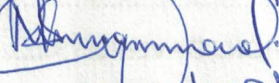




FLEET MANAGEMENT POLICY

Meeting Point International (MPI)

2026

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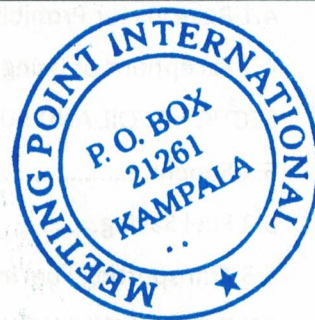




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LIST OF ACRONYMS

MPI – Meeting Point International

NGO – Non- Governmental Organization

HIV/AIDS – Human Immune Virus

FM – Fleet Manager

T.A – Technical Advisor

BoD – Board of Directors

NRSA - National Road Safety Authority



INTRODUCTION:

Fleet Management is the selection, maintenance of vehicles and logistics assets with the aim of providing the effective and efficient movement of goods and personnel to achieve the operational goals of the organization.

Fleet management policy is a comprehensive document that contains set of guidelines and procedures that outlines the rules, responsibilities and best practices for managing a company's fleet of vehicles. The policy aims to ensure the safe, efficient, and cost-effective operations of fleet.

i. Background of the organization

Meeting Point International (MPI) is a Ugandan Non-Governmental Organization (NGO) founded in 1993 and registered in 2003. Its main activity is the care of people affected and infected by HIV/AIDS and of their orphans in four slums situated in Kampala namely Naguru, Kireka, Ntinda and Nsambya.

ii. Our fleet Mission:

At Meeting Point International, our fleet comprises a diverse range of vehicles, including 4 vehicles, 1 motorcycles, and 1 tricycle, with plans for further expansion. The drivers responsible for the daily operation and upkeep of our fleet play a crucial role in ensuring the safety, reliability, and cost-effectiveness of our operations. Their expertise and careful handling directly influence vehicle downtime, maintenance costs, and the overall satisfaction of our clients.

This fleet management manual has been developed to set clear standards and expectations for all drivers and operators. It is designed to promote best practices that enhance efficiency and productivity while reducing vehicle-related challenges. Our goal is to foster a culture of responsible driving, minimize unnecessary expenses, and prevent vehicle abuse.

By adhering to these guidelines, and with the continued support of our logistics team, we can ensure the longevity of our fleet, reduce accidents, and promote a safer work environment. Our focus on responsible vehicle use also contributes to a positive public image, increases driver safety and satisfaction, and keeps costs under control for both the company and our valued clients.

This document serves as the foundation for the policies and procedures that guide our daily fleet operations, outlining professional driving techniques and performance standards. We expect all users to comply with these standards and to work together toward the common goal of maintaining an efficient, effective, and cost-conscious fleet operation.

This policy, presented and adopted by the Board of Directors (BoD), is effective immediately and applies to all company drivers and employees.

iii. Purpose and vision for Fleet Policy:

- To ensure that the Fleet Management policy provides an efficient, safe and most cost-effective service for the provision of transport to the various centers and field offices of the organization.
- To ensure compliance with relevant laws, regulations and industrial standards.
- To minimize costs including fuel, maintenance and insurance to protect the company's reputations and assets.



iv. Scope

This policy applies to all employees, drivers, and stakeholders involved in the operation, maintenance, and management of Meeting Point International vehicles.

SECTION 1: RESPONSIBILITIES OF FLEET MANAGERS AND DRIVERS

The full cooperation of all employees and clients is essential in ensuring the efficient operation of the company's transport system at all times. All drivers and Fleet managers are expected to embrace and uphold the responsibilities outlined in the policy and procedures, ensuring safe and effective vehicle operation.

1.1 Fleet Manager (FM)

- Oversee fleet operations and ensure policy compliance.
- Maintain accurate records of vehicle usage, maintenance, and fuel consumption.
- Ensure compliance with legal and regulatory requirements.
- Budgeting of fleet requirements (Fuel, repairs, vehicle acquisition)

1.2 Usage by the Drivers

Company transport is strictly designated for field activities and must not be used for personal purposes. Before using a company vehicle, the driver must ensure that the trip is properly authorized. Each company vehicle is equipped with a logbook, where the driver is required to record all daily trips, ensuring that each journey is documented as authorized.

1.3 Public Image

All company vehicles must be driven in a safe and courteous manner to promote the company's public image. Company drivers and vehicle/work teams are often in public view, and their behavior reflects the company's overall efficiency and reputation. The manner in which vehicles are driven can significantly shape public perceptions of the company.

1.4 Careful Handling

Company vehicles must be driven and handled with the utmost care and attention at all times to ensure optimal mechanical performance and comply with traffic laws. Any evidence of neglect, rough handling, or reckless driving must be reported to the Fleet Manager. Such incidents will be subject to disciplinary action to maintain the safety and integrity of the fleet.

1.4.1. Inspection

Drivers are required to conduct pre-drive inspections of their assigned vehicles daily. The vehicle must be in roadworthy condition before use; if it is not, the driver will be held responsible for any traffic fines incurred. The last driver of the vehicle is accountable for any unreported damage, defects, or losses. Therefore, drivers must thoroughly inspect the vehicle prior to use and report any damages or issues. Periodic inspections of all company vehicles will be carried out by designated staff, appointed by the administration, to ensure that the vehicles maintain proper cleanliness, repair, and efficiency standards.



1.4.2. Driver's Safety

The safety, well-being, and qualifications of drivers are critical for successful assignments. Supervisors are responsible for ensuring drivers are properly rested and alternate them when necessary.

For long journeys, drivers must adhere to the maximum driving time of 4 continuous hours, followed by a 30-minute break to allow for vehicle inspection and rest for both the driver and passengers.

1.5 Pre and post driver activities

Before operating a vehicle, the driver must complete the following pre-trip activities:

- Conduct a thorough inspection of the vehicle.
- Record the speedometer reading, distance covered, and time taken for each trip, ensuring that each trip is logged separately in the Log Book.

The Log Book must be reviewed by designated staff at least once a week to verify compliance.

1.6 Safety

All employees must fully understand that it is an offense to ignore or disobey general safety instructions issued by the company. Employees found guilty of failing to follow safety protocols will face disciplinary action as per company policies.

1.7 Professional Driving Permit

Drivers are only authorized to operate vehicles for which they possess the appropriate professional driving permit. Drivers must ensure that their driving permits are valid at all times and renewed before they expire.

1.8 Rules

Failure to adhere to the rules outlined in this document, or to any additional instructions provided by the line manager, will result in disciplinary action.

