

**NDC  
VEHICLE  
POLICY**

## CONTENTS

	<b>PAGE</b>
1. Introduction	1
2. Types of schemes	1
3. Driver eligibility	1
4. Vehicle assignment	2
5. Vehicle usage	3
6. Approved allowances, distances and benefits	5
7. Vehicle safety	6
8. Replacement and alienation	7
9. Accidents, theft and insurance	7

## 1. **INTRODUCTION**

The operational environment of the Namibia Development Corporation dictates that provision should be made for Vehicle Allowance, Dedicated Programme / Project vehicles and Pool vehicles.

## 2. **TYPES OF SCHEMES**

This policy provides for the following schemes:

1. Vehicle Allowance
2. Pool vehicles
3. Project / Programme vehicle

Only employees within grading range D1 to F1 qualify for a Vehicle Allowance as part of their remuneration package and fringe benefits.

## 3. **DRIVER ELIGIBILITY**

Only authorized drivers are eligible to drive Corporation vehicles. The privilege to drive a Corporation vehicle is contingent upon compliance with the NDC Vehicle Policy and Procedures.

In order to be eligible to drive a Corporation vehicle a driver must be in possession of a valid Namibian drivers licence and it must be appropriate for the class of vehicle driven.

Only permanent employees will be allowed to drive Corporation vehicles. When consultants are appointed to provide services for the Corporation, such Consultants will only be allowed to drive Corporation vehicles on prior written approval of the Managing Director.

Employees are further required to notify their Department Head of any endorsements to their driver's license within 24 (twenty four) hours of such endorsement being recorded on their driver's license.

#### **4. VEHICLE ASSIGNMENT**

##### **4.1 POOL VEHICLES - HEAD OFFICE**

The Corporation has a number of general use vehicles which are available to employees to use within the execution of their corporate responsibilities.

These vehicles are not available for use to employees who receive a Vehicle Allowance. There is however one exception to this rule – if the vehicle of the employee who receives a vehicle allowance is in the workshop for major service or repairs, then this employee may make use of a pool vehicle. For any out of town private long distance usage, the employee will be charged according to the approved rates. Such request for private use is however restricted to a single period of 10 (ten) working days per annum.

Pool vehicles must be branded and must be parked on NDC's premises (after hours). The pool vehicles may only be used for business purposes and not for private purposes. Removal of the official branding on the vehicles is an offence and any such act of vandalism shall be dealt with in accordance with the personal regulations.

##### **4.2 PROJECT/PROGRAMME VEHICLES - HEAD OFFICE, BRANCH OFFICES & PROJECTS**

Project/Programme vehicles are allocated to various positions, divisions, departments and/or projects for use within the ambit of these respective responsibilities, e.g. Branch Heads, Agricultural Projects, Property and Sites & Premises Departments.

Project/Programme vehicles must be branded and must be parked on NDC's premises (after hours). Removal of the official branding on the vehicles is an offence and any such act of vandalism shall be dealt with in accordance with the personal regulations.

All vehicles received from donor agencies and government must be regarded as Project/Programme vehicles and all vehicle regulations will apply to these vehicles.

Should the Project/Programme vehicle be unavailable for use, approval must be obtained from the relevant General Manager for the use of a private vehicle for corporate business. Tariffs payable will be according to the approved schedule.

### **4.3 VEHICLE ALLOWANCE**

Qualifying employees will receive an allowance that is paid to the employee on a monthly basis. The allowance must be utilised for acquiring a personal vehicle which must be used for business and private purposes.

Employees qualifying for this scheme may not utilise corporate vehicles.

Vehicle allowances payable per grade can be obtained from the Human Resources Department and will be revised annually.

It is explicitly required from an employee to procure a suitable vehicle to execute his/her official duties. An employee who very rarely travels to rural areas and/or the projects may apply to the Managing Director for written approval to use a pool vehicle for such travelling, however this exception shall only apply to an employee who travels to a rural area and /or the projects not more than 2 (two) times a year, consequently such indulgence shall only be granted a maximum of twice per annum.

All operational costs (fuel, services, maintenance, insurance, etc.) will be for the account of the employee.

In the event of business/official travel away from the workstation the Employees will be able to claim for such business/official travel as per the NDC approved rates for business kilometres travelled for the Corporation.

## **5. VEHICLE USAGE**

### **5.1 POOL VEHICLES**

The pool vehicles may only be used for business purposes and not for private purposes.

No NDC Pool vehicles will be available for private use for employees of any grades.

No pool vehicle may be used for public transport purposes.

## 5.2 PROJECT/PROGRAMME VEHICLES

The Project/Programme vehicles may only be used for business purposes and not for private purposes. If however, an employee is allowed to use the vehicle between his private residence and place of employment, the taxable value of the benefit is to be included in the remuneration of the employee.

