

WORLD HEALTH ORGANIZATION

Information Note: 17/2019

Subject: WHO Road Safety and Vehicle Management Policy

Distribution: All WHO staff members worldwide

Date: 8 May 2019

About the Policy

The use of vehicles for the transport of personnel and supplies is essential for achieving WHO's mandate and program objectives. Road trauma is the leading cause of death and injury to WHO staff. It is widely acknowledged that road traffic crashes are not accidents – they are preventable.

Purpose

Primarily, the purpose of this policy is to ensure that WHO vehicles are operated safely to reduce the risk of crashes and, even if crashes do occur, to reduce the risk that they result in death or injury to WHO personnel, other road users and pedestrians.

Additionally, this policy is designed to ensure that the WHO vehicle fleet is professionally managed and operated. The objective of fleet management in WHO is to achieve an optimum balance of four priorities in line with Sustainable Development Goals:

1. **Safety:** the safety and well-being of WHO personnel, other road users and pedestrians;
2. **Program delivery:** the successful achievement of the Organization's programme objectives;
3. **Cost effectiveness:** the most effective use of resources (vehicles, manpower, etc.);
4. **Environmental impact:** the harmful emissions and environmental impact of the WHO fleet are minimized.

Scope

This Policy applies to all WHO offices and WHO staff members using WHO Vehicles. It also applies to non-WHO staff members, such as interns and volunteers, UNVs assigned to WHO, WHO consultants, SSAs and holders of APW, who should be made aware of its relevant elements through appropriate means.

While this Policy focusses on transport in WHO Vehicles, some of its provisions – including para 3.2.4 – apply to transport in any vehicle.

Policy Provisions

In addition to consolidating and reinforcing existing relevant policies, the WHO Road Safety and Vehicle Management Policy defines a number of changes and innovations that are designed to ensure that the organisation operates a safe and professionally managed vehicle fleet. These changes include:

- An accountability framework describing the roles and responsibilities at various levels.

- All WHO drivers must receive regular basic first aid and human immunodeficiency virus/acquired immunodeficiency syndrome (HIV/AIDS) awareness training.
- Drivers are strictly prohibited from operating any hand-held or hands-free communication device while driving.
- WHO drivers must undergo a specific armoured vehicle driver training prior to driving an armoured vehicle.
- Wearing of seat belts is mandatory for all drivers and passengers in WHO vehicles, at all times a vehicle is in motion.
- All vehicles managed by any given WHO office must be managed and administered as a pool.
- All road traffic crashes involving WHO vehicles must be reported to HWO and DAF immediately.
- All WHO vehicles should be registered in the WHO Fleet Management System (FMS) where fuel and maintenance data must be entered monthly and analysed on a monthly basis.
- All new vehicles purchased by WHO must be equipped with standard vehicle tracking devices and registered in the FMS.
- WHO vehicles should preferably be disposed of through public auctions, where possible. In exceptional circumstances, donations must be approved on a case-by-case basis by DAFs.

The full policy is available on the following WHO intranet page and will be included in the eManual in due course: <https://intranet.who.int/homes/lss/wfs.shtml>

Effective Date

The Policy comes into effect as of 9th May 2019. However, obligations which have associated resource requirements will be subject to progressive implementation, with full compliance expected by latest 31 December 2019. These include:

1. For each official vehicle, data must be entered in the Fleet Management System (FMS) every month.
2. During official working hours, the fleet of WHO vehicles at the duty station must be managed and administered as a pool;
3. Drivers of specialist vehicles, e.g. armoured vehicles, must receive training on such vehicles before being permitted to drive them;
4. All Drivers should receive basic First Aid training and a HIV/AIDS awareness brief within their first 12 months of service. All current drivers should receive this training by the end of 2019;
5. All vehicles with a gross vehicle weight of more than 5,000kgs must be fitted with an audible reversing alarm – available in the WHO supply catalogue;
6. Each WHO vehicle must be equipped with a Vehicle Logbook for recording all movements and for fueling and maintenance events;
7. All crashes or incidents involving WHO vehicles and resulting in death, serious injury to WHO staff or third parties must be subject to an internal administrative fact-finding enquiry.

This policy cancels and supersedes the following WHO policy documents:

- Information Note 12/2011 – Use of Vehicles for Official Purposes – Staff Safety and Security
- Information Note 28/2011 – Authorization to Drive an Official Vehicle