



Republic of Zambia  
Ministry of Works and Supply

# Government Fleet Management Policy

" A World class value for money Public Service Fleet, Plant and Equipment management System by the year 2030."





**Ministry of Works and Supply**

# **Government Fleet Management Policy**

**Works on The Move – Towards a World Class Value for Money  
efficiently and effectively Managed Government Fleet**

**October, 2019**



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## **ACRONYMS**

|       |                                              |
|-------|----------------------------------------------|
| ATM   | Automatic Teller Machine (ATM)               |
| BoS   | Board of Survey                              |
| GRZ   | Government of the Republic of Zambia         |
| GTCU  | Government Transport Control Unit            |
| MPSA  | Ministries Provinces and Spending Agencies   |
| MSD   | Mechanical Services Department               |
| MWS   | Ministry of Works and Supply                 |
| PSMFC | Public Service Micro Finance Company Limited |
| PVEC  | Plant, Vehicle, and Equipment Committee      |
| RTSA  | Road Transport and Safety Agency             |
| SAB   | Standing Accident Board                      |
| SADC  | Southern Africa Development Community        |
| VIP   | Very Important Person                        |
| VVIP  | Very, Very Important Person                  |
| ZPPA  | Zambia Public Procurement Authority          |

## WORKING DEFINITIONS

**Ceremonial Vehicle:** This is the type of vehicle used during Ceremonial functions.

**Equipment:** This includes repair tools and other assets like battery chargers, welding machines, electrical testers, jacks, and trolleys.

**Fit for Purpose:** vehicle, plant and equipment well equipped or well suited to be used for a designated role or purpose.

**Fleet:** in this context fleet will include vehicles, motor bikes, plant and equipment.

**Fleet Management Register:** This is a book where vital information on vehicles, plant and equipment is stored for records and accountability.

**Government Vehicle:** This is a vehicle owned by the Government to conduct official Government business.

**Hired Vehicle:** This is a vehicle hired/rented from an independent source, for use over an agreed time and mileage without ownership.

**Insurance:** This is an arrangement by which a company or the state undertakes to provide a guarantee of compensation for specific loss, damage, illness or death in return for payment of a specified premium.

**Leased Vehicle:** This is a vehicle hired by the Government from private operators throughout its useful working life without ultimately owning it.

**Management of Government Fleet:** This refers to acquisition, insurance, utilization, maintenance and disposal of fleet.

**Ministries Provinces and Spending Agencies:** shall include Ministries, Provinces and Spending Agencies including; Local authorities, Statutory bodies and other Quasi-Government institutions.

**Personal to Holder Vehicle:** This is the type of vehicle allocated to Senior Officer in accordance with his/her conditions of service for official and personal use.

**Plant:** Includes bulldozers, tractors, graders, cranes, boats, craft, generators, motors, engines, compressors, mixers, dredgers, boilers, agricultural machines, pumps, lathes, presses, welders, air-conditioners, refrigerators or any similar immobile or static equipment, or accessories thereof.

**Pool Vehicle:** This is a vehicle not allocated to any office or officer but utilised for any operations of the institution as and when the need arises, and the necessary authority obtained.

**Project Vehicle:** This is a vehicle procured to undertake the activities of a Government project for a specified period.

**Public Service Micro Finance Company Limited:** The Company responsible for the management of the Public Service Motor vehicle loan scheme.

**Public Worker / Officer:** an officer serving in the Public Service

**Transport Officer:** An officer who is responsible for fleet management in a Ministry, Province, and Spending Agency.

**Unofficial Passenger User:** includes officials and or non-employees and or private passengers who do not have prior written authorisation to be a passenger in an official vehicle.

**Utility / Duty Vehicle:** This is the type of vehicle allocated to an office holder for routine operations of the office.

## FOREWORD



To ensure good governance and effective service delivery as a way of fulfilling the aspirations in the National Vision of becoming a "prosperous middle-income country by the year 2030", it is imperative to develop an efficient and effective public service in harmony with other stakeholders such as private sector, civil society, cooperating partners and general citizenry. The Fleet Management Policy is designed to improve operational mobility and efficiency of public workers, in service delivery in a cost-effective manner.

The importance of vehicles, plant and equipment in the operations of Government cannot be overemphasised. The associated cost with fleet operations can be astronomical if not well managed. The Government of the Republic of Zambia has for a long time been incurring huge costs in running its fleet. The objective of the policy is to reduce expenditure on the management of Government vehicles, plant and equipment by employing innovative modalities such as the pooling system.

