

GOVERNMENT OF ANGUILLA MOTOR VEHICLE USAGE POLICY

1. BACKGROUND

- 1.1. The Government of Anguilla (GoA) and its statutory bodies, as of December 2011, have a fleet of 129 vehicles including heavy equipment, specialised equipment, emergency service vehicles and school buses.
- 1.2. Government vehicles are currently distributed amongst its various ministries and departments.
- 1.3. Some departments require continuous use of vehicles for assessments, inspections and investigations, while others require occasional use. Some departments require a particular type of vehicle for a particular purpose, whether short term or long term. There is therefore the need for occasional reassignment and sharing of vehicles.
- 1.4. The Ministry of Infrastructure, Communications, Utilities and Housing (MICUH) is mandated to ensure that the acquisition, usage, maintenance, and roadworthiness requirements of the Government's fleet of vehicles are met.
- 1.5. While there are procedures being used by the Ministry of Infrastructure to guide its officers in performing their duties, these are not widely known within the rest of the public service or by Executive Council.
- 1.6. Public perception is that government vehicles are being abused and used for purposes other than the delivery of government services.
- 1.7. A clear statement of the policy of the GoA on the use of government vehicles is therefore necessary to provide guidance in the cost effective and efficient use of government motor vehicles.

2. STATEMENT OF POLICY

- 2.1. Government vehicles are the property of the Government of Anguilla. They are assigned to the various departments and may be re-assigned to other ministries or departments at any time. All vehicles belonging to the Government of Anguilla should be used solely to deliver government programmes, projects, and services.
- 2.2. MICUH is mandated to ensure that the all requirements relating to the Government's fleet of motor vehicles are met. Therefore, MICUH is responsible for all matters relating to the management of the fleet.

3. PURPOSE

To define and describe the usage parameters related to the operation of Government vehicles by its employees. This policy aims to:

- a. Ensure the safety of GoA employees when operating government vehicles;
- b. Promote the efficient and effective usage of vehicles;
- c. Establish standards and procedures for all GoA employees who drive GoA vehicles and equipment.

4. APPLICATION

- 4.1. Subject to section 4.2, this policy applies to all personnel in GoA Departments and the government agencies listed in Appendix A, and to all vehicles bearing registration identification 'G'.
- 4.2. Emergency vehicles, such as vehicles operated by the Police Force, Anguilla Emergency Medical Service and the Anguilla Fire and Rescue Service, have specialized procedures for their operation and are not subject to this policy, except as specifically provided herein.

5. DEFINITIONS

"Department" includes a government agency;

"Department Head" includes the senior officer of a government agency;

"Driver" means a person authorised to drive a government vehicle;

"Fleet Manager" means the public officer responsible for management of the Government's fleet of motor vehicles;

"Government agency" means a government agency referred to in Appendix A;

"Government vehicles" means the government vehicles to which this policy applies;

"Member", in respect of a department, means a person employed at the department, and includes a contractor and a temporary employee;

"Minister" means the Minister responsible for infrastructure;

"Permanent Secretary" means the Permanent Secretary responsible for infrastructure.

6. AUTHORITY, ACCOUNTABILITY AND RESPONSIBILITIES

6.1. AUTHORITY

- 6.1.1. The Permanent Secretary shall be the issuing authority for this policy.

- 6.1.2. The Permanent Secretary shall be the issuing authority for the disposal of Government vehicles and equipment in accordance with such rules governing Government procurement as may be in effect.

6.2. ACCOUNTABILITY

- 6.2.1. The Minister is accountable to Executive Council for implementation of this policy.
- 6.2.2. The Permanent Secretary is accountable to the Minister for administration of this policy.
- 6.2.3. Each Department Head is accountable to the Permanent Secretary for the enforcement of this policy in his or her department.
- 6.2.4. Each member of a department is accountable to the Department Head for his or her compliance with this policy.
- 6.2.5. Failure to comply with this policy may constitute a disciplinary offence under General Orders and revocation of the Drivers' authorisation to operate a government vehicle.

