Volunteers National Organization for Development and Humanities Services

منظمة المتطوعين الوطنية للتنمية والخدمات الإنسانية

(VOLUNTEERS)

Fleet Management Policy for Volunteers

Organizations Background:

Volunteers National Organization for Development and Humanitarian Services is a Sudanese women lead NGO registered as a national voluntary charitable humanitarian non-governmental organization founded by group of women and youth volunteers, whom work in humanitarian and development domain. The creation of this organization is inspired by a feeling among this group that something must be done to mitigate the sufferings of women's, girls and youth in Darfur in particularly and in Sudan in general.

Volunteers National Organization for Development and Humanitarian Services was established in 2014, and was officially registered with the humanitarian aid commission (HAC) as a local, non-governmental organization to provide relief, and advocate for the promotion of human rights principles.

Volunteers National Organization for Development and Humanitarian Services is a non-religious non-political, non-profitable and non-commercial organization; it is basically a humanitarian organization whose vision is to promote "Peace, Unity Development, women rights and women Empowerment for All" among the different communities, ethnic groups and tribes in Darfur and Sudan in general. National Volunteers has been able to acquire sufficient community goodwill that will enable it to implement future activities smoothly

1. Purpose

The purpose of this policy is to provide guidelines for the acquisition, use, maintenance, and disposal of vehicles owned, leased, or operated by **Volunteers Organization For Development and Humanitarian Services**. It ensures the safe, efficient, and sustainable use of vehicles to support programmatic and operational needs.

2. Scope

This policy applies to all employees, volunteers, consultants, and authorized personnel using vehicles for official Volunteers Organization for Development and Humanitarian Services business.

3. Responsibilities

3.1 Fleet Manager / Logistics Officer/Logistic Assistants

- Oversee fleet operations and ensure compliance with this policy.
- Maintain updated records on vehicle registration, insurance, fuel usage, and maintenance.
- Schedule routine maintenance and inspections.
- Report incidents and accidents.

3.2 Drivers

- Operate vehicles responsibly and in compliance with traffic laws.
- Ensure vehicle cleanliness and report defects or incidents immediately.
- Maintain daily logbooks accurately.

3.3 Human Resources

- Verify that drivers have valid licenses and undergo training where necessary.
- Include fleet policy in employee on boarding and orientation.

4. Vehicle Acquisition

- Vehicles must be acquired based on operational needs, cost-effectiveness, and alignment with donor or program requirements.
- Procurement must follow the Volunteers Organization for Development and Humanitarian Services procurement policy.

5. Vehicle Use

5.1 Authorized Use

- Only authorized personnel with valid licenses may operate NGO vehicles.
- Vehicles are to be used strictly for official purposes.
- Personal use is prohibited unless specifically authorized.

5.2 Booking System

- A vehicle request and booking system should be maintained.
- Prioritize vehicle use based on programmatic urgency and availability.

5.3 Logbooks

- Each vehicle must maintain a daily logbook.
- Logbooks must capture: date, driver, odometer reading, purpose, start & end time, fuel level.

6. Fuel Management

- Fuel should be purchased from pre-approved vendors where possible.
- Monthly fuel consumption reports must be submitted to the Fleet Manager.
- Sudden spikes in fuel usage must be investigated.

7. Maintenance and Repairs

- Preventive maintenance schedules must be strictly followed.
- Only authorized service providers may conduct repairs.
- All maintenance activities must be recorded and invoices filed.

8. Insurance and Registration

- All vehicles must have valid comprehensive insurance.
- Annual renewals of registration and insurance must be tracked and budgeted.

9. Safety and Security

- Drivers must follow all traffic laws and wear seat belts.
- Speed limits and mobile phone use while driving rules must be enforced.
- Vehicles must be parked securely and keys stored appropriately.

10. Incident Reporting

- All accidents, no matter how minor, must be reported within 24 hours.
- A standard incident report form must be completed and submitted.
- Disciplinary action may follow negligence or misconduct.

11. Monitoring and Evaluation

- Periodic fleet audits will be conducted.
- Fleet performance indicators (utilization rate, cost per km, fuel efficiency, etc.) will be monitored.

12. Disposal of Vehicles

- Vehicles that are obsolete, uneconomical to repair, or surplus to requirements may be disposed of following the NGO's asset disposal policy.
- Disposal must be documented and reported to donors where applicable.

13. Compliance

- Breach of this policy may result in disciplinary action.
- All users are expected to comply fully with this policy and any relevant local laws.

14. Policy Review

Last updated and review of this policy is January, 2025

This policy shall be reviewed every two years or sooner if operational needs or regulations change.