



# KENYA FOREST SERVICE

DOCUMENT TITLE: FLEET  
MANAGEMENT

REF NO:KFS-HR&AD-010

ISSUE NO: 2

REVISION NO: 1

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## ISSUE HISTORY

ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1	None, no change has been done	SNR ADMIN. OFFICER - TRANSPORT	10 <sup>th</sup> June 2010
2	Changes Done to conform to ISO 9001:2015 standard	SNR ADMIN. OFFICER - TRANSPORT	31 <sup>st</sup> May 2018

## REFERENCED DOCUMENTS

S/NO	REF	TITLE
1	QPM	Quality Policy Manual
2	HRPM	Human Resource Procedure Manual
3	WI	Work Instructions
4	SP	Strategic Plan 2018-2022
5	GC	KFS/Government Circulars
6	COK	Constitution of Kenya 2010
7	TG	Transport Guidelines
8	FCMA	Forest Conservation Management Act 2016

## COPY HOLDERS

1	Chief Conservator of Forests
2	QMR
3	MHRA
4	TO
5	CAO

## RECORDS/ANNEXES

REC. NO	REC. TITLE
TRA/1/KFS/	Correspondence concerning vehicle issues: repairs, allocations
TRA/6/KFS/	Correspondence on fuel
TRA/4/KFS/	Drivers returns, allowances and bonuses

PREPARED BY:MHRA

APPROVED BY: CCF



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REC. NO	REC. TITLE
TRA/3/KFS/	Issues on fleet accidents
TRA/2/KFS/	Vehicle licenses
TRA/5/KFS/	Lost items in transport
TRA/1/KFS/	Correspondence concerning vehicle issues: repairs, allocations
TRA/6/KFS/	Correspondence on fuel
TRA/4/KFS/	Drivers returns, allowances and bonuses

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## 1. TERMS AND DEFINITION

TERM	DEFINITION(S)
EC	Ecosystems Conservator
HOC	Head of Conservator
CAO	Chief Administrative Officer
CCF	Chief Conservator of Forests
KFC	Kenya Forestry College
MHRA	Manager Human Resource and Administration
QPM	Quality Policy Manual
HRPM	Human Resource Procedure Manual
WI	Work Instructions
SP	Strategic Plan 2018-2022
GC	KFS/Government Circulars
COK	Constitution of Kenya 2010
TP	Housing Policy
FCMA	Forest Conservation Management Act 2016

## 2. SCOPE

- 2.1.1. Establish clear guidelines and procedures on fleet management, creating a single, authoritative source for information and regulation.
- 2.1.2. Articulate the linkages on the guidelines for repairs on a need basis, regular periodic maintenance and other relevant policies, thereby ensuring uniformity & consistency across the Service.

## 3. PURPOSE

- 3.1.1. Ensure that all KFS vehicles are well maintained & available for use at all times
- 3.1.2. Ensure compliance with manufacturers technical & user guidelines for KFS motor vehicles, motor cycles, plants and equipment, aircraft and boats.

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## 4. OBJECTIVE

**NB: Refer to the performance contract.**

CSF	KPI	TARGET(S)	DUE

## 5. RESPONSIBILITY AND AUTHORITY

### 5.1. Chief Conservator of Forests

5.1.1. Is responsible for developing policies and implementing procedures for transport operations

### 5.2. The Heads of Conservancies and Ecosystem Conservators

5.2.1. Implement the transport guidelines for efficient management of fleets in their areas of jurisdiction.

### 5.3. Human Capital and Administration Division

5.3.1. Ensure motor vehicle, motor cycles, plants and equipment, aircraft and boats are well maintained for efficient operation of Service activities.

### 5.4. Staff

5.4.1. Reporting vehicles faults/failures to the Administration Department

5.4.2. Reporting driver's misconduct to the Administration Department  
Employees who believe the driver is impaired have a duty to prevent him/her from Driving Service vehicles and seek assistance from the Administrative Officer Transport.

## 6. RESOURCES, INPUTS AND OUTPUTS

### 6.1. Resources

6.1.1. Finances

6.1.2. Personnel

6.1.3. Infrastructure

### 6.2. Inputs

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6.2.1. Fuel Card

## 6.3. Outputs

6.3.1. Work Ticket

## 7. CRITERIA OF MEASUREMENT

**NB: Refer to Performance progress reports**

## 8. RISK AND OPPORTUNITIES

**NB: Refer to the Service's Risk register**

## 9. EVALUATION OF PROCESS

**NB: Refer to the Monitoring and Evaluation Reports.**

## 10. CRITERIA OF MEASUREMENT

**NB: Refer to Performance progress reports**

## 11. RISK AND OPPORTUNITIES

**NB: Refer to the Service's Risk register**

## 12. EVALUATION OF PROCESS

**NB: Refer to the Monitoring and Evaluation Reports.**

## 13. DETAILS OF PROCEDURE


### 13.1. Requisitions for Vehicles

The requisition for motor vehicle process shall follow the following process:

- i. Any employee may request for motor pool vehicle to conduct official business outside the Station of work as long as the Director or a designated officer in-charge has authorized the request. The request should be done at least one week before the date of the journey.
- ii. Any employee requesting for transport within the locality should fill in a transport requisition form and attach relevant documents for the same. This should be done at least one day before the date the vehicle is required.