6.3. RESPONSIBILITIES

- 6.3.1. The Permanent Secretary's responsibilities in respect of this policy include:
 - a. Establishment of specifications and standards for the acquisition and disposal of vehicles, including emergency vehicles, in accordance with such rules governing procurement as may be in effect;
 - b. Establishment of standards and procedures for the usage of vehicles;
 - c. Assignment of duties to the Fleet Manager;
 - d. Any other matter assigned to him or her under this policy.
- 6.3.2. The responsibilities of the Fleet Manager in respect of this policy include:
 - a. Managing the usage of government vehicles and ensuring, to the greatest extent possible, that each department's transportation needs are met;
 - b. Liaise with the VIC to ensure the maintenance and repair of government vehicles;
 - c. Ensuring that up-to-date maintenance and service records are maintained in respect of each government vehicle, including emergency vehicles;
 - d. Ensuring the servicing of all government vehicles upon return to the Department of Infrastructure, prior to assignment or re-assignment and every 4 months thereafter in accordance with Appendix D;
 - e. Any other matter assigned to him or her under this policy.

- 6.3.3. The responsibilities of each Department Head, including any Department Head responsible for an emergency vehicle, in respect of this policy include:
- a. Implementation and enforcement of this policy within his or her department;
 - b. Coordination and communication of his or her department's vehicle needs and plans with the Fleet Manager
 - c. Verifying a person's qualifications to drive a government vehicle and issuing written authorisation to drive that vehicle;
 - d. Ensuring that any government vehicle assigned to his or her department or government agency is operated in accordance with this policy;
 - e. Ensuring that the department maintains up-to-date records regarding government vehicle use, including:
 - i. in respect of each driver, a copy of the written authorisation to drive, his or her driver's licence and a signed Vehicle Use Policy form acknowledging receipt and understanding of this policy,
 - ii. vehicle usage logs;
 - f. Ensuring that accidents are reported and vehicle maintenance schedules are adhered to;
 - g. Co-ordinating repairs and maintenance through the Fleet Manager;
 - h. Any other matter assigned to him or her under this policy.
- 6.3.4. The responsibilities of each member of a department, including members of departments that utilise emergency vehicles, in respect of this policy include:
- a. Familiarising himself or herself with this policy and ensuring his or her full compliance with it;
 - b. Signing a Vehicle Use Policy form acknowledging receipt and understanding of this policy before being permitted to drive a vehicle;
 - c. Immediately reporting to the Department Head any traffic infraction or accident, no matter how minor;
 - d. Reporting to the Department Head any defects or faults that have occurred or may be developing on the vehicle being operated;
 - e. Signing the vehicle in and out on the department's vehicle usage log;
 - f. Keeping the vehicle free of litter, pets, food and drink residue;
 - g. Ensuring that no smoking occurs in the vehicle;
 - h. Any other matter assigned to him or her under this policy.

7. VEHICLE POOLS AND ASSIGNMENT PROVISIONS

As discussed in Part 1, some departments require continuous use of vehicles for assessments, inspections and investigations, while others require occasional use. Some departments require a particular type of vehicle for a particular purpose, whether short term or long term. There is

therefore the need for occasional reassignment and sharing, or pooling, of vehicles. In this section, procedures to deal with these requirements are established.

7.1. VEHICLE POOLING

This entails the day-to-day scheduling and utilisation of government vehicles amongst authorised drivers within and between government departments to carry out their official duties. Government vehicles will be assigned under the categories of “unrestricted-use”, “on call use”, “protocol-use” or “work-related”. The Fleet Manager will oversee the assignment of government vehicles and ensure, to the greatest extent possible, that each department’s transportation needs are met.

7.1.1. Departmental Pooling: Departmental pooling is the notion that vehicles assigned to a department are scheduled between Drivers within that department to meet the department’s needs in fulfilling its official duties.

7.1.2. Interdepartmental Pooling: Interdepartmental pooling is the notion that vehicles may be assigned across departments or ministries. This is activated by a request for a vehicle, or for a particular vehicle from a Department Head to the Fleet Manager. Vehicles are booked, except in the case of emergencies, at least 1 day in advance but may be booked up to 2 weeks in advance. However, in the case of emergencies, vehicles could be assigned immediately with the authorisation of the Permanent Secretary. When the assignment expires, the vehicle is to be returned to Department of Infrastructure.

