



Standard Operating Procedures Manual SOPs

Transportation

“Vehicle Management”

Presented to:

Independent Elections Commission (IEC)

Funded and Supported By

United Nations Development Programme (UNDP)

Kabul- Afghanistan

Date: March 2016/ Hoot 1394

Prepared by: BDO- Jordan & SH

	March 2016	Department	Transportation
SOP No.	Tran-01	Revision No. and date	New
Implemented By	IEC Transportation Unit	Review authority	
No. of pages	15 Pages	Signature/ stamp	

Vehicle Management SOP:

1. Objective and Scope: -

Objective: The purpose of this policy is to promote guidelines consistent with Afghan government laws to manage IEC transportation/ vehicles use in an efficient and effective manner, to encourage the safety of vehicles, drivers and passengers and to minimize physical damage to the IEC transportation. This policy establishes rules regarding driving according to Afghan government law in order to:

- Provide and monitor appropriate system for vehicle usage and authorizations
- Determine specific safety requirements and recommendations
- Define effective driving standards, consequences and corrective actions.
- Insure that the vehicles are only used for business purposes and not for personal use.

Scope: Is to help manage & maintain the vehicles and transportation of IEC in efficient manner and to ensure transparent and accountable use of all IEC vehicles. & process will be limited to Transport management within the IEC transport and logistics Departments.

2. Terms, Definitions, Instructions & Abbreviations:-

Articles of the Standard operating procedure based on government law.

- I. This operating procedure is to regulate the usage and maintenance of vehicles in all government entities.
- II. All government vehicles are for official business, including providing pick and drop facilities for Civil servants, transporting Agricultural, mineral and construction related material to be used for the government entity.

- III. Usage of government vehicles for personal use are prohibited, responsible person besides paying for the loss will be subject to legal act against him/her.
- IV. Governmental vehicles should not be used after official working hours, unless there is a need for it based on the work plan of the government entity.
- V. Transportation unit should prepare a work plan in accordance to the approved work plan by the senior officials of the government entity.
- VI. All governmental vehicles should be arranged and kept as motor pool under direct supervision of transport manager and oversight of the general services director, and or project managers inside vehicle parking lot of the government entity.

1	CEO:	Chief Executive Officer
2	IEC:	Independent Election Commission of Afghanistan
3	SOP:	Standard Operating Procedure
4	GoIRA:	Government of Islamic Republic of Afghanistan
5	GSU:	General Service Unit
6	TOR:	Terms of References
7	ANSA	Afghanistan National Standard Authority
8	KM	Kilo Meter

3. Tasks, Responsibilities and Accountability.

Task	Authorized	Responsible
Vehicle and Transport	Transport Mgr	Transport Officer/Team
Authorized Approver	General Services Unit/CEO	Transport Mgr
Monitoring and oversight of the process	General Services Unit	Transport Office

4. Operating procedure:

- A. Government official and civil service employees could use the vehicles of the government entity for official business purpose in the following order of classification based on grade and ranking.
 - i. *Senior Officials out of rank should be assigned with a specific vehicle for official business use.*
 - ii. *Official holding grade 1, 2 and project directors who are the seniors of the organization should be assigned with a specific vehicle for the pick and drop purpose, the assigned vehicles should then be parked in the pre-assigned parking area and could be used for official purposes during the time.*
 - iii. *Advisors and experts holding grades (1, 2, and 3) who are living in the same area or transportation route should be assigned a vehicle that should be used collectively.*