SECTION 2: ACQUISITION AND SELECTIONS OF VEHICLES

2.1 Acquisition of Fleet

The acquisition of new fleet vehicles will follow a structured process to ensure the company's fleet is continually updated to meet operational demands. The following steps will be followed for vehicle acquisition:

Needs Assessment and Budgeting:

A needs assessment will be conducted to determine the required number, type, and specifications of vehicles based on operational requirements and future growth. The Finance Department will prepare a budget to cover the acquisition costs.



2.2 Selection and Procurement:

Vehicles will be selected based on factors such as durability, cost-effectiveness, fuel efficiency, and suitability for the tasks they are intended for. The Procurement Department will source vehicles from authorized dealers or manufacturers.

An official procurement process will be followed, including issuing requests for quotations (RFQs), reviewing bids, and selecting the best option that meets the company's needs and budget.

2.3 Registration and Documentation:

Once the vehicles are acquired, they must be registered with the appropriate authorities. The procurement Department will handle all registration procedures, including acquiring number plates and ensuring that the vehicles are roadworthy and comply with local traffic laws.

2.4 Fleet List Integration:

New vehicles will be added to the fleet list upon acquisition. Details such as vehicle make, model, registration number, and the assigned driver or department will be documented to maintain an up-to-date record.

2.5 Insurance and Maintenance:

The new vehicles will be insured under the company's fleet insurance policy, ensuring comprehensive coverage for any accidents, theft, or damage. The Fleet Manager will ensure that regular maintenance schedules are set up and adhered to, ensuring the vehicles remain in good working condition.

2.6 Driver Training and Vehicle Assignment:

Drivers will undergo necessary training on the proper use and care of the new vehicles. The Fleet Manager will assign vehicles to appropriate departments or drivers based on operational needs and vehicle suitability.

By following these steps for both vehicle disposal and acquisition, Meeting Point International ensures the fleet remains efficient, cost-effective, and properly documented.

SECTION 3: PROPER USE OF COMPANY VEHICLES

The following rules must be strictly observed:

- The most economical, comfortable, and safe vehicle suitable for the specific purpose must always be used.
- Vehicles shall only be driven by employees who are appropriately licensed and duly authorized to do so.
- The driver must be licensed in accordance with the Traffic and Road Safety Act of 1998 (Amended) for the particular class of vehicle they are operating.
- No individual is permitted to move, drive, or operate any company vehicle unless they have explicit authorization to do so. Unauthorized use of company vehicles will result in internal disciplinary action.
- Unauthorized passengers, including company staff members, are not allowed to ride in or on any company vehicle unless it is necessary for the execution of company duties.

- The driver is prohibited from deviating from the designated route to serve personal interests, or for the conveyance, loading, or unloading of private property or goods.
- Company vehicles are strictly prohibited from being used for any private purposes.

Furthermore, drivers must adhere to the following:

- Drivers must not deviate from authorized routes or destinations and are not permitted to enter unauthorized premises or areas.
- Drivers are expected to plan their routes in a way that maximizes operational efficiency and minimizes costs.
- Logbooks must be updated with specific trip details and inspected by the supervisor or designated representative at least once a week.
- Any incidents identified as deviations from company policy must be reported by the Fleet Manager to the Technical Advisor (TA). The Technical Advisor will consolidate the information and submit a report to the Management for further attention.

SECTION 4: USE OF PERSONAL VEHICLE FOR ORGANIZATIONAL WORK

To ensure the safety and efficiency to our fleet operations, and to minimize risks and liabilities, the use of personal vehicles for company work is prohibited.

4.1 Reasons for Prohibition

- **Insurance and liabilities** - the company insurance policy does not cover personal vehicles for work, which could leave employees and the company vulnerable to financial losses in the event of an accident.
- **Safety and maintenance** – personal vehicles may not need company safety and maintenance standards which could compromise the safety of the employees and others on the road.
- **Fuel and maintenance cost** – the company cannot reimburse employees for fuel and maintenance cost associated with personal vehicles which could result in out-of-pocket expenses for the employees.
- **Compliance and regulatory issues** – using personal vehicles for company work may not comply with regulatory requirements such as tax laws, and labor laws.

4.2 Exceptions of Using Personal Vehicles for Organizational Work

In rare circumstances an employee may be authorized to use their personal vehicles for company work but only with prior approval from management under the following conditions:

- Written authorization – employees who use personal vehicles for company work without authorizations may operate their vehicles at their own risk.
- Financial liability – employees who use their personal vehicles for company work without authorization may be held financially liable for any damages or losses incurred. By prohibiting the use of personal vehicles for company work, we can ensure a safer, efficient and more compliant fleet operations.



SECTION 5: OIL AND FUEL

5.1 Supply

Drivers requiring fuel or oil for company vehicles must obtain supplies from the nearest designated Shell or Total Petrol station. They must ensure that the fleet number, odometer reading, and fuel quantity are accurately recorded on the appropriate log books. Fuel tanks must be filled to a consistent level.

Drivers are responsible for checking the engine oil and coolant every time the vehicle is refueled. If no oil is needed, they must record this as confirmation that the oil level has been checked.

5.2 Fuel Saving

The company tracks fuel consumption through a fuel logbook, monitoring mileage and fuel usage per trip. Awareness of fuel consumption helps improve efficiency. A sudden increase in fuel usage may indicate issues such as careless driving, theft, leaks, mechanical defects, or recording errors. Any such incidents must be reported to management weekly. The officer in charge will compile reports and submit them to the Technical Advisor for action.

To reduce fuel wastage:

- Avoid overfilling fuel tanks.
- Use the correct gear ratio for road conditions.
- Accelerate and brake smoothly to optimize fuel efficiency.
- Minimize idling, as fuel is wasted when the engine runs unnecessarily.
- Investigate any fuel odor immediately, especially while driving, as leaks are both wasteful and dangerous.

Fuel is issued to drivers only with approval from the fleet manager. The driver must submit the fuel logbook for verification, and an approved copy is sent to the accountability office before fuel is issued.

5.3 Transporting Fuel in Separate Containers

Carrying fuel in separate containers is restricted. Special permission must be obtained if unavoidable.

This is done as a measure of safety of people and the environment and to avoid fuel thefts hence maintaining the organizational goals and good reputations within the areas of its jurisdiction.



SECTION 6: RISK AND INCIDENT MANAGEMENT

The organization is committed to ensuring the safety and security of its drivers, vehicles, client and staff. This is achieved through proactive identification, assessment, and mitigation of risks related to fleet operations. Additionally, clear procedures are in place for managing incidents involving company vehicles.