The implementation of the policy needs the support of all stakeholders. It is therefore expected that all Ministries, Provinces and Spending Agencies (MPSAs) take a keen interest in following the provisions of this document in managing Government vehicles, plant and equipment. The Policy provides a guide in ensuring that public services are delivered effectively and efficiently. This will be anchored on the implementation of the Decentralisation Policy.

The policy is the first ever, to provide a coherent framework and guide in revamping the monitoring, control and evaluation on the management of the Government vehicles, plant and

equipment. It will allow the smooth coordination between MPSAs and the Ministry responsible for works and supply.

A handwritten signature in blue ink, appearing to read 'S. Bambala Chalikosa', with a stylized circular flourish at the beginning.

Hon. Sylvia Bambala Chalikosa, MP  
**MINISTER OF WORKS AND SUPPLY**

## ACKNOWLEDGEMENT



I wish to extend my heartfelt appreciation to all stakeholders for their invaluable support and input in the preparation of this Policy. The expertise, insight and guidance they rendered were key in shaping the Government Fleet Management Policy that should form the basis for efficient management of Government vehicles, plant and equipment.

The Ministry is particularly indebted to Cabinet Office and line ministries, the civil society and other individuals who contributed to the process of preparing this Policy. Last but not the least, my special accolade goes to the members of staff in the Ministry of Works and Supply who, individually and collectively, worked tirelessly to prepare this policy document.

A handwritten signature in black ink that reads "A. Musunga".

Agnes M. Musunga  
**Permanent Secretary,  
MINISTRY OF WORKS AND SUPPLY**

## CHAPTER ONE

### 1.0 INTRODUCTION

The Zambian Government recognises that an efficient and effective fleet management system in the public service is necessary to facilitate improved service delivery. For a long time, the Government has been having challenges in running its transport fleet efficiently resulting in high expenditures on procurement, insurance, replacement, fuel and maintenance. This has been due to the absence of a comprehensive fleet Management Policy Framework to guide Ministries, Provinces and other Spending Agencies (MPSAs) on how to effectively and efficiently manage the Government vehicles, plant and equipment. Government fleet has been managed through various circulars and measures issued by Secretary to the Cabinet and provisions in the Terms and Conditions of Service for the Public Service.

In view of the above, this Government Fleet Management Policy has been developed to ensure an efficient and effective Government fleet management system. The policy is anchored on the National Decentralisation Policy and seeks to contribute to improved service delivery at all levels of Government. The policy covers the procurement, insurance, utilisation, maintenance and disposal of vehicles, plant and equipment in the Public Service, Local Authorities, Statutory Bodies and Projects including those that are donated.

The Policy Document is divided into five chapters. Chapter One provides for the introduction and background of the Government Transport Fleet Management Policy. Chapter Two is a Situation Analysis which provides the prevailing situation regarding transport management in the public service.

Chapter Three provides the vision statement, describing the desirable status of fleet management in the public service. In addition, the Chapter also provides the rationale and the

guiding principles of the Policy. The Fourth Chapter covers the overall goals and objectives as well as measures that will be implemented to address the inadequacies in the management of Government fleet including issues identified in the situation analysis.

Chapter Five is the implementation framework. It outlines mechanisms that will facilitate the effective Policy implementation and covers the legal, regulatory framework, resource mobilisation, financing, and monitoring and evaluation.

## **CHAPTER TWO**

### **2.0 SITUATION ANALYSIS**

#### **2.1 Procurement of Vehicles, Plant and Equipment**

Prior to 1991, Government was procuring vehicles, plant and equipment using a centralised system through the Ministry of Works and Supply. The procurement process also included the procurement of fuel as well as maintenance services. Following the change of Policy in 1991, the procurement process was decentralised to MPSAs. In addition, the Plant, Vehicles and Equipment Committee (PVEC) was established in 2000 to approve applications from various MPSAs for the procurement of vehicles, plant and equipment.

Government has been spending colossal amounts of money on the procurement, maintenance and running costs of motor vehicles. Available records show that between 2011 and 2015, Government procured over 504 personal-to-holder vehicles for Senior Government Officials at an estimated cost of K219.23 million. During the same period, it is estimated that Government spent over K351.75 million on-duty facilitating vehicles bringing the estimated total expenditure on procurement of motor vehicles to K670.98 million over a period of five years. In addition, records reveal that between 2012 and 2015 a total number of 4,022 new vehicles registered by the Controller of Government Transport were procured at an estimated total cost of K1.251 billion. Further, according to records at the Accountant General's Office, the Government spent approximately K2.1 billion on the maintenance, insurance and running costs for motor vehicles in 2015.

