is made an integral part of the State Department's programmes and activities.
- iii. Implement the work plans on road safety mainstreaming
- iv. Establish and sustain collaboration and partnerships to support road safety programmes.

### **2.6.2 Driver recruitment and Selection**

To employ drivers based on safe driving records and road safety awareness levels, the State Department shall:

- i. Specify a safe driving record as a mandatory requirement in the State Department job descriptions.
- ii. Require job applicants to provide their driving records, including crashes and traffic infringements.
- iii. Assess an applicant's attitude to safety during the job interview.
- iv. Verify applicants' driving license with NTSA before hiring them.
- v. Verify applicants' driving records with previous employers.
- vi. Require applicants to undergo a practical driving assessment.
- vii. Require all applicants to be medically fit to drive. New drivers to be assessed during their probation period on their capability to drive at night and in all driving conditions
- viii. Include NTSA in the interview panel.

### **2.6.3 Staff Induction**

To induct all staff using an official program on their road safety roles and responsibilities, the State Department shall:

- i. Ensure that all employees undergo a formal induction program that includes road safety policy and procedures.
- ii. Have a program for training all drivers in the operation of their vehicle and highlight safety features of the vehicle.

### **2.6.4 Speed Management**

To minimize speed traffic collisions, the State Department shall ensure:

- i. Adherence to all regulatory speed limits on the roads
- ii. Speed is reduced to 30 kph in areas with high numbers of pedestrians such as

- around schools, hospitals, markets, estates among others.
- iii. Speed limiters are fitted in the official vehicles as per government rules and regulations.
  - iv. Development and implementation of mechanisms to monitor speeds internally and have clear internal mechanisms to deal with violations.
  - v. All employees and stakeholders are sensitized on speed as a risk factor.

### **2.6.5 Vehicle Selection, Maintenance and Use**

To adhere to best practice in selecting and maintaining vehicles the State Department shall:

#### **2.6.5.1 Selection:**

1. Adhere to best practice in selecting and maintaining SDPS vehicles.
2. Adhere to the minimum body standards as outlined in the body building standards
3. Ensure SDPS vehicles have a high safety standard with a minimum of five-star safety rating.
4. Ensure all new SDPS vehicles are subjected to inspection as per the Government guidelines before acquisition and use.

#### **2.6.5.2 Maintenance and Inspection**

1. Maintenance and repair of SDPS vehicles shall be undertaken according to the laid down Government procedures and manufacturer's specifications.
2. Establish and implement an effective maintenance schedule/reporting and recording system.
3. Fit and maintain all SDPS vehicles with vehicle safety kits such as first aid kits, emergency triangles, crash kits among others.
4. Setting up procedures where drivers are obligated to undertake regular basic safety checks and/or notify their supervisor in case of any defects for immediate action. Record the inspections on a pre-use check sheet.
5. Periodic Motor Vehicle Inspections as per GoK guidelines

#### **2.6.5.3 Vehicle Use**

1. All SDPS vehicles shall be pre authorized and documented by relevant authorized officers before use.
2. All vehicles shall be used by the authorized drivers/users/passengers/goods only
3. Hazardous goods shall only be carried in full compliance with relevant legislation and guidelines and with prior proper authorization.
4. All SDPS vehicles shall be parked in a safe Government recommended location
5. The SDPS vehicles to be driven during the official working days and hours unless authorized by the relevant authority.
6. In case of unavailability of official SDPS vehicles, alternative transport providers shall be sought in line with laid down alternative transport requisition procedures.

### **2.6.6 Vehicle Crash Involvement**

The State Department shall maintain a system of recording and monitoring road traffic crashes by:

- i. Having comprehensive crash investigation and reporting procedures
- ii. Towing SDPS broken down vehicles within the shortest time possible as per the law, approved service provider or approved available means.
- iii. Evacuating crash victims as per the approved service provider guidelines.
- iv. Training relevant staff on crash investigation.

### **2.6.7 Training and Sensitization**

The State Department shall support training and sensitization to promote safe road use by:

- i. Conducting training needs analysis to determine what road safety programs are suitable.
- ii. Adhering to the policy on training and development.
- iii. Ensure all HoDs are trained in their roles relating to road safety.
- iv. Periodic sensitization of employees on road safety

### **2.6.8 Alcohol, Drugs and Substances Use**

To promote zero tolerance to driving under the influence of alcohol, drug and substance in order to reduce traffic crashes:

- i. No driver shall drive or operate a vehicle while under the influence of alcohol, drug.
- ii. Appropriate action shall be taken on cases of driving under the influence of alcohol, drug and substance in accordance with the HR manual.
- iii. prohibit use of drugs and other substances while at the workplace or while using an official vehicle.
- iv. Sensitize drivers on the effects of sleep-inducing drugs/medicine.

