

**KOMFO ANOKYE
TEACHING HOSPITAL**



TRANSPORT POLICY

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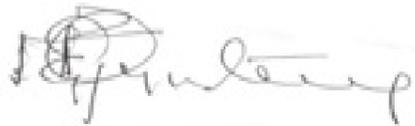
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FORWARD

The Management of Komfo Anokye Teaching Hospital (KATH) has over the years developed several policies geared toward improving its service delivery. Key among them is the KATH Transport Policy.

This policy will among other things serve as a framework to enhance the smooth operation and management of transport services at the Hospital.

It is the hope of management that, all staff and clients will be committed to the adherence of the guidelines spelt out in this document as it provides cutting edge transport support services in the provision of quality health care at KATH.



.....
Ambassador Nana Effah-Apenteng
(Board Chairman)



.....
Prof. Otchere Addai-Mensah
(Chief Executive)

ACKNOWLEDGEMENT

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1.0 INTRODUCTION

Komfo Anokye Teaching Hospital (KATH), even though established in 1955 was given its autonomy with a Board by the Ghana Health Service and Teaching Hospitals Act, 1996 (Act 525). The Hospital's mandate, as provided in the Ghana Health Service and Teaching Hospitals Act, 1996 (Act 525) is in three areas:

- Advanced clinical care
- Training
- Research

The need for transport continues to be an essential component of specialist care services at the hospital. The hospital has over the years been faced with inadequate and over aged vehicles, a situation which has among other things affected quality health care services to its clients. About 65% and 10% of the hospital's vehicles and motorbikes respectively are over aged and require replacement. This has resulted in high maintenance and running cost to the hospital.

This Policy is expected to enhance the smooth operations and management of transport at KATH.

1.1 VISION

The vision of the hospital is to become a centre of excellence in the provision of specialist health care services.

1.2 MISSION

The mission of the hospital is to provide quality services to meet the needs and expectations of clients. This will be achieved through a well-motivated and committed staff applying best practices and innovation.

1.3 CORE VALUES

- Client-focused
- Staff empowerment
- Continuous quality improvement
- Recognition of hard work and innovation
- Discipline
- Team work

1.4 DOMESTIC SERVICES DIRECTORATE

The Domestic Services Directorate is responsible for the management and operation of transport services among others at the hospital. It has four units including, Transport, Central Sterilization and Supplies Department (CSSD), Laundry and Catering services.

1.4.1 VISION OF THE TRANSPORT UNIT

The vision of Transport Unit is to operate a cost effective, safe and reliable mobility of personnel, commodities and emergency services for clients.

1.4.2 MISSION OF THE TRANSPORT UNIT

The mission of the Transport Unit is to organize accessible and affordable mobility of personnel, commodities and emergency services, managing efficiently fleet of durable vehicles and professionally skillful human resources to satisfy stakeholder requirements.

Transport is generally used at KATH for the following purposes:

1. Specialist outreach services
2. Support secondary health care and medical research
3. Patient transportation pre and ultra-hospital
4. Haulage of medical and non-medical freight and logistics
5. Emergency preparedness and services
6. General administrative assignments
7. Social welfare services
8. Blood donation services
9. Food and nutrition services
10. Sterilization and laundry services
11. Etc.

2.0 OBJECTIVES OF THE POLICY

The objectives of the Transport Policy are to:

- i. Provide a framework for transport operation and management at KATH
- ii. Guide and serve as a reference document on efficient and effective management of transport at KATH
- iii. Assist in the allocation, use and operation of all transport resources at KATH

3.0 POLICY SCOPE

This policy is termed to be a multi modal in nature as the hospital expands its fleet and transport system in the future. It currently covers land transport and air transport hired for the hospital staff. The policy also covers vehicles owned by the hospital, those hired from other public sector users, as well as staff busing services.

4.0 POLICY COMPONENT

The focal areas of this policy shall be concerned with issues related to the following components of transport management at KATH:

- i. Human Resource Management
- ii. Operational Management
- iii. Fleet Management
- iv. Transport Management Information Systems (TMIS)
- v. Health & Safety

4.1 HUMAN RESOURCE MANAGEMENT

4.1.1 Recruitment and Selection of Transport Manager and Drivers

Management shall advertise vacancies internally and externally if necessary.

4.1.2 Transport Manager

The Transport Manager must have a minimum of first degree with training and knowledge in Transport and Logistics Management or Automobile Engineering/ Mechanics or equivalent with three (3) year experience in transport management.