In order to reduce the high expenditure in the procurement of vehicles, plant and equipment, the Government abolished personal-to-holder motor vehicles. Procurement of Government fleet was restricted to only pool, utility/duty, project, ceremonial and specialised vehicles. In addition, Government in 2013,

introduced a Public Service Motor Vehicle Loan Scheme to enable public service workers to acquire motor vehicles through the Public Service Micro Finance Company (PSMFC) and thus provide relief on the Treasury.

## **2.2 Management of Government Vehicles, Plant and Equipment**

In the absence of the fleet management policy, Government has been using various circulars and measures issued by Secretary to the Cabinet and provisions in the Terms and Conditions of Service for the Public Service in managing Government vehicles, plant and equipment. To operationalise the circulars, terms and conditions of service, various management tools are used. These include: Fleet Management Register, Manual on the use, care and maintenance of Government vehicles, plant and equipment, Certificate of Competence, Drivers Daily Check Sheet, Vehicle Logbook, Weekend/Special Passes, History Book and Transport utilization Returns.

Disposal of Government vehicles, plant and equipment are in accordance with the Public Finance Management Act No. 1 of 2018. Various disposal methods including Auction sale, Disposal by insurance companies, disposal by destruction and donation / transfer are used.

## **2.3 Institutional Arrangement in the Management of Government Fleet**

The management of the Government vehicles, plant and equipment is anchored on the Decentralisation Policy of 2012. The Ministry responsible for works and supply, through Government Transport Control Unit (GTCU) is mandated to coordinate the management of Government vehicles, plant and equipment in line with Gazette Notice No. 836 of 2016. In addition, each MPSA has a transport unit which manages vehicles, plant, and equipment at the institutional level. A Plant, Equipment and Vehicle Committee (PVEC) was established at

Cabinet Office to authorise the procurement of Vehicles, Plant and Equipment. Local authorities and statutory bodies have been operating independently of the central Government and run their own transport management systems.

## **2.4 Public Service Motor Vehicle Loan Scheme**

In 2013, Government established the Public Service Micro Finance Company (PSMFC) aimed at empowering public workers with loan schemes to purchase vehicles, plant and equipment among others. This was expected to reduce the burden from the treasury of providing vehicles for public workers especially on personal to holder basis and the acquisition of increased numbers of vehicles, plant and equipment to facilitate operations in the public service.

## **2.5 Challenges in the management of Government Fleet in the Public Service**

The management of Government vehicles, plant and equipment has been facing several challenges some of which are as follows;

- (a) Lack of a policy to guide the management of Government vehicles, plant and equipment;
- (b) Lack of a coherent institutional arrangement in the management of Government vehicles, plant and equipment;
- (c) Lack of standardisation of vehicles, plant and equipment in the public service which has had an adverse impact on the maintenance cost of fleet and Government could not benefit from the principle of bulk buying;
- (d) Lack of modern systems and appropriate technology for managing vehicles, plant and equipment;

- (e) inadequate capacity among Public Service Officers responsible for the management of vehicles, plant and equipment;
- (f) Lack of a robust database for Government vehicles, plant and equipment;
- (g) Weak linkages between registers on vehicles, plant and equipment in MPSAs and the central database;
- (h) Lack of comprehensive guidelines on the management of Government vehicles, plant and equipment;
- (i) Weak collaboration between GTCU and Road Transport and Safety Agency (RTSA) on the registration of vehicles, plant and equipment especially project vehicles;
- (j) Lack of public awareness programmes on the operations and management of Government vehicles, plant and equipment;
- (k) Weak collaboration and communication among stakeholders in the management of Government fleet;
- (l) Inadequate presence of franchise holders and private garages to service and maintain Government vehicles, plant and equipment in outlying provinces and districts;
- (m) Weak monitoring and evaluation mechanisms in the management of vehicles, plant and equipment;
- (n) Lack of compliance to the laid down regulations and procedures on management of Government vehicles, plant and equipment; and
- (o) Inadequate financial resources for the management of vehicles, plant and equipment.

## **CHAPTER THREE**

### **3.0 VISION, GOAL, RATIONALE AND GUIDING PRINCIPLES**

#### **3.1 Vision**

A world class value for money public service fleet, plant and equipment management system by the year 2030.

