

CARE SOMALIA TRANSPORT POLICY
Reviewed November, 2017



Defending dignity.
Fighting poverty.

CARE INTERNATIONAL SOMALIA

TRANSPORT POLICY
December, 2017

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1. PURPOSE

The primary aim of CARE Somalia Transport Policy and Guidelines is to ensure that staffs are protected and to manage the transportation of CARE's valuable assets. It is also to ensure that CARE vehicles are maintained in an excellent condition and to be used in transporting staff and assets in a safe and secured manner. These guidelines spell out standard operating procedures on transport policies and procedures for CARE Somalia activities. Not only are these guidelines intended to enhance responsible, efficient and economic usage of transport, but also to improve the safety of passengers and drivers.

1.1 DEFINITION OF TRANSPORT

CARE's operations in Kenya, Somalia and Somaliland require frequent transportation of people and goods, the purpose for which CARE owns or hire vehicles. Vehicles are to be used for CARE's official use and not for any other purpose, unless otherwise authorised by the Country Director (CD). As such, transport is to be used with utmost care in accordance with the policies and procedures as set out in these guidelines.

2. SCOPE

This policy applies to all country office staff – both national and international, Consultants and authorised persons who have authority to use or control CARE transport resources for business purposes. CARE requires all staff to read, understand and comply with this policy. Appropriate disciplinary action will be dealt as a result of violation of this policy.

3. POLICY STATEMENT

It is CARE's policy that vehicles used for CARE business are driven in a safe and responsible manner adhering to CARE Somalia and local governmental requirements. This policy outlines what the Country Office and CARE field offices staff needs to know about transport as per CARE Somalia Transport Policy.

The policy is subject to change at the sole discretion of CARE Somalia at any time with or without prior notice. As policy changes, staff will receive updated notices via email or memoranda from the Country Director.

4. POLICY DETAILS AND PROCEDURES

4.1 CARE OWN VEHICLES

The term "**own vehicles**", as used in this manual, refers to CARE's owned vehicles bought by project or CARE funds. CARE therefore has the responsibility for maintenance, repairs, fuelling, insurance, driver and all other costs attributable to maintenance and running of the vehicles. In Nairobi, the vehicles are used for the operations at the Regional office and Somalia Country Office, while in Somalia/ Somaliland, the vehicles are used for both direct program implementation

activities and support. A designated driver or any other staff member authorised by the Country Director, can drive the vehicles as long as they are competent drivers and in possession of a valid driving licence. Competency will be tested through a driving test by either an official CARE driver or a registered driving school. Management may at its discretion require one to go for driving test or refresher driving courses before being allowed to drive the organizations vehicle, even if one has a valid driving licence. The Procurement and Logistics departments are responsible for fleet management and will therefore be the ones to conduct or facilitate the driving test or refresher.

Each vehicle should have a log sheet which is to be maintained by the driver and all trips must be recorded in the log sheet and signed for by the person using the vehicle.

It is recommended that vehicles should have enough fuel at all times to be used in case of a need for emergency evacuation or change of route due to insecurity or weather conditions. It is also recommended that appropriate fuel containers (metal) be used and if possible, be mounted outside the vehicle.

4.1.1. Running cost of CARE own vehicles under restricted grants

The actual cost of fuel and driver's perdiems will be charged to grants based on usage as per the vehicle log sheet (See Annex 2: Vehicle Log sheet).

Costs related to support and which are not directly attributable to a specific grant will be charged to the Shared Project Cost (SPC).

All other vehicle running costs including; depreciation, wear and tear, insurance, driver's salary, vehicle maintenance, spares and licences are to be covered by the grant to which the vehicle belong.

4.1.2. Running cost of CARE own vehicles under General Purpose Fund (GPF)

These vehicles do not belong to any restricted grant because they are either bought from CARE's non restricted funds or they are transferred from restricted grants to GPF with donor approval.

Vehicle use will be charged to grants based on usage as per the vehicle log sheet (See Annex 2: Vehicle Log sheet).

Charging for local trips (local running within town) will be based on \$2 per kilometre rate, which include all vehicle running cost (See Annex 14: Average vehicle running cost).

Due to the location of airports far away from towns and the frequency of trips, charging for all airport transfers will be based on \$1 per kilometre rate.

Charging for all non-local trips (trips outside local towns) will be based on the hired vehicle rates as per article 4.2 below, plus the cost of fuel and driver's perdiem.

Specific account codes will be created in each location for each vehicle where this category of transport exist, to manage the income and expenditure of the vehicles.

4.2 HIRED VEHICLES

The term "**Hired vehicles**" as used in these guidelines, refers to the vehicles not owned by CARE but are instead hired from third parties (vendors) for either direct project implementation activities or support. CARE is therefore not responsible for maintenance, repair, insurance and driver's cost, with an exception of driver's accommodation which will be paid by CARE if a vehicle is hired overnight within regions. When a vehicle is hired for cross border operation across regions i.e from Somaliland to Puntland and vice versa, CARE will cover both the driver's accommodation and per diem according to CARE rates.

All costs apart from fuel and engine oil are included in a fixed monthly or daily rental fee while the cost of fuel and engine oils are separately paid by CARE based on the actual consumption. Under no circumstances will these vehicles be driven by any CARE staff member except in the case of emergency or as authorised by the Country Director and after prior arrangement with the vehicle owner ([See Annex 4: Vehicle Hire Contract](#)). The Procurement/ Logistics and sometimes Admin teams are responsible for fleet management in their respective locations.

Only vehicles in good condition must be hired, with a clear and detailed contract signed with the owners of the vehicle. A copy of the contract should be filed in each of the respective sub-offices.

The vehicle owner must make available a vehicle equipped with all necessary accessories and a driver. The driver shall be available at all times when the vehicle is needed.

CARE management reserves the right to have a driver changed by the owner if staffs have concerns about the behaviour/competency of the driver.

The vehicle owner is responsible for maintenance and repairs of the vehicle and will avail another vehicle to be used in the event that the hired vehicle breaks down and cannot be immediately repaired. Failure to avail a standby vehicle to avoid interruption of project activities will lead to suspension of the contract until the vehicle is made available.