NDC Project/Programme vehicles may only be used for *bona fide* NDC business. Any deviation from this rule may only be sanctioned in writing by the General Manager concerned.

The following exceptions with regards to employees and members of the public on the Agricultural Projects are allowed:

- Free transport for sick or injured employees or their relatives (permanent and temporary) to the nearest clinic or hospital.
- Free transport in extreme emergencies to members of the public at the discretion of the Project Manager.
- Free month-end transport to the nearest shop or wholesale for employees that do not receive a transport allowance.
- Free transport to the nearest clinic or hospital as per project schedule.

The vehicle is to be used for official trips only (trips to and from work by Officials with Programme vehicles in the regions and at projects is regarded as official).

All reasonable safety precautions are to be taken to safeguard the vehicle against theft and/or damage.

A logbook is allocated to each Project/Programme vehicle for the recording of information.

## 6. APPROVED ALLOWANCES, DISTANCES AND BENEFITS

Kilometre tariff paid from Windhoek for regional visits will be calculated according to the following distances when using private transport.

TOWN	KILOMETRES	TOWN	KILOMETRES
Okahandja	170	Rehoboth	194
Gobabis	430	Mariental	542
Swakopmund	732	Walvis Bay	792
Tsumeb	872	Khorixas	940
Keetmanshoop	1 010	Mangetti-West	1 112
Eersbegin	1 120	Naute	1 130
Kavango Cattle Ranch	1 200	Rundu	1 420
Oshakati	1 436	Lüderitz	1 652
Katima Mulilo	2 460		

NOTE : *When travelling to destinations other than the above, or where the final destination is in the vicinity of one of these destinations, the additional distance travelled must be calculated and specified separately on the normal subsistence and travel claim form.*

### 6.1 KILOMETRE TARIFFS PAYABLE

Three different rates will apply:

- 6.1.1 A rate for employees using private transport for official visits.  
*Note: The use of private transport will only be allowed under exceptional circumstances when no other corporate vehicle is available.*
- 6.1.2 A rate for employees receiving a vehicle allowance that claim for long distance official trips.

- 6.1.3 A rate for employees using pool transport for regional visits, the division / department will be charged.

The aforementioned rates will be revised annually and the latest approved rates will be available from the Human Resource department.

Divisions/departments which have a vehicle Programme to it, will be charged the actual Autocard cost for the vehicle

## **7. VEHICLE SAFETY**

All drivers shall operate the Corporation's vehicles in compliance with the motor vehicle laws of the jurisdiction in which the vehicle is being driven and in a manner that reflects concern for safety and courtesy towards the public and other road users.

In case of accidents and damage to or theft of the Corporations vehicles, line management is responsible to:

- Investigate all cases of negligence or probable negligence, immediately;
- Report such incidents to the responsible Senior Manager and the MD/CEO, immediately upon becoming aware thereof;
- Inform the Manager: General Services when a claim needs to be registered within 7 (seven) days after the accident/theft.

Any employee / driver found to have caused an accident and / or been involved in an accident on account of negligence, misuse or abuse of a vehicle or on account of intoxication or illegal substance usage shall be held liable for, but not limited to, the cost of the repairs and any legal costs that may arise as a consequence of the accident, subject to the facts as established during the investigation.

Any traffic violations which results in fines will be for the account of the driver.

Fines received with regard to the road worthiness of the vehicle, will be for the account of the Corporation.



Depending on the facts the driver can be held responsible for all damages caused due to negligence and disciplinary actions may be taken as per approved procedures of the Corporation.

Only passengers relating to official Corporation business may be transported in the Corporations vehicles, this exception excludes the people referred to in clause 5.2 above. For any other passengers, e.g. relatives, prior permission must be obtained from the Manager concerned. No hitchhikers may be transported. Non corporate passengers must complete the indemnity form.

## **8. REPLACEMENT AND ALIENATION**

It is the responsibility of the Administration and Services Department to facilitate the alienation of all vehicles.

All requests for additional/replacement vehicles must be submitted to the relevant General Manager who will decide whether to include it in the annual capital budget.

When a vehicle is due for replacement and provision was made in the approved capital budget, the relevant General Manager must request approval from the Managing Director for the purchase of the new/replacement vehicle and after receipt of such approval submit a request to the Manager: General Services to facilitate the procurement of the new / replacement vehicle.

## **9. ACCIDENTS, THEFTS AND INSURANCES**

All corporate vehicles are insured comprehensively within the corporate insurance structure. In the event of an accident or theft, the procedures as stated in the Vehicle procedures must be strictly complied with, failing which the employee can be held liable for the damages.