#### **3.2 Goal**

To provide an enabling environment that promotes efficiency and cost-effectiveness in the management of Government vehicles, plant and equipment.

#### **3.3 Rationale**

The Zambian Government has not had an explicit fleet, plant and equipment Management Policy to guide the public sector on how to manage the fleet and equipment efficiently. The absence of fleet management policy has resulted in uncoordinated and ineffective fleet management system thereby increasing operational costs.

It is therefore imperative to put in place a Government fleet management policy for MPSAs, which will not only reduce capital, maintenance and running costs but also ensures that those who are conducting Government business use the most appropriate and cost-effective mode of transportation that enables maximization of mobility and operational efficiency.

#### **3.4 Guiding Principles**

The Government fleet management policy has been developed based on the major principles as outlined in the constitution of Zambia and the Vision 2030 and the National Development Plan. The guiding principle on which the policy has been developed is a commitment by the Government to achieve cost-effectiveness and efficiency in the management and utilization of Government fleet.

The guiding principles of the policy are as follows:

- (a) **Accountability:** The policy shall promote transparency and accountability through adherence to the set rules and regulations pertaining to Government fleet management;
- (b) **Equity:** There shall be an equitable distribution of motor vehicles between urban and rural areas based on needs;
- (c) **Integrity:** The policy is premised on the core values of honesty, reliability and uprightness in the management and use of vehicles, plant and equipment;
- (d) **Social Justice:** The policy shall promote inclusiveness in the management and use of vehicles, plant and equipment;
- (e) **Sustainable Development:** The policy recognizes the principle of sustainable development through cost-effective and efficient utilization of vehicles, plant and equipment; and
- (f) **Decentralization:** The Policy recognises the principle of decentralisation in the acquisition, insurance, utilisation, maintenance and disposal of vehicles, plant and equipment.

## CHAPTER FOUR

### 4.0 OBJECTIVES AND MEASURES

The overall aim of the policy is to provide guidance on the acquisition, utilisation, insurance, maintenance and disposal of Government vehicles, plant and equipment. The policy objectives and measures shall apply to all MPSAs. In addition, some provisions of the policy shall apply to private vehicle operators, who provide transport services for Government business. The policy objectives and measures are outlined as follows:

**Objective One:** To ensure that procurement/acquisition of all Government vehicles, plant and equipment are standardised and authorised according to the needs of the MPSAs.

#### **Policy Measures**

- (i) Develop guidelines and Standards for all MPSAs on the procurement/ acquisition of vehicles, plant and equipment;
- (ii) Develop annual procurement plans for submission to PVEC for approval;
- (iii) Procure vehicles, plant and equipment in line with the decentralisation policy;
- (iv) Enhance value for money and economies of scale through bulk buying;
- (v) Promote fit for purpose in the procurement of vehicles, plant and equipment;
- (vi) Consider climate change issues in the procurement of vehicles, plant and equipment;

- (vii) Consider fuel efficiency in the procurement of vehicles, plant and equipment;
- (viii) Facilitate the undertaking of needs assessment prior to the procurement of vehicles, plant and equipment;
- (ix) Facilitate the registration of all procured vehicles, plant and equipment by MPSAs with Controller of Government Transport Unit for onward registration with RTSA; and
- (x) Facilitate registration with RTSA of all vehicles, plant and equipment purchased by MPSAs with the Ministry responsible for Works and Supply as "Absolute Owner" and the "Owner" as the MPSA/Project that has purchased the vehicle.

**Objective Two:** To ensure effective and efficient management of Government vehicles, plant and equipment.

### **Policy Measures**

- (i) Establish a computerised Fleet Management System at Ministry of Works and Supply and link it to all MPSAs and relevant stakeholders;
- (ii) Promote adherence to the guidelines on the use of Government vehicles, plant and equipment;
- (iii) Maintain an optimum number of pool vehicles for use within and out of station for official duties;
- (iv) Ensure optimal utilisation of available pool vehicles;
- (v) Ensure that all pool and utility vehicles are parked at designated places during off working hours, holidays and weekends;

