

<b>Relevant Legislation/ Reference Document</b>	Section 152 of the Constitution
<b>Commencement Date</b>	20 July 2017
<b>Review Date</b>	The review date is 12 months after the commencement date and every three years after that.

## POLICY STATEMENT

### 1 Intent

The Office of The Auditor-General (OAG) currently leases motor vehicles from Ministry of Economy.

The existing procedure is to request for use of motor vehicle by filling out the online request form. The primary objective of revising the current process is to ensure vehicle usage is properly maintained, and official drivers have their daily schedule maintained with minimal disruption to the services provided by the Office of the Auditor-General.

The OAG will supply a fully maintained motor vehicle to employees when required for travelling as an integral part of their job. These motor vehicles are currently leased from Ministry of Economy on a 3 year term.

The OAG is in compliance with the Transport Policy (Ministry of Finance) June 2013, which outlines the conduct of driver's responsibilities, supervisor's duties and the general maintenance of the motor vehicle, however the internal approval process for travel need is documented in this motor vehicle policy.

### 2 Scope

Subject to requisite approval, official drivers are advised on their daily operating schedule. This is permissible subject to advance booking and only exception is specified for the audit team for their travel needs as and when required.

Audit team Drop-off and Pickup scheduled time;

Morning

- 7.50am – Audit team reports to vehicle
- 8.00am – Vehicles Depart Premise

Afternoon

- 3.00pm or 4.15pm – Vehicles depart for pickup (depending on the location)

OAG staff requiring vehicle use for the purpose not specified above are required to obtain approval from Department Heads and advise the Admin Assistant Registry prior to 2-4 hours of travel. This would include banking run, staff drop off for meetings, collection or drop off documents or any other errand. Additionally, long distance travel requires 24 hours notification to Admin Assistant Registry. All traveling on duty requires prior approval and notification to Admin Assistant Registry if involving use of motor vehicle.

Transport Request Form is completed online by filling out the following details:

- (a) Date required
- (b) Group
- (c) Staff
- (d) Destination
- (e) Purpose
- (f) Drop off Time
- (g) Pick up Time

This policy may be subject to change at the discretion of Management. However, advance notice shall be provided for any change in policy.

### **3 Objective(s)**

Appropriate time management for official drivers with minimal disruption to the services provided by the Office of the Auditor-General.

Scheduled motor vehicle operating timeline would enable official drivers to maintain their organised daily travel sheet and to have lunch break without any fluctuations or any other urgent travel need.

The current process to request for booking the vehicle use remain unchanged. However, prior booking with Admin Assistant Registry would enable smooth running of vehicle.

Due to the unavailability of requested time, advance booking with Admin Assistant Registry would also enable staff to obtain alternative booking.

The revision of the above process is linked to monitoring and improving service efficiency and effectiveness. Therefore the advance vehicle booking shall be maintained by the Admin Assistant Registry and only urgent travel need may be approved at the discretion of the Deputy Auditor-General.

Only Government employees are allowed to be carried in Government vehicles.

Where an officer is accompanied by his/her spouse to an official function he/she may be carried subject to approval by the Auditor-General.

Where a person is carried under above authorization, passenger name should be entered in the running sheet for the day and details in the vehicle log book.

#### **4 Definitions and Acronyms**

Define terms used in the policy and explain any acronyms, for example:

<b>Policy Maker</b>	Senior Office officer responsible for Policy development
<b>Management</b>	Approval of Auditor-General or Deputy Auditor-General

#### **5 Policy Maker**

Auditor-General

#### **6 Supporting Documents/References**

Constitution of the Republic of Fiji

General Order

Policy Development Framework

Transport Policy – June 2013 (Ministry of Finance)

#### **7 Key Words**

Advance Booking

Vehicle Log Book

Travelling on Duty

Service Effectiveness and Efficiency

#### **8 Monitoring**

All motor vehicle operations shall be monitored by Senior Admin Officer Human Resource, OHS and Communications who is responsible for the operations of Registry. This is to ensure that efficient and effective services are provided with minimal disruptions to the operations of OAG.

Any abuse will result in disciplinary action.

## 9 Supporting Procedures and Guidelines

The guidelines to the policy are attached as Annexure I to this policy. This information will provide the background to the development of the policy should Officers need clarification.

<b>RESPONSIBILITIES</b>	
<b>Implementation</b>	The Supervisors and Directors are responsible for implementing the policy.
<b>Compliance</b>	The applicant is responsible for complying with the policy.
<b>Monitoring and Evaluation</b>	Corporate Services is responsible for monitoring and evaluating the policy.
<b>Development and/or Review</b>	The Corporate Services division will be responsible for developing and/or reviewing the policy.
<b>Interpretation and Advice</b>	The Senior Admin Officer Training, Policy Development and Research/Logistics is responsible for interpreting and advising on the policy.



## ANNEXURE 1

### Definitions

Motor Vehicle booking and usage may be unfamiliar to staff or some may be uncertain to use the online service. These are clarified below:

#### 1.0 Advance Booking Period

The advance reservation for short distance requires 2-4hours booking prior to travel and 12-hours booking is allocated for long distance travel.