6.1. Risk Management

The goal of risk management is to identify potential hazards, assess their impact, and implement strategies to mitigate these risks.

6.1.1 Risk Identification

The organization will work to identify potential risks associated with fleet operations. These risks include, but are not limited to, vehicle accidents, driver errors and issues related to vehicle maintenance. Identifying these risks early will help to address them before they escalate into larger issues.

6.1.2 Risk Assessment

Once the risks are identified, the likelihood and potential impact of each risk will be assessed. The severity of each risk will be analyzed to prioritize them. This ensures that the most significant risks, those that can cause the most harm, are addressed first. This process allows the organization to allocate resources more effectively and manage fleet operations with the highest level of safety.

6.1.3 Risk Mitigation

To reduce or eliminate the risks identified, the organization will implement various mitigation strategies. These will include driver training programs designed to reduce errors, vehicle maintenance schedules to ensure that the fleet is in optimal condition,. By focusing on these key areas, the organization aims to minimize the risks associated with fleet operations.

6.2. Damages as a result of motor vehicle accidents

In the event of an accident involving a company vehicle, drivers are required to follow specific procedures to ensure the safety of everyone involved and to comply with legal and insurance requirements.

6.2.1 Actions in the event of an accident

First and foremost, the driver must immediately stop the vehicle. The driver should then assess the nature and extent of any injuries to people involved in the accident. If someone is injured, the driver must provide assistance to the extent possible and call for medical help if needed. In cases where there are injuries, an ambulance and the traffic police should be notified promptly.

If a person is injured or killed, the vehicle must remain at the scene and not be moved until it has been authorized by a police officer. However, if the vehicle is obstructing traffic, its position should be marked before it is moved to a safe area. If there are no injuries, the perimeter of the accident scene may be marked, and the vehicle can be moved to a safe location.

Drivers should refrain from admitting liability at any point. Under no circumstances should the driver make a statement admitting fault or take responsibility for the accident.



Only provide a brief account of the incident to the police and avoid signing any statements. If the driver suspects the other party involved in the accident is under the influence of intoxicating liquor or drugs, this fact should be communicated to the attending police officer.

The driver must also record the details of the other driver, including their address, vehicle registration number, the vehicle owner's name, and the vehicle's insurance company. Additionally, the names and addresses of any independent witnesses should be noted, as well as the names and addresses of anyone else involved in the accident.

Finally, the driver must complete a motor insurance claim form with details of the incident, such as the nature and extent of the damage to all vehicles involved. This form should be submitted to the designated officer in charge, and a copy of the driver's license should be produced to the police within 48 hours of the incident.

6.2.2 Completing the motor vehicle insurance claim form

The motor insurance claim form is a critical document that must be filled out accurately and promptly. It must be completed in all situations where an accident, theft, hijacking, or vehicle damage occurs. This includes instances where vehicle accessories such as batteries, spare wheels, or other components are lost or damaged, even if the damage cannot be directly linked to a specific accident.

The claim form must include key details such as the date, time, and location of the accident, a description of how the accident occurred, the names and addresses of any persons injured, and a sketch of the accident scene. Additionally, the form should capture the name and address of the driver, vehicle registration details, a description of the damage, and the expiry dates of the vehicle's licenses and insurance. It is essential that the completed claim form be signed, dated, and submitted to management or the head of the section within 48 hours of the incident.

6.3. Insurance coverage

The organization ensures that all company vehicles are adequately insured to cover potential risks that could arise from accidents or damage. This insurance is intended to protect both the company and its employees.

6.3.1 Insurance of company vehicles

Meeting Point International provides comprehensive insurance coverage for all company vehicles. This includes all-risk coverage for loss or damage to the vehicles as outlined in the insurance policy agreed upon by the company and the insurer. The policy also covers third-party liability, which protects the driver and the company against any claims arising from the use of company vehicles.

The company also ensures that workers' compensation is provided to employees while they are on duty, in compliance with Ugandan law. This ensures that employees are covered in case of any work-related accidents.

6.3.2 Coverage for non-employees

The company's vehicle insurance extends to non-employees who may be driving company vehicles, as long as they are qualified to do so. Additionally, passengers and their property are covered, provided the proper claim procedures are followed. It is important for passengers to cooperate with the company staff to ensure that all insurance formalities are completed correctly.



6.3.3 Forfeiture of coverage by a driver

The coverage mentioned above will be forfeited if the driver is found to be under the influence of alcohol or drugs, or if the vehicle was being used for unauthorized purposes. The insurance coverage will not apply if the driver was operating the vehicle without proper authorization or allowed an unauthorized person to drive the vehicle. In such cases, the driver will be held responsible for all claims and liabilities resulting from the incident.

6.3.4 Exclusion of third-party coverage

According to the Road Accident Fund, passengers who are transported in a company vehicle without proper authorization will not be covered under the company's insurance policy.

6.4. Incident management

Effective incident management ensures that all accidents, breakdowns, and other incidents are handled efficiently to minimize risk and ensure safety.

6.4.1 Incident reporting

It is crucial that all incidents involving company vehicles are reported immediately to the fleet manager. Timely reporting allows for a swift response and ensures that the proper procedures are followed.

6.4.2 Incident investigation

After an incident is reported, an investigation will be conducted to identify the root cause of the incident. The aim of this investigation is to determine how similar incidents can be prevented in the future and what improvements can be made to reduce the risk of recurrence.

6.4.3 Incident response

A clear set of procedures will be followed to respond to incidents. This includes providing first aid where necessary, recovering the vehicle, and notifying the relevant authorities. The organization will ensure that proper incident response protocols are in place to handle different types of incidents efficiently.

6.5. Breakdown procedures

In the event of a vehicle breakdown, the following steps should be followed:

6.5.1 Ensuring safety

The driver should take all necessary precautions to ensure the vehicle and its cargo are in the safest position possible. Warning triangles should be placed 25 meters away from the vehicle to alert other drivers. If the breakdown causes a traffic hazard, assistance should be sought from the relevant authority immediately.

6.5.2 Breakdown notification

If a breakdown occurs during normal working hours, it should be reported to management. If it happens outside of working hours, the breakdown should be reported to the relevant line supervisor or technician.



6.5.3 Providing information for breakdown assistance

When reporting a breakdown, essential details should be provided, such as the driver's name, business unit, vehicle registration or fleet number, the exact location of the breakdown, and any possible cause of the issue. Information about leaks, the location of the fault, or whether the vehicle is bogged down should also be reported to ensure the breakdown crew can respond effectively.

