

DRIVERS

Seat belt guidelines

- Use of seat belt is compulsory for driver and all passengers.
- Drivers must check that all passengers are wearing the seatbelt before departing.
- Passengers refusing to wear the seatbelt should be immediately reported to the movement coordinator.
- Seat belt rules apply at all times when travelling in GIZ vehicles with the following exception(s):
 1. When approaching a check point.
 2. When passing through a check point.
 3. In stationary traffic jam/congested traffic where the vehicles are not moving.

Speeding guidelines:

- In addition to the legal speed limits (as per roadside indications), drivers must adjust their speed to the environment, road conditions, sight and traffic conditions to prevent situations where danger or damage can arise.
- On slippery surfaces, in bad weather conditions or other difficult conditions, speed should be reduced.
- Under no circumstances can a passenger ask the driver to drive faster than considered to be safe (or faster than the legal speed limits).
- Passengers can request the driver to slow down.

Phone and communication guideline

- Drivers should keep their eyes on the road and both hands on the wheel at all time.
- Drivers are authorised to use hands free sets.
- If hands free sets are not available, drivers should answer their cell phone only after parking their vehicle or ask the passenger to take the call for them.

Driver behaviour

- The driver of a vehicle is responsible for ensuring that he or she is in suitable condition for driving the vehicle and must not drive while:
 - Under the influence of alcohol. (Zero blood-alcohol level to drive)
 - Tired or in a physical/mental condition that could influence his/her capability to drive.
- Drivers are not allowed to wear slippers or sandals, proper shoes are mandatory.
- Any security information that can be useful to analyse the overall security situation driver should be reported to RMO.
- While on the field, Drivers are not allowed to deal with beneficiaries or interfere with other GIZ staffs' duties unless requested by GIZ staff. Drivers' main duty is to drive the vehicle and monitor the security situation.

Rules onboard:

- On the road, GIZ Drivers represent the organisation and should behave accordingly. Driving culture and behavior are an important factors of how GIZ is perceived. Drive with respect for the people and environment.
- No arms or weapons are allowed inside GIZ vehicles, or carried by a person travelling in GIZ vehicles.
- All drivers of vehicles are obliged to follow the traffic rules and regulations, signs given by police, or other authority personnel.
- Drivers should be vigilant and careful to prevent situations where danger or damage could arise, and to prevent unnecessary disturbance to other road users or the environment in general.

- Drivers must respect the mission plan.

Rules in the office and on the field

- Vehicles must always be parked facing the departure direction.
- Vehicles are to remain locked at all time when parked.
- While on the field, drivers should remain close to their vehicle and stay alert. Their role is to monitor the security situation, report potential danger to the passenger and be ready to relocate the team at any time
- While in the office, stand-by drivers must remain reachable on their phone and ready to depart for a task at any time.

Unplanned stops on the road:

- Unplanned, unapproved stops on the road (i.e. not mentioned in the mission plan) are forbidden except for medical emergencies.
- Drivers and passengers should take any necessary step to avoid being in a situation where they need to stop. For example, they should make sure to travel with enough water and food so they don't need to stop on the road to buy more supplies.
- In the case drivers and/or passengers need to stop on the road, the Driver or the Passenger should inform the movement coordinator with the following reserves:
 - Stops can only occur in approved location;
 - Drivers must contact the movement coordinator on arrival and when departing the location;
 - Drivers and passengers must respect any security instructions (e.g. limited time).

PASSENGERS

Passengers' behaviour:

- Smoking is forbidden in the vehicle.
- Eating in the vehicle, while permitted, should be done in respect to the driver and other passengers.
- Passengers have the obligation to wear their seatbelt.
- Under no circumstances can a passenger ask the driver to drive faster than considered to be safe (or faster than the legal speed limits).
- Under no circumstances can a passenger ask the driver to stop for an unplanned, unapproved stop before informing the movement coordinator.
- Passenger must not exit the vehicle while at checkpoints except if asked to do so by the Security Forces.
- If the passenger witness violation of the rules by the driver, GIZ staff must notify the breach to the movement coordinator when returning to the office, unless the violation is very serious and threatens the lives of the passengers, in which case it must be notified immediately.

Transport of non-GIZ passengers:

- Transport of persons not working for or with GIZ is forbidden unless authorised by the RMO.

FLEET GUIDELINES

- When driving in convoy, GIZ vehicles must keep a safety distance between each vehicle (the equivalent of three to four car lengths in highways) so as if the first vehicle is involved in an accident / incident the other vehicle are not impacted and can be used as back-up vehicle.

CHECKPOINTS

- When approaching any checkpoint, the vehicle should slow down and the area assessed for any potential threats.
- Drivers and passengers must remain calm, smiling and polite.
- Drivers and passengers must not use communication devices whilst in the checkpoint. commercial radio and/or music should be turned down.
- Any other GIZ vehicles should ensure that they are some distance behind. If there is more than one vehicle in your convoy, keep a reasonable distance between vehicles.
- Communication with the security forces should be handled by the driver. Passengers should remain silent except if talked to directly by the officers.
- Engine should be left running, unless security forces order it turned off.
- GIZ staff should not argue with those manning the checkpoint, if necessary be firm but do not compromise safety. They should answer all questions as accurately and courteously as possible. They should not raise any objection to identity or vehicle checks.
- When asked for ID, passenger should always submit Passport/Jensiya/GIZ ID card (only if security forces ask specifically for it).
- Drivers and passengers should not get out of the vehicle unless ordered to do so. They should keep hands visible at all times and do not make sudden movements. If necessary, they should explain what you are going to do first.
- If delayed at a checkpoint, the driver or the passenger should ask the security forces permission to contact the movement coordinator or the RMO to report the situation.
- GIZ staff and drivers must not offer goods in exchange for passage this may set a precedent for the future.

BREAKDOWN GUIDELINES

- Drivers must contact Movement Coordinator (who will report to RMO) immediately to report a breakdown.
- Based on estimated time or repairs, RMO will work on provide advisory on further actions.

TRANSPORT ACCIDENT GUIDELINES

- Once an accident has occurred, the first priority of GIZ staff members who have not sustained injuries is to secure the safety of the accident site by:
 1. Slowing down other vehicles to avoid them causing further accidents, and directing traffic past the accident, if necessary
 2. If the accident is on the motorway/highway, drivers putting out warning triangles approximately 50m away from the accident facing towards the on-coming traffic and in both directions
 3. If a warning triangle is not available, improvising an alternative (e.g. a person to signal traffic).
 4. Removing GIZ passengers who are in imminent danger from vehicles
 5. Putting out fire, or preventing a fire if one is likely (e.g. if there has been a fuel spill) - all GIZ vehicles must have fire extinguishers
 6. Providing first aid if appropriate - depending on your level of training and the situation
 - Calling movement coordinator – to inform them of the accident as soon as possible and if medical assistance is required –
 - Movement coordinator will inform the RMO.

- If the situation is severe, the RMO will be deployed to the scene to assist where possible and to give support to the staff.
- Where a national staff member/driver is present and able to speak to the person/people involved, they are to exchange details with the party, even if the accident is not your fault, to make certain proper settlement of the matter can be achieved without later repercussions (e.g. altered representation of the incident and accused fault)
- On the arrival of the police (emergency number 104), cooperate fully with them, this will be the driver's responsibility.
- The driver will remain with his vehicle and assist the authorities with any investigation or follow up with the incident