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Chapter

9

9. Vehicle fleet management

9.1. Definition & Policy of Fleet Management

9.1.1. What is ICRC Fleet Management

The ICRC owns, operates, manages and maintains a large fleet of vehicles covering all types and categories, from motorcycles to semi-trailers. The vehicles are operated in regions where the terrain ranges from tarmac roads through to bush terrain in difficult conflict zones where, due to security reasons, commercial transport companies do not wish to travel.

Fleet Management is the selection, management and maintenance of vehicles and logistics assets with the aim of providing the effective and efficient movement of goods and personnel to achieve the operational goals of the delegation.

The Fleet works closely with Transport and the Warehouse. Depending on the context and size of operation the Fleet is may be a department on its own or integrated with Transport and Warehousing. Each delegation should decide what is best suited to the operation.

The first priority of the ICRC vehicles is for the use in supporting the ICRC operations. Individuals, whether expatriate or national society do not have an automatic right to vehicles or a right to unrestricted private use.

Over the years, operations in the field have increased, as has the demand for vehicles and equipment to support them.

The acquisition, maintenance and management of the items listed below fall under the responsibility of the Fleet Unit in the field:

Table 9.1 – Fleet Unit

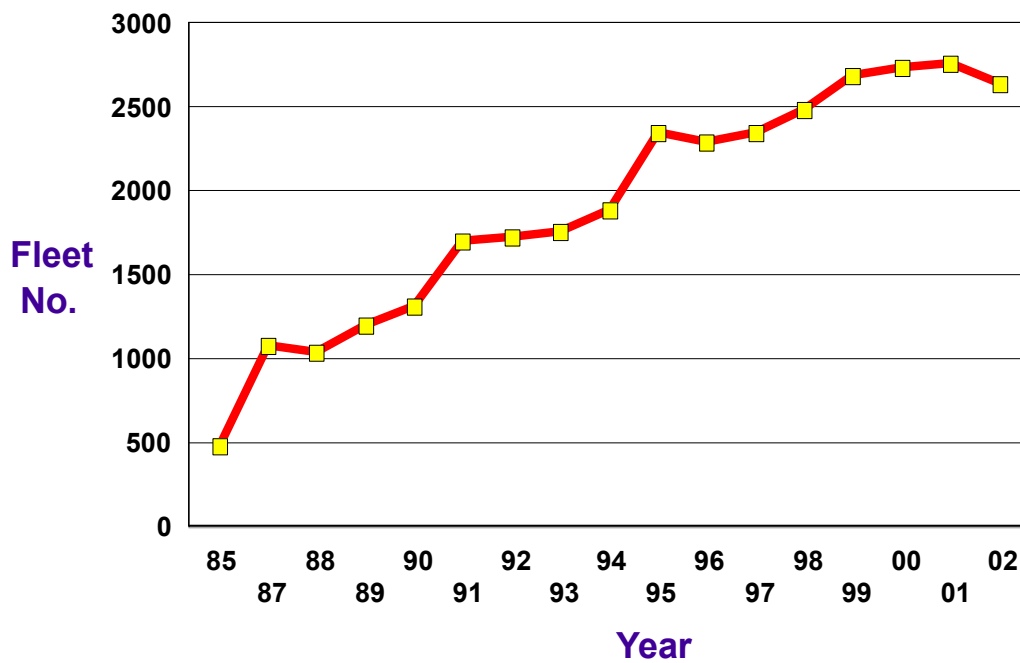
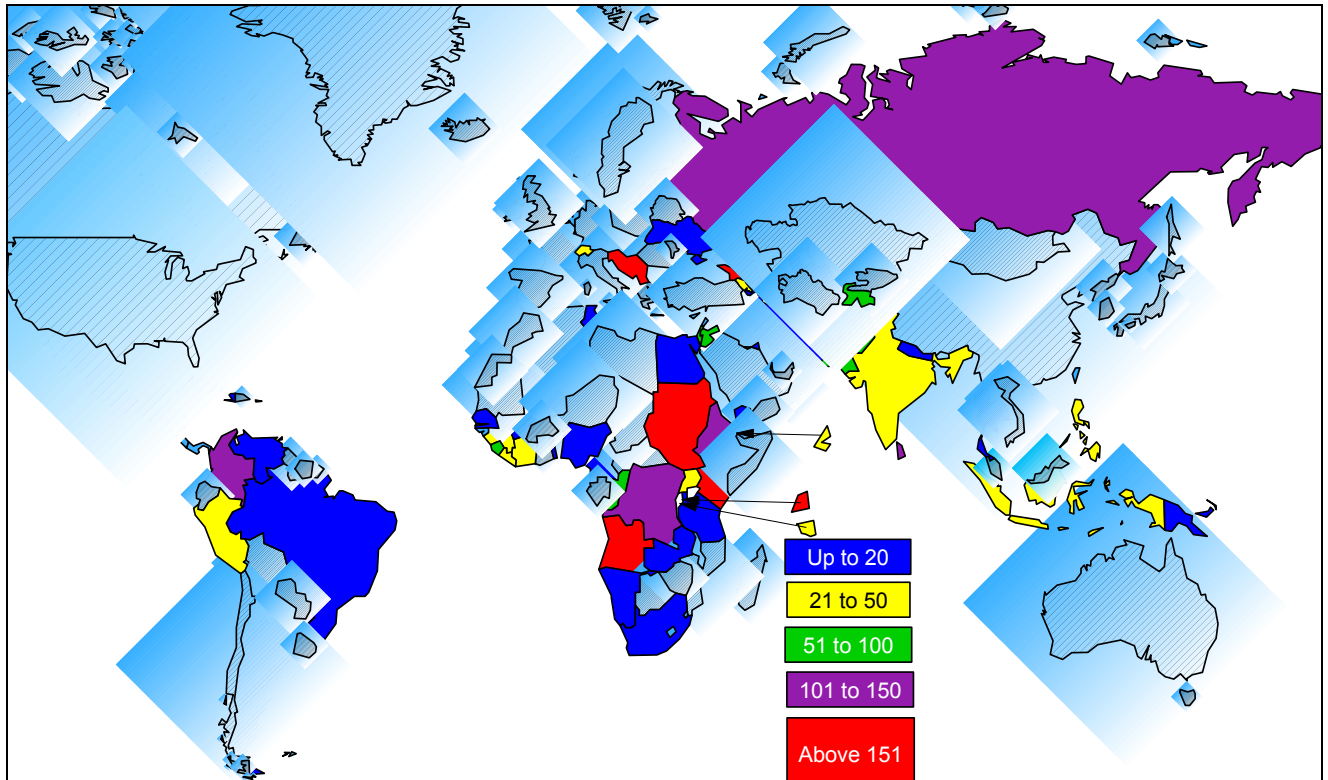
Type	Example
Light Vehicles (car pool)	Motorbikes, cars, light duty (LD) and heavy duty (HD) 4x4, and buses
Heavy Vehicles	Trucks & trailers
Other Logistical Assets	Boats, generators, forklifts & pumps
Vehicle Maintenance	Workshop & spare parts

Vehicles that are rented (with or without driver) in order to increase the capacity of the fleet are considered part of Fleet management.

ICRC owned vehicles are the assets of ICRC Headquarters in Geneva. In the field, Fleet management is supervised by the Vehicle Fleet Manager, or the person assuming this role, and co-ordinated by the Logistics Division through the Fleet Unit in Geneva. Delegations are charged on a monthly basis for vehicles allocated to their operation according to the ICRC asset policy (see Financial & Administrative manual).

The vehicle fleet should be adapted to the needs of the operation and increased or decreased at the request of the field under the coordination of the Fleet Unit in Geneva. A delegation's Fleet could be comprised of ICRC owned vehicles, commercial vehicles or a combination of both. This depends on several factors such as the length of the operation, security, visibility, cost efficiency and the operational needs of the country. All these factors have to be analysed before deciding on the composition of the vehicle fleet.

The Fleet has to be well organised and maintained to meet the needs of the field operations while working within the guidelines set down by the Logistics Division.

Figure 9.1 – Fleet deployment and evolution by vehicle per year

9.1.2. Policy & Strategy of Fleet Management

Fleet Management Policy:

- ✓ To implement and operate an effective, safe and professionally managed Fleet;
- ✓ To maintain the Fleet in good operating condition to move goods and personnel safely and efficiently;
- ✓ To adapt the Fleet to the operational needs of the delegation (right number / right type);
- ✓ To uphold the image of the ICRC;
- ✓ To ensure that management controls and auditable records are in place.

Fleet Management Strategy:

Fleet Management ensures a worldwide professional, flexible and cost efficient support to its operations by implementing the following:

- Technical support from the Fleet Unit in Geneva
 - ✓ Provide technical support to review the Fleet and Workshop set-up in the field;
 - ✓ Provide related information technology (IT) support;
 - ✓ Analyse the needs of operations and ensure the correct type and number of vehicles for each delegation;
 - ✓ Ensure the proper supervision and training of field personnel;
 - ✓ Perform a yearly budget and review of all vehicle assets per delegation;
 - ✓ Provide Fleet-related guidelines and tools to define operational costs.
- Flexibility
 - ✓ Transfer of vehicles from reducing operations to operations in need;
 - ✓ Ensure the mobility of assets to respond quickly to sudden emergencies;
 - ✓ Standardise vehicles and corresponding original spare parts to facilitate management, operations and maintenance;
 - ✓ Select the appropriate fuel type regarding standardisation and availability.

- ❑ Cost efficiency
 - ✓ Analyse and optimise spare parts stock levels;
 - ✓ Manage spare parts stock replenishment to enable bulk purchases;
 - ✓ Replace old vehicles with new ones to reduce the need for maintenance and spare parts;
 - ✓ Analyse the cost, efficiency and feasibility of ICRC owned vehicles versus outsourcing;
 - ✓ Analyse the cost and efficiency of an ICRC Workshop versus outsourcing.
- ❑ Maintenance and repairs
 - ✓ Schedule regular preventive maintenance for all vehicles and equipment;
 - ✓ Establish a maintenance protocol for each type of vehicle and equipment;
 - ✓ Ensure that sufficient repair knowledge and materials are available.
- ❑ Controls
 - ✓ Provide a paper system and IT tool (RoadBASE) to monitor spare part stocks, fuel consumption, mileage and any other parameters needed;
 - ✓ Prepare and maintain a list of delegation vehicles for asset control and cost allocations.

9.2. Setting up the Fleet unit

9.2.1. Identifying needs & defining the Fleet

The key point to setting up the fleet is knowing what the needs are for the programs in the delegation (including the sub-delegations) and for general operations. Vehicles are working tools and individuals do not have the right to their own vehicles. It is the role of the Logistics function to analyse these needs and then optimise to define the optimal vehicle fleet requirements. This combined with the national regulations (i.e. load limits for trucks) and the limitations of the surrounding area will provide the information to choose the most effective set-up of the Fleet.

Each department has its own needs that define the type and number of vehicles to add to the Fleet list. For example, Administration could require cars for errands; Protection, light 4X4 vehicles for prison visits and transfers; WatHab and Workshop, pickups for equipment; and Assistance, trucks for distributions. This information will help constitute the Fleet.

It is not practical, efficient or beneficial to the image of the ICRC to have large 4X4's running in town transporting people or light loads. Cars or buses are more appropriate for this kind of use as their fuel consumption, maintenance and purchase costs are lower.

Defining the number and type of vehicles depends on the volume of the workload and the material to be transported by each department, as well as the distance and type of terrain covered. Each type of vehicle has its own specifications regarding load, type of goods and passenger capacity.

The following table will help define the type of equipment needed in operations. To help calculate the number required of each type see Annex 9.1, Vehicle Set-up Evaluation.

Table 9.2 - Considerations for choosing the type of vehicles & generators

Area of operation	Criteria	Possible choices / considerations
Type of terrain	Town or country Paved or dirt roads Season (snow, rain, etc.)	Cars, LD 4x4, HD 4x4 Specifications of vehicles Tyres, sand plates, etc.
Transport capacity	Bridge & road weight restrictions Pipeline or local distribution Transport of personnel	Light trucks, trucks Bus
Radius of operation	Vehicle fuel capacity & reliability Number and type of vehicles	Refuelling possibilities Quality & quantity of fuel in working zone Field boxes
Availability of electricity	Power for all operations Security	Generators (see 9.7.1.)

9.2.2. The Fleet team - Roles & responsibilities

The Vehicle Fleet is part of Logistics and is the responsibility of the Logistics Coordinator (or whoever assumes that role).

The Fleet team should be organised to maintain a proper overview of the entire fleet at all times including both ICRC-owned and rented vehicles.

In large operations, the Fleet can be a separate department under the supervision of a Vehicle Fleet Manager where the responsibilities of the department are assigned to several individuals. In smaller operations one person or the Logistician can perform all fleet-tasks. It is up to the delegation to decide what is best suited to their context but wherever there is a Fleet, the responsibilities of the function should be respected. Assistance in determining whether a Vehicle Fleet Manager or Workshop Manager is needed can be obtained from the Fleet Unit in Geneva.

The Vehicle Fleet Manager (VFM) or the person assuming this role is responsible for all duties related to the Fleet within the delegation (see Chapter 2 “Logistics job titles”).

Key tasks are:

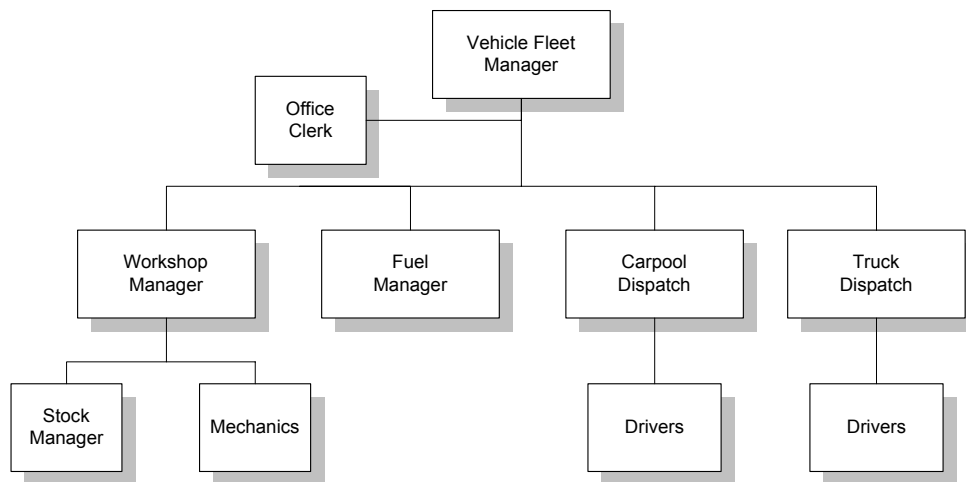
- ❑ To evaluate and set up the Fleet;
- ❑ Fleet coordination: ensure policies are followed and monitor the Fleet;
- ❑ Vehicle administration (insurance, registration, accidents, etc);
- ❑ To follow all contractual obligations for vehicle rentals (incl. commercial transport);
- ❑ Vehicle and equipment inventory and monitoring;
- ❑ Fuel monitoring and control;
- ❑ Usage and maintenance of the Fleet IT tool (RoadBASE);
- ❑ RoadBASE reporting and analysis;
- ❑ Staff management and recruitment (technical staff & drivers);
- ❑ Briefing and training of all drivers;
- ❑ To maintain an overview of Workshop activities.

The Workshop Manager (WSM) or the person covering this function is in charge of:

- ❑ Fleet maintenance (including generators, motor pumps);
- ❑ Spare parts stock keeping and ordering;
- ❑ Fuel management and control;

- ❑ Recording data of vehicle maintenance and entry into IT tool (RoadBASE);
- ❑ Staff management (mechanics);
- ❑ Monitoring and control of any outsourced maintenance.

Figure 9.2 - Functions of a delegation Fleet department (large delegation)



9.2.3. Evaluation of in-house vs. outsourcing

Once the vehicle needs have been defined a decision need to be made whether to have ICRC owned and operated vehicles, workshop and refuelling stations, or to outsource these services (rental of service).

❑ **Light & Heavy Vehicles - ICRC vehicles vs. local rentals**

The delivery of a vehicle can take up to three months and be costly to purchase and transfer to and from an operation. An appropriate survey of what is needed and available is required to ensure a quick and efficient response.

To help with this decision consider the following:

- Operational needs of the delegation;
- Security and ease of movements (i.e. are vehicles with ICRC emblem and expat drivers necessary?);
- Availability, delivery time and cost of ICRC vehicles and rental vehicles;
- Quality of available rental vehicles (age, condition, type, colour);
- Volume and duration of the operation (occasional use or short operation period could warrant rentals);
- Local laws and regulations (e.g. restrictions with regard to importing vehicles).

One advantage of renting vehicles is that the maintenance of these vehicles is usually the responsibility of the owner so the services of an ICRC workshop are not required. Advice on renting vehicles should be sought from the Fleet Unit in Geneva.

□ **Maintenance - ICRC workshop vs. local garage**

Deciding whether to have ICRC owned and operated vehicle maintenance or to outsource should be determined in consultation with the Fleet Unit in Geneva.

Setting up a workshop for ICRC vehicles takes a lot of time and energy and can incur a high cost in material and labour. **An evaluation should be made** of what is already available in the area considering the following:

- Reliability of service according to ICRC standards and service schedule;
- Secure location within a reasonable distance from the vehicle base;
- Costs of service offered.

Local workshops with sufficient technical know-how to repair both light and heavy, vehicles usually can be found. The difficulty is to find a garage that will respect ICRC **maintenance standards** (see 9.6.1.), that is to follow-up on the condition of the vehicles and keep them in top running order. Please refer to annex 9.2 “checklist for outsourcing the workshop”.

Selection of the lowest priced garage might not be the most suitable.

Preference should be given to properly managed companies with a sound financial base, namely those with a large enough clientele where the ICRC portion of business is less than 30%. The company should also have a large enough structure to follow the ICRC service program.

Whether the workshop is out-sourced or not, **spare parts, oil and tyres** are supplied by the ICRC and will **require storage space** (see 9.6.4.).

□ **Fuel - ICRC refuelling set-up vs. local gas stations**

Fuel is essential in the running of the Fleet and the quality of the fuel is a major factor in the choice of supply. In rural areas, high quantities of water and other impurities in the fuel of local providers and stations are often found. This can have a detrimental effect on the efficiency and damage engines. There could also be an impact on security. An analysis of random samples from potential suppliers is recommended to test the quality of their fuel.

❑ **Power Plants - ICRC generators & maintenance vs. local rentals**

In countries of operation, problems may arise with the supply of electricity. Some areas may have very efficient networks and others may be unreliable and unstable or even non-existent. A stable and reliable supply of electricity is essential to the safety and workflow of the people within an operation and the equipment on which they depend especially computer and radio equipment.

In major cities with unreliable power supply it is common to find companies who can provide efficient service for installation, modification of the building, maintenance and the supply of generators.

In rural areas, even though someone may call himself a specialist the services are often quite poor and inefficient. It is better to work for a while with a reduced set-up and await a specialist who can properly evaluate the needed power of the generator and its installation rather than ending up with generators too small or too large that are costly and difficult to redirect (see 9.7.1.).

❑ **Motorbikes**

It is not advisable to rent motorbikes because of the difficulty of management with regard to the condition of the bike and the effect this may have on security.

Deciding whether to set up an ICRC-owned fleet or to (even partially) outsource the fleet should be a well-balanced decision between short-term and long-term costs and requirements. In case you have any questions or need support in making a decision, please contact your regional VFM or LOG/FLEET in GVA.

Paragraph 9.2.5. explains what procedures have to be followed in case of ordering. Rental contracts are covered in paragraph 9.2.6.

9.2.4. Choosing a location

The type and size of location chosen for a base of operation depends on the number of vehicles and the logistic services provided (in-house or contracted vehicles, maintenance, fuel). An operating base could consist of the following:

❑ **Office space - With or without workshop**

Whether the set-up is small or large, office space is needed with:

- The possibility to properly equip and lock;
- Reliability of service according to ICRC standards and service schedule;
- Filing facilities for auditable records;
- Car pool / heavy vehicle dispatch facilities.

❑ **Parking space**

All vehicles should preferably be parked within an ICRC compound (delegation, warehouse or residence). The keys should be in a secure place easily accessible in case of sudden required movements.

Outside the delegation, vehicles should be parked in a secure area. The doors and windows should always be locked.

Vehicles should always be parked in departure position (see 9.2.8.).

❑ **Store department - With or without workshop**

Spare parts are valuable commodities and they need to be well managed and stored in a secure area completely separate from other stored goods. The access to this storage area must be strictly controlled allowing only storekeepers access to the keys and entry.

Keep in mind: this area should be **secure**, dry, kept at a reasonable temperature (see 9.6.4.) and close to the delegation.

❑ **Workshop - For in-house maintenance**

The workshop should be situated very close to or combined with the vehicle base (warehouse, delegation). This will ease communication with the delegation and ability to work with the warehouses (loading) and the Logistician who is in charge of the general logistics of the operation.

Not every location is suitable for a workshop. The agreement by the lessor to use the space for this purpose is needed. Check if the space is licensed for such use and whether it has basic installations.

To perform regular maintenance following ICRC standards, a workshop needs:

- | | |
|---|-----------------------------|
| ▪ Water & drainage system, with separator | ▪ Access facilities (roads) |
| ▪ Electricity | ▪ Wash-up area |
| ▪ Roofing | ▪ Communication |
| ▪ Secure rooms for offices & parts store | ▪ Wide doors (trucks) |
| ▪ Refuelling facility | |

The ICRC should respect national regulations as well as environmental concerns regarding wastewater management, ventilation, noise and other anti-pollution systems (see 9.6.6). This could have an effect on the location and set-up. It would be advisable to check into these matters before choosing a location.

In-house Workshop checklist - see annex 9.3.

❑ **Refuelling station - If not using commercial stations**

Fuel is a **dangerous** flammable material and it has to be handled with care by professionals (see 9.6.5.). The location should be situated in a **secure** area allowing enough space for the tanks and vehicle access when refilling at the pumps.

The fuel system needs to be protected from fire as well as heat, water infiltration, and **theft**. Suppliers may provide all facilities including the installation, but in most cases, they will only supply the pumps.

❑ **Generators**

When installing a generator the following aspects are important for taking into consideration:

- ✓ The generator should be placed on an appropriate base (flat and hard ground);
- ✓ Leave enough 'breathing'-space for the generator;
- ✓ Leave enough space for a mechanic to be able to maintain the generator;
- ✓ The generator should cause as little disturbance with regard to noise and smells toward the surrounding area;
- ✓ The generator should be placed in a secure area in order to prevent vandalism and/or theft.

For more detail, please refer to paragraph 9.7.1.

9.2.5. Ordering vehicles

The ICRC has established a standard for all its vehicles and generators to ensure a reliable and flexible worldwide fleet. These items are listed in the ICRC Standard List under group T for Transport. This list contains the item codes and descriptions used to identify the requested equipment in the ordering process. Specific vehicles not included on the list may only be requested if approved by the Fleet Unit in Geneva.

The order is initialised by the VFM or Logistician and follows the process identified in Chapter 3 “Order Management”. All orders are sent to the Fleet Unit in GVA via the Logistics Desk for approval and processing. Normally all purchases are done via HQ in GVA based on centralised contracts with the suppliers that contain reduced prices.

A vehicle may be purchased locally for specified reasons such as difficulties with customs, availability and price. This can only be approved with the green light from the Fleet Unit in Geneva and no local purchase may be initiated until it is granted.

Any request for local purchase needs to clearly justify why the request is being made.

