



**GOVERNMENT OF MAKUENI COUNTY
OFFICE OF THE COUNTY SECRETARY**

MAKUENI COUNTY GOVERNMENT TRANSPORT POLICY

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FOREWORD

This County Transport Policy seeks to regulate the efficient and cost-effective management of the transport resources at the disposal of the government. It has been developed to address challenges associated with the transport function which include uncontrolled vehicle use, driver indiscipline, driver complaints, inefficient use of government vehicles, long stay of vehicles in garages, among others

The policy has been finalized based on recommendations of a taskforce appointed by the County secretary to address challenges associated with the transport function in the government.

The policy gives guidelines on operations of the office of the fleet manager and fleet management, use of government vehicles, cost of running the vehicles, driver management including driver welfare, vehicle servicing and maintenance, rationalization of vehicles, insurance and accident management, fuel management, use of government motorcycles, aging fleet management, vehicles donated to private individuals and organizations and facilitation of staff on duty when there are no vehicles

All County Public Servants are expected to adhere to this policy. They are expected to read and understand this policy in order to ensure smooth implementation.

Paul Wasanga,
County Secretary,
HEAD OF COUNTY PUBLIC SERVICE AND
SECRETARY TO THE COUNTY EXECUTIVE COMMITTEE

CHAPTER 1: INTRODUCTION

1.1 Introduction and background

The Government of Makueni county is established under Article 176 of the Constitution of Kenya 2010 that created 47 county governments. Sections 116 of the county Government act no 17 of 2012 requires a county government and its agencies to deliver services within its designated area of jurisdiction while observing the principles of equity, efficiency, accessibility, non-discrimination, transparency, accountability, sharing of data and information, and subsidiarity. In addition, Section 117 of the same act sets out the standards and norms for public service delivery which include promoting the development of the public service delivery institutions, prudent, economic, efficient, effective and sustainable use of available resources, continual improvement of standards and quality, appropriate incorporation of the use of information technology, financial and environmental sustainability and carrying out regular review of the delivery of services with a view to improvement.

The government operates a fleet of about 130 vehicles that are mobile while there are a number of vehicles that are grounded and continue to depreciate. Each departments operates its own vehicles.

1.2 Rationale for policy development

This policy therefore sets out to provide guidelines governing the management, operation, maintenance, acquisition, assignment, utilization and disposal requirements for the government of Makueni-owned motor vehicles and related services. It will also give guidelines on dealing with staff transportation both on official duty and on personal duty where applicable.

This policy therefore sets out guidelines that will be used to address the various challenges identified.

CHAPTER 2: TRANSPORT CHALLENGES

The development of this policy is necessitated by a number of challenges that face the government in management of transport issues as enumerated below

2.1 Inadequate transport policy guidelines

The government does not have a clear policy to guide transport in the use of government vehicles or transport by county staff on duty.

2.2 Uncontrolled use of government vehicles

On a number of occasions, government vehicles have been used on unauthorized journeys. In some instances, drivers and other staff just take the vehicles and make private journeys not related to government business incurring the government financial losses. In some cases, it is not clear who should authorize journeys leading to situations where anyone can authorize a journey. In other cases, authority has been forged.

2.3 Cost of running the vehicles

Most government departments have no record of individual vehicle consumption of fuel and cost of maintenance for any given period. This makes it difficult to determine if the vehicles are economical to continue operating or not. Some vehicles are obsolete but are still being maintained by departments at very high uneconomical costs.

2.4 Driver management challenges

The county drivers have joined the service under different circumstances. There are those that were devolved from the national government, there are those who worked for the defunct local authorities and those that were hired by the county government, some under contract and others on permanent and pensionable terms. The level training of the drivers is different while. A number of them have serious discipline issues that include making unauthorized journeys, driving while intoxicated, rudeness, inability to maintain cleanliness in the vehicles assigned, inability to track the vehicle requirements for service (minor and major) leading to vehicle damage among others.

Some drivers are overworked including weekends without leave or even off duty making them prone to accidents due to fatigue.

2.5 Vehicle servicing and maintenance

In a number of cases, vehicles have overstayed in the garages creating a problem in transportation of officers to duty. Some vehicles are poorly serviced and repaired due to inadequate supervision leading to loss incurred by the government.