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- iii. Reservations are to be submitted via a transport requisition form
- iv. If there are no vehicles available the same will be communicated including options for alternative modes of transport on the reservation form and forwarded for approval.
- v. The approved transport requisition form is then processed by the Transport Office, and a copy of the fully processed requisition form is sent to the user department. The vehicle will be released as per the requisition form details.
- vi. Staff members should seek authority to use a personal vehicle from the Director. No claim will be honored if this is not complied with.

### **13.1.1.Cancellation of Vehicle Reservations**

Cancellation of a reservation for a vehicle within a locality must be received within two (2) hours prior to pick up time. Cancellation of a reservation outside the locality must be received within twelve (12) hours prior to pick up time.


### **13.1.2.Checkout Procedures**

- i. Upon presenting the approved requisition form, all trip documents including trip ticket, events log, accident report form, work ticket and fuel drawn form will be given to the driver by the authorizing officer.
- ii. If a vehicle is not picked up within two hours without prior notice of the reserved time, the reservation will automatically lapse without any reference to the user.
- iii. The number of passengers transported in any vehicle must comply with and not exceed the manufacturer's specification. Passengers in the organizational vehicles are limited to Staff and approved guests of the Service, traveling on official Service business.
- iv. The driver to whom a Service vehicle has been released is fully responsible for the security and operation of the vehicle.

### **13.2.Maintenance and Repair of Service Vehicles**

13.2.1.Maintenance for all Service vehicles is performed in the Kenya Forest Service workshop, pre qualified garages or dealers depending on the nature of repairs. The following will be followed:

13.2.2.While every effort is made to maintain vehicles in the best possible condition, mechanical failures may occur occasionally. When a breakdown

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occurs outside the locality the driver should arrange for minimum necessary repairs. If major repairs are necessary, immediately the T.O or officer in charge should be notified to give directions.

13.2.3.The Transport Officer or officer in charge will then task the mechanics to verify the extent of damage and then a report is taken to the SAO and CAO

13.2.4.The CAO and CAO then determine whether the vehicle is taken to the dealer, pre qualified garage or repaired in the Service workshop.

13.2.5.An approval is done made from the management to repair the vehicle

13.2.6.Once approved, the procurement office will then source for an appropriate garage and process an LPO

13.2.7.After the vehicle is repaired, mechanics will then perform a post inspection report and if in order accept the vehicle

### 13.3.Procedures to Follow in the Event of an Accident

13.3.1.If a Service vehicle is involved in an accident, the report of the accident must be made immediately to the local police station and the driver should get a copy of the inspection report/ police abstract The driver and officer in charge of the trip should write an accident report, and forward the same to the Chief Administrative Officer who will lodge a claim to the Insurer within 24 hours. All accident reports will be communicated to the Director and Corporation Secretary for further direction where necessary.

13.3.2.In case of an accident, Service drivers are advised to:

- i. Stop at once if possible
- ii. Take steps to prevent further accidents e.g turn on hazard lights, and set out warning signs.
- iii. Notify the Administrative officer or authorized officer and call police immediately.
- iv. Obtain the license plate numbers and insurance policy of other vehicles involved.
- v. Protect passengers, vehicle or cargo.
- vi. Tactfully, obtain names, addresses and phone numbers of all witnesses. Get the names of all occupants of other vehicle(s) involved.

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- vii. Give other driver(s) your name, address, the vehicle license plate number and your driving license and also get the same details from the other driver(s).
- viii. NOT to admit liability and NOT to sign anything without authorization.
- ix. Discuss the specifics of the accident only with the police or the Administration Officers.
- x. Complete a driver's accident report/statement at the scene of the accident while the information is fresh in your mind.

## 13.4.DISPOSAL OF SERVICE FLEET

13.4.1. When a motor vehicle, plant and equipment has surpassed its economical useful life or is unserviceable or obsolete or is damaged beyond economical repair, it shall be disposed off as provided for by the Public Procurement and Disposal Act. This will be done annually. The following procedure should be followed;

13.4.2. The Chief Administrative officer shall write to the field officers requesting them to forward motor vehicle status report in their area of jurisdiction.

13.4.3. The Chief Administrative Officer shall compile a comprehensive list from the field officers and submit it to the Director for approval.

13.4.4. If approved the Supplies Chain Management will carry out the valuation of the same, board and dispose of the fleet.