9.2.6. How to rent or outsource

The rental of vehicles or maintenance services may be required to meet the demands of the operation. All requests for vehicle rentals should be sent to the Fleet Unit in Geneva as well as the corresponding contracts. Below are some points to keep in mind regarding the various types of rentals. Sample contracts are provided in the annex section of the manual that with the cooperation of the Administrator should be validated by the delegation lawyer (see annex 1.5 Log vs. Admin).

1. Vehicles - There are several possible options

The rental period should not be for more than 3 months to enable the time it takes for light vehicles to arrive.

All vehicles should have a minimum amount of equipment (see 9.4.1., 9.5.1.) and a minimum level of condition (see 9.6.1.).

Table 9.3 – Rental options for vehicles

Rental Options	Considerations
From rental or trucking companies	These companies usually have a large fleet of vehicles in good condition with established procedures and contracts. Usually less room to negotiate the price.
From private owners	If rental companies are not available, this option may be used. It is usually cheaper but less reliable. In case of accidents or technical problems, even with well drawn up contracts, difficulties may be encountered and a lot of time wasted re-discussing responsibilities.
Rental vehicles with driver	The ICRC does not insure the vehicle; the insurance of the vehicle and of the driver is the responsibility of the owner. Vehicle rental contract (with driver) - Annex 9.4
Rental vehicles without driver	Vehicles rented without driver need to be coded by the Fleet Unit in Geneva (see 9.3.2.). Vehicle rental contract (without driver) - Annex 9.5

2. Workshop - If separate from warehouse

The workshop contract should be similar to the warehouse contract (see paragraph 6.2.3. “Warehouse lease agreement” keeping in mind the requirements needed for a workshop (see 9.2.3.). The same approval procedures apply as those mentioned in Chapter 6.

Keep in mind that the infrastructure of the building may have to be modified to allow suitable working conditions.

The ICRC should not take responsibility for any tools or equipment left by the lessor, but rather negotiate to buy them if they are needed and useful.

3. **Vehicle maintenance service contract**

Vehicle maintenance service contract: see annex 9.6.

4. **Refuelling station**

If a fuel supplier passes the test (see 9.2.3.) and can ensure a reliable supply then a contract may be drawn up with a service station for the supply of fuel that could be duty free depending on the HQ agreement. A service contract is often the preferred solution, see annex 9.7.

Where a reliable supplier is not found an internal set-up may be needed requiring space for the fuel tanks and refuelling zone (see 9.6.5.). In this case a frame agreement for the fuel has to be set up with the provider, see annex 9.8.

It is advisable to negotiate an agreement with the national headquarters of a large supplier (BP, SHELL, MOBIL) that will agree to supply fuel from their stations all over the required area (see 9.6.5. for refuelling procedures). Price fluctuations should be included.

A general contract is provided that could be adapted to the operation. Some possibilities are listed below that may or may not be duty free:

- Gas station	Specific company where ICRC vehicles refuel anywhere in the country (invoice paid monthly against vouchers); Specific supplier where ICRC vehicles refuel only at station owner's location(s) (invoice paid monthly against vouchers).
- ICRC fuel station (in compound)	Tank, pumps & fuel provided by supplier; Pumps & fuel provided by supplier; Fuel provided by supplier.

5. **Generators and forklifts**

Generators and forklifts can be rented on a temporary basis only. In case it is specified within the rental contract that the ICRC is responsible for the maintenance and the insurance an ICRC-code is needed. An ICRC workshop might have to be set up if such a service is not available (see 9.6.3.)

9.2.7. Third party maintenance contract

In principle, the ICRC does not maintain third party vehicles but occasionally you may receive a request from an outside party to have their vehicles serviced by your workshop.

If a request is placed from a National Society (NS), the Federation or an NGO working closely with the ICRC in the context, approved by the HoD and according to the local legal system, then we can consider it as a possible "third party" and start negotiations.

The request must be passed through your Logistics Desk and the Fleet unit in HQ for approval before any agreement is made.

In evaluating the request, the following points are considered:

- ❑ At no time will the service to a third party justify the existence of the ICRC workshop. It can only complement it;
- ❑ The administrative and operational structure must be able to properly handle the extra workload without major changes;
- ❑ Assurance has to be given from the delegation that invoicing, cost calculation of labour and spares are accurate;
- ❑ Users of this service are informed about the price list of services rendered and are in a position to pay the invoices on time;
- ❑ Absolutely no warranty for parts or service is given by the ICRC as we are not a commercial company;
- ❑ Check with the Administrator and the delegation lawyer whether such an agreement could cause problems regarding tax and duty exemptions;
- ❑ In case of high workloads, ICRC vehicles are a priority. This must be understood by the user;
- ❑ The user should supply spare parts. ICRC spare parts may be supplied to the user and invoiced only if the user also has a tax exemption status for these type of goods, but this needs to be limited since we should not be ordering and storing material for third parties;
- ❑ If an agreement is signed, it must be restricted to identify vehicles where a list is provided by the user complete with the vehicles' make, model and identification numbers.

A Third Party Agreement contract has been agreed upon with the Federation. This agreement can (after some small adjustments) be used for other organisations as well. Please refer to annex 9.9, Third Party Maintenance Service Contract (Federation).

9.2.8. Vehicle security

In the database "Sécurité terrain & Stress", you can find all regulations regarding security.

Below the most important ones related to the Fleet are listed. Those regulations always have to be respected. Repeated failure to comply with those regulations may lead to dismissal from the delegation.

Staff members who feel the need for a period of adaptation and training are encouraged to use local drivers.

The person using an ICRC vehicle is responsible to make sure its condition and equipment is adequate.

ICRC vehicles are fitted with **seat belts** in the front and in the back. All passengers and drivers must fasten their seat belts. Malfunction of the seat belts should be addressed to car pool manager immediately.

Both the driver and the passenger of a motorbike always have to wear a **helmet**.

It is of the utmost importance that the **speed limit** is respected. One must drive carefully and adapt their speed to road conditions (visibility, etc.). **Legal local regulations**, especially those regarding speed, are binding; the delegation can however set lower speed limits. The maximum speed limit for ICRC vehicles is 80km/hr for heavy-duty 4x4 and trucks and 100km/hr for light duty 4x4 and cars.

Vehicles always have to be **parked in departure position** and must not be blocked in by other vehicles, nor blocking other vehicles.

ICRC vehicle users must be 100% sound in body and mind. Wounded, sick, people under the influence of drugs or alcohol (0% tolerance) aren't allowed to drive and must be driven by an ICRC employee.

It is **not allowed** to use a **roof rack** on any of the ICRC vehicles. This is because the load fixation on these racks can cause hazardous situations.

Whenever ICRC vehicles are used, all expatriates and local employees must be careful to maintain **the ICRC's image** since they are representing an institution.

For a good number of reasons, such as neutrality, impartiality and visibility, access to ICRC vehicles as passengers is restricted to:

- ✓ ICRC staff members
- ✓ Official interlocutors

- ✓ Protection cases
- ✓ Wounded

The Head of Delegation should approve the transportation of non-ICRC passengers.

It is not allowed to transport armed people or weapons of any kind on ICRC transport means.

It is strongly recommended to refuse transport to wounded armed people (military). Private vehicles can be rented for such evacuation.

Abuse of the above rules is subject to disciplinary measures

9.2.9. Radio's

As main communication device, all ICRC vehicle types can be equipped with HF (High Frequency, long distance call, Codan) and VHF (Very High Frequency, short distance call, Motorola).

Depending on their specific use, vehicles should be fitted with following equipment:

Table 9.4 – Radio requirements

	HF	VHF
Cars, Buses	Only for specific reason	Yes
Light duty 4x4	Only for specific reason	Yes
Heavy duty 4x4	Yes	Yes
Trucks	Only for specific reason	Yes

Heavy-duty 4x4 are fitted with both systems prior to delivery.

All other vehicle types should be installed in the delegation by the IT technician. They can be equipped prior delivery but lead-time will suffer from it.

Requirements, utilisation guidelines, training, maintenance and fitting are IT responsibilities. Basic functioning testing will be done by mechanics at service time and the drivers are responsible to report any malfunction.

9.3. Administrative system

9.3.1. Receiving vehicles

Vehicles may arrive from stock, directly from the factory or be transferred from another delegation. The following points must be dealt with before allowing it to be operational as part of your Fleet:

- **Clear customs procedures** - see Chapter 5 “Import/Export”.
- **Confirmation of reception**

When the vehicle arrives, the following information must be sent to the Fleet Unit in Geneva:

- Confirmation of vehicle reception form with all relevant details including the request for a code and insurance (see annex 9.10);
- Transfer Message confirming departure from delegation of origin and arrival from the receiving delegation, if applicable.

Once this information has been received, Geneva will:

- Include the vehicle in the ICRC global insurance that will be confirmed in a message;
- Issue a vehicle code (if applicable);
- Issue a green card and ICRC logbook for the vehicle.

Even though the vehicle is insured as soon as a confirmation message is sent, **it is recommended to wait until the vehicle code number is received before putting the vehicle into operations** (see 9.3.7.).

- **Vehicle & equipment coding** (internal ICRC registration)

When vehicles are sent to the field they are assigned a vehicle code to simplify the identification, management and follow-up of all vehicles and equipment.

These codes are unique to each vehicle and remain with the vehicle throughout its life in the ICRC. **They should be used for all correspondence related to the vehicle.**

Pumps, lawnmowers and concrete mixers are not monitored as closely as the other Fleet-items and therefore not provided with an ICRC-code.

Table 9.5 - ICRC vehicle & equipment codes

Code	Type	Code	Type
1XXXX	Light & heavy duty 4x4	6XXXX	Buses
2XXXX	Cars	7XXXX	Forklifts, others
3XXXX	Trucks	8XXXX	Generators
4XXXX	Trailers	9XXXX	Boats & their engines
5XXXX	Motorbikes		

❑ **Local insurance regulations**

Carrying a local insurance might be mandatory or advisable, depending on the country of operation. Local regulations should be checked (see 9.3.2. “vehicle insurance”).

❑ **Registration of vehicles**

Vehicles are usually registered locally but in some cases GE-plates might be required for vehicles (see 9.2.5.). The Fleet Unit arranges these Geneva registration plates when local registration is not possible or inadvisable for security reasons. If there are any questions about which ones are best for an operation the Fleet Unit can help with this choice.

Local registration

It is not allowed to drive with GE-plates for a long period (more than 3 months) in some countries. Local procedures must be followed for registering vehicles. The Fleet Unit in Geneva should be notified of registration plate numbers.

When obtaining local registration the GE-plates and corresponding grey cards must be returned to the Fleet Unit in Geneva.

Swiss registration (GE-plates)

Since January 1999 the ICRC has Swiss registration plates (GE900000) attributed exclusively to the ICRC by Swiss and Geneva authorities. The follow-up on these plates is very strict:

If a vehicle is sold, donated or wrecked, the GE-plates and the grey card should be returned to the Fleet Unit. If required, the cancelled grey card may be sent back.

- If a vehicle is stolen and has GE-plates the Fleet Unit must be notified immediately so the Swiss authorities can be informed.
- Unless a special authorisation has been obtained it is forbidden to enter the Swiss territory with these GE-plates.

- GE-plates are strictly restricted to ICRC owned vehicles; it is not allowed to use them for private vehicles, other organisations, Federation or National Societies.
- GE plates and its grey card must be returned to LOG_FLEET when a vehicle is sold, donated or destroyed. Cancelled grey cards may be returned to the delegation if required.
- If a GE-plate or a grey card is lost or stolen, please contact LOG_FLEET.

In conflict situations Swiss licence plates can offer a measure of increased security and generally facilitate cross-border movements. If necessary, a "GE-plates Request Form" can be sent to the Fleet Unit. See annex 9.13.

Remember that it is prohibited to interchange any registration number plate between vehicles (i.e. remove plates from a damaged vehicle and place on another vehicle).

9.3.2. Vehicle Insurance

The vehicle insurance is part of the ICRC global insurance and covers all ICRC vehicles worldwide. The Finance & Administration in cooperation with the Fleet Unit in Geneva manages Fleet insurance.

The sending of the message to confirm the reception of the vehicle initiates the insurance coverage (see paragraph 9.3.1. "Receiving vehicles").

Vehicles covered by the ICRC insurance:

- ❑ Vehicles (cars, vans, trucks, trailers, boat, motorcycles, etc.) owned by the ICRC;
- ❑ Vehicles rented by the ICRC or made available to it in the framework of its humanitarian work under the condition that they are driven **only by ICRC-staff authorised to drive (compulsory, see table 9.7)**;
- ❑ ICRC vehicles (owned and rented) while they are being transported;
- ❑ For Delegated Projects (see paragraph 9.3.10.).

Vehicles not covered by the ICRC insurance:

- ❑ Private vehicles of ICRC staff members;
- ❑ These can be insured separately (see procedures under paragraph 9.4.5.);
- ❑ Rented vehicles with drivers (the vehicle insurance is the responsibility of owner).

The insurance includes:

Third-party liability insurance - covering material damages and personal injuries of any third party involved:

Extent of coverage	<p>ICRC vehicles are insured when:</p> <ul style="list-style-type: none"> ❑ The vehicle is used; ❑ The vehicle causes a traffic accident while not being used; ❑ Damages that are caused by getting into or out of a vehicle, opening or closing any of its parts, connecting or disconnecting a trailer or vehicle.
Restrictions in coverage	<ul style="list-style-type: none"> ❑ The policy does not cover claims arising from use of vehicles for races, rallies and other forms of competition; ❑ ICRC staff authorised to drive must hold a valid driving licence; ❑ The ICRC undertakes to entrust its vehicles to competent drivers whenever local legislation contains no provisions on driving licences or permits; ❑ Non-ICRC passengers are not covered by vehicle insurance in case of third party's fault.

Comprehensive insurance - covering material damages to all ICRC vehicles

Extent of coverage	<p>The ICRC is covered for the following:</p> <ul style="list-style-type: none"> ❑ Collision ❑ Theft ❑ Fire ❑ Hail/windstorm ❑ Snow slipping onto cars ❑ Political and war risks (including confiscation)
Restrictions in coverage	<p>The policy does not cover claims arising from simple theft without force or violence</p>

Local Third-party Insurance

In some countries, carrying local insurance is advisable or mandatory even though the ICRC carries a global insurance and this covers all ICRC vehicles.

Local regulations could stipulate that an in-country insurance must be carried and sometimes it's recommended to have a local insurance representative to avoid the direct harassment from third parties and their insurance agents. This way local insurance representatives can filter claims and keep claims to a reasonable level. The VFM should check whether an additional insurance is advisable.

An important aspect of the local insurance procedure is to ensure a minimum coverage (third party coverage; exclude all other extras).

Cancellation

The ICRC global insurance will be cancelled by the Fleet Unit (GVA) upon request from the delegation after a sale, donation or disposal, and if all accident files are closed.

Local insurance should be cancelled by the delegation.

9.3.3. Vehicle Identification and Markings

The emblem as a symbol of protection

This is the essential purpose of the emblem in times of conflict. The emblem is meant to show combatants that the Geneva Conventions and their Additional Protocols protect people, medical units and means of transport. When used as a protective device it must arouse a reflex of restraint and respect among combatants.

The emblem as a symbol of membership of the movement

The indicative use of the emblem is designed to show, mainly in peacetime, that a person or object is linked to the International Red Cross and Red Crescent Movement.

In order to respect visibility rules the ICRC vehicles marking have sizes and position clearly identified.

Markings

Depending on the situation and use of ICRC vehicles the HOD shall choose one of the two official ways to mark vehicles.

Table 9.6 – Markings on ICRC vehicles

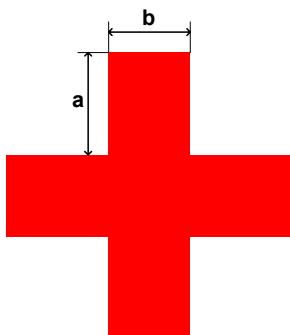
Vehicle type	Front	Bonnet	Roof	Side	Back	Windows
Light 1		100 cm		50 cm	50 cm	
Light 2						9 cm
Light duty 4x4 1	33 cm	80 cm		50 cm	50 cm	
Light duty 4x4 2						9 cm
Heavy duty 4x4 1	50 cm	100 cm		100 cm	80 cm	
Heavy duty 4x4 2						9 cm
Trucks	2 x 50 cm		100 cm	100 cm	100 cm	

For rented vehicles the same marking rules apply. For different markings like infrared reflecting the security cell at OP/DIR should be contacted.

Figure 9.3 – Markings on ICRC vehicles



To perform markings you can order stickers through normal logistics procedures using the item codes from the Emergency items catalogue. If painting or local printing is required make sure that size, proportion and colors (specially the cross) are strictly respected.



Construction: $a = b + 1/6b$

The red color to be used for the cross should be "PANTONE 485C" that is an internationally recognized paint code.

Next to the emblem the following stickers are also available:

- ❑ "No arms" (even though it is not compulsory it is advisable to fit these stickers in a visible spot close to door-openings);
- ❑ "Maxi speed" (must be fitted within driver- and passenger-view);
- ❑ "Fasten your seat belt!" (must be fitted within driver- and passenger-view);
- ❑ "Fill-in your log-book!" (must be fitted within driver- and passenger-view).

Flag

The flag is like a 100cm sticker used only in specific situations. It has to be removed after use and it should be kept in the vehicle in a clean place of easy access. In order to have proper visibility of the flag as high and clean as possible it is fixed on the side behind the driver and enlightened by the provided magnetic light when it is dark.

Vehicle identification

Quick identification of the vehicles is necessary even on the road. Regardless of the category, the code number (5 digits) should be placed (painted or pasted) on the front, the sides and the back of each vehicle.

Size of the numbers is 10cm high for LD 4x4, HD 4x4, Trucks and 6cm for Light vehicles.

All marking items can be ordered through the Emergency items catalogue and the above pictures should be used as guidelines for positioning.

For further information or clarification, please do not hesitate to contact the Fleet Unit in Geneva or the Security department.

9.3.4. Driving Licence & Certifications

The level of driver capabilities can differ greatly between countries as with the credibility of their licence. In some countries, a driver bearing a licence might never have been behind the steering wheel of a vehicle. It is essential that all drivers (both national and expatriate) undergo a thorough driving test to ascertain their driving ability. This is not only to avoid loss of assets but more importantly to ensure security for the individual and passengers. Please also refer to paragraph 9.3.2. for details on insurance.

Table 9.7 – Who is allowed to drive ICRC vehicles?

Approved drivers With valid licence and having passed driving test	Non-approved drivers
ICRC expatriate staff ICRC national staff (incl. daily workers) Approved national society staff on delegated or operational projects	Federation or national RCRC society staff Non-approved national staff Husbands, wives, relatives & friends of ICRC (expatriate) staff Military and civilian personnel

Driving Categories

Drivers must be flexible and have multi-classifications because they might be asked to do various things in the changing environment of an operation. Truck drivers must have a trailer driving licence and be able to handle them. Light vehicle drivers should be able to handle all light vehicles (cars, LD and HD 4x4, bus).

The type of vehicles which can be driven are separated into categories which may differ from country to country:

Table 9.8 – Categories of drivers' licences

Category	Description
A	Motorcycle
B	Light vehicles up to 3500 kg of total weight & 8 passengers, plus driver
C	Heavy vehicles over 3500 kg
D	Heavy vehicles over 3500 kg & over 8 passengers
D1	Light vehicles for professional transport of passengers
D2	Heavy vehicles for professional transport of passengers
E	Trailer with a total weight above 750 kg

Driving licence

There are 2 kinds of official driving licences: national and international. Both need to be examined if they are valid and up to date. International driving licences for expats are valid only with the national driving licence and may be valid only for the first 3 months upon arrival in a foreign country. It is recommended that a local drivers licence be obtained as soon as possible.

Driving test

The VFM or the person assuming this role is responsible for organising driving tests. It is recommended that delegation employees should not be conducting driving tests due to possible internal pressures.

Issuing an internal local driving licence for successful drivers can be a good management tool.

The driving test is:

- ❑ **Compulsory** for everyone for any type of ICRC vehicle (owned or rented);
- ❑ Done before the recruitment of all drivers;
- ❑ Part of the authorisation to access vehicles for field officers and expats (see section 9.4.).

In case individuals fail a test or do not have a valid drivers license they may only travel with a driver. They are also encouraged to seek driving lessons outside of the ICRC. Lessons are not to be conducted using ICRC vehicles.

Test forms:

- ❑ Driving test light vehicle: see annex 9.14;
- ❑ Driving test heavy vehicle: see annex 9.15.

9.3.5. Fleet Recording & Reporting Systems

It is essential to track all movements of vehicles and equipment, the status and repair of vehicles, and the consumption of spare parts and fuel. Whether using paper or RoadBASE, reports and extracts are to be sent to the Fleet Unit every quarter.

The paper system

A series of forms designed to gather information on maintenance performed, movement and consumption of spare parts and fuel (see table below) makes up the paper system. It is compulsory for all delegations to properly record their information and maintain their files (see 9.8.1.) since they are the base for the reporting system and are auditable.

In case RoadBASE is not available, annex 9.16 (overview of vehicles) should be used in order to keep track of the fleet within the delegation.

What is RoadBASE?

For larger delegations information recorded on the paper system forms is input into an ICRC standard application called RoadBASE that compiles and sorts the information to produce reports. These reports are tools that help in the management of the Fleet. The sorted information is exported and ready for transmitting and inputting in Geneva.

RoadBASE is a flexible and easy to use vehicle management system. It stores comprehensive details of fleet vehicles and records costs under relevant categories. From this information, the system can generate reports on cost and performance. It is composed of modules where the user can work through the different levels to produce simple reports or to use as a precise and sharp management tool. How it is used in the delegation depends on the size of its Fleet.

RoadBASE is compulsory for delegations with over 20 vehicles and any delegation with an ICRC workshop. For delegations with less than 20 vehicles and no workshop, RoadBASE is optional and available upon request.

Table 9.9 - Fleet information, recording and output

Department	Paper System	RoadBASE Modules	Generates
Vehicles	Data card (vehicle file)	Vehicle module	Vehicle list & data Vehicle follow-up Mileage status
Workshop	Job card (work done) RO/SR (spare parts) Invoice (if outsourced)	<u>Repair & maintenance</u> Job card (records work done)	Maintenance history per vehicle Maintenance costs Workshop efficiency Invoices for third party maintenance
Stores	RO/PO/EF (incoming stocks) SR/PL (outgoing stocks) Bin cards (paper & RoadBASE system) Stock cards (only paper system)	<u>Stock Control</u> Stock adjustment (incoming stock) Stock issue (outgoing stock) Stock file (stock position & reports)	Stock inventory Stock movement Reorder list
Fuel	Fuel register (In & Out) Gas station invoice Vehicle logbook	Fuel price (record incoming stock & cost) Fuel issue (record consumption)	Fuel costs / vehicle Fuel consumption / vehicle

9.3.6. Vehicle Log Systems

The purpose of the log system is to ensure that all delegation members use vehicles properly. The completion and management of logbooks is compulsory.

The log system records essential information to enable the VFM to track the usage of vehicles and help determine maintenance patterns by recording the following:

- ❑ Who uses the vehicles;
- ❑ Destination of the vehicles and reason for use;
- ❑ Time of use;
- ❑ Maintenance performed.

There are several log and recording systems used in the delegations:

❑ **Logbook**

Each ICRC vehicle is assigned a logbook bearing the vehicle code number that must remain with the vehicle. The information recorded in the logbook makes up part of the vehicle's history. If the book is stolen a new one can be ordered from the Fleet Unit in Geneva accompanied by a report on the incident.

