

VEHICLE MANAGEMENT POLICY AND PROCEDURES**TABLE OF CONTENTS**

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A. PRINCIPLES OF UNFPA VEHICLE MANAGEMENT POLICY

A.1. Definitions

A.1.1. UNFPA Vehicles:

UNFPA office vehicles are defined according to the following criteria:

- i. Representational vehicles purchased with funds from the UNFPA Biennial Support Budget (BSB) for use in support of the country office;
- ii. Programme vehicles funded from UNFPA programme funds that are in the custody of the regional director, subregional office director, UNFPA representative, UNFPA country director or, chief of operations or chief of liaison office;
- iii. Vehicles from other sources that are in the temporary custody of the country office (agencies, government, or funds in trust).

A.1.2. Official Use:

Official use means the authorised use of a UNFPA vehicle to conduct official UNFPA business.

A.1.3. Non-Official Use:

Non-official use is all other authorised use.

A.2. Scope

These policies for vehicle management apply to the provision, use, control, insurance, maintenance, safety and protection, accidents, and theft of UNFPA owned and controlled vehicles¹.

A.3. Delegation of Vehicle Management Authority

The UNFPA Executive Director has delegated management and approval authority for the vehicle management function to the Deputy Executive Director (External Relations, United Nations Affairs and Management), who has further

¹ In order to own and control a vehicle UNFPA must hold the title and must be in possession of the vehicle.

delegated its authority to the Director, Division for Management Services (DMS).

A.3.1. The Director, DMS has delegated his/her authority to UNFPA regional directors, UNFPA subregional office directors, UNFPA representatives, UNFPA country directors, UNDP resident representatives/UNFPA representatives, and to chiefs of liaison offices, hereafter collectively referred to as “heads of office”, and to the Chief, Facilities and Administrative Services Branch (FASB), who are responsible for ensuring that written operational procedures for local use of official vehicles are in place and distributed to all staff.

A.3.2. UNFPA heads of office and Chief, FASB, may further delegate vehicle management authority to their staff to carry out vehicle management tasks but shall remain responsible for compliance with all relevant financial regulations and rules, and all relevant policies and procedures. For further detail on delegation of authority, refer to the “Roles and Responsibilities” paragraph in each chapter below.

The delegation of vehicle management authority is granted on an individual basis. Each individual who has been delegated authority to use, record, secure, maintain, and/or dispose of a vehicle is responsible for adhering to the policies described herein.

A.4. General Principles

A.4.1. Application of Vehicle Management Principles:

Those responsible for UNFPA vehicle management are to be guided by the following principles:

- i. Ensure integrity and accuracy in financial and administrative recording and use of vehicles;
- ii. Ensure the safety and security of all vehicle occupants in accordance with United Nations policy and local laws governing vehicle use;
- iii. Promote due care and attention to the security, control, and maintenance of vehicles;
- iv. Safeguard UNFPA interests in the disposal of vehicles and in the case of accident or theft.

Compliance with Financial Regulations and Rules and Other Instruments

All vehicle management must strictly comply with UNFPA financial regulations and rules, procurement procedures, and all administrative policies and procedures. As outlined, the delegation of vehicle management authority is granted on an individual basis and requires delegated authorities to adhere to the relevant portions of the controlling legal instruments. In the case of any inconsistency or ambiguity between them, these instruments must be applied in the following order of priority:

- i. Article 100 of the [Charter of the United Nations](#);
- ii. a. [UNFPA Financial Regulations and Rules](http://www.unfpa.org/admin-resource/financial-framework)
[<http://www.unfpa.org/admin-resource/financial-framework>];
b. [Staff Regulations and Rules of the United Nations](http://www.unfpa.org/admin-resource/policy-personnel-staffing)
[<http://www.unfpa.org/admin-resource/policy-personnel-staffing>]; and
- iii. The applicable policies and procedures.

B. PROVISION, USE, AND CONTROL OF UNFPA VEHICLES

B.1. Roles and Responsibilities

UNFPA heads of office and Chief, FASB have responsibility for ensuring the following policies and procedures are strictly followed. They may delegate authority for vehicle management responsibilities related to the provision, procurement, and recording of vehicle data, both upon acquisition and during periodic physical inventory exercises, in accordance with UNFPA financial regulations and rules.

B.1.1. Regional Offices/Subregional Offices/Country Offices/Liaison Offices

In regional, subregional, liaison and country offices, the vehicle focal point (VFP) is responsible for overseeing day-to-day vehicle utilisation and for maintaining all associated records. This role is generally delegated to the operations manager, but can be delegated to any staff member as appropriate.

B.1.2. All Staff Members

All UNFPA staff members are responsible for ensuring that they strictly adhere to the following policies and procedures regarding their own involvement in the procurement, use, and control of UNFPA vehicles.

B.2. Provision of UNFPA Vehicles

Countries with a UNFPA representative post:

- a. Each office is entitled to one representation vehicle.
- b. The entitlement to a programme vehicle depends on the following criteria:
 - i. the size of the programme;
 - ii. the number of field staff;
 - iii. the number of projects and their geographical distribution;
 - iv. availability and access to the United Nations car pool and car rentals;

- v. the geographical characteristics and quality of public transportation of the duty station; and
- vi. the availability of programme funds.

If these conditions are met, the UNFPA head of office may request approval in writing for the purchase of a programme vehicle from the respective regional office.

B.2.1. Countries without a UNFPA Representative post:

In countries without a UNFPA representative post, there is no representational vehicle. Provisions have to be made to ensure that the supervising country office is adequately equipped to execute the UNFPA programme in countries without a UNFPA representative. The acquisition of a programme vehicle may be considered under the following circumstances:

- i. Commercially rented cars or the United Nations car pool are not available for UNFPA use.
- ii. The nature of the programme, the number and size of the projects and their geographical distribution necessitate frequent monitoring visits.
- iii. The lack of adequate infrastructure (roads, public transportation etc.) mandates a car for monitoring projects.
- iv. There are programme funds available.

If these conditions are met, the UNFPA country director may request approval in writing for purchase of a programme vehicle from the respective regional office.

B.3. Procurement of UNFPA Vehicles

B.3.1. Procurement of Official Vehicles

- a. Procurement of UNFPA vehicles must strictly follow [UNFPA Procurement Procedures](http://www.unfpa.org/procurement-policies) [http://www.unfpa.org/procurement-policies]. UNFPA vehicles must conform to UNOPS Catalogue, and must not exceed a limit of 130g CO₂/Km emissions, as well as local government regulations (e.g. regarding the size of engines or the use of particular fuel types).

b. Leasing/Rental

Leasing or rental, whichever is the most economical, is recommended only when a vehicle is needed for a limited period of time and no other UNFPA vehicle is available. No vehicle can be leased commercially while a similar vehicle is being used temporarily by a staff member for unofficial use.

c. Replacement of vehicles:

Country Office Representational Vehicles:

Representational vehicles may only be replaced when the following conditions are met:

- i. the vehicle has reached 100,000 miles (160,000 kilometres) and/or 5 years of age, whichever occurs first;
- ii. the Contracts, Assets, and Procurement Committee (CAPC) has authorised the disposal of the old vehicle, subject to the safety and operational condition of the vehicle;
- iii. Chief, FASB, has granted approval for the purchase of the replacement vehicle; and
- iv. an allotment has been established for the purchase of the replacement vehicle.

Programme and Other Office Vehicles:

For the replacement of any other vehicle, including programme vehicles, the following conditions must be met before any financial commitment has been made:

- i. the vehicle has reached 100,000 miles (160,000 kilometres) and/or 5 years of age, whichever occurs first;
- ii. the Contracts, Assets, and Procurement Committee (CAPC) has authorised the disposal of the old vehicle, subject to the safety and operational condition of the vehicle;
- iii. the relevant regional office has granted approval for the replacement vehicle; and

B.4. Use of UNFPA Vehicles**B.4.1. General Guidelines for Use of Vehicles for the UNFPA Office**

The use of UNFPA office vehicles must always serve the best interests of UNFPA. The following rules apply:

- i. In principle vehicles will be used only for official UNFPA business.
- ii. Vehicles must be kept in good working condition as per paragraph D.2 in order to minimise repair and maintenance costs and to maximise the resale value.
- iii. Safety and security guidelines in paragraph D.3 are strictly followed.
- iv. Only authorised persons holding a driver's license valid in the duty station may drive the car (see paragraph B.5.1.e below).
- v. In using UNFPA vehicles, the maximum overtime allowed for drivers must be respected. In the interests of the health of the staff and the efficiency of the service, a staff member should not be required to work more than 40 hours of overtime during any one month, except where unusual exigencies of the service so require. If more than one driver works for UNFPA, and if the overtime hours of the driver concerned relate to official business, then the supervisor should distribute the overtime hours equally among them.
- vi. When not in use, vehicles are to be parked in a safe area designated by the UNFPA regional director, subregional office director, UNFPA representative, chief of operations, chief of liaison office or UNDP resident representative/UNFPA representative.
- vii. The vehicle fuel tank must be filled completely at each refuelling so that the fuel consumption rate may be verified. Where petrol coupons are in use, a register (Annex V) must be maintained for petrol coupons providing data on acquisition and use and the data must reconcile with

vehicle records. Coupons must be stored in a safe place and their use must be controlled by administrative staff.