SECTION 7: FLEET SECURITY MANAGEMENT

7.1 Vehicle Keys

Employees responsible for company vehicles must ensure that all vehicle keys including ignition, door locks, fuel cap, and gear lock keys are securely safeguarded at all times to prevent loss or theft.

In the event that a vehicle key is lost or misplaced, the driver must not attempt to open the vehicle's locking system. Instead, the driver should immediately seek assistance from Management before contacting an external service provider.

At no time should a driver leave a vehicle unattended without taking the necessary precautions. This includes:

- Switching off the engine
- Removing the ignition key
- Engaging the gear lock

Vehicle keys will only be replaced upon presentation of the relevant report documenting the loss.

Under no circumstances should a driver take the vehicle key home. Keys must be handed over to security personnel at the end of the driver's shift. The Director and Technical Advisors are the only exceptions to this rule.

7.2 Safe Custody of Company Vehicle

The policy for the safe-keeping of company vehicles taken home by employees will be strictly enforced. Specifically, the following guidelines must be adhered to:

Prior approval from the relevant supervisor must be obtained before an employee is permitted to park any company vehicle at a private residence.

Vehicles must be parked on the employee's premises, preferably in a lockable garage. If this is not possible, the vehicle must be kept out of sight from road users and passers-by, preferably behind a locked gate or fence.

The driver is required to engage the gear lock and remove the ignition key whenever the vehicle is not in use.

The driver is also responsible for any tools or equipment left in or on the vehicle when taken home. If these items are stolen from a vehicle not kept in a lockable garage, the driver will be held liable.

In cases where vehicles are not stored in a locked garage, any loose equipment should be securely stored inside the house to prevent theft.



The driver/employee must take all reasonable precautions to safeguard company or client property within the vehicle when temporarily absent. Failure to do so will result in the driver/employee being held liable for any loss to the company or its clients.

To prevent theft or loss of company or client assets while a vehicle is being serviced or repaired, all items must be removed from the vehicle before it is delivered to the service provider or relevant supervisor.

If items are left in the vehicle at the service provider's premises, the driver will be held responsible for any loss.

7.3 Damage, Losses and Theft

This section addresses damages, losses, and theft, excluding those resulting from accidents.

An employee who takes control of a company vehicle is required to immediately report any damage or loss to their supervisor. Failure to comply with this instruction will result in the assumption that the vehicle was received in good condition.

Any individual found unlawfully removing fuel from a company vehicle or engaging in the unauthorized removal or exchange of any vehicle components will face strict disciplinary action as outlined in the company's conditions of service.

In the event of losses, thefts, or hijackings, the employee operating the vehicle must immediately report the incident to their supervisor. The supervisor is responsible for ensuring that the matter is properly addressed with the relevant authorities.

In the case of a hijacking or armed robbery, the supervisor must ensure that the affected employee(s) receive appropriate counseling and support.

Any company vehicle may be subject to a search by any authorized official from the supervisory level.

7.4 Garaging and Parking of Company Vehicles Overnight

Company vehicles must be parked or garaged only at designated company premises or client-authorized parking locations, especially in the case of rented vehicles. It is crucial that vehicles are secured in a safe and controlled environment overnight to minimize the risk of theft, damage, or unauthorized use.

Drivers are not authorized to take field vehicles home overnight. This policy applies to all employees, with the exception of the Director and Technical Advisor, who are the only individuals permitted to park company vehicles at their private residences with prior approval. All company vehicles must be returned to the designated parking area or garage at the end of the workday.

This policy helps maintain vehicle security, minimize liability, and ensure that vehicles are available for operational use without interruption.

7.5 Street Parking

All drivers are responsible for ensuring that parking fees are paid for any street parking. Failure to comply with this requirement will not exempt the driver from the obligation to pay the necessary fees.



Management of Meeting Point International will either provide the driver with the funds to purchase parking tickets directly from the parking authorities or reimburse the driver for parking expenses upon submission of a valid payment receipt.

Reimbursement will only be accepted if the parking fee corresponds to a location visited in the course of official duties and aligns with the assigned work area.

7.6 Security

Whenever a company vehicle is parked or garaged, all necessary precautions must be taken to prevent damage, theft, or unauthorized use. The handbrake should be engaged, and if the vehicle is on a slope, the front wheels must be turned toward the curb. For vehicles with a manual transmission, either the low or reverse gear must be engaged. For automatic transmission vehicles, the gear shift lever must be set to the "P" (parking) position. All windows should be closed, and the ignition key must be removed. The gear lock, doors, and luggage compartment must be securely locked, with the keys kept in a safe location. If the vehicle is parked in a lockable garage, the garage doors must also be securely locked.

Additionally, if the vehicle is returned to the office by the field driver, the driver must sign out with the security personnel at Meeting Point International.

SECTION 8: VEHICLE INSPECTIONS AND MAINTENANCE POLICY

The purpose of this section is to ensure that company vehicles are safe, reliable, roadworthy, and properly maintained. It applies to all company-owned and leased vehicles and to all employees authorized to operate them.

8.1.3 Maintenance Providers

Approved maintenance providers shall:

- Conduct servicing and repairs in accordance with manufacturer recommendations, approved specifications, and applicable industry standards.
- Identify and communicate additional defects or repairs identified during servicing.
- Use appropriate replacement parts and materials.
- Provide service reports, invoices, and other relevant documentation for completed work.

8.2 Vehicle Inspection Requirements

8.2.1 Pre-Drive Inspection

Before operating a company vehicle, the driver shall conduct a basic visual and functional inspection. The inspection should cover, where applicable:

- Tires, including pressure, tread, and visible damage.
- Brakes and handbrake.
- Headlights, brake lights, indicators, and hazard lights.
- Engine oil, coolant, brake fluid, and other essential fluid levels.
- Windscreen, windows, mirrors, and windscreen wipers.
- Steering and suspension for obvious abnormalities.
- Horn.
- Number plates and reflectors.
- Spare wheel, jack, wheel spanner, and other essential equipment.

- Emergency warning triangle and other required safety equipment.
- Vehicle body for visible damage.

Any significant defect must be reported before the vehicle is used.

8.2.2 Scheduled Inspections

Vehicles shall undergo periodic inspections in accordance with the manufacturer's recommendations, organizational requirements, and applicable regulations.

The Fleet Manager shall establish an inspection schedule to identify wear, defects, and potential mechanical problems before they affect vehicle safety or operations.

8.3 Vehicle Servicing and Maintenance

Company vehicles shall be serviced according to the manufacturer's recommended intervals and the organization's maintenance schedule.

Routine maintenance may include:

- Engine oil and filter changes.
- Inspection and replacement of brake components.
- Tire inspection and replacement.
- Checking and replenishing vehicle fluids.
- Battery inspection and maintenance.
- Inspection of suspension, steering, cooling, electrical, and other critical systems.
- Replacement of worn or damaged components.