The logbook is composed of 3 parts:

The cover	Bears the vehicle code number - not to be transferred
The user book	Must be filled by all drivers (including expats) for every trip, even short or regular ones. When signing the book, the driver takes responsibility of the vehicle and its inventory mentioned in the maintenance book. The data recorded will allow you to have an accurate follow-up of vehicles.
The maintenance book	Must be filled for every repair on the vehicle in the appropriate sections: vehicle specifications, servicing, accidents and change of tyres.

❑ **Gate pass / Check point**

The gate pass is an additional system that can be set up in a delegation to control the movement of vehicles. It allows the accurate reporting on the usage of the Fleet by department. It includes:

- A signed authorisation from the head of department of the user and destination;
- Records of time in, time out and mileage.

See annex 9.17.

❑ **Electronic system**

If set-up on the vehicle an electronic module can give the following information:

- Time and date of usage;
- User of the vehicle;
- Vehicle speed and fuel consumption.

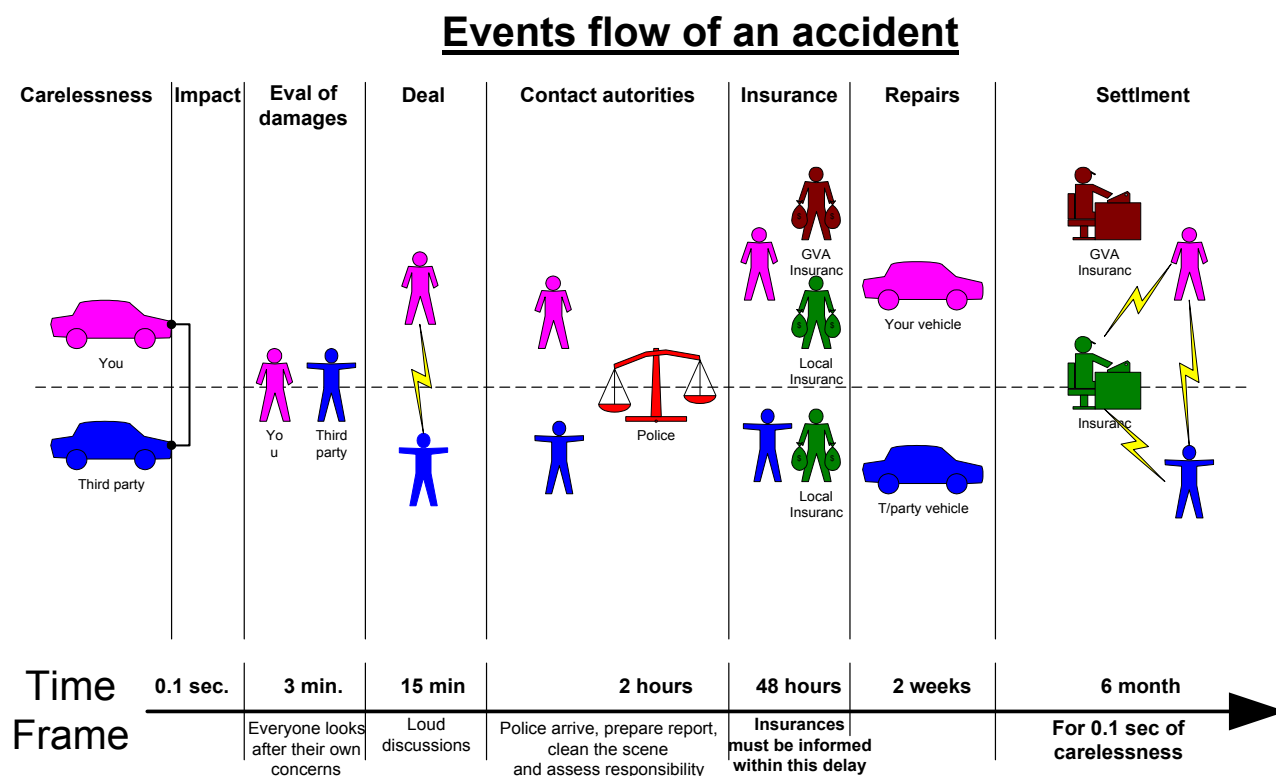
This system can replace the gate pass and certain parts of the logbook and can be requested from the Fleet Unit in Geneva.

9.3.7. Accident Management

Accident management is a serious issue within Fleet management and is not only because of financial cost but also the human cost. How we handle this issue can directly affect the image of the ICRC and have an impact on the delegation's security. The best way to manage accidents is to avoid them through training, controls and awareness of the incurred risks.

Figure 9.4 shows the stages that follow if an accident occurs:

Figure 9.4 – Accident by timeframe



Basic rules in the event of an accident:

- ❑ A driver should never leave the scene of an accident immediately unless in imminent danger. Priority should go to aiding the victim and being sure that the following is respected:
 1. Road is secured;
 2. Wounded are secured;
 3. Delegation is aware of the situation;
 4. Police is controlling the scene;
 5. Third-party details are obtained with damage reports (ideally pictures of the scene);

6. Never admit liability (insurance and police will debate);
7. Obtain a copy of the police report.

❑ **Insurance and lawyer** must be informed as per the following table:

Table 9.10 – Notification and instructions per type of accident

Type of accident	Local Insurance	GVA	Admin / Lawyer
Third party involved	Always (48 hours)	Always (48 hours)	Always
Single car accident	Not necessary	Above 200 CHF	Always
Physical injuries	Always (48 hours)	Always (48 hours)	Always

For reporting to HQ the following documents should be sent when the case is locally closed:

- ❑ Official cover note (No to be referenced in RoadBASE);
- ❑ HR accident form (see annex 9.18);
- ❑ Final claim checklist (see annex 9.19);
- ❑ Declaration of damage of loss (include annex for sketch and description);
- ❑ Pictures of the vehicle and the scene (code or plates must be visible);
- ❑ Police report (when available);
- ❑ Copy of all invoices (job cards) related to this accident;
- ❑ Recovery costs are fully covered by the GVA insurance. Do not forget to declare them separately.

Penalties for vehicle accidents

If a staff member is responsible for an accident or damage to a vehicle they must bear the consequences (like paying the bills). The Administrator and the Vehicle Fleet Manager or Logistician will determine responsibility. Penalty scheme for drivers - see Security DB.

9.3.8. Vehicle Replacement & Disposal Guidelines

Most vehicles and equipment (including spare parts and generators) are imported in the country duty and tax-free. The status of these must be checked with IMPEX and the authorities before any transfer, donation, sale or disposal (see Chapter 5). The Fleet Unit in Geneva ensures that the worldwide fleet does not become an ageing one and monitors the Fleet. To ensure a dependable and cost efficient Fleet, new vehicles are introduced on a regular basis so the financial burden is spread out evenly.

Vehicles are replaced when they reach an age where repairs become too frequent and costly. Older vehicles cause delays for operations and need a larger stock of spare parts and increase workshop hours. The VFM or the person assuming this role should monitor the age and condition of vehicles in a delegation.

Some countries have strict rules concerning the import of vehicles. They may limit the number of vehicles or only allow those already registered in the country. The delegation must check in advance whether the new imports will be accepted and the procedures to be followed.

Replacement guidelines

The age and condition of vehicles and equipment will determine when they are ready for replacement. The replacement guidelines (adaptable to context) are the following:

Light vehicles	150'000 km	or	5 years
Trucks	350'000 km	or	8 years
Generators above 10KVA	20'000 hrs	or	10 years

A 10-year limit is placed on all equipment since manufacturers use this time frame to stop the supply of spare parts.

Replacing vehicles will involve ordering new vehicles (see 9.2.5.) and the sale of the old (see 9.3.9.).

Disposal guidelines (transfer, sale or donation)

The need for the type and number of vehicles may change with the context of a delegation. An operation may decrease over the years leaving the delegation with an excess number of vehicles or the vehicles may no longer be suited to the operation. These vehicles will be disposed of through the transfer to another operation, sale or donation.

Old vehicles that have reached their time or mileage limit are disposed of through sale.

❑ **Transfer of vehicles and equipment**

Excess vehicles that are in good condition are transferred to other operations to strengthen their number or to replace their ageing vehicles.

❑ **Sale of vehicles, wrecks and equipment to the public**

The sale must be opened to everyone both inside and outside the delegation. **No priority will be given to delegation employees and expatriates** willing to buy a vehicle. They can bid for the vehicle but they will be treated the same as any external offer without exception.

Vehicles for sale are to be sold in their current condition and not to be repaired beforehand. Under no condition is the seller (VFM/Logistician/Administrator) to make any promise regarding the repair of the vehicle, supply of spare parts or after-sale maintenance. Such action could bind the ICRC to unfavourable long-term obligations.

If the vehicle being sold is the last of its type the remaining spare parts will be joined to the vehicle and the price increased accordingly.

When selling duty free vehicles national regulations hold the seller responsible for the payment of taxes and duties. A solution could be to include the taxes and duties in the price of the sale unless the buyer is exempt. **Leaving the tax payment responsibility to the buyer isn't recommended.**

❑ **Sale of vehicles and equipment to other humanitarian organisations**

The proposal must come from the Head of Delegation. The description of the vehicle's condition will be sent to the Fleet Unit who will consult FAD, REX and the Zone. A sales price based on the condition of the vehicle and its amortised value will be sent to the field. This is to be used as a minimum price (see 9.3.9.).

❑ **Donation of vehicles and equipment to other humanitarian organizations**

Donation of new vehicles has to be included in the PfR and budget. Upon request, a vehicle from the Emergency Item Catalogue will be ordered by Fleet GVA and sent to the field.

In principle, NO DONATION of used ICRC vehicles is to be made. In exceptional situations this option may be considered. The below mentioned procedures must be followed.

The proposal to donate vehicles and equipment to national societies or other humanitarian organizations must come from the Head of Delegation. The description of the vehicle's condition will be sent to the Fleet Unit who will consult FAD, REX and the Zone.

A donation price based on the condition of the vehicle and its amortized value will be sent to the field. The cost of the vehicle will be charged against the cooperation budget of the delegation (see 9.3.9.).

Older vehicles are not to be donated to national societies. Unreliability and high maintenance costs will create financial or technical dependence. A donation of vehicles is meant to help NS's in their management. Donating old material will be counterproductive to this objective.

9.3.9. Vehicle sale and donation procedures

1. Check feasibility of a sale or a donation

Check the local regulations on what is allowed with regard to sales or donation and the consequences with regard to duty free status and VAT exemption. See chapter 5 for more details.

2. Obtain authorisation for the sale or donation

The delegation must discuss the sales procedures with IMPEX for all imported items (see Chapter 5) and request the green light from HQ before any sale or donation.

All ICRC markings must be removed from any vehicle destined for sale or donation.

The request is to be addressed to the LogDesk in Geneva and include the following information:

Table 9.11 – Information required for obtaining authorisation

Information	Sale	Donation
Code number of vehicle	Yes	Yes
Condition of vehicle	Yes	Yes
Mileage	Yes	Yes
Proposed recipient (humanitarian organisations)	Name of organisation	Name of organisation
Proposed price of sale or donation, or base price for auction	Yes	Yes
Sale/donation procedure	Public sale, auction or sale to humanitarian organisation	Donation
Payment mode	Payment by successful bidder (how), handled by auctioneer	Price amount transferred (by GVA) from asset account to delegation's cooperation budget
Reason	For sale	For donation
How to handle duties & taxes	Indicate applicable taxes along with sale price which are to be collected & given to respective authorities	If non-exempt organisation, indicate applicable taxes which are to be collected & given to respective authorities
Accounting data: CC, OU, Prog, Proj	Supplied by GVA, on approval	Supplied by field, at request

3. Define the base price

The market price should be defined. Auto clubs and insurance adjusters have up-to-date price lists and are qualified to determine the value of the vehicle for sale. If not available, a proposal of the estimated value should be presented by the Vehicle Fleet

Manager (VFM) or the person assuming the role of the VFM (Logistician or Administrator).

The Fleet Unit will examine the proposed price ensuring that it is not below the net financial value of the vehicle.

The value of a vehicle for donation is usually the net financial value of the vehicle. The Fleet Unit in GVA coordinates with FAD to obtain this value and transmit it to the field.

4. Sale by professional auctioneer or Tendering (bidding)

The sale of vehicles and equipment must follow clear procedures to ensure transparency and the best financial return for the ICRC (see Chapter 4, Purchasing).

Vehicles in some countries have a good resale value. There are two ways to proceed in the sale of a vehicle:

Table 9.12 – Procedures for sales

Using the services of an auctioneer	Going through a bidding process
<ul style="list-style-type: none"> ❑ It is advisable to use an external auctioneer to handle the sale of vehicles and equipment. The auctioneer has the knowledge of the local market and can offer an impartial approach to the sale. ❑ Define in announcement whether possible to bid on one vehicle in a lot or only on the whole lot for sale. ❑ Should not be sold for below the set minimum price (reserve). ❑ If minimum price not reached, vehicle should be retracted & go through another auction (can't change selling methods). ❑ The auctioneer's fees are a percentage of the sale. 	<ul style="list-style-type: none"> ❑ Notice of the sale is posted on notice boards (ICRC/public) and advertised in the local newspapers. ❑ Notices are posted for a minimum of 15 days by Administration where access by everyone is ensured. ❑ All bids must be received in sealed envelopes. ❑ Bids will be opened by at least 2 people (Log/Adm/third party) the day after the closing date. ❑ The best offer will be selected (see Tender Process, Purchasing chapter). ❑ Send selection table to Fleet Unit GVA for final green light, see annex 9.20 (before finalising sale).

See annex 9.20 – Vehicle bidder selection table.

5. Acceptance, payment & accounting data

All participants in the tendering process for the vehicles should be answered in writing to inform them whether they were the successful bidder or not.

Payment:

Sale (via bid, via auction, or to a humanitarian organisation)

- ❑ Payment is given to the Administrator who will book it under the accounting data received with the green light from Geneva;
- ❑ The delegation accountant will indicate on the accounting text and in the voucher, the code(s) of the vehicle(s) sold.

Donation

- ❑ The amount of the net financial value of the vehicle will be charged against the cooperation budget of the delegation. This is handled in GVA.

6. Transfer of ownership

A sale or donation document must be established in order to clearly formalise the transfer of ownership (see annex 9.21 for sales and annex 9.22 for donations). This includes clearly defined deadlines regarding the completion of transactions and formalities.

All administrative and customs formalities must be completed before handing over any vehicles.

9.3.10. Working with Delegated and Bilateral Projects (Operational Partnerships)

Delegated projects are projects that have been assigned to a Participating National Society (PNS). This is an arrangement between the delegation and HQ coordinated by the Zones and REX. A signed agreement (contract) is drawn up detailing the relationship between the ICRC and the PNS.

Delegated projects have the possibility of using ICRC vehicles once the green light is obtained from Headquarters. The PNS will be charged a monthly rate for the use of the vehicles dealt with at headquarters. The rate includes the maintenance, insurance and fuel and will be applied directly on the account of the PNS.

Procedures to follow before giving Delegated Projects access to ICRC vehicles:

- ❑ A message of intent is sent to the Fleet Unit in GVA via the LogDesk complete with the information of the intended vehicle(s) (code of vehicle, name and length of project);

- ❑ REX and the Fleet Unit in GVA will consult to provide the green light and advise the field via the LogDesk;
- ❑ If approved, the ICRC delegation issues a letter to the PNS driver(s) authorising them to drive the ICRC vehicle;
- ❑ A copy of the letter of authorisation is sent to the Fleet Unit in Geneva.

How to manage vehicles for Delegated Projects:

- ❑ The vehicles remain insured by the ICRC;
- ❑ The vehicles are equipped with ICRC standard stickers;
- ❑ The vehicles are registered under the name of the ICRC;
- ❑ The vehicles are managed by the car pool as other ICRC vehicles;
- ❑ The PNS will follow the ICRC rules and guidelines;
- ❑ The PNS drivers must pass an ICRC driving test;
- ❑ The PNS drivers should respect the ICRC security rules;
- ❑ When the project is over the vehicle is returned to the ICRC and the Fleet Unit in Geneva is notified.

Bilateral projects are projects run by an external National Society (NS) working directly with the NS of the country. Bilateral projects do not have an agreement with the ICRC and the ICRC will not provide vehicles for these projects.

9.4. Car Pool Management

9.4.1. What is a car pool

In every operation where there are light vehicles there is a car pool and a set-up to support it. The set-up depends on the size of the operation and the number of light vehicles. It could be comprised of a car pool manager, drivers, a parking area, a car wash and its staff.

The car pool management is responsible for the proper use of light vehicles (motorbikes, cars, light and heavy 4x4) and the organisation of their drivers in the delegation. Light vehicles are professional assets and should be treated as such.

The car pool management is the focal point for light vehicle assignments, breakdowns and accidents.

The priority of car pool management is to organise light vehicles to ensure their availability for the delegation's operations. The car pool department is responsible to coordinate the needs of the different departments and to optimise the car pool effectiveness while respecting security issues within the delegation's context.

Dispatch procedures should be implemented to control the movement of all light vehicles. Records on who, where and why the vehicles are used must be available and kept in files for reports, further analysis and inquiries.

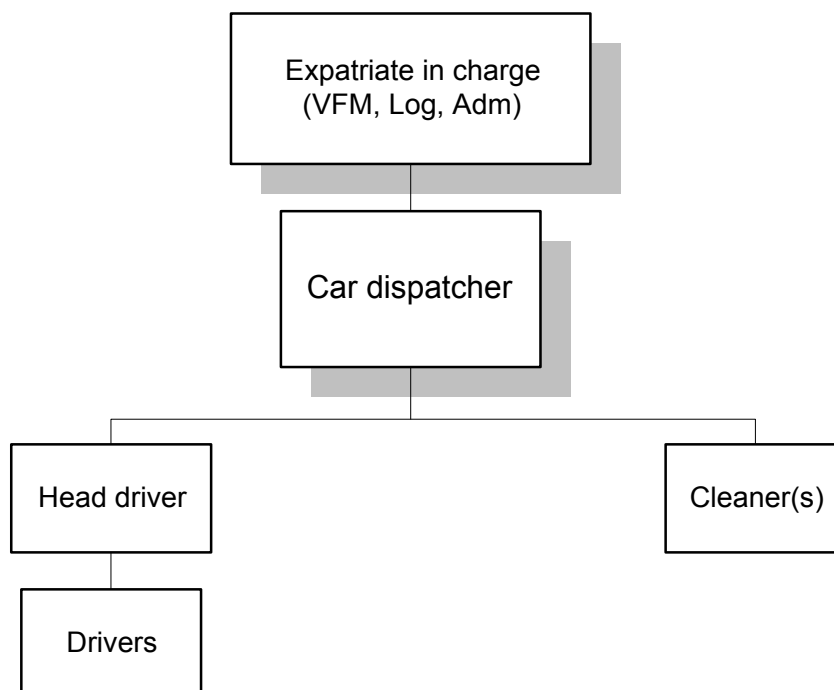
An appropriate set-up with clear procedures ensures the proper running of the department, no matter what its size. A whiteboard, readable by anyone at anytime, providing up to date information of which vehicle is with whom, where and for how long is the key of a well-managed car pool.

Table 9.13 - Responsibilities of car pool management

Tasks	Parameters	Reported by car pool
Attribute light vehicles to operation	Quantity & type of vehicles Vehicle condition Number of drivers Driver assignments Trip planning Equipment control (logbook)	Fuel consumption Vehicle usage Mileage report
Ensure proper use of light vehicles	Driving licence & certification Key control No movement without approval (field trip form) Known vehicle position at all times Respecting of security regulations (see 9.2.8.)	Drivers job report (at end of each trip)
Distribute costs	Percentage of use by each department	Time reporting
Ensure their condition & readiness	Daily condition check Inform WS of any damages Refuelling Cleanliness	Weekly fuel costs

9.4.2. Car pool set-up

A car pool should have the following functions in place. These functions may be performed by several people or by one depending on the size of the delegation.

Figure 9.5 - Functions of the car pool department

Light vehicles are always high in demand. A well-organised car pool department will reduce the possibility of internal conflicts. It should consist of a dispatch office close to a well-defined parking area with a car wash area.

Dispatch office	Whether a simple desk with filing facilities, or a fully computerised system, the office must be in permanent contact with all vehicles under the supervision of the dispatcher.
Parking area	Within or nearby the delegation compound, the parking must be secure and organised. Each vehicle must be locked and parked in a departure position and have its parking place coded.
Washing bay	If there is no solution to clean the vehicles near the delegation the washing & cleaning of vehicles will be done within the parking area. Remember, vehicle appearance is important

Table 9.14 – Car pool set-up

9.4.3. Drivers

It is highly recommended to recruit national drivers for official operations. Ideally, expats shouldn't be driving except when going back and forth from their residence. A lack of local language and cultural knowledge may create misunderstandings at checkpoints, customs or on incident scenes.

A command of English or French (depending on the delegation language), both spoken and written, is required for ICRC drivers in order to be able to communicate on radio (HF & VHF) and complete the required fleet paperwork.

No one is allowed to drive ICRC vehicles without having passed the ICRC driving test, see annex 9.14. Please refer to paragraph 9.3.4. for more details on internal driving certifications and regulations.

A room with a desk and minimum equipment (such as calculator, pen, paper and chairs) is dedicated to drivers to allow them to perform their administrative tasks and have a place where they can be easily found when required.

Administration has defined HR-regulations for drivers. If drivers have to stay in the field overnight, these regulations apply. You can check the FAD-manual for more (general) details or check with your Administrator for the specific local ones.

9.4.4. Procedures for vehicle assignment & control

The car pool should have well defined and clear procedures for the assignment and control of vehicles. These instructions should be passed on to everyone involved with the use of these vehicles.

Attribution guidelines

All light vehicles are financially attributed to the car pool department.

Preferences for vehicle assignments could be based on specific operational needs of different departments such as distances to be covered, type of loads, image, etc.

It is strongly advised to attribute a driver per vehicle to ensure that responsibility will be assumed for the daily maintenance and driving behaviour.

Driving licence & certification

As mentioned in 9.3.4., those who have not successfully passed the driving test should not drive ICRC vehicles. All newly arrived delegates (experienced or not) should pass through this procedure, not only to assess driving skills, but also to familiarise them with the surrounding area (security zones, residences, shops, restaurants).

Table 9.15 – Key control

Key	Located in a safe place under control of the car pool manager. The position of each key must be clearly written on the board with the ICRC vehicle code for reference. Returned after every use by national or expatriate collaborator.
Spare key	Holding the related tag with the ICRC vehicle code they belong to. These keys will be placed in a locked keyboard in the office of the vehicle responsible.
Triplicate	Holding the related tag with the ICRC vehicle code they belong to, these keys will be placed in the safe of the main delegation.

Trip planning

A successful trip is a well-planned trip involving all parties: the dispatcher, driver and the passenger(s).

Table 9.16 - Responsibilities in car pool trip planning

Parties	Responsibilities
Car pool	<p>Ensure that all tasks assigned to car pool dept. are completed.</p> <p>Make sure that security, routing & scheduling are respected.</p> <p>Ensure that all relevant documents are properly filled out & distributed.</p>
Drivers	<p>Liase with passengers for trip timing, including stopovers.</p> <p>Perform vehicle check 1/2h before departure, including fuel and documents.</p> <p>Perform radio contact.</p> <p>Keep driving licence on hand throughout the trip.</p> <p>Ensure vehicle is well equipped (field box, spare tire, etc.).</p> <p>Have personal supplies (food & water).</p> <p>Ensure that the condition of the vehicle is appropriate (cleaning).</p> <p>Assist with the loading of the vehicle and ensure it is done appropriately.</p> <p>Ensure that the maximum weight of the vehicle (cargo and pax) is respected.</p>
Passengers	<p>Be on time.</p> <p>Have personal supplies (food & water).</p> <p>Fill the fieldtrip approval form (see annex 9.23).</p> <p>Do not influence the driver regarding speeding and other security-related issues.</p>

Security

Please read paragraph 9.2.8. and the Security and Stress DB (section 7.3.) for more details.