- viii. The use of UNFPA flags must strictly comply with the United Nations Development Operations Coordination Office (DOCO) [shared agreement](#) [http://www.undg.org/docs/10292/3391-UNDG_Ex_Com_Principals__Retreat_at_Greentree_-_Flying_the_UN_Flag.pdf?bcsi_scan_232E6C93C4B63649=0&bcsi_scan_filename=3391-UNDG_Ex_Com_Principals__Retreat_at_Greentree_-_Flying_the_UN_Flag.pdf] that no heads of agency (including representatives) will fly a flag on their vehicle, except on those occasions where (according to the [UN Flag Code](#) [<http://www.un.org/depts/dhl/maplib/docs/stsgb132.pdf>]) the United Nations Country Team (UNCT) has agreed that one is necessary for security or protocol reasons, and on these occasions the shared United Nations flag will be used.

B.4.2. Assignment of UNFPA Vehicles

The UNFPA head of office or, in his/her absence, the officer-in-charge of the office, is the only staff member to whom a vehicle can be assigned on a full-time basis. Vehicles not required by the UNFPA head of office for official business must be made available for other official business.

In offices without a UNFPA representative post, the UNFPA programme vehicle is assigned to the officer-in-charge for official business. Whenever the programme vehicle is not required by the officer-in-charge for official business, it must be made available for other official business of the country office staff.

In general, UNFPA vehicles are not part of a car pool administered by the United Nations system. However, if in the spirit of United Nations reform for cost efficiency and cost effectiveness it is found that a shared or common services arrangement could be made with other United Nations agencies, approval may be given by the UNFPA head of office if the arrangement is in the interest of UNFPA. The standard procedures for devising and implementing the common service must be followed², as per [DOCO guidelines](#) [<http://www.undg.org/index.cfm?P=202>]. However, the agreement between UNFPA and other United Nations

² For a sample template for a memorandum of understanding, see <http://www.undg.org/documents/4959-Sample Letter of Agreement annex to OG .doc>.

agencies to include UNFPA vehicle(s) in the United Nations administered car pool has to be cleared by FASB prior to signing.

All agencies present in this particular country where carpooling is in operation must participate in this system order to efficiently divide the carpooling load. However, UNFPA should have priority for the use of their own vehicle (i.e. can be reserved in advance, etc.) and when in use by other agencies must adhere to the UNFPA vehicle management policies & procedures.

B.4.3. Use of UNFPA Driver

Vehicles must normally be driven by a UNFPA driver, subject to overtime regulations in paragraph B.4.1 as well as to the current local safety and security recommendations of the designated official for security. This requirement may be waived at the discretion of the regional director, subregional office director, UNFPA representative, UNFPA country director, chief of operations, chief of liaison office, or the relevant officer-in-charge through the request to waive requirement of UNFPA driver form in Annex II as outlined in the authorisation process in this policy.

B.4.4. Official Use:

- a. Use of Programme Vehicles in Temporary Custody of the UNFPA head of office

Vehicles in temporary custody of the UNFPA head of office (as defined by [Policy and Procedures for Fixed Asset Management](http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management) [http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management]) cannot be considered for general office use. These vehicles must be transferred or disposed of in accordance with [Policy and Procedures for Fixed Asset Management](http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management) [http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management]. To the extent possible, vehicles in temporary custody of the UNFPA head of office must be maintained in good working condition. Costs incurred for maintenance of the vehicle are to be borne by the source of the funding for the vehicle, i.e. normally a project budget.

- b. Use of Vehicles by the UNFPA Head of office Outside Regular Work Hours for Official business

The UNFPA head of office is entitled to a vehicle with a driver to transport him/her to and from work, subject to the driver's working

schedule as per B.4.1 above. Such access is available free of any charges (mileage allowance rates, driver overtime charges, etc.) to the UNFPA head of office and to UNFPA staff who may be exceptionally authorised by the UNFPA head of office.

c. Use of Vehicles for Official business by National and International UNFPA Staff

National and international staff are entitled to a vehicle and driver under the following circumstances:

- i. International staff and their families may be provided with transport service by a UNFPA vehicle to and from their place of residence upon first arrival to and final departure from a duty station.
 - ii. When travelling on official business, country office staff is entitled to transport service to and from their point of departure (airport, railway station, etc.) as per [UNFPA Policy for Duty Travel](http://www.unfpa.org/admin-resource/policy-duty-travel) [<http://www.unfpa.org/admin-resource/policy-duty-travel>]. This may be in the form of either transport in the UNFPA vehicle or the reimbursement of staff for private transportation arrangements, depending on the specific circumstances of the local office.
 - iii. In countries with UNFPA vehicles, UNFPA staff on official visits to the country may be provided with transport service by a UNFPA office vehicle on arrival and departure, subject to the availability of the UNFPA vehicle. Additional transport services by UNFPA office vehicle for staff on official visits may be provided for official business only.
- d. Use of Private Vehicles for Official Business

Staff members may exceptionally request written authorisation from the regional director, subregional office director, UNFPA representative or UNDP resident representative/UNFPA representative to use a private vehicle for official business. The regional director, subregional office director, UNFPA representative, or UNDP resident representative/UNFPA representative may determine that the use of a private vehicle for such transportation would serve the best interests of UNFPA and the staff member. In this case, the staff member must submit the request to waive requirement of UNFPA driver (Annex II), and

this must be signed by the regional director, subregional office director, UNFPA representative, or UNDP resident representative/UNFPA representative and returned to the VFP.

Staff members using private vehicles for official business, as authorised above may claim reimbursement for such usage against applicable mileage rates, however, no gasoline coupons may be provided for private vehicles. Reimbursement for use of a private vehicle may not be for transportation of the staff member to and from the office.

Staff members are not eligible for reimbursement or compensation for damage sustained to a private vehicle which is being used for official business as per [Appendix D of the Staff Rules](https://docs.myunfpa.org/docushare/dsweb/View/Collection-1301) [https://docs.myunfpa.org/docushare/dsweb/View/Collection-1301]. However, payment of compensation for death, injury, or illness of the staff member during such use will be subject to the advice of the Advisory Board on Compensation Claims, or the United Nations Claims Board.

B.4.5. Non-Official Use

In principle, UNFPA vehicles must be used for official business only. However, in certain exceptional cases private use of UNFPA vehicles may be authorised.

a. Circumstances Under Which Non-Official Use of UNFPA vehicles may be authorised

i. Emergency Situations

In exceptional situations, consistent with the best interest of the organisation, the regional director, subregional office director, UNFPA representative, UNFPA country director, chief of operations, chief of liaison offices, UNDP resident representatives/ UNFPA representatives or the relevant officer-in-charge may authorise and assign UNFPA vehicles for non-official use in case of emergency.

ii. Transportation To and From Work of International Staff

With the exception of the UNFPA head of office or the officer-in-charge, UNFPA vehicles must not normally be used for the transport of internationally-recruited staff to

and from their place of work. However, under the following situations it may be allowed subject to cost recovery from the staff member as per B.4.5.f below:

Upon Arrival of International UNFPA Staff in a Duty Station

The regional director, subregional office director, UNFPA representative or UNFPA country director may authorise in writing the use of office vehicles until the arrival of a new international UNFPA staff member's private automobile, or for a maximum period of three months (whichever is earlier).