Vehicles must be regularly maintained by the owners to ensure that they remain in good condition at all times. Two spare wheels, wheel spanner, jack, towing rope, jump cable and spade must be kept in the car while travelling to remote and rough destinations or over distances exceeding 50 KMs.

Each hired vehicle should have a log sheet which is to be maintained by the driver and all trips must be recorded in the log sheet and signed for by the person using the vehicle.

It is recommended that vehicles should have enough fuel at all times to be used in case of a need for emergency evacuation or change of route due to insecurity or weather conditions. It is recommended that appropriate fuel containers (metal) be used and if possible, be mounted on the jerry can rack fixed outside the vehicle.

In Somalia/ Somaliland, hired vehicles are paid for according to pre-agreed rates depending on the destinations (distances) and the condition of the roads. A matrix showing the rates is provided here below to guide vehicle hire and charging of fuel:

4.2.1. Somaliland/ Puntland

- | | |
|------------------------------|-----------|
| 1. Local running | \$50/ day |
| 2. Trips outside local towns | \$70/ day |

4.2.2. South Central Somalia

- | | |
|------------------------------|-----------|
| 1. Town running | \$50/ day |
| 2. Trips outside local towns | \$70/ day |

The rates above are inclusive of driver's cost and exclusive of fuel.

Vehicle hire rates may sometimes depend on security situation i.e in the case of South Central Somalia. The above rates may therefore not apply in all respects. Exception may be allowed on a case by case, with prior approval of the Head of Office.

When vehicles are hired for other town destinations outside local towns away from their base, outside local towns rates will be application for the days the vehicle is used within that location including the trip back to base.

Fuel will be paid based on the distance covered and in accordance with 6 kilometres per litre rate.

Details of vehicle usage and fuel consumption including approved vehicle hire requisition, vehicle hire contract and duly signed logbook must be submitted along with request for payment as supporting documentation for payment. No payment is to be done without these supporting documents.

The cost of vehicle hire, fuel and driver's accommodation will be charged to projects or Shared Project Cost (SPC) according to usage as per the vehicle log sheet.

Only costs related to support and which cannot be directly attributed to a specific project activity will be charged to SPC.

Hired vehicles are paid for according to charging details provided in the vehicle/ taxi request form or according to Purchase Order or as per service contract.

4.3 POLICY DETAILS

4.4.1. Seat Belts

When travelling in a CARE vehicle, all passengers must wear front and rear seat belts at all times. There are no exceptions. If a vehicle does not include seat belts as standard option, offices are responsible for ordering and installing seat belts for both front and rear seats.

4.4.2. Cell Phones

The driver should be in possession of either a mobile phone, Thuraya phone, radio handset or the appropriate communication gadget so that he/she can always be reached. Cell phone use

while driving is not allowed. If it is absolutely necessary for a driver to pick a call, he/ she must pull off the road and stop, ensuring that it is safe to do so.

Driver or staff authorized to operate CARE vehicles are strictly prohibited to use mobile phone or reading any text messages while driving. CARE staff must adhere to local laws and regulations regarding the use of cell phones while driving.

While approaching the fuel stations you are encouraged to switch off cell phones as it is proven that transmission signals may ignite fuel fumes.

4.4.3. *Dangerous, Hazardous and Contraband Materials*

Transporting of dangerous, hazardous and contraband materials (i.e. flammable materials, chemically or biologically toxic materials) should not be transported in any CARE vehicles, unless properly packaged, marked, labelled and secured in accordance with local transport laws and approved by the Country Director. Transporting of contraband materials is strictly prohibited.

4.4.4. *Vehicle Accidents*

All vehicle accidents/incidents regardless of its severity should be promptly reported to the Head of office, Staff Safety and Security Coordinator and country office SMT. The office must utilize appropriate procedures to complete the insurance claim documental requirements, and submit to CARE USA and or local insurance. Failure to report accidents to the insurance company in a timely manner may result in claims being denied.

4.4.5. *Parking of Vehicles.*

CARE vehicles should be parked at CARE office or designated safe parking area after office hours. Exceptions to the above and for off-site parking are:

- When designated drivers who work outside normal office hours (or on holidays/weekends) to drive CARE staff and visitors.
- Where an official overnight travel is authorized and parking is permitted at the hotel or other safe compound/location.
- At the Country Director's discretion based on security and safety of staff and property.
- Security consideration should be taken while parking CARE vehicles

4.4.6. *Vehicle Maintenance*

Vehicles should be properly maintained. The Procurement and Logistics or Admin as it may be, is responsible for ensuring that all CARE vehicles are maintained in good and road worthy condition and adhere to required maintenance schedules. Each office should identify a reputable service outlet to maintain CARE's vehicle fleet. Contracts should be reviewed annually for the following:

- a. Overall maintenance costs
- b. Assurance of quality/genuine spare parts
- c. Cost of spares/consumables/labor costs
- d. Level of service
- e. Timeliness of delivery

Additional conditions are:

- Contracts should not be awarded for more than a 12-month period.
- The procurement unit should be involved in soliciting quotes from reputable agencies/ vendors.
- Vehicles should not be serviced by any outside facility without a proper written authorization or in the case of emergency.
- All service orders should clearly specify and itemize work required. No designated driver – or any other staff – has the authority to request any additional services without CARE’s written authorization.

4.4.7. Vehicle Performance Reports.

Vehicle Performance Report for CARE own vehicles must be prepared every month. At the end of each month, the administration or logistics unit responsible for transport management must complete a monthly vehicle performance report, using information from individual vehicle log sheets, maintenance and fuel consumption costs, etc. This report should be submitted for review and approval by Head of office. ([See Annex 1: Monthly Vehicle Use Report](#)).

This is only applicable to CARE own vehicles and NOT hired vehicles.

4.4 VEHICLE USE

4.4.8. Request for Vehicle use

The Transport/Taxi Request ([See Annex 3: Transport/Taxi Request Form](#)) should be completed whenever travel is requested using CARE Somalia vehicles. It is the responsibility of the Admin / Logistics staff to use the Vehicle Log sheet to track movement.

