



REPUBLIC OF KENYA

**THE NATIONAL TREASURY AND ECONOMIC PLANNING
THE NATIONAL TREASURY**

WORKPLACE ROAD SAFETY POLICY

JUNE, 2023

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PREFACE

The National Treasury takes cognisance of the aspiration to position Kenya as a globally competitive and prosperous country with a high quality of life as provided for in various development frameworks including the Kenya Vision 2030. This will be achieved by putting in place robust economic and structural transformation policies and strategies.

Road transport is a key driver of Kenya's economic development. Over 80% of goods and services are transported by road. Road Traffic Crashes and Injuries (RTCI) remain a serious challenge and are among the ten leading causes of death in the world. The RTCIs contribute to approximately 1.35 million deaths a year globally and 20 to 50 million injuries, majority of whom are economically active members of the population. In Kenya, an estimated 4,000 deaths occur annually from road crashes. The annual economic cost of road crashes is about 5% of the Gross Domestic Product (GDP), which translates to about Kshs300 billion. These RTCIs have a negative impact on the economic wellbeing and macroeconomic performance of the country. Mainstreaming road safety in our transport system is hence important in averting the adverse economic consequences associated with road traffic injuries.

This policy is aimed at instituting Ministry specific road safety measures and interventions with a view to lowering the number of potential and actual road traffic crashes and injuries in the country. This is in line with the United Nations Action Plan, 2021-2030 and United Nations Sustainable Development Goal No. 11 on Sustainable Cities and Communities. The implementation of the policy will ensure that the Ministry plays its part towards preventing and reducing road related fatalities in Kenya. The policy will essentially guide the execution of road safety interventions and thereby complement existing National Road Safety Action Plan and policies.

Effective road safety mainstreaming requires a multisectoral approach that brings on board different stakeholders. To this end, the National Treasury is fully committed to partnering with other entities involved in the prevention and management of road traffic crashes, injuries and fatalities across the country. The overall goal is to substantially reduce the burden and severity of road crashes to the economy.



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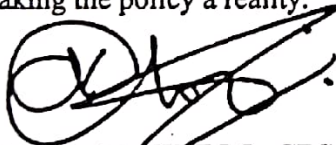
FOREWORD

This policy is anchored on the National Road Safety Policy Guidelines issued by the National Transport and Safety Authority. The policy provides a framework for implementation of road safety interventions at the National Treasury. It is aimed at mainstreaming road safety into the Ministry's programmes in order to minimize potential and actual road traffic crashes, injuries and fatalities involving the Ministry's human and transport resources and facilitate effective coordination and management of road transport services.

The policy lays down twelve (12) key road safety priority areas which the Ministry has identified based on our transport needs. It addresses a number of road safety risk factors attributed to road traffic crashes and injuries. These include speeding, driver fatigue, drunk driving, inadequacies in driver training and recruitment, low levels of awareness on road safety and vehicle condition. It also provides a road safety implementation and coordination framework, clearly defining the roles and responsibilities of key stakeholders. It further provides a mechanism for monitoring compliance and reporting non-compliance with the policy provisions.

The policy guidelines will help ensure continued and sustainable response to road safety as a workplace issue. It is anticipated that the policy will in the long run lead to a reduction in the number of actual and potential road traffic crashes, injuries and fatalities, staff safety and improved levels of employee productivity, reduced motor vehicle repair and maintenance costs and a culture of safe driving. It will serve as a reference tool in the execution of institutional measures geared towards ensuring road safety rules and regulations are adhered to. Further, the policy will help enhance road safety awareness among National Treasury staff.

Successful implementation of this policy is predicated upon coordinated response and collaboration. In this regard, the sustained involvement and support of all stakeholders is key to making the policy a reality.



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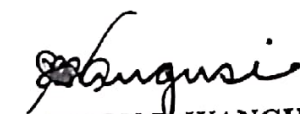
ACKNOWLEDGEMENT

This Work Place Road Safety Policy was developed through a highly consultative and participatory process. This was undertaken in order to ensure that the policy reflected both the institutional and national aspirations. In this regard, I wish to express profound gratitude to Ministry staff and other stakeholders involved either directly or indirectly in the development of the policy document.

In particular, I extend immense gratitude to the Cabinet Secretary, National Treasury and Economic Planning and the Principal Secretary, National Treasury, for providing the necessary guidance and direction in the development of the policy. I also thank all Director Generals as well as Heads of Department, Division and Unit for their contribution and unwavering support to the process.