Servicing shall be carried out by approved service providers unless otherwise authorized by management.

8.4 Servicing and Repair Procedures

The Fleet Manager shall notify the responsible driver when a vehicle is due for servicing or repair and coordinate with the approved service provider.

Before a vehicle is submitted for servicing or repair:

- The driver shall report all known defects or concerns.
- Relevant issues shall be recorded in the vehicle logbook.
- The vehicle shall be presented to the approved service provider at the agreed time.
- The service provider shall assess the vehicle and communicate any additional repairs required.
- Where necessary, approval shall be obtained before undertaking repairs outside the initially approved scope.

Where a replacement vehicle is available, it may be provided to minimize disruption to operations. However, servicing or repairs shall not be unnecessarily postponed because a replacement vehicle is unavailable.

8.5 Vehicle Cleanliness and Care

Drivers are responsible for maintaining the cleanliness and general condition of vehicles assigned to them.



- Vehicles shall be cleaned and washed regularly.
- Litter, food containers, bottles, papers, and other waste shall not be left inside vehicles.
- Cleaning products used on vehicles shall be suitable for automotive surfaces.
- Drivers shall take reasonable care to prevent unnecessary damage to the vehicle's interior and exterior.
- Any damage beyond normal wear and tear shall be reported promptly.

8.6 Roadworthiness and Defect Reporting

All company vehicles must remain in a safe and roadworthy condition.

A vehicle shall **not be operated** where a defect presents a significant safety risk. Examples include defective:

- Brakes.
- Steering.
- Tires or wheel components.
- Lights or indicators.
- Windscreen or essential visibility equipment.
- Mirrors.
- Horn.
- Windscreen wipers.
- Essential safety equipment.
- Other components that may compromise safe vehicle operation.

Any defect identified during a pre-drive inspection or while the vehicle is in use must be reported immediately to the Fleet Manager or supervisor.

The last driver to use a vehicle may be required to account for any unreported damage, defect, or loss that should reasonably have been identified and reported.

8.7 Driver Mechanical Awareness and Safe Vehicle Operation

Drivers are expected to understand basic vehicle warning signs and respond appropriately to mechanical problems.

Drivers shall:

- Monitor warning lights, gauges, temperature indicators, and other dashboard alerts while driving.
- Stop the vehicle and seek assistance where a warning indicates a serious mechanical problem.
- Stop the engine immediately if the vehicle overheats or experiences a critical oil-pressure warning, and avoid further driving until the problem has been assessed.
- Avoid unnecessary engine revving, particularly when the engine is cold.
- Use the clutch, accelerator, brakes, and transmission appropriately to minimize unnecessary wear.
- Avoid resting a foot on the clutch pedal while driving.
- Exercise caution when driving over potholes, rough roads, or other obstacles to reduce damage to tires, suspension, and other components.
- For turbocharged diesel vehicles, allow the engine to idle briefly after demanding operation before switching it off, particularly after sustained high-speed or heavy-load driving.

Drivers should not attempt major mechanical repairs themselves. Where a mechanical problem occurs, the vehicle should be safely parked and the Fleet Manager or appropriate service provider contacted for further guidance.

SECTION 9: FLEET HEALTH AND SAFETY MANAGEMENT

9.1 Safe Driving

9.1.1 Traffic Regulations

Traffic fines arising from the driver's negligence will not be paid by Meeting Point International. The driver will be held personally responsible and will not receive any financial assistance from the company.

9.1.2 Speed Limits

In addition to adhering to the speed limits set by the government and local authorities, company vehicles must not be driven at speeds that could endanger the lives of occupants and other road users. Speed should be adjusted according to weather conditions, road conditions, and the specific type of vehicle being used. The recommended speed limit should not exceed 100 km/h on clear highways.

9.1.3 Rules of the Road

All drivers of company vehicles must strictly adhere to the rules of the road. Some of the most important guidelines include:

- Maintaining a thorough knowledge of traffic regulations and road signs applicable to streets, main roads, and thoroughfares.
- Overtaking or passing other vehicles only when the road is clear and it is safe to do so.
- Always using safety belts.
- Stopping or parking off the road surface only where it is safe to do so.
- Not using hand-held communication devices while driving.

9.1.5 Night Driving and Correct Use of Vehicle Lamps

As per the Road Safety Act, vehicle lights must be operational at all times from sunset to sunrise and at any other time when visibility is insufficient due to weather conditions. During these periods, the following minimum lighting requirements must be adhered to:

Moving on Public Road:

- Headlamps should be on main beam or dipped beam as necessary.
- Rear lamps must be visible from a distance of at least 150 meters.
- The registration plate should be clearly visible from a distance of at least 20 meters.

9.2 Speedometers, Odometers, and Hour Meters

Odometers and hour meters must always accurately reflect the true distance traveled and operating hours. Any malfunction in the speedometer, odometer, or hour meter must be repaired immediately. No one is allowed to disconnect or tamper with a company vehicle's speedometer. As required by the Traffic and Road Safety Act, all speedometers must remain in good working condition.

9.3 Load on Vehicle

The load on any vehicle must not exceed the manufacturer's recommended capacity. Overloading not only strains the vehicle but also increases the risk of accidents, wear and tear, and endangers the lives of occupants and other road users. Proper attention must be given to the correct distribution of the load across the vehicle's axles. All loads must be securely fastened to prevent movement while the vehicle is in motion. Loose tools, equipment, or goods must be positioned to prevent them from shifting forward during emergency braking.

Drivers must ensure that no loose items spill over or are blown off, as this can pose a danger to other road users. When transporting passengers, the driver must ensure the vehicle is stationary while passengers are boarding or alighting. Passengers must be seated before the vehicle begins moving. Passengers should only board or disembark at safe stopping points.

All front passengers must wear seatbelts before the vehicle starts moving and can only remove them once the vehicle is safely parked. The driver must not move the vehicle until all passengers are safely seated and must have a signaling arrangement with the passengers.

SECTION 10: RECORD MANAGEMENT

Effective record management is essential for the smooth operation and success of fleet management at Meeting Point International. Properly managing fleet-related documentation ensures that all records are accurate, well-organized, and easily accessible. This is crucial for decision-making, ensuring legal compliance, maintaining safety standards, and managing finances. Well-maintained records support operational efficiency, contribute to safety and regulatory compliance, and enhance the overall effectiveness of fleet operations.