9.4.5. Personal Use of Vehicles Guideline

ICRC vehicles are provided for official use. They may be able to be used for private purposes by expatriate staff in delegations, provided it does not conflict with operational needs.

Their use for private purposes should be limited and expat share in the expenses by paying for the use of the vehicle.

A distinction is made between the types of private use of vehicles:

- a) Regular day-to-day use of vehicles within a specified area
(in general city limits, including residence-delegation travel);
- b) Use of the vehicle for long distances (e.g. on weekends).

Table 9.17 – Personal use of ICRC vehicles, available to whom:

Who may	Who may not
<ul style="list-style-type: none"> ❑ ICRC expatriate staff 	<ul style="list-style-type: none"> ❑ ICRC vehicles are not provided to national delegation employees for private use ❑ ICRC does not rent or lend its vehicles to third parties (family members, friends, visitors, relatives, etc.)

(See also the insurance restrictions as described in paragraph 9.3.2.).

Reimbursement for private use of vehicles

Payment contributes to the costs of insurance, maintenance, petrol and depreciation. It is charged by the delegation and deducted on a monthly basis from the expatriate's private account.

Table 9.18 – Regulations for reimbursement

Types of private use of ICRC vehicles	Reimbursement by ICRC expatriate staff
Within a specified area	<p>Each staff member is required to pay a monthly fixed amount of CHF 100 due for the entire mission period (including vacations, compensations and other absences).</p> <p>This rule applies in all ICRC locations (delegations, sub-delegations, offices, etc.).</p> <p>Exceptions:</p> <ul style="list-style-type: none"> ❑ staff members sharing a vehicle pay a monthly fixed amount of CHF 50. ❑ staff members owning a private vehicle and using it for residence-delegation travel and outside service hours (evenings, weekends) are exempt of paying the fixed fee. ❑ itinerant staff (less than one month on mission) pays a fixed share of CHF 50 if they are provided with a vehicle. <p>The delegation may propose to exclude certain locations from this monthly contribution in case operational and/or security situations prevent any private use of vehicles. In such cases, the Head of Delegation supports this proposal by note to FAD/AFI who will decide on the rule to be applied.</p>
For long distances	<p>In addition to the monthly fixed amount, the staff member is charged CHF 0.50 each kilometre travelled beyond 100 km per weekend or holiday.</p> <p>Expatriates having used the vehicle for such private trips must fill in the "Private Use of Vehicles Form".</p> <p>The weekend or holiday bonus of 100 km is not accumulative or redeemable in any way.</p>

For further information see the Financial & Administrative Manual (2.7.1.).

When an ICRC vehicle is used for private purposes it is important that the user is aware that this vehicle represents the institution. The behaviour of the user should not have a negative effect on the image of the ICRC (e.g. fully marked vehicles are not the best ones to be used for tourism).

Security regulations have to be respected including reporting movements of the vehicle. In addition, the user has to record the movements into the logbook of the vehicle.

9.4.6. Private Vehicles

ICRC expatriate staff may have the possibility to buy vehicles locally for private use in certain contexts with the agreement of the Head of Delegation.

These vehicles could be acquired under the coverage of the delegation's Headquarters Agreement and be exempt from duty and taxes. This procedure and its follow up involve IMPEX especially when it comes time to sell, transfer or dispose of the vehicle.

Insurance

These vehicles must be insured under the ICRC insurance to assure coverage and the follow up of administrative matters. The insurance is arranged by the Administrator with the help of the Vehicle Fleet Manager and is at the expense of the ICRC expatriate staff. The amount of the insurance is charged against the expatriate's private account twice a year in advance.

Registration

Private vehicles are registered locally. They cannot have GE plates.

Maintenance of private vehicles

The ICRC will not maintain private vehicles. This also applies for the supply or purchase of ICRC spare parts. It is the responsibility of the expatriates to arrange their own maintenance and repairs on their vehicles.

Sale, transfer or disposal of private vehicles

The Vehicle Fleet Manager and Administrator should be notified when there is an intended sale, transfer or disposal of a private vehicle for the following reasons (see 9.3.8. for more details):

- ❑ The status of vehicles bought duty and tax free under the HQ Agreement must be checked by IMPEX;
- ❑ Any customs formalities such as collecting duty and tax, arranging for export or disposal must be dealt with by IMPEX;

- ❑ Administration must verify if there are any outstanding administrative and legal matters (insurance, accidents, etc.);
- ❑ To inform GVA of the changed status of the vehicle;
- ❑ To avoid any unpleasant surprises once the expatriate has left.

9.5. Heavy Vehicle Management

Transportation of goods and services may require the use of a truck vehicle fleet. The management of the trucks and the drivers are generally the responsibility of the VFM in conjunction with the logistician.

Heavy vehicle management includes ICRC owned and long term rental trucks. There are three methods of moving goods and the split of responsibilities between VFM and Logistician are clearly defined for each.

Table 9.19 – Responsible for heavy vehicle management

Method	VFM	Logistician
ICRC owned trucks	x x x	
Rented or contracted trucking means	x x x	
Transport of goods from A to B without choice of the means		x x x

9.5.1. What is heavy vehicle management

In every operation where there are heavy goods to be transported there is a road transport set-up to support it. The set-up depends on the size of the operation and the quantity of goods to be transported. It could be comprised of a transport manager, drivers, parking area, washing place and its staff.

The VFM is responsible for the proper use of heavy vehicles (trucks, trailers) and the management of their drivers. It is the focal point for vehicle, trip and driver assignments.

The priority of the VFM is to provide appropriate road transport facilities to other logistics units in respect of delivery time, load condition, ICRC image and cost effectiveness.

The heavy vehicle management is responsible to optimise the truck fleet while respecting security issues within the delegation's context of ICRC owned and rented trucks and will be the focal point to contract private companies.

Table 9.20 - Responsibilities within heavy vehicle management

Tasks	Parameters	Responsible for
Attribute trucks to operation	Quantity & type of vehicles Vehicle condition Number of drivers Driver assignments Trip planning Equipment control	Fuel consumption Vehicle usage Mileage report
Ensure proper use of trucks	Driving licence & certification Key control No movement without approval (field trip form) Known vehicle position (at all times) Loading according with technical and legal specification	Drivers job report (at the end of each trip) Transport report
Costs	ITSH Fuel	Time reporting Trip cost in Mt per km Weekly fuel costs
Ensure their condition & readiness	Daily condition check Inform WS of any damages Refuelling Cleanliness	

9.5.2. Heavy vehicle operational responsibility

Heavy vehicle management in terms of documents (accidents, registration), repair, spare key and security is quite similar to Car pool management (see section 9.4.).

Table 9.21 - Responsibilities with regard to heavy vehicles

Category	Aspects	Control tool(s)	Responsible
Fuel	- Consumption - Quality - Costs	See paragraph 9.6.5.	VFM Truck dispatch VFM
Mileage	- Usage	Odometer and logbook	Truck dispatch
Condition	- Damages - Cleanliness	Damage report Cleaning items	Driver, workshop
Load	- Latching - Quantity - Type	Catches, levers, ropes Scales Packing List(s)	Driver VFM Logistics
Speed	-	Speedometer and timing	Driver
Inventory	- Jack and lever - Tool box - Accessories	Logbook	Driver
Tyres	- Positioning - Wear	Logbook	Workshop Driver

9.5.3. Rental truck transport

Due to a short operation, availability, and delivery time it may be beneficial to rent trucks. The process is as follows:

- ❑ VFM to make announcement or ask at least three truck companies for quotation (renting costs may be very different between countries and type of trucks).
- ❑ VFM to make a selection of trucks and do a technical inspection (technical inspection may be done by an independent organisation).
- ❑ VFM in collaboration with LOG and ADM make transport contract, see annex in chapter 7 (ICRC Shipping).
- ❑ Integrate the rented trucks to ICRC fleet in terms of coding, insurances, management and markings.
- ❑ Usual maintenance and repairs should be at owner costs. Damages and misuse repairs will be paid by the ICRC (never repair a rented truck in ICRC workshop).

Renting trucks may become difficult and frustrating with non-reliable companies. It is advised to use this solution only for short-term operations.

If you have to rent trucks for a certain length of time, pay particular attention to the following points:

- ❑ The truck owner must insure both the driver and the vehicle against the usual risks and acts of war;
- ❑ Rental fees include:
 - ✓ Rental of the vehicle on an unlimited mileage basis;
 - ✓ Wages of the driver and his mate (if you rent a vehicle with driver);
 - ✓ Insurance premiums;
 - ✓ Maintenance costs and in some cases, oil and fuel;
- ❑ Throughout the rental period, transport is restricted to ICRC goods;
- ❑ Possibility of affixing the Red Cross emblem on the vehicle;
- ❑ Possibility of asking for another driver if the first one does not give satisfaction;
- ❑ Termination of contract at short notice (in case work must stop for political reasons or force majeure);
- ❑ Possibility of extending rental period;

- ❑ In the event of serious, time-consuming breakdowns (48 hours), availability of replacement vehicles;
- ❑ Carrier's liability in the event of theft of goods, accident, damage, etc.

It is better to work with a large rental or transport company with experience than with a private owner.

9.5.4. Drivers and schedule management for heavy vehicles

For drivers of heavy vehicles the same regulations apply as mentioned in paragraph 9.4.3. (light vehicles). Handling heavy vehicles properly is even more complex. Additional regulations have been defined for (managing) these drivers.

Recruitment

The number of drivers is directly linked to the number of trucks at disposal. For medium to large operations (more than five trucks) the quantity of drivers should be 1.3 to 1.4 times bigger than the number of trucks in order to compensate holidays, sickness leave, compensation, etc.

The manager of a driver team should be aware that tired drivers increase the risks of accidents and malpractice.

A study shows that a truck driver has about 1'800 observations and takes up to 200 decisions per minutes while driving in town.

No driver is allowed to drive an ICRC truck without having passed the ICRC driving test, see annex 9.15. If properly conducted by the VFM this test takes about one hour to complete and experience has shown that even drivers with valid driving licence are often not able to pass.

Management

For countries without precise regulations about driving time it is recommended to allow a one-hour break every four hours of driving and not more than ten hours drive per day. The ICRC doesn't operate trucks at night.

Drivers are entitled to obtain a working advance for emergency repairs, refuelling, secure parking and sometimes border crossing. The "per diem" (amount fixed by Administration) or part of it may be given before departure in order to allow them to cope with food and resting costs.

To optimally manage the trucks a loading plan should be prepared on a white board as below. This will provide up to date information on the exact location of any one truck and will clearly demonstrate on which days/hours there may not be enough vehicles to carry out a certain task or where there might be too many. Do not forget to record maintenance days.

LOADING PLAN FOR WEEK ...8

LOADING DAY	TRUCK NUMBER	TRUCK LOAD	TRUCK LOAD	TRUCK LOAD	DRIVERS NAME	TRAILER NUMBER	TRAILER LOAD	TRAILER LOAD	ETD	DEP. DATE	DESTINATION	RETURN DATE	CONVOYER	REMARK
17.02.97	GE 5662	FP/400, HK-500	FLOUR-200KG,	BLANK-300PCS	GRECHKO	GE 4175			08:00	18/02/97	TBILISSI	20/02/97	KARABI	L/CR RU-149
	RU-036				ARTUR	RU-105								
17.02.97	GE 4163	FP/400, HK-500	FLOUR-200KG,	BLANK-300PCS	KLIMOV	GE 4178			08:00	18/02/97	TBILISSI	20/02/97	AVTANDIL	L/CR RU-043
	RU-093				VLADIMIR	RU-109								

Responsibilities

The job description (see annexes 2.1 to 2.11 in Chapter 2) gives the main topics that have to be mentioned in the specific one. It should be clear that once on distribution the drivers might need to help the relief responsible should this be requested.

9.5.5. Loading

A truckload is ruled by both governmental and ICRC regulations in terms of quantity, type and latching by type of vehicle. These rules should be respected on the basis of whichever one is most strict. The governmental laws differ between countries. It is recommended to read the legal extract from the country where the operation has to run as it may affect timing and the required number of vehicles.

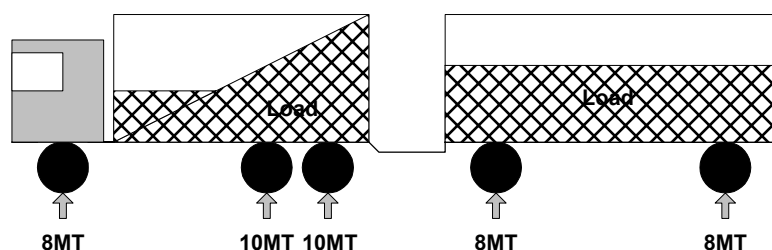
Non-respect of these rules may alter the transport process and cost money with regard to fines.

From the ICRC point of view, the regulations depend on the manufacturer characteristics. The load should not be able to move under any condition (emergency braking, curves, etc.). The load should not be wider or longer than the body of the truck/trailer and the quantity should not exceed manufacturer characteristics for normal road condition.

On bad roads, the load quantity has to be seriously decreased.

See annex 9.24 for technical information on vehicle dimensions.

Sample of weight distribution as per local legislation about axle load:



Truck

Front axle	8 MT
+ 1st drive axle	10 MT
+ 2nd drive axle	10 MT
= Total weight	28 MT
- Empty weight	12 MT
= Load weight	16 MT

Trailer

Front axle	8 MT
+ Rear axle	8 MT
= Total Weight	16 MT
- Empty weight	6 MT
= Load weight	10 MT

9.5.6. Convoy procedures

In annex 9.25 you can find the detailed procedures for convoys. An important aspect of this procedure is the Field Trip Form that is in annex 9.23.

These procedures are the ICRC security guidelines with regard to convoys and they must be strictly executed.

9.5.7. Outsourced road transport

Outsourced road transport is often the most convenient way to transport goods.

Table 9.22 – ICRC versus outsourced road transport

	ICRC road transport	Outsourced road transport
Cost	☹ Only variable costs should be considered for if ICRC transport capacity is available.	☺ Paid against invoice, clear and easy way to calculate.
Lead time	☹ ICRC can't operate trucks at night. ☺ Due to ICRC status, border or check point crossing is often quicker.	☺ For fast deliveries commercial companies can drive 24h a day with 2 or 3 drivers. ☹ Reliability of their trucks often causes unexpected delays.
Staff, Truck Management & Maintenance	☹ Driver handling is a complex part of fleet management (see 9.5.4). ☹ Maintenance, trip costs and time will have to be analysed and managed by additional set-up.	☺ Not needed, transport supplier should provide required staff and appropriate vehicles in sound condition.
Emblem Respect	☺ ICRC drivers will have been trained on that matter and related dissemination appropriate.	☹ No ICRC marking is allowed on rented transport, except if convoyed by an ICRC staff.
Respect of legal procedures	☹ Speed, load, drive time should be respected. Misconduct will alter the ICRC image and fine may have to be paid.	☺ Misconduct doesn't concern the ICRC, the provider will support any fine.
Respect of the load	☺ With appropriate training, ICRC staff will ensure that transported good arrives at destination in good condition. ☹ In case of broken or missing goods, ICRC will have to cover the costs.	☹ Load and goods is often mistreated to decrease the transport costs. ☺ In case of missing or broken goods the transport provider will cover the costs. ☹ Transporters may be tempted to complete their truckload with third party goods (which is never allowed).

9.5.8. Attribution guidelines

Drivers

Ideally, a truck will be attributed to one driver according to personal qualification. The rule that says: "the best driver drives the best truck" usually works well. It makes the driver responsible for one specific vehicle.

Be aware that different routes may be more attractive in terms of per diem, difficulties etc. Except for specific reason, ensure that it is not the same driver always on the same routes.

Vehicles

Even if ICRC trucks are standardised fundamental differences between models exist. For example, due to its load capacity, tyres and technical specs a 4x4 truck will be far more costly to operate on long distance and regular pipe line than a 6x4 with trailer.

Non-acquainted should seek technical advice to ensure proper attribution.

9.6. Maintenance & Repairs

9.6.1. Maintenance philosophy

Preventive maintenance

A vehicle is expected to function under a wide range of weather and other adverse conditions yet it is often subjected to careless driving and indifferent maintenance.

Preventive maintenance is the action taken to prevent vehicle failure. It is of paramount importance to take into consideration when establishing a maintenance system for the ICRC vehicle fleet. All man-made mechanical equipment needs regular preventive maintenance to lubricate, adjust, tighten and prevent such minor problems from developing into major deficiencies and premature failure. Premature failure results in more frequent repairs, high consumption of expensive spare parts, unexpected pauses in circulation, long lasting repairs, high costs for the organisation, prevents ICRC personnel from performing their duties and above all, risks their safety.

Table 9.23 – Actions with regard to preventive maintenance

Actions	Who does it
Cleaning and washing the vehicle, checking oil and fluids level	Carpool/Truck Driver
Report (incl. small ones) defects to the workshop	Car pool/Truck Driver
Inventory of the equipment's	Car pool/Truck Driver
Inspection of the vehicle condition	Workshop
Tightening of bolts, nuts, screws, etc.	Workshop
Necessary adjustments, replacement of filters, and small repairs	Workshop
Changing oils and lubricants	Workshop
Lubrication of locks, hinges, joints, etc.	Workshop
Road test	Workshop

Achievement by the regular preventive maintenance system:

- ❑ Vehicle condition is under control;
- ❑ All deficiencies in the vehicle condition can be exposed and corrected in an early stage;
- ❑ Adjustments and repairs can be easily carried out;
- ❑ Time needed for repairs is shorter;
- ❑ Costs of repairs are lower;
- ❑ The number of big repairs will be less;
- ❑ Small deficiencies can be followed up at the time when a repair is necessary;

- ❑ There will be fewer unforeseen stops (breakdowns);
- ❑ Vehicle failures should not result in other damages when repaired in due time;
- ❑ Will lengthen the economical vehicle life.

9.6.2. Maintenance schedule

With its own field experiences the ICRC has developed its own service schedule, which is different from the one advised by the manufacturer.

The standard service interval is 5'000km for all light vehicles. For heavy vehicles the services interval is normally every 3 months.

In contexts with difficult terrain, the interval of checks can be on a weekly or monthly basis.

The engine oil change can vary depending on the quality of lubricants (see table 9.24).

Table 9.24 – Quality effects of lubricants

Lubricants	Distance	Time
Local purchase	5'000 km	3 months
Supply ex Geneva	15'000 km	12 months

You can find the standard service schedules as follows:

Annex 9.26: Service schedule limousines;

Annex 9.27: Service schedule land cruisers;

Annex 9.28: Service schedule trucks.

9.6.3. Workshop department

The workshop is the focal point in the preventive maintenance and servicing of vehicles, generators and equipment's in the ICRC.

This department consist of various facilities: mechanical, body, welder, electrician workshop, spare parts store (see 9.6.4) and offices.

The main responsibility of the workshop is to guarantee a proper maintenance of the ICRC fleet and equipment's by following a proper maintenance according to the ICRC service schedules and guidelines on vehicles maintenance.

Never repair or maintain any rented or third party (accident) vehicles. This is not allowed because of complicated problems with regard to claims, liability, customs, etc. must be prevented.

9.6.4. Store department

The store department is not part of the warehouse of the delegation but it is part of the workshop set-up. It is where all the spare parts, lubricants, tyres and other materials needed for the maintenance of the fleet are stored. The two main functions within the store department are stock control and storage.

The storekeeper is directly under the supervision of the workshop manager and is responsible for the following:

- ❑ Always have the right quantities of spare parts, lubricants, etc. in stock to maintain all vehicles and generators in the delegation;
- ❑ The security of the stock.

In order to be able to carry out those responsibilities the storekeeper will be ordering, receiving, storing, issuing (to the workshop), taking inventories, providing input for the IT-system and in charge of security.

Ordering

Ordering workshop goods and equipment has to be according to the logistics ordering system with regards to the signatures, the RO number and the authorisation of expenditure. See Chapter 3 “Order Management”.

The order has to be made on an Excel spreadsheet and the layout of the order has to be as follows: position, part number, quantity, description and the price/currency of the parts (see annex 9.29 “Purchase form for spare parts”).

The RO and the attached file have to be sent to LOG_DESK.

Figure 9.6 – Purchase form for spare parts (small version)

PURCHASE FORM FOR SPARE PARTS				RO : <i>AL/ECO/03/0013</i>		
Delegation : <i>Alpesie</i>				Date : <i>25.03.03</i>		
Workshop manager : <i>Patrick</i>				Store keeper : <i>Peter</i>		
Code <i>39001</i>		Make : <i>Magirus</i>		Model : <i>M 232 D16 AL</i>		
Chassis or assembly No : <i>470.00019.837</i>				Engine : <i>5146090</i>		
Remarks <i>Ex NORCROSS</i>						
Pos.	Parts number	Qty	Description	Unit Price	Total price	Remarks
1		10	<i>Oil filter</i>	12	120	<i>Deutz</i>
↓						
30		2	<i>Brake lining rear</i>	150	300	
			Currency: <i>EUR</i>	TOTAL	420	

Spare parts for the fleet should be ordered via GVA. There is a high risk of purchasing counterfeit parts on a local market. GVA has a frame agreement with all major suppliers.

Purchasing via GVA ensures that costs are minimized and quality is assured.

Small items that are not related to a specific brand (screws, lamp bulbs, etc) or ICRC (logbooks, etc) may be locally purchased.

In case of doubt, please contact LOG/FLEET for advice.

Receiving

When receiving goods into the store the consignment has to be checked according to the RO, the packing list and the invoice. In case of broken boxes or discrepancies, the logistics procedure will apply.

Once the consignment is checked the parts have to be entered into the stock both physically and statistically.

For more details: see Chapter 6 “Warehouse Management” and Chapter 8 “Claim Management”.

Storing

Spare parts have to be stored in an organised manner in order to locate them easily when required. Storing the parts is usually as follows:

1. By part number;
2. By group e.g. engine, transmission, electrical, etc;
3. By location.

Issuing

All the issues of spare parts must be recorded in the daily record book and on the bin card.

No part will leave the store unless the storekeeper has a request form for this transaction signed by the workshop manager. See annex 9.30 “Spare parts request form”.

In some locations, it is recommended to supply new parts only in exchange for the old one, for security reasons.

If there is no access to RoadBASE the form 'Daily Spare Parts Output Control' as in annex 9.31 should be used.

Inventory

A yearly inventory report has to be sent to LOG_FLEET every December. However, it is recommended to have a stock count quarterly (e.g. one group of parts per month).

For a set-up without RoadBASE, the complete file (electronic version) will be sent.

For a RoadBASE set-up, only a discrepancy report mentioning all parts involved and action taken should be sent with the last backup of the year.

For stock adjustment on stock cards or in RoadBASE, a written green light has to be issued as follows (total amounts per total inventory count):

Discrepancies up to 500 USD: by the expatriate in charge of vehicles;

From 500 to 5'000 USD: by the HOD;

Over 5'000 USD: by LOG_FLEET.

IT tools

Where RoadBASE is operational, the stock must be managed within RoadBASE.

