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**Road Safety - Framework for Accountability**

Accountability refers to the ownership of road safety management responsibilities and the obligation to report on the discharge of those responsibilities. An Accountability Framework helps to outline both the ownership of responsibilities relating to road safety management, as well as plans for information gathering, monitoring and reporting.

An Accountability Framework describes the initiative, its purpose and intended results, how the road safety performance will be monitored, and whether or not an evaluation is planned.

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|  | **Road Safety Accountability** |
| **Executive Director** | The Executive Director ensures the overall safe operation of the vehicle fleet and staff. |
| **Regional Directors** | 1. Ensure that road safety is a core component of all organisation programmes and activities.
2. Ensure all manager and personnel working for them support the Executive Director but also discharge their responsibilities in ensuring compliance with the policy.
3. Ensure necessary resources to achieve the goal of zero road fatalities and injuries are provided.
4. Liaise with the Operations Director to ensure a coherent, organisation-wide approach to road safety.
5. Have an obligation to advocate for global road safety in all available forums.
6. Have a duty of care to ensure all personnel employed by the organisation and other road users are not exposed to exceptional road safety risk and that all measures are taken to mitigate road safety risk.
7. Recognise and reward good performance in road safety.
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| **Operations Director** | 1. Ensure that road safety is a core component of all support functions provided by operations.
2. Ensure all manager and personnel working for them support the Executive Director but also discharge their responsibilities in ensuring compliance with the policy.
3. Liaise with Regional Directors to ensure a coherent, organisation-wide approach to road safety.
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| **Director of Security** | 1. Advising the Operations Director on road safety issues
2. Providing guidance to the Regional Directors on road safety issues.
3. Assisting/supporting the mobilisation of resources to assist field offices in the implementation of the road safety policy.
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| **Country Directors / Representatives** | 1. Being responsible for the road safety of personnel at the duty station and other road users.
2. Ensuring road safety is a core component of all programmes in the country and appropriate funding is provided based on need.
3. Consulting with the Director of Security on all matters concerning road safety.
4. Ensuring full and complete compliance by his/her personnel with all road safety policy.
5. Taking action on cases of non-compliance of road safety policy, practices and procedures.
6. Ensuring all activities of the Country Office are conducted in a way that manages road safety risk.
7. Reporting to the Director of Security all road safety related incidents.
8. Ensuring that all his/her personnel attend appropriate road safety awareness training and briefing and personally attend all training programmes.
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| **Regional Security Advisors** | 1. Acting on behalf of the Director of Security from whom they have delegated responsibility to coordinate and control road safety arrangements in region of responsibility.
2. Keep the Director of Security systematically informed regarding road safety incidents in their region of responsibility.
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| **Country Security Advisors** | 1. Advising and assisting the Country Director / Representative or operations manager on his/her road safety related responsibilities.
2. Managing day-to-day road safety related matters.
3. Conducting country specific road safety risk assessments.
4. Preparing, maintaining and updating the country-specific road safety plan.
5. Immediately reporting all road safety related incidents involving personnel and other road users to the Regional Security Advisor.
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| **Persons employed by the organisation** | 1. Familiarising themselves with information regarding the road safety.
2. Applying and complying with all road safety regulations and procedures at the duty station, whether on or off duty.
3. Comporting themselves in a manner which will not unnecessarily increase road safety risk to themselves of others.
4. Reporting all road safety related incidents in a timely manner.
5. Attending and completing all road safety training relevant to their level and role.
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