- iv. *Civil servants of grade 3 or lower should be using the assigned pick and drop rental or government owned shuttle busses, unless if the management decides any special arrangements for them based on their type of assignment.*
- B. For traveling from one province to another province while using government vehicles should be requested to IEC, CEO and once approved the vehicle could be used, Transportation manger to provide the driver with required amount of fuel and lubrications used during the travel and ensure the vehicle is fully functional and operational.
- C. Logbooks for all vehicles should be kept up to date and KM and dates of usage should be listed at the beginning and end points of all trips inside or outside the provinces. Users of the vehicles must write the Starting Kilo meter, destination of the trip and the end of travel KM counter into the vehicles log book.
- D. Fuel consumptions differs by type of vehicle, engine, Cylinder and type of fuel (Petrol, Diesel) of vehicles and are calculated per KM. Calculation should be in accordance to the given norm and standards by Afghanistan National Standard Authority (ANSA).
- E. Drivers are responsible to check and ensure the KM counter at the vehicle is functional and should verify it with the technical committee of transportation unit before fueling the vehicle and should receipt their confirmation.
- F. All vehicles of IEC based on the technical specification of the manufacturing company should be kept functional and operational as well should be operated based on the manufacturing company's catalogue for routine and seasonal maintenances. Head of transport unit is responsible to ensure all the vehicles maintenances and cleanup's are done in timely manner and based on the schedules.
- G. Vehicles should be kept in a safe and covered area during the night times and official holidays, the Transport office should ensure safety and security of the vehicle parking.
- H. Government officials & Civil Service employees are not allowed by law to drive government owned vehicles despite having a driver's license. Driving for check and control of vehicle by the authorized maintenance unit personnel is authorized.
- I. Drivers are responsible to coordinate with transportation unit for technical maintenance, cleaning services and take good care of their assigned vehicles based on need and given schedules and to ensure their vehicles have enough fuel and other required lubricants to operate normally.
- J. Drivers are responsible to ensure the KM counter lock is maintained correctly and could be check and verified by auditors at any time.
- K. In case of accident drivers should immediately report the incident and type of damage or involving personal injuries to the local law enforcement agency and

transportation Manager as soon as possible and the transport manager to visit the accident site to ensure and be able to decide what caused the accident and who the blame goes to.

- L. If the driver found guilty for the accident occurred, will have to pay the damages caused to the other party and repair his own car as well.
- M. Drivers who fail to adhere to vehicle usage policies and procedures are subject to disciplinary action according to the severity of the infraction. If a violation occurs while operating IEC vehicle, all fines are the responsibility of the driver.
- N. Transportation Unit is responsible to ensure all drivers are well aware of traffic regulations and abide by those rules and the transportation Manager reports all the activities to General Services Directorate.

5. Related Documents/Procedures:

Terms of Reference for Transport Manager:

- a. To keep all the vehicles ready, functional and fully equipped with supplies and accessories based on the seasonal requirement and make sure efficient use of all transportation means.
- b. Usual repair and technical maintenance of all vehicles and transportation facilities in accordance with the vehicle's manufacturing company catalogue.
- c. Monitoring all transportation facilities including vehicles power generation machines, workshop and other transport related machinery during official hours.
- d. Ensure all vehicles have license plate, usage permit, log books, and legally have no barrier to be used by the driver.
- e. Monitoring the cleanness, technical maintenance, of (light medium and heavy) for all IEC vehicles are done properly and timely.
- f. Ensure the pick and drop facilities provided to the employees are done properly and vehicles are equipped with the required material to operate.

Terms of Reference for Drivers:

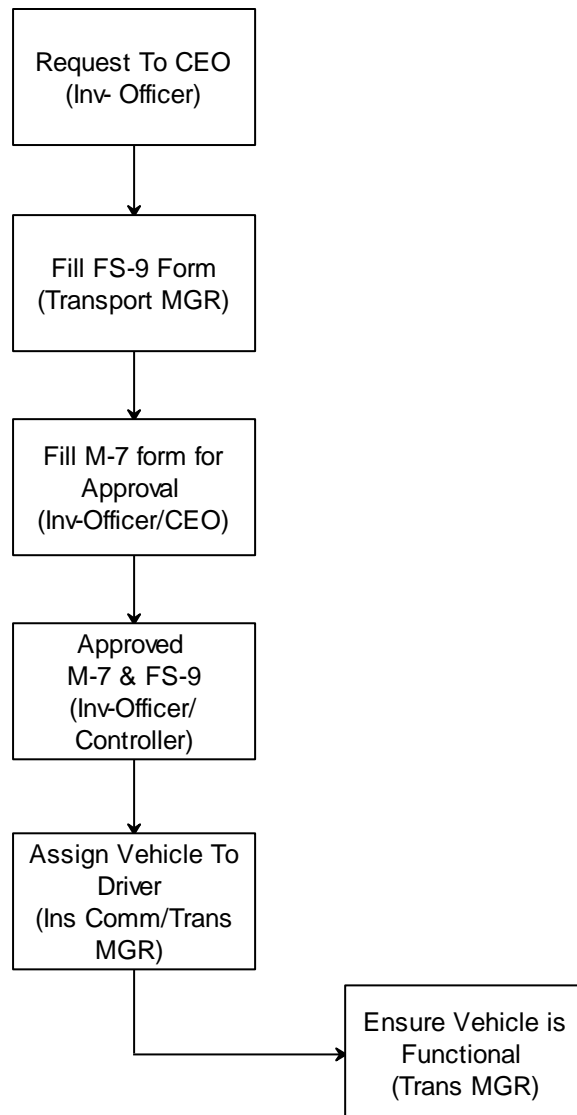
- a. Timely informing transportation on maintenance and repairs required for vehicle.
- b. To have a valid Driving license and be well aware of all the traffic rules and regulations of the country.
- c. Should have good behavior with staff and respect all transport members and other staff of IEC.
- d. Should be punctual, honest, well organized, clean and reliable