Even if the store is managed by IT tools, bin cards must be used because it is an auditable record.

Security

As spare parts are very attractive goods for every one in the country where the ICRC is working, special attention has to be given to the security of the store.

The location has to be clean, well ventilated but without windows. The access has to be restricted to the store-staff and the VFM only.

9.6.5. Fuel management

Professional and competent fuel management is an integral and important part of the fleet management. Uninterrupted and timely provision of fuel is a key requirement in the mobility of the ICRC and security in the field.

The Fleet Manager is responsible for this task since often the fuel is distributed, controlled and stored on the Workshop compound.

The VFM is responsible for the terms of the contract, agreements, invoices, quality and quantity control, timely deliveries and the terms of storage. See section 9.2. “Setting up the unit” for more details.

Ordering: Prior to proceeding with the ordering, an authorisation of expenditure for the fuel purchase has to be requested. It is also important that the financial guidelines are adhered to in the purchase of fuel. See Chapter 3 “Order Management” and Chapter 4 “Purchasing” for more details.

Since the volume of fuel is subject to fluctuation of the ambient temperature, it is compulsory to use MT (metric ton) as the UOM throughout the ordering process.

Receiving: Upon delivery the supplier should provide a set of documents: the certificate of quality, the certificate of origin (if fuel is imported), and the delivery note. The quantity has to be checked against the invoice. All seal numbers should correspond to the ones on the delivery note. Before emptying the truck, take one sample from the delivery truck for the subsequent analysis. A simple check on the density enables you to carry out the basic and quite efficient control over the fuel quality.

To avoid discrepancies the receiving tank and non-metallic stick gage (dipstick) must have been accurately calibrated.

It is difficult to get a precise calibration. The two main methods are:

- Calculation (which is very likely not to be 100% precise); *or*
- Get a specialist company to do it for you (at least all major cities have one).

Storing: All necessary precautions should be taken regarding the risk of fire and leakage. Never install a fuel tank just on or under ground. Always build a retaining wall of concrete around the fuel tank.

Every time the reservoir is opened, the person in charge should be present. After each replenishment or use the reservoir should be sealed with the ICRC seals to eliminate the unauthorised access to the ICRC fuel stock.

The VFM should know the exact capacity of the reservoir to ensure better stock control and for timely placing of orders. The fuel station should be equipped with the fuel distribution pumps thoroughly calibrated to avoid the loss of the fuel

Refuelling: For technical reasons and security the fuel manager is responsible for the fuel stock and the fuel issues. He records all the transactions during the day on a spreadsheet (see annex 9.32 “Fuel records”), enters them in RoadBASE, if available, and into the vehicle logbook.

Vehicles and generators should be refuelled at least once a week. The HoD can set up special guidelines in case this is required for security reasons.

Inventory: Stock counts should take place on the regular basis with the participation of the VFM and the fuel manager. A special table will enable you to make the calculation of the stock level depending on the ambient temperature (see annex 9.33 “Table for calculating fuel level”).

Stock management: Thorough calculations of the monthly consumption will help you to avoid unforeseen stock-outs. The stock of fuel is ICRC property and is used to support the ICRC activities in the field. The fuel is normally purchased without duty and it is not allowed to provide fuel to NGO's or private vehicles.

A contingency stock of fuel should be kept. The basic guideline is that this stock should cover 2 weeks of operations. Depending on the situation within the country, it can be decided to increase this stock level.

IT tools: In addition to the spreadsheets mentioned above the RoadBASE software can be used in different ways (Fuel price and Fuel modules) as well as charts and statistics on the base of the information entered in RoadBASE.

Security: Authorised access for the fuel manager only. The reservoirs and the fuel pumps should always be safely locked while the fuel manager is away during the daytime. At night, during the weekend and holidays extra security is added by sealing them.

Sufficient fire fighting equipment, fire extinguishers, a bucket of sand and a sideboard have to be installed around the fuel station. Check the local legislation regarding fuel stations and the storage of fuel.

A proper instruction on fire fighting has to be organised for the fuel manager.

Fuel consumption of vehicles: Is calculated in litres per 100km with the following formula:

$$\text{Consumption} = \frac{\text{Litres consumed}}{\text{Distance covered in km}} * 100 = \text{XXX litres/100km}$$

Fuel consumption of generators: Is calculated in litres per hour with the following

$$\text{Consumption} = \frac{\text{Litres consumed}}{\text{Hours operated}} = \text{XXX litres/hr}$$

formula:

Distance covered/hours operated: From the logbook: take the mileage at a refuelling up to the mileage at the last refuelling. One refuelling is definitely not enough to calculate accurate fuel consumption.

Litres consumed: The refuelling of the first mileage will not be taken into consideration for the calculation.

Table 9.25 – Average fuel consumption

Type	Engine	Consumption	Tolerance
Motorbikes	4 stoke	4 l/100km	+/- 5%
"	2 stroke	5 l/100km	+/- 5%
Cars	Petrol	10 l/100km	+/- 20%
	Diesel	7.5 l/100km	+/- 10%
Light 4x4	Diesel	12 l/100km	+/- 10%
Heavy 4x4	Diesel	14 l/100km	+/- 20%
4x4 trucks	Diesel	30 l/100km	+/- 10%
Trucks	Diesel	37 l/100km	+/- 20%
Generators	5 KVA	2 l/hour	Fuel consumption of generators depends a lot on the load
"	15 KVA	4 l/hour	
"	30 KVA	7 l/hour	
"	60 KVA	14 l/hour	

In case the actual consumption exceeds the allowed tolerance as listed in table 9.25, the reason for this discrepancy has to be investigated and possible actions have to be taken. First, it should be checked if a calculation error has been made. Other reasons could be a technical problem (e.g. leakage of generator), difficult road conditions or theft of fuel.

9.6.6. Disposal of used parts & chemicals

The quantity and management of used parts is important in the day-to-day operations of a workshop and with regard to the general use of vehicles. This is not only due to their value but also due to environmental protection and ICRC-transparency. The ICRC does not simply throw old material or dead stocks on the side of the road but tries to sell, donate or dispose of them in a regulated way.

In case some parts have to be disposed of, please check Chapter 5 “Import/export” and especially paragraph 5.2.3.) regarding customs and VAT regulations.

Table 9.26 – Disposal of parts

	Sale	Destroy
Coolant liquid	N/A	High pollution, must be taken care of by professionals
Battery (acid)	Has a value in any local market	High pollution, must be taken care of by professionals
Dead stock	May be sold for around 50% of purchase price	High pollution, must be taken care of by professionals
Oil	May have small value if purchased for construction	High pollution, must be taken care of by professionals
Tyres	Have a value in any local market	High pollution, must be taken care of by professionals
Used parts	Have a value in any local market	Pollution, must be taken care of by professionals

All cash received from the sales of used parts must be given to the Administration, who will enter it in the ICRC account. It is forbidden to use it for a BBQ, black box or other purposes.

Customs formalities apply when the parts were imported duty free.

Old parts must be made unusable before being disposed of.

9.6.7. Workshop security

See section 6.2. regarding building security.

Some of the tools used in a workshop are dangerous and the ICRC, like any other employer, will provide safety equipment to its staff:

- ❑ Safety shoes;
- ❑ Overalls;
- ❑ Eye and ear protection (for welding, grinding and steel work for example);
- ❑ Protection mask for painting or pumicing.

Appropriate fire fighting posts should be in place, clearly marked and easily accessible in all critical locations such as the fuel station, store, welding area, etc.

9.7. Generators & Others

9.7.1. Generators

Some ICRC delegations encounter problems with electricity. Generators may be necessary for either temporary relief or for a permanent source of power.

The great range of brands, types, power, etc., can make selection a difficult and technical process.

The Log Fleet recommends analysing certain factors and describes simply the technical aspects to that need to be taken into consideration when buying a generator.

What is commonly known as a "Generator" is in fact an electromechanical group composed of a motor and an alternator. The motor drives the alternator that provides the required electrical energy.

These generators may be of a compact portable or fixed stationary type. They may be single-phase or three-phase depending on the power output (KVA), air or water cooled, with or without soundproofing, petrol or diesel, etc.

The available range is wide and selection may not be easy.

Replacement or additional generators will always be subject to prior approval from Log Fleet, whether purchased locally or ordered through GVA.

Selection criteria

The main selection criteria are:

1. Make, depending on the local market;
2. Presence of after-sales service (spare parts, repairs);
3. Geographical area of use, that is:
 - Altitude;
 - Temperature;
 - Degree of humidity;
4. Place of use, that is:
 - Indoors or outdoor;
 - Ventilated;
 - Protected from the elements.
5. Reliability suited to requirements, standardisation of brands, safety;
6. Constant use or only for emergency;

7. Price;
8. Method of utilisation: permanent or auxiliary.

The required amount of power depends directly what electrical devices are installed.

The tables in Annex 9.34 “Selecting a generator” will help you to calculate the required amount.

Power - abbreviations, values

Electrical power is determined by:

V = Volt

W = Watt (power)

A = Amp (current)

The abbreviations for currents are:

VA = Volt/Amp

KVA = Kilo Volt/Amp

KW = Kilowatt

Hz = Hertz (frequency)

Specifications

When requesting a generator the following technical specifications need to be stated:

- ❑ Power (kVA)
- ❑ Local voltage (Volt 110/220/380)
- ❑ Local frequency (50/60 Hertz)
- ❑ Motor fuel (Diesel/petrol)
- ❑ Starting system (Electric/manual)
- ❑ Cooling (Air/water)
- ❑ Type (portable or fixed, with or without soundproofing, on trailer etc.)

At the same time indicate the headings shown in the chapter "Selection Criteria".

Remarks: When ordering a generator also include the cable (indicate approximate length) and the switch-box within the order. It is less complicated than placing an additional order for those accessories later.

Generator on trailer: the decision to purchase a generator on a trailer depends on the expected method of utilisation. If there are frequent location changes, this option is justified. The frequency of location change needs be taken into account and the type of

ground on which the generator will be moved over is a significant parameter as it determines the degree of sophistication of the generator's trailer (one or two axles, suspension by blades, drawbar, electrical equipment, brakes, etc.).

Logbook for generator

Any generator should also be equipped with a logbook. The request for this document should also be sent to LOG/DESK.

9.7.2. Motorbikes

Using motorbikes in the field is not a preferred option of ICRC. There are situations however where efficiency requires their use. For example if the road conditions prevent access by any of our standard vehicles or if traffic in town is always congested and motorbikes can access certain destinations safely.

Motorbikes are mainly used for running errands, distributing messages or for tracing purposes.

The use of motorbikes is covered by several specific regulations that should be included in the driving rules and regulations for those drivers authorised to ride motorbikes, including:

- ❑ Helmets must be worn at all times when riding a motorbike;
- ❑ One should ride carefully and adapt the speed to road conditions (visibility, etc.).
- ❑ The maximum speed limit for ICRC motorbikes is 80km/hr;
- ❑ No passengers may be carried on a motorbike;
- ❑ **Expats are not allowed to ride a motorbike.**

9.7.3. Boats

The ICRC owned boats are mostly used for security reasons, but in a few Delegations, they are also used for operations.

The same guidelines apply to boats as the ones for vehicles with regard to passengers, insurance, security, etc.

One important aspect is that all passengers (including the crew) have to wear life jackets on board of a boat at all times.

It is important to load boats carefully and not to overload.

Important assets that have to be carried on board of a boat are:

- ❑ ICRC flag must always be visibly carried during movements;
- ❑ Distress signal kit;
- ❑ A radio (at least VHF) or a sat phone;
- ❑ First aid kit;
- ❑ Fog horn and a bell;
- ❑ Compass, binoculars and pocket light;
- ❑ Air pump and repair kit (for a zodiac);
- ❑ Paddles and anchor(s);
- ❑ Charts and maps (also of currents and tides);
- ❑ Passenger manifest;
- ❑ Captain's license;

These requirements are mandatory. There may be requirements depending on the type of boat and the situation it is used for. Please contact your LOG_DESK in Geneva for more details in case a boat is used in your Delegation.

9.7.4. Forklifts

All use of forklifts must comply with local regulations concerning driver licensing and health and safety regulations. Drivers should be able to demonstrate experience or training in the use of such equipment.

LOG_FLEET can provide technical training support if required.

9.7.5. Maintenance and repairs

Generators, motorbikes, boats and forklifts are expected to function under a wide range of conditions that may include carelessness in operation and maintenance by its users.

Preventive maintenance is important for these assets as it affects safety, reliability, performance and the overall cost of operation.

See annex 9.35 “Service schedule generators”.

The workshop is responsible for the cleaning, maintenance and repairs of generators, motorbikes, boats and forklifts.

Please contact LOG_FLEET in Geneva in case you need more details about this.

9.8. Filing system & Archiving

9.8.1. Filing procedures

In order to ensure a proper follow-up of the documentation and to prevent with that any problem with the Authorities it is important to strictly respect the ICRC standard filing procedures.

A file per vehicle must be opened and should contain the following documents.

Acquisition / Ordering

- ❑ Request of AoE and approval from HQ;
- ❑ For local purchases: offers received from suppliers and the selection table;
- ❑ For purchases done by GVA: requisition order copy;
- ❑ Copy of the invoice;
- ❑ Print out of notification of receipt;
- ❑ Print out of code request (insurance starts).

Import/Export

- ❑ Copy of all documents related to the importation of a vehicle (see Chapter 5);
- ❑ Copy of all documents related to the exportation of a vehicle (see Chapter 5).

Registration plates

- ❑ Registration request either for GE plates or for local plates;
- ❑ Depending on regulations of country: the original, or if not possible a copy, of the owner's certificate (local or Swiss);
- ❑ Copy of "Road licence" if applicable.

Insurance

- ❑ Copy of insurance request (local);
- ❑ Original, or if not possible a copy, of the valid insurance green card (GVA);
- ❑ Copy of local insurance contract (if applicable);
- ❑ All relevant correspondence with local insurer (contract, reimbursement, etc.).

Maintenance & repairs

- ❑ Job-cards (either in vehicle file or at Workshop);
- ❑ Mileage sections of the logbook when replaced with new ones;
- ❑ Copy of invoices.

Accident / theft

- ❑ All relevant correspondence between the delegation and Geneva (announcement, opening of a claim Nr, etc.);
- ❑ All relevant correspondence with local insurer (if applicable);
- ❑ Copy of court report if applicable;
- ❑ Copy of the final accident report with pictures and needed documents (see paragraph 9.3.7.). Original to be sent to Geneva.

Disposal

- ❑ Copy of transfer out of country;
- ❑ Request to Geneva to sell or donate a vehicle;
- ❑ Green light from Geneva to start the procedures;
- ❑ For sale: the copy of the internal and external sale's announcement;
- ❑ Offers received and submitted to GVA;
- ❑ Final green light from Geneva;
- ❑ Original of the sales agreement or donation certificate;
- ❑ Copy of tax duty receipt;
- ❑ Technical section of the logbook.

9.8.2. Archiving

- ❑ Archive the vehicle in RoadBASE upon request from Geneva (never delete it);
- ❑ After cancellation of code or transfer of a vehicle to another country, keep the vehicle file for one year within fleet unit of your delegation, and then forward it to the archive unit where it should be kept for nine years.

Annexes to Chapter 9

- Annex 9.1 Vehicle set-up evaluation**
- Annex 9.2 Outsourced workshop checklist**
- Annex 9.3 In-house workshop checklist**
- Annex 9.4 Rental service contract - with driver**
- Annex 9.5 Rental service contract - no driver**
- Annex 9.6 General service agreement (maintenance)**
- Annex 9.7 Fuel station contract**
- Annex 9.8 Frame agreement fuel**
- Annex 9.9 Maintenance service contract (Federation)**
- Annex 9.10 Code and insurance request for vehicles**
- Annex 9.11 Code and insurance request for generators**
- Annex 9.12 Code and insurance request for boats**
- Annex 9.13 GE Plates Request Form**
- Annex 9.14 Driving test light vehicle (form)**
- Annex 9.15 Driving test heavy vehicle (form)**
- Annex 9.16 Overview of vehicles**
- Annex 9.17 Gate pass**
- Annex 9.18 HR accident form**
- Annex 9.19 Final claim checklist**
- Annex 9.20 Vehicle bidder selection table**
- Annex 9.21 Sales agreement form**
- Annex 9.22 Deed of gift form**
- Annex 9.23 Field trip form**

Annex 9.24 Technical information on vehicle dimensions**Annex 9.25 Convoy procedures****Annex 9.26 Service schedule limousines****Annex 9.27 Service schedule land cruisers****Annex 9.28 Service schedule trucks****Annex 9.29 Purchase form for spare parts****Annex 9.30 Spare parts request form****Annex 9.31 Daily spare parts output control****Annex 9.32 Fuel records****Annex 9.33 Table for calculating fuel level****Annex 9.34 Selecting a generator****Annex 9.35 Service schedule generators****Annex 9.36 ICRC Vehicle fleet checklist****IMPORTANT**

The contracts listed in these annexes are samples.

Whenever a contract is set up the contents have to be checked with regard to local and international regulations. E.g. the arbitration clause, as in some countries reference to Swiss law is accepted, in others it is not.

Setting up a contract should always be done in close cooperation with the Administrator. And in case of doubt, the legal department in Gva can be consulted.



9.1. Vehicle set-up evaluation



Delegation: _____

Date: _____

N.B Qty can be fractional when shared between dpt.


	Messaging	Head office	Dissemination	Protection	Tracing	Assistance	WatHab	Logistic	Workshop	Welcome	Maintenance (premises)	Accounting	Medical	Others	Others	Total VHC
M/Bikes																0
Limousines																0
Light 4X4																0
Heavy 4X4																0
Pick-up 4X4																0
MiniBus																0
Trucks 6x4																0
Trucks 4x4																0
Trailers																0
Total / Dpt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Main planned activities: _____

Number of expats: _____

Number of national staff: _____

9.2. Outsourced workshop checklist



ICRC

Date: _____

No of vehicles

Light _____

Heavy _____

Generators _____

Location name _____	Owner name _____	Tel. _____
Distance from Vhc base _____ m		

First contact	<input type="checkbox"/> Helpful	<input type="checkbox"/> Too busy	<input type="checkbox"/> Not good
Water availability	<input type="checkbox"/> From city network	<input type="checkbox"/> From owner tank	<input type="checkbox"/> Not available
Electricity	<input type="checkbox"/> From city network	<input type="checkbox"/> From owner genset	<input type="checkbox"/> Not available
Security	<input type="checkbox"/> Compound	<input type="checkbox"/> Area	<input type="checkbox"/> Guardening
Workshop size	<input type="checkbox"/> Good for light Vhc	<input type="checkbox"/> Good for heavy Vhc	<input type="checkbox"/> Roofing
Road access	<input type="checkbox"/> Paved	<input type="checkbox"/> Dirt	<input type="checkbox"/> Bad condition
Communication	<input type="checkbox"/> Phone	<input type="checkbox"/> Proximity	<input type="checkbox"/> Language
Doors (size)	<input type="checkbox"/> Light vehicles	<input type="checkbox"/> Trucks	
Technical professionalism	<input type="checkbox"/> Cleanliness	<input type="checkbox"/> Technical level	<input type="checkbox"/> Equipment
Vehicles / Parts docs	<input type="checkbox"/> ICRC make	<input type="checkbox"/> Different make	<input type="checkbox"/> Not available
Stocks	<input type="checkbox"/> ICRC make	<input type="checkbox"/> Different make	<input type="checkbox"/> Not available
Administration	<input type="checkbox"/> Computerised	<input type="checkbox"/> Hand written	<input type="checkbox"/> Not available
Pollution reduction systems	<input type="checkbox"/> Water separator	<input type="checkbox"/> Used oil disposal	<input type="checkbox"/> Chemical disposal
Other	_____		

Tick on what's available

Average labour price
 It is impossible to have an average price of labour before having done a complete market survey in a particular region. However, based on experience, we can give you the following guidelines:

General repair labour rate	Main cities	Cities area	Bush area
High range / Importer	max. 60\$/h		
Medium range	10 to 20\$/h	8 to 10\$/h	5 to 8\$/h
Low range	3 to 5\$/h	3 to 5\$/h	1 to 3\$/h

Ask for quotation referring to the standard service schedule (see annex 9.27, 28 and 29)

Maintenance labour	Small Sce	Medium Sce	Big Sce
Light vehicles	\$	\$	\$
4x4	\$	\$	\$
Trucks	\$	\$	\$

Remarks:
 Low cost workshops, suitable or not, usually charge more hours for a particular job or skip maintenance point. This will end up being more expensive.

 ICRC will supply most of the parts to be fitted on standard vehicles. The contracted workshop should agree on this.
 Thanks to use commercial maintenance contract guidelines (see annex 9.07)

Name of responsible _____

Signature _____

Send this form for all evaluated WShop to LOG_FLEET for green light.

9.3. In-house workshop checklist



Date: _____

No of vehicles

Light _____

Heavy _____

Generators _____

Location name _____	Owner name _____	Tel. _____
Distance from Vhc base _____ m		

Water availability	<input type="checkbox"/> From city network	<input type="checkbox"/> From owner tank	<input type="checkbox"/> From ICRC tank
Electricity	<input type="checkbox"/> From city network	<input type="checkbox"/> From owner genset	<input type="checkbox"/> From ICRC genset
Security	<input type="checkbox"/> Locking facilities	<input type="checkbox"/> Area	<input type="checkbox"/> Guarding
Road access	<input type="checkbox"/> Paved	<input type="checkbox"/> Dirt	<input type="checkbox"/> Needs renovation
Communication	<input type="checkbox"/> Phone line	<input type="checkbox"/> Radio	<input type="checkbox"/> Lotus Notes
Doors (size)	<input type="checkbox"/> Light vehicles	<input type="checkbox"/> Trucks	<input type="checkbox"/> Staff
Heater / Cooling	<input type="checkbox"/> Heater	<input type="checkbox"/> Fan	<input type="checkbox"/> A/C
Pollution reduction systems	<input type="checkbox"/> Water separator	<input type="checkbox"/> Used oil disposal	<input type="checkbox"/> WShop ventilation
Other	_____		

Tick on what's available

Compound	Length	Width	
Workshop room	0	0	0 m2
Office room	0	0	0 m2
Store room	0	0	0 m2
Parking size	0	0	0 m2
Total size			0 m2
Under cover size			0 m2
Average height			0 m
Under cover volume			0 m3
Price/month			0 \$
/m2/month			#DIV/0! \$/m2

Required renovation/transformation

Price evaluation

_____ USD

9.4. Rental service contract - with driver



Rental service contract With driver

Between Mr/Mrs/Miss....., address.....,
called hereafter the LESSOR.

and

the International Committee of the Red Cross, address....., hereafter called LESSEE.

The following is agreed.

1) The LESSOR certifies that the below mentioned vehicle is legally registered, insured according to local law and in sound condition.

TYPE: _____

MAKE: _____

MODEL: _____

YEAR: _____

CHASSIS NO: _____

ENGINE NO: _____

EXTRAS: _____

VALUE OF VEHICLE: _____ *<required for insurance purpose>*

PERIOD From: _____ To: _____ *<not more than one month>*

2) The daily rent amount is: Payable in local currency against an invoice at each end of period or at the day of the breaking off.

3) The LESSEE will not be responsible of the easily removable accessories and the vehicle will be empty of personal belongings from the first day of the renting period. The LESSEE will only be responsible of the articles mentioned in the annexed inventory.

4) The vehicle with the DRIVER will be at full disposal of The LESSEE during the renting period. Days of repairs or maintenance will be announced minimum one day in advance by the LESSOR and deducted from the price on daily bases. Maintenance, repair charges and ownership taxes are the owner responsibility.

