

Motorcycle Use Policy

2021

Logistics and Safety Departments

**Revision History**

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# Introduction

The motorcycles are used strictly within the framework of the activities and programs of Action Against Hunger (AAH) in the countries of intervention. The use of motorcycles is done only in the case where the more "classic" vehicles such as cars/trucks/boats cannot be used.

This policy aims at :

* Clarifying the process of providing an AAH motorcycle, the roles and responsibilities, and the obligations of AAH
* Specifying these obligations and the documentation required for the different scenarios of motorcycle use
* Providing additional information and making recommendations on equipment and accessories
* Providing the support documents for the realization of the provisioning process

## Roles and responsibilities

The motorcycle provisioning process is broken down into several stages and involves the Logistics, Human Resources and Safety functions. However, the Logistics Focal Point remains the person in charge of the entire process of this provision.

### Logistics

The Logistics Focal Point, in addition to managing the fleet, is in charge of the validation of the driving tests, conducting the training and road safety awareness modules, allocating equipment (motorcycles) and providing the minimum standard accessories. He is in charge of checking that the process has been carried out in its entirety.

### Human Ressources

The Human Resources Focal Point is responsible for ensuring that the recruitment process is consistent with the use of the motorcycles, that the conditions of use of the motorcycle are communicated to the employee and that the employee agrees to abide by them. He/she is also responsible for ensuring that the conditions of use document is filed in the employee's personnel file.

### Safety

The Safety Focal Point is in charge of the preliminary risk analysis, which allows recommendations to be made regarding the content of the training courses, the rules of movement and the equipment and accessories to be provided to the employee.

## Diagram of the process for making a motorcycle available



# Motorcycles provisionning process steps

## All the steps below form the process of making a motorcycle available. Each step is essential and a prerequisite for the use of the motorcycles in the field

## Recruitment : job offer and driver’s license

When recruiting a person for a position requiring the use of a motorcycle, it is mandatory to specify this in the job offer. This is mainly done by stating in the offer that the candidate must be able to provide a valid driving license in order to apply for the position.

The mission may consider different options to address the diversity and inclusion issues this may raise. A reflection with the programme team is necessary to identify the issues and address them adequately.

## Eye Test

As part of the medical examination following recruitment, the employee's visual acuity will be tested and a specific mention will be made on this point in order to validate his/her fitness to drive.

Upon recruitment to the position, the employee shall provide a valid eye test. If the employee's eyesight isn't sufficient to allow him/her to operate a motorcycle under good conditions, the employee shall ensure that he/she is equipped with an appropriate corrective device to ensure safe driving.

## Driving Test

Following recruitment and validation of the driving license, the candidate must still complete an in-house driving test to verify his or her ability to drive a motorcycle provided by the organization. This test is mandatory to confirm the following points :

* The employee has sufficient driving skills to ensure his/her own safety and the safety of others
* The organization validates the provision of "sensitive" equipment to this employee

You will find an example of a driving test in Annex 01.

## Road Safety Awareness

This step of the process is conditional upon the employee's performance on the driving test.

* If the employee does not obtain a satisfying result on the driving test, he or she must undergo practical training (organized internally or by a service provider) and then take the AAH road safety awareness module.
* If the employee passes the test, he or she does not need to take the practical training and goes directly to the AAH road safety awareness module.

### Practical awareness on motorcycle road safety

You will find an example of a practical training to drive a motorcycle in Annex 02.

### AAH Road Safety Theoretical Awareness Module

You will find the general presentation on road safety awareness for motorcycles in Annex 03.

## Employee’s commitment to the terms of use

The conditions of use engage the responsibility of the employee who thus certifies at least that :

* All the steps to make the motorcycle available have been completed;
* They commit to respecting the national legislation in force;
* They agree to respect the AAH general conditions of use of the motorcycle;
* They agree to abide by the specific use restrictions within the scope of AAH's activities and position;
* They commit to the rules and procedures of motorcycle maintenance;
* They commit to securing and protecting the motorcycle that is made available to them;
* They engage their moral responsibility, as well as their financial responsibility in the case of abuse of the provided equipment (refer to the mission's internal rules);
* They are informed of potential administrative sanctions in case of non-compliance with the conditions listed above.

The "Terms of Use" document must be dated and signed by the employee and filed in his/her HR file. You will find the template in Annex 04.

### Equipment provision

Each motorcycle user must sign an equipment allocation document related to the use of the motorcycles (**CF: Kit Log** [***Equipment Allocation***](https://nohungerforum.sharepoint.com/sites/KitLog/SitePages/EQUIPMENT.aspx) **document**). This document should be signed once all the steps of the provisioning process are validated.

### Accessories

#### Standard minimum accessories

The minimum compulsory equipment to drive a motorcycle :

* Helmet (provided by AAH) – AAH Driver and passengers
* First Aid Kit (in accordance to internal mission policy)

#### Recommended additional accessories

Additional accessories may be required depending on the conditions of use of the motorcycle, the scenarios of use, the security level of the bases and the risk analysis.

These may include :

* Gloves
* Closed-toe shoes
* Resistant jacket
* Resistant pants
* Mandatory identification material (provided by AAH - according to the mission's security policy)
* Tensioner/rope for securing a load

# The different use scenarios

## Use of motorcycles in AAH programs by AAH’s employees (this policy applies in full for this scenario)

### Use with a daily return to the base

The motorcycle must be parked and secured in AAH's office at the end of each day. The keys are left in the logistics office before the office closes.