My sincere gratitude also goes to the National Treasury Road Safety Committee, chaired by Mr. Godfrey Busolo (Senior Deputy Secretary), which played a central role in the policy formulation exercise. The committee, drawing membership from all National Treasury directorates, was particularly responsible for the overall coordination, examination of road safety mainstreaming options and consolidation of the final policy document.

Last but not least, I acknowledge the invaluable input provided by officers from the National Transport and Safety Authority, under the leadership of the Manager, Road Safety Programmes, Mr Samuel Musumba. The insights offered by the NTSA team enormously assisted in enriching the document. I am confident that with collective ownership, dedication and team work we shall be able to fully achieve the goals spelt out in this policy.



SAMSON P. WANGUSI, OGW
PRINCIPAL ADMINISTRATIVE SECRETARY

LIST OF ABBREVIATIONS AND ACRONYMS

TNT	:	The National Treasury
ABS	:	Anti-Lock Braking System
CS	:	Cabinet Secretary
ESC	:	Electronic Stability Control
GDP	:	Gross Domestic Product
GoK	:	Government of Kenya
HoD	:	Head of Department
HRPPM	:	Human Resource Policy and Procedures Manual
ILO	:	International Labour Organization
KeNHA	:	Kenya National Highways Authority
KERRA	:	Kenya Rural Roads Authority
KMS	:	Kilometres
KPH	:	Kilometres Per Hour
KURA	:	Kenya Urban Roads Authority
LMIC	:	Low and Middle Income Countries
MDAs	:	Ministries, Departments and Agencies
MOH	:	Ministry of Health
NTSA	:	National Transport and Safety Authority
PC	:	Performance Contract
PPEs	:	Personal Protective Equipment
PS	:	Principal Secretary
QA&S	:	Quality Assurance and Safety
RSMC	:	Road Safety Mainstreaming Committee
RTCI	:	Road Traffic Crashes and Injuries
TMU	:	Transport Management Unit
WHO	:	World Health Organization

DEFINITION OF TERMS

Employee	:	Staff working in The National Treasury.
Injury	:	Non-fatal cases resulting from a road traffic crash.
Near misses	:	Missed collisions
Policy	:	National Treasury Workplace Road Safety Policy
Road Safety Policies	:	Strategic directions and plans to address road safety challenges
Road Traffic Crash	:	Vehicle collision resulting in injury or fatality
Road Traffic Fatalities	:	Deaths related to traffic crashes
Road Traffic Injuries	:	Injuries related to road traffic collisions, they could be fatal, serious or slight.
Road User	:	Anyone who makes use of a road, such as a pedestrian, cyclist or motorist and is exposed to road safety risks
Safety Belt	:	A strap securing a person to prevent injury in a vehicle in case of any harmful movement
Work place	:	Includes any land, premises, location or vessel, at, in, upon, or near which a worker is, in the course of employment
Hazardous Substance	:	Any substance whether solid, liquid or gas, that may cause harm to occupants of a vehicle or cause aggravated damage to the vehicle or any other third party.

CHAPTER ONE

INTRODUCTION

1.0 Overview

This chapter provides background information regarding road traffic injuries, mandate of the National Treasury, rationale for developing the policy, guiding principles, policy scope and objectives.

1.1 Background

Road Traffic Crashes and Injuries (RTCI) are among the leading causes of death worldwide. According to NTSA data, each year, an estimated 1.35 million people are killed annually on roadways around the world. This translates to almost 3,500 people killed daily in crashes involving cars, buses, motorcycles, bicycles, trucks, or pedestrians. Further, about 20-50 million are injured or disabled annually from road accidents, the majority of whom are economically active members of the population. The burden of RTCI is disproportionately high in low and middle-income countries (LMIC). The estimated economic loss due to RTCI is as high as 3% to 5% of the affected country's Gross Domestic Product (GDP). In Kenya, an estimated 4,000 deaths and over 10,000 injuries are registered annually from road crashes, respectively. The annual economic cost of the road crashes to the country translates to about KSh. 300 billion.

The National Treasury's mandate revolves around promotion of economic transformation for shared growth. The RTCI have a significant impact on the effective delivery of this mandate. This policy is borne out of the need to mainstream road safety issues at the National Treasury with a view to spurring economic growth. It is anticipated that the policy will enable development and implementation of sustainable road safety strategies and programmes to address the road safety challenge in the Ministry.