- e. Should not disobey the management and not misuse the vehicle for other than official purposes.

Procedure for vehicle handling over to Driver:

- a. Once a driver is hired and introduced to Transport unit for service providing, the Transportation Manager should prepare a request to IEC Chairman/CEO for assigning a vehicle to the driver,
- b. Transport Manager to fill the FS-9 form and send to the goods custodian at the stock accompanied by the approved request made to CM/CEO.
- c. The goods custodian at the stock should fill M-7 and route it to CM/CEO through proper channels for review and approval.
- d. Once approved the M-7 and FS-9 form accompanied by the approved requisition should be routed to controller office for review, control and stamp.
- e. After the form was stamped the driver now will be issued vehicle in presence of the transportation manager, technical and inspection committee.
- f. The technical and inspection committee is responsible to ensure the vehicle assigned to the driver is fully operational and functional.
- g. If a driver decides to resign or is terminated for cause, Transport Manager is responsible to immediately fill the FS-8 form and return the vehicle once it was checked and controlled by the inspection and technical committee to stock goods custodian and a copy of the form to be placed at the personnel file of the driver in HR office.

Flow Chart for handling Vehicle:



Standard Norms:

1. Standard Norms for Changing engine oil; filter is **KM 2,500 or based on the vehicle user's manual**. Once the vehicle is used for a distance of 2500 KM, the engine oil and filter should be replaced.
2. Air filter for all type of vehicles should be replaced once **every 3 months**.
3. Standard norm for fuel consumptions of vehicles are attached to the Sop.
4. Standard norm for changing and replacement of tires are depending on the area and type of roads the vehicle is traveling, but mostly the tires are replaced at a rate of **KM 40,000**. But this is subject to change and could be reduced up to **35,000 KM**

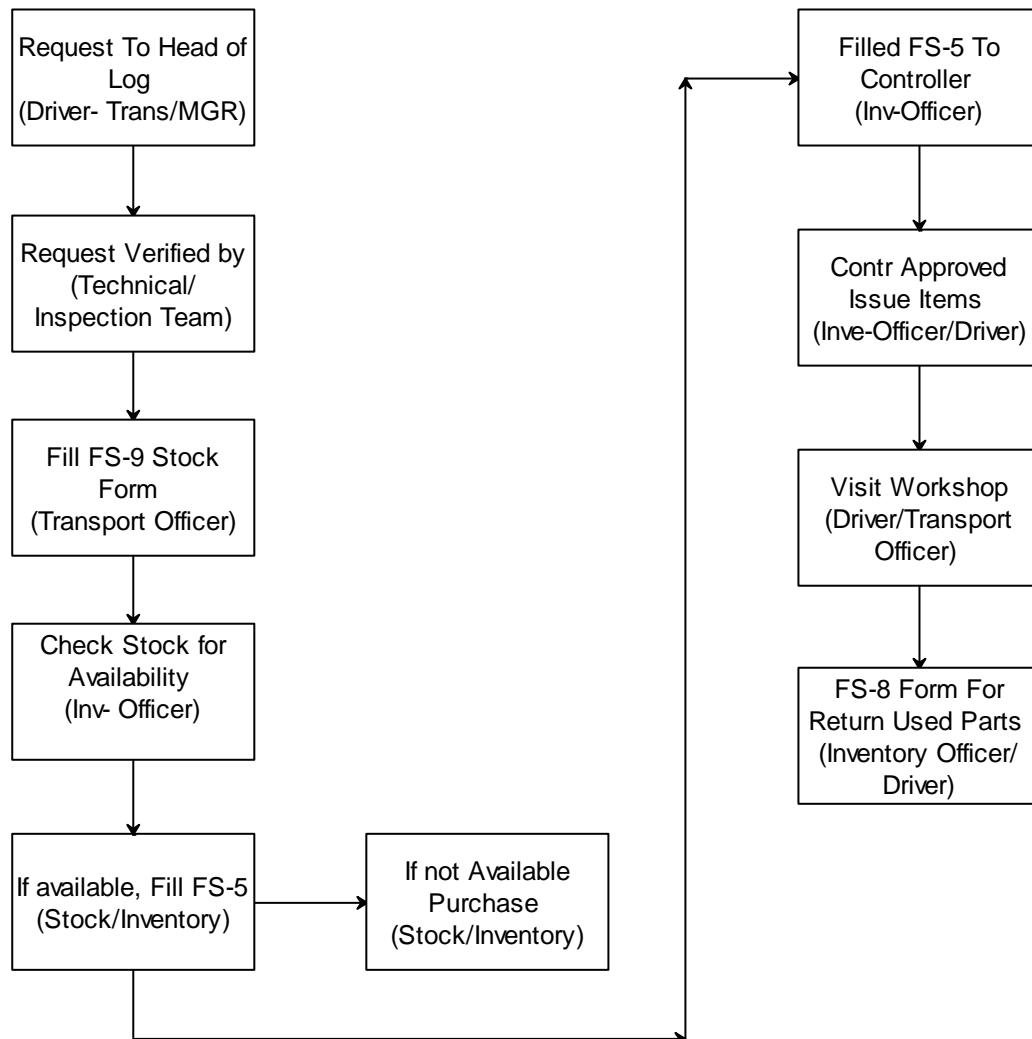
based on the need and verification of the transportation Manager considering the route and types of the roads the vehicle is used.