All transport requests for the day shall be recorded on the whiteboard for easy reference. Trips outside towns where the offices are located requires special authorisation from the Head of Office, Program Support Coordinator or their designate. Local security situation should dictate the practice of maintaining the whiteboard record.

Staffs are strongly encouraged to provide request in advance (at least 48 hours) if known to allow for preparation of weekly schedule. Exceptions may be made to those notice requirements for genuine emergencies and sensitive trips like banking activities. Any ad hoc request in the course of the day will not be accepted unless it is justified as an emergency or unless authorised by Head of Office.

Request for transport shall be by filling the Transport/Taxi Request and Authorization Form ([See Annex 3: Transport/Taxi Request and Authorization Form](#)).

For any road travel outside areas of operation in the field, a road travel trip ticket ([See Annex 13: Road Travel Trip Ticket](#)) must be completed and duly authorized 48 hours prior to the trip.

4.4.9. Vehicle Log Sheet

Each vehicle is provided with a Vehicle Log Sheet ([See Annex 2: Vehicle Log Sheet](#)), on which staff/ the driver records each trips, km used, purpose of travel and name and signatures of passengers (if any). These log sheets are essential for recording the number of kilometre used for every trip and as a reference in charging of travel expenses as per purpose.

The vehicle log sheet should be kept by the designated driver of each vehicle and shall be collected by the Admin staff/ Logistics staff periodically within the month or at the end of each trip, in preparation of a monthly summary report.

The log sheet must be maintained in the vehicle to track its usage. A blank Log sheets should always be available in each vehicle.

4.4.10. Monthly Vehicle Use Appropriation Report

Administration/ Logistics shall prepare and submit the Monthly Vehicle Use Appropriation Report ([See Annex 1: Monthly Vehicle Use Report](#)) to finance which indicate the donor's or charging information for the appropriation of transport expenses.

4.4.11. Charging for Vehicle Usage

For all official vehicle use related to official work, either a project for which the vehicle is exclusively used will bear the full cost of vehicle hire, if hired vehicle.

If vehicle is used by more than one project, cost of vehicle hire will be shared as per the utilization in the log sheet or as detailed in the vehicle use appropriation report.

Fuel cost and any other cost related to the trip like drivers per diem, accommodation etc. will be distributed to departments/ projects who have used the vehicle based on kilometres covered as per the vehicle log sheet.

If the vehicle is used exclusively for support or general administrative purpose, the cost will be charged to SPC or Unrestricted (UNRT). Costs charged to SPC will eventually be fairly charged to different grants. Any per diem/ accommodation payable to the driver for a trip will be charged the same way the vehicle has been charged.

4.4.12. Use of CARE Vehicles for personal use

Staff members who intend to use a CARE vehicle for personal use must present a written request to the Country Director. Approval of the Country Director is discretionary on a case by case basis and will be dependent on the merit of the request, availability of the vehicle, security and any other factor deemed appropriate.

In Somalia/ Somaliland, security clearance must be provided before the Country Director can consider such request.

The requester must be a qualified driver with valid driving licence who is officially authorized to drive CARE vehicles and must clearly state the destination and purpose.

The general condition of the vehicle and the starting odometer reading must be recorded. Any defect or damage on the vehicle must be noted before and after use.

Staff who is authorized to use a CARE vehicle for personal use will be responsible to ensuring the safety of the vehicle and the passengers.

The vehicle is to be returned in a similar condition and with the same amount of fuel as taken. This implies that proper hand-over of the vehicles must be properly handled, accurately documented and appropriately signed off.

CARE shall not be responsible for the insurance of any unauthorised passenger travelling in a CARE vehicle.

4.4.13. Use of personal/ private transport for CARE's official purpose

Any CARE staff, consultant, partner, beneficiary or participant in a meeting or activity organized by CARE will be generally expected to use official transport arranged by CARE. In the event that CARE does not arrange for transport, the cost of transport shall be reimbursed subject to prior approval of such transport by a CARE senior staff. The following shall be the guideline for such reimbursement:

- **CARE staff:**

Reimbursement for transport will be limited to reasonable amounts and must be supported by original receipt or a credit/debit card voucher. If the reimbursement option based on actual receipts is used, employees should use reasonably priced transportation option. Original itemized receipts must be attached to the TER for reimbursement of transport.

The most cost-effective, safe, and efficient ground transportation is to be used. Taxis are the preferred ground transportation method and employees are encouraged to use a CARE pre-approved taxi Companies where possible.

If a staff uses his/ her own vehicle for authorized official use, the mileage cost shall be reimbursed based on below rate:

- In Kenya, the most current Automobile Association of Kenya (AAK) rates shall be used.
- In Somalia/ Somaliland, \$1 per kilometer rate within towns and CARE vehicle hire rates outside towns will apply.

- **Consultant:**

Reimbursement of transport must be part of the consultancy contract/ agreement and must be supported by original receipts or a credit/debit card voucher.

Consultants should use a reasonably priced transportation option and original itemized receipts must be attached to the TER for reimbursement of transport.

- **Partners, beneficiaries, participants and others:**

Where CARE partners, beneficiaries and meeting participants incur transportation cost on CARE approved business, the cost of transport shall be reimbursed subject to prior approval.

A reasonably priced transportation option and original itemized receipts should be attached where possible.

Where receipts cannot be obtained like in the case of some parts of Somalia/ Somaliland, a reasonable cost of transport will be reimbursed based on existing public transport rates.

Where private pooled vehicles are used, applicable rates will be the CARE vehicle hire rates outside towns or \$1 per kilometer rate within towns.

CARE Somalia shall not provide nor be responsible for the insurance of anyone travelling in a non-CARE vehicle.

4.5 VEHICLE SAFETY AND SECURITY

4.5.1. Personal Safety

The driver is responsible for the passengers, including their use of seat belts at all times.

Only CARE staff, CARE Visitors, Consultants, partners and other members of the humanitarian community are allowed as passengers in CARE Somalia vehicles. This restriction can be waived in emergencies.