The eligible applicant must among other things have knowledge and understanding in the following:

- i. Transport and Logistics Management
- ii. Auto engineering and general repair/maintenance of vehicles and motorcycles
- iii. Ministry of Health (MOH) Transport Policies and Procedures
- iv. KATH administrative set up and operating procedures
- v. Health and Safety
- vi. Road Safety Standards

4.1.3 Drivers

- i. Eligible applicants must have a minimum of WASSCE/SSSCE or its equivalent and shall be physically fit for the specific job.
- ii. Applicants must have not less than five years driving experience and with professional driver's license not below category C.
- iii. Only shortlisted applicants shall be invited to an interview and shall undergo proficiency driving test.
- iv. Applicants shall submit Police clearance report and a comprehensive medical report from an accredited medical facility issued by a qualified medical practitioner.

4.1.4 Orientation

Staff (both new and old) of the Transport Unit shall be oriented based on KATH HR policies and culture. They would be oriented but not limited to the following thematic areas:

- Governance
- KATH Policies and Programs
- Work ethics
- Discipline
- Health and Safety/Infection Prevention and Control
- Job Description
- Conditions of Service
- Transport Management Systems
- Client Care

4.1.5 Training

- i. Drivers shall undertake regular in-service or external training (if need be) on Planned Preventive Maintenance (PPM), defensive driving, basic vehicle management, First Aid, firefighting techniques and client care among others.
- ii. The Transport Manager and other transport management members shall also undergo periodic training in line with KATH HR policy and programmes.
- iii. The Chief Executive, Directors and all officers of the hospital who use official vehicles regularly shall also undergo regular training or workshops on transport issues including basic vehicle management.

4.1.6 Staff Motivation and Discipline

- i. Where applicable, management shall provide Staff of the Transport Unit with appropriate uniforms and protective clothing annually and staff so provided with the items shall be required to use them.
- ii. Accommodation should be provided for drivers who travel out of station overnight.
- iii. Staff who misconduct him or herself shall be sanctioned according to the Disciplinary Code of the hospital.

5.0 OPERATIONAL MANAGEMENT

5.1 Vehicle Allocation and Distribution

- i. Where applicable, management shall provide Staff of the Transport Unit with appropriate uniforms and protective clothing annually and staff so provided with the items shall be required to use them.
- ii. Accommodation should be provided for drivers who travel out of station overnight.
- iii. Staff who misconduct him or herself shall be sanctioned according to the Disciplinary Code of the hospital.

5.1.1 Vehicle Allocation and Distribution

A centralized pool of vehicles (all types) shall be available at the hospital. The vehicles shall be accessible by directorates and units, staff and professional groups with approval from Central Management.

5.1.2 Duty Post Vehicles

Official duty post vehicles shall be allocated to the Chief Executive and Directors of the hospital in line with their conditions of service.

5.1.3 Project Vehicles

Project vehicles shall be available for specific project activities, but shall be made available for other hospital activities outside the project if need be. Project vehicles shall be released to the hospital (general pool) when the project comes to an end.

5.1.4 Allocation and use of Motorcycles

- Motorcycles shall be allocated to only Officers who possess, at least, a professional license (category A) and have passed the Motor Rider Competence Test from MOH.
- Motorcycles shall be used for the purposes of deliveries and dispatch of letters/mails and other official assignment(s).

5.1.5 Identification of Vehicles

- KATH vehicles shall be visibly identified by the hospital's logo and where applicable that of the MOH.
- Financiers of projects may have their logos or crests on the particular project vehicle.
- Posting of political logos and any other crests other than the hospital's recommended logo is prohibited.

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- Posting of political logos and any other crests other than the hospital's recommended logo is prohibited.

5.2 Vehicle Use and Control

5.2.1 Vehicle Schedule Plan

- Directorates and units shall be required to submit monthly travel plans to the Domestic Services Directorate.
- Officers travelling shall complete and submit a Trip Request Form to the Director of Administration for approval at least 4 days prior to the journey, except under emergencies.
- Request for vehicles shall be met subject to availability.

5.2.2 Official use of Personal Vehicle

- Management shall reimburse officers who obtain prior approval to use their personal vehicles for official assignments due to non-availability of KATH official vehicles.
- For the avoidance of doubt prior approval shall be given by the Chief Executive or the delegated representative.
- The Head of Domestic/Transport Manager shall endorse a form (Vehicle Unavailability Form) for reimbursement to the officer.