Extenuating Local Circumstances

The regional director, subregional office director, UNFPA representative or UNFPA country director may authorise the use of a vehicle if a staff member is retained in a country which does not allow staff to import a privately owned vehicle.

iii. Transportation To and From Work of National Staff

Transportation of national staff from home to office should only be authorised within the framework of quantifiable benefits derived through the most recent local salary survey, as outlined in the [Local Salary Survey Manual](#)

[http://www.un.org/Depts/OHRM/salaries_allowances/salaries/method.pdf]. If the security situation warrants, the Field Security Officer's recommendation must be forwarded to the Chief FASB and to the Security Coordinator for review and decision.

b. Private Use

The private use of vehicles depends on the availability of vehicles, the particular circumstances prevailing in the country (security, market conditions, etc) as determined by the UNCT, and must consider the best interests of the organisation.

Whenever UNFPA vehicles are used by staff for private use and the requirement of a UNFPA driver is waived, the staff member must ensure that he or she is adequately covered by comprehensive

insurance, and must be aware that employee coverage under [United Nations Staff Rules Appendix D](#) [<https://docs.myunfpa.org/docushare/dsweb/View/Collection-1301>] will not apply. For further details regarding insurance coverage, see paragraph C below.

Vehicles with diplomatic license plates cannot be used for private purposes by national staff as this would violate the principles of immunity. However, vehicles with International Mission plates, which differ from Diplomatic plates, could be used subject to all previous rules and regulations.

c. Use by implementing agencies and/or government

In case UNFPA transfers the title of a vehicle to an implementing agency or the government; or in case the implementing agency/government is in constant possession of the vehicle, UNFPA must not provide insurance for the vehicle nor must UNFPA provide any services (e.g. driver) or maintenance for this vehicle. The use of such a vehicle is beyond the control of UNFPA, which means that these policies do not apply.

d. Insurance Implications

Use of UNFPA vehicles for non-official use has insurance implications as outlined in paragraph C below. As a result, staff members driving vehicles for non-official use and waiving the requirement for a UNFPA driver must take out separate comprehensive insurance to meet the costs of any loss or damage incurred during the period of loan, and must indemnify UNFPA against any such costs by signing all relevant forms as outlined below.

e. Authorisation Process

In the cases of authorised non-official use as outlined above where a UNFPA driver is employed, authorisation may be granted by the regional director, subregional office director, UNFPA representative, UNFPA country director, or the relevant officer-in-charge via email to the VFP.

However, in all cases of private use and also non-official use where a UNFPA driver is *not* employed, the nature of the circumstances must be explained and recorded according to the

following process. The staff member requesting non-official use of a UNFPA vehicle must:

- i. be on the list of authorised drivers (see paragraph B.5.1e below);
 - ii. ensure the Request for Use of UNFPA Vehicle for Unofficial Purposes Form (Annex I) is signed by the regional director, subregional office director, UNFPA representative, UNFPA country director, or the relevant officer-in-charge prior to the loan of the vehicle;
 - iii. acknowledge in signing this form, that the staff member confirms that he/she:
 - possesses a driving license valid in the country; and
 - has taken out comprehensive insurance for the period in question, or in the event the staff member chooses not to take out comprehensive insurance or there is no such insurance available for the staff member to purchase, he/she is willing to meet the full costs of any loss or damage incurred during the period of loan;
 - iv. consider that she/he is not covered under Appendix D of the Staff Rules;
 - v. be willing to pay for vehicle usage costs and for the driver (where appropriate); and
 - vi. accurately complete the vehicle log.
- f. Cost Recovery

When a staff member reimburses UNFPA for the use of the official vehicle on non-official business, the amount would have to be based on the latest [information circular](http://iseek.un.org/webpgdept525_3.asp?dept=525) [http://iseek.un.org/webpgdept525_3.asp?dept=525] issued by the United Nations Secretariat on reimbursement rates for travel by motor vehicle. Cost recovery for all non-official use must be enforced by the regional director, subregional office director, UNFPA representative, or UNFPA country director on a monthly basis. The recovered amount must be charged to Account 73410 – Maintenance, Operation of Transport Equipment.

B.5. Control of UNFPA Vehicles

B.5.1. Record-Keeping

a. Asset Management:

All asset management data must be completely and accurately recorded as per the [Policy and Procedures for Fixed Asset Management](http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management) [http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management].

b. Licensing and Registration:

All motor vehicles must be registered according to the law of the host government and must display their registration in the form of a license plate or sticker affixed to the vehicle in accordance with local law.

In some countries, diplomatic license plates may be available in accordance with the host country agreement. To the extent permitted by the agreement, the regional director, subregional office director, UNFPA representative, UNFPA country director, or UNDP resident representative/UNFPA representative through the VFP, should obtain diplomatic license plates for all UNFPA vehicles. Furthermore, UNFPA vehicles should be exempt from taxes to the extent permitted in the host country agreement.

License plates are usually issued for a fixed-term period. The VFP is responsible for ensuring that licenses and registration are renewed as required.

Lost license plates or registration displays must be immediately reported to the local authorities and whatever procedures are required to replace the license or registration must be promptly followed.

c. Vehicle Safety Inspection and Certification

In some countries, national laws require vehicle safety inspection certificates as a requirement to obtain or renew licenses or insurance coverage. The VFP must ensure that safety inspections are conducted to satisfy such requirements.

d. UNFPA Decals

For purposes of identification, a UNFPA decal must be affixed to all UNFPA-owned vehicles, subject to UNDSS security requirements. Guidelines on the placement, material to be used, color and size of the UNFPA logo can be found in the [UNFPA Identity Style Guide](http://www.unfpa.org/styleguide/) [http://www.unfpa.org/styleguide/]. (To obtain the username and password to the website and/or a hardcopy of the UNFPA Identity Style Guide, offices should contact the Media Services Branch of the Information and External Relations Division.)

e. List of Authorised Drivers

An updated list of persons authorised to drive UNFPA vehicles must be maintained at all times. Changes to the list may only be authorised by the regional director, subregional office director, UNFPA representative or UNFPA country director.

If a UNFPA staff member who is not a driver but has been authorised to drive is required to drive a UNFPA vehicle on official business, the office must ensure that the staff member is fully aware of all implications of driving a UNFPA vehicle and agrees to do so in writing using Annex II.

f. Vehicle Daily Logs

A daily log sheet (Annex III) must be maintained for each vehicle in order to record the use of the vehicle. The driver is responsible for keeping the log updated at all times as well as for retaining the actual log in the vehicle; this practice should be part of the driver's job description. Whenever the vehicle is used to transport a passenger, the passenger is required to initial the log in the space provided. The daily logs must be reviewed each day and signed by the VFP and turned in to the operations manager on a monthly basis for verification. The log will serve as a basis for any reimbursement which may be required due to personal use. The original daily log sheets must be kept on record by the VFP for a minimum of three years from the date of completion for purposes of internal control.

g. Vehicle History Records

The VFP must maintain a vehicle history record (Annex IV) for each UNFPA vehicle. This is the record of the vehicle's service reliability and dependability. It also serves as a supporting document when a request for disposal of the vehicle is made. All

information required in this form must be completed, including average fuel consumption per month, repairs, service and maintenance. The record must be kept for the life of the vehicle.

C. VEHICLE INSURANCE

C.1. Roles and Responsibilities

C.1.1. Regional Offices/Subregional Offices/Country Offices/Liaison Offices

In regional, subregional, liaison and country offices, regional directors, subregional office directors, UNFPA representatives, UNFPA country directors, chiefs of operations, chiefs of liaison offices and UNDP resident representatives/UNFPA representatives are responsible for ensuring that all vehicles are properly insured and that policies are strictly followed. The vehicle focal point (VFP) is responsible for maintaining vehicle insurance records. This role is generally delegated to the operations manager, but can be delegated to any staff member as appropriate.

C.1.2. Headquarters

At headquarters, the Chief, FASB is responsible for submitting vehicle information to the global third-party insurance carrier on an annual basis.

C.2. Insurance Coverage

UNFPA is self-insured for all vehicle risks except third-party liability (see paragraph C.2.4). There are two types of third-party insurance: a global policy and local insurance policies. The local coverage satisfies the obligation of the United Nations or any of its agencies to comply with local law. The global policy covers, within its limits, liability above the amounts payable by the local insurer or the full amount of claims where the local insurance policy will fail to provide compensation for a claim. The global policy also covers on a primary basis these countries where local liability insurance coverage has been deemed to be either inadequate or non-existent.

Other types of insurance coverage are usually not allowed. In extenuating circumstances, however, a request with justification for the local purchase of additional insurance may be submitted to the Chief, FASB for review and approval.