Advance booking with Admin Assistant Registry would enable smooth running of vehicle and would eliminate any direct instruction to the official driver.

Working time must be managed by all for optimum performance in line with business needs and working time regulations.

No booking reserves the right of Admin Assistant Registry to decline or postpone travel need in case of unavailability of vehicle or nonexistence of booking.

#### 2.0 Outstation Inspections

Audit officers in-charge of audit tours shall organise travel arrangements and notify the Admin Assistant Registry. They shall be responsible for providing the list of staff going on tour and their home locations so that the Drivers can plan the order of pickup and drop off based on most practical routes.

#### 3.0 Carrying Private Passenger

Transport Policy (Ministry of Finance) June 2013, outlines the conduct of drivers responsibilities, supervisors duties and the general maintenance of the motor vehicle, however the internal approval process for travel need is documented in this motor vehicle policy.

It is at the discretion of Auditor-General to authorise carrying private passengers, where an officer is accompanied by his/her spouse to an official function. Where a person is carried under above authorisation, passenger name should be entered in the running sheet for the day and details in the vehicle log book.

#### 4.0 Taxis and Motor Vehicles

Taxi fares are not to be reimbursed without specific and prior approval of the Deputy Auditor-General. The official vehicle shall be used only for official purposes at all times. The Auditor-General's official personal vehicle may be available for official use by officers when not needed by the Auditor-General. Private journeys by officers are prohibited. The Deputy Auditor-General shall have the authority to approve requests for vehicle usage. All drivers of official vehicles and those in-charge shall ensure compliance with the requirements of Transport Rules and Instructions issued by the Ministry of Finance.

#### 5.0 Mileage Allowance

General Orders, Section 518, outlines Officers who wish to use their own motor vehicles or motor cycles in the performance of their official duties should obtain prior approval from their respective Head of Department. Upon approval the officer may claim for mileage allowance.

## **6.0 Rates for Motor Vehicle**

General Orders, Section 520 outlines allowances in respect of motor vehicles and motor cycles shall be payable at the following rates or at such rates which may vary from time to time and authorised by Auditor-General:

- (a) Vehicles of 2001 cc or over 45 cents per km
- (b) Vehicles of 1451 cc to 2000 cc 42 cents per km
- (c) Vehicles of 1001 cc to 1540 cc 38 cents per km
- (d) Vehicles of 501 cc to 1000 cc 34 cents per km
- (e) Vehicles of 500 cc and under 28 cents per km
- (f) Motor Cycles 16 cents per km
- (g) Bicycles - \$7.00 per month
- (h) Outboard Motors - \$70.00 per month
- (i) Horses – \$230.00 per annum per horse

## **7.0 Vehicle Booking**

All vehicle booking should be authorised in advance by respective section heads.

## **8.0 Mileage and Transport**

Staff using personal or private vehicle for travelling on duty must obtain prior approval for using other means of transportation and hence would be eligible for claims upon providing the receipt of travel. In the absence of relevant authorization, no claims against mileage or use of personal transport will be approved.

## **9.0 Management**

Recommendation Authorization from Directors and Deputy Auditor-General with the approval of Auditor-General or Officers as delegated by Auditor-General.

## **10 Monitoring**

Admin Assistant Registry will supervise and monitor the booking of vehicles and the operating schedule of the official drivers. The Admin Assistant Registry would meet with official drivers regularly and discuss any issues with advance booking and daily operating schedule.

## **11 Reporting**

The Admin Assistant Registry shall prepare a quarterly vehicle report on all leased vehicles. The vehicle report must be prepared no later than one week after the end of the quarter. The vehicle report shall provide the following information:

- a) Vehicle registration number;
- b) Type/model;
- c) Station/Location;
- d) Date of vehicle acquisition;
- e) Age of vehicle;
- f) Total mileage covered for current quarter;

- g) Odometer reading end of current quarter;
- h) Fuel & Oil Cost current quarter;
- i) Repair & maintenance cost current quarter;
- j) Total maintenance & repair costs for entire life till the end of current quarter;
- k) Date of accident current quarter;
- l) Estimated cost of accident damage.

## 12 Monitoring & Implementation

To ensure effectiveness of this policy it will be reviewed on an annual basis. Taking into account of challenges to the policy and any changes to legislation and national guidance.

## 13 Review

This policy will be reviewed 12 months after implementation and every 3 years after that.

## 14 Who Contact About this Policy

Any queries is directed to Deputy Auditor-General.

## 15 Approval

The motor vehicle policy becomes effective on the date approved by the Auditor-General.

## 16 Revision/Change Log

Version 1.0	
<b>Policy endorsed by:</b>	Executive Management Committee
<b>Policy approved by:</b>	Auditor-General
<b>Policy effective from:</b>	20 July 2017
<b>Policy to be reviewed by:</b>	20 July 2018
<b>Manager responsible for policy:</b>	Manager Corporate Services