2.6 Rationalization of vehicles

There are departments that have adequate or even excess vehicles while other departments do not have adequate vehicles.

2.7 Insurance and accident management

There are times when vehicle insurance has expired and the vehicles are grounded. In addition, accident vehicles have been delayed in garages due to insurance excess that ought to be paid by the departments.

Some accidents have not been properly documented leading to times when insurance delays decisions on way forward on such vehicles and at times the government has been taken to court over such accidents.

2.8 Fleet management

The county vehicles are currently operated at departmental level while there is a fleet manager whose role is more like tracking the vehicles. A county fleet management system was acquired, but whose use has been anything but optimal. Out of a total of 110 vehicles that were fitted into the system, only 47 are still having the system operating. In addition, most of the features of the fleet management system have not been put into use.

2.9 Fuel management

The fueling system is not standardized. Each department has its own fueling system, with some departments having adopted the fuel cards while others have not adopted the system.

2.10 Aging fleet management

There are a number of vehicles that are old and obsolete with a number of them having been from the national government. Some of the county fleet acquired in 2013 is already aging and there are some that are no longer economical to use. There is need to develop a framework for disposal of such aging vehicles to avoid their depreciation.

2.11 Vehicles donated to private individuals and organizations

At times, the government desires to support its partners in service delivery through grants and other form of support. Some of the grants are in the form of vehicles and motorcycles. There is therefore need to develop a framework to ensure such grants are given legally and procedurally.

2.12 Facilitation of staff on duty when there are no vehicles

At times officers are called to attend to duty out of their workstations. In such cases, the government ought to provide transport. There are situations when there are no vehicles available in which case the officers can either take taxis, public transport or use own vehicles and claim mileage.

CHAPTER 3: POLICY GUIDELINES

3.1 Transport policy

In order to address policy gaps, the government has developed this policy to guide transport in the use of government vehicles or transport by county staff on duty.

3.2 Office of the fleet manager

The government will establish the office of the fleet manager under the office of the county secretary. The fleet manager will work in collaboration with departmental chief officers or their assignees. The office will be well staffed with the following staff

3.2.1 The staffing of the office of fleet manager

- 3.2.1.1 Fleet manager
- 3.2.1.2 Mechanical engineer
- 3.2.1.3 Workshop manager
- 3.2.1.4 Logistics officer
- 3.2.1.5 Clerical officers
- 3.2.1.6 Enforcement officers
- 3.2.1.7 Security officers
- 3.2.1.8 Procurement officer
- 3.2.1.9 Accountant

3.2.2 Reports

The fleet manager will prepare monthly reports for each vehicle which will be shared with each chief officer detailing the fuel consumed, distance travelled, service done and cost, any spares and cost and any other matter deemed necessary to be brought to the attention of the chief officer.

3.2.3 The operations of the fleet management

- 3.2.3.1 All government vehicles except those assigned to the Governor and Deputy Governor shall be managed centrally by a Fleet Manager.
- 3.2.3.2 The fleet manager shall cede the daily management of ambulances to the Ambulance Control Unit in the Department of Health Services.
- 3.2.3.3 The fleet manager shall oversee the insurance, maintenance (service, repairs) and fueling for all government vehicles in collaboration with the Authorized Officers in government departments and agencies.
- 3.2.3.4 All government vehicles shall be serviced at approved garages with preference to those close to the County Headquarters.
- 3.2.3.5 Pre-inspection by the Government Mechanical Engineer shall be mandatory before government vehicles are taken for service and/or repairs.
- 3.2.3.6 Any government driver who takes government vehicles for service and/or repair without pre-inspection by the Government Mechanical Engineer and a duly stamped pre-inspection report signed by the Fleet Manager will be subject to disciplinary action.
- 3.2.3.7 Post-inspection by the Government Mechanical Engineer shall be mandatory after government vehicles are taken for service and/or repairs to ensure the government gets value for money and that indeed the service and/or repairs have been satisfactorily done.
- 3.2.3.8 For security reasons, vehicles assigned to the Governor and Deputy Governor shall not be left overnight in garages for service and/or repair. It is the responsibility of the

drivers of these vehicles to inform the Fleet Manager when the vehicles are due for service in order to undertake pre-inspection, generate the pre-inspection report, source for proforma invoices from the approved garages and/or dealers, requisition for the requisite Local Purchase Order (L.P.O)/Local Service Order (L.S.O) to ensure the vehicle is presented for service and/or repair and secured within hours by the driver.

