



Driving Policy

Year 2017

Operations Enfants du Cambodge (OEC)

DRIVING POLICY

Operations Enfants du Cambodge (OEC) and its staff commit to respect and comply with the policy of vehicle driving as stated below:

❖ **Rights to drive and use vehicle:**

- OEC vehicle can be driven only by professional drivers specially hired for the purpose or exceptionally by staff members temporarily authorized to drive them. This applies strictly to anyone authorized to drive an OEC vehicle.
- OEC vehicle must be used for OEC work performance only such as: transportation of materials and OEC staff. OEC vehicle cannot be used for personal purpose, unless otherwise specially authorized by OEC Executive Director/Representative.
- Individuals who are not OEC staff may travel with the OEC vehicles, unless there is an order or permission from the Executive Director or Representative by form completion. It is strictly forbidden to transport police, soldiers or armed civilians in OEC vehicle.

❖ **Duties and Responsibilities of Driver:**

OEC vehicle driver has duties and responsibilities stated below:

- Always carry a valid driver's license every time you drive a vehicle.
- Renewal or change of driver's license (when expired) is the duty of the driver.
- Have the duty to inspect and maintain the vehicle in good condition and sufficient manner to drive.
- Clean the vehicle to be responsible for, both internally and externally.
- Ensure that the necessary equipments for travel are sufficient in the vehicle.
- Check oil before traveling and fill in extra fuel at every end of the working hours.
- Make sure the battery is working properly. If the problem of battery is happened, it is advisable to report to the relevant officer to avoid causing problems leading to the detriment of the activity.
- Take into account the safety of passengers and other passengers traveling on the road.
- While driving, if someone else calls or wants to be in touch with others, the drivers have to park the vehicle properly and only open one-third of the glass for a conversation. The OEC vehicle drivers cannot transport anyone on the street/road, except for such behavior in humanitarian or emergency situations, such as: a vehicle accident or other incident, but also requires approval from a manager or accompanying staff.
- Be responsive and make sure that the car that is given to drive is good at all times, especially at every departure. These require regular monitoring of the necessary equipment, such as: vehicle reserving tires, pressure of front and back tires, engine oil, fuel oil, steering oil and glass washing water, etc.
- OEC drivers and all passengers must wear safety belts at all times. The drivers are responsible for ensuring that the vehicle will not depart as long as the passengers are not wearing a protective belt, locking the door and preventing them from entering the outside.
- Must adhere to a good driving ethicality with great caution at all times.

- Must obey the driving rules and regulations of the country at all times and be tolerant and caring for other passengers, including pedestrians on the streets, especially for children. OEC vehicle is easy to remarkable from the organization's logo and thus require respect for other travelers on the road and to drive in a spirit of high-alert and alert at all times.
- Be consistent with traffic signs on the road and to accurately measure the speed of the vehicle according to the circumstances, road conditions and geographical conditions to ensure safe speed at all times. Drivers must maintain a safe space from their vehicle and other vehicle on the road. Any errors that have been made regarding non-compliance with traffic laws or other fines, the driver must be fully responsible before the law
- Every departure, the driver must record: departure times, travel destinations, switchboard numbers and fuel oil (if required for entry into the log book). When returning to the office, the driver must re-dial its number and arrange the vehicle to be kept in orderly manner.
- Do not drive under the influence of alcohol, prohibited drugs, illegal drugs, or prescription medications that compromise the safety of vehicle controls. OEC does not tolerate any driver who does not comply with these rules.
- Must strictly adhere to the regional safety guidelines for travel by maintaining relationships with other personnel involved.
- Any accidents that happened, the OEC driver must immediately report to the OEC's Operations Officer or Administrative Officer, local authorities, and local insurance companies, if possible.
- Report on accident cases with the support of the unit. This report is sent to the relevant or administrative officer.
- If any driver is involved in an accident and it is shown that he or she has violated local traffic rules and / or driving negligently or otherwise caused accidents to other passengers, the driver may be subject to prosecution under the laws of Cambodia.
- Using a mobile phone or radio while driving is banned for drivers. In case of necessity or absence of passengers with, the driver must find a suitable place to park the vehicle properly to use it. In situations where the vehicle cannot be stopped or having passengers with, the driver should request any passenger to receive a call or radio instead.
- If drivers fail to comply with the above guidelines, including the OEC's instructions, including their involvement in road accidents and violations of local law involved with driving, the OEC vehicle driver is liable for penalties or can result in termination of employment.