1.2 Rationale

RTCI have a direct effect on staff productivity and overall organisational performance. The National Treasury Transport Management Unit statistics indicate that over the last four years, one high end vehicle was involved in a road traffic crash leading to write off and a number of others undergone traffic crash repairs. The incident reports point out cases of injuries among National Treasury staff from road crashes and the resultant post-crash trauma. Further, the Ministry has incurred huge costs in terms of repair of traffic crash vehicles estimated at Kshs 7 million for the financial year 2022/2023. The mainstreaming of road safety by way of this policy will ensure continued and sustainable road safety interventions. The guidelines will play a critical role in prevention and management of RTCI at the National Treasury.

1.3 Scope

The policy shall apply to all National Treasury staff.

1.4 Guiding Principles

This policy is premised on the following principles:

- (a) Integrity
- (b) Professionalism and Ethical practices
- (c) Transparency and Accountability
- (d) Teamwork and Commitment
- (e) Comprehensive Partnership and Inclusiveness
- (f) Customer Care and Stakeholder Participation.

1.5 Policy Objectives

The overall objective of this policy is to put in place a framework for mainstreaming road safety in the National Treasury with a view to reducing the risk of road crashes and loss of lives.

The specific objectives are to:

- (a) Provide a coordinated mechanism on road safety management within the Ministry,
- (b) Promote workplace productivity by avoiding disruption of duty arising from cases of traffic accidents,
- (c) Create awareness to staff and other stakeholder on road safety,
- (d) Ensure compliance with the relevant traffic laws and regulations,
- (e) Promote a culture of safe driving among the ministry drivers and staff.

CHAPTER TWO

LEGAL AND REGULATORY ENVIRONMENT

2.0 Overview

This section highlights the various legal and policy instruments guiding the formulation of this workplace policy.

2.1 Legal Framework

This policy is anchored on and not limited to the following legal instruments:

- (a) Constitution of Kenya, 2010
- (b) National Transport and Safety Act, 2012
- (c) Traffic Act, 2018 (Cap 403)
- (d) Occupational Safety and Health Act, 2007
- (e) Work Injury Benefits Act, 2007
- (f) Radiation Protection Act (Cap.243)
- (g) Pharmacy and Poisons Act (Cap. 244)
- (h) Alcoholic Drinks Control Act, 2010
- (i) Employment Act, 2007
- (j) Fair Administrative Action Act, 2015
- (k) Labour Relations Act, 2007
- (l) Public Officers' Ethics Act, 2003
- (m) Public Procurement and Asset Disposal Act, 2015
- (n) Public Finance Management Act, 2012
- (o) Public Service Commission Act, 2017
- (p) Kenya Roads Act No. 2 of 2007

2.2 Policy Framework

The policy is further premised on:

- (a) National Road Safety Action Plan
- (b) Human Resource Policy and Procedures Manual for the Public Service, 2016
- (c) National Assets and Liabilities Management Policy for the Public Service, 2020
- (d) Government Transport Policy Guidelines (Circulars)
- (e) Public Service Commission, Revised Scheme of Service for Drivers, 2007

CHAPTER THREE

ROAD SAFETY POLICY AREAS

3.0 Overview

The National Treasury commits to ensuring that road safety is an integral part of the Ministry's programmes. This chapter provides the twelve (12) identified road safety priority areas, which are the key strategies that the Ministry will pursue in mainstreaming road safety.

3.1 Driver Recruitment and Selection

TNT shall promote road safety through a process of recruitment and selection of drivers guided by the Public Service Commission of Kenya Guidelines. (*Revised Scheme of Service for Drivers, 2007*)

3.2 Designated Driver Requirements

To qualify as an official Ministry designated driver, the minimum criteria for recruitment shall be as per the Public Service Guidelines provided on driver recruitment (*Revised Scheme of Service for Drivers, 2007*). In this regard, TNT driver shall:

- (a) Be in possession of a valid driving license, in the category for which they are authorized to drive. TNT will confirm the validity of the driving licenses with NTSA for shortlisting before hiring.
- (b) Be physically and mentally fit to drive as ascertained by a medical assessment conducted by a government approved medical officer.
- (c) Have a safe driving record with no accidents or incidents within the past three (3) years.
- (d) Demonstrate a positive attitude to safety during the job interview process.
- (e) Provide a verifiable recommendation on driving record from previous employers, where necessary.

Note: TNT drivers will be required to only drive class of vehicles indicated in their respective driving licences.

