

SCI ROAD SAFETY POLICY

Functional Area:	Global Safety and Security & Supply Chain (to be updated in 2024)
Owner (Name + Position):	Pete Walsh, Global Director of Safety and Security, Willem Zuidema, Global Director Supply Chain
Approved by:	David Wright, Chief Operating Officer
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Languages (inc. hyperlinks):	French, Spanish, Arabic
Applicable to:	All SCI Staff Globally

SECTION 1: PURPOSE

Road traffic injuries are the leading cause of death for children and young adults aged 5-29 years.

Each year SCI vehicles (owned or rented) are involved in Road Traffic Accidents (RTAs) that result in injury or death to our staff or members of the community, including children.

It is generally acknowledged that most RTAs are preventable (Source: The High Toll of Traffic Injuries Preventable and Unacceptable, Global Road Safety Facility) and SCI sets out this policy to ensure that SCI vehicles (owned and rented) do not cause the loss of life to our staff or to members of the communities we serve.

This policy is structured around five pillars of Road Safety namely:

1. Road Safety Management
2. Safer Vehicles
3. Safer Road Users
4. Post-Crash Response
5. Safer Road Environments

This policy applies to all SCI staff and all SCI vehicles (owned or rented) whether serving development or humanitarian projects. Vehicles include Cars, Trucks, Armoured Vehicles, and Vans, Motorbikes or other motorised vehicles used to transport staff or cargo.

This policy is owned globally by the Directors of Safety and Security and Supply Chain, must be enforced regionally by Regional Directors and is the responsibility of Country Directors to enforce with countries.

SECTION 2: POLICY STATEMENT(S)

1	Road Safety Management	<p>1.1 GSS and Supply Chain co-own the organisational response to Road Safety.</p> <p>1.2 SCI will maintain a Road Safety Governance Group (RSGG) and a Road Safety Working Group (RSWG) to drive a reduction in RTAs.</p> <p>1.3 Supply Chain set-out the operational approach to Fleet Management as part of the Fleet Manual.</p> <p>1.4 This policy covers all motorised vehicles (owned or rented) including Taxis.</p> <p>1.5 Violating this policy could be grounds for disciplinary action including dismissal.</p> <p>1.6 All provisions in this document apply to rental companies and should be including in framework agreements or contracts with providers.</p> <p>1.7 SCI owned and SCI rented vehicles should only be used for work purposes (see 3.12 for further details)</p> <p>1.8 Private vehicles (owned by employees) can be used by employees to travel short distances to meetings or conferences providing it has been approved locally by the Country Director and written in local travel policy. Private vehicles should not transport cargo or passengers.</p> <p>1.9 SCI vehicles must be operated in line with prevailing safety and security guidelines on safe areas, safe routes, and other applicable guidelines.</p> <p>1.10 Safety and Security must determine the branding of SCI vehicles and whether they should travel with logos or not.</p>
2	Safer Vehicles	<p>2.1 All vehicles must comply with SCI vehicle standards as set-out in the Fleet Manual.</p> <p>2.2 All SCI drivers and passengers must always wear seatbelts.</p> <p>2.3 As we rejuvenate our Fleet, we aim to ensure that no SCI owned or rented vehicles are older than 5 years or have 150,000 KM on the odometer.</p> <p>2.4 SCI owned or rented vehicles should be fitted with In-Vehicle Monitoring Systems (IVMS) with the minimum technological abilities required in the Fleet Manual (speed recording, journey tracking, and alert notifications, geo-fencing).</p> <p>2.5 Riders of motorcycles for business purposes must be provided with safety equipment including Helmets, Reflective Jackets.</p> <p>2.6 SCI owned and rented vehicles (excluding motorbikes) must be registered and recorded in ProFleet or Fleet Trackers and relevant information (Fuel, Maintenance, Odometer, Driver information) must be recorded.</p> <p>2.7 Checks must be undertaken on vehicles prior to, during and after journey to ensure the integrity of the mechanical condition of the vehicle.</p> <p>2.8 Prior to reversing Drivers must ensure no persons are behind or under the vehicle and use passengers to help reversing if required.</p> <p>2.9 Vehicles must be insured.</p> <p>2.10 Vehicles must be maintained in line with manufacturer guidelines.</p> <p>2.11 All journeys must be logged in a paper or electronic logbook.</p> <p>2.12 All vehicles should include a printed notice outlining vehicle safety standards and driver and passenger behaviour standards.</p> <p>2.13 All suppliers of vehicle services (rental cars, taxi services) must have a contract or framework agreement in place which outlines the minimum standards required to comply with this policy.</p>
3	Safer Road Users	<p>3.1 Drivers must be licensed by the relevant authority to legally operate the SCI vehicle that they are allocated.</p> <p>3.2 Drivers must always comply with local legislation on the roads.</p> <p>3.3 If SCI local rules are stricter (e.g., lower speed limits that set nationally) then SCI drivers must also comply with SCI rules.</p> <p>3.4 Drivers must be fit to drive and undertake testing as indicated in the Fleet Manual</p> <p>3.5 Drivers must never be under the influence of alcohol, drugs (illegal or prescribed) or other substances which may impair their driving performance.</p> <p>3.6 Drivers (employed by SCI or by rental companies) must complete on boarding training in line with organisational standards (including safeguarding, safety, and security) and the training outlined in the Fleet Manual or other relevant places.</p> <p>3.7 Speeding is a leading cause of accidents and Drivers must always comply with speed limits. Drivers should avoid harsh accelerating or harsh braking.</p>

