

REPUBLIC OF ZAMBIA



MINISTRY OF WORKS AND SUPPLY

NATIONAL PLAN OF ACTION FLEET MANAGEMENT POLICY

TABLE OF CONTENTS

FOREWORD	ii
ACKNOWLEDGEMENT	iii
ACRONYMS	iv
WORKING DEFINITIONS	v
1.0 INTRODUCTION	vi
1.1 BACKGROUND	vi
1.2 RATIONALE	vi
2.0 VISION AND GOAL	vii
2.1 Vision	vii
2.2 Goal	vii
3.0 IMPLEMENTATION FRAMEWORK	1
4.0 PROGRAMME MATRIX	1

FOREWORD

To ensure good governance and effective service delivery as a way of fulfilling the aspirations in the national vision of becoming a “prosperous middle-income country by the year 2030”, it is imperative to develop an efficient and effective public service in harmony with other stakeholders such as private sector, civil society cooperating partners and general citizenry. This fleet management policy is designed to improve operational mobility and efficiency of public workers, in service delivery, and in a cost-effective manner.

The importance of vehicles, plant and equipment in the operations of Government cannot be over emphasised. The associated cost with fleet operations can be astronomical if not well managed. The Government of the Republic Zambia has for a long time been incurring huge costs in running its fleet. The objective of this policy is to eliminate any possibility of misuse of official vehicles, plant and equipment as well as, to restrict the maintenance expenditure to the bare minimum and to provide framework for efficient management of government vehicles, plant and equipment.

The implementation of the policy needs the support of all stakeholders. It is therefore expected that all Ministries, Provinces and Spending Agencies (MPSAs) take keen interest in following the provisions of this document in managing Government vehicles, plant and equipment. The Policy provides a guide in ensuring that public services are delivered effectively and efficiently. This will be anchored on the implementation of the de-centralisation Policy.

This policy is the first ever, to provide a coherent framework and guide in revamping the monitoring, control and evaluation on the management of the Government vehicles, plant and equipment. It will allow the smooth coordination between MPSAs and the Ministry of Works and Supply.



Hon. Sylvia Bambala Chalikosa, MP
MINISTER OF WORKS AND SUPPLY
ACKNOWLEDGEMENT

ACKNOWLEDGEMENT

I wish to extend my heart-felt appreciation to all stakeholders for their invaluable support and input in the preparation of this Policy. The expertise, insight and guidance they rendered was key in shaping the Government Fleet Management Policy that should form the basis for efficient management of government vehicle, plant and equipment.

The Ministry is particularly indebted to Cabinet Office and line ministries, the civil society and other individuals who contributed to the process of preparing this Policy. Last but not the least, my special accolade goes to the members of staff in the Ministry of Works and Supply who, individually and collectively, worked tirelessly to prepare this policy document.



Agnes M. Musunga
Permanent Secretary
MINISTRY OF WORKS AND SUPPLY

ACRONYMS

MWS	Ministry of Works and Supply
MSD	Mechanical Services Department
MPSA	Ministries Provinces and Spending Agencies
SAB	Standing Accident Board
VVIP	Very Very Important Person
VIP	Very Important Person
PVEC	Plant, Vehicle, and Equipment Committee
GTCU	Government Transport Control Unit
RTSA	Road Transport and Safety Agency
ATM	Automatic Teller Machine (ATM)
GRZ	Government of the Republic of Zambia
BoS	Board of Survey
ZPPA	Zambia Public Procurement Authority
SADC	Southern Africa Development Community
PSMFC	Public Service Micro Finance Company Limited

WORKING DEFINITIONS

Ceremonial Vehicle: This is the type of vehicle used during Ceremonial functions.

Equipment: This includes repair tools and other assets like battery chargers, welding machines, electrical testers, jacks, and trolleys.

Fleet Management Register: The Fleet Management Register is used to store vital information on vehicles, plant and equipment for the purpose of records and accountability.

Hired Vehicle: This is a vehicle hired/rented from an independent source, for use over an agreed time and mileage without ownership.

Insurance: An insurance premium is the amount of money that an individual or business must pay for an insurance policy.

Leased Vehicle: This is a vehicle hired by government from private operators throughout its useful working life without ultimately owning it.

Personal to Holder Vehicle: This is the type of vehicle allocated to Senior Officer in accordance with his/her conditions of service for official and personal use.

Plant: Includes bulldozers, tractors, graders, cranes, boats, craft, generators, motors, engines, compressors, mixers, boilers, agricultural machines, pumps, lathes, presses, welders, air-conditioners, refrigerators or any similar immobile or static equipment, or accessories thereof.

Pool Vehicle: This is a vehicle not allocated to any office or office but utilised for any operations of the institution as and when the need arises, and the necessary authority obtained.

Project Vehicle: This is a vehicle procured to undertake activities of a particular government project for a specified period.

Public Service Micro Finance Company Limited: The Company responsible for the management of the Public Service Motor vehicle loan scheme.

Public Worker / Officer: an officer serving in the Public Service

Fit for Purpose: vehicle, plant and equipment well equipped or well suited to be used for a designated role or purpose.

Ministries Provinces and Spending Agencies: shall include Ministries, Provinces and Spending Agencies including; Local authorities, Statutory bodies and other Quasi government institutions.

Transport Officer: An officer who is responsible for fleet management in a Ministry, Province, and Spending Agency.