The Standard Operating Procedures (SOP) defined below outlines the key procedures and protocols that are required to be followed by all CARE staff and visitors to the CARE country office. These procedures cover routine, day to day and standard activities, with the flexibility in place for these procedures to be tailored to specific field locations, or modified due to contextual changes.

4.5.2. Passenger Safety

All CARE owned and rented vehicles must be fitted with seat belts in both front and rear seats. Drivers and passengers, front and rear, in a CARE owned or rented vehicle must wear seatbelts at all times while the vehicle is moving. Drivers are not to move until all seatbelts have been fastened

4.5.3. Policy for Non-CARE Passenger in CARE Owned or Hired Vehicles:

CARE vehicles are primarily for the transportation of individuals who are employed by CARE and are on work duty.

Non-CARE personnel are not permitted to travel in CARE vehicles except:

- Participants (such as counterparts or target beneficiaries) who are engaged in CARE Somalia activities may be transported in CARE vehicles at the time of those activities being conducted, provided that non-CARE passengers should sign the “Passenger Waiver of Liability” ([See Annex 8: Vehicle Passenger Waiver of Liability](#)).
- In case of serious medical emergency such as pregnant woman needing to reach a clinic or hospital, or a seriously sick person needing emergency transport.
- Unusual circumstances such as safety and security reasons.
- Other circumstances approved by the CD.
- CARE policy does not allow any uniformed military, police or other armed person in a CARE vehicle, whether owned or rented except for officially authorised Special Protection Units (SPUs). No weapons or ammunition should be carried in CARE vehicles except for security reasons as permitted in the case of SPUs in Somalia.
- If armed personnel confronted the driver with a demand for transport, explain CARE’s policy regarding the transport of armed personnel (if possible). If the person or group persist and pose a threat to CARE staff or asset, then transport them. Driver should report the incident as soon as possible.

4.5.4. Speed Limits:

- The following are the recommended speed limits for CARE vehicles (owned and hired)

Speed Limit:	
Speed limits in towns/cities:	20-50 km/h
Speed limits on the highway:	80 km/h
Speed limits in rural areas:	20-30 km/h

Regardless of the above speed limit, the driving speed must be adapted to the road conditions, weather, and the traffic. The maximum speed limit for CARE vehicles is 80 km/h or as specified by Local laws.

4.6 FUELLING AND FUEL MANAGEMENT

4.6.1. Fuelling

Effective vehicle management is a systematic approach to the safe, cost-effective and efficient usage of vehicles. To better manage vehicle fuel, repair and other costs, monitoring tools are required. The consistent use of these tools will allow the identification of problems so that remedial action can be taken quickly.

In Kenya, fuel cards from designated fuel stations will be used to fuel CARE vehicles. Fuel cards will be kept by Admin/ Logistics and will be provided to the driver whenever fuelling is required.

In areas where a Fuel Card is not available (Somalia) for CARE owned vehicles, Fuel Voucher ([See Annex 9: Fuel Voucher Form](#)) will be used to obtain fuel. Offices should use a Fuel Voucher, which are pre-numbered vouchers that are used when requesting fuel from the local petrol station.

The selection of the fuel station is managed as a Required Vendor and follows the procurement policies and procedures. Within the terms and conditions of the Purchase Order (PO), it is to be clearly noted that the issuance of fuel to CARE vehicles is to be done via authorized Fuel Vouchers.

When requesting fuel, a Fuel Voucher is completed in duplicate. The Fuel voucher is to be completed by driver or Admin/ Logistics and must be duly authorised.

- i. The authorized CARE signatory approver (Head of office or designate) the Fuel Voucher based on a review of the voucher.
- ii. The original Fuel Voucher copy is provided to the driver and one copy is retained in the Fuel Voucher book for recordkeeping.
- iii. At the petrol station, the fuel attendant fills the vehicle with fuel up to the liter limit of the Fuel Voucher. It is the responsibility of the CARE driver to ensure that the correct amount is put into the vehicle and official receipts are attached to the Fuel Voucher.

iv. The administration/ logistics staff will maintain the Fuel Voucher and will keep records for monitoring and charging purposes.

4.6.2. Daily Maintenance of Vehicles:

As a matter of practice, vehicles should always be checked and maintained regularly to keep them in top operating condition. Regular maintenance and proper care of the vehicles are the keys to safe driving and economical overall running cost.

Drivers are responsible for the maintenance and cleanliness of the vehicles assigned to them. They are expected to keep track of the services and repairs done on these vehicles.

It is a standard practice that drivers assigned to a particular vehicle takes responsibility for its cleaning and maintenance. Switching drivers among vehicles is discouraged unless absolutely necessary.

(1) Routine Check-Up and Regular Service ([See Annex 10: Vehicle Inspection Form](#))

Responsibility	Action
Driver	1) Checks the following; if necessary, request for services, takes odometer reading and date: a) Fuel level b) Engine oil level c) Engine coolant level d) Battery electrolyte level e) Brake fluid level f) Power steering fluid level (if appropriate) g) Clutch fluid level h) Windscreen washer fluid level i) Tailgate window washer j) Wheel condition (including spare tire) k) Tire inflation pressure l) Fuel, engine coolant, oil and exhaust gas leakage m) Exterior and interior lamps condition n) Meters, gauges and indication lamp operation o) Steering wheel free play (if appropriate) p) Clutch pedal free play q) Brake pedal free play r) Parking brake lever stroke

5. TAXI USAGE

In case CARE vehicle is not immediately available and a staff member urgently requires transport for official use, a taxi may be used in Nairobi or in Somalia. The following shall guide the use of taxis:

A taxi must only be used when it is absolutely necessary and when the intended official travel cannot wait until the official vehicle is available.

Use of taxi must be pre-authorised by a line manager, Country Director, Assistant Country Director (ACD), Sub-Office Coordinator, Operations Manager or their designate. Advice of the logistics office shall form part of the basis of authorisation.