10.1 Key Areas of Record Management

10.1.1 Vehicle Acquisition Records

Maintaining accurate vehicle acquisition records is essential for tracking the initial purchase and ownership details of all fleet vehicles. This includes:

Date of Acquisition: The date when the vehicle was purchased or leased.

Vehicle Details: Type of vehicle, make, model, and the registration number assigned by the relevant authorities.

Purchase Cost: The total cost of the vehicle, including any applicable taxes, fees, and additional procurement costs such as delivery or registration fees.

Warranty and Service Agreements: Documentation regarding any warranties provided by the manufacturer or supplier, along with service agreements outlining the terms for regular maintenance and repairs.

Insurance Details: Information on the vehicle's insurance policy, including provider details, coverage levels, and policy number.



10.1.2 Vehicle Maintenance and Service Records

The maintenance and service records ensure that the fleet is kept in good working condition, with all required services documented:

Service Schedules and Maintenance History: Documentation of when the vehicle is due for service, as well as a detailed history of previous maintenance or repairs performed.

Dates and Odometer Readings: The specific dates when service was performed, along with the vehicle's odometer readings at the time to track mileage and monitor service intervals.

Service Provider Details: Information about the service provider or mechanic responsible for the work, ensuring accountability and tracking the quality of service.

Parts Used: A list of parts replaced or serviced during the maintenance, including their specifications and costs where applicable.

10.1.3 Fuel and Mileage Records

Fuel and mileage records are crucial for monitoring vehicle performance, fuel consumption, and overall fleet costs:

Date, Location, and Fuel Quantity: The date of fuel purchase, fueling station, and the amount of fuel purchased.

Odometer Readings and Total Miles Driven: Odometer readings at the time of fueling, as well as the total miles driven between fueling events. This helps track fuel efficiency and vehicle usage.

10.1.4 Accident and Incident Reports

Accident and incident reports are essential for handling legal matters and ensuring proper documentation in case of damage or liability:

Incident Details: The date, time, and location of the incident, along with details of the parties involved, including any third parties.

Accident Description: A thorough description of the incident, including the cause, impact, and damage to the vehicle or other property.

Damage Assessment: An assessment of the damage sustained by the vehicle(s) involved, potentially including repair estimates.

Police and Insurance Reports: Documentation from law enforcement, as well as reports filed with insurance companies, which detail the investigation and claims process.

10.1.5. Driver Records

Maintaining detailed driver records is vital for safety and compliance with legal requirements:

Personal and Licensing Information: The driver's full name, contact details, license number, and the class of driver's license they hold.

Training Records: Documentation of any training programs attended, such as safety courses, defensive driving, or other relevant certifications.

Accident History: A record of any accidents the driver has been involved in, including the nature and outcome of the incidents.

Performance Reviews and Disciplinary Actions: Records of driver performance reviews, any disciplinary actions taken, and corrective measures implemented to address performance issues.

10.1.5. Insurance Records

Proper insurance recordkeeping ensures that all vehicles are adequately covered and that claims can be processed smoothly:

Insurance Provider Details: Information about the insurance provider, including their name, contact information, and policy number.

Policy Numbers and Premium Payments: The vehicle insurance policy number and a record of premium payments made by the company.

Claims and Outcomes: Documentation of any claims filed, including the nature of the claim, the outcome, and any settlements or adjustments made to the insurance policy.

10.1.6 Vehicle Disposal Records

When a vehicle is decommissioned, proper disposal documentation must be maintained:

Disposal Method: The method used to dispose of the vehicle, whether through auction, sale, or write-off due to an accident or theft.

Documentation for De-registration and Ownership Transfer: Records confirming that the vehicle has been de-registered and ownership has been transferred to the buyer, scrap dealer, or another entity.

10.1.7 Compliance and Regulatory Records

Compliance with local and national transportation laws is crucial for fleet operation and legal protection:

Compliance with Transportation Laws: Records verifying the fleet's compliance with local and national transportation laws, including emissions standards and mandatory safety inspections.

Vehicle Registration Renewals and Tax Records: Documentation of vehicle registration renewals, proof of tax payments, and adherence to any other legal or regulatory requirements applicable to the vehicles in the fleet.

10.1.8 Fleet Utilization and Performance Data

Tracking fleet utilization and performance helps optimize fleet operations and reduce costs:

Vehicle Performance Data: Records of each vehicle's performance, including fuel consumption, maintenance costs, and other operational data that can be used to analyze the overall efficiency of the fleet.

Route Optimization and Performance Analysis: Data that can be used for analyzing route efficiency, determining the best-performing vehicles, and identifying opportunities for cost savings or performance improvement.



10.1.9 Fleet Replacement and Upgrades

Regular updates on fleet replacement and upgrades help ensure that the fleet remains efficient and cost-effective:

Criteria for Vehicle Replacement: The conditions under which a vehicle should be replaced, which may include factors such as age, mileage, high repair costs, or the vehicle's overall performance and condition.

Vehicle Lifecycle and Upgrade History: Detailed records of the lifecycle of each vehicle, including any upgrades, refurbishments, or replacements made during the vehicle's operational life.

Proper record management ensures that all aspects of fleet operation are efficiently tracked, monitored, and managed. The organized documentation allows for timely decision-making, compliance with laws, and ensures that the fleet operates smoothly and safely, all while keeping operational costs in check.

SECTION 11: DISPOSAL OF VEHICLES

Vehicles will only be disposed of through a public auction or written off due to an accident or theft. Bidding documents for the auction will be issued by Meeting Point International to interested parties. Vehicles that are written off due to accidents will be collected by the applicable insurance company. The disposal process will be carried out as follows:

11.1 De-registration and Ownership Transfer:

Before removing the vehicle from Meeting Point International premises, ensure that the vehicle is de-registered or a change of ownership form has been completed and processed by the Traffic Department. This ensures that the vehicle's ownership is properly transferred and removed from the company's records.

11.2 Disposition Documentation:

A schedule listing all disposed vehicles must be compiled for record-keeping purposes. This will document the details of each vehicle, including make, model, registration number, and the method of disposal (auction, theft, or write-off).

11.3 Fleet List Updates:

Once the vehicle is disposed of, it must be promptly removed from the fleet list to maintain accurate records of the company's active assets.

Theft or Insurance Write-off:

In cases where a vehicle is lost due to theft or is written off by the insurance company, the insurance clerk must immediately notify the Fleet Manager. The Fleet Manager will ensure that all necessary documentation is completed, including filing a claim with the insurance company (if applicable), and that the vehicle is removed from the fleet list to reflect its status accurately.