C.2.1. UNFPA Self-Insurance

For damage incurred during official use, UNFPA is self-insured. This means that costs for repair or replacement in cases of damage or theft are to be borne in full by UNFPA.

However, if a vehicle is damaged during non-official use, the staff member may be required to pay for part or all of the damage incurred as per [Policy and Procedures for Fixed Asset Management](#) [<http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management>], including the value of the vehicle before the accident if it is not practical to repair the vehicle.

C.2.2. United Nations Employee Coverage

Coverage under the worldwide policy does not extend to staff members of the United Nations or its agencies travelling in UNFPA vehicles in the event of death, injury, or illness in connection with such use. If staff members are travelling in UNFPA vehicles on official business they are eligible for compensation under the [United Nations Staff Rules, Appendix D](#) [<https://docs.myunfpa.org/docushare/dsweb/View/Collection-1301>] or equivalent employer compensation provisions for service-incurred injury or death.

However, staff members using a UNFPA vehicle for other than official business as well as non United Nations staff members (including family members) should ensure that he/she is adequately covered by personal insurance in the event of death, injury, or illness in connection with such use, since the United Nations Staff Rules or equivalent compensation provisions are not applicable for non-official use and non United Nations staff members.

C.2.3. Worldwide Vehicle Liability Insurance Policy

UNFPA insures official vehicles against third-party liability through a policy organised by the United Nations.

a. Insurance Carrier

The current carrier for the policy is American International Group (AIG). Contact details and a list of AIG offices worldwide can be found in Annex VI.

b. Policy Coverage

The worldwide vehicle liability insurance policy provides coverage for third-party bodily injury or death and/or damage to third-party vehicles or property where the legal liability of UNFPA has been established. The policy also provides third-party passenger coverage.

It is only valid when a United Nations staff member drives a vehicle with the written authorisation of the regional director, subregional office director, UNFPA representative, UNFPA country director, or the relevant officer-in-charge. The policy covers not only owned but also 'hired and non-owned' vehicles (i.e. vehicles leased by UNFPA).

It is valid worldwide, with the exception of vehicles in the United States of America, its territories and/or possessions, Puerto Rico and Canada, which are not covered by the policy.

The limit of liability is USD 2 million single limit per occurrence for bodily injury/death and property damage combined.

There are two types of coverage: 1) Excess and Difference in Conditions and 2) Primary.

Excess coverage is structured to supplement the local vehicle liability coverage mandated by local law in the host country. The local coverage would therefore satisfy UNFPA's obligation to comply with local law and the worldwide insurance policy would cover, in such cases, liability over and above what is payable by the local insurer, within the limits of the worldwide policy.

Difference in conditions applies where the definitions or other conditions of the worldwide policy are broader in scope or meaning than other insurance available locally.

By contrast to excess and difference in conditions coverage, primary coverage is applicable to those few countries where local third-party coverage is unavailable. For a current list of countries for which primary coverage by the worldwide policy applies, see Annex VII.

The policy is renewed every year, and certain aspects of coverage may change periodically. It is therefore recommended to consult the Chief, FASB if there are any specific policy questions.

c. Applicability

Under the worldwide policy, a vehicle is insured from the moment UNDP/UNFPA receives or takes custody of it. All UNFPA country offices are required to report their vehicles to the Chief, FASB for forwarding to the United Nations Insurance Unit for insurance coverage under the worldwide as soon as a change in the

fleet has occurred by either the addition or removal of vehicles from the UNFPA fleet with an indication of the date that the change became effective. Vehicles have to be identified by the type (e.g. passenger vehicle, bus, truck, ambulance, etc) using the form in Annex VIII.

Insurance terminates when title to a vehicle is transferred from UNFPA. Such vehicles are no longer covered under the United Nations Worldwide Policy. The vehicle focal point must ensure that the party to whom the vehicle is delivered has been advised to arrange appropriate insurance coverage.

C.2.4. Local Third-Party Insurance Policies

The worldwide policy will not generally, by itself, satisfy the requirements for vehicle liability insurance mandated by local laws, nor can it be generally be used for the registration of vehicles or in case of an accident. As a rule, country offices must therefore purchase additional third-party insurance locally to cover all UNFPA office vehicles.

Coverage purchased should be the minimum required by local legislation or, in those cases where local laws do not require third-party insurance, the minimum coverage offered by local insurance underwriters.

D. VEHICLE MAINTENANCE, SAFETY, AND PROTECTION

Vehicles must be maintained in good working condition to ensure maximum safety and efficiency. In addition, safety policies are designed for the safety and protection of passengers, drivers, and third-parties and must be strictly followed.

D.1. Roles and Responsibilities

D.1.1. Regional Office/Subregional Office/Country Office/Liaison Office

In regional, subregional, liaison and country offices, regional directors, subregional office directors, UNFPA representatives, UNFPA country directors, chiefs of operations, chiefs of liaison offices and UNDP resident representatives/UNFPA representatives are responsible for ensuring that all UNFPA vehicles are properly maintained and that safety and protection policies are strictly followed. The vehicle focal point (VFP) is responsible for maintaining vehicle maintenance records and monitoring maintenance work and safety issues. This role is generally delegated to the operations manager, but can be delegated to any staff member as appropriate.

D.1.2. All Staff Members

Any staff member who uses a UNFPA vehicle is responsible for reporting any obvious vehicle defects or malfunction and for personally adhering to safety and security policies and procedures.

D.2. Vehicle Maintenance

D.2.1. Basic Maintenance

The driver is responsible for completing the following maintenance tasks:

- i. Clean car daily.
- ii. Check oil, water level, tyres, and battery weekly.
- iii. Completely refill fuel tank at each refuelling.

D.2.2. Routine Maintenance

The VFP and the driver are responsible for ensuring that periodic routine maintenance is undertaken in strict accordance with the manufacturer's requirements as stipulated in the vehicle handbook for each vehicle model. Failure to follow the set procedures defined for each model by

the manufacturer may result in either the over- or under-servicing of certain components.

Vehicle maintenance contracts may benefit from shared or common service arrangements with other local United Nations agencies. Country offices are therefore encouraged, where appropriate, to consider shared vehicle maintenance contracts in the interest of cost effectiveness and efficiency. Where these are determined to be the preferred form of vehicle maintenance arrangement by the local office, with approval from the UNFPA head of office the standard procedures for devising and implementing the common service must be followed, as per [DOCO guidelines](http://www.undg.org/index.cfm?P=202) [http://www.undg.org/index.cfm?P=202]. However, the agreement between UNFPA and other United Nations agencies to enter into a shared vehicle maintenance contract has to be cleared by FASB prior to signing.

D.2.3. Record Keeping

In order to ensure that UNFPA vehicles are maintained in the most cost-effective manner possible, the VFP is responsible for completing the following procedures:

- i. Verify the vehicle daily log for each vehicle on a daily basis.
- ii. Prepare an annual maintenance schedule for each vehicle.
- iii. Enter the average fuel consumption in the vehicle history record once a month.
- iv. Enter the cost of repairs, maintenance and service in the vehicle history record as they occur.
- v. Alert the regional director, subregional office director, UNFPA representative, UNFPA country director, chief of operations, chief of liaison office, UNDP resident representative/UNFPA representative to deviations in performance, fuel consumption and repairs as necessary.