3.2.3.9 The government shall endeavor to establish a workshop and deploy mechanics to undertake regular service and repair of its vehicles.

3.3 Use of government vehicles

3.3.1 Vehicle yard

The government will establish a common yard at the county HQs where all vehicles will be parked and will start their journeys every day. The yard will be operated by the fleet manager. All motor vehicles will be parked in the yard to ensure protection from pilferage or damage.

Outside the County HQ, employees using Government vehicles should park at a government facility, preferably at a police station or a Administration police line.

3.3.2 Vehicle register

A register of all government vehicles, plant, machinery, trailers and motorcycles will be maintained by the County Secretary. This register will include the following particulars:

- Description of the vehicle or trailer or motorcycle;
- Chassis number;
- Engine number;
- Registration number;
- The date the vehicle is put to use;
- Department or government agency to which it is assigned
- Date of disposal.

All logbooks and spare keys of government vehicles, plant, machinery, trailers and motorcycles shall be deposited in the Office of the County Secretary.

3.3.3 Travelling by Government Vehicles

- i) The Governor and Deputy Governor shall be provided with transport as per the Salaries and Remuneration Commission (SRC) circulars issued from time to time.
- ii) County Executive Committee Members (CECs) shall be provided with transport while on official duty as per the SRC circular: SRC/TS/CGOVT/3/61 of 20th August 2013. County Executive Committee (CEC) members will be provided with Government vehicles in accordance with the scales of entitlement (this is model and type) as per government circulars issued from time to time. In exceptional circumstances where a County Executive Committee (CEC) member desires to purchase a vehicle of a type not covered by government circular should, with concurrence of the Chief Officer to the County Treasury obtain a certificate from the Chief Officer of the Department of Roads, Transport and Infrastructure to the effect that the type of vehicle is suitable for the purpose for which it is required.
- iii) All officers in Job Group 'S' and below will use pool transport when travelling on official duty

3.3.4 Use of Government Vehicles

Except as provided for in 3.14.5 below, government vehicles are intended for official purposes and must never be used for private purposes. It is the responsibility of the Authorized Officer to ensure that a government vehicle is properly used.

An officer who makes improper use of a government vehicle will render himself/herself liable to surcharge in addition to any other disciplinary action. In order to prevent unauthorized use of Government vehicles, all officers are duty bound to report in detail to the fleet manager or any other appropriate authority any government vehicle which is suspected of being in unauthorized private use. No Government vehicle should be out on the road outside office hours (i.e. 8.00 AM. to 5.00 PM, weekends, and holidays) unless it is authorized to carry out an emergency or essential service. In such a case, the authority for the vehicle to be out will be given in writing by the County Secretary.

Officers are expected to pool transport when traveling to the same destination particularly in the field services.

3.3.5 Transport work ticket

3.3.5.1 The use of the work ticket for a Government vehicle/motorcycle is compulsory. Any driver or rider of a Government vehicle/motorcycle (or any officer authorized to drive/ride a Government vehicle/motorcycle) operating without a work ticket properly authorizing a journey in question, found deviating from the route authorized, or carrying unauthorized passengers or goods, will be subject to disciplinary action. The instructions set out in the front cover of the book of work tickets must be made known to all drivers/riders and other officers responsible for the management of Government transport.

3.3.5.2 A summary of fuel, oil and distance travelled, will be entered, with the respective work ticket number, in the vehicle log-book on completion of each such ticket or at the end of each month should a ticket remain incomplete at the end of that month. This information will be used to generate the report referred to in 3.2.2.

3.3.6 Vehicle log book

Movement Log/Work Ticket will be maintained by the departments or government agencies to which a vehicle is allocated to provide operating record to the time of their disposal. Officers responsible for vehicles must inspect them and sign the log-books regularly, preferably weekly, and must insist on their correct completion. Any damage or defect noticed during the inspection should be recorded in the log-book and reported to the Fleet Manager who will make a report to the responsible chief officer.