- (vi) Facilitate availability of specialized vehicles, plant and equipment to be used for the intended purpose and parked at designated locations after each assignment;
- (vii) Ensure accidents on vehicles, plant and equipment are reported to Zambia Police and Fleet Managers within 48 hours of occurrence and the Standing Accidents Board;
- (viii) Facilitate the appropriate labelling of all vehicles, plant and equipment procured with public resources;
- (ix) Facilitate compliance through various transport management tools;
- (x) Ensure the preparation and implementation of vehicles, plant and equipment maintenance plans in accordance with the manufacturers' schedule and specifications;
- (xi) Ensure the maintenance of vehicles, plant and equipment by franchise dealers during the warranty period;
- (xii) Ensure that servicing and repairing of Government vehicles, plant and equipment outside the warranty period are done by authorised garages;
- (xiii) Facilitate a standardised training for public service technicians handling Government vehicles, plant and equipment;
- (xiv) Build capacity in the management of Government vehicles, plant and equipment;
- (xv) Facilitate transfer of ownership of all project vehicles, plant and equipment to Government upon completion of the project;

- (xvi) Ensure all Government vehicles, plant and equipment are comprehensively insured by MPSAs; and
- (xvii) Encourage beneficiaries of Public Service Vehicle Loan Scheme to insure vehicles comprehensively for business and private purposes.

**Objective Three:** To ensure equitable allocation and distribution of appropriate vehicles for officials across all MPSAs.

### **Policy Measures**

- (i) Facilitate appropriate allocation of utility and pool vehicles to officials in accordance with the respective portfolios;
- (ii) Encourage officials working in the public service to access the Vehicle Loan Scheme using Public Service Micro Finance Company to purchase personal vehicles to be used for official duties within the districts;
- (iii) Facilitate the procurement and distribution of an optimum number, type and model of vehicles, plant and equipment in accordance with the needs of MPSAs based on fit for purpose i.e. usage and mandate of the institution, terrain i.e. physical land features, geographical location, distance to be covered and population distribution; and
- (iv) Ensure the excess number of pool/utility vehicles, plant and equipment are surrendered to the Central/National Pool of vehicles, plant and equipment under the Ministry responsible for Works and Supply for retention or redistribution.

**Objective Four:** To ensure the development of a digitalised fleet management database

**Policy Measures**

- (i) Establish and maintain a digitalised national database on all Government vehicles, plant and equipment at the Ministry responsible for Works and Supply;
- (ii) Maintain an inventory of vehicles, plant and equipment as part of asset register at institutional level;
- (iii) Establish and maintain digitalised sub-databases in MPSAs on vehicles, plant and equipment that shall be linked to the national database;
- (iv) Develop a linkage and reporting system for all MPSAs to submit data to the national database;
- (v) Develop an electronic Fleet Management System (FMS) that will have an interface with other strategic stakeholders; and
- (vi) Establish linkages for sharing data on vehicles, plant and equipment obtained under loan schemes.

**Objective Five:** To ensure cost efficiency in the management of Government vehicles, plant and equipment

**Policy Measures**

- (i) Facilitate the pooling of vehicles, plant and equipment in MPSAs;
- (ii) Ensure that vehicles, plant and equipment in MPSAs are fit for purpose;
- (iii) Maintain an optimum number of pool vehicles, plant and equipment in MPSAs;

- (iv) Consider economies of scale through bulk buying of Government vehicles, plant and equipment including fuels and lubricants;
- (v) Facilitate the identification/establishment of regional (province and districts) garages as well as fuel and lubricant stations for service and maintenance of Government vehicles, plant and equipment;
- (vi) Consider innovative financing lease arrangements in the procurement of vehicles, plant and equipment;
- (vii) Consider leasing options of vehicles, plant and equipment to reduce maintenance costs;
- (viii) Consider hiring of vehicles, plant and equipment to fill the gap resulting from an emerging need of that goes beyond the optimum number of fleet in the institution;
- (ix) Ensure that public officers allocated utility vehicles are not entitled to use project or pool vehicles for any kind of duty;
- (x) Ensure that public officers who benefit from the Public Service Micro Finance Company are not entitled to use project or pool vehicles within the district boundary for a period of five (5) years after the purchase of the vehicle, plant and equipment; and
- (xi) Facilitate sensitization on the utilization of the warranty provisions to reduce maintenance costs.

**Objective Six:** To ensure that all MPSAs dispose of vehicles, plant and equipment in accordance with laid down procedures.

### **Policy Measures**

- (i) Facilitate disposal of vehicles, plant and equipment in accordance with the Public Finance Management Act;

- (ii) Ensure transparency in the disposal of vehicles, plant and equipment, in accordance with various types of disposal such as auction sale, disposal by insurance companies, disposal by destruction, sale to eligible officers and donations; and
- (iii) Ensure that any transfers of vehicles, plant and equipment across MPSAs are authorised by the Secretary to the Cabinet.