5. Useful life of a vehicle as per the asset guide book of UNDP is **100,000 Km or 12 years** of usage (Whichever comes first).

Procedure for requesting fuel, lubricants and other spare parts for vehicle:

- a. Driver to put a request form after the vehicle reached the given norm of (i.e. changing engine oil).
- b. The requisition should be confirmed by the pre-assigned technical team and should be confirmed by the mechanical team.
- c. Now the FS-9 form should be filled (*Stock form*) FS-9 forms is mainly used for requesting of needed material from the stock if the spare parts were not available in the stock, storekeeper
- d. Will recommend purchase from market in the same form.
- e. Next step is to visit asset management unit for receiving the required spare parts/supplies for the vehicle.
- f. The store keeper will add requested spare parts/supplies to form FS-5 which is a stock supplies distribution form.
- g. Then the form goes to the controller's office for final review, verification and stamp.
- h. Once controller signed the form should be returned to the storekeeper for issuance of the requested spare parts/material.
- i. The driver will then have to go to the IEC workshop for the physical maintenance (*changing engine oil, filter, air filter, diesel filters and etc*).
- j. For useless spare part the form FS-8 that is used for the parts and supplies that are no more in use and has been depreciated should be filled and returned to stock along with those depreciated spare parts/ supplies.
- k. IEC has a fully equipped workshop that can handle all light, medium and heavy maintenance of the IEC vehicles other than dent and painting shop.

Flow Chart for Requisition Spare Parts, Lubricants and e.t.c.:



Maintenance Procedure:

- Driver to write a request explaining the type of technical problem in the vehicle to the head of supply and services unit.
- The head of supply and services will approve the request and refer it to the technical and inspection committee, the committee will inspect and check/test drives the vehicle and will reply their findings and feedback.
- Transportation manager to write a request through the head of supplies and services, to IEC, CEO describing the technical issue of the vehicle and list down required spare parts for the vehicle to be replaced based on the recommendation and findings of the technical and inspection committees.

- d. Once approved by CEO office, the request will go to the procurement office in order to procure and coordinate the purchase of the approved spare parts with the IEC contractor.
- e. Once the spare parts are provided it should be checked by the technical and inspection committee for their review and confirmation. The next step will be to handover the spare parts to the goods custodian at the IEC stock. Meanwhile, all paper works including the purchase bills and approved requests should be prepared and sent to Finance department for processing and payments.
- f. Driver to take the vehicle to the workshop for maintenance and replacing the spare parts, and to return the damaged spare parts to stock.

Quarterly Maintenance:

Check #1

Include but is not limited to full check of the vehicle from front wheel and continued to the rear wheel of the vehicle, vehicle should be placed in workshop, for the technical inspection and test drives, if any faults identified then the vehicle should be parked for maintenance following the procedures explained in above for replacing any damaged spare parts, and should be recorded in the vehicle maintenance history log book.