5.2.3 Extraordinary and Personal use of Vehicles

- Vehicle requested by directorates and units, professional groups and staff members for social functions such as weddings, funerals among others, shall be approved by the Director of Administration.
- Unless otherwise indicated, the requested party shall be responsible for the provision of required fuel and lubricants for the particular trip.
- They shall also be responsible for maintenance and servicing where the vehicle covers more than 50% of stipulated service mileage.
- Cost of repair of any damage on vehicle or lost item during the period of private use shall be borne by the user.
- Drivers shall duly record their logbooks during such trips.

5.2.4 Transport of Staff

- With the exception of officers who have been assigned official duty vehicles in line with their conditions of service, the hospital's vehicles shall not be used to transport staff to and from work.
- However, in exceptional cases such as long working hours or any necessary and justifiable reason, the Chief Executive or his representative may authorize the use of official vehicles.
- The hospital may run a bus shuttle to transport staff to and from work at selected routes.
- The service provider shall be selected based on relevant procurement guidelines and MOH regulations.

5.2.5 Communications

Management shall encourage the use of Information Communication Technology (ICT) systems such as emails, telephones or any other relevant medium to minimize official movement necessitating the use of hospital vehicles.

5.2.7 Hiring of Vehicles

- Management shall give approval for the use of public transport for long distance travels, especially where it provides economic and practical alternative to the use of hospital vehicles.
- The hospital shall reimburse the officer if the cost of public transport was paid by him/her.
- For purposes of cost containment, there should be an incentive system for staff to use public transport for official duties.

5.2.6 Public Transport

KATH shall hire or charter vehicles from other public transport operating organizations for its activities whenever necessary when deemed cost effective.

5.2.8 Transport of essential Freight (cargo) and Logistics

- KATH shall use the most appropriate mode of transport to move essential freight and logistics such as emergency medicines, blood and any other critical item.
- The most economic and appropriate mode of transport shall be used based on the size, weight and urgency with which the essential cargo should be transported.
- Goods shall be transported under an appropriate temperature, where necessary.

5.2.9 Courier Services

Courier services may also be sourced for essential freight and logistics provided it is economical, reliable, safest and fastest means of transportation.

5.2.4 Transport of Staff

- Proper authorization shall be given before logistics and freight are allowed on board KATH official vehicle.
- The officer assigned the use of official vehicle shall ensure that unauthorized passengers and freight or logistics are not carried.
- Family members on board vehicles assigned to officers who are entitled to duty post vehicles in line with their conditions of service shall be deemed authorized passengers provided they boarded the vehicle with the approval of the officer.
- All other situations staff must seek an express approval from the Management on behalf of family members and any freight and logistics to be transported before being allowed on board the vehicle.
- In all cases indemnity form shall be signed and kept on file.

5.2.4 Transport of Staff

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- All other situations staff must seek an express approval from the Management on behalf of family members and any freight and logistics to be transported before being allowed on board the vehicle.
- In all cases indemnity form shall be signed and kept on file.

5.2.11 Unauthorized Drivers/Riders

- Unauthorized staff and persons such as relatives and friends shall not be permitted to drive KATH official vehicles or ride its motorcycles.
- Staff of third-party garages are also not allowed to drive or ride except for testing purposes after repair work. Even that, it shall be within 100km test limits or such a distance and time needed to test a particular defect which has been rectified.
- Management may authorize senior officers with the requisite driver's license and experience to drive hospital vehicles when necessary.

5.2.12 Use of KATH Vehicles by other Organizations

- Organizations in need of KATH official vehicles shall sign a formal agreement with the hospital.
- The agreement shall indicate special arrangements for the recovery of maintenance and repair cost as well as fueling of the vehicles by such organizations.
- No vehicle of the hospital shall be used for partisan political activities or any activity that is deemed inappropriate to the mandate of the Hospital.

5.2.13 Use of Logbooks

- KATH vehicles shall carry logbooks to capture operational utilization.
- Drivers and officers shall fill the logbooks to capture relevant information on kilometric coverage, fuel, take-off and destination as well as reason for use.

5.2.14 Fuel issues and Control

- There shall be a strict procedure and authorization for the issue and control of fuel using the most appropriate means (coupons, agency cards, oil company cards and cash).
- Bulk procurement of fuel shall be made and kept by the Finance Directorate in the case of coupons and fuel cards (Oil company cards).
- The Finance Directorate shall issue fuel cards, fuel coupons and procured bulked oil to Domestic Services Directorate upon approval by the Chief Executive/Director of Administration.
- The issued fuel coupons shall be managed and accounted for by the Head Domestic Services Directorate.