**Objective Seven:** To increase the accessibility of public service workers to the Public Service Motor Vehicle Loan Scheme under the Public Service Micro Finance Company Limited

### **Policy Measures**

- (i) Facilitate negotiation with car dealers and banks for favourable and affordable packages for duty-free motor vehicles for the loan scheme;
- (ii) Facilitate affordable loans for vehicles, plant and equipment for public service workers; and
- (iii) Ensure public service workers benefit from the Vehicle Loan Scheme once in 5 years before getting another one.

## **CHAPTER FIVE**

### **5.0 IMPLEMENTATION FRAMEWORK**

The implementation framework for this policy outlines mechanisms for the institutional arrangements and legal framework.

#### **5.1 Institutional Arrangement**

All line Ministries play a role in the implementation of this policy, but the few that have been highlighted are the major ones that will play a key role in its implementation.

##### **5.1.1 Cabinet Office**

Cabinet Office shall be responsible for:

- (i) Providing oversight over the management of Government vehicles, plant and equipment;
- (ii) Issuance of administrative circulars through the Secretary to the Cabinet on the management of Government vehicles, plant and equipment;
- (iii) Presiding over the Plant, Vehicle and Equipment Committee (PVEC);
- (iv) Presiding over the Standing Accidents Board; and
- (v) Coordinating transport requirements for VVIPs and State functions.

### **5.1.2 Ministry of Works and Supply**

The Ministry responsible for Works and Supply through Government Transport Control Unit (GTCU) shall be responsible for:

- (i) Coordinating the management of Government vehicles, plant and equipment;
- (ii) Coordinating the acquisition, disposal, inspection and maintenance of vehicle, plant and equipment;
- (iii) Management of the national pool of vehicles, plant and equipment;
- (iv) Determining an optimum number of vehicles, plant and equipment to be allocated to MPSAs;
- (v) Overseeing and tracking procurement of vehicles in MPSAs to ensure value for money and fit for purpose as well as taking advantage of economies of scale through bulk buying;
- (vi) Assessing vehicles for lease/hiring and advise appropriately;
- (vii) Communicating vehicle, plant and equipment management policies and procedure across different public institutions;
- (viii) Assessing the transport needs, operational mobility and scope for the gain in operational efficiency for Government officials;
- (ix) Ensure the utilisation of effective and modern tools in the management of Government vehicles, plant and equipment;

- (x) Developing and managing the national electronic database for vehicles, plant and equipment;
- (xi) Ensuring that Accidents to Government fleet are recorded and reported to relevant authorities and the Standing Accidents Board;
- (xii) Ensuring that awareness programmes on transport management are undertaken;
- (xiii) Serving as Secretariat to Plant, Vehicle and Equipment Committee;
- (xiv) Serving as a permanent member of the Standing Accidents Board;
- (xv) Serving as a permanent member of the Committee of Survey;
- (xvi) Serving as a permanent member of the Disposal Committee;
- (xvii) Maintaining a record of all public workers who have benefited from the micro-finance scheme;
- (xviii) Ensuring that public service workers who benefit from the Public Service Micro-Finance Company loan scheme use the vehicles acquired on official duties within district boundaries for the period of five (5) years from when they acquired the vehicle;
- (xix) Ensuring that public workers who have acquired vehicles from the Public Service Micro-Finance Company loan scheme should utilize pool vehicles when travelling on official duties outside their designated districts;

### **5.1.3 Transport Units in MPSAs**

The Transport Units in MPSAs shall be responsible for:

- (i) Developing the institutional fleet management plan;
- (ii) Management of the pooling system of vehicles, plant and equipment;
- (iii) Ensuring that vehicles are appropriately assigned, utilized and managed;
- (iv) Ensuring that Government vehicles, plant and equipment are insured;
- (v) Ensuring compliance with regulations and procedures in the utilisation and management of Government vehicles, plant and equipment;
- (vi) Developing and managing an institutional digitalised database on vehicles, plant and equipment;
- (vii) Preparation and submission of information on fleet management to the central fleet database at GTCU;
- (viii) Ensuring appropriate and timely maintenance of vehicles, plant and equipment;
- (ix) Ensuring that all project vehicles and privately numbered vehicles, plant and equipment are clearly labelled;
- (x) Facilitating sensitization programmes on the use and management of Government vehicles, plant and equipment;
- (xi) Monitoring and Evaluation of the utilisation of institutional vehicles, plant and equipment;