D.3. Vehicle Safety and Protection

D.3.1. Safety and Security Guidelines

- a. General Guidelines

Both drivers and passengers must ensure that in all duty stations front and rear seat belts are used at all times for all vehicle occupants. Children below the age of 5 must be secured with a child safety seat. Furthermore, neither drivers nor passengers may smoke in UNFPA vehicles.

b. Guidelines for Drivers

Drivers of UNFPA vehicles have a number of obligations with respect to both occupant safety and the physical security of UNFPA property with which they must strictly conform, specifically that:

- i. they are physically and mentally fit to operate a vehicle;
- ii. they do not drive under the influence of alcohol, drugs or medication that may impact the ability to drive;
- iii. they inform their supervisor if they are taking any medication which may impair their ability to drive;
- iv. they possess a valid driving licence which is valid in the duty station;
- v. they strictly comply with local driving rules and regulations and obey all local police traffic signals, signs, road markings, and instructions;
- vi. they exercise the utmost care and courtesy while driving and parking, bearing in mind the image and reputation of UNFPA in the host country;
- vii. they use a helmet when driving motorbikes;
- viii. they are familiar with guidelines pertaining to accidents and insurance coverage;
- ix. they do not use mobile phones while driving; and
- x. they take all reasonable care to ensure that the vehicle and its load are secure, ensuring that no attractive items are visible in an unattended vehicle and that the

vehicle is secured against theft, accidents, vandalism or other loss.

c. Safe Driving Handbook

Further guidelines for safe driving are included in Annex X, which may serve as the basis for a safe driving handbook. Regional directors, subregional office directors, UNFPA representatives, UNFPA country directors, chiefs of operations and chiefs of liaison offices are encouraged to adapt the contents found therein for use in a locally-specific handbook that incorporates the particular rules and regulations for drivers in the local office.

d. Disciplinary Measures

Failure to adhere to all of these guidelines may result in disciplinary action, as per the [Disciplinary Framework](http://www.unfpa.org/admin-resource/disciplinary-framework-0) [http://www.unfpa.org/admin-resource/disciplinary-framework-0]. Further, all instances of driving under the influence of alcohol or drugs/narcotics, whether or not connected with traffic accidents, shall result in the automatic suspension of the driver's authorisation to drive UNFPA vehicles in addition to any administrative or disciplinary actions. In case of accident while under the influence of drugs or alcohol, the conscious decision of the UNFPA staff member concerned to operate a vehicle in breach of this regulation places the responsibility for any resultant damages or injuries upon him or her.

D.3.2. Safety and Emergency Equipment

The VFP must ensure that all vehicles are equipped with basic safety and emergency equipment such as:

- i. properly inflated spare tyre and rims;
- ii. tyre jack and wrench;
- iii. first aid kit;
- iv. tool kit;
- v. basic spare parts (e.g. fuses, fan belts, radiator hose and repair kit, tyre patch kit, air and oil filters, etc);
- vi. jumper cables;

- vii. flares/warning reflectors;
- viii. fire extinguisher;
- ix. tow rope or chain;
- x. short handle shovel;
- xi. water;
- xii. food: trail mix/freeze dried;
- xiii. matches
- xiv. emergency blanket;
- xv. road maps;
- xvi. flashlight and spare batteries; and
- xvii. any other equipment required to be in compliance with minimum operation security standards (MOSS).

E. VEHICLE ACCIDENTS, THEFT AND DISPOSAL**E.1. Roles and Responsibilities****E.1.1. All Staff Members**

Any staff member who uses an official UNFPA vehicle is responsible for ensuring that the following policies are strictly observed in the case of vehicle accident or theft.

E.1.2. Regional Office/Subregional Office/ Country Office/Liaison Office

In regional, subregional, liaison and country offices, regional directors, subregional office directors, UNFPA representatives, UNFPA country director, chiefs of operations, UNDP resident representative/UNFPA representatives, and chiefs of liaison offices are responsible for ensuring that all accidents and theft of vehicles are properly reported to the authorities and to headquarters as outlined below.

E.1.3. Headquarters

At headquarters, the Chief, FASB is responsible for submitting notices of vehicle accident or theft to the Headquarters Property Survey Board.

E.2. Vehicle Accidents**E.2.1. General Procedures**

- a. Communications to other persons involved in an accident must be limited to information for identification purposes and other matters relating to the health and well-being of any person involved. In principle, a staff member involved in a vehicle accident is only authorised to provide information related to the accident to the police, the representative of the American International Group - Worldsource (AIG) company, the regional director, subregional office director, UNFPA representative, UNFPA country director, chief of liaison office, UNDP resident representative/UNFPA representative or the relevant officer-in-charge and, if applicable, the local insurance company covering the UNFPA vehicle.
- b. The staff member is not authorised under any circumstances to make any settlement to a third party.
- c. The country office should demonstrate that all efforts are made to ensure that third-party claims arising from accidents involving

official vehicles are settled within a reasonable period of time, not to exceed six (6) months from the date of the accident.

E.2.2. Instructions in case of an accident:

a. General Instructions:

All authorised drivers of UNFPA vehicles must be instructed in the following procedures in the event of an accident:

- i. Obtain the names and addresses of the third party (ies) and all injured persons.
- ii. Record the name and address of the third-party's insurance company.
- iii. Register the names and addresses of all witnesses and passengers in all vehicles.
- iv. Inform the UNDP/UNFPA office as soon as possible.
- v. Summon the police to the scene of the accident and obtain a copy of their report.
- vi. Inform the local UNDSS as soon as possible.
- vii. Make a record of injuries to personnel and of any impact damage on all vehicles involved.
- viii. Make a sketch of the road and relative positions of the vehicles involved before and at the time of the accidents.
- ix. If feasible, arrange for photographs to be taken of the scene of the accident before the vehicles are moved.
- x. Make a record of road conditions, visibility, etc

All officers-in-charge must ensure the following procedures are completed in case of an accident:

- xi. Send the claim immediately to the appropriate agent of the American International Group (AIG) insurance company (Annex VI), providing the information listed in Annex XI.

- xii. If applicable, submit the claim to the local insurance company as well.
- b. Special Procedures for Countries with no AIG Claims Representative

Only in countries where the American International Group (AIG) company has no duly authorised claims representative, the country office, through the regional director, subregional office Director, UNFPA representative, UNFPA country director may pay reasonable expenses in connection with the settlement of third-party claims insured under this policy provided that such authority be limited to US \$3,500 per settlement and subject to the proviso that there is proven liability on the part of the United Nations or its agency. A signed release must also be obtained from the third-party absolving the United Nations or its agency from any further costs in relation to the vehicle accident. Settlement of third-party claims may be made to the third-party claimant only on signature of a “release” completed in accordance with the standard format shown in Annex IX. The signed release together with the accident report, claims documents and record of settlement paid must then be sent to the nearest AIG claims agent, regional office, or the AIG claim coordinator in New York (see contact details in Annex VI) who will then arrange the reimbursement of the paid claim directly with the country office concerned. See Annex XI for information required for submitting the claim to AIG.

- c. Special Procedures for Claims in Sanctioned Countries

Under United States law, AIG cannot pay claims directly in countries under United States sanctions. It will instead arrange with UNFPA to pay the claims on AIG’s behalf, and will then reimburse UNFPA at headquarters. Before UNFPA makes any settlement in a sanctioned country, it is necessary to contact the AIG claims coordinator in New York, who will then arrange for an examination of the case and direct the United Nations office in the sanctioned country how much to offer in settlement to the claimant. See Annex XI for the basic information required for submitting the claim to AIG.

The name and contact address of the AIG representative for all claims in sanctioned countries can be found in Annex VI:

Once the settlement is agreed by AIG and payment made by UNFPA, a release must be obtained from the third party absolving

UNFPA from any further obligations in relation to the vehicle accident. A standard format for the release is given in Annex IX.

For all claims in sanctioned countries, UNFPA must also provide the AIG contact with the name, address, and room number of the contact person in UNFPA headquarters to whom AIG should send the check once the settlement has been finalised.

E.2.3. Internal UNFPA reporting

All accidents involving UNFPA vehicles must be promptly reported to the Chief, FASB via the vehicle accident fact sheet (Annex XII) indicating the date and time of the accident, the person driving, injuries (if any), and the identification number of the official vehicle involved. The report must include the following documentation in English:

- i. the report from the country office to the local claims agent (if any) of the AIG company and to the local insurance company (where applicable);
- ii. the report from the local agent of the AIG (if any) and from the local insurance company;
- iii. the report from the third-party's insurance company (if any);
- iv. the regional director, subregional office director, UNFPA representative, UNFPA country director, chief of operations, chief of liaison office or UNDP resident representative/UNFPA representative's report on the accident, which should include a sketch of the accident scene and recommendations for administrative action, if any, related to the driver;
- v. the statement on the accident from the driver;
- vi. the police report; and
- vii. in case the vehicle is beyond repair, a Request for Asset Disposal, Theft, Transfer, or Sale (RADT) Form.

Further, aside from the regular claim reporting procedure with the regional AIG office, any accidents with a potential to give rise to large claims, including but not limited to all accidents involving fatalities, as well as

any difficulties in claims processing must be reported to the Insurance and Disbursement Service, United Nations by FASB.