Entries in the log book will include the following information:

Type and description of vehicle:

- i) Make;
- ii) Chassis and engine number;
- iii) Engine capacity;
- iv) Registration number;
- v) Department to which vehicle is allotted;
- vi) Brief description of any modifications carried out subsequent to purchase;
- vii) Details of repairs (other than minor adjustments);
- viii) Monthly progressive mileage totals with average oil/petrol consumption per kilometer or running hours;
- ix) An inventory of tools and equipment issued to the vehicle;
- x) Numbers and description of all tyres issued to the vehicle including replacements;
- xi) Record of inspections and oil changes;

- xii) Fuel, oil and mileage log; and
- xiii) Particulars of transfers between departments and government Agencies.

3.3.7 County government vehicle check unit

There will be a county government check unit drawn from the existing Enforcement Service to check that government vehicles are following the set regulations. Where a driver is found to have flouted the regulations, charges will be preferred against them and where charges are preferred, a report should be submitted to the County Secretary with copies to the Surcharge Committee. The County Secretary will be expected to comment on the report within seven(7) days before the Surcharge Committee deliberates on the matter.

Further guidelines may be developed to better ensure the operationalization of this unit.

3.3.8 Immobilization of Government Vehicles

Government vehicles when garaged and parked must be immobilized by removal of the switch key and/or removal of the distributor rotor arm. Where driving cabins are provided with doors with locks, the doors of the vehicle must be locked and the keys removed.

Government vehicles should be parked or garaged only at places authorized by the County Secretary.

3.3.9 Ignition Keys

The keys of all government vehicles, with the exception of ambulances must be handed to the Fleet Manager or any other authorized officer after office hours.

3.3.10 Speed Limits

In addition to maximum speed limits set out below, all government vehicles should adhere to speed limits set by the Ministry responsible for national government transport including the road signage indicating speed limits, fitting of speed governors(where applicable) and seat belts in line with the Transport Licensing Board Regulations. Authorized Officers in each department should ensure that these gadgets are checked regularly but not less than four (4) times in a year to ensure that they are functioning at all times.

The maximum speed permitted for government vehicles is as follows:

- i) Passenger cars and Motor Cycles.....110 Kph
- ii) 1.5 metric-ton trucks, Land Rovers and light vans.....80 Kph
- iii) 3 – 5 metric-ton trucks.....80 Kph
- iv) Any other type of vehicle drawing a trailer.....65 Kph

Separate instructions will be issued from time to time by the County Secretary in regard to the loading and towing of government vehicles and convoy procedure.

3.3.11 Misuse of government

A Surcharge Committee shall deal with reported cases of misuse of government vehicles. The committee shall comprise of the following

- i) Chair – County Secretary or his assignee
- ii) CO Transport
- iii) CO Finance
- iv) Fleet manager
- v) Director HR

The committee will develop its working procedures within the requirements of the public services code of regulation and disciplinary procedures

3.4 Cost of running the vehicles

In order to be able to track the cost of running government vehicles, all vehicles will be under the fleet management system which will be upgraded to be able to track all maintenance and fuel costs.

3.5 Driver management

3.5.1 Driver authorization to drive

A driver required to drive a Government Vehicle must have:

- i) A valid driving license
- ii) Up to date suitability test organized by the Chief Mechanical and Transport Engineer in the Ministry responsible for National Government Transport
- iii) A certificate of good conduct.
- iv) A Valid and current First aid certificate

3.5.2 Driver management

- i) A driver may not drive a type of vehicle for which s/he is not licensed.
- ii) An officer authorizing the use of a Government vehicle by a driver who does not possess a valid license, will be responsible for any pecuniary loss to the Government that may result from any eventuality.
- iii) The cost of renewal of annual driving licenses of established official drivers will be met from Government funds.
- iv) Safe for exceptional circumstances and with the written authority of the County Secretary, Government vehicles shall not be driven by an officer other than an established official driver. An officer who fails to produce such written authority, in addition to a valid driving license, will be subject to disciplinary action.
- v) Drivers of Government vehicles must at all times set the highest standard of road conduct and should also not smoke or use mobile phones while driving.

3.5.3 Driver welfare

In order to improve driver motivation,

3.5.3.1 The government will develop award schemes to drivers who exceed expectations with set criteria

3.5.3.2 Ensure drivers take annual leave

3.5.3.3 Drivers who drive the Governor, Deputy Governor, the County secretary and ECMs will have schedules that allow them to take days off during the week if they have to be on duty during the weekend.

