

**Conditions of use of the motorcycles**

**Employee Certification**

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| As a driver of a motorcycle provided by Action Against Hunger (AAH) for official activities, personnel agree to comply with AAH policies and procedures as detailed in the National Safety Guide, the base of operations' LSOPs, and this document. |

# CONDITIONS OF USE :

I certify that:

1. I hold a valid motorcycle driver's license and that this license remains valid for the duration of the use of the motorcycle made available by AAH to carry out the mission.
2. I received an explanation of the rules of use of the motorcycles from the logistics manager of the AAH base to which I am attached.
3. I know who my supervisor is.
4. I will wear the provided helmet, protective gear and AAH identification material (vest, polo shirt...) at all times while riding the motorcycle.
5. I will give priority to defensive driving at all times.
6. I have read and understood the AAH travel rules detailed in the local safety guide, including what to do at a checkpoint or in case of an accident, and will abide by them at all times.
7. I will always refer for approval to my supervisor and/or the logistics manager if I make unscheduled movement requests. I will also observe all applicable rules regarding the time frame for returning the vehicle to base from the field, unless otherwise approved by my supervisor.
8. I will immediately report to AAH any change in my status that places me outside of AAH's driving qualifications, such as health problems or driver's license suspension.
9. I undertake to respect the speed limits in force in the country's legislation and to refer to AAH's local safety plan if these are different.

# B.COMPLIANCE WITH CURRENT LEGISLATION :

I certify that:

1. I will drive the vehicle in accordance with all applicable national traffic laws and regulations.
2. I understand that I will be fully responsible for all traffic violations and fines resulting from my use of an AAH motorcycle.
3. I will not operate the motorcycle under the influence of illegal drugs, alcohol or any other substance that may affect my ability to drive or may cause drowsiness.
4. I will not use a cell phone or smoke while driving.

# C. MAINTENANCE AND USE :

I certify that:

1. I will ensure that the Logbook is completed for each trip, including the number of liters of fuel added at each station stop.
2. I will check the motorcycle daily before using it and report any damage or defects found to the AAH Logistics Manager.
3. Before and after each use, I will inspect the vehicle, check the oil, coolant, brake fluid, brakes, tires, lights and other safety equipment for observable defects, and report any detected defects immediately to the AAH Logistics Manager in charge.
4. I will immediately report any accident, property damage or violation to the AAH Logistics Manager in charge for further instructions. All such reports will be made in good faith.

# D. PARKING :

I certify that:

1. I will not leave the motorcycle unattended, if necessary, I will ensure that the motorcycle is parked in a secure area.
2. If needed, and depending on the context and the impossibility to respect the above point, I will use the padlock provided by AAH.

# E. RESTRICTION OF USE :

I certify that:

1. I understand that private use of the AAH motorcycle is strictly prohibited by AAH regulations.
2. I will not allow any unauthorized person to use the motorcycle.
3. I will not allow the transportation of any soldier or armed person.
4. I will not carry more than one authorized passenger who must also wear a protective helmet.
5. I will have each authorized passenger, external to AAH, sign a liability release.

# F. LIABILITY :

1. I will be fully financially responsible for any deductible insurance in the event of an accident, damage or violation resulting from my fault in the use of the motorcycle. My liability shall be determined by the police report.
2. As an AAH employee, I understand that all of the above requirements must be met and complied with prior to and during the period when I am authorized to use the motorcycle provided by AAH for project activities. Failure to comply with the above requirements may result in the withdrawal of the use of the motorcycle provided and administrative sanctions.

By signing below, I certify that I have received the necessary explanations regarding this document, that I have understood its contents and that I accept the conditions stated above.

Date :

Name and first name :

Signature :