5) The LESSOR has the right to view the vehicle at any given time and crosscheck that the vehicle is not misused or badly treated.

6) The DRIVER Mr/Mrs/Miss....., address.....; selected by the LESSOR have to pass the standard ICRC driving test and to comply with the LESSEE working time table.

BALL charges for the DRIVER have to be met by the LESSOR. If need arise, the LESSOR or the LESSEE have to agree to replace the DRIVER.

7) Either parties may cancel this contract at any time by giving a pre advise of 5 days.

8) Arbitration

Any disputes arising with respect to or in connection with this contract shall be finally decided by one or three arbitrators in accordance with the Rules of arbitration of the Chamber of Commerce and Industry of Geneva. This clause of arbitration is exclusively governed by Swiss law without regard to conflicts principles.

The language of the arbitration shall be English."

Place & date:

The LESSEE

The HIRER

9.5. Rental service contract - no driver



Rental service contract Without driver

Between Mr/Mrs/Miss....., address....., called hereafter the LESSOR
and

The International Committee of the Red Cross, address....., hereafter called LESSEE.

The following is agreed.

1) The LESSOR certifies that the below mentioned vehicle is legally registered, insured according to local law and in sound condition.

TYPE: _____

MAKE: _____

MODEL: _____

YEAR: _____

CHASSIS NO: _____

ENGINE NO: _____

EXTRAS: _____

VALUE OF VEHICLE: _____ <required for insurance purpose>

PERIOD From: _____ To: _____ <not more than one month>

2) The daily rent amount is: Payable in local currency against an invoice at each end of period or at the day of the breaking off.

3) The LESSEE will not be responsible of the easily removable accessories and the vehicle will be empty of personal belongings from the first day of the renting period. The LESSEE will only be responsible of the articles mentioned in the annexed inventory.

B<The LESSEE is only responsible for damages to the vehicle below 100CHF and above 5000CHF. See paragraph 9.3.2.>

4) The vehicle will be at full disposal of The LESSEE during the renting period. Days of repairs or maintenance will be announced minimum one day in advance by the LESSOR and deducted from the price on daily bases. Maintenance, repair charges and ownership taxes are the owner responsibility.

6) The LESSOR has the right to view the vehicle at any given time and crosscheck that the vehicle is not misused or badly treated.

7) Either party may cancel this contract at any time by giving a pre advise of 5 days.

8) Arbitration

Any disputes arising with respect to or in connection with this contract shall be finally decided by one or three arbitrators in accordance with the Rules of arbitration of the Chamber of Commerce and Industry of Geneva. This clause of arbitration is exclusively governed by Swiss law without regard to conflicts principles.

The language of the arbitration shall be English."

Place & date:

The LESSEE

The HIRER

9.6. General service agreement (maintenance)

General service agreement:

Sample:

Agreement between:

Company XXX, (hereinafter called "XXX") and International Committee of the Red Cross (hereinafter called "ICRC") concerning the servicing and repairs for the ICRC vehicle fleet under the following terms and conditions.

1. Rate for services:

Prices, time frames as per attached list provided by XXX valid for at least 6 month from the date of signature.
The prices are valid for the attached ICRC maintenance schedule.

2. Spare-parts:

ICRC will provide parts and oils. However, when parts are not available from ICRC, XXX will use only genuine parts and make a quotation stating price and delivery time.

3. Terms of payment:

Payment will be made to XXX, in " local currency" by bank transfer, within 30 days net after receipt of the invoice for goods and service rendered per vehicle.

Besides the prices the invoice should include: Code No, Plate No, Mileage, Date and be counter signed by the ICRC vehicles responsible.

XXX Bank data's and information's.

4. Warranty:

Every technical problem arising after the maintenance will be reported to the company XXX garage. If problems are resulting from maintenance or repairs done, XXX do the extra work free of charge.

5. Disclaimer:

Either party may cancel this agreement at any time by giving 30 days notice.

6. Remarks:

Non-ICRC employees are not allowed to drive ICRC vehicles.

7. Arbitration

Any disputes arising with respect to or in connection with this contract shall be finally decided by one or three arbitrators in accordance with the Rules of arbitration of the Chamber of Commerce and Industry of Geneva. This clause of arbitration is exclusively governed by Swiss law without regard to conflicts principles.

The language of the arbitration shall be English."

For XXX

For ICRC (as fleet responsible)

Full Name: _____
Signature: _____
Date: _____

9.7. Fuel station contract

INTERNATIONAL COMMITTEE OF THE RED CROSS, XXX, (in further text the BUYER) and XXX (in further text the SELLER) have concluded the following

C O N T R A C T

No. I.C.R.C. X/X/03

for the provision of diesel fuel and gasoline

Article 1

PURPOSE

This Contract stipulates the rights and obligations of the Seller and the Buyer in regard to the provision of diesel fuel and gasoline by the SELLER, i.e. purchase of diesel fuel and gasoline by the BUYER. Purchased products are for the exclusive use of the Buyer.

Article 2

PRODUCTS AND QUALITY

Products to be purchased are: Gas oil (Diesel) D-2; Gasoline premium EURO (unleaded) 95 and Gasoline Super 98/100.

The quality of these products must satisfy the standards for petroleum and oil products valid in XXX.

Article 3

DELIVERY

The quantities to be delivered will be taken from the stipulated pump stations:

XXX

A) METHOD

Before refuelling the vehicles, the BUYER is obliged to present his/her ID card to the SELLER.

B) RECEIPT OF DELIVERY

Upon each delivery, i.e. refuelling, the SELLER shall present a "delivery form" which must be signed by the authorised ICRC representatives.

The delivery form must include the following information:

Date of delivery, i.e. refuelling; service station; buyer's name; ID card – type and number; vehicle registration plate number; actual km of the vehicle; article consumed – code number, unit, quantity taken, unit price of article and total amount taken.

The original of each delivery form shall be delivered to the BUYER.

Article 4

PRICE

The SELLER guarantees a fixed price which is to be honoured through the validity of this contract, AS FOLLOWS:

Diesel gas oil D-2XXX \$/litre

Gasoline premium (unleaded) EUROXXX \$/litre

Gasoline Super 98/100XXX \$/litre

Article 5**TERMS OF PAYMENT**

Provided that the invoices and other supporting documents are submitted by the Seller to the Buyer in accordance with the provisions of this Contract and provided that the Seller has performed his obligations stipulated by this Contract to the satisfaction of the Buyer, the Buyer shall effect payments of given invoices within 10 (ten) days from the day of receiving the invoice.

Payment of all invoices shall be made in USD.

Article 6**CONTRACT PERIOD**

This Contract is valid as of *<date>* and shall remain valid until *<date>* unless terminated by any of the contracting parties. Before terminating the Contract a 30 (thirty) days advance notice thereof must be given to the other party in writing.

Article 7**ARBITRATION**

Any dispute or claim arising out of or in connection with this Contract or any breach of the same shall be settled in accordance with the UNCITRAL Arbitration Rules than applicable, unless amiably settled through direct negotiations.

Such arbitration shall be conducted under the auspices of the International Chamber of Commerce (ICC) which shall also act as the Appointing Authority under the rules. The parties to this Contract shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute or claim.

Article 8**NON TRANSFERABILITY**

The Seller shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof or of any rights, claims or obligations hereunder without prior written consent of the Buyer.

Article 9**NOTICES**

Any notice given by any of the contracting parties shall be sent, in writing, addressed as follows:

TO:
ICRC
<address>

TO:
<name>
<address>

For the Seller

For the Buyer

<name>
<place>

ICRC
<place>

Date:

9.8. Frame agreement fuel

FRAME AGREEMENT

1. BUYER:

ICRC Delegation in XXX
XXX

2. VENDOR:

XXX

According to your quotations of the diesel, grade L-62, and taking into consideration the quality and price quoted for the above mentioned diesel, your company has been awarded as primary vendor for ICRC Delegation in Georgia, Tbilisi.

Requisitions will be made by the ICRC Delegation in XXX.

3. COMMODITY:

The diesel, grade ... *(attached specifications from Emergency items catalogue)*.

4. QUANTITY:

XXX metric tons (MT).

5. PERIOD/DURATION:

XX months.

6. CONDITIONS:

Only a call-up in the form of a purchase order shall obligate the BUYER to purchase the diesel as identified therein. The BUYER may purchase the diesel under this Agreement by issuing a Purchase Order identifying terms as indicated below.

7. INSPECTION:

The BUYER may request an inspection of the quality and quantity by an inspection company at BUYER's costs before loading at the VENDOR's premises, but there will be no regular inspection. The VENDOR will be responsible for the quantity and quality delivered according to the agreed specification. In case of delivery of non-conform merchandises, Article 10&13 of the "ICRC General Conditions on Purchasing" shall apply (attached).

8. AVAILABILITY/REPLENISHMENT:

In order to meet emergency deliveries, the SELLER guarantees to make available at any time at his warehouse in XXX a minimum of XXX metric tons (MT) of diesel for the exclusive use of the agreed BUYER. The SELLER guarantees the replenishment of the requisitioned commodity within 7 days. The price agreed includes all costs incurred in bringing the diesel to the BUYER's place. The BUYER guarantees to buy the reserved quantities at the SELLER's warehouse and/or the quantities delivered to the BUYER's warehouse, at the latest XX months after the end of this agreement.

9. PENALTY CLAUSE:

2% per week of the value of the non available quantity (according to article 8 of the "ICRC General Conditions on Purchasing").

10. CONSIGNEE:

ICRC Workshop, XXX

11. PRICE/CURRENCY:

USD per metric ton (MT).

12. DELIVERY TERMS (INCOTERMS ICRC 2000):

CIP (Carriage and Insurance Paid to), see copy of ICC Guide to Incoterms 2000 enclosed with this agreement.

13. PAYMENT TERMS:

Against documents and upon conform delivery, within 30 days at the most, either in cash or by bank transfer.

14. ADDRESS FOR INVOICE:

ICRC Delegation in XXX.

15. DOCUMENTS REQUIRED FOR EACH DELIVERY:

- Standard custom declaration forms containing the information on the temperature of the diesel at the loading terminal;
- Invoice in triplicate;
- 3 Packing Lists;
- Signed deliver order by the carrier;
- Copy of the Certificate of Quality containing the characteristics like the density at 20°C, the freezing and turbidity temperature;
- Copy of Certificate of Quality containing information on weight and volume;
- Certificate of Origin.

16. DISPATCH OF DOCUMENTS:

- 1 set to buyer;
- 1 set to consignee.

Please confirm the reception of this agreement with your agreement.

Acceptance of the present agreement, entails the waiving by the seller of its General Condition of Sales. All conditions not mentioned herein shall be governed by the attached "ICRC General Conditions on Purchasing".

Coming into force of this Agreement at the date of signature.

Buyer:

Vendor:

The ICRC Delegation in XXX

For ICRC:

XXX

Date:

Date:

XXX

Date:

9.9. Maintenance service contract (Federation)

MAINTENANCE SERVICE CONTRACT

BETWEEN INTERNATIONAL COMMITTEE OF RED CROSS AND INTERNATIONAL
FEDERATION OF RED CROSS AND RED CRESCENT SOCIETIES

PARTIES TO THE CONTRACT

The ICRC workshop located at _____ Hereafter called "ICRC"

AND

The International Federation of the Red Cross and Red Crescent Societies, called hereafter "The Federation".

The following is agreed:

1. "The ICRC" will provide "The Federation" with Maintenance Service including labour materials and parts at fixed prices for a period of _____ months in respect of the Vehicles on the following terms and conditions which shall constitute the entire maintenance contract between the ICRC and the Federation.

TERM

2. This contract shall commence on the date of signing.

MAINTENANCE SERVICES

3. The Maintenance service will consist of:

- (i) The periodic servicing set out in service schedules at the times and /or mileage specified or within a period of 3 days thereof (annex 1);
- (ii) The vehicles as stipulated in the vehicle list (annex 2);
- (iii) The servicing will be carried out in accordance with the prices as set out in the schedule of prices (annex 3);
- (iv) No recovery will be included unless specifically related to failure due to service carried out in the schedule of service;
- (v) Absolutely no warranty is given by the ICRC on parts fitted and work done.

4. The Maintenance's Services will in particular not extend to:

- (i) Repairs or modifications to the vehicles;
- (ii) Services and materials in addition to those specified in Schedules;
- (iii) Changes of tyres or tubes;

- (iv) Repairs to the bodywork, upholstery and trim whether resulting from fair wear and tear or otherwise; other than adjustment & tightening of seats;
 - (v). Any vehicles which are fitted with non genuine parts or spare parts not approved by the ICRC, or any vehicles on which any maintenance or repair work has been carried out by any person other than the ICRC or its authorised representative on any of the engine, transmission, suspension, steering, brakes or air conditioning systems;
 - (vi) Daily driver safety checks normally performed by the driver;
 - (vii) Vehicles of National Societies unless specifically agreed.
5. (i) The maintenance services will be carried out only at the location defined at the beginning of the contract
- (ii) The ICRC will carry out the Maintenance Service and any Additional Services in a good and proper professional manner. Only ICRC approved parts and consumables, including oils and fluids will be fitted into vehicles. The Federation is allowed to bring its own parts. The ICRC maintains the right to refuse them if they are not corresponding to quality standards. All lubricants will be necessarily provided by the ICRC.
- (iii) Upon delivery, by the Federation, to the ICRC, of each vehicle for periodic maintenance services, or upon recovery by the ICRC of vehicle requiring attention or broken down due to mechanical defects, the ICRC will provide the Federation with an estimate of the time required to repair and/or service the Vehicle and will carry out such services with all due speed and diligence.
- (iv) The ICRC will keep a record of all maintenance carried out on the Vehicles in the ICRC Road-base system. The record is to include date, registration number of vehicle, type of maintenance carried out, mileage, repairs made and parts replaced with all costs indicated for each element therein. The ICRC will submit to the Federation such records each time after such maintenance service or repair has been completed.

ADDITIONAL SERVICES

6. The ICRC will, at the express request of the Federation, provide the following additional services.
- (i) Maintenance and repair on any body, mechanical or electrical system and those items excluded under Clause 4 which may be necessary to any vehicle.
 - (ii) Changes of tyres upon request. The ICRC will provide tyres from its own stock if they are corresponding to the Federation needs (size, make, type). If the ICRC does not hold such types required in stock then the tyres will either be purchased locally or supplied by the Federation.

These additional services will be billed separately according to the estimate accepted in advance by the Federation.

7. Maintenance Charges are payable monthly in respect of maintenance services carried out in the previous month within 30 days of the date of the ICRC's invoice. The Maintenance Charges are subject to adjustment at each anniversary of the Contract commencement date. Spare-parts and consumables will be charged according to the prices the ICRC would charge for its own vehicles (the

ICRC reserves the right to charge payable duty to the Federation if the Federation is not subject to the same rights applicable concerning duty payable on spare parts and in accordance with the countries Headquarters agreement).

8. The Federation will ensure that any private items or non-standard equipment such as private tools are removed prior to servicing. The ICRC will not take any responsibility for the loss of private items. A list of tools and radio equipment with serial numbers in the case of VHF/HF equipment will be noted. Any radio items and standard tools will be noted in the vehicle schedule. These will be verified by both parties prior to servicing. The ICRC will not be liable for the replacement of these tools and/or equipment unless an assigned responsible signed the list prior to and after the service.

ADDITIONAL VEHICLES

9. (a) The Federation may at any time add to the Vehicles covered by this contract further vehicles belonging to it and of the same manufacturer, type and specification, subject to such further vehicle undergoing diagnostic inspection by the ICRC at the cost of the Federation and any defects found by the ICRC being corrected at the cost of the Federation prior to the inclusion of such further vehicles in this contract. The Fee for Diagnostic Inspection shall be credited to the Federation in the event that such further vehicles are included in this contract.
- (b) The ICRC shall notify the Federation of the increase in Maintenance Charges as a result of the inclusion of such further vehicles and such increase shall thereupon be chargeable from the first day of the month immediately following that in which such further vehicles are included in the contract.

REPLACEMENT OF DAMAGED VEHICLES

10. (a) If, during the term of this contract, any vehicle is involved in an accident which results in such Vehicle being damaged beyond economical repair, then the Federation on written notice to the ICRC that such vehicle is to be withdrawn from this contract, may substitute, at no additional cost to the Federation, another vehicle of the same manufacturer, type and specification in lieu of the damaged vehicle, provided that the Federation shall effect such substitution within a period of 28 calendar days of withdrawing the damaged vehicle from the contract.
- (b) For the period pending delivery of the replacement vehicle referred to in Clause 10a shall be exempted no maintenances charges shall be due.

TERMINATION

11. Either party may, at any time, upon giving 30 days prior notice in writing terminate this Agreement.

FORCE MAJEUR

- 12 Neither party shall be liable for any delay in performing or failure to perform any of its obligations hereunder if such delay or failure is caused by strikes, lockouts, labour disputes, riots, civil commotion, acts or restraints of governments or any similar cause beyond the control of the party in question provided that such party shall:

GENERAL

13. The contract is personal to the parties hereto and may not be assigned by either party without the written consent of the other.
14. No variation or amendment of the contract shall be binding on the parties unless confirmed by both in writing.
15. Any notice to be given under the contract shall be in writing to the receiving party at its business address as last notified in writing to the other party.
16. This contract supersedes all prior agreements written or oral among the parties with respect to the subject matter of this contract.

LAW APPLICABLE

17. This contract shall be governed by the laws of Switzerland.

ARBITRATION

18. Any dispute relating to this contract (breach, termination or invalidity thereof) shall be finally settled by arbitration without possibility of appeal or recourse.

Any disputes arising with respect to or in connection with this contract shall be finally decided by one or three arbitrators in accordance with the Rules of arbitration of the Chamber of Commerce and Industry of Geneva. This clause of arbitration is exclusively governed by Swiss law without regard to conflicts principles.

The language of the arbitration shall be English."

Location, date

For the International Federation of Red Cross
and Red Crescent Societies

For The ICRC

(signature)

(named printed)

Head of Delegation

(legal address)

(date)

(signature)

(named printed)

(title)

(legal address)

(date)

9.10. Code and insurance request for vehicles

CODE AND INSURANCE REQUEST FOR VEHICLES

Send to LOG_DESK

This form is intended for motorbikes, light and heavy vehicles, trailers. It applies to ICRC vehicles, rented vehicles and private vehicles.

For rented vehicles, indicate clearly beginning and end of insurance and Geneva plates validity.

We remind that the delegation is responsible to send back to LOG_FLEET not used Geneva plate.

LOCATION OF VEHICLE:-

MAKE:-

NAME:-

TYPE:-

COLOUR:-

DESCRIPTION OF BODY:-

COST CENTRE:-

OWNER:-

STATUS:-

(Rented, ICRC, private)

CHASSIS N°:-

ENGINE N°:-

ENGINE CAPACITY:-

FUEL:-

WEIGHT EMPTY:-

LOAD CAPACITY:-

WEIGHT TOTAL:-

YEAR OF MANUFACTURE:-

DATE OF PURCHASE:-

VALUE:-

*(For local purchase, sent a copy of invoice to LOG_FLEET)

TOTAL SEATING CAPACITY:-

SEATING CAPACITY FRONT:-

REGISTRATION:-

NEED GENEVA PLATES (y/n):-

IS THIS VEHICLE LOCALLY INSURED:-

IF YES, INDICATE:

NAME OF INSURANCE:-

ADDRESS:-

TYPE OF POLICY:-

IF NOT ICRC VEHICLE:

INSURANCE STARTS ON:-

INSURANCE ENDS ON:-

9.11. Code and insurance request for generators

CODE AND INSURANCE REQUEST FOR VEHICLES

Send to LOG_DESK

This form is intended for generators, pumps or other thermic engine driven assemblies of any size and power. It applies to ICRC or rented assemblies.

For renting, indicate clearly beginning and end of insurance.

LOCATION OF ASSEMBLY:-

ASSEMBLY MAKE:-

ASSEMBLY TYPE:-

ASSEMBLY SERIAL N°:-

COUNTRY OF ORIGIN:-

ENGINE MAKE:-

ENGINE TYPE:-

ENGINE SERIAL N°:-

FUEL:-

ALTERNATOR (or other) MAKE:-

ALTERNATOR TYPE:-

ALTERNATOR SERIAL N°:-

POWER IN KVA:-

N° OF PHASE:-

VOLTAGE:-

WEIGHT IN KG:-

TRAILER (y/n):-

SOUND PROOF (y/n):-

COST CENTRE:-

OWNER:-

STATUS:-

(Rented, ICRC)

YEAR OF MANUFACTURE:-

DATE OF PURCHASE:-

VALUE IN CHF:-

*(For local purchase, sent a copy of invoice to LOG_FLEET)

IF NOT ICRC ASSEMBLY:

INSURANCE STARTS ON:-

INSURANCE ENDS ON:-

9.12. Code and insurance request for boats

CODE AND INSURANCE REQUEST FOR BOATS

Send to LOG_DESK

This form is intended for small boats, outboard or inboard engines. It applies to ICRC or rented boats.

For rented boats, indicate clearly beginning and end of insurance.

LOCATION OF BOAT:-

MAKE OF HULL:-

NAME:-

TYPE:-

SERIAL N°:-

COLOUR:-

DESCRIPTION OF BODY:-

NUMBER OF PASSENGER:-

LENGTH (w/o engines):-

COST CENTRE:-

OWNER:-

STATUS:-

(Rented, ICRC)

YEAR OF MANUFACTURE:-

DATE OF PURCHASE:-

VALUE:-

*(For local purchase, sent a copy of invoice to LOG_FLEET)

IS THIS BOAT LOCALLY INSURED:-

IF YES, INDICATE:

NAME OF INSURANCE:-

ADDRESS:-

TYPE OF POLICY:-

IF NOT ICRC BOAT:

INSURANCE STARTS ON:-

INSURANCE ENDS ON:-

(For each outboard engine, make a copy/paste of following)

ENGINE MAKE:-

TYPE:-

POWER:-

SERIAL N°:-

FUEL:-

YEAR OF MANUFACTURE:-

DATE OF PURCHASE:-

VALUE:-

*(For local purchase, sent a copy of invoice to LOG_FLEET)

9.13. GE Plates Request Form

GENEVA PLATES REQUEST FORM

Send to LOG_DESK

For vehicles which already have a code.

This form is intended for motorbikes, light and heavy vehicles, trailers. It applies to ICRC vehicles, rented vehicles.

For rented vehicles, indicate clearly beginning and end of insurance and Geneva plates validity.

We remind that the delegation is responsible to send back to LOG_FLEET not used Geneva plate.

CODE OF VEHICLE:-

LOCATION:-

MAKE:-

NAME:-

COLOUR:-

DESCRIPTION OF BODY:-

OWNER:-

STATUS:-

(Rented, ICRC, private)

CHASSIS N°:-

ENGINE CAPACITY:-

WEIGHT EMPTY:-

LOAD CAPACITY:-

WEIGHT TOTAL:-

YEAR OF MANUFACTURE:-

TOTAL SEATING CAPACITY:-

SEATING CAPACITY FRONT:-

IF NOT ICRC VEHICLE:

INSURANCE STARTS ON:-

INSURANCE ENDS ON:-

9.14. Driving test light vehicle (form)



DRIVING TEST **LIGHT VEHICLE**

DELEGATION	
-------------------	--

CANDIDATE PERSONAL INFORMATION

NAME	
FIRST NAME	
DATE OF BIRTH	
DATE OF DRIVING LICENCE	
JOB POSITION	

DRIVING TEST

DATE OF TEST	
CATEGORY OF VEHICLE	
RESP. OF THE TEST	

DRIVING SKILLS

DRIVING TEST	FAIR	GOOD
USE OF GEARS	0	2
USE OF BRAKES	0	4
USE OF STEERING	0	3
USE OF MIRRORS	0	3
REVERSE	0	2
GENERAL DRIVING ATTITUDE	0	8
RESULT OF THE TEST	Total	

MINIMUM REQUIRED 16 pts

REMARKS:

N.B. A second and last test is allowed only after a period of 6 months.