3.5.3.4 The policy on staff allowances will be amended to allow for drivers who drive the Governor, Deputy Governor, the County secretary and ECMs to be paid DSA for all the days they have to sleep outside their work stations.

3.6 Vehicle servicing and maintenance

The Government will establish a workshop to handle minor vehicle service. It will also procure garages on framework contract to ensure vehicle service does not unnecessarily delay.

3.7 Rationalization of vehicles

Departments will establish their transport needs. This will be harmonized and adopted and departments will be allowed to progressively acquire the deficit vehicles or dispose of excess vehicles.

3.8 Insurance and accident management

All vehicle insurance will be pooled under the office of the County Secretary. In order to better manage accident reporting and documentation, the following procedures will be followed in case of accident

3.8.1 Accident Procedure

3.8.1.1 All officers and drivers in charge of Government vehicles should acquaint themselves with the provisions of the Traffic Act (Cap.403) which makes it obligatory for a driver of a vehicle involved in an accident to stop and give his/her name and address, the name and address of the owner and the identification marks of the vehicle to any person having reasonable grounds to require these particulars. If for any reason, the driver of the vehicle does not give his/her name and address to any such person, or if any injury has been caused, s/he must report the accident at the nearest police station or to a police officer. The relevant provisions of Section 73 of the Act read as follows:

73. (1) 'If, in any case, owing to the presence of a vehicle on a road, an accident occurs whereby injury or damage is caused to any person, vehicle, dog or cattle, the driver of the motor vehicle shall stop, and if required to do so by any person having reasonable grounds for so requiring, give his name and address, and also the address of the owner and the identification marks of the vehicle'.

3.8.1.2 Any other person in the vehicle at the time of the accident shall also, if required to do so, give his/her name and address.

3.8.1.3 If, in the case of any such accident as aforesaid, the driver of the motor vehicle for any reason does not give his/her name and address to any such person as aforesaid, or if any injury has been caused to any person or animal, the driver shall report the accident at a police station or to a police officer as soon as reasonably possible, and in any case within twenty-four (24) hours of the occurrence thereof.

'Road' is defined in the Act to mean:

'Any public road within the meaning of the public Roads and Roads of Access Act, and includes other road or way, wharf, car park, footpath or bridle path on which vehicles are capable of traveling and to which the public has access'.

3.8.1.4 While this statutory obligation applies also to drivers of Government vehicles, every accident to a Government vehicle, however minor, must be reported immediately to the Officer-in-Charge of the Police Station in whose area the accident occurs, whether or not such an accident has caused any injury or damage to any person, vehicle or domestic animal. In order that a proper investigation may be carried out into the cause of the accident, the driver of the government vehicle will not move the vehicle from the scene of the accident unless authorized to do so by a Police Officer.

3.8.1.5 In addition to any report to the Police, a preliminary accident report must be submitted on the day of the accident to the County Secretary on whose charge the vehicle is borne giving the following particulars:

- i) Number of Government vehicle and the name of the driver;

- ii) Place, time and brief circumstances of accident;
 - Name of any other person or persons who have, or whose property has suffered damage, or who have caused damage to Government property, and the number of their vehicle;
 - Estimate of damage suffered by (iii) above or by Government personnel or property or both; and
 - The date on which the accident was reported and the name of the Police Officer who took the report and the police station where it was made.
- iii) In cases where the driver has been arrested, the officer-in-charge of the police station concerned will make this report to the officer in supervisory charge of the vehicle, but in all other cases the driver himself, unless incapacitated by the accident, will be responsible for initiating the report.
- iv) On receipt of the report, it will be the County Secretary will call for a detailed report from the officer in supervisory charge of the vehicle.
- v) Where Government incurs expenditure, whether by reason of any third party claim or otherwise, as a result of any accident to a Government vehicle and such accident is attributable wholly or in part to the negligence or misconduct of any Government employee, the latter may be required to reimburse the Government the whole or part of any such expenditure.
- vi) All cases (except those of Workmen's Compensation to the Government employees) where there is a claim for damages or personal injuries against the Government, should be referred to the County Law Office who will call for the Police Investigation File relevant to the accident and give advice. If the County Law Office advises payment of damages for personal injuries, the case should be referred to the Chief Officer to the County Treasury for instructions before any liability is admitted or any payments made. A report must also be submitted to the County Treasury in cases where the damage to the Government vehicle exceeds KES 1,000 even though no third party may have suffered injury or damage. The reports made in accordance with this regulation are in a form obtained from the Chief Officer, County Treasury.
- vii) In cases where claims are paid to insurance companies or advocates in respect of accidents, departments and agencies concerned will obtain discharge certificates signed by the owner of the vehicle involved. The discharge certificate is in a form obtained from the Chief Officer, County Treasury.
- viii) Accidents involving Government vehicles must be reported by the responsible office without delay to the appropriate insurance company.