7.1.3. Availability of Keys: Each Department Head must ensure that, for all vehicles assigned to his or her department, at least one key is provided to the Fleet Manager. The Fleet Manager will be responsible for ensuring that these keys are stored securely.

7.1.4. Criteria for Placement of Vehicles in Pool: This will be governed by the ‘Guidelines for the Selection and Placement of Government Vehicles’. All disputes related to the selection and placement of government vehicles in the pool would be settled by the Permanent Secretaries.

7.2. VEHICLE ASSIGNMENTS

This section describes the different categories under which government vehicles may be assigned and the uses permitted for vehicles assigned under each category.

7.2.1. Unrestricted Use: Vehicle usage is not restricted in this category. Executive Council members and persons designated by Executive Council have unrestricted use of a Government vehicle. Drivers of unrestricted use vehicles are subject to the laws of Anguilla and any agreements which may outline the terms of usage of the government vehicle. The rules set out in section 8.2 do not apply.

- 7.2.2. **On Call Use:** A vehicle may be assigned under this category to a Driver who is on call to respond at any time to work related appointments and emergencies. These Drivers have 24-hour use of the vehicle while it is assigned to him or her and may use discretion as to the personal use of the assigned vehicle. However, all personal use must be reported to the Department Head on a weekly basis on the form set out in Appendix G and the rules set out in section 8.2 shall apply when the vehicle is used for personal use.
- 7.2.3. **Protocol Use:** Certain vehicles may be assigned under this category to the Ministry responsible for protocol. Such vehicles would be identified at the commencement of each year by the Fleet Manager in consultation with the Ministry responsible for protocol. The vehicles identified would continue to be assigned for use in other categories, but would be made available on a priority basis for protocol use at such times as may be specified by the Ministry responsible for protocol and scheduled with the Fleet Manager.
- 7.2.4. **Work-related Use:** A vehicle may be assigned under this category for special circumstances of work, including night work and supervision or monitoring of work outside of work hours. Personal use is prohibited. However, with the written approval of the Permanent Secretary, the vehicle may be parked at the Driver's residence, depending on the circumstances of the work.

8. GENERAL USAGE PROVISIONS

8.1. Use of Government Vehicles

- 8.1.1. Subject to paragraphs 7.2.1 and 7.2.2, government vehicles are only to be used for government business.
- 8.1.2. Vehicles should be used only for purposes appropriate to their design. For example, a vehicle that is not suitable for off road activities should not be used to traverse rough terrain. If a department needs to use a vehicle for purposes that are not appropriate to the design of the vehicle assigned, the Department Head should contact the Fleet Manager make alternate transportation arrangements.
- 8.1.3. Other than persons who have unrestricted use of a Government vehicle as referred to in paragraph 7.2.1, no person shall drive a government vehicle without written authorisation from his or her Department Head.
- 8.1.4. To qualify for authorisation to drive a government vehicle, including an emergency vehicle, a person must:
- a. be member of a department other than a contractor, and possess for a minimum of six months a valid and appropriate class Anguilla Driver's Licence; or

- b. be a visiting official or contractor and possess an appropriate class Anguilla Driver's Licence or a Visitor's Temporary Driver's Licence issued under the Vehicle and Road Traffic Act.

8.1.5. Any person who knowingly has a health issue that could possibly impair his or her ability to drive should, before obtaining authorisation to drive a government vehicle, obtain a medical certificate from his or her medical practitioner and present same to his or her Department Head.

8.2. Personal Use of Vehicles

8.2.1. Subject to paragraphs 7.2.1 and 7.2.2, Drivers shall not operate government vehicles for personal use.

8.2.2. Passengers should only be transported in relation to official business or in the case of an emergency. Picking up hitchhikers is not permitted.

8.2.3. Family members or other persons who are not employees of GoA must not be transported in government vehicles unless exigent circumstances require such transportation, or with the written approval of the Permanent Secretary.