3.3 Staff Induction

TNT shall ensure that all new employees are inducted on their roles and responsibilities in relation to road safety within and out of the workplace. The Ministry shall, specifically, ensure that:

- (a) All new employees undergo a formal induction program that includes road safety policy and procedures.
- (b) All staff systematically receive standard basic road safety awareness training/sensitization regardless of whether they are expected to operate TNT vehicles.
- (c) Induction programs for supervisors are tailored on their responsibilities as far as road safety is concerned.
- (d) Training and familiarization exercise is conducted for all new drivers in the operation of assigned motor vehicle or any other motor vehicle in the TNT inventory.
- (e) All newly employed and deployed drivers undergo regular driver competency assessment programs as per the Revised Scheme of Service for Drivers, 2007.

3.4 Speed Management

TNT shall reduce speed related traffic incidents by working towards the following:

- (a) Adherence to all regulatory speed limits on both national and international roads by the Ministry's official drivers.
- (b) Ensuring TNT motor vehicles are not driven at speeds or a manner that may endanger the lives of occupants and other road users even where speed guidelines and regulations are not visibly stipulated.
- (c) Ensuring TNT motor vehicles are not driven in any manner that may bring the Ministry's image into disrepute.
- (d) Ensuring speed limiters (speed governors) are fitted in all TNT mass movement vehicles as per the standards issued by relevant government bodies responsible for road transport management.
- (e) Ensuring TNT puts in place a Fleet Management System to monitor internally all TNT owned vehicles utilization and operations.
- (f) Ensuring driver(s) who consistently contravene set law and regulations are suspended from driving TNT vehicles, pending initiation of disciplinary action in line with the Human Resource Policy and Procedures Manual (Revised 2016).
- (g) Ensuring all staff and stakeholders are periodically sensitized on speed as a risk factor.

3.5 Vehicle Acquisition and Maintenance

TNT shall ensure that Ministry vehicles are in safe operating conditions by performing the following actions:

- (a) Adhering to best practice in the acquisition and maintenance of vehicles.
- (b) Adhering to the minimum safety and body building standards applicable in Kenya.
- (c) Confirmation of fleet safety features.
- (d) With every acquisition of new fleet models, relevant personnel will be required to attend operating, service and maintenance training conducted by the dealers.
- (e) Inclusion of relevant safety features in purchase specifications, full documentation of maintenance procedures and records, including sign-off of all repairs and alterations.
- (f) Periodic motor vehicle inspection as per regulator guidelines.
- (g) Fitting all vehicles with a fully stocked first aid kit, a securely fitted and serviced fire extinguisher, functional seatbelts, and emergency triangles.
- (h) Selection of vehicle make shall be guided by relevant policy and vehicle-need as determined by the Transport Management Unit and as per valid Supplies Branch Contracts and Government procurement regulations.
- (i) Ensuring all vehicles are well maintained and that driver and passenger safety is sustained through servicing the vehicles according to manufacturers' recommendations, implementing procedures where TNT drivers conduct safety and mechanical checks on their vehicles prior to commencing any journey and ensuring real time tracking of maintenance schedules.

3.6 Vehicle Crash Involvement

TNT shall maintain an efficient system of recording and monitoring overall fleet, individual drivers and individual vehicle crash involvement through the following initiatives:

- (a) Institute medical and evacuation plans with clearly displayed contacts of service providers.
- (b) Provide psychosocial follow-up support to personnel involved in a crash.
- (c) Have comprehensive crash investigation and report forms that include recommendations and timelines for implementing any remedial action.
- (d) Crash/Incident statistics and records to be maintained and analysed by the Transport Office then reported to RSMC for deliberation and appropriate action.
- (e) All motor vehicle accidents/incidents involving TNT vehicles to be reported immediately and not later than 24 hours to the relevant authorities.
- (f) The Transport Officer to collect and maintain a record of pertinent information regarding the incidences/accidents as per the Traffic Act to determine liability and appropriate action taken as per the Human Resource Management Policies and Procedures Manual.
- (g) Where crashes/incidents arise, the vehicle to be evacuated by the prequalified garages, and approved towing service providers.
- (h) RSMC members and Transport Management Unit staff to be trained on crash investigation.
- (i) Monitor and evaluate the effectiveness of any remedial measures implemented.
- (j) Provide automated systems to collect and analyse safety data on all TNT motor vehicles.
- (k) Ensure Standard Operating Procedures are in place for response and immediate action in the event of a crash / incident.
- (l) Ensure road safety guidance for each duty station with respect to cultural and local conditions that should be adhered to.