Each office shall make prior arrangement with a specified reputable company or individual with pre-agreed rates and terms based on a written contract. Only taxis from these companies or individuals will be used unless a situation dictates otherwise, in which an explanation will be required. The appointed taxi service provider list will be reviewed after every two years and compared with other potential providers to ensure that CARE continues to get value for money and best service possible.

Any personal use of taxi must be clearly stated as such in the taxi service provider's credit voucher and a person using the taxi must either pay on the spot or pay for it within the billing month, failure to which the money will be recovered from his/ her salary without notice.

The administration department will be responsible for ensuring that taxi bills are invoiced and brought to CARE and payment is promptly made.

6. RESPONSIBILITIES

The overall management of CARE vehicles is the responsibility of Logistics under the Administration department. However, Head of offices can assign this role as they deem appropriate.

These units are also responsible for managing the monthly trip schedules or travel movement plan, schedule of vehicle maintenance and driver schedule.

They should ensure that all costs are properly allocated to each projects.

They are responsible for organizing all documents, coordinating with drivers and all concerned parties on trip schedules, safekeeping of all vehicle records, issuance of approved fuel vouchers and ensuring that the vehicles are well-maintained as per each vehicle's maintenance calendar, vehicle registration and insurance renewal.

The authorized and designated CARE driver is responsible for the daily cleaning and normal vehicle maintenance checks, vehicle road worthy, route safety and security checking, safe driving and diligent log-in of daily trips. The driver is responsible to comply with the Safety & Security Policies, SOPs and Regulations at all times, most especially when accidents or critical incidences occur.

7. DEFINITIONS

- ACD Assistant Country Director
- CD Country Director
- PSC Program Support Coordinator
- PO Purchase Order
- SOP Standard Operating Procedure

8. REFERENCES AND ASSOCIATED POLICIES

1. HR Manual
2. Admin Manual
3. Security Manual

6. ANNEXES

Annex 1: Monthly Vehicle Use Report



Monthly Vehicle Performance Report

Report
for the
month
of --->>

January-08

APPENDIX - 2

Category of
vehicles

Light Motor Vehicles

Fleet #	Veh. Regn .#	Type/ Model	Opening KM for the Month	Closing KM for the Month	Total KMs [5-4]	Total Fuel - Ltrs	Avg · KM s per Ltr [6/7]	To tal Oil - Ltr s	TOTAL MONTHLY COST OF					Total Cost for Vehicle	Average Cost Per KM
									Fuel	Oil	Spa res	Maint.	Others		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
					-		-							-	-
EXAMPLE															
					-		-							-	-
					-		-							-	-
					-		-							-	-

Annex 2: Vehicle Log Sheet



Vehicle Log-Sheet

Vehicle request Serial #

.....

Vehicle #

.....

S/N	Date	From	To	Time out	Opening Km	Time in	Closing Km	Total Km	Project	Signature
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										

Days on this page:

Total km travelled on this page:

Checked By:

Approved By:

Date:

Date:

Annex 3: Transport/Taxi Request Form

Transport/Taxi Request and Authorization Form

Date: Department:

SN	Name	Purpose	Destination	Time out	Time In	Comment
1						
2						
3						
4						
5						
6						
7						
8						

Charging Details:

BU	ACCOUNT	DEPT ID	FUND	PROJECT ID	ACTIVITY ID	SOURCE TYPE	CAT. ID

Compiled by (Staff): Signature:

Approved by (Depart): Signature:

Received by (Log): Signature:

.....

Annex 4: Vehicle Hire Contract

VEHICLE AGREEMENT

This agreement is effective from to in (Location), between..... and

CARE International in **Hargeisa, Somaliland**, herein after referred to as CARE, which expression shall, where the contract as admits include its authorized officers and assignees, on the one part

AND

Mr. / Ms. of C/O Hargeisa, of vehicle bearing registration No. here in referred to as OWNER, on the other part, and subject to the provision of documentary prove of ownership.

Where CARE undertakes to hire a motor Vehicle for its movement in and other parts in **Somaliland**.

This binding condition of this agreement is as follows:

1. OBLIGATION OF THE OWNER:

- i. The Owner agrees to provide to CARE, a vehicle of the following description;
 - a) Vehicle registration No. :
 - b) Make/Model/Year of Manufacture :
 - c) Engine Number :
 - d) Chassis Number :
 - e) Spare tire :
 - f) Accessories/tools (specify each item):
 - Jack with hand. : YES (mandatory requirement)
 - Wheel spanner : YES (mandatory requirement)
 - Double end spanner (specify size): YES/NO
 - Screw Driver-flat : YES/NO
 - Screw Driver-Phillips : YES/NO
 - Seat Belts : YES/NO
 - Condition of the vehicle (note here any damage/s, dents missing items, etc.):
- ii. The owner agrees to provide the services of a driver holding a valid driving license, which is qualified, careful and is a responsible driver. CARE reserves the right to accept or reject the services of the driver provided by the Owner.
- iii. The Owner also agrees to provide the above vehicle in good running condition, and also agrees to the fixing of temporary stickers on the vehicle, which will be removed when the vehicle is returned to the owner.
- iv. The Owner of the vehicle will be responsible for fueling his/her vehicle,
- v. The driver should be responsible for filling in the daily vehicle log sheet and make sure a staff signs on each trip,
- vi. It is not acceptable for the vehicle to be in short of fuel, which disturbs CARE's daily activities.