8.3. General Care of Vehicles

Cleaning and service of government vehicles is provided by the Vehicle Section of the Department of Infrastructure. This section describes the procedures to deal with the general care of government vehicles.

8.3.1. The Department Head is responsible for ensuring that each vehicle regularly assigned to his or her department is washed and cleaned as necessary, but not less than every two weeks. A monthly vehicle cleaning schedule will be developed by the Fleet Manager and sent via email to all Permanent Secretaries and Department Heads. If any vehicle requires cleaning in addition to the regularly scheduled cleaning, the department may contact the Fleet Manager to schedule such cleaning.

8.3.2. All government vehicles, other than vehicles assigned for protocol use, are serviced every 4 months. Vehicles assigned for protocol use are serviced every 3 months. A monthly vehicle service schedule will be developed by the Fleet Manager and sent via email to all Permanent Secretaries and Department Heads. If any vehicle requires service in addition to the regularly scheduled service, the department may contact the Fleet Manager to schedule such service.

8.3.3. Each Department Head is responsible for ensuring that vehicles to be cleaned or serviced are delivered to the MICUH/Department of Infrastructure compound at the scheduled time.

- 8.3.4. If, in the exigencies of a department, a vehicle scheduled for cleaning or service is required for use by the department, the Department Head shall contact the Fleet Manager no less than 24 hours before the scheduled time to co-ordinate alternate arrangements.
- 8.3.5. The Department Head is responsible for ensuring that each vehicle regularly assigned to his or her department is inspected for licensing as specified in the Vehicle and Road Traffic Act and Regulations in a timely manner.
- 8.3.6. The Department Head is responsible for ensuring that the condition of each vehicle regularly assigned to his or her department is checked in accordance with the checklist in Appendix B and that the checklist is completed in respect of each vehicle on a weekly basis.
- 8.3.7. Training will be provided by the Department of Infrastructure to assist the departments in taking the necessary steps to complete the checklist. The Department Head should contact the Fleet Manager to arrange such training.
- 8.3.8. If there is no member of the department available to perform the weekly check, the Department Head should arrange with the Fleet Manager for the weekly check to be made by a member of the Vehicle Section of the Department of Infrastructure.
- 8.3.9. If, upon completion of the checklist, there are items that are defective or missing or if air or fluid levels are unsatisfactory, that Driver should immediately contact the Fleet Manager for assistance.
- 8.3.10. All repair and servicing contracts that relate to emergency vehicles must meet the standards and approval of the office of the PS responsible for vehicles.
- 8.3.11. At the request of the Fleet Manager, a Department Head responsible for an emergency vehicle shall produce information on that vehicle.

8.4. Accidents or incidents involving Government Vehicles

- 8.4.1. In the event of an accident or other incident (theft, malicious damage, etc.) involving a government vehicle, each Driver must
- a. report the accident or incident immediately to his or her Department Head and the Police; and
 - b. complete a GoA Vehicle Accident Report (Appendix C) and return it to the Department of Infrastructure, Vehicle Section via the Department Head.
- 8.4.2. If the accident or other incident is wholly or mainly due to the Driver's own culpable negligence or misconduct, including failure to comply with this policy, the Driver may be required to reimburse the GoA for any costs incurred as a result of the accident or incident.

8.4.3. If an accident or other incident occurs while the vehicle is being driven for personal use, regardless of whether the accident or other incident is wholly or mainly due to the Driver's own culpable negligence or misconduct, the Driver may be required to reimburse the GoA for any costs incurred as a result of the accident or incident.

8.4.4. Any amount owed to the GoA by operation of paragraph 8.4.2 or 8.4.3 is a civil debt to the Government.

8.4.5. This section 8.4 applies to emergency vehicles and any person who drives an emergency vehicle.

8.5. Complaints

8.5.1. Any member of the public may make a complaint about the manner in which a government vehicle is used or driven or the conduct of a Driver while operating a government vehicle and all such complaints will be documented and investigated by the Fleet Manager.