SIGN. OF DRIVER:

SIGN. OF RESP. OF THE TEST:

ORIGINAL: Personal file

COPIES: W/Shop, Driver

9.15. Driving test heavy vehicle (form)



DRIVING TEST HEAVY VEHICLE

DELEGATION	
-------------------	--

CANDIDATE PERSONAL INFORMATION

NAME	
FIRST NAME	
DATE OF BIRTH	
DATE OF DRIVING LICENCE	
JOB POSITION	

DRIVING TEST

DATE OF TEST	
CATEGORY OF VEHICLE	
RESP. OF THE TEST	

DRIVING SKILLS

DRIVING TEST	FAIR 0 - 4	GOOD 5 - 7	V. GOOD 8 - 10
VEHICLE CHECK-UP			
USE OF CLUTCH			
USE OF GEARS			
USE OF ENGINE BRAKES			
USE OF BRAKES			
USE OF STEERING			
USE OF MIRRORS			
REVERSE			
GENERAL DRIVING ATTITUDE			
RESULT OF THE TEST	Total		

MINIMUM REQUIRED 48 pts

TRAILER	FAIR	GOOD	V. GOOD
CHECK-UP			
CONNECTING			
REVERSE			
PARKING			
RESULT OF THE TEST	Total		

MINIMUM REQUIRED 24 pts

REMARKS:

N.B. A second and last test is allowed only after a period of 6 months.

SIGN. OF DRIVER:

SIGN. OF RESP. OF THE TEST:

ORIGINAL: Personal file

COPIES: W/Shop, Driver

9.16. Overview of vehicles

[illegible]

9.17. Gate pass

Department	Date	Gate pass No:
Name of Employee		
Exact Destination / Route		
Purpose		
Name(s) of Passenger(s) / Type of Goods		
Delivery form No		
Remarks		
Authorized by Departmental Head (Name & Signature)		
Time Out:	Time In:	Total time:
Mileage Out:	Mileage In:	Total mileage:
Vehicle condition out	Vehicle Condition In	
Vehicle No	Driver	
Signature at the gate		
For transport unit use only		

9.18. HR accident form

VEHICLE ACCIDENT REPORT		Date : _____
1. Driver Accident date & location : _____ Name : _____ First Name : _____ Function : _____ Duty station : _____ Expatriate / National : _____ Vehicle Code No : _____ Mileage : _____ Type : _____		
2. Workshop report Description of damage: _____ _____ _____ Repair cost: - Parts : _____ - Labour : _____ - Total : _____ = _____ CHF Signature Head of fleet : _____ Date : _____ (Expatriate in charge of vehicles)		
3. Administration Assessment responsibility : _____ _____ Action local staff management : _____ _____ Signature administrator : _____ Date : _____ Signature driver: _____ Date : _____		
Annexes: Declaration of damage of loss Final claim check list Expatriate driver : with annexes forwarded to LOG_FLEET National driver : Original with annexes copy in national staff file Copy with annexes forwarded to LOG_FLEET		

9.19. Final claim checklist

FINAL CLAIM CHECKLIST

Final check-list for ICRC vehicle insurance claim by event/case in CHF, duly completed and signed to be sent to FAD/COMP-Insurances

Each uncompleted claim file, or file not covered with this cover form will be returned to delegation

ICRC code of vehicle	Date _____ Nature of event	DRIVER'S NAME	ICRC status (Empl., expat, NS, 3rd part.)
-------------------------	-------------------------------	---------------	--

Responsibility of event (ICRC or third party ...) _____ Delegation in charge of file _____

Compulsory documents/information

If not available, explain why, please

- Claim form.	Enclosure nr _____	_____
- Police report	" _____	_____
- Driver report	" _____	_____
- Photos	" _____	_____
- Copy of driving license	" _____	_____
- HR accident form	" _____	_____

If total damage (ICRC vehicle):

- value of spare parts	CHF _____	_____
- or value of the wreck	CHF _____	_____

NAME & first name of injured third part. Details of damages/injuries & whether ICRC or not ?

1) _____	_____
2) _____	_____
3) _____	_____

Others ... (on a separate page, please)

Comprehensive/casco expenses (ICRC vehicle if +CHF 200.-):

Total Workshop (spare parts)	CHF _____
Total Workshop (labour)	CHF _____
Other charges: -lawyer	CHF _____
- taxes	CHF _____
- recovery costs	CHF _____

Compulsory proofs/vouchers

Enclosures nr _____ to nr _____
Enclosures nr _____ to nr _____
Enclosures nr _____ to nr _____
Enclosures nr _____ to nr _____
Enclosures nr _____ to nr _____

TOTAL ICRC vhc repairs cost CHF _____

Liability (expenses paid to 3rd part.) 1)	CHF _____
2)	CHF _____
3)	CHF _____

Compulsory proofs/vouchers

Enclosures nr _____ to nr _____
Enclosures nr _____ to nr _____
Enclosures nr _____ to nr _____
Enclosures nr _____ to nr _____

Signed discharge(s)

TOTAL third part expenses CHF _____

Readable signature and of head of fleet	Readable signature admin. (coordinator)	Sent to LOG/FLEET on _____
--	--	-------------------------------

Part to be filled-in by FAD/COMP-Insurances

Received	on _____	Casco nr. _____	Reimbursed on _____	CHF _____
To Winterthur	on _____	RCVM nr. _____	Reimbursed on _____	CHF _____
Returned to deleg	on _____	Reason: _____		

9.20. Vehicle bidder selection table

Vehicle bidder selection table	
ICRC Delegation: _____	Date: _____

Vehicle identification	
Vehicle code:	
Vehicle description:	
Number of bids	
Special equipment / comments	

Accounting data	
Account:	
Cost center:	

Selection table						
N°	Bidder	Unit price			Price in CHF	Bidder relation with ICRC
		Bids Value	Curr.	Rate		
1					0.00	
	Comments:	-----				
2					0.00	
	Comments:	-----				
3					0.00	
	Comments:	-----				
4					0.00	
	Comments:	-----				
5					0.00	
	Comments:	-----				
6					0.00	
	Comments:	-----				
7					0.00	
	Comments:	-----				
8					0.00	
	Comments:	-----				

Selection and justification			
Sale awarded to:			
Justification:	-----		

	VFM	CoLog	Administrator
Name:			
Date:			
Signature:			

9.21. Sales agreement form

Sales agreement form

1) The International Committee of the Red Cross, hereafter referred to as the VENDOR, sells to Mr/Mrs/Miss....., hereafter referred to as the PURCHASER, a USED VEHICLE described as follows:

TYPE:

MAKE:

MODEL:

YEAR:

CHASSIS NO:

EXTRAS:

The vehicle is sold in its present state, as seen and tested by the PURCHASER without any guarantee.

2) The sale price is: payable in cash at the latest when the vehicle is handed over to the PURCHASER.

3) The VENDOR points out that the current vehicle insurance and registration terminate on the transfer of the vehicle.

4) All taxes and duty should be paid before releasing the vehicle from the ICRC-premises.

Arbitration

Any disputes arising with respect to or in connection with this contract shall be finally decided by one or three arbitrators in accordance with the Rules of arbitration of the Chamber of Commerce and Industry of Geneva. This clause of arbitration is exclusively governed by Swiss law without regard to conflicts principles.

The language of the arbitration shall be English."

Place & date:

The VENDOR

The PURCHASER

9.22. Deed of gift form

Deed of gift form

- 1) The International Committee of the Red Cross donates free of charge to MR/MS.....
a used vehicle described as follows:

TYPE :

MAKE :

MODEL :

YEAR :

CHASSIS NO :

OPTIONS :

The vehicle is donated in its present state, as seen and tested by the beneficiary without any guarantee.

- 2) The beneficiary is reminded that the current vehicle insurance and registration terminate on the transfer of the vehicle.
- 3) All taxes and duty should be paid before releasing the vehicle from the ICRC-premises.

Arbitration

Any disputes arising with respect to or in connection with this contract shall be finally decided by one or three arbitrators in accordance with the Rules of arbitration of the Chamber of Commerce and Industry of Geneva. This clause of arbitration is exclusively governed by Swiss law without regard to conflicts principles.

The language of the arbitration shall be English."

Place & date:.....

The Donor

The Beneficiary

9.23. Field trip form

FIELD TRIP FORM

[illegible]

PARTICIPANTS	VEHICLES
PURPOSE	
NAME + SIGNATURE	SIGN HEAD OF OFFICE

Time	Place	Status	Remark	Radio visa

SIGN OF RESP AT RETURN:

DEBRIEFING DONE:

9.24. Technical information on vehicle dimensions

ICRC VEHICLE DIMENSIONS								
MODEL		OVERALL LENGTH	OVERALL WIDTH	CAB ROOF	HEIGHT CANVAS	GROSS WEIGHT	EMPTY WEIGHT	PAY LOAD
TRUCKS								
SCANIA 113	6x4	9850	2550	2740		28500	11500	16000
SCANIA 113	4x2		2550	2740		20500	10500	10000
SCANIA 114	6x4	9850	2550	2740		28500	11500	16000
SCANIA 124	6x4	9850	2550			28500	11500	16000
SCANIA 93	4x4		2550	2960		16500	8000	8500
MAN 17232 L	4x4	8325	2550	3110		17000		
MAN 17232 S	4x4		2550	3200		17000		
VOLVO NL10	6x4	9740	2550	3070		30600	10600	20000
MERCEDES1515	4x4							
MERCEDES1017	4x4	7100	2450	2950	3300	12200	6200	6000
MERCEDES 1417	4x4	7200	2550	3020	3600	15000	7000	8000
MERCEDES 2024	4x4	7000	2550	3265	3810			8000
MERCEDES Actros 3335	6x4	8880	2610		3750		12500	16000
MERCEDES Actros 2031	4x4							8000
RENAULT Kerax 420.34	6x4	9860	2550	3157	4000	27910	11910	16000
RENAULT Kerax 270.19	4x4							8000
TRAILER								
SCHMITZ MPR 5.7		8500	2610		3750		5600	16000
SAMRO RE 3 30		9060	2550		4000	22000	6000	16000
ILSBO PL-2S		7000/8960	2550	1500				16000
ILSBO 3AXLES		7000/8960	2550	1500				16000
NARKO TP2-AL18 S		6125	2550	1500				16000
NARKO TP2-AL18 L		8400	2550	1500				16000
LIGHT VEHICLES								
PARTNER		4137	1724	1839		1920	1311	609
COROLLA WAGON	120	4385	1695	1495		1630	1180	450
COROLLA SEDAN	120	4365	1695	1490		1630	1180	450
HIACE LH114		4940	1690	1935		2970	1770	1200
LAND CRUISER	75/8	5160	1690	2115		3150	2100	800
LAND CRUISER PICK-UP	79	5160	1690	1970		3150	2100	1000
LAND CRUISER PRADO		4745	1730	1865		2910	2100	600

9.25. Convoy procedures

Convoy procedures

Introduction

Especially when operating in the field, the ICRC travels around in convoys. Because of the nature of the ICRC operations, being unarmed in conflict situations, we often travel around in a group of vehicles. This is for protection purposes. The Head of Delegation decides in what situations this is necessary.

The aim of this paragraph is to provide general guidelines to ICRC conveyors.

The list of responsibilities is designed to practically help conveyors and drivers in the field, before, during, and after a convoy.

Tasks of the convoy leader

A convoy leader is assigned by the VFM (or Logistics, in case there is no VFM). This person is responsible for ensuring efficient and trouble free convoys.

The convoy leader must be prepared and able to accept the responsibilities for a secure, safe and efficient operation of the convoy under his control.

His role begins long before the engines start, and finishes long after they are shut down.

Convoy leaders should be utilised to the fullest in the preparation and planning stages of convoys.

To help convoy leaders to perform, their detailed tasks are here under described in a checklist form.

1. Pre-convoy

Obtain from the relevant department(s) the objectives of the convoy:

- a. What is to be conveyed;
- b. When it is required;
- c. Where it is required;
- d. Any special or specific locations that must be passed through or avoided.

Vehicle selection

Select the vehicles upon all information available:

- a. Load capacity;
- b. Weather conditions;
- c. Road safety;
- d. Fuel consumption / vehicle range;
- e. Time available (duration of convoy);
- f. The front (and rear) vehicles should be a lighter vehicle to increase mobility, and adaptability including Medevac arrangements.

Driver selection

- a. Appoint a deputy leader, to travel in rear vehicle to monitor, and report convoy clear at checkpoints, etc;
- b. If possible the convoy should carry at least one extra driver, to cover in the event of minor accident or illness;
- c. Experience and level of training adapted to the task;
- d. Drivers should be in good health, and emotionally stable.

Route planning

- a. Details of actual route to be taken in writing;
- b. Possible alternative routes;
- c. Pre-arranged points for radio checks;
- d. Known checkpoints;
- e. Consult previous route plans and users;
- f. If possible carry a person familiar with the route;
- g. Point at which progress should be measured against time available and/or turning points;
- h. Possible safe locations for logistical or overnight stops.

Logistical requirements

- a. Fuel;
- b. Food/drink;
- c. Accommodation;
- d. Secure parking;
- e. Red Cross markings and flags;
- f. Special needs.

Authorisation to travel

- a. Local authority permission to move convoy;
- b. Notification to Military or other authority(ies);
- c. ICRC security clearance;
- d. Field Trip Form.

Notification to others regarding travel

- a. Inform base and destination of departure;
- b. Inform base and destination of ETA (estimated time of arrival);
- c. Any change to plan, inform base and destination via relay if needed.

Communications

- a. Confirm use of VHF and channels;
- b. Confirm use of HF and channels;
- c. Possible use of Sat phone;
- d. Radio checks with all convoy vehicles;
- e. Do not permit excessive or unnecessary use of radios;
- f. Maintain radio watch throughout convoy;
- g. Carriage of portable radios for convoy leaders + 2 per convoy for control in the event of incident dismount. Attached to person, not left in vehicles.

Emergency plans

- a. One factor that saves lives is advanced planning, each and every person knowing how to react in the event of a hostile action. Action in event of: mines, shelling and gunfire.
Remember: property has no value if lives are at stake;
- b. See the security briefing sheets on these threats;
- c. A contingency plan should be drawn up in the event of injury or breakdown.

First aid and medevac

- a. As many persons in the convoy as possible should be first aid trained;
- b. Each person should know the location of the bulk medical kits & stretchers;
- c. Each vehicle should carry a small first aid kit;
- d. Communications should be possible to contact medical trained persons for assistance;
- e. The convoy leader should be issued a light vehicle, which would be capable of carrying a casualty on a stretcher, as a makeshift ambulance.

Rescue procedures

- a. Convoy members should be aware of how to safely use the equipment available;
- b. All equipment should be checked at regular intervals for conditions;
- c. Towing procedures have to be established and practised;
- d. Emergency recovery plans have been prepared and checked;
- e. Consider safety first if there is imminent danger to life. Property has no value, give it up rather than risk life unnecessarily;
- f. At planning stages note the location of heavy recovery vehicles and their condition.

Security briefing

- a. Prior to any field trip or convoy, the convoy-leader should be given a full and detailed briefing regarding the current security situation;
- b. The security information should then be passed onto all persons travelling in or with the convoy and should include:
 1. General security situation;
 2. Previous reports of incidents on route;
 3. Previous reports on security at destination;
 4. Support available, if any (ICRC sub-delegation, MSF, UN, etc.);
 5. Radio channels;
 6. Chain of command;
 7. Location of portable radios;
 8. Reminder of action of each person in response to security incident;
- c. In particular the chosen and alternative routes should be given attention and clearance by the person designated in charge of security for which an individual signature should appear on the field trip form;
- d. Only one language should be used on convoy.

Convoy briefing

In addition to the security information, the following information should also be included:

- a. Convoy task (where, why, when, how);
- b. Position of the vehicles and the location of field officers and passengers;
- c. Radio channels normal and emergency use including call signs;
- d. Action in the event of breakdown;
- e. Action in the event of security incident;
- f. Law, speed, spacing & distances;
- g. Reporting defects;
- h. Vehicle readiness, fuel, load etc;
- i. No consumption of alcohol before and during convoy;
- j. Location of first aid kits and arrangements;
- k. Personal document checks, ID, passports, etc;
- l. Vehicles document checks.

Opportunity must be given during the briefing for drivers and passengers to ask questions.

Field trip forms

- a. Forms should be completed and submitted well in advance;
- a. Security clearance for a field trip on a chosen route, including alternative routes signed by an authorised person;
- b. Final confirmation immediately prior to departure of all details on form, or notification of changes and reasons. Correct notification and submission of field trip forms increases security by permitting other persons to travel with convoy. This reduces single vehicle movements because of the lack of coordination and increases security for all concerned.

2. During convoy

- a. Throughout a convoy it is necessary to demand and to enforce convoy discipline. That is applying the instructions and information given before convoy at the convoy briefing;
- b. In respecting the legal speed limits, set a certain speed for the convoy;
- c. Vehicles flying the ICRC flag should not exceed 60 km/h;
- d. The slower trucks and trailers-trucks should lead the convoy;
- e. Keep visual contact with the vehicle (front and back) making sure that all vehicles arrive at a checkpoint at the same time;
- f. No vehicles, once they have been allocated a position, should change position in running order without express instructions to do so. This is for security and safety reasons in the event of incident when one or more vehicles are lost or damaged for ease and speed of identification;
- g. Keep the convoy tight together and avoid non-ICRC vehicles to fit among the convoy;
- h. No convoy should ever run on more than one radio channel. When it is necessary for convoy leaders to change channel, notification should be made to the convoy deputy, who should then assume temporary control until notified of the attention/return to convoy channel by convoy leader;
- i. Should the last vehicle not be a landcruiser, the last truck must be equipped with a VHF;
- j. The convoy should maintain in regular contact with the base and/or the destination stations as per previously agreed, especially at checkpoints. Outside this, checks should be made to ensure continual radio communications in the event of an incident;
- k. Any deviation from plans should be submitted for agreement to base and destination;
- l. In the absence of a delegate, designate one person to do the negotiating with military personal or officials;
- m. In case of emergency/security incident, immediately inform the (sub)Delegation;
- n. If a convoy is over a long period or if new information becomes available an additional short briefing should be held in a safe location;
- o. Stopping points should be pre-planned for relaxation, food, etc. These should be at regular intervals of no more than two and a half hours, providing it is safe and secure to stop at such time;
- p. During stops or rest periods, the convoy leader should check that all vehicles and drivers are problem free;
- q. Do not hesitate to abort the operation should the security situation so dictate;
- r. Notification of arrival to all concerned;
- s. Write down all points to be improved for future convoys.

3. After convoy

- a. Formal notice should be made to arrival point and other interested stations of the convoys arrival/return;
- b. Vehicle keys should be centralised and secured, allowing use of vehicles without first locating past drivers;
- c. Debriefing after convoys allow for problems to be rectified immediately. Debriefing should also include advanced information of future known plans;
- d. Prepare a trip report to assist others in planning future trips. Give official letters back, if any.

TASKS OF THE DRIVERS

1. Pre-convoy

Vehicle checks

- ✓ Emblem and markings: make sure they are perfectly visible and clean;
- ✓ Tyre and spare, fuel, oil: see log-book;
- ✓ Radio.

General rules

- ✓ No camera is allowed in ICRC vehicles;
- ✓ No weapons, ammunition or explosives !
- ✓ No material whatsoever (including letters) is transported except if handed over officially by the ICRC delegation.

Loading supervision

- a. It is ultimately the convoy leader's task to ensure that all vehicles are loaded safely;
- b. Special attention should be given when local staff are loading: check correct load, no unauthorised item, manifest correct;
- c. Establish before loading: maximum load capacities for your vehicle, safe securing methods;
- d. Check seals at time of loading and prior to convoy departure if any delay;
- e. If any vehicle or seal has been tampered with, i.e. seal broken then the load should be removed for checking (hidden weapons etc.);
- f. Supervise unloading - count load and note condition;
- g. Secure vehicles to prevent unauthorised cargo or passengers on return journey.

Documentation

- a. In accordance with normal procedures each and every item carried on cargo vehicles should be listed correctly;
- b. Documents should never be altered, in the event of faults new documents should be issued;
- c. If possible, copies of all documents should be carried by the deputy convoy leader;
- d. Additional security seals for use after problems or interference on route;
- e. Combined with additional seals a proforma in local language should be prepared and carried to enable speedy action in the event of local military commander insisting that customs' seals are authorised and correct. Therefore a detailed and proper explanation is required before tampering with seals and loads. Which in turn will then be forwarded to higher authority after convoy. This may prevent further and endless checking on routes controlled by the same military authorities.

2. During convoy

- a. All drivers and vehicles are required to obey the law of the land. No special concessions or privileges are conferred because the vehicles are white with a red cross;
- b. Keep visual contact with the vehicle (front and back) making sure that all vehicles arrive at the checkpoint at the same time;
- c. Vehicles flying the ICRC flag should not exceed 60 km/h.

3. After convoy

- a. All vehicles should be checked, defects should be noted and reported immediately. Inform the workshop and logistical staff for vehicle tasking purposes;
- b. All vehicles should be refuelled regardless of how much fuel is required. This allow for emergency use without first having to prepare vehicles;
- c. All normal vehicle daily checks should be completed at beginning and end of convoys, again reducing down time and discovery of problems just before next convoy;
- d. Vehicles should be cleaned/washed;
- e. All documents regarding customs and delivery of load should be completed and passed to the relevant department;
- f. Any observation regarding damages or missing cargo should be discussed and solutions found to prevent a reoccurrence on future convoys i.e. new methods of securing load and or vehicles.