- vii. CARE will summarize only official kilometers which CARE staff signed and reimburse the cost of fuel to the vehicle owner,
- viii. Both CARE and the owner of the vehicle shall monitor a price of the fuel,
- ix. CARE will add up the number of eligible kilometers and divided by 6 kilometer/liter and then multiplied by the price of the fuel, which both sides will agree on. Currently \$1.15 per liter
- x. Should it be noticed, that at any time, the driver refuses to comply with the
 - a. Directives and regulations of CARE, or is abusive or is reckless, the services of the said driver will be returned to the Owner.
- xi. It shall be the responsibility of the owner to provide a substitute driver immediately. In the event that the owner is unable to provide the service of a substitute driver and CARE is unable to avail the use of the vehicle, no payment shall be applicable for such period/s.
- xii. The owner shall be responsible for the regular maintenance of the vehicle, and also undertake periodic preventive maintenance. All such costs will be to the account of the Owner.
- xiii. The owner shall not hold CARE responsible for any compensation resulting from an accident, death on account of an accident, hijacking, third party liability and/or damage inflicted on the vehicle and or personnel assigned to the vehicle by the owner.
- xiv. The owner agrees to the rental of the said vehicle on a daily basis, and also areas to the parking of the said vehicle within the CARE compound.
- xv. No persons other than those duly authorized by CARE are permitted to travel in the vehicle.
- xvi. The owner should guarantee safety of any additional equipment installed in the vehicle by CARE, such as mobile radio, antenna, microphone, etc. Such items shall be the property of CARE and shall be duly returned to the owner for reasons as stated in this Agreement. It is should be explicitly understood and agreed that the radio is to be used only by CARE personnel and for official use. Private use of radio equipment installed in the vehicle is banned.
- xvii. In the event that any equipment installed in the vehicle by CARE and which is lost and/or stolen on account of the negligence of the driver, the owner shall reimburse cost of such equipment lost to CARE.
- xviii. All local taxes and levies on the vehicle, which shall include local comprehensive insurance charges, shall be the responsibility of the Owner.
- xix. The driver assigned to this vehicle maintains a proper logbook detailing daily movement of the vehicle.
- xx. The owner shall also permit the vehicle to be driven across the borders of the country, if such travel is considered essential and in line with its project activities. In such cases, CARE shall be responsible of payment of any cross borders taxes levies, etc.

2. OBLIGATIONS & RESPONSIBILITIES OF CARE;

- i. CARE agrees to rent the vehicle as specified, on a daily basis,
- ii. CARE reserves the right to accept or reject either the vehicle and/or personnel assigned to the said vehicle, if such services are found to be unsatisfactory and not acceptable and as specified in Clause 1.3 above. Also if at any time during the period of this agreement, the vehicle is not found to be in a roadworthy condition, and failure on the

part of the Owner to provide CARE with a suitable replacement, the said vehicle will be returned to the Owner immediately.
- iii. CARE agrees to provide oil at the following rates:
 - a) Engine Oil at the rate of 10 liters for every 3,000 kms. Covered

- iv. CARE will not be responsible of any general and/or preventive maintenance costs of the said vehicle. If for some reason CARE has to incur such expenses these will be incurred with the explicit understanding that these costs will either be reimbursed to CARE by the owner, or such costs will be deducted from the amounts owed to the vehicle.
- v. The owner in the event of an accident, hijacking and/or unauthorized use of the vehicle, shall not hold CARE responsible for any loss and/or damage that may be caused to the vehicle and/or persons assigned to the vehicle. This shall also include loss of any tools and/or equipment belonging to the owner and that are assigned to the vehicle such as spare tires, tools, etc.
- vi. If found necessary, CARE will have the option to install a mobile radio in the
- vii. Vehicle and all installation charges will be the responsibility of CARE.

3. PERIOD OF AGREEMENT

- i. This agreement will be in force for a period beginning on to
- ii. This agreement can be renewed for a like period on the same terms and conditions or as are to by both parties concerned.

4. PAYMENT OF RENTAL CHARGES:

- i. The vehicle shall be rented out to CARE by the Owner, at rates per day as specified below;
 - \$50 (US Dollars Fifty) - Within the town
 - \$70 (US Dollars Seventy) - Outside town
- ii. Payment shall be made in the USD currency and shall be payable once after the end of every month.
- iii. No payment will be made for days when the vehicle has not been in operation whether on account of mechanical failure or due to non-availability of a driver.
- iv. Likewise, no daily rental will be payable for Fridays & Saturdays which are official CARE holidays. However, if a vehicle is used on such days, payment will be made for such use at rates as specified above.
- v. No per diem or any other travel cost other than cost of driver’s accommodation will be paid by CARE to the driver/owner during field trips.

5. TERMINATION OF THE AGREEMENT

- i. This agreement shall terminate automatically on the date as specified in Clause 3.1 above.
- ii. Either party can also terminate this agreement by providing written notice to this effect, 72 hours in advance.
- iii. This agreement can also be terminated on the following conditions;
 - a) If the vehicle has been utilized for purposes other than those specified and authorized by CARE personnel:
 - b) If the vehicle is off-road on account of major mechanical problems/defects.
 - c) If the vehicle, at any time during the period of this agreement, is not found to be in a roadworthy condition.
 - d) If any personnel assigned to the vehicle is found to be abusive and acts in an irresponsible manner, and refuses to comply with CARE’s directives and regulations:
 - e) If the services of the vehicle are not required by CARE for any period of time.

f) In case of any dispute, the matter will be solved amiably by discussion with both parties to this agreement.

IN WITNESS WHERE OF, both parties have placed their signature on

.....

FOR AND ON BEHALF OF
THE VEHIACE OWNER

FOR AND ON BEHALF OF
CARE-INTERNATIONAL

.....

.....

Owner of Vehicle

Head Office

Witness: _____

Annex 5: Vehicle Maintenance Request Form

Annex 6: Vehicle Maintenance Accident Reporting Form

	VEHICLE ACCIDENT REPORTING FORM
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IMPORTANT

TO BE USED IN REPORTING ALL ACCIDENTS OR LOSSES INVOLVING AUTOMOBILES (INCLUDING MOTORCYCLES). SEND REPORT IMMEDIATELY TO SECURITY OFFICER OR ADMINISTRATION. DO NOT DELAY BECAUSE OF LACK OF INFORMATION. IN CASE OF SERIOUS INJURY, TELEPHONE NEAREST CARE REPRESENTATIVE.