13.4.5. Request for Official Transport

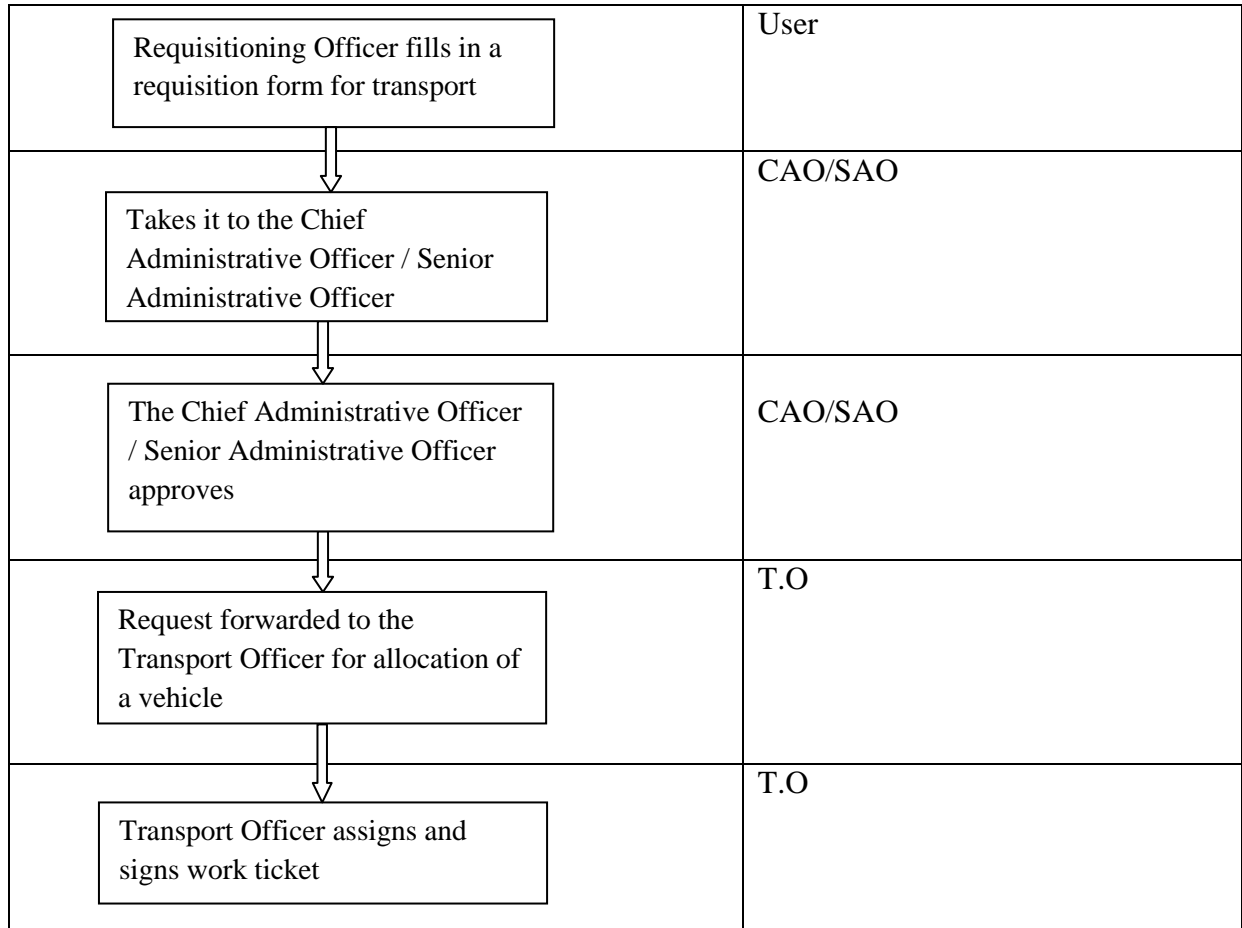
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**14. PROCESS FLOW CHART**

**14.1. Requisition**



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**14.2. Vehicle Repair**

Report of defects to on defects form	Driver
To tasks the mechanics to verify defects	TO/Mechanic
The Chief Administrative Officer / Senior Administrative Officer are informed.	CAO/SAO
Vehicle taken to the dealer for quotation	TO/Mechanic
Requisition for repairs are done	Mechanic
Once approved, the approved request is taken procurement for processing	TO/Mechanic
Once repaired, post inspection report if filled	Mechanic

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**14.3. Accidents**

<p>Reporting of accident to the CAO/SAO</p>	<p>Driver/vehicle in charge</p>
<p>Takes it to the Chief Administrative Officer / Senior Administrative Officer Reports to Insurance Company</p>	<p>CAO/SAO</p>
<p>Get abstract, inspection report, driver's license, statement of driver, statement of the In charge and work ticket to CAO/SAO</p>	<p>CAO/SAO</p>
<p>Accident report to the insurance</p>	<p>CAO</p>
<p>Taking the vehicle to garage</p>	<p>Driver/in charge</p>

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**14.4. Disposal of Vehicles**

Identifying vehicles for disposal by writing to field officers	Driver/vehicle in charge
List of vehicles for disposal forwarded to the CCF for	CAO
Approved list taken to procurement for verification by the Disposal Committee	PSCM
Engage an assessor to determine reserve price	Assessor
Valuation reports submitted to Disposal Committee	PSCM
Appropriate disposal method selected	PSCM

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