If these measures cannot be respected, a validation from the base logistics department must be discussed and obtained (on the implementation of a complementary procedure).

### Use with a weekly return to the base

The motorcycle must be parked and secured in AAH's office each weekend. The keys are left in the logistics office before the office closes on Friday evening.

Every evening of the week, the motorcycle must be parked and secured in a place defined beforehand, in connection with the logistics department.

If these measures cannot be respected, a validation from the base logistics department must be discussed and obtained (on the implementation of a complementary procedure).

## Use of motorcycles given to AAH and used by its employees

For a donation made to AAH by a structure, it is first necessary to refer to the terms defined in the Memorandum of Understanding (MoU) signed with this structure on the terms of this donation.

In addition, the first step is to ensure that the motorcycle(s) is/are the property of the donor structure.

It is necessary to archive the documents related to the donation :

* Certification of signed donation issued by the structure
* Signed delivery note

For the concrete modalities of use, please refer to point 3.a. above.

* **In the scenarios in paragraphs 3.a. and 3.b.** mentioned above, a movement schedule must be in place in the base. This schedule must be sent to the logistics department (and to the Program Manager if he/she is not the sender) at the end of the week for the following week, and must be validated at least by the Logistics Focal Point. The purpose of this validation will be to ensure that:
	+ Planned movements are realistic in terms of distance/time of travel
	+ The routes used are adequate
	+ Existing safety standards can be met

## Use of motorcycles purchased by AAH and made available for a partner structure

For use by a partner, it is first necessary to refer to the terms and conditions defined in the MoU signed with this oganization. According to the defined use model, the AAH support will be adapted. It is quite possible to propose this policy for the use of motorcycles in the framework of a support to a partner in order to structure their use/management of motorcycles and to frame the support to this structure.

At the AAH level, it is necessary to archive the purchase file related to the purchase of these motorcycles, in the supply chain management tool and to issue the documents related to the provision :

* Equipment Allowance
* Handover document (Annex 05)

## Use of motorcycles purchased by AAH and given to a partner structure

For a donation to a partner or a governmental organization (non-exhaustive list), it is first necessary to refer to the terms and conditions defined in the MoU signed with this structure.

It is necessary to archive the purchase file in the supply chain management tool, to take the necessary steps with the relevant authorities and to issue the documents related to the donation:

* Certificate of donation signed by the parties
* Transfer of ownership documents issued by the authorities
* Signed delivery note
* **In the scenarios in paragraphs 3.c. and 3.d.** mentioned above. It is important to be able to frame certain issues regarding the use of the motorcycles by the partner via the MoU. In order to cover all these points, the checklist, in Annex 06, can help you define the essential elements related to this use.

## Rental motorcycle use

## With driver

In relation to the use of a motorcycle hired from a service provider, it is first necessary to refer to the clauses set out in the hire contract. This contract, signed between AAH and the service provider, must refer to the conditions of use laid out in this policy.

The service provider must therefore accept that the drivers under their responsibility will respect our *Terms of use*, which must be adapted to the use defined for the mission.

The passenger of the motorcycle, an AAH employee, undertakes to respect article ***2.e.ii. Accessories***

## Without driver

Regarding the use of a motorcycle rented from a provider without a driver and driven by an AAH employee, the same conditions of use will apply. That is to say, this policy will apply in its entirety, as in the case of a motorcycle owned by AAH and used for the activities of the organization.

## Use of a personal motorcycle by an employee for AAH activities

In certain cases and for various contextual reasons, AAH may resort to the use of its employees' personal motorcycles. The use of employees' personal motorcycles is not recommended, however, and must be justified and validated by the ROD. In this specific case, the mission must justify the contextual reason for this choice and specify whether it will be done on a one-off or permanent basis.

It will be necessary to obtain the prior authorization of the relevant employee and to explain to him/her the various issues related to this use in a professional context. The employee will have the possibility to refuse this procedure.

* In the event that the employee accepts this use, the entirety of this policy applies to the employee's working time (refer to the mission's internal regulations for office hours) and the *Terms of use* will to be adapted to the use defined on the mission.

In return, AAH undertakes to compensate the employee for aspects related to the maintenance of the vehicle as well as for fuel expenses in a reasonable manner.

* In the event that the employee refuses this use, AAH shall make every effort to remedy this lack of means in order to allow the employee to operate in his/her area of activity.

# Additional subjects

## Insurance

The Base Logistics Focal Point, and the Logistics HOD (in consultation with the HR HOD) at the national level, must ensure that the motorcycle fleet is covered by insurance. This insurance should be at least third party and ideally "all risk".

## First Aid

Each motorcycle (and therefore motorcycle rider) must be equipped with a small first aid kit. This kit must be in accordance with the internal policies developed on this subject at the mission and/or headquarters level.

## Tracking

It is strongly recommended to equip the motorcycles with a tracking system in order to monitor movements and alerts (speeding, red zone, etc..). This also allows us to improve our safety management.

Tracking solutions can be provided locally (recommended solution), but headquarters can also provide solutions.

In order to determine the best tracking solution, it is recommended to consult with the relevant focal points at headquarters (Logistics and/or Security).

## Medical evacuation

It is necessary to ensure that the Medevac procedure is up-to-date in the mission security plan.

This procedure must, of course, consider an on-site Medevac (and not only from the AAH base) for the complete area of the program activities. This means, among other things, that you must be able to move an ambulance on site, or that your insurance covers this service.