[PLEASE SEE GUIDELINES / INSTRUCTIONS ON PAGE 3]

NAME OF OWNER	Name		Age		Sex	M / F
	Address					

OPERATOR / DRIVER	Name		Age		Sex	M / F
	Address					

VEHICLE DETAILS	YEAR	MAKE/MODEL	TYPE	LICENCE #	ENGINE#	CHASSIS #

INJURED PERSONS [Attach additional sheets, if necessary]	Name – 1		Age		Sex	M / F
	Address					
	Injury Type					
	Indicate if injured person is a:	CARE EMPLOYEE / PEDESTRIAN / CYCLIST / PASSENGER				
	Name - 2		Age		Sex	M / F
	Address					
	Injury Type					
Indicate if injured person is a:	CARE Employee / Pedestrian / Cyclist / Passenger					

Damage to property of others	Name of owner					
	Address					
	Damages to vehicle or other property					
	Give description & nature of damage					

Damage to CARE	Description & extent of damage	
	Estimated cost of repair or replacement	

Give names and address of every witness and every other person who was present; Include occupants of vehicles	Name	Address	Tel. or Contact
	1.		
	2.		
	3.		
	4.		
	5.		
6			

Police Report	Name of Officer			
	Address of Police Station	+		
	Date reported		Time reported	

Details of accident	Date of accident		Time of accident	
	Location			
	Give clear account of accident:			

Diagrams	Before the accident		
	After the accident		

Date of this report	
----------------------------	--

Signature of Person Reporting: _____

Annex 7: Tender Form for Disposal of Used Vehicle



<p><u>Office use only.</u></p> <p>FORM NO</p>
--

TENDER FORM FOR DISPOSAL OF USED ITEM

- A Full name of bidder:
- B Address:
- C Mobile No:
- D Telephone no:

No	Lot No.	Description of item	Qty	Bid Price	Remarks

**Director for Programme, Programme Support, Finance
CARE International Somalia**

I wish to submit herewith my bid for the purchase of items mentioned in the attachments.

Also I hereby agree to abide by the terms and conditions set by CARE International Somalia, to which I participate in the full knowledge that this is a privately run tender and that the decision made by the CARE tender committee is final.

Thanking you,

Signature of bidder.

Date:

Time:

TERMS & CONDITIONS

1. Sealed bids are invited from interested parties, to auction the following used office furniture fillings and equipment from ____ am on _____ to till ____pm on ____ _____.
2. Bidding forms could be obtained from CARE Office during above period by paying a non-refundable deposit _____ for each form. Bidders are allowed to submit more than one bid but separate bidding forms should be submitted. However, the highest value will be considered as the final offer. Employees of CARE International Somalia are exempted from payment of _____ subject to bidding through e-mail.
3. Sealed Offers should be made clearly on the following a fully completed "Tender Format" and should deposit in the tender box kept in the Reception Area before the closing time (i.e.12:00 noon on -----).
4. Items could be inspected from 12:00 noon on _____ to till 11:00 noon on _____ at the CO premises.
5. External bidders must register their submissions at the time of the tender being put in to the Tender Box.
6. All current employees are requested to make offers through the CO Programme Support tender box.
7. All the items will be sold in the existing condition. CARE Somalia is not liable to provide any replacement or additional parts, components or accessories to or any additional service the buyer under whichever the condition.
8. The successful bidders are responsible to remove the goods within two days from the time of closing the bids (by...date....) after making full payment in cash (cheques and other forms are not accepted).
9. The Tender Committee reserved the rights to reject any or all offers received and the decisions made by the Tender Committee will be the final.
10. In the event that the floor price is not reached at auction, the tender committee will inform to relevant authorities for necessary approval of negotiation with highest bidder to sell the property and if no agreement is reached, TC will attempt to negotiate with other interested parties. Final decision will be made after approve the relevant authorities. (TC can recommend and Management approval should be grant in writing.)
11. The Tender committee reserves the right before or during the sale to withdraw any lot or lots.

Annex 8: Vehicle Passenger Waiver of Liability Form



PASSENGER WAIVER OF LIABILITY (Disclaimer)

I recognize and acknowledge that I am voluntarily travelling as a passenger in a CARE official vehicle to and from the below location/ activity. I assume all risks associated with this travel and agree to absolve, exonerate, and hold harmless CARE Somalia and employees from liability for any harm or injury resulting from this travel. I understand that I am to travel directly to and from the above location, activity or event.

I have carefully read this Passenger Waiver of Liability and know and understand its contents. I understand it is a full release of all liability and I sign it of my own free will. I, the undersigned, also understand that I must sign this agreement before riding as a passenger in a CARE vehicle.

Name of passenger	Designation	Organization	Date & time of Travel	Destination	Signature of passenger

Annex 9: Fuel Voucher Form

FUEL REQUEST FORM FOR VEHICLE NO: _____		
Date :	<input style="width: 100%;" type="text"/>	
Fuel Station :	<input style="width: 100%;" type="text"/>	
Fuel type:	<input style="width: 100%;" type="text"/>	
Pumped by:	<input style="width: 100%;" type="text"/>	
	METER READING	LITRES
Previous:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Current:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Total KM:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Average Km/L :		<input style="width: 100%;" type="text"/>
Cost:		<input style="width: 100%;" type="text"/>
Fuel Coupon No:	<input style="width: 100%;" type="text"/>	
Requester : _____		
Signature : _____		
(Name)		
Approver _____		
Signature : _____		
(Name)		

Annex 10: Vehicle Inspection Form

Checklist for vehicles

S/NO.	ITEM DESCRIPTION	WHO PROVIDE	TO	TICK BOX	COMMENTS
1	Reliable working VHF radio and Thuraya	CARE			
2	1 Medical Kit	CARE			
3	1 jack	Vehicle Owner			
4	2 Spare wheels/tyres (check pressure)	Vehicle Owner			
5	1 Wheel spanner	Vehicle Owner			
6	1 Towing cable	Vehicle owner			
7	1 Jerry-can of water 10-20 Litres	Vehicle owner			
8	1 Emergency foot pump or tyre inflator	Vehicle Owner			
9	1 Tyre repair kit	Vehicle Owner			
10	1 Torch with full batteries	CARE			
11	1 Tool kit	Vehicle Owner			
12	Adequate fuel	CARE			
13	Tyre inner tubes (extra)	Vehicle owner			
14	Vehicle Log sheet	CARE			
15	1 litre drinking water minimum per passenger	Passengers			
16	1 Shovel/spade	Vehicle Owner			
17	2 Vehicle per trip one for SPU	CARE			
18	1 Team leader per journey	Contact person			He/she responsible for reporting
19	1 Fire Extinguisher				

Trip date and time:

Name: _____ **Date:** _____ **Signature:** _____

SPU vehicle must not be used by staff

Annex 11: Driver Authorization Form

CARE Somalia Driver Authorization Form

This is to authorize _____, who is a bonafide employee of CARE Somalia to operate/ drive CARE vehicles due to absence or unavailability of the designated driver.