E.3. Vehicle Theft: Reporting Stolen Vehicles

The regional director, subregional office director, UNFPA representative, chief of operations, chief of liaison office, UNDP resident representative/UNFPA representative or the relevant officer-in-charge, through the VFP or any other designated staff member, is responsible for ensuring that stolen vehicles are reported. In so doing, the following steps must be undertaken:

E.3.1. External Reporting and Investigation of Stolen Vehicles

- i. Inform the police and request a copy of the police report.
- ii. Await investigation (where appropriate) and determine the likelihood of recovery of the stolen vehicle.
- iii. Inform local UNDSS.

E.3.2. Internal Reporting and Investigation of Stolen Vehicles

If it is determined that recovery of the vehicle is unlikely, then the internal reporting and investigation process must be undertaken as outlined in [Policy and Procedures for Fixed Asset Management](http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management) [http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management] paragraph G.

E.4. Loss, Theft or Damage of Personal Property

E.4.1. Staff members and their passengers are responsible for their own personal property while using UNFPA vehicles. UNFPA is not responsible for any loss, theft or damage of such property and will not compensate the owner for the loss, theft or damage.

E.5. Disposal of Vehicles

The disposal of vehicles must be done according to paragraph F of the [Policy and Procedures for Fixed Asset Management](http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management) [http://www.unfpa.org/admin-resource/policy-and-procedures-fixed-asset-management].

UNFPA

Annex I: REQUEST FOR USE OF UNFPA VEHICLE FOR UNOFFICIAL PURPOSES FORM

This form is available separately for completion in [unprotected Word format](#)

I hereby request the use of a UNFPA vehicle for unofficial purposes as set out below and accept the terms and conditions set out in the UNFPA Vehicle Policy, and in particular Appendix D of the Staff Regulations.

I am aware that the vehicle must be returned in the condition it was provided including tools and equipment. I will take full responsibility for the maintenance and security of the vehicle and for costs incurred as a result of damage or loss while the vehicle is in my custody.

I will indemnify UNFPA from any such responsibility and will maintain the log-book and remit the mileage according to the established rate.

I am aware that the vehicle is not insured comprehensively, therefore I will be held responsible for any damage or loss of the vehicle. I am also aware that the failure on my part to comply to the established policies and procedures may result in the vehicle being withdrawn.

DATE	TIME		PURPOSE
	FROM	TO	
TRIP 1			
TRIP 2			
TRIP 3			

I request that the requirement of a UNFPA driver be waived and that I be permitted to drive the vehicle. I certify that I POSSESS A VALID DRIVING LICENSE WHICH IS VALID IN THE COUNTRY(S) in which I will be driving [attach copy of license]. I undertake to complete the vehicle daily log. I also agree to reimburse the cost of the usage of this vehicle to UNFPA as per the prevailing reimbursement rates of the office.

Requestor's Signature:

Authorised by:

Vehicle Released by:

Annex II: REQUEST TO WAIVE REQUIREMENT OF UNFPA DRIVER FOR OFFICIAL USE

This form is available separately for completion in [unprotected Word format](#)

I request that the requirement of a UNFPA driver be waived and that I be permitted to drive the vehicle. I certify that I POSSESS A VALID DRIVING LICENSE WHICH IS VALID IN THE COUNTRY(S) in which I will be driving [attach copy of license]. I undertake to complete the vehicle daily log.

Requestor's Signature

Authorized by

Valid from _____ **to** _____.

Copy to Account Section for reimbursement of costs.

Annex IV: VEHICLE HISTORY RECORD

This form is available separately for completion in [unprotected Word format](#)

VEHICLE PLATE NUMBER: _____	MODEL: _____	YEAR: _____
DATE OF PURCHASE: _____		

<u>MONTH/YEAR</u>	<u>FUEL EFFICIENCY</u>			<u>REPAIR</u>			<u>SERVICE AND MAINTENANCE</u>			<u>Prepared By</u>	<u>Checked By</u>
	<u>METRE USAGE</u>	<u>FUEL USAGE</u>	<u>Average Km/Liter</u>	<u>No. Unscheduled Visits to Garage.</u>	<u>Atlas Voucher Number</u>	<u>Cost/Currency</u>	<u>No. Scheduled Visits to Garage</u>	<u>Atlas Voucher Number</u>	<u>Cost/Currency</u>		
JANUARY											
FEBRUARY											
MARCH											
APRIL											
MAY											
JUNE											
JULY											
AUGUST											
SEPTEMBER											
OCTOBER											
NOVEMBER											
DECEMBER											

Annex VI: LIST OF AIG CLAIMS OFFICES WORLDWIDE**AIG CLAIM OFFICE CONTACTS**

CLAIMS ARE TO REPORTED TO THE LOCAL OFFICE CONTACT AS NOTED BELOW. ALL OTHER INQUIRIES CAN BE DIRECTED TO THE CLAIM COORDINATOR, PAULINE PASCALE (TELEPHONE #212-770-2780, FAX #212-968-1796).

E-MAIL: Pauline.Pascale@AIG.com

<u>COUNTRY</u>	<u>CONTACT NAME</u>	<u>TELEPHONE NUMBER</u>	<u>FAX NUMBER</u>
ARGENTINA	DAVIS, CARLOS	5411-4909-7070	5411-4909-7092
AUSTRALIA	MORZINEK, UWE	613-9522-4655	613-9522-4974
AZERBAIJAN	MANIYEV, VILADI	994-12-983-354	994-12-926-996
BELGIUM	GEEROMS, JORIS	32-2-739-90-89	32-2-739-9104
BRAZIL	SILVA, NERY	5511-3039-2828	5511-3039-4561
BULGARIA	MARKOV, ALEKO	359-2-930-9359	359-2-930-9331
CHILE	ALARCON, GONZALO	562-630-3152	562-639-3733
CHINA	CHAN, C. K.	852-2832-1951	852-2838-9916
COLOMBIA	SALES, ANTONIO	571-313-8700	571-310-1016
CONGO (DR)	PAULINE PASCALE	1-212-770-2780	1-212-968-1796
CURACAO, NA	STEIN, MARIA	599-9-737-1777	599-9-737-1730
CYPRUS	CHRISTODOULIDES, GEORGE	357-22-699999	357-22-699810
CZECH REPUBLIC	FABICH, KAREL	420-234-108-330	420-234-108-387
DENMARK	SONDERGARRD, GITTE	45-3373-2400	45-3333-0588
ECUADOR	CORDERO, HECTOR	593-2-2466-955	593-2-2924-424
EAST TIMOR	GUNAWAN, DANIEL	62-21-6384-8139	62-21-6386-4218
EL SALVADOR	AGREDA, JUAN CARLOS	503-2250-3276	503-250-3202
ETHIOPIA	PAULINE PASCALE	1-212-770-2780	1-212-968-1796
FINLAND	LARESUVUO, KRISTIINA	358-9-6860-3822	358-9-6860-3880
FRANCE	ABDELNOUR, ELIE	33-1-4902-4171	33-1-4902-4343
GERMANY	ARNOLD, KARL	49-69-97113-490	49-69-971-13-303
GREECE	SABALIS, JOHN	30-210-614-6813	30-210-806-3868
GUAM	BRIAN MURPHY	1-671-472-5300	1-671-472-2707
GUATEMALA	PENADOS, BYRON	502-361-3139	502-334-4026
HAITI	DE LESPINASSE, CHRISTIAN	509-2222047	509-2232713
HOLLAND	NIEUWENSTEIN, RONALD	31-10-453-5470	31-10-453-5403
HONDURAS	RICARDO FU	504-232-3938	504-239-9169
HUNGARY	MONIKA BARBEL	36-1-801-0803	36-1-459-0888
INDIA	MISHRA, KAUSHAL	91-22-204-2409	91-22-283-3553
INDONESIA	GUNAWAN, DANIEL	62-21-6384-8139	62-21-6386-4218
IRELAND	LEAHY, MICHAEL	353-1-208-1464	353-1-283-7773
ISRAEL	KORN-PINES, MALCA	972-3-927-2345	972-3-927-2442
ITALY	KARRER, ROBERTO	39-02-3690-299	39-02-3690-222
JAMAICA	FAITH MCFARLANE	876-929-5102	876-960-1937
JAPAN	SHELTON, RON	813-5619-2020	813-5619-2636
KAZAKHSTAN	MICHAEL JENSEN	73-272-501-761	73-272-501-762
KENYA	AMOLO, LEN	254-2-711242 or 715485	254-2-711413
KOREA	PARK, O.S.	82-2-260-6910	82-2-275-6963
LEBANON	HANI ACRA	9611 349936	9611 750278
MALAYSIA	LIM, JOY MS.	603-294-8831	603-294-8802
MEXICO	SARABIA, GUSTAVO	525-488-4768	525-488-4789
NEW ZEALAND	JAQUES, JULIET	64-9-355-3109	64-9-355-3135
NORWAY	ABRAHAMSSON, THOMAS	47-22-47-96-17	47-22-41-98-09