❖ **Timeline of trips, number of riders and Storage weight:**

○ **Travel Time** :

- The staff traveling by OEC vehicle must comply with the following travel hours:
 - Morning : Departure after 5:30 a.m.
 - Afternoon: Return before 7:30 p.m.
- In case of driving in the dark (from 6:00 p.m. to 6:00 a.m. the next day), the driver must minimize the speed limit, except when required to operate on time and in accordance with the safety instructions in the area. When traveling a long distance, all drivers must manage the suitable time to take a break.

○ **Determining the number of riders and weight :**

- OEC vehicle allows only 4 people to ride in the car (1 front seat and 3 rear seats). Riding on the back of a pickup or rooftop is prohibited.
- The OEC pickup vehicle allows to store the back-end material in terms of the following terms and conditions;
 - Weight load: 1,000 kg for transporting equipment/materials to locations in the province.
 - Weight load: 800 Kg for transporting equipment/materials to other provinces

❖ **Driver's Code of Conduct:**

All OEC vehicle drivers must adhere to the following ethical code:

- Respect others' basic rights by complying rightly and honestly.
- Treat others with dignity and respect.
- Respect and comply local laws, traditions, customs and traditions in accordance with the UN Convention.
- Work actively to protect children by complying the Child Policy and Child Protection Procedure of OEC.
- Maintain high standards of personal and professional behavior.
- Protect the safety and well-being of yourself and others.
- Report any issues that are contrary to standards stated in the Code of Conduct.

❖ **Overtime Allowance and Compensation:**

All OE vehicle drivers will receive allowance of overtime work, extra work on weekends or holidays (national holidays):

- Work on weekends (Sat-Sun) in actual hours, including non-driving hours.
- Work on national holidays in actual hours, including non-driving hours.
- Work before 7:30 am and after 5:30 pm on normal business days (actual hours, including non-driving hours).
- Work between 11.30 am and 1: 30pm just hours of driving. Hours waiting for staff and lunch hours are not included in the overtime hours, but are entitled to take breaks if working more than 8 hours a day. For example: work after hours or come to work early, by informing the direct supervisor in advance.

❖ **Overtime Payment:**

OEC drivers, who work overtime, set daily activities of the organization, have the following sponsorship guidelines

- Pay for any driver who has worked overtime within the organization. This payment is only 20 hours for each month. The remaining hours of this payment are allowed to take a rest for replacement in the following month, but the rest is to inform the direct management. On the other hand, if the driver does not take a rest in the next month, then the rest day will be a waste of time.
- In the case that the organization does not have sufficient funds to pay for overtime work, the driver is allowed to take a rest instead of the same as stated above.

❖ **Rates of overtime pay, weekend and national holidays:**

N°	Time type for payment	Rate
1	Normal working days or national holidays	150% of Salary
2	Weekend (Sat and Sun)	200% of Salary

Principles that violate the content of this principle shall be abrogated. The principle must also be in accordance with the budget plan and agreement of OEC's donors.

The policy is made in two languages (both in Khmer and English), which are of equal value and valid from the date of signature.

Prepared by Management Committee
Battambang, 29 August 2017
Chairman of the Management Committee



Dos Roeungdeth



Seen and approved
Battambang, 30 August 2017
Chairperson of the Board of Directors,



Nhek Sakun

CC:

- All OEC staff
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