9.26. Service schedule limousines

SERVICE SCHEDULE FOR I C R C LIMOUSINES

Code : _____ Mileage: _____ Date : _____

Service to be carried out : ☒

We certify that, service and adjustments have been carried out according to the list thereunder

Mechanic, Name _____ Signature : _____

W/shop manager, Name _____ Signature: _____

=====

() Before any service or repair, **wash** body, chassis and engine

Each 5'000 km ☐

- () Check gear box and differentials oil levels
- () Check all fuel lines and pipes
- () Check exhaust pipe and mountings
- () Check all brake lines and pipes
- () Check hand brake cable
- () Check for any leakage on engine, gear box, transfer, differentials and wheel hub
- () Check front and rear suspension, spring, shock absorber, spring bushes, stabiliser bushes
- () Check all bolts and nuts on chassis and body
- () Check engine and gear box mounting
- () Check and clean rear brake shoes and drums
- () Check and clean rear brake pad (for vehicles equipped with)
- () Check and adjust the hand brake
- () Check and clean front brake pad
- () Check front and rear wheel bearing play
- () Check and adjust the steering rack, tie rod end play
- () Check the condition of the air cleaner element and replace it if necessary
- () Check the condition of the fan belt a/c and power steering belt
- () Check the cooling system, radiator, hoses, level, antifreeze
- () Check level of brake and clutch fluid
- () Check battery mounting and clamp
- () Check battery level, clean and grease terminals
- () Check power steering oil level
- () Check windscreen washer level
- () Control and adjust all doors and bonnet
- () Check and grease all doors hinges and door lock (bonnet)
- () Check the condition of the tyres including spare tyre
- () Check tyres inflation including spare tyre

- () Check all electrical system, head lights, turn signal, rear light, stop
Light, horn, wiper motor, room light, all check light on dashboard including VHF radio
- () Adjust head light
- () Check the wiper blade and adjust the nozzle
- () Grease with silicon grease the windows and doors rubbers
- () Check the function's of all the safety belts
- () Check the inventory of the tools, first aid box, the log book and the condition of the flag
- () Check flag holder and flag light
- () Road test

Each 15'000 km ☐
Or once year

- () Change engine oil
- () Change oil filter
- () Change main fuel filter
- () Change spark plugs (if applicable)

Each 45'000 km ☐
Or every 2 years

- () Change gear box oil
- () Change brake and clutch fluid
- () Change power steering oil (ATF) (see workshop manual)
- () Change cooling liquid water and antifreez
- () Change timing belt
- () Check and adjust valve clearance
- () Change front and rear shock absorber
- () Change air cleaner element
- () Check engine compression's
- () Check injector nozzle (if applicable)
- () Check and adjust carburetor (if applicable)
- () Check and adjust injection pump timing (if applicable)
- () Check and adjust ignition timing (if applicable)
- () Service the air conditioning system (see workshop manual)

9.27. Service schedule land cruisers

SERVICE SCHEDULE FOR I C R C LANDCRUISER

Code : _____ Mileage: _____ Date : _____

Service to be carried out : ☒

We certify that, service and adjustments have been carried out according to the list thereunder

Mechanic, Name _____ Signature : _____

W/shop manager, Name _____ Signature: _____

=====

() Before any service or repair, **wash** body, chassis and engine

Each 5'000 km ☐

- () Check gear box, transfer and differentials oil levels
- () Check all fuel lines and pipes
- () Check exhaust pipe and mountings
- () Check all brake lines and pipes
- () Check hand brake cable
- () Check and grease the front and rear propeller shaft (6 nipples)
- () Check rear differential flange play
- () Check and grease the steering rod end (2 nipples)
- () Check and grease the steering knuckle (use only molybdenum disulphide lithium base grease)
- () Check for any leakage on engine, gear box, transfer, differentials and wheel hub
- () Check front and rear suspension, spring, shock absorber, spring bushes, stabiliser bushes
- () Check all bolts and nuts on chassis and body
- () Check engine and gear box mounting
- () Check and clean rear brake shoes and drums
- () Check and clean rear brake pad (for vehicles equipped with)
- () Check and adjust the hand brake
- () Check and clean front brake pad
- () Check and adjust front and rear wheel bearing play
- () Check the function of the free wheel hub
- () Check and adjust the steering box, tie rod end play
- () Change pre fuel filter
- () Check the condition of the air cleaner element and replace it if necessary
- () Check the fan belt and a/c belt
- () Check the cooling system, radiator, hoses, level, antifreeze
- () Check level of brake and clutch fluid
- () Check battery mounting and clamp
- () Check battery level, clean and grease terminal
- () Check power steering oil

- () Check windscreen washer level
- () Adjust all doors and bonnet
- () Check and grease all doors hinges and door lock (bonnet)
- () Check the condition of the tyres
- () Check tyres inflation plus spare tyres
- () Check all electrical system, head lights, turn signal, rear light, stop light, horn, wiper motor, room light, all check light on dashboard including VHF & HF radio.
- () Adjust head light
- () Check the function's of the transfer gear box
- () Check the wiper blade and adjust the nozzle
- () Grease with silicon grease the windows and doors rubbers
- () Check the function's of all the safety belts
- () Check the inventory, the log book and the condition of the flag
- () Check the flag holder and the function's of the flag light
- () Road test

Each 15'000 km ☐
or once a year

- () Change engine oil
- () Change oil filter
- () Change main fuel filter

Each 45'000 km ☐
Or every 2 years

- () Change gear box and transfer oil (1)
- () Change front and rear differential oil (1)
- () Change brake and clutch fluid
- () Change grease on front and rear wheel bearing (1)
- () Change power steering oil (atf) (see workshop manual)
- () Change cooling liquid water and antifreeze
- () Change timing belt
- () Check and adjust valve clearance
- () Change front and rear shock absorber
- () Change steering dumper
- () Change air cleaner element
- () Check engine compression's
- () Check and adjust injector nozzle
- () Check and adjust injection pump timing
- () Service the air conditioning system according to repair manual

- (1) If the vehicle is crossing very often rivers with the water level higher than the wheel hub, check every 5'000km

9.28. Service schedule trucks

SERVICE SCHEDULE FOR I C R C TRUCKS

Code : _____ Mileage : _____ Date : _____

Service to be carried out ☒

We certify that, service and adjustments have been carried out according to the list thereunder

Mechanic Name : _____ Signature : _____

W/shop manager : Name : _____ Signature : _____

=====

Check in the file of the vehicle the mileage of the last engine oil change, with Geneva supply oil, the oil change the interval is 15'000km.

() Before any service or repair, **wash** body, chassis, engine and platform.

Each 15'000km ☐
or once a year

- () Change engine oil
- () Change (or clean, Scania) oil filters

Each three months ☐

- () Check oil level of the gear box
- () Check oil level of the transfer box
- () Check oil level of the differentials
- () Check oil level of the power take off
- () Check all the fuel hoses and pipes
- () Check all the brake hoses and pipes
- () Drain all the air tanks
- () Check all the air valve
- () Check hoses, pipes and clutch assistance
- () Check for any leakage on engine, gear box, transfer, power take off, differentials, wheel hub and power steering
- () Check universal joint and centre bearing on propellers shaft
- () Grease propellers shaft
- () Check steering rod, steering linkage and steering tie rod end
- () Grease all steering tie rod end
- () Check all the bolts and nuts on chassis, (see workshop manual of the constructor for tightening torque)
- () Check brake shoes
- () Check and adjust brakes
- () Check the chassis for cracks and rust

- () Check engine, gear box and transfer mounting
- () Check all the rear axles coupling rod
- () Check front and rear suspension, spring, shock absorber, spring bushes, stabilizer bushes, bolts
- () Grease front axle spindle (*lift the truck*)
- () Check front axle bearing play
- () Grease pivot of the rear axle bogie (*lift the truck*)
- () Check oil level in the rear hub reduction
- () Check cabin mounting and cabin suspension
- () Check doors and bonnet hinges and locks
- () Grease doors and bonnet hinges and locks
- () Change fuel filters
- () Change compressor filter (**if applicable**)
- () Clean the outer air cleaner element. (*in any case the replacement have to be done accordingly to the constructor specification*)
- () Check the flexible hose and duct between the air filter and the engine
- () Check the cooling system, radiator, hoses, water pump play, level, antifreeze and radiator mounting
- () Check fan belt, alternator belt, steering belt, compressor belt, a/c belt and all the tensioner and pulleys
- () Check level of clutch fluid and brake fluid
- () Check for any leakage on injection pump or fuel filter
- () Check engine oil level
- () Check battery mounting and clamp
- () Check battery level
- () Clean and grease all battery terminals
- () Check level of windscreen washer
- () Check the function of the system of engine stop's
- () Check the function of the system of idling adjustment
- () Check the function of the security valve on the hand brake
- () Check the functions of the main brake valve
- () Check the function of the engine brake valve and switch
- () Check the function of differentials locks switches
- () Check the engagement and the disengagement of the differentials locks on the axles (*lift the vehicle*)
- () Check all the electrical system, head light, parking light, roof light, stop light, rear light, indicator light, wiper motor, room light, all control light on the dashboard included HF & VHF radios
- () Clean with compressed air the fuses box and check the connection of the terminals
- () Adjust the head lights
- () Check the windscreen wiper and adjust the nozzle
- () Visual check on the platform, grease side door hinges and locks
- () Check the condition of the canvas and tight the superstructure
- () Check the function, the fixation and the play of the trailer hook and pin
- () Check the condition of the emblems, the flag holder and flag light
- () Check the spare wheel holder
- () Check the condition of the tyres including spare tyres
- () Check the tyres pressure including spare tyres
- () Check the inventory, the log book and the condition of the flag
- () Road test

Each year ☐

- () Change gear box oil (see constructor specification for quality of oil)
- () Change gear box oil filter
- () Change transfer box oil (see constructor specification for quality of oil)
- () Change front and rear differentials oil (see constructor specification for quality of oil)
- () Change oil on rear hub reduction (see constructor specification for quality of oil)
- () Change cooling water and antifreeze
- () Change brake and clutch fluids (*if applicable*)
- () Change power steering oil (see workshop manual from the constructor)
- () Change power steering filter
- () Change air dryer filter
- () Check the condition of the clutch
- () Check the function of the clutch assistance
- () Check and clean front and rear brake shoes
- () Check and clean front and rear brake drums
- () Change front and rear wheel bearing grease or oil
- () Check the function of the front and rear brake cylinders
- () Check the function of all the brake valves
- () Check and adjust the load sensitive valve
- () Check and adjust the steering box
- () Check and adjust the stopper of the steering box
- () Check all the bolts and nuts on the engine (see workshop manual of the constructor for tightening torque)
- () Check and adjust the valve clearance (see workshop manual of the constructor for different advise)
- () Check engine compression's
- () Check and adjust the injectors nozzle
- () Check and adjust the timing of the injection pump

9.29. Purchase form for spare parts

PURCHASE FORM FOR SPARE PARTS				RO :		
Delegation :				Date :		
Workshop manager :				Store keeper :		
Code		Make :		Model :		
Chassis or assembly No :				Engine :		
Remarks						
Pos.	Parts number	Qty	Description	Unit Price	Total price	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
29						
30						
			Currency:	TOTAL	0	



9.30. Spare parts request form

SPARE PARTS REQUEST FORM	No: 00001
---------------------------------	-----------

Job card No:

Vhc Code : xxxxx

V-type :

Fitter :

Pos.	Parts Number	Qty	Description	Qty supply	Location	Balance
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Date :

W / Manager :

Store :

9.31. Daily spare parts output control

DAILY SPARE PARTS OUTPUT CONTROL						Date :	
MAKE :							

Pos	Parts number	Qty	Description	Vhc code	Job card No:	Mechanic	Store
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
25							
26							
27							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							

9.32. Fuel records

Daily fuel issues				
Date: 18/6/03	Quantity			
Fuel station: NAI	Fuel type DL		Meter reading	
Reference	In	Out		Responsible
Meter start			345600	DMO
report	13000			
Vehicle ID		120		
Invoice 03/0034	20000			
Meter end			345720	
Total	33000	120	120	
Stock	32880			

Daily issues

OK

9.33. Table for calculating fuel level

TEMPERATURE CORRECTION OF FUEL VOLUME

DATA ARE GIVEN IN LITRES PER CUBIC METER OF FUEL

Table 1

Temperature of fuel	Gasoline 86 octanes	Gasoline 98 octanes	Diesel
-10	28.5	26.3	20.2
-9	27.3	25.2	19.4
-8	26.2	24.2	18.6
-7	25.0	23.1	17.8
-6	23.9	22.1	16.9
-5	22.7	21.0	16.1
-4	21.6	20.0	15.3
-3	20.4	18.9	14.5
-2	19.3	17.9	13.7
-1	18.2	16.8	12.9
0	17.0	15.8	12.1
+1	15.9	14.7	11.3
+2	14.8	13.7	10.5
+3	13.6	12.6	9.7
+4	12.5	11.6	8.9
+5	11.4	10.5	8.1
+6	10.2	9.5	7.3
+7	9.1	8.4	6.5
+8	8.0	7.4	5.6
+9	6.8	6.3	4.8
+10	5.7	5.3	4.0
+11	4.5	4.2	3.2
+12	3.4	3.2	2.4
+13	2.3	2.1	1.6
+14	1.1	1.1	0.8
+15	0.0	0.0	0.0

Table 2

Temperature of fuel	Gasoline 86 octanes	Gasoline 98 octanes	Diesel
+16	1.1	1.1	0.8
+17	2.3	2.1	1.6
+18	3.4	3.2	2.4
+19	4.5	4.2	3.2
+20	5.7	5.3	4.0
+21	6.8	6.3	4.8
+22	8.0	7.4	5.6
+23	9.1	8.4	6.5
+24	10.2	9.5	7.3
+25	11.4	10.5	8.1
+26	12.5	11.6	8.9
+27	13.6	12.6	9.7
+28	14.8	13.7	10.5
+29	15.9	14.7	11.3
+30	17.0	15.8	12.1
+31	18.2	16.8	12.9
+32	19.3	17.9	13.7
+33	20.4	18.9	14.5
+34	21.6	20.0	15.3
+35	22.7	21.0	16.1
+36	23.9	22.1	16.9
+37	25.0	23.1	17.9
+38	26.2	24.2	18.6
+39	27.3	25.2	19.4
+40	28.5	26.3	20.2

Table 1: corrections from this table multiplied with cubic meters of fuel to be summed with actually received litres of fuel to get corrected number of litres.

Table 2: corrections from this table multiplied with cubic meters of fuel to be deducted from actually received litres of fuel to get corrected number of litres.

Note 1: Wherever it is possible fuel should be measure by weight and not by volume, because weight is constant and does not depend on temperature.

Note 2: Temperature measurement is the best in the middle of measured fuel level

Note 3: As after loading fuel in tank is stirred up measurement of fuel level with stick must be done only after the fuel is settled.

Note 4: Standard is that level of fuel is calculated to temperature of 15°C

Example1: At loading place 10'000 l of diesel fuel are loaded in truck and temperature of fuel was 15°C. Fuel is delivered to some other location and during the trip because of atmospheric conditions has changed temperature. Before unloading temperature of fuel in truck was 20°C.

$$10'000 \text{ l} = 10 \text{ m}^3 \quad 10 \times 4.0 = 40.0 \quad 10'000 + 40.0 = 10'040$$

Level of fuel measured in truck with stick has to be 10'040 l.

Example 2: At loading place 10'000 l of diesel fuel are loaded in truck and temperature of fuel was 15°C. Fuel is delivered to some other location and during the trip because of atmospheric conditions has changed temperature. Before unloading temperature of fuel in truck was -2°C.

$$10'000 \text{ l} = 10 \text{ m}^3 \quad 10 \times 13.7 = 137 \quad 10'000 - 137 = 9'863$$

Level of fuel measured in truck with stick has to be 9'863 l.

Example 3: Level of diesel fuel in fuel tank in the ground needs to be checked. First method of measuring is by stick. Stick shows 26'600 l of fuel in tank. Then temperature of fuel is measured. Thermometer is putted in the middle of fuel volume. It showed that temperature is +2°C.

$$26'600 \text{ l} = 26.6 \text{ m}^3 \quad 26.6 \times 10.5 = 279.3 \quad 26'600 + 279.3 = 26'879.3$$

Level of fuel in tank is 26'879.3 at 15°C (standard temperature).

Example 4: Level of diesel fuel in fuel truck needs to be checked. First method of measuring is by stick. Stick shows 21'300 l of fuel in truck. Then temperature of fuel is measured. Thermometer is putted in the middle of fuel volume. It showed that temperature is +32°C.

$$21'300 \text{ l} = 21.3 \text{ m}^3 \quad 21.3 \times 13.7 = 291.8 \quad 21'300 - 291.8 = 21'008.2$$

Level of fuel in tank is 21'008.2 at 15°C (standard temperature).

9.34. Selecting a generator

Protected sheet!! Blue are input cells and red are formula cells

Basic phase voltage : 220 V

Installation calculator					
Description	qyt	watt / item	cos phi	%use	KVA
lamp	18	150	1	80	2,16
lamp neon	190	40	1	60	4,56
Fan	30	50	0,8	60	1,13
Water pump	2	750	0,8	30	0,56
Water heater	3	2000	1	50	3,00
Photocopier	6	1400	0,8	60	6,30
A/C	40	2000	0,8	60	60,00
PC	31	1150	0,8	70	31,19
Air cooler	5	2000	0,8	60	7,50
Refrigerator	10	200	0,8	70	1,75
Oven	1	20500	1	60	12,30
Paper schreader	8	400	0,8	60	2,40
UPS	30	50	0,8	100	1,88
Voltage regulator	30	50	0,8	100	1,88
Printers	16	900	0,8	30	5,40
Other consumers	1	20000	0,9	60	13,33
Total					155,33

Cable section table	
Amperes (up to)	Section in mm2
6	0,75
10	1,0
15	1,5
20	2,5
25	4,0
40	6,0
60	10,0
80	16,0
100	25,0
125	35,0
150	50,0
200	70,0

Values are for copper and flexible cables

Current calculator		
Generator 1		
Phases	Amps	KVA
R	200	44
S	220	48,4
T	210	46,2
Total	630	138,6

Voltage drop in cables	
Phase voltage (V)	220
One phase current (A)	40,0
Section of cable (mm2)	70
Lenght of cable (m)	40
Line resistance (Ohms)	0,010
Voltage drop (V)	0,400
End line voltage (V)	219,6

Power calculator		
Installed or measured power (KVA)		156
Altitude in m. (compensation 13% for 1000m)	500	0
Temperature in ° (compensation 4% for 10°)	10	0
Reserve in %	30	46,8
Power to request (KVA)		202,8

Electric motor calculator		
Nominal power (Watt)		5000,00
Efficiency (usually 0.7)	0,7	2142,86
Power consumption (Watt)		7142,86
Cosinus Phi (usually 0.8) KVA	0,8	8928,57
Start factor (usually 3X)	3	26785,71

9.35. Service schedule generators

SERVICE SCHEDULE FOR I C R C GENERATORS

Code : _____ Hours : _____ Date : _____

Service to be carried out : ☒

We certify that, service and adjustments have been carried out according to the list thereunder

Mechanic, Name : _____ Signature: _____

W/shop manager, Name : _____ Signature: _____

() Before any service or repair, **clean** the engine, alternator, frame and body
!!! Take care, don't wash with water, the fuel tank are not water proof

Each 250 hours ☐
 or once a year

- () Check all fuel hoses and pipes
- () Check exhaust pipes and mounting
- () Check all the bolts and nuts on engine, alternator, frame and body
- () Check engine and alternator mounting
- () Check the condition of the air cleaner element
- () Check and adjust the fan belt
- () Check the cooling system, radiator, hoses, level, antifreeze, clean the air duct and check the fan blade.
- () Check the battery mounting
- () Check the battery level, clean and grease the terminals
- () Check, adjust and grease all doors
- () Check all the electrical system AC and DC
- () Check all the control light on the dashboard and all security system
- () Change the fuel filters
- () Change the engine oil
- () Change the oil filter
- () Check radiator cleanliness
- () Run the generator for test
- () Check the log book and update the records

Each 500 hours ☐

- () Clean the radiator element
- () Change the air cleaner element
- () Check phase load and distribution

Each 1'000 hours ☐

- () Change timing belt (**if applicable**)
- () Change cooling liquid (**25% antifreeze each year**)
- () Check and adjust the valve clearance
- () Check engine compression's
- () Check and adjust the injectors nozzle
- () Check and clean the fuel tank if necessary
- () Check the specification of the assembler or manufacturer for more job to be done

Each 10'000 hours ☐

- () Change the bearings of the alternator: **see specifications of the manufacturer**
- () Complete overhaul of the engine : **see specifications of the manufacturer**
- () Check the specification of the assembler or manufacturer for more job to be done

9.36. Waiver of Liability

Waiver of Liability

I, _____, agree to travel free of charge on (MN // flight)
Please Print Name

From: To: Date:

From: To: Date:

I agree to use the gratuitous carrier facilities provided by the International Committee of the Red Cross (ICRC). I have not paid any fee or other compensation in order to travel on the ICRC's vessel/car. I am using these facilities provided by the ICRC at my own risk. I understand and agree that the ICRC, its employees, and its agents make no warranties regarding the use of the gratuitous carrier facilities.

The nature of the ICRC's mandate in conflict zones implies that dangerous conditions are in no way exceptional. You are exposed not only to the risks associated with armed conflict but also to crime, abduction, serious illness and accidents. Physical and psychological harm, with possibly fatal results, are part of the irreducible risks that you accept. In the event of abduction the ICRC steadfastly adheres to its policy of not paying any ransom.

The International Committee of the Red Cross (ICRC) has no insurance coverage whatsoever for the undersigned. I herewith confirm having my own sufficient insurance coverage in particular against the risks of any kind of accidents, especially car or air crashes, and including war risk.

I agree to release the ICRC, its employees, and its agents from any liability and shall hold them harmless against all claims and costs related to personal injury, death, loss of or damage to property in connection with the performance or non-performance by the ICRC of its obligations in transporting me and my property.

Any disputes arising out of, with respect to or in connection with the interpretation, performance or alleged breach of this agreement shall be finally decided by one or more arbitrators in a binding arbitration conducted in accordance with the Rules of Arbitration of the Chamber of Commerce and Industry of Geneva. The place of arbitration shall be Geneva, Switzerland.

Any such arbitration, or any suit, action, or other claim arising out of this agreement shall be governed by **Swiss law** without regard to conflicts principles.

By signing this document, I acknowledge that I have read, understand and agree to all the conditions stated in this waiver.

Signature Date

9.37. ICRC Vehicle fleet checklist

ICRC FLEET CHECKLIST		Deleg: _____	
		Name: _____	
		Date: _____	
		YES	NO PARTIALLY
1. Staffing	Are staff numbers reasonable and staff suitable for positions	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Have staff been trained in logistics procedures and have they job descriptions	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
Total grade for staffing		Rate: 0%	
2. Fleet State and Control	Is allocation for operation correct and vehicle type applicable	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Is fleet well controlled (shuttle in operation, any unnecessary use)	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Is a pool system used and is despatching controlled and effective	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Are vehicles clean and tidy with correct markings and roadworthy	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Do all vehicles carry correct tools	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Are journeys correctly authorised and mission instructions used	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Security: Are speed limits and seat belt rules set and followed	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Is a key system with security measures in place and adhered to	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
Total grade for fleet state & control		Rate 0%	
3. Vehicle's Documents	Do all vehicles have vehicles files	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Do all vehicles have up to date insurance and registration on board	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Do all vehicles carry up dated and correctly filled log books	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
Total grade for Vehicle's Documents		Rate 0%	
4. Document Staff	Do all drivers have files with correct up to date info	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Have drivers been tested and is this recorded	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Are drivers licences carried and valid for vehicles they are driving	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Have drivers signed standard rules and regulations	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Are drivers personal details and disciplinary record on file	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
Total grade for Document Staff		Rate 0%	
5. Fuel	Are fuel issues and receipt documents used and authorised	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Are fuel LPO's checked against del. note & invoice	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Are fuel receipts recorded in the vehicle log book	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Is fuel tank dipped	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Are all fuel records reconciled at least on monthly basis	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
Total grade for Fuel		Rate 0%	
6. Maintenance	Are maintenance records up to date in vehicles files	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Are A and B services carried-out and strictly adhered to	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Are repairs and services authorised according to standard levels	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Are standard drivers daily checks in place and used	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Are faults reported and these reports acted on immediately	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
Total grade for Maintenance		Rate 0%	
7. Reporting	Is RoadBase or similar installed and up to date	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Are RoadBase or similar reports made on a regular basis	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Are all number plates and vehicle docs (incl insurance) up to date	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Is fleet information based to GVA	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
	Are reports submitted to relevant locations i.e GVA	<input type="checkbox"/> #	<input type="checkbox"/> <input type="checkbox"/>
Total grade for Reporting		Rate 0%	
Total performance for Transport		Rate 0%	