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PAKISTAN	ARIF, MOHAMMED	92-21-242-4873	92-21-240-0723
PANAMA	GUILLEN, ARMANDO	507-263-9666	507-263-5487
PAPUA NEW GUINEA	IGNAS, FRANCESCA	675-321-2611	675-321-7034
PARAGUAY	RIVAROLA, RAUL	595-2149-1303	595-2144-6954
PHILIPPINES	ACOSTA, GANI	632-878-5453	632-818-5450
POLAND	WIKTOR ZASADZINSKI	48-22-528-5179	48-22-528-5255
PORTUGAL	RODRIGUES, V-M	35-121-347-6512	35-121-347-0078
PUERTO RICO	GARCIA, FRED	787-767-6400 or 5859	787-767-6721
ROMANIA	TOBESCU, MIHNEA	41-1-224-2908	41-1-224-2940
RUSSIA	ZUGAEV, DMITRY	7-095-935-8950	7-095-935-8952
SAUDI ARABIA	MOUSSAWI, ASSAD	966-3-864-0138	966-3-894-7818
SIERRA LEONE	PAULINE PASCALE	1-212-770-2780	1-212-968-1796
SINGAPORE	LOH, LUCY	65-322-5083	65-222-4406
SLOVAKIA	BUDAY, PETER	421-7-5341-9236	421-7-5341-9238
SOUTH AFRICA	TERBLANCHE VANESSA	27-11-408-6680	27-11-339-7194
SPAIN	LIDDLE, DOUG	34-91-567-7403	34-91-571-4706
SRI LANKA	BROWN, ALAN	94-1-382-266	94-1-382-277
SWEDEN	ULVEFELDT, EVA	46-8-787-8562	46-8-723-0891
SWITZERLAND	MATTER, ANNEMARIE	41-1-287-3031	41-1-287-3035
TAIWAN	HSU, ANNE	8862-2500-0077 ext 300	8862-2517-1354
THAILAND	VACHAREEYANUKUL, TEERAPORN	662-236-6450	662-236-1186
TRINIDAD	ROMANY, PETER	868-624-0949	868-625-5312
TURKEY	INAN, HALDUN	90-212-236-4949	90-212-236-4950
UGANDA	MWANGI, JANE	256-41-533781	256-41-541557
UNITED KINGDOM	BATTISHILL, RICK	44-208-253-7410	44-208-253-7515
UNITED ARAB EMIRATES	CUEVA, CHRIS	971-4-269-6639	971-4-268-9864
URUGUAY	MESZAROS, ANDRES	598-2916-6292	5982-916-6290
UZBEKISTAN	KHALILOV, OYBEK	998-71-120-6745	998-71-120-6340
VENEZUELA	GARCIA, LOPE A.	582-901-4394	582-953-0049
VIETNAM	TRAGAKIS C.	848-8218-081	848-8218-072
WEST INDIES	ROMANY, PETER R.	868-624-0949	868-625-5312
FORMER YUGOSLAVIA AREAS	LITZMANN, JAN	420-2-2423-8353	420-2-2423-8352
ZIMBABWE	MAREYA, LAWRENCE	263-4-332530	263-4-332554
CLAIM COORDINATOR	PAULINE PASCALE	212-770-2780	212-968-1796

**Annex VII: LIST OF COUNTRIES COVERED UNDER AIG PRIMARY
INSURANCE**

(for the period 1 July 2008 through 1 July 2009)

Afghanistan
Angola
Burundi
Cambodia
Commonwealth of Independent States
Georgia
D.R. Congo
East Timor
Haiti
Iraq
Israel
Middle East
Mozambique
Somalia
Sierra Leone
Former Yugoslavia

Annex VIII: CHANGE IN FLEET INFORMATION FORM

This form is available separately for completion in [unprotected Word format](#)

Office/Agency/Programme: UNFPA

1 Location (country)	2 Passenger Vehicles	3 Buses	4 Trucks	5 Ambulances	6 Motorcycles	7 Fire trucks, tractor-trailers, tankers(SELF- PROPELLED with engine and driven by driver)	8 NON SELF- PROPELLED (e.g., trailers, tankers etc. TOWED by another vehicle)	9 MILITARY- TYPE VEHICLES (APCs)	10 TOTAL Sum (2:9)
TOTAL:									

- Category 1: Location - **COUNTRY** in which vehicles are based and/or operate
- Category 2: Private passenger vehicles (cars 4x4's, mini-vans or combi vans)
- Category 3: Buses (15 passengers or larger)
- Category 4: Motorized trucks of all types **EXCEPT** small pick-up trucks, which should be listed under category 1.
- Category 5: Ambulances
- Category 6: Motorcycles (including any with side-car)
- Category 7: Fire trucks, oil/petroleum tankers and tractor-trailers – indicate only **SELF-PROPELLED vehicles (with engine, controlled and driven by a driver)**.
- Category 8: Indicate only **NON-SELF PROPELLED VEHICLES, I.E. THOSE TOWED BY ANOTHER VEHICLE AND WITHOUT AN ENGINE.**
- Category 9: Military Type Vehicles – armored personal carriers
- Column 10: Add columns 2 through 9

NOTE!! Mobile equipment (i.e., forklifts, bulldozers, front-end loaders, road grader/scrapers, vibrator rollers, mine clearers, power cranes, diggers, etc.) **ARE NOT** covered by the Worldwide Vehicle Liability Insurance Policy but under Mobile Equipment policy. Please include on a separate form.

Annex IX: THIRD PARTY CLAIMANT RELEASE FORM

This form is available separately for completion in [unprotected Word format](#)

I/We, _____,

undersigned, of _____

Do hereby acknowledge receipt from the United Nations Population Fund the sum of _____ in full and final compensation for the damage and/or injury

sustained by _____

as a result of _____

that occurred on or about _____.

In consideration of the above, I/we fully and finally release and forever discharge the United Nations Population Fund, its insurance agents, and employees from liability in connection with the above-mentioned accident/incident and further admit that I/we are fully indemnified for all claims including all expenses and bodily, material or moral injuries and that I/we have no further claims, rights, and actions against them in respect of the aforesaid accident/incident and consequences therefore whether present or future or hereafter arising, known or unknown to us and of whatsoever nature they may be.

Furthermore, I/we fully and finally withdraw all rights and legal proceedings instituted by _____ in this respect whether criminal, civil or otherwise.

In witness whereof, the undersigned as/have executed the present instrument this day of _____.

Signature(s) of claimant(s) _____

Signature of Witness _____

Profession of Witness _____

Annex X: GUIDELINES FOR SAFE VEHICLE OPERATION

The regional director, subregional office director, UNFPA representative, UNFPA country director, chief of operations or chief of liaison office is encouraged to issue a “Driver’s Handbook”, sample information for which is included in this Annex. The aim of such a handbook is the dissemination of guidelines covering not only UNFPA policy but also *locally-relevant* road safety information for purposes of driver briefing.

1. Safe Driving and the Prevention of Road Accidents

1.1. Statistics indicate that up to 95 percent of all road accidents involve some human error. In the majority of road accidents, human error alone is to blame. In United Nations field operations, common causes of accidents include: the use of inappropriate speed for the prevailing conditions; failure to maintain a safe distance between vehicles; driving while fatigued or under the influence of alcohol; assumptions and confusion regarding priority or right-of-way; and driving without due care and attention, particularly when overtaking or reversing. From this, we can conclude that most road accidents could be prevented by the application of reasonable care and common sense and by drivers ensuring that: they do not over-estimate their driving capabilities or personal vulnerability, or that of others.

