POLICIES AND PROCEDURES FOR TRANSPORTATION LOGISTICS UNIT

INTENDED USE

This Standard Operating Procedure (SOP) is designed to ensure effective management of the Institute’s transportation fleet.

Introduction:

The procedures when adhered strictly to, will go a long way to address transportation needs of the Institute at State offices, Regional offices and Central office. It is also for safety, upkeep and maintenance of the Institute’s vehicles for effective and maximum utilization.

POLICY:

- The functions of the Unit do not involve procurement functions but all related procurements will be initiated by the unit, approved by Director Administration (DA) and transferred to procurements for execution.
- The Unit compiles a comprehensive list of vehicles which has the following information: i.e. vehicle registration number, makes, type, date of purchase or supplied engine and chassis number.
• All the vehicles should not be used for any other purposes than for the project that they were meant for.

• All other vehicles except the Mobile HIV monitoring laboratory vehicles are to be serviced at 5000km after last service.

• Vehicles should be taken to identified service centers only.

• Accidents must be reported no matter how minor or small.

• Mechanics must have authorization to repair after quoting.

• As much as possible, Drivers must merge trips to save costs.

• Drivers should always wear seat belts and ensure all passengers do likewise before movement.

• Drivers should always observe speed limit of 100 km/hr.

• Drivers should never answer cellphone while driving, they should either (a) ask the passenger to help answer it if they think it is an emergency or (b) pull off the road safely, park, and then answer the phone.

• Drivers should not take vehicle keys away when closing from work.

**Procedures for release of vehicle for an official trip.**

• Each thematic unit will initiate their transportation needs arrangement and in advance

• Request for travel should be made at least about three to four days before the date of the trip but for emergencies, it will be treated as the need arises depending on availability of vehicle.

• The officer(s) traveling will first fill the Vehicle Request Release Form which has the following information; name, department name, title/names of travelers, purpose, location, date/time of departure. Date of return, requesting HOD signature, transport officer’s signature and Head of Transport signature respectively

• Another form to be filled by the transport officer is the Travel Vehicle Authorization Request which has the following information, date, name, telephone number (mobile), destinations and purposes of travel, expected date of return, name of persons traveling, employee(s) signature, vehicle...
number, driver’s name, transport officer’s and logistics manager’s signature and approved by the Chief Executive Officer or whoever may be designated to sign on his behalf.

- Having followed the sequence as enumerated above, the Transport Officer will then assign the vehicle he deems road worthy for the trip. The driver whose name is on the Travel Vehicle Authorization request will be assigned to drive the vehicle.

- For our staff coming from outside the country and other dignitaries, the unit receives an itinerary from the Travel’s officer, a vehicle is sent to the airport based on the notice/information obtained and the airline’s arrival schedule. If it is a staff that is unknown to the driver, he is given a placard which bears the name of the visitor.

- Drivers work from 7:30am to 6pm in Abuja, while outside Abuja 6am to 6pm. A driver on night duty will work from 11:00am to 9pm from Monday to Friday, Saturday 9:00am to 9:00pm, Sunday 1:00pm to 9:00pm. He takes Monday as day-off.

- The Transport officer prepares a daily inventory of IHVN Vehicles for the Associate Director and gets approval to engage the services of car hire when the need arises.

### Procedures to be followed by the Transport Officer/Drivers.

On assignment of a vehicle to a Driver by the Associate Director or his designate, the following are his duties:

- He must ensure effective use of vehicle daily check list which clearly states the functionality of each vehicle.

- He must replenish the vehicle fuel (PMS & AGO) as appropriate. He must fill fuel / diesel consumption log book which includes: date, day, litres collected vehicle number, speed meter readings, vehicle make, collecting driver’s name and any other remark.

- At all times distance covered and places covered must be recorded in the log book.

- In an event of an accident, the driver should call the Administration Department and notify the Associate Director, Transport Officer or Assistant. If at the Regional Offices call the Regional Manager, Admin Officer and the Transport team at the Central office.

- If LIFE is involved, report, yourself to the nearest police station.
• Accidental Damage: Write a full report; submit copy of your Driver’s License to Admin. To process police report with estimate of repairs.

• Damage by Third Party Vehicle: Collect the insurance particulars of the third party vehicle.

Vehicle Repairs and Servicing

• All other vehicles except the mobile HIV monitoring laboratory vehicles are to be serviced at 5000km after last service.

• Vehicle repairs log book with the following information: vehicle registration number, nature of fault(s), servicing company, transport officer’s signature, logistics manager’s signature, estimated and actual cost of repairs.

• Vehicle Service Request has to be signed by the Associate Director before a vehicle is taken out for servicing.

ADDENDUM

Following the rapid growth of the Institute with additional sites, increase in the volume of shipments received into the warehouse and more trainings at Regional level/sites, there is increased travel needs on our limited fleets. Based on the foregoing, we have engaged the services of Abuja Leasing Company Car Hire Services for our staff especially whenever most of our vehicles embark on official trips. We have also engaged the services of Nigeria Labour Congress (Haulage Transport Division) we engaged this haulage company mainly when we need to move loads that our delivery van cannot carry or when there are multiple requests that need to be attended to at the same period. However, we patronize these Companies when ever the need arises.