3.8.2 Failure to Report an Accident.

Failure to report a motor vehicle accident, or a record showing a high accident frequency or questionable costs could lead to legal and disciplinary action against the employee, and prohibit further motor vehicle use.

3.9 Fleet management

The current fleet management will be upgraded and more features put into use to ensure maximum benefit from the system. In particular, the following features will be useful

- Tracking and geo-fencing system
- Fuel management

- Control centre

3.10 Fuel management system

All government vehicles will use the fuel management system under the fleet management. Summary of fuel drawn and distance travelled will be computed every month.

3.11 Use of Government Motorcycles

- 3.11.1 A Government bicycle or motor cycle may be made available to a member of the support staff service whose duties entail travelling within the town for the purpose of collecting and delivering official mail or other similar duties.
- 3.11.2 Government bicycles or motor cycles in each department should be placed in the charge of a departmental officer who should arrange a weekly inspection of all cycles and their accessories and keep a record of such inspection. The register should contain particulars of the frame number, make, c.c. where applicable, type, date of purchase and the name and address of the supplier.
- 3.11.3 Log books and spare keys should be kept in the office of the county secretary
- 3.11.4 A cycle when not in actual use, should be padlocked to an immovable object such as railings, bicycle stand, etc. In case of theft of a bicycle or a motor-cycle, a report should be made immediately to the police giving particulars of the cycle, including the frame number.
- 3.11.5 A Government cycle should not be used for private purposes and passengers should not be carried on a cycle on duty.
- 3.11.6 A government motorcycle rider must have a valid driving license, experience of not less than two years, and should at all times use safety gear when riding. All journeys must be properly authorized using the official work tickets which must be returned to the fleet manager at the end of the month.

3.12 Aging fleet management

All unserviceable vehicles will be disposed of. This should be a continuous process. Disposal of government vehicles will be done by the county asset disposal committee, appointed by the County Secretary as per the public procurement and disposal act.

Recommendation for bonding

- Beyond recommended mileage
- When they are no longer economical to use based on cost of repairs and use of fuel
- Are accident write-off

3.13 Vehicles donated to private individuals and organizations

When government desires to give a grant to any private individual or organization in form of a vehicle or a motorcycle, it will ensure such vehicle/motorcycle is not registered as a county government vehicle.

3.14 Facilitation of staff on duty when there are no vehicles

At times officers are called to attend to duty out of their workstations. In such cases, the government ought to provide transport. There are situations when there are no vehicles available in which case the officers can either take taxis, public transport or use own vehicles and claim mileage. In such circumstances, the following guidelines will apply

3.14.1 Travelling by Public Service Transport

When travelling by public service transport on first appointment, transfer or duty, outside the duty station, an officer will be provided with fare at rates which will be determined by the Government from time to time.

The table below shows the current fare rates covering return journey

	AREA	FARE IN KENYA SHILLINGS
1.	Within Sub-county but outside the officer's duty ward	500
2.	Within the County but outside the officer's duty Sub-county	1,500
3.	Machakos, Kitui and neighboring counties	2,000
4.	Nairobi and environs	3,000
5.	Naivasha and other areas between 200 and 300 Km	5,000
6.	Mombasa, Kisumu and other areas between 300 and 500 Km	10,000
7.	Anywhere beyond 500Km	15,000

3.14.2 Travelling by personal Car

Where there may be no government vehicle to travel on official duty outside the normal duty station, an officer may seek permission of his/her Chief Officer or Accounting Officer to use public transport or his/her own car. Permission will normally be granted where the use of a motor vehicle is economical and in the interest of the service and in consultation with the fleet manager. Where such permission is granted, after filing the authorization form, the employee shall claim reimbursement based on the prevailing Automobile Association (AA) rates. The vehicle capacity shall be limited to 2,000 C.C. Where possible, officers should pool transport.