8.5.2. Upon receipt of a complaint, the Fleet Manager will review the complaint and may

- a. Report the complaint to the Head of Department, Permanent Secretary and, if he thinks there are reasonable grounds to do so, to the Police; (Order – police may or may not be sent complaints but HOD and PS are absolutely necessary)
- b. Cause the circumstances giving rise to the complaint to be investigated and a report to be prepared; or
- c. If the Fleet Manager determines that there is no basis for the complaint, dismiss the complaint.

8.5.3. If the Fleet Manager decides that a complaint ought to be dismissed, he shall make a report setting out his reasons for the dismissal.

8.5.4. If, as the result of a complaint, a Driver is found to have violated this policy, his authorisation to drive a government vehicle may be suspended or revoked and he may be subject to disciplinary action.

8.6. General Rules for Drivers

Each Driver must:

- a. obey all traffic laws when operating a government vehicle;
- b. exercise due diligence to drive safely and with due care and attention;
- c. refrain from using any hand-held mobile telephone or other hand-held communication device while driving;

- d. pay all fines and tickets issued as a result of his or her operation of a government vehicle;
- e. maintain security of the vehicle and its contents;
- f. ensure that vehicle is kept clean and free from debris; and
- g. not operate any government vehicle under the influence of any type of intoxicating substance that may impair his or her ability to drive.

8.7. Parking

- 8.7.1. Government vehicles should be parked in government reserved spaces where available.
- 8.7.2. Subject to paragraph 7.2.4, only government vehicles assigned under the categories of unrestricted or on call use are permitted to be parked at the home of the Driver.

8.8. Administrative Procedures

- 8.8.1. Each Department Head must designate a member of his or her department to keep an up-to-date log in the form set out in Appendix D detailing the use of each government vehicle assigned to that department or to a member of that department.
- 8.8.2. Any Driver wishing to use a vehicle must sign out in the Vehicle Use Log providing the following information:
 - a. His or her name
 - b. Date
 - c. Departure time
 - d. Purpose
 - e. Destination
 - f. Mileage
 - g. Condition
 - h. Fuel Level
- 8.8.3. On returning, the Driver must return the keys to the designated member and sign in on the log with the following information:
 - a. Arrival time
 - b. Mileage
 - c. Condition

d. Fuel Level

8.8.4. A Driver must promptly report any defective or inoperative vehicle or equipment to the Department Head for appropriate action.

8.8.5. This section 8.8 applies to emergency vehicles and any person who drives an emergency vehicle.

8.8.6. A Department Head responsible for an emergency vehicle shall ensure that vehicle operating procedures are documented and accessible to all members of his or her department who are authorised to drive the emergency vehicle.

8.9. Renting Vehicles

Use of rental vehicles by government employees to undertake official duties must be authorised in advance by the Permanent Secretary on the recommendation of the Fleet Manager. Authorisation to rent a vehicle will only be given as a last resort when there is no government vehicle available for use as needed.

Appendix A - STATUTORY BODIES SUBJECT TO VEHICLE POLICY

- Health Authority of Anguilla (Ambulances)
- Anguilla Tourist Board
- Anguilla Community College

Appendix B – WEEKLY VEHICLE CHECKLIST

Checks to be conducted weekly

Vehicle Registration no:

Vehicle Mileage:

Vehicle Make/Type:

Operator:

Date:

Mark each item as: √ = Satisfactory/available; X = defective/missing/unsatisfactory; N/A = not applicable

<i>External Vehicle Condition</i>		<i>Fluids</i>	
<input type="checkbox"/>	Bodywork, Windscreen, windows, lights	<input type="checkbox"/>	Engine oil level
<input type="checkbox"/>	Windscreen wiper blades	<input type="checkbox"/>	Coolant level
<input type="checkbox"/>	Windscreen, windows, mirrors, lights, plates	<input type="checkbox"/>	Windscreen washer level
<input type="checkbox"/>	Security of load, trailer, roof-rack	<input type="checkbox"/>	Fuel
<input type="checkbox"/>	Tyre condition, tyre pressure, tyre wear	<input type="checkbox"/>	Power steering
<input type="checkbox"/>	Availability/condition of spare wheel & jack	<input type="checkbox"/>	Condition of battery
<input type="checkbox"/>		<input type="checkbox"/>	Oil or water leaks