### **2.6.9 Fatigue Management**

To minimize fatigue related road traffic crashes and incidences the State Department shall ensure:

- i. That work schedules and rosters for drivers conform with the best practice.
- ii. Transport requests to be made at least 48 hours in advance to allow for proper planning.
- iii. All drivers adhere to the maximum number of hours (8-10 in a 24-hour period) and adequate time to rest (15-30 mins after every 200 Km) between driving sessions
- iv. Staff are sensitized on fatigue management,

### **2.6.10 Seat Belts wearing**

To reduce injuries related to non-use of safety belts:

- i. All vehicles are fitted with functional seat belts

- ii. All staff to wear seatbelts at all times while in official vehicles.
- iii. Sensitize staff on the dangers of not wearing seat belts.
- iv. Place reminder notices on dashboards, notice boards among others.

### **2.6.11 Driver Management**

To reduce road traffic crash related to driver error:

- i. All drivers to comply with the Traffic Rules and Regulations at all times.
- ii. All drivers should be trained and licensed appropriately.
- iii. Drivers to immediately notify their supervisor or manager if their driver license has been suspended or canceled, or has had limitations/caveat placed upon it for any reason
- iv. All drivers should undertake periodic refresher training including defensive driver courses and interpersonal communication skills.
- v. All drivers should be medically fit to drive at all times.
- vi. Drivers are prohibited from using mobile phones while driving.

### **2.6.12 Ethics and etiquette**

To reduce traffic accidents by ensuring discipline among drivers which is extended to other road users the State Department shall ensure that:

- i. Drivers/staff are sensitized on work ethics and etiquette.
- ii. Courtesy and integrity values are practiced
- iii. Drivers/staff always dress officially



## CHAPTER THREE

### ROLES AND RESPONSIBILITIES

#### 3.1 Principal Secretary

The Principal Secretary shall:

- i. Provide overall leadership, oversight and guidance in implementation compliance of this policy
- ii. Allocate resources for implementation of the policy
- iii. Create partnerships with and across Ministries, development partners and stakeholders;
- iv. Appoint members of the road safety committee.

#### 3.2 Heads of Departments

The HoDs shall:

- i. Communicate and implement Road Safety policy and work plans in their respective departments/sections.
- ii. Encourage staff under them to participate in Road Safety activities.
- iii. Ensure continuous compliance and enforcement of the Road Safety policies.
- iv. Provide feedback on drivers and staff behavior for rewards/sanctions.
- v. Support Road Safety trainings and sensitizations programs to create safe road users.

#### 3.3 Road Safety Mainstreaming Committee (RSC)

The committee shall:

- i. Coordinate the formulation, development and review of the road safety policy
- ii. Implement Road Safety strategic objectives and work plans in line with existing national and SDPS policies and strategies.
- iii. Develop budget proposals on Road Safety activities for the management approval.
- iv. Facilitate sensitization and creation of awareness campaigns on Road Safety risk factors and issues among the employees and stakeholders.
- v. Monitor and evaluate the implementation of Road safety activities in line with the Implementation Plan
- vi. Promote collaboration, partnerships and networking with key stakeholders through the management to enhance advocacy and implementation of Road Safety activities.
- vii. Draw action plans and report the progress to the management.
- viii. Review all incidents and crash investigation reports and make further recommendations to management, to mitigate future occurrences and employee improvement.

#### 3.4 Responsibilities of the Transport Office

The transport officer shall:

- i. Ensure efficient fleet management and coordination of Transport Services
- ii. Ensure compliance with the Transport policy
- iii. Ensure that all motor vehicle records are updated and maintained.

- iv. Maintenance and repair of vehicles and the management of work-tickets
- v. Ensure annual motor vehicle inspections are conducted.
- vi. Allocation of duties and management of duty rotas and schedules.
- vii. Undertake safety audit of drivers and vehicles.
- viii. Maintain an inventory of vehicles and prepare a budget for vehicle maintenance.
- ix. Preparation of and analysis of monthly fuel consumption.
- x. Ensure timely action on government vehicle check unit reports.

### **3.5 Drivers**

Drivers shall:

- i. Comply and observe the road safety policy in all their undertakings.
- ii. Maintain a properly documented work ticket
- iii. Maintain and clean the allocated vehicle.
- iv. Carry out routine checks and report vehicle defects and servicing to the supervisor in good time.
- v. Ensure the security and safety of the vehicle and passengers at all times on the road.
- vi. Ensure that the vehicle is appropriately equipped and is roadworthy before embarking on any journey.

### **3.6 Staff/Employee**

The staff shall:

- i. Familiarize themselves with the road safety policy and comply accordingly.
- ii. Practice safe road user behavior and promote road safety in their daily activities.
- iii. Report cases of road crashes, near misses and any other incidences to the RSC.
- iv. Give feedback of every journey to monitor the performance of the drivers and condition of the vehicle.
- v. Make suggestions to management and/or RSC on matters of Road Safety.
- vi. Show respect to the driver and other road users.

## CHAPTER FOUR

### MONITORING, EVALUATION AND REPORTING

#### 4.1 Overview

The M&E of the policy is intended to provide information on how the operationalization of the Policy is meeting its set objectives, the challenges facing its implementation, what corrective actions may be needed to ensure effective and efficient road safety mainstreaming in the state department public service

#### 4.2 Policy Review

The Policy shall be reviewed after every three years of implementations or as need arises. The review shall be initiated and coordinated by the RSC in the State Department after a successful evaluation of the Policy.

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