3.14.3 Use of Taxis

When travelling on duty, an officer may be reimbursed the appropriate cost of taxi fares from his/her residence to the railway station, appropriate bus terminal or airport and vice-versa on production of receipts, provided government transport is not available. The County Treasury shall set the allowable taxi fares for distances frequently travelled by County Public Servants from time to time. Use of taxis will be limited to short journeys.

3.14.4 Travelling by Air

When travelling on duty to another country an officer should normally travel by air upon approval as guided by the government. Air travel on duty within Kenya will require the prior approval in writing of the County Secretary for officers in Job Group S and below. Such approval may be given when other modes of transport are unavailable, air travel is economical or where the saving of time is paramount. Air travel bookings for officers should be arranged as follows:

3.14.4.1 Governor, Deputy Governor and County Secretary – First/Business Class

3.14.4.2 All other officers - Economy Class.

When it is necessary to travel by air within Kenya to places not served by any commercial airline, the services of the Kenya Police Air Wing should be utilized and bookings should be arranged with the Staff Officer, Kenya Police Air Wing.

3.14.5 Transport of Personnel under other circumstances

3.14.5.1 Transport on various occasions

Free transport may be provided for an officer, his/her spouse and unmarried children aged 22 years and below who are living with and are dependent on him, on occasions when they are travelling on first appointment, transfer, convalescent leave, approved medical (including dental) treatment, retirement and termination of appointment. The age limit for children may be extended beyond 22 years under special circumstances (for example, permanent disability and for those still in school) with the approval of the Accounting Officer.

3.14.5.2 On termination of appointment or on retirement

On termination of appointment or on retirement, an officer will be provided with free transport to any desired destination of residence within Kenya. This privilege will not apply to an officer who resigns his appointment or who is dismissed from the service.

3.14.5.3 Travelling for Interview

An officer who is invited for an interview by the County Public Service Board (CPSB) or the Authorized Officer will be regarded as traveling on duty and his/her travelling expenses will be charged to the appropriate vote of his/her department or government agency. This regulation will also apply to officers who travel to other stations to sit for examinations conducted by the Public Service Commission of Kenya or the Kenya School of Government.

3.14.5.4 Transport of Baggage

When traveling on first appointment, transfer, duty, termination of appointment or retirement, an officer shall be provided with a government vehicle to transport his/her luggage. However, in the absence of a vehicle, the officer will be eligible for a baggage allowance. In case of the death of an employee, the deceased legal representative will be eligible for a baggage allowance.

Payment of baggage allowance will be in accordance with the prevailing rates as will be determined by the government from time to time. The current rates of baggage allowance are as appended as below:

Baggage Allowance

Job Group	Rate Per Km (KES)
S and above	65
P – R	55
K – N	45
G – J	35
F and below	30

3.14.5.5 Transport Facilities on Bereavement

Transport facilities for a deceased officer and immediate family member shall be provided at Government expense to the place of burial when an officer dies while in service and if the spouse or dependent unmarried children aged twenty-five (25) years and below die while the officer is still in the service. Where government transport is not available, a private hearse may be hired at government expense. An officer who will represent the government at the burial of the deceased shall be granted official transport.

3.15 Transitional

Once the policy is adopted, there will be a transitional period of two months to fully implement the policy. This will allow for the fleet management system to be upgraded and more features put into use. This will also be a pilot period after which any challenges

identified will get solutions and any emerging issues captured and incorporated into the policy.

During the transitional period, the fleet manager will work in close collaboration with Chief officers to ensure the transition is smooth and does not affect service delivery.

During this transition period, the following will obtain

1) In order to facilitate proper monitoring of the use of Government vehicles, Authorized Officers (Chief Officers) will submit monthly returns on all vehicles under their charge to the County Secretary, specifying the following information for each vehicle:

- (i) Vehicle particulars;
- (ii) Distance traveled during the month;
- (iii) Amount of fuel consumed;
- (iv) Details and cost of all repairs;
- (v) Details of grounded vehicles and reasons
- (vi) Any other relevant remarks.

3.16 Effective date

This policy has been adopted by Cabinet vide minute..... and becomes effective from