<i>Vehicle Interior and Equipment</i>		<i>Function Checks</i>	
<input type="checkbox"/>	Condition and function of seatbelt	<input type="checkbox"/>	Warning light
<input type="checkbox"/>	Head restraint adjustment	<input type="checkbox"/>	All lights
<input type="checkbox"/>	Mirror adjustment	<input type="checkbox"/>	Horn
<input type="checkbox"/>	First aid kit	<input type="checkbox"/>	Washers and wipers
<input type="checkbox"/>	Fire extinguisher	<input type="checkbox"/>	Brake
<input type="checkbox"/>	Flashlight	<input type="checkbox"/>	
<input type="checkbox"/>	Warning triangles or cones	<input type="checkbox"/>	
<input type="checkbox"/>	Vehicle handbook	<input type="checkbox"/>	

All items have been checked any defects, omissions or unsatisfactory conditions reported.

Signature: _____

Appendix C – VEHICLE ACCIDENT/INCIDENT REPORT FORM

Name and Address:	Home telephone number:
	Mobile telephone number:
Department/Ministry:	Position:

Date of Accident/Incident:	Time:
	Location:

Nature of Incident (theft, malicious damage, etc.):

Vehicle Involved: [REDACTED] Registration No.	Other Vehicle: [REDACTED] Registration No.
: [REDACTED] Insurer's Name	: [REDACTED] Vehicle Owner
	: [REDACTED] Vehicle Driver
	: [REDACTED] Insurer's Name

Damage/Loss Sustained:	Injuries Sustained:

Statement:

Did the Police attend the incident? [REDACTED] Yes / No	Time called:	Time of Arrival:
Police Officer: [REDACTED] (Name/Number)		

Driver's Signature:	Department Head:
Date:	Date:

Appendix E - VEHICLE ASSIGNMENT AGREEMENT

THE DEPARTMENT OF INFRASTRUCTURE, (*hereinafter called "the Assigning Department"*)

on the day of 20....., hereby assigns the vehicle with identification no. G_____ to

THE _____ (*hereinafter called "the Assigned Department"*)

for the period _____ to _____ in accordance with the type of assignment

specified below and the terms and conditions of the Government of Anguilla Vehicle Usage Policy.

Type of Assignment: _____

___ Unrestricted Use ___ On Call Use ___ Protocol Use ___ Work-related Use

WHEREAS

1st The *Fleet Manager* ensures that the vehicle assignment is performed in accordance the type of assignment and to the terms and conditions of the Vehicle Usage Policy.

2nd The *Assigned Department/Member* has read and understood the Vehicle Usage Policy and has agreed to use the assigned vehicle according to that Policy and the terms specified for its use.

3rd The parties have agreed on the vehicle condition as assessed on the Vehicle Assessment Form before assignment.

AS WITNESS the hands of the parties hereto.

Signed for and on behalf of the *Assigning Department/Fleet Manager*

..... in the presence of

Signed for and on behalf of the *Assigned Department/Member*

..... in the presence of

Appendix F - Vehicle Condition Assessment/Evaluation Form

Registration # _____ Steering: _____

Year: _____ Make: _____ Model: _____ Mileage Out: _____ In: _____

Using Ministry/Department: _____ Assigned to: _____

Date of Evaluation: _____ Performed By: _____

System	Last diagnosed	Condition Out	Condition In	Estimated repair cost
Engine				
Transmission				
Drive Line				
Differential				
Exhaust System				
Pumping System				
Hydraulic System				
Brakes				
Lights				
Tires				
Body				
Interior/Exterior				
Front End				
Suspension System				
Air Conditioning				
Overall Condition				
<i>Total estimated repair cost</i>				

Diagnosis Code	Code Description
Good	System is functioning well, and no major repair expected
Fair	Major overhaul is needed, but system can function for awhile longer before overhaul is required
Poor	Major repair is required as soon as possible to ensure vehicle dependability

Evaluator's Comments: _____

Appendix G – PERSONAL USE OF GOVERNMENT VEHICLE LOG

Vehicle Registration No:

Vehicle Make/Type:

Date	Time	Personal Use (Specify)	Destination	Officer	Comments