6.0 FLEET MANAGEMENT

6.1 Vehicle Replacement

KATH official vehicles shall be used to their maximum potential to ensure best returns for the hospital's funds invested in the fleet. The hospital shall conform to the following standards for fleet replacement:

No	Vehicle Type	Replacement Age/Mileage
1.	4x4 station wagon (cross country)	5 years/250,000 km
2.	4x4 pick up	5 years/250,000 km
3.	2x4 pick up	5 years/250,000 km
4.	Saloon car	5 years/220,000 km
5.	Bus	5 years/250,000 km
6.	Ambulances	5 years/250,000 km
7.	Motor bicycles/tricycles	5 years/150,000 km

6.1.2 Planning and Budgeting for Replacement

- There shall be a plan and budget for vehicle replacement in all its modes.
- The Transport Unit shall collate these vehicle replacement requirements into its Annual Plan and Budget.

6.1.3 Technical Audit for Fleet Replacement

There shall be quarterly technical audit or comprehensive mechanical assessment of all fleet of vehicles before they are replaced. This is to ascertain its replacement status for disposal.

6.1.4 Fleet Disposal Management

Candidate vehicles shall be identified for disposal through board of survey.

6.1.5 Vehicle Depreciation

As much as possible reference must be given to government or public financial regulations on depreciation of vehicles.

6.2 Vehicle and Obsolete Parts Disposal

- The procedure for disposal of KATH vehicles and obsolete parts shall follow the prevailing regulations for disposal of government assets (plant and vehicles).
- Where appropriate the right type of disposal method which yields the maximum value for money and fair to all stakeholders shall be used.
- Obsolete parts should also be disposed-off where necessary.
- All vehicles earmarked for disposal must however, receive prior institutional approval from the Chief Executive before the disposal process is initiated.
- Officers using duty post vehicles shall have first option to buy, when due for disposal.

6.2.1 Approval for Disposal

Approval for final disposal of KATH vehicles shall be sought from the office of the Chief of Staff at the Presidency.

6.3 Transport Model

KATH Board and Management shall determine the minimum vehicle requirement for hospital's activities and operations based on the following:

- Programmes and operational requirements
- Current organizational size and geographic coverage
- Replacement Policy
- Opportunities for vehicle pooling
- Creation and downsizing of directorates/units
- Increases in organizational activities

KATH Fleet Requirement

No. of Vehicles	Type of Vehicle	Remarks
5	Station Wagon	1 for CEO, 3 Directors, 1 transport pool
8	Sports Utility Vehicles	4 – Directorates/major units 2 – Projects 2 – Transport pool
12	Pick-ups	2 – Projects 10 – main pool
4	Bus mini (≤18 seater)	Staff transportation + Project

No. of Vehicles	Type of Vehicle	Remarks
4	Bus medium ($\geq 18 \leq 35$ seater)	Staff transportation+ Project
2	Bus large ($\geq 35 \leq 70$ seater)	1 project / Eye outreach 1 staff transportation
12	Saloons	1 for CEO 5 for Directors 6 for Admin/local errands
5	Trucks	3 – Medical logistics 2 – General freight
4	Specialized vans	3 – Transfusion Medicine 1 – Specialized projects
5	Ambulance	In-patient transport
2	Tanker	Water collection and distribution
2	Hearse	Pathological /Mortuary duties
2	Vaccine van	Collection of vaccines
1	Commercial van	Health promotion
1	Tractor	Agricultural activities
8	Tricycles	2 oxygen distribution 2 waste collection/disposal 4 transport pool
10	Motorcycles	1 for Driver of CEO 1 – each for drivers of each Director 4 – security errands 1 – mail errands 3 – transport pool
4	Bicycles	Intra hospital errands

6.4 Management of Transport Budget

KATH transport budget shall be managed by the Domestic Services Directorate through Central Management.

6.5 Fleet Acquisition

The hospital shall procure vehicles and motor cycles in accordance with KATH/MOH Procurement Procedures and Guidelines, as well as Public Procurement regulations.

6.5.1 New Vehicles

All vehicles, including motor cycles, procured for KATH shall be new, in current production and shall meet the approved KATH/MOH technical specifications.

The following factors shall be considered:

- Purpose for which vehicle is required
- Presence of a local dealership to provide after sales support
- Technical consumables and stock of genuine spare parts
- Training for KATH Transport Staff for operational management and maintenance of the vehicle
- Previous experience with respect to vehicle operational performance

Motorcycles procured for the hospital shall be delivered in knockdown form as much as practicable. All motorcycles shall be supplied with two (2) crash helmets and with all the basic tool set.