SECTION 12: POLICY VIOLATION

12.1 Suspension of employees from driving company vehicles

In the event of a company vehicle being subjected to flagrant misuse, irregular use, or malicious damage by the driver, or where evidence exists that the driver was guilty of recklessness or negligence while operating a company vehicle, the driver may face suspension. This includes situations where the vehicle was involved in an accident while being driven irresponsibly.

Additionally, if a driver is found guilty of operating a company vehicle under the influence of intoxicating liquor, narcotics, or with a blood alcohol concentration exceeding the legal limit, the driver will be immediately suspended from driving company vehicles. This suspension will remain in place until the conclusion of any disciplinary action.

If a driver develops a disease or disability that impairs their ability to effectively control a vehicle, and a report from the health unit confirms this condition, the driver may be temporarily or permanently suspended from driving a company vehicle.

APPENDIX FORMS

- Vehicle assignment & acknowledgment
- Application addendum for employment requiring drivers
- Vehicle inspection report
- Accident report form
- Waiver form



FLEET MANAGEMENT POLICY ACKNOWLEDGMENT AND ACCEPTANCE FORM

I, (Full Name)
..... (Position/Role/Organization if applicable),
acknowledge receipt of the Meeting Point International (MPI)'s Child Protection Policy.

I confirm that I have read, understood, and accepted the Child Protection Policy as part of my employment, collaboration, volunteer service, consultancy, partnership, or engagement with Meeting Point International (MPI).

Name : _____

Signature : _____

Date : _____

A copy of the signed Child Protection Policy should be returned to the Administration office or to this email: admin@meetingpoint-int.org



VEHICLE ASSIGNMENT & ACKNOWLEDGMENT

I have read and agree to abide by all the policies and procedures in this manual and I understand my responsibilities to drive safely and maintain a safe vehicle.

Name: _____

Signature: _____

Date: _____

Vehicle: _____

License Plate: _____

Location/Address of vehicle after work hours & weekends: _____



APPLICATION ADDENDUM FOR EMPLOYMENT REQUIRING DRIVERS

COMPANY _____

ADDRESS _____

NAME _____ PHONE: (____) _____

DRIVER LICENSES (list all licenses held in past 3 years and indicate those that are current)

List **License Number, Class, Endorsement(s), Expiration** date for each:

Have you ever been denied, or have been revoked or suspended any license, permit, or privilege to operate a motor vehicle? Yes ____ No ____ . If you answered YES to the above questions, give details: (If additional space is needed, attach sheet).

TRAFFIC CONVICTIONS AND FORFEITURES FOR PAST 5 YEARS: (Other than parking) List Location (City), Date, Charge and Penalty for each:

DRIVING EXPERIENCE: List Dates, Class of Equipment, and approximate number of total miles for each:

Automobile _____

Van/Pickup _____

Truck/Tractor _____

Bus _____

Other (Specify) _____

ACCIDENT RECORD FOR PAST 5 YEARS: (if additional space is needed, attach sheet)

List Date, Location, and Nature of Accident including injuries and fatalities as they apply for each year: _____

GENERAL: Have you ever been convicted of a felony? Yes ____ No ____

Have you ever been refused bond Yes ____ No ____ If you answered YES to either question, give details: (if additional space is needed, attach sheet)

LIST SPECIAL TRAINING RELATED TO TRANSPORTATION: (If additional space is needed, attach sheet)



TO BE READ AND SIGNED BY APPLICANT: This certifies that this application was completed by, and that all entries on it and information in it are true and complete to the best of my knowledge.

I understand that, if hired, any misrepresentation of information in this application is cause for immediate dismissal.

I authorize **MEETING POINT INTERNATIONAL** to investigate my background to ascertain all information of concern to my employment history, whether same is of record or not, and release those providing such information from all liability for any damages resulting from furnishing this information. Further, I understand that I may be asked to demonstrate my ability to perform the essential functions necessary to complete the job and, if offered the job, that it may be conditioned on results of a physical examination, and controlled substances and alcohol misuse test.

DATE _____

APPLICANT'S SIGNATURE _____



MONTHLY VEHICLE INSPECTION REPORT

Company Name: _____ Date of Inspection: _____

Employee Name: _____ Department: _____

Vehicle License Plate: _____ Odometer Reading: _____

Instructions: Use this checklist as a guide when performing the monthly inspection of your vehicle. It can also be used for periodic evaluation to ensure that employees are continuing to maintain their vehicles safely.

VEHICLE INSPECTION					
Exterior Inspection (360 Walk-around)	Yes	No	N/A	Date Corrected	Comments
Is the vehicle exterior free of visible damage?					
Are there any signs of fluid leakage underneath vehicle?					
Is the vehicle clean in appearance?					
Are all four tires properly inflated to proper PSI?					
Is the tire tread depth and tread wearing acceptable?					
Are wiper blades adequate?					
Interior Inspection	Yes	No	N/A	Date Corrected	Comments
Is the vehicle's interior clean of debris?					
Is the interior of the vehicle free of visible damage?					
Are safety belts working properly?					
Is a first aid kit available?					
Is an emergency/accident kit available?					
Is the vehicle registration easily accessible?					
Is the vehicle insurance information accessible?					
Is a spare tire available and inflated?					
Is there a jack system available?					
Is the owner's manual available?					
Operating Inspection	Yes	No	N/A	Date Corrected	Comments
Are the headlights working?					
Are the taillights working?					
Are the brake lights working?					
Are the back-up lights working?					
Are the interior lights working?					
Are the windshield wipers working properly?					
Is the horn working?					
Are the proper mirrors available? (Rearview, side, instructor)					
Is the parking brake working?					
Do the turn signals work?					
Is the sun visor operable?					
Does the heating/cooling system work properly?					



Under-the-hood Inspection	Yes	No	N/A	Date Corrected	Comments
Is the engine oil within range?					
Is the windshield wiper fluid within range?					
Is the power steering fluid within range?					
Is the transmission fluid within range?					
Is the brake fluid within proper levels?					
Is the coolant within proper levels?					
Do all belts appear in good condition?					

List any discrepancies during inspection:

Additional Comments:



EMPLOYEE INCIDENT / ACCIDENT REPORT

EMPLOYEE INFORMATION

NAME	EMPLOYEE ID	SOCIAL SECURITY NO.
JOB TITLE	DEPARTMENT	
HOME ADDRESS	HOME PHONE	
EMAIL ADDRESS	MALE OR FEMALE	DATE OF BIRTH

INCIDENT DESCRIPTION

LOCATION	DATE OF INCIDENT	TIME OF INCIDENT

INCIDENT DESCRIPTION

In as much detail as possible, describe what caused the incident / accident / injury, what you were doing just before the incident, and what you did after the incident. Name any objects or substances involved.