2. Major Causes of Road Accidents**2.1. General**

The majority of road accidents occur in built-up areas, in daylight during ‘rush hour’ periods. Most accidents have several contributing causes, the main ones being human error and environmental problems. Mechanical faults only play a part in a small percentage of cases. As has already been stated, human error is a factor in 95 percent of all road accidents. It can take many forms:

a. Alcohol and Drugs:

Alcohol and drugs can have a devastating effect on driving ability. They are the biggest single factor in road deaths. One in six people killed on the roads worldwide die in drink-drive or drug-related accidents. Alcohol and drugs adversely affect decision-making, self-criticism, balance, co-ordination, sight, touch, hearing and judgement.

b. Inexperience:

With young people particularly, inexperience can lead to mistakes, errors of judgement and irresponsible behaviour such as excessive or inappropriate speed.

c. Tiredness & Illness:

These can impair a driver in almost the same way as alcohol and drugs, reducing a road user's ability to cope with road conditions and situations.

d. Unpredictable Pedestrians:

Children and adolescents can be unpredictable as pedestrians for reasons that include: poor parental/adult supervision, small physical stature, curiosity and taking risks, inability to judge speed and distance, lack of attention, and being easily distracted. All the above can lead a child to dash out into traffic without looking. Adults can also be unpredictable pedestrians due to numerous factors, including unfamiliarity with motor vehicles in rural areas, or even as a consequence of the collapse of social structures in regions of the world undergoing periods of conflict or civil unrest, leading to population movements, refugees, and internally-displaced persons, etc.

e. Vehicle Speed & Fatal Pedestrian Collisions:

The chances of collision with a pedestrian being fatal are linked to the speed of impact; at 20 KPH, 4% of collisions are fatal, whereas the figures rise to 9% at 30 KPH, 25% at 40KPH, 83% at 50 KPH, and virtually 100% at 60 KPH. There is no better countermeasure for fatal pedestrian injury in an accident than the reduction of the speed of impact. For this reason, speeds should be no more than 40 KPH at any location where there is a heightened risk of collision with a pedestrian such as outside schools, when passing bus stops, when the road is narrow or has many parked cars or when inexperienced and/or vulnerable road users are at large.

f. Other Human Error Causes:

These include: impatience, stress, carelessness, negligence, absentmindedness, irresponsible behaviour, inadequate knowledge and training, ageing, inexperience, drugs and medicines, and a general disregard for personal health and safety. Lack of local knowledge amongst international staff may well increase their likelihood of involvement in traffic accidents, as they will be less familiar with local driving conditions and driver habits than an indigenous person.

g. Non-Human Causes:

Environmental problems are a factor in around 18 percent of road accidents worldwide. Rain can reduce visibility and make it harder to stop. Strong winds can be a hazard, as can ice, snow, sand, and fog. Road design, busy junctions, etc can be a factor as can the road surface. Potholes, bumps, and badly maintained roads can cause problems, and are perhaps one of the factors most commonly faced in field operations in developing countries.

3. Defensive Driving

3.1. Any road safety or accident prevention strategy must encourage the use of defensive driving techniques if it is to succeed. Defensive driving is based on effective observation, good anticipation and control. It encourages drivers to question the actions of other road users so as to be prepared for the unexpected.

3.2. Defensive driving involves awareness, planning, anticipation and the maintenance of control. This entails driving with responsibility, care, consideration and courtesy. It means putting safety above all else. To drive defensively, you must expect other people to make mistakes and be ready to slow down or stop – even if you think that you have the right of way.

3.3. It should not be forgotten that planning in this context includes parking in such a way as to facilitate safe movement of the vehicle later. The best option is generally to reverse into a parking space so that the driver is not forced to back out into traffic later. On-street parking should always be done in accordance with local traffic laws, taking into consideration safe positioning, visibility, and courtesy towards others.

3.4. Road safety of the individual lies mainly in his or her own hands. The better the level of control, over both vehicle and road space that they achieve, the safer they will be. Defensive drivers should always strive to set a good example to others. Drivers of vehicles bearing United Nations markings should be particularly aware of the need to set a good example. As the most conspicuous aspect of many United Nations operations, vehicles can act as a combination of ambassador and shop window. This, of course, works both ways as bad driving gives a negative impression to other road users.

3.5. As the name suggests, defensive driving means reducing hostility at the wheel. Open hostility, abusive language or gestures and threats resulting from uncontrolled anger can and do create dangerous situations. Similarly, competitive driving is the antithesis of defensive behaviour. As such, it should not be permitted under any circumstances.

4. A Simple Core Strategy for Safe Driving

4.1. Seatbelts:

Of all the many steps that a driver can and should take in order to improve occupant safety, the first and most beneficial is to ensure that all seatbelts are fastened before setting off, including his or her own. For the sake of safety, it is mandatory to wear seatbelts when travelling in UNFPA vehicles. All drivers are responsible for ensuring compliance with this regulation in the UNFPA vehicle under their control.

4.2. Sixteen-Point Driving Safety Plan:

The following basic safety points can improve road safety and reduce traffic accidents if adhered to at all times by drivers:

- i. Never drive when tired or under the influence of alcohol or drugs of any kind.
- ii. Obey traffic signals, signs, road markings, and traffic police, and adhere to speed limits.
- iii. Do not presume your intentions are clear to others without indicating what they are.
- iv. Use your mirror and signal before turning, overtaking, slowing down or stopping.
- v. Wear your seatbelt and insist that front and rear seat passengers do the same.
- vi. Keep in lane. Do not monopolise the road by driving too far towards the centre.
- vii. Do not rely on the vehicle horn to clear your path. Slow down for hazards instead.
- viii. Avoid becoming distracted from the task of driving. Keep your eyes on the road.
- ix. Overtake only if it is apparent that the road ahead is clear and it is safe to do so.
- x. Always slow to a crawl when passing any vehicle that is discharging passengers.

- xi. Be prepared for pedestrians to cross the road unexpectedly, especially in towns.
- xii. Be ready to yield priority or the right of way to others in order to prevent accidents.
- xiii. Adjust speed to the driving conditions, keeping a safe distance between vehicles.
- xiv. Take extra care when reversing. Use a guide to assist if you can not see behind you.
- xv. Park with care and consideration, avoiding curves, junctions and the tops of hills.
- xvi. Never drive off road if the possibility of landmines or Unexploded Ordnance (UXOs) exists.

**Annex XI: INFORMATION REQUIRED FOR SUBMISSION OF CLAIM TO
AIG**

1. Name of United Nations agency/office, local address, telephone number, fax number, name of contact person (preferably English-speaking)
2. Vehicle year, make, type, license number
3. Driver name and age
4. Date of accident and accident location
5. Accident description
6. Names and ages of injured, and type of injury:
 - (a) Injured in which vehicle (United Nations/Agency vehicle or other vehicle); indicate if pedestrian
 - (b) If injured in United Nations/agency vehicle, *are the persons United Nations/agency staff members?*
7. Name and address of owner of other vehicle or other property if damaged
8. Description of policy activity, arrests, etc.
9. Local insurance information if there is any, including name of company, limits of liability for bodily injury and property damage (if in local currency, include US dollar equivalent or conversion rate), and whether claim has been reported to local insurer.
10. English summary translations of supplementary documents: medical bills (doctor or hospital) with amounts; repair bills with amounts; policy reports; statements, etc.
11. In cases where it is clear that the United Nations is indeed liable, a form, duly signed by the third party releasing the United Nations from further responsibility in the case (see Annex IX).

UNFPA

Policies and Procedures Manual
Vehicle Management Policy

Annex XII: VEHICLE ACCIDENT FACT SHEET

This form is available separately for completion in [unprotected Word format](#)

Date of Accident: _____		Time of the accident: _____	
UNFPA vehicle identification: _____			
Year of make: _____	Unit value: _____	Meter Reading: _____	
Injuries sustained by UNFPA staff: _____			
Injuries sustained by third party: _____			
Name of UNFPA staff involved in accident: _____			
Position: _____		Salary per month: _____	
Road conditions at time of accident: _____			
Visibility: _____			
Speed at time of the accident: _____			
What is the speed limit in your duty station? _____			
Estimated damage to UNFPA vehicle: _____			
Sketch of accident site.	ATTACHED _____	NOT ATTACHED _____	
Police Report:	ATTACHED _____	NOT ATTACHED _____	
Has local insurance been informed? _____			
If applicable, any reaction? _____			
Has there been any claim from third party? _____			
If applicable, do you expect any claims? _____			
Vehicle history record:	ATTACHED _____	NOT ATTACHED _____	

Cleared and Signed by _____ on _____

TO BE COMPLETED BY THE SECRETARY OF THE HEADQUARTERS PROPERTY SURVEY BOARD

Vehicle accident reported by Representative in _____ on _____

UN Insurance Unit informed on _____ Accident Log No.: _____

Communication dated: _____ Signed: _____