3.7 Rewards and Sanctions

The National Treasury shall reduce crashes and injuries through driver behaviour change initiatives in the following ways:

- (a) Recognizing good driving performance guided by the Revised HRM Manual, 2016.
- (b) Monitoring driving performance of all staff including crashes and all road traffic infringements by coming up with driver performance reporting templates.
- (c) Ensuring that road safety incentives are done transparently and achievements published through TNT Public Communication Unit; and
- (d) Putting in place systems and mechanisms to identify poor driving performance and impose penalties against those who violate stipulated procedures in accordance with the existing Government regulations.

3.8 Training and Education

The National Treasury shall support training, sensitization, education and development programs to produce safe road users by:

- (a) Conducting a training needs assessment annually to determine suitable driver training programs.
- (b) Making use of data on drivers' performance to identify areas of improvement and appropriate training/performance improvement programs.
- (c) Ensuring management staff are sensitized on their roles relating to road safety.
- (d) Arranging for appropriate training programs for fleet management staff.

- (e) Sensitizing relevant personnel on, among others, vehicle operation, servicing and maintenance with every acquisition of new vehicle model, in liaison with the motor vehicle dealers.
- (f) Arranging for periodic driver refresher training including attendance of defensive driving courses.
- (g) Training drivers on soft skills including communication, road courtesy, and customer care among others.

3.9 Anti-drunk and Anti-drug Driving

TNT shall reduce drunk and drug-driving related road traffic crashes/incidents and injuries.

Towards this end, the TNT shall:

- (a) Ensure that drivers and other TNT staff are continually educated on the effects of alcohol and drugs on driving performance.
- (b) Impose penalties for drunk driving, including disciplinary action as per HR Manual, 2016 (Revised).
- (c) Establish a public feedback mechanism on suspected drunk driving. The TMU shall take action on feedback while keeping the confidentiality of the source and regularly report to the RSMC.
- (d) Develop mechanisms for rehabilitation of any reported drivers with alcohol or any other drug abuse issues.
- (e) Include reports of cases of possible contribution of alcohol abuse in crash investigation reports.
- (f) Sensitize drivers and other staff on prescription medication that may influence driving behaviour and capability.
- (g) Ensure drivers report to the Transport Office when on any prescription medication and that such drivers are not engaged in high intensity or long journeys.

3.10 Fatigue Management

TNT shall minimize fatigue related road traffic crashes and incidences by:

- (a) Ensuring adequate deployment of staff in the transport pool service
- (b) Educating management, staff and supervisors to plan work and meeting schedules to ensure staff have sufficient rest before and when driving, particularly for long journeys.
- (c) Providing two drivers to a mass movement vehicle travelling for a distance of more than 500 kilometers or more than 8 hours or both.
- (d) Requiring staff to drive for a distance of not more than 500 kilometers or 8 hours of continuous driving in a 24hr cycle.
- (e) Requiring staff to take a minimum mandatory rest time of at least 20(twenty) minutes for each period spent driving continuously for 2(two) hours.
- (f) Requiring staff to take adequate time to rest between journeys.
- (g) Monitoring drivers log in hours to avoid fatigue.
- (h) Arranging for staff training and sensitization on fatigue management.
- (i) Ensuring drivers are provided with leave days and off days as per the HR Manual.

3.11 Seat Belts

The National Treasury shall reduce injuries/deaths related to non-use of safety belts by:

- (a) Educating all staff on the dangers of not wearing seat belts.
- (b) Placing reminders and notices on the use of safety belts using different platforms.

- (c) Ensuring all staff using TNT motor vehicles wear safety belts when the vehicle is in motion.
- (d) Ensuring safety belts of quality standard are fitted to TNT vehicles and that the seat belts are functioning as required through pre-journey assessment.
- (e) Developing a feedback mechanism to ascertain use of seat belts by members of staff and other stakeholders on board.

