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## INSTRUCTIONS FOR THE UTILIZATION OF PROJECT MOTOR VEHICLES

In projects implemented through Finnish development cooperation financing, the following instructions apply to the utilization of means of transport and vehicles (project vehicles) acquired for use in connection with the implementation of the project.

Exception to these instructions, if deemed necessary on account of local circumstances, may be granted as specifically agreed upon with the Finnish Embassy in (*name of the city of the Embassy*).

The person responsible for any given project shall assure that these instructions have been brought to the attention of all staff members connected with the project implementation and liable to use project vehicles.

1. As a rule project vehicles are only to be used for purposes necessary for the implementation of the project, i.e. official use during working hours. No project vehicle shall be reserved for the exclusive use of any one person. Should the intended users of a project vehicle for any reason not make use of it, or should a project vehicle for any other reason be under-utilized, it shall be transferred to other effective use.

2. A vehicle diary shall be kept of the use of each project vehicle. The diary shall be in the vehicle at all times. It shall contain the registration and identification data of the vehicle, a list of the names of the persons entitled to use it, and the place where the vehicle is permanently placed. The utilization of the vehicle shall be indicated as follows: data, route or area, purpose of journey, type of journey (daily work, travel connected with the project, private use, etc.), the distance driven (according to mileage indicator), and the signature of the driver. A periodic summary shall be made of any private use, and it shall be invoiced and accounted for in the project book-keeping.

3. The utilization of the project vehicle shall be decided upon and the keeping of the diary supervised by the person responsible for the project in the recipient country, the TA Team Leader, and in her/his absence a designated substitute (hereinafter: "the person responsible")

4. The person responsible shall issue the instructions for the use of any project vehicle for official use. The person responsible shall exceptionally grant permission to use a vehicle for private driving (private use permit) or for official travel (official travel permit). Both permits are issued in writing in the diary. In urgent matters and emergencies the permit may be granted post facto. The private use permit is issued to a designated driver separately for each journey, specifying the permitted route and time. The official travel permit may be issued to a designated person for a fixed period.

5. Private use permits shall be granted only exceptionally and on condition that official use will not be interrupted or inconvenienced. In exceptional cases it may be deemed necessary to authorize the private use of vehicles or staff service and recreational purposes where appropriate automobile rentals and other modes of transportation are unavailable or insufficient. Private use shall not, however, cause undue risk of damage to the vehicle. Any damage caused to a project vehicle during private use shall be compensated by the permit holder with due consideration of the vehicle insurance practice in the recipient country.

6. The official travel permit may be granted if there is no private vehicle or if local conditions are such that the use of a private vehicle cannot reasonably be required, and no other satisfactory means of transportation



are available. Official travel by a project vehicle shall be arranged so as to benefit a maximum number of persons working for the project. Official travel by a project vehicle shall be free of charge for the permit holder.

7. The holder of a private use permit shall pay a mileage fee (*XX Euro cents/km, the same as the Embassy charges from its staff*) to the project, equivalent to the mileage compensation of Finnish diplomatic missions for the official use of private vehicles, or any other reasonable fee deemed appropriate by the Finnish Embassy. The project accounts shall include full details of mileage and payment for the private use of project vehicles.

8. The use of a private vehicle for official driving shall be refunded to the owner at the rate referred to in paragraph 7 above, provided that the use of a private vehicle on account of special circumstances has been found necessary for the implementation of the project.

9. Only a person working in the project who has a valid driving license and experience of driving is entitled to drive the project vehicle.

10. Only persons employed by the project or connected with its implementation shall be transported in project vehicles. Only under exceptional circumstances referred to in paragraph 5 above may the driver be any other person.

11. A project vehicle shall be kept on project premises. Should it not be safe to keep the vehicle on project premises, the person responsible may, after due consultation with the Finnish Embassy, determine another place such as the residence of a person employed to work for the project.

12. The person responsible shall ascertain that all project vehicles are adequately insured, equipped and serviced in accordance with local rules and regulations.

13. The driver of a project vehicle shall notify the person responsible without delay of any damage caused to the vehicle or any accident. The person responsible shall upon receiving notice of any damage or accident take all measures, in co-operation with the Finnish Embassy if needed, to settle the insurance and have the damage repaired.

14. The diary or a copy thereof shall be presented to the Finnish Embassy or auditor upon request in connection with the accounts and financial reports of the project, and it shall be open for inspection in the review of the accounts of the project as agreed upon with the Finnish Embassy or auditor.