Check #2

Check #2 is more detailed in comparison to check #1 and includes, opening, cleaning and refreshing lubricants of front and rear wheels, checking brakes, brake pads, shock absorbers, metal compression coil springs, as well as same maintenance and checks are applicable on the rear wheels of the vehicle. Furthermore all lubricants for gearbox, steering wheel, brake and other necessary parts.

Safety Tips:

- I. The driver should take every precaution to ensure the safety of passengers. No person may ride in a IEC vehicle unless properly restrained by a seat belt It shall be the driver's responsibility to ensure that all passengers are properly restrained.
- II. 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. 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.
- III. The driver of IEC vehicle shall take every precaution to ensure the safety of the vehicle and its contents. The driver shall lock the vehicle and take the keys

Here are some instructions to look for each time IEC vehicles are used:

- a. Ensure tires are in good condition and the air pressure is correct, lights and signals are clean and working
- b. Ensure oil and antifreeze/coolant is at proper levels and shock absorbers do not show any signs of leaks meanwhile the braking system in top working order
- c. Try to consider the safety distance while driving behind the driver in front - more in bad weather or at night.
- d. Ensure to pass on the left, but only where it's permitted and where you can see enough clear space to pass comfortably. Be especially alert in heavy traffic - for sudden stops, cars passing or moving in and out of lanes, debris, construction, or potholes.
- e. Constantly check rearview and side mirrors for approaching traffic.
- f. Obey the speed limit and other rules of the road use windshield wipers, lights, and defroster in rain and snow. Turn on headlights as soon as it starts to get dark.
- g. Cell phones should not be used by drivers when operating and driving IEC vehicles.

6. References:

Official Gazette Ref# 511 "Regulation on Usage and Maintenance of Vehicle
UNDP Vehicle Management and asset Depreciation SoP.

7. Attachments:

#1 form vehicle log book


#2 form FS-9

#3 form FS-5

#4 form FS-8

#5 form to request oil/lubricants.

#6 Standard norms for Fuel consumption for IEC vehicles issued by ANSA

 جمهوری اسلامی افغانستان					
فورمه ف.س. (5)					
تکت توزیع تحویلخانه					
4- نمبر پور رسید		نمبر امر خریداری		1- نمبر تکت	
5- تاریخ		تاریخ		2- تاریخ	
6- شعبه درخواست کننده		شعبه درخواست کننده		3- تحویلخانه توزیع کننده	
معامله شد بحساب	قیمت مجموعی	قیمت واحد	تفصیلات جنس	تبصره ذخیره	اعداد
12	11	10	9	8	7
ملاحظه شد					
15- امضاء گیرنده			14- امضاء امر تحویلخانه		
تاریخ:			16- اندراج : تمام اجناس در دفتر ثبت ذخیره درج گردیده است .		
کاتب اندراج توزیع فورمه در یک اصل و دو کاپی ترتیب شود. اف: اصل به درخواست کننده داده شود. ب: کاپی الف در تحویلخانه حفظ گردد. ج: کاپی دوم به محاسبه جنسی ارسال گردد.					

نمبر مسلسل..... فورم اعاده تحويلخانه تاريخ. / /

قلامیکه در ذیل فهرست گردیده زیاده ازین مورد ضرورت نمیباشد لطفاً به این تاریخ اجراءات نموده حساب این شعبه را تصفیه نمایید

نمبر اقلام	تشریحات جنس	تعداد	حالت

امضاء شخص تسلیم دہندہ _____

از رسید اقلام فوق تصدیق میگرد

امضاء _____ تاریخ _____

_____ امر رسید _____ امر تحویلخانه _____

فرمه: دریک اصل و دو کایی ترتیب گردد

الف: اصل آن همراه با جنس به تحویلخانه تسلیم شود و شعبه تحویلخانه در کارت ثبت ذخیره معلومات را درج نموده واصل مذکور را به شعبه محاسبه جنسی جهت معلومات حسابی تقدیم میدارد.

ب: کاپی آن به شعبه که جنس را اعاده میدارد به قسم رسید ارسال گردد.