Were you performing regular duties at the time of incident?	☐	YES	☐	NO
---	--------------------------	-----	--------------------------	----

Did anyone see you get hurt?	☐	YES	☐	NO
------------------------------	--------------------------	-----	--------------------------	----

If YES, list all witnesses:



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Did you report this incident to anyone?

YES

NO

If YES:

REPORTED TO NAME

TITLE

DATE REPORTED

--	--	--

If NO, explain why you chose not to report:

--

INJURY DESCRIPTION

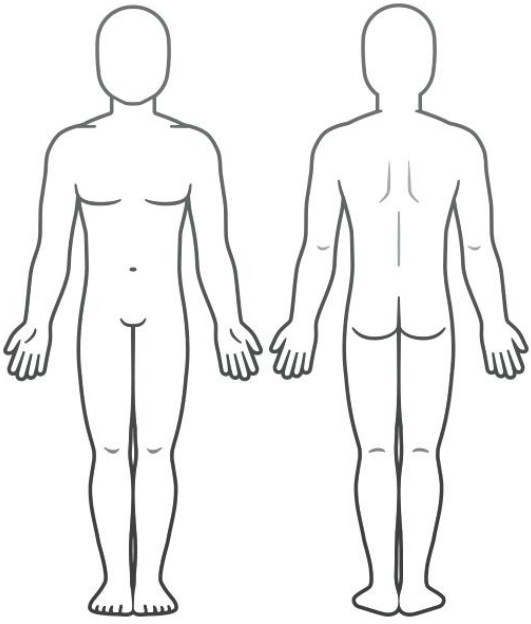
NATURE OF INJURY *select all that apply*

	Abrasion, scrapes		Amputation		Broken Bone		Bruise		Burn (heat)
	Burn (chemical)		Concussion		Crushing Injury		Cut, laceration, puncture		
	Hernia		Illness		Sprain, strain		Damage to body system		
	Other, describe:								



DESCRIPTION OF INJURY

PART OF BODY AFFECTED *shade all that apply*

	
--	--

Was first aid provided at the scene?		If YES, who administered first aid?	
YES	NO		
Please describe the first aid administered.			

Was medical treatment necessary?		IF YES, NAME OF HOSPITAL / PHYSICIAN:	
YES	NO		
DATE OF VISIT	TIME OF VISIT	HOSPITAL / PHYSICIAN PHONE	

Have you ever had a similar injury?	YES	NO	Has a similar injury been treated?	YES	NO
If YES, describe previous injury			If YES, where, when, and by whom were you treated?		



BACK INJURY REPORT

To be completed when a back injury is reported by the injured employee. *If not applicable, skip to next page.*

What part of your back hurts now?

When did you first notice this back pain?	DATE:		TIME:
What were you doing at that time? Explain in detail.			
If you were lifting an object, what was it and how heavy?			
What did you feel?			
What was the length of time between the injury and your disability, if any?			

Did anyone see you get hurt?		YES		NO
------------------------------	--	-----	--	----

If YES, list all witnesses:

--

Did you report this incident to anyone?		YES		NO
---	--	-----	--	----

If YES:

REPORTED TO NAME	TITLE	DATE REPORTED

Did you ever have a back injury before?		YES		NO	Were you ever treated by a doctor?		YES		NO
If YES, when? And what part of your back?					If YES, where, when, and by whom were you treated?				



--	--

If previously injured, has it given you trouble since? Explain.

--

PREVIOUS COMPENSATION CLAIMS

Have you ever received or filed for compensation because of a back injury?	☐	YES	☐	NO
Have you ever received or filed for compensation due to any other injury?	☐	YES	☐	NO

If YES, list Bureau of Workers' Compensation claim numbers:

--

MEDICAL RELEASE

I hereby authorize any qualified medical practitioner, hospital, clinic, or other health-care provider who has examined or treated me in relation to an injury, illness, or occupational disease arising out of or alleged to have arisen in the course of my employment to provide relevant medical information to my employer, the employer's insurer, the relevant Labour Officer, or their duly authorized representative for the purpose of assessing, managing, and determining a workers' compensation claim.

This authorization covers relevant medical reports, examination findings, treatment records, diagnosis, prognosis, and other information reasonably required to determine the nature and extent of the injury or illness and the compensation payable under the Workers Compensation Act, 2000 (Cap. 233).

I understand that this authorization is limited to information relevant to the injury, illness, or occupational disease forming the basis of the workers' compensation claim and does not constitute a general authorization to disclose unrelated medical information.

I authorize the relevant medical practitioner or health-care provider to provide further medical information or reports where reasonably required for the assessment or determination of the claim, subject to applicable laws and professional confidentiality requirements.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

--	--	--



REPORT SUBMITTED BY

NAME

SIGNATURE

DATE

--	--	--

REPORT RECEIVED BY

NAME

SIGNATURE

DATE

--	--	--



LIABILITY WAIVER FORM

GUIDANCE NOTE ON THE WAIVER OF LIABILITY BY THIRD PARTIES IN CONNECTION WITH TRAVEL IN MPI VEHICLES.

MPI vehicles are primarily for the use of MPI for its official business.

In exceptional cases, carrying of passengers may be extended as a courtesy to non-MPI personnel participating in MPI projects, such as Government or NGO counterparts. In these cases, authorization must be sought from the MPI Head of Office prior to allowing non-MPI passengers on board.

The MPI Office should ensure that insurance that covers these passengers in the vehicles is purchased by the MPI office.

All Non-MPI personnel travelling in MPI vehicles do so at their own risk and responsibility. The Operations Manager should ensure that the passengers complete and sign this Waiver of Liability Form. After signature by a Passenger, the form should be retained by the Operations Manager for safekeeping.

No third- party may drive MPI vehicle.

WAIVER OF LIABILITY BY THIRD PARTIES IN CONNECTION WITH TRAVEL IN MPI VEHICLES

I, the undersigned, hereby recognize that my travel on MPI- provided transport is solely for my own convenience and benefit or that of my employer/organization. In consideration of being permitted to travel on such means of transport, I hereby (a) assume all risks and liabilities during, or in connection with, such travel; and (b) agree that neither MPI nor any of its officials, agents, consultants or contractors are liable for any personal injury, illness or death, and for property loss or damage that I may suffer during, or in connection with such travel.

To Be Completed by Passenger

_____	_____	_____	_____
Name of Passenger	Organization/Agency	Signature of Passenger	Date

To Be Completed by MPI

_____	_____	_____
Travel from	Travel to	Date of travel
_____	_____	_____
Name of Head of Office	Signature of Head of Office	Date