6.5.4 Vehicle Make, Type and Model

Vehicle make, type and model procured for the hospital shall be appropriate for its intended use.

6.5.5 Insurance

KATH vehicles within their economic useful life shall be insured appropriately. Workman Compensation Act, 1987 (PNDC 187) shall cover all authorized passengers on board KATH vehicles.

6.5.6 Registration of KATH Vehicles

KATH vehicles and motorcycles shall be registered in Government Registration Number plates and shall be subjected to any prevailing government regulations on vehicle registration.

6.5.7 Roadworthiness

KATH vehicles, including motorcycles, shall be examined for roadworthy certificate annually.

6.5.8 Vehicle Maintenance

- Planned Preventive Maintenance (PPM) shall be adopted and complied with.
- Distance and period covered in line with manufacturers' recommendations shall be the basis for maintenance planning.
- Comprehensive vehicle maintenance records shall be kept and used in assessing vehicle operational performance. It shall be used as a guide for the preparation of annual maintenance plans and budget.
- The Director of Administration shall approve all maintenance works and that unapproved maintenance works shall not be paid or reimbursed.

6.5.9 Use of Third-Party Garages

- Complex repairs shall be outsourced to accredited workshops upon approval by the Chief Executive.
- This shall be done in accordance with prevailing procurement regulations.

7.0 MANAGEMENT INFORMATION SYSTEMS

7.1 Transport Records

The Transport Office shall keep relevant records on transport activities at the hospital and shall submit monthly reports to Management.

7.1.2 Transport Key Performance Indicators

The Transport Manager shall use the following basic Transport Key Performance Indicators (TKPI's) for monthly reports to Management:

- Kilometers travelled
- Maintenance cost per kilometer
- Fuel utilization
- Average fleet running cost/KM
- Vehicle availability
- Vehicle utilization
- Needs satisfaction (performance)
- Accident rate
- Updated inventory

7.1.3 Dash Board Indicators

The hospital vehicles shall have odometers and other dash board indicators functioning at all times.

7.2 HEALTH AND SAFETY

7.2.1 Safety Equipment

The hospital vehicles shall be equipped with the following required safety equipment in line with Road Traffic Regulations:

- Seat belts
- Fire extinguishers
- First Aid Box
- Warning triangles
- Helmets for motorcycles
- Life and reflective jackets
- Etc.

7.2.2 Use of Safety Equipment

- Drivers and passengers on board KATH vehicles shall wear seat belts at all times in line with Road Traffic Regulations.
- Drivers shall ensure that they are medically fit to drive official vehicles.
- Riders of KATH motorcycles shall wear crash helmets at all times in line with Road Traffic Regulations.

7.2.3 Use of Intoxicants (Drink Driving)

It is prohibited for the hospital drivers to drive under the influence of an intoxicant such as alcohol and other narcotics in line with the Drug Free Policy of the hospital.

7.2.4 Smoking

Smoking is strictly forbidden at hospital premises and in KATH vehicles for both drivers and passengers in line with the hospital's Drug Free Policy.

7.2.5 Driving at Night

Drivers shall not start journeys on or after 8 p.m. and before 4a.m., except emergencies with express approval.

7.2.7 Over-Loading

- Over-loading of a vehicle with passengers and/or cargo is prohibited.
- Manufacturer's specifications and regulations as well as prevailing national laws on loading shall be observed at all times.
- Transport Managers or Officers and Drivers must know the maximum permitted axle and gross weights for vehicles of the hospital.

7.2.8. Over Speeding and Careless Driving

Drivers shall at all times observe reasonable and prudent speed limits. Speed limits shall conform to what is permissible within the area of movement and the nature of the road.

- All drivers shall strictly observe speed limits and other road traffic regulations.
- The necessary punitive measures shall apply to all offenders.
- Reckless and careless driving shall constitute a punishable offence.
- Dedicated telephone numbers shall be placed at the rear of all KATH official vehicles other than duty post vehicles to allow the public to call in case of over speeding and careless driving.

7.2.9 Tyres for Vehicles

KATH vehicles shall be fitted with tyres based on manufacturing recommendations. Tyres with the following conditions shall not be fitted on KATH vehicles:

- If minimum tread depth for tyres are less than 1.6 millimeters
- If tyres have breaks in their fabric in excess of 10 millimeters or 10% of the section width of tyres; whichever is greater or deep enough to reach the body cords
- If tyres have a lump or bulge caused by separation of the structure
- If tyres have a portion of the ply or cord exposed
- If they are worn-out to the extent that the tread pattern is not visible at the base of the groove.