#5 Request form Template

د افغانستان اسلامي جمهوریت
د ټاکنو خپلواک کمیسیون د ارالشیاء

جمهوری اسلامی افغانستان
دارالانشاء کمیسیون مستقل انتخابات

Islamic Republic of Afghanistan
Independent Election Commission Secretariat

برياست محترم تهيه خدمات

اینجانب () ولد () دريور موټر هلیس () پلټ () که مربوط مامورین میبشاد از کیلومتر ()
الی () کیلومتر گردش نموده و به اجناس ذیل ضرورت دارم

بنیاز مقام محترم خواشمندم امر اجرای حواله انرا بالای شعبه مربوطه احکام
عنایت فرماید.

1	-	
2	-	
3	-	
4	-	
5	-	
6	-	
7	-	

با احترام

#6 Standard norms for Fuel consumption for IEC vehicles issued by ANSA

Annex #: 8

Islamic Republic of Afghanistan
Afghan National Standards Authority (ANSA)



جمهوری اسلامی افغانستان
اداره ملی استاندارد (انسا)

د افغانستان اسلامي جمهوریت
د ستندرد ملي اداره (انسا)
د تخنیکي معاونیت
د نورم د تثبیت امریت
د اجرایی مدیریت

نېټه: ۱۳۹۰ / ۱۲ / ۱۲

کڼه: ۱۵۰

به دارالا نشای محترم کمیسیون مستقل انتخابات !

بلا ترنامه شماره (22) مورخ 1390/4/4 شما احتراماً مینگاریم.

- نورم اساسی مصرف مواد سوخت عراده لند کروزر رهی مدل VDJ200L-GNMNZV با انجن 1VD-FTV هشت سلنډره ، دیزلی ، دنده گیر، ساخت جاپان دریکصد کیلومتر مقدار (20) بیست لیتر دیزل .

- نورم اساسی مصرف مواد سوخت عراده کرولا مدل NZE120L-AEMDK با انجن 2NZ-FE چهار سلنډره ، پترولی ، دنده گیر ، ساخت جاپان دریکصد کیلو متر مقدار (10) ده لیتر پترول .

- نورم اساسی مصرف مواد سوخت عراده لند کروزر پرادو مدل TRJ120L-GKMEKV با انجن 2TR-FE چهار سلنډره ، پترولی ، دنده گیر ، ساخت جاپان در یکصد کیلومتر مقدار (14) چهارده لیتر پترول .

- نورم اساسی مصرف مواد سوخت عراده لند کروزر پرادو مدل LJ120L-GKMEE با انجن 5L-FE چهار سلنډره ، دیزلی ، دنده گیر ، ساخت جاپان دریکصد کیلو متر مقدار (11) یازده لیتر دیزل .

- نورم اساسی مصرف مواد سوخت عراده لند کروزر مدل VDJ200L- GPMNZ با انجن 1VD-FTV هشت سلنډره ، دیزلی ، دنده گیر ساخت جاپان دریکصد کیلو متر مقدار (15) پانزده لیتر دیزل .

- نورم اساسی مصرف مواد سوخت عراده لند کروزر امبولانس مدل HZJ78L-RJMRS با انجن 1HZ شش سلنډره ، دیزلی ، دنده گیر ساخت جاپان دریکصد کیلو متر مقدار (15) پانزده لیتر دیزل تثبیت گردیده که درج ضمیمه شماره (1099) مقرر مصرف مواد سوخت عراده های ترانسپورتي میباشد.

باید گفت عراده جات بر علاوه نورم اساسی تثبیت شده نظریه شرایط فعالیت شان مستحق ضریب های تزئیدی شهری زمستانی، خامه گردش ، چالانی جابجا، و غیره نیز شده میتواند که در زمینه احکام مواد مندرج مقرر مصرف مواد سوخت عراده های ترانسپورتي منتشره 30 حمل 1358 ضمایم آن وتعدیل ماده هفدهم مقرر فوق الذکر در مورد تزئید ضریب شهری که در ضمیمه شماره (7) مقرر متذکره منتشره 16 میزان 1384 به نشر رسیده است صراحت دارد.

با احترام

Dr. Shah

پوهنیار دوکتور مجیب الرحمن (خطیر)

معاون تخنیکي اداره ملی ستندرد

Add: Kabul Jalalabad Highway, Industrial Parks, Kabul
Tel: 075 20 41 447
P.O Box No. 5172 Central Post Office, Kabul

پوهنیار دوکتور مجیب الرحمن (خطیر)
معاون تخنیکي اداره ملی ستندرد