		<p>3.8 Drivers should not operate mobile communications devices (phones or radios) whilst driving even when using hands-free equipment. Electronic navigation devices may be used.</p> <p>3.9 Drivers should not eat whilst driving or undertake any other activities which distract from driving the vehicle.</p> <p>3.10 Drivers must take at least 15-minute break every 2 hours stopping at a safe place when reasonable to do.</p> <p>3.11 Drivers may only transport people directly related to SCI programming activities – this may occasionally involve transporting non-SCI staff – in these cases the non-SCI passenger waiver form must be completed and signed by the CD or most senior person present.</p> <p>3.12 Vehicles may be used for essential personal trips in contexts where staff require SCI support to undertake necessary activities (eating, shopping) and due to context or security situation it is not practical or safe to use alternative means of transport. This must be documented in a country specific policy.</p> <p>3.13 SCI vehicles must not be used to transport children without a risk assessment review being undertaken by programme manager and reviewed by safeguarding focal point and the non-SCI waiver form must be completed and signed by the CD or delegate.</p> <p>3.14 Drivers should never, in any circumstances, be alone in vehicles with children.</p> <p>3.15 Passengers should plan their trips in advance and consult with their Fleet co-ordinator and (where relevant) safety and security to avoid travelling in adverse weather conditions, at night, and through insecure contexts.</p>
4	Post-Crash Response	<p>4.1 As per the safeguarding framework statement in the letter of assurance COs must have in place mapping information detail child and adult victim/survivor support and care services which may need to be accessed in the event of a Road Traffic Accident.</p> <p>4.2 All RTAs or Near Misses should be reported by the Driver to the Supply Chain Fleet Focal point and Safety and Security Focal Point as soon as is practical but no longer than 24 hours after the incident unless that is impossible due to connectivity.</p> <p>4.3 All RTA must be reported in Datix and should be reported by the Driver or Passengers involved in the accident or other relevant person.</p> <p>4.4 Damage only accidents or near-miss accidents must be reported in Datix and investigated by Supply Chain</p> <p>4.5 Accidents involved hospitalisation/injury must be reported in Datix and investigated by Country Office Safety and Security</p> <p>4.6 Accidents which result in fatalities must be reported in Datix and investigated by Country Office Safety and Security. Regional Safety and Security are responsible for ensuring this investigation is done and Global Safety and Security are accountable for it.</p> <p>4.7 Safeguarding must be informed of any fatality and or injury to a child or adult and must be informed and consulted about follow-up actions.</p> <p>4.8 The Country Director must present the accident findings to the Road Safety Governance group no later than three months after the incident.</p>
5	Safer Road Environments	<p>5.1 Road Safety should be considered as part of programme design when relevant (for example – provision of education), this is to minimise the risk of Road Traffic Accidents for children.</p> <p>5.2 Employees should model safe Road behaviours in all aspects of life (e.g., when driving personnel vehicles).</p> <p>5.3 Drivers must take added caution around high-risk areas where children frequent such as schools, health facilities, recreation, and shopping areas</p>

SECTION 3: DEFINITIONS

Word/Term	Definition
Vehicle	Vehicles include Cars, Trucks, Armoured Vehicles, Vans, Motorbikes, or other motorised vehicles used to transport staff or cargo. Vehicles can be owned by SCI or rented (taxis are a form of rental vehicles).
Driver	Any employee who is driving an SCI owned or rented vehicle for SCI work purposes (for avoidance of doubt this could include employees who are not professional Drivers)
Road Safety Working Group	A working group set up to improve SCI record on Road Safety
Road Safety Governance Group	A governance group set up to improve SCI record on Road Safety

SECTION 4: RELATED DOCUMENTS

1	Fleet Management Manual Relevant sections Fitness to drive Vehicle Speed Guidance Vehicle Safety Standards Recruitment and Testing Standards IVMS Fleet Manual Section
2	PART Proposal Award Risk Tool (Supply Chain Risk Checklist)
3	Guidance Safeguarding in Supply Chain
4	Guidance Safeguarding in Safety and Security
5	SCI SG Risk Directory (Supply Chain-Fleet Section)