7.2.10 Use of Information Communication Technology (ICT) Device

The use of mobile phones and other ICT devices while driving or riding is prohibited in line with road traffic regulations.

8.0 INSTITUTIONAL ARRANGEMENTS

8.1 Chief Executive

The CEO shall be responsible for the procurement and disposal of transport resources.

8.2 Director of Administration

The Director of Administration shall lead the allocation, implementation, monitoring and evaluation of this policy.

8.3 Domestic Services Directorate

The Directorate shall be responsible for the smooth implementation of this policy. The Directorate shall perform the following functions:

- Facilitate and implement the development of Planned Preventive Maintenance (PPM) Plan for the Transport Unit
- Facilitate the development and implementation transport operating procedures for the Transport Unit
- Monitor and evaluate the performance of activities of the Transport Unit

8.4 Transport Unit

The Transport Unit shall perform the following functions:

- Keep inventory of transport resources
- Assist in the development of vehicle specifications for procurement of all vehicles
- Assist in the development and review of the Transport Policy
- Develop vehicle replacement plans
- Prepare procurement plans for transport fleet acquisition
- Ensure safe and legal operation of vehicles
- Advise on vehicle needs
- Set performance standards for fleet
- Monitor and evaluate transport operations and performance
- Ensure that maintenance systems are put in place, and monitor the performance of maintenance workshops
- Develop and coordinate training requirements and programmes
- Assess drivers' performance on the following: average running cost of allocated vehicles, vehicle availability, rate of breakdowns and downtime period, rate of accidents and other necessary performance indicators.
- Carry out all other necessary transport functions

8.5 Directorates and Units

The directorates and units shall ensure:

- Judicious use of allocated vehicles
- Transport operations are planned and budgeted for appropriately
- Timely submission of monthly travelling plans to the Transport Unit
- Safety, security and maintenance of all allocated vehicles
- Transport issues form part of the decision making process at directorates and units meetings
- Submission of periodic performance report on drivers attached to the directorates and units
- Monthly logbooks are updated and endorsed before their submission to the Transport Unit

8.6 Drivers

Drivers shall be responsible for the following:

- Drive safely and respect other road users
- Carry-out maintenance inspections (daily & weekly) on vehicles and report faults promptly
- Ensure safety of vehicles and passengers by enforcing the use of safety equipment such as seat belts at all times
- Update and keep proper records on all vehicles e.g. filling of logbooks, maintenance inspection, check sheets, etc.
- Ensure vehicles are clean at all times
- Ensure good interpersonal relationship with all officers and passengers on board
- Respect the privacy of officers on board official vehicles
- Relate well with relevant transport stakeholders such as the Police Motor Traffic and Transport Department (MTTD), Driver and Vehicle Licensing Authority (DVLA), National Road and Safety Commission (NRSC)
- Possess personal qualities of trustworthiness, initiative and drive

9.0 COLLABORATION

It is expected that the various directorates and units shall ensure continuous collaboration in the operations and management of transport resources and driver management at KATH.

10.0 ACTION FOR IMPLEMENTATION

10.1 Standard Transport Operating Procedures (STOPs)/Manual

To ensure adequate understanding and implementation of this policy, a separate standard operating procedure (SOP) manual shall be developed to guide the management and operation of transport at KATH.

10.2 Plan Preventive Management (PPM) for Transport

To ensure a safe and efficient operation of transport resources, a PPM plan shall be developed and implemented.

11.0 CONCLUSION

11.1 Adherence to Policy

This Policy provides a framework for the smooth operation and management of transport resources at KATH. It is imperative that all members of staff and users observe the policy components in this document.

11.2 Ultimate Decision Making and Adjudication

Within the context of this policy, the Chief Executive is the final decision-making authority in the case of determining the essence and interpretation of the components. All cases related to conflicts shall be adjudicated by the CEO and any delegated authority.

11.3 Amendment of Policy

Components of this policy shall be amended when prevailing conditions and regulations change over time. It may be done through administrative instructions and all other necessary procedures and guidelines until such a time when the changes shall be adopted and incorporated into a revised policy.

11.4 Revision of Policy

This policy shall be assessed every four years to determine its effectiveness and appropriateness. It shall be revised to reflect substantial organizational, physical and service changes at the hospital or any change required by law.



CENTRE OF EXCELLENCE