- (xii) Ensuring that accidents to Government vehicles, plant and equipment are recorded and reported to relevant authorities and, to GTCU and the Standing Accidents Board;
- (xiii) Ensuring that any transfers of vehicles, plant and equipment across MPSAs are authorised by the Secretary to the Cabinet;
- (xiv) Ensuring that disposal of Government vehicles, plant and equipment is done in accordance with the Public Finance Management Act No. 1 of 2018;
- (xv) Ensuring that public service workers who benefit from the Public Service Micro-Finance Company loan scheme use the vehicles acquired on official duties within their designated districts for a period of five (5) years after acquisition of the vehicle, plant and equipment; and
- (xvi) Ensuring that public workers who have acquired vehicles from the Public Service Micro-Finance Company loan scheme should utilize pool vehicles when travelling on official duties outside their designated districts;

#### **5.1.4 Ministry of Finance**

The Ministry of Finance shall be responsible for:

- (i) Overseeing the implementation of the Public Finance Act No. 1 of 2018;
- (ii) Mobilising and providing financial resources for effective implementation of the policy;
- (iii) Advising on financial matters related to management of vehicles, plant and equipment;

- (iv) Ensuring timely disbursement of funds to the MPSAs for procurement, insurance and maintenance of Government vehicles, plant and equipment;
- (v) Determining appropriate cost-effective financial packages for the procurement and management of vehicles, plant and equipment;
- (vi) Developing disposal guidelines for Government vehicles, plant and equipment;
- (vii) Serving as Secretariat to the Standing Accidents Board;
- (viii) Serving as a permanent member of the Committee of Survey; and
- (ix) Serving as a permanent member of the Disposal Committee;

#### **5.1.5 Ministry of Transport and Communications**

The Ministry of Transport and Communications shall be responsible for:

- (i) Collaborating with the Ministry responsible for Works and Supply on the registration of Government motor vehicles, plant and equipment;
- (ii) Collaborating with relevant stakeholders in the promotion of road safety;
- (iii) Collaborating with the Ministry responsible for Works and Supply in the enforcement of rules and regulations on the utilisation of Government vehicles, plant and equipment.
- (iv) Collaborating on matters regarding road traffic accidents; and
- (v) Enforcing road traffic regulations;

### **5.1.6 Ministry of Home Affairs**

The Ministry of Home Affairs shall be responsible for:

- (i) Collaborating with the Ministry responsible for Works and Supply on the clearance of Government motor vehicles, plant and equipment;
- (ii) Collaborating with relevant stakeholders in the promotion of road safety;
- (iii) Collaborating on matters regarding road traffic accidents involving Government vehicles, plant and equipment; and
- (iv) Collaborating with the Ministry responsible for Works and Supply in the enforcement of rules and regulations on the utilisation of Government vehicles.

### **5.1.7 Ministry of Justice:**

The Ministry of Justice shall be responsible for:

- (i) Reviewing, enacting and amending relevant pieces of legislation for smooth implementation of the Policy;
- (ii) Facilitating the recovery of third-party claims involving Government vehicles, plant and equipment; and
- (iii) Advising and representing on legal matters in the management of Government vehicles, plant and equipment.

### **5.1.8 Plant, Vehicle and Equipment Committee (PVEC)**

PVEC will be responsible for ensuring that the procurement of Government vehicles, plant and equipment is in accordance with the set standards and guidelines in the Government Fleet Management Policy and circulars issued by the Secretary to Cabinet.

In this regard, PVEC shall be responsible for:

- (i) Considering and approving applications from MPSAs for the purchase of vehicles, plant and equipment based on the optimum number and fit for purpose of MPSAs;
- (ii) Approving additional allocations of vehicles, plant and equipment over and above approved establishment in the light of the increased scope of activities;
- (iii) Scrutinizing and approving types and models of vehicles, plant and equipment to be utilised by MPSAs in accordance to the set standard and guidelines; and
- (iv) Receiving applications from MPSAs and communicating all its decisions on the procurement of Government vehicles, plant and equipment through the Ministry responsible for Works and Supply.
- (v) Ministry responsible for Works and Supply shall serve as secretariat to PVEC.