3.12 Driver Management and Conduct

To reduce driver behaviour related traffic collisions and injuries, TNT shall ensure as follows:

3.12.1 Driver Conduct

- (a) All drivers will be required to comply with traffic rules and regulations at all times.
- (b) All drivers will be expected to possess a valid driving license at all times.
- (c) Drivers to immediately notify their supervisor or the TMU of instances where the driving license has been suspended or cancelled, or has limitations/caveat placed.
- (d) Drivers and the TMU to plan for journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments.
- (e) Drivers not to use mobile phones while driving (including hands-free).
- (f) Drivers to wear seat belts and make sure all occupants wear their seatbelts before journey commencement and when the vehicle is in motion.
- (g) Drivers to drive when medically fit to do so.
- (h) Drivers not to drive under the influence of alcohol or drugs, including prescription and over the counter medication that may cause drowsiness.
- (i) Drivers not to carry any hazardous substances (refer to definition of terms) without the prior approval of the authorizing officer. Hazardous goods may only be carried in full compliance with the relevant legislation governing hazardous substances.
- (j) Drivers not to carry loads for which the vehicle is unsuited, or unauthorized passengers, or excess passengers than there are seat belts.
- (k) Drivers to switch off the engine if the vehicle is parked at designated parking spots and anticipated to remain stationary for more than five (5) minutes.

3.12.2 Use of Work Tickets

- (a) Transport daily work tickets will be used in respect of all TNT motor vehicles to record details of the journeys undertaken.
- (b) All journeys will be undertaken only after authorization by Authorized Transport Officer or any available Administrator within the Ministry in case of unavailability of the Transport Officer. In cases of journeys outside the official deployment area, the senior most officer present in an allocated vehicle will sign the work ticket.
- (c) Only authorized signatories will sign the work tickets.
- (d) The journey conducted will remain within the route authorized in the work ticket.
- (e) All sections of the work ticket that require to be filled must be completed and the document properly maintained at all times. Each driver shall ensure issued work tickets are correctly filled at all times.
- (f) The Transport Officer will ensure that only one work ticket is issued per vehicle at any particular time.
- (g) The Transport Officer will close and maintain proper records of transport daily work tickets used by TNT motor vehicles.

3.12.3 Check In, Check Out Procedures

- (a) All vehicles will be checked in or out with proper identification and documentations as per TNT laid down procedures.
- (b) The driver to whom a vehicle has been assigned is fully responsible for the security and operation of the vehicle until it is returned to the TNT premises or designated parking areas.
- (c) Drivers to carry out a full daily walk around check prior to using the vehicle and report any defects before the next vehicle use.
- (d) Drivers to regularly check the oil, tyre pressure, radiator and battery levels of their assigned vehicle and inform the Transport Officer of anything out of the ordinary.
- (e) Upon completion of the trip and inspection of the vehicle, the vehicle will be parked at the TNT premises and the keys handed over to the Transport Officer or security personnel.
- (f) Drivers shall be required to declare any items or goods in the vehicle before parking and handing over the vehicle to security personnel at the designated parking areas.

3.12.4 Ethics and Etiquette

The National Treasury shall reduce traffic accidents and incidences by ensuring discipline among drivers and other Ministry staff towards other road users. This will be realized by:

- (a) Educating all drivers and staff on work ethics, integrity and road etiquette to promote professionalism among road users.
- (b) Requiring all drivers to carry out their duties in a manner that treats the public and other road users with courtesy and respect.
- (c) Requiring all drivers to carry out their duties in accordance with the law, with utmost professionalism and integrity and practising road etiquette.
- (d) Requiring all drivers to ensure that vehicles assigned to them are properly handled and not misused as well as ensure full hygiene of the vehicle.
- (e) Requiring all drivers to safeguard accountable documents such as the work ticket from theft or physical damage.
- (f) Requiring all drivers to always be punctual and on time to assigned duties.
- (g) Requiring all staff to act with dignity and decorum at all times whilst using TNT vehicles.
- (h) Requiring all staff to observe confidentiality and professionalism while using or operating TNT vehicles.

3.12.5 General Appearance

TNT drivers will be expected to maintain an appropriate standard of dress code and personal hygiene as per the HRM Manual 2016. The drivers will be issued with official uniform as provided for in the Manual. The drivers will specifically be expected to observe the following:

- (a) Be neat at all times and in all situations when operating TNT vehicles.
- (b) Not chew gum or smoke in the course of dealing with other staff, members of the public or in public view.
- (c) Male drivers to, as much as possible, be in official suits and tie with clean polished shoes whilst on official duty.
- (d) Male drivers to be clean-shaven at all times.
- (e) Female drivers to be decently dressed and be in flat pair of shoes while operating TNT vehicles.

CHAPTER FOUR

IMPLEMENTATION AND COORDINATION FRAMEWORK

4.0 Overview

This section defines specific roles and responsibilities of different stakeholders in the implementation of the policy.

