 **Country Office Driving and Motorbike Regulations**

1. Only personnel issued with DCA driving authorisation may drive a DCA Motorbike. Any staff member found driving without DCA driving authorisation will be disciplined with either a written warning or dismissal.
2. International Staff are not allowed to ride or travel as a passenger on DCA or other Motorbikes unless this is the only transport option available.
3. All riders of DCA Motorbikes MUST provide a photocopy of their driving licence for the riders’ file.
4. Under no circumstances may DCA Motorbikes be used for personal benefit or use unless prior written approval has been given by the Country Director. Any rider discovered using a DCA Motorbike for personal use will be disciplined with a final written warning or dismissal.
5. Daily checks of oil and fuel levels **MUST** be carried out each morning before starting the motorbike.
6. All motorbikes should carry a basic toolkit and a copy of the necessary documents including motorbike insurance and registration.
7. All National speed limits and traffic regulations **MUST** always be followed. The speed for all DCA motorbikes is a **Maximum of 80 Kph** on highways outside of towns and cities unless traffic road signs indicate a lower speed.
8. When driving in towns, villages or inhabited areas, extreme caution **MUST** be taken. Speeds should be kept to the National speed limit or lower**,** when children, animals or large crowds of people are observed.
9. Speeds of motorbikes should be reduced to the road and weather conditions.
10. Riders exceeding the speed limit may be disciplined either with a verbal or written warning.
11. All speeding and traffic violation fines are to be paid by the rider. DCA will not be liable for payment of fines.
12. The rider and **passenger MUST always wear helmets and boots or shoes** whilst riding on DCA Motorbikes.
13. The passenger limit of one and load carrying capacity of the motorbike should not be exceeded at any time. Any fine relating to the vehicle capacity will be paid by the rider.
14. No unauthorised passengers may be carried on DCA Motorbikes, this includes all military and other armed personnel.
15. No weapons are to be carried on the motorbike.
16. Smoking is not allowed whilst riding DCA motorbikes.
17. Riding under the influence of drugs or alcohol will result in immediate dismissal from DCA.
18. Riders may not use mobile phones (unless they have hands free devices fitted) whilst the motorbike is moving. In the event the rider needs to use a mobile phone, he/she should find a safe place to park before using the phone.
19. Driving after dark is not permitted outside of towns and cities unless in an emergency or with written authorisation of the Country Director.
20. Travel **restrictions must be observed** in accordance with security guidelines, including restrictions on travel after dark and lone travel.
21. Any DCA rider involved in an accident will report the accident immediately to their Line Manager, CD a Fleet Manager/Responsible and Security Officer/ Manager and when relevant to Local Police. **He/she will not admit liability** in any accident involving a third party until a full investigation has taken place. The responsible rider will cover any costs incurred through liability admitted by a DCA rider before an investigation has taken place.

In the case of a motorbike accident that does not allow for the journey to continue, the rider and passenger should immediately carry out the following:

1. Take necessary measures to prevent any danger to other vehicles or traffic
2. Call necessary emergency services in the event of injuries to DCA staff or third parties.

In the event of an accident or incident a full written Accident Report must be submitted within 24 hours.

1. Any DCA rider involved in an accident, which after investigation reveals that due care was not taken or that the accident was a result of speeding or careless riding, will be disciplined. This may be a written warning or percentage of the repair costs ( Dependent on Local Labour Laws) to be decided upon by the Country Director.
2. All riders are responsible for their respective vehicles and are responsible for the safe loading of equipment and goods and should assist with the unloading of equipment and goods.
3. All riders are responsible to ensure that the Periodical Services are performed in due time. He/she must contact his/her line manager at least a week before the motorbike is due to be serviced for a mechanic to be arranged to perform the service.
4. The rider is responsible for keeping the vehicle fully fuelled. The motorbike should not be parked overnight with less than half a tank of fuel.
5. The rider is responsible for keeping the motorbike clean and reporting any mechanical issues to their line manager.
6. All riders must drive slowly when approaching checkpoints along the route.
7. Ensure the motorbike is always safe and secure whilst in his/her custody.

It is Mandatory for ALL riders to daily update the Vehicle Log Sheet. Vehicle Log Sheets are to be finalised by the last working day of each month. The Monthly Logbook should be handed over to the Logistics Department for completion of the monthly vehicle report. New Monthly Motorbike Log Sheets will be issued on the last day of the month by the Logistics Department.

I have read and understood the conditions of use above and confirm that I agree to abide by them.

**Name:**

**Position:**

**Signature:**

**Date:**