#### **5.1.9 Standing Accidents Board**

The Standing Accidents Board shall be responsible for:

- (i) Reviewing all accidents involving Government vehicles, plant and equipment for MPSAs to determine the cause and to establish responsibility or liability where appropriate;
- (ii) Compilation of accident cases involving Government vehicles, plant and equipment;
- (iii) Requesting the Ministry responsible for Works and Supply to carry out assessments on the cost of damage and repairs;

- (iv) Determining the responsible party to incur the cost for the repair of the Government vehicle, plant and equipment;
- (v) Submitting the third-party claims to the Ministry of Justice arising from accidents involving a Government and non-Government vehicle, plant and equipment;
- (vi) Communicating its decisions to MPSAs through the Ministry responsible for Works and Supply;
- (vii) Reviewing all accident appeal cases on vehicle, plant and equipment;
- (viii) Maintaining a database on accidents involving Government vehicles, plant and equipment; and
- (ix) Submitting quarterly and annual reports on accidents to the Ministry responsible for Works and Supply for purposes of reviewing the trend analysis and cost implications to Government.

#### **5.1.10 Public Service Micro Finance Company**

Public Service Micro Finance Company shall be responsible for:

- (i) Negotiating with car dealers and banks for favourable and affordable packages for duty-free motor vehicles, plant and equipment for the loan scheme for public service workers;
- (ii) Facilitating favourable repayment terms and conditions for the loans for public service workers;
- (iii) Ensuring that funds from the revolving fund are invested in the Company to make the scheme sustainable and accessible; and

- (iv) Ensuring that public service workers benefit from the Vehicle Loan Scheme once in 5 years before getting another loan.

## **5.2 Legal Framework**

The policy will be implemented in an enabling legal framework that will facilitate its successful implementation. Below are the Acts upon which the policy shall be based:

### **5.2.1 The Roads and Road Traffic Act No. 11 of 2002**

The Act provides for a system of road safety and traffic management and the licensing of drivers and motor vehicles, the registration of motor vehicles and trailers. It also provides for insurance of motor vehicles and the licensing and control of public service vehicles or incidental to the foregoing.

### **5.2.2 Public Procurement Act. No. 12, 2008**

The Act ensures transparency and accountability in public procurement, regulation and control of motor vehicles, plant and equipment in all MPSAs.

### **5.2.3 The Chartered Institute of Transport and Logistics Act of 2014**

The Act provides for qualifications for membership of the institute and registration of members to practice as logisticians or transporters.

### **5.2.4 Public Finance Management Act No. 1 of 2018**

The Act provides guidance in the management of Government assets including vehicles, plant and equipment.

### **5.2.5 Public Private Partnership Act No.14 of 2009**

The Act promotes and facilitates the implementation of privately financed infrastructure projects.

## **5.3 Resource Mobilisation and Financing**

Financial and human resources constitute one of the major components in the effective implementation of the Policy, therefore, resource mobilisation, utilisation and accountability should be given priority. The Ministry responsible for Works and Supply will mobilise financial resources from the Treasury.

Further, the Ministry responsible for Works and Supply in consultation with other line ministries and stakeholders will solicit for support for fleet management in terms of capacity building from stakeholders and co-operating partners.

In addition, all MPSAs will be expected to allocate sufficient funds in every financial year to support procurement, insurance, utilisation, maintenance and disposal of Government vehicles, plant and equipment. Furthermore, other financing options such as lease financing will be explored to reduce the cost of procurement and management of Government vehicles, plant and equipment. Appropriate public-private partnership financing options will be considered to support the implementation of the Policy.

## **5.4 Monitoring and Evaluation**

The Ministry responsible for Works and Supply will spearhead the implementation, monitoring and evaluation of the Government Fleet Management Policy. The Ministry will accordingly take advantage of the legal and institutional arrangements in place and work very closely with the stakeholders in effectively carrying out its mandate regarding Government fleet management.

Similarly, the Ministry will work with all other MPSAs that have a legal obligation (through various legal instruments) towards the improvement in the management of Government vehicles, plant and equipment. These MPSAs will include Cabinet Office, Ministry of Finance, Ministry of Transport and Communications, Ministry of Home Affairs, Ministry of Justice and Ministry of Local Government.

The implementation of the objectives and measures outlined in the Government Fleet Management Policy requires robust result-based monitoring and evaluation with appropriate feedback mechanisms from all MPSAs and other stakeholders. Therefore, monitoring and evaluation functions will be undertaken at all levels to enhance accountability and effectiveness in the management of Government vehicles, plant and equipment. Skills training in fleet management development planning, monitoring and evaluation will be undertaken for stakeholders.









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