4.1 Road Safety Management and Coordination

The overall coordination of TNT road safety interventions shall be vested in the Road Safety Mainstreaming Committee (RSMC). The RSMC shall be appointed by the Accounting Officer on the recommendation of the Head of Administration Department. The committee shall draw membership from all National Treasury directorates.

The RSMC Terms of Reference shall include but not limited to the following:

- (a) Coordinate the implementation of objectives, monitoring and evaluation of activities in line with the existing national and institutional policies and strategies.
- (b) Develop budget proposals on road safety activities for the Accounting Officer's approval.
- (c) Conduct sensitization and awareness campaigns on the road safety risk factors among the employees while promoting collaboration, partnerships and networking with key stakeholders to enhance advocacy and implementation of road safety activities;
- (d) Coordinate the design and production of Information, Education and Communication (IEC) materials on road safety and drawing action plans within National Treasury and reporting back the progress to the Accounting Officer and;
- (e) Consult with professionals who are technically qualified to advise the committee on road safety matters.

4.2 Roles and Responsibilities of Key Stakeholders

The implementation of this policy requires involvement of different players. The specific roles and responsibilities of the key stakeholders are outlined below:

4.2.1 Principal Secretary

The Principal Secretary, National Treasury, shall;

- (a) Appoint the Road Safety Mainstreaming Committee
- (b) Provide general guidance and budget approvals to implement road safety mainstreaming programmes and activities.
- (c) Bolster commitment at all levels of management towards implementing the policy.
- (d) Endorse the development, implementation and periodic review of the Workplace Road Safety Policy.
- (e) Enable staff and stakeholders to take part in diverse road safety events and activities.

4.2.2 Head of Administration

The head of Administration department shall:

- (a) Provide administrative support at different organizational levels towards road safety mainstreaming and successful execution of the Road Safety Policy.

- (b) Discuss road safety performance targets and facilitate dissemination of the agreed targets to various levels of the organization.
- (c) Evaluate and endorse road safety work plans.

4.2.3 Other Heads of Department

The heads of department will be expected to:

- a) Facilitate road safety mainstreaming and compliance with the provisions of this policy within their respective areas of duty.
- b) Monitor and report any cases of non-compliance
- c) Provide feedback on the effectiveness of the policy interventions towards prevention and/or reduction of road traffic crashes and injuries.
- d) Document and provide monthly returns on motor vehicle usage, maintenance/status as well as driver adherence to set guidelines by this policy.

4.2.4 Head of Transport

The head of transport (Transport Officer) shall:

- (a) Ensure fair distribution, maintenance, repair and utilization of vehicle fleet.
- (b) Ensure proper utilization and efficient use of funds allocated towards operation and maintenance of vehicles.
- (c) Be responsible for allocation and proper rotation of appropriate work and assignments to the staff in the Transport Management Unit.
- (d) Ensure all journeys carried out by TNT vehicles are properly authorized.
- (e) Ensure that the welfare of the TMU personnel is appropriately addressed.
- (f) Coordinate capacity building initiatives relating to TMU staff.
- (g) Evaluate and appraise staff within the TMU.
- (h) Ensure proper filing of work tickets and other accountable documents provided for by the Transport Management Unit.
- (i) Advise other departments on availability and/or proper utilization of available vehicles.
- (j) Advise top management on acquisition or disposal of the Ministry vehicles
- (k) Follow up on provision of secure parking spaces for TNT vehicles.
- (l) Prepare monthly motor vehicle returns and reports for top management.
- (m) Ensure availability of work ticket booklets within the unit for utilization by TNT drivers and motor vehicles at all times.

4.2.5 Road Safety Mainstreaming Committee

Deriving from the Terms of Reference mentioned under item 4.1 above, the Road Safety Mainstreaming Committee will be responsible for the following:

- (a) Coordinating, designing, and producing Information, Education, and Communication materials relating to road safety.
- (b) Developing action plans and updating management and NTSA on progress made in road safety mainstreaming.
- (c) Reviewing all incident and crash investigation reports and making appropriate recommendations to the top management.
- (d) Seeking advice from technically qualified professionals on road safety matters.
- (e) Facilitating the development and review of TNT road safety policy.