That, the above employee shall drive CARE vehicles with due care as prescribed in the Transport Policy and shall be responsible to answer any discrepancies or incidents involving CARE vehicles while and during his/ her responsibility.

Furthermore, the above authorized driver shall fully obey Local Traffic Rules and Regulations, Local Driving Rules and CARE CI and CARE Somalia Policies.

Signed in Conformance and with full understanding:

Sign over printed full name

Attach the following documents:

1. Scanned or clear copy of Driver's license

Annex 12: Vehicle Accident Reporting Form

**VEHICLE ACCIDENT REPORTING FORM
GUIDELINES / INSTRUCTIONS**

1. Name of Owner

- Ordinarily, the owner would be CARE. In such cases, leave the columns such as age, sex blank.
 - This form could also be applicable when a vehicle is leased or rented from a third party – it could either be a company/agency or an individual. If the owner is an individual, fill in the relevant columns.
- 2. Operator / Driver**
- In this section, indicate the name and address of the person driving the vehicle.
- 3. Vehicle Details**
- Provide all relevant details of the vehicle involved in the accident.
- 4. Injured Persons**
- List the names of all persons injured in the accident
 - In case of more than 2 persons who are injured, attach separate sheet indicating relevant details
- 5. Damage to Property of Others**
- In this section indicate the name of the owner of the property or the automobile damaged/involved in the accident
 - In the column “Damage to auto or property” – in case another vehicle is involved, provide registration number, make/model and color of vehicle; if it is the property that is damaged, indicate “property”.
- 6. Damage to CARE**
- In this section, indicate the extent of damage sustained to the CARE vehicle.
 - If the cost of repairs / replacement cannot be ascertained, leave this column blank.
- 7. Names of Witnesses**
- It is advisable to obtain names, address and contact details of as many witnesses as possible.
- 8. Police Report**
- Name of the Officer – in case you are unable to obtain the name of the police officer, leave this block blank
 - However, the address of the police station where the report has been filed and the date/time reported are essential.
- 9. Details of Accident**
- Indicate the date and the time of the accident
 - Be as detailed as possible when giving an account of the accident. Some of the items to be considered are:
 - What prompted this accident?
 - What were the weather conditions?
 - What were the road conditions – wet / slippery / potholes / etc.
 - Were any animals involved?
 - Was it due to a mechanical failure?
 - Was light a factor that has contributed to the accident?
- 10. Diagrams**
- Provide as clear as possible, a diagram of the positions of the vehicle/s involved before and after the accident.

Annex 13: Road Travel Trip Ticket



ROAD TRAVEL TRIP TICKET

SUB-OFFICE: _____

Requester's name:	Contact:
Trip leader:	Contact:
Destination:	
Purpose for travel:	
Departure date:	Return date:

Have local contacts been consulted on the current area situation? If Yes, indicate who (optional)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is SPU escort required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is a vehicle allocated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have two VHF Motorola handsets been allocated to the team?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has a Thuraya satellite phone handset and charger been allocated? If, YES indicate the phone number:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

ITINERARY

From	To	Date	Departure time	Arrival time

*Please attach the trip plan if the space provided above is not enough

PASSENGERS

1.	5.
2.	6.
3.	7.
4.	8.

No. of non-CARE staff traveling (e.g. UN, NGO or government): _____

I have undertaken the necessary trip planning activities, as indicated by but not limited to the details I've provided above.

Signed by Requester _____

Date: _____

Security remarks: _____

- Proposed travel is approved
- Proposed travel is NOT recommended at this time

Security	Title	Signature	Date
Head of sub-office	Title	Signature	Date

Annex 14: Average Vehicle Running Cost

COST CRITERIA	RATIONALE	CALCULATION
---------------	-----------	-------------

Fixed Cost per year		
Road Licence (\$350 per year for 36000km)	\$350 per year based on 36,000 kms per year	\$ 0.01
Comprehensive Insurance (\$3600 per year for 36000 km)	\$3600 per year based on 36,000 kms per year	\$ 0.10
Depreciation (25% per annum x \$35,000 for 36000 km)	Based on 25% depreciation per year	\$ 0.24
Parking/ Cleaning (\$100 per week)	Based on \$400 per month	\$ 0.13
Driver's cost (\$1699 per month x 12 for 36000)	Based on employment cost of \$1,699 per month	\$ 0.57
Total fixed cost		\$ 1.05
Operating Cost per KM		
Fuel	\$2 per litre at 6 km per litre	\$ 0.33
Oils	\$4 per liter at 10 liters for 3000 km	\$ 0.01
Servicing (\$400 per 3000km)	\$400 after every 3,000 kms	\$ 0.13
Repairs and replacement (Based on \$550 per month)	Based on \$500 per month	\$ 0.18
Tyres and tubes (Based on \$250 per tyre tyresfor 15,000 kms)	Based on \$250 per tyre after every 15,000 kms	\$ 0.07
Miscelenious and Admin cost (\$650 per month x 12 for 36,000)	Based on \$650 per month	\$ 0.22
Total operating cost per KM		\$ 0.95
Total vehicle running cost per KM		\$ 2.00

Assumptions

Average kilometers the vehicles run is 3,000 kms per month and 36,000 kms per year

Fuel cost per liter is \$2 and the vehicles run 6 kms per litre.

Oil cost per liter is \$4 and the vehicles run 3,000 kms per 10 liters

The estimated purchasing price of each vehicle is estimated at \$35,000

Vehicles are serviced after every 3,000 kms

Tyres are replaced after every 15,000 kms