- (f) Ensuring that TNT Road Safety strategic objectives and work plans are implemented in accordance with national and institutional policies and strategies.
- (g) Preparing budget proposals for road safety activities and submitting the same for management approval.
- (h) Conducting sensitization and awareness campaigns among employees on road safety risk factors.
- (i) Monitoring and evaluating the implementation of road safety activities as per the Implementation Plan.
- (j) Fostering collaboration, partnerships, and networking with key stakeholders with a view to enhancing advocacy and implementation of road safety activities.

4.2.6 Staff

TNT staff shall:

- (a) Take part in road safety activities.
- (b) Notify the transport office of all hazards, incidents, crashes, and near misses and implement measures to reduce and eliminate risks.
- (c) Familiarize themselves with the policy document, comprehend its contents, and comply with it.

4.2.7 Drivers

In line with the policy provisions under 3.12, TNT drivers shall observe the following:

- (a) Adhere to all Kenya traffic laws and regulations without exception.
- (b) Maintain the assigned vehicle in good working order continuously.
- (c) Promptly report all vehicle crashes or damages to the appropriate authorities.
- (d) Demonstrate punctuality, cleanliness, and good grooming habits.
- (e) Ensure the security of both the assigned vehicle and its contents at all times.
- (f) Take responsibility for the proper usage and safekeeping of fuel cards.
- (g) Assume responsibility for paying traffic fines when the driver is at fault.
- (h) Show courtesy to other vehicle operators and third parties.
- (i) Drive the assigned vehicle in a secure and cautious manner.
- (j) Inspect the condition of the vehicle before taking over or handing over.
- (k) Maintain an authorized work ticket at all times.
- (l) Be physically and mentally fit to drive.
- (m) Refrain from driving under the influence of any substance.

CHAPTER FIVE

COMMUNICATION, MONITORING, EVALUATION, REPORTING AND REVIEW

5.0 Overview

This section covers modes of disseminating the policy to stakeholders. It also provides the reporting mechanism as well as the modalities for monitoring implementation and review of the policy.

5.1 Communication and Dissemination

The National Treasury shall avail both hard and soft copy of this policy to all members of staff through their respective heads of respective departments and units. The policy shall also be uploaded on the National Treasury website for ease of access by stakeholders. The National Treasury shall organize sensitization activities through workshops and briefings.

5.2 Reporting

The National Treasury shall ensure quarterly and annual reports are prepared and submitted in the prescribed format. The responsibility of reporting shall be under the office of the Head of Administration in the National Treasury. The quarterly reports shall be submitted to the Accounting Officer on or before the 10th day after the end of the quarter.

5.3 Monitoring and Evaluation (M&E)

The National Treasury through the Road Safety Committee shall put in place mechanisms to assess the extent to which the road safety objectives are realized and shall coordinate monitoring and evaluation on the effectiveness of this policy. However, the Head of Administration shall spearhead the overall M&E of the implementation. The M&E of the policy shall be undertaken on annual and semi-annual basis. The M&E reports shall be submitted to the accounting officer on or before the 10th day after the end of every half year. The information will be used for planning, taking corrective measures and proposing areas for improvement.

5.4 Review

This policy shall be reviewed from time to time to take into cognizance the M&E findings, changes in policy, legislation and regulatory environment. Review of this policy shall be the responsibility of the Accounting Officer.

5.5 Effective Date

The effective date of this policy shall be 1st July 2023.

ANNEXES

Annex I - Incident Report



REPUBLIC OF KENYA
THE NATIONAL TREASURY AND ECONOMIC PLANNING
THE NATIONAL TREASURY

Ref.....

Employee Details

Name	
Personal Number	
Phone Number	
Department	

Description of Incident

Location:	
Date:	Incident Details (How the incident happened, factors leading to the event and what took place. Be as specific as possible)
Time:	
Police Notified Yes <input type="checkbox"/> No <input type="checkbox"/>	

Cause of Incident	Follow up Recommendations:

Vehicle/Driver Details: Driver Details • Name: • P/Number:..... V/Registration: V/Make:	Reported By: Name: Designation: Department: Sign:
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Annex II - Incident/Accident Reporting Tool



REPUBLIC OF KENYA
THE NATIONAL TREASURY AND ECONOMIC PLANNING
THE NATIONAL TREASURY

Year:

Quarter:

No	Number of Incidents Reported	Number of Casualties/ Fatalities	Damages Reported and Description	Estimated Repair Cost (Ksh)
1				
2				
3				
4				
5				
6				

Note:

- Incident/Accident reports (Annex I) shall be done immediately on occurrence of any incident/accident.
- Incident/Accident reporting tool (Annex II) to be updated quarterly.