Unofficial passenger users: includes officials and or non-employees and or private passengers who do not have prior written authority to be a passenger in an official vehicle.

Utility / Duty Vehicle: This is the type of vehicle allocated to an office holder for routine operations of the office.

Vehicle: This is a vehicle owned by the government to conduct official government business.

1.0 INTRODUCTION

1.1 BACKGROUND

The Zambian Government recognises that an efficient and effective fleet management system in the public service is necessary to facilitate improved service delivery. For a long time, the government has been having challenges in running its transport fleet efficiently resulting in high expenditures on procurement, insurance, replacement, fuel and maintenance. Government fleet has been managed through various circulars and measures issued by Secretary to the Cabinet and provisions in the Terms and Conditions of service for public service workers. In order to provide a comprehensive framework on transport management, Government has developed the 2018 Fleet Management Policy that will guide Ministries, Provinces and other Spending Agencies (MPSAs) on how to effectively and efficiently manage its vehicles, plant and equipment.

This plan of action is an implementation tool for the 2018 Government Fleet Management Policy which was developed in order to achieve efficiency and cost effectiveness in Transport Management. The Action Plan outlines various measures and activities to be implemented by all MPSAs. The Policy and this Action plan were developed in a consultative manner where MPSAs identified key priority areas and activities that, when implemented, would result in effective service delivery at minimum cost.

The National Plan of action has been formulated in meeting Government's aspiration of creating an enabling environment for attainment of the 2030 Vision.

1.2 RATIONALE

The Zambian Government has not had an explicit Fleet plant and equipment Management Policy to guide the public sector on how to manage the fleet and equipment efficiently.

In order to guide MPSAs on the maintenance of Vehicles, plant and equipment, Government has developed this Policy. The implementation of the Policy will guide the procurement, utilisation, maintenance and disposal of the government vehicles, plant and equipment.

2.0 VISION AND GOAL

2.1 Vision

“A world class, value for money public service fleet, plant and equipment management system by the year 2030”.

2.2 Goal

To provide an enabling environment that promotes efficiency and cost effectiveness in the management of government vehicles, plant and equipment.

3.0 IMPLEMENTATION FRAMEWORK

Government Fleet management will cut across all sectors. It is therefore vital that all stakeholders take a multi sectoral approach in implement-ing the 2018 Government fleet management policy at National, Provincial, District and Ward levels. These include all line Ministries and other spending agencies, local authorities and Quasi-government institutions. The above will implement activities contained in the National Plan of Action at various levels.

4.0 PROGRAMME MATRIX

The matrix below outlines the overall objectives and measures, activities, output indicators, responsible institutions and the estimated cost for implementing identified activities

4.1 Objective One: To ensure that procurement of all Government Vehicles, Plant and Equipment standardised and authorised according to the needs of the MPSAs.

<i>Measures</i>	<i>Activities</i>	<i>Output Indicator</i>	<i>Annual Targets</i>					<i>Responsible</i>	<i>Est. Cost (K)</i>
			<i>Yr 1</i>	<i>Yr 2</i>	<i>Yr 3</i>	<i>Yr 4</i>	<i>Yr 5</i>		
Develop guidelines and Standards for all MPSAs on procurement of Vehicles, Plant and Equipment	Review existing guidelines and standardize the procurement of vehicles, plant and equipment	1.3 Reviewed guidelines	1	1	1	1	1	MWS	2,000,000
	Sensitization meetings on guidelines	1.4 Number of MPSAs sensitized on guidelines	2	2	2	2	2		
	Distribution of guidelines	1.5 Number of MPSAs with guidelines	1	1	1	1	1	MWS	2,000,000
	Identification of cost effective, durable, fuel efficient and fit for purpose vehicle models	1.6 Number of standardized models in MPSAs identified	1	1	1	1	1		
Develop annual procurement plans for submission to PVEC for approval	MPSAs undertake transport, fit for purpose, needs assessment in the procurement of Vehicles, Plant and Equipment	1.7 Number of needs assessment conducted	1	1	1	1	1	MPSAs/MWS	100,000
	Preparation and submission of procurement plans by MPSAs to l8MWS	1.8 Number of MPSAs submitting Procurement Plans to MWS	1	1	1	1	1		
	Review submissions from MPSAs and prepare a consolidated procurement plan	1.9 Consolidated procurement plan for MPSAs	1	1	1	1	1		
	Submission of consolidated procurement plans to PEVC for approval	1.10 Approved consolidated procurement plan of vehicles, plant and equipment	1	1	1	1	1		

<i>Measures</i>	<i>Activities</i>	<i>Output Indicator</i>	<i>Annual Targets</i>					<i>Responsible</i>	<i>Est. Cost (K)</i>
			Yr 1	Yr 2	Yr 3	Yr 4	Yr 5		
	MWS to issue clearance certificates to MPSAs to authorize them to procure vehicles, plant and equipment after approval from PVEC;	1.11 Number of clearance certificates issued	1	1	1	1	1	MWS MPSAs	
Procure Vehicles, Plant and Equipment in line with the decentralisation policy	Procurement of Vehicles, Plant and Equipment by MPSAs is in line with the decentralisation policy	1.12 Quarterly Reports on the number of vehicles, plant and equipment procured by MPSAs	4	4	4	4	4	MPSAs	
Enhance value for money through a competitive Procurement method	MPSAs consideration of quality against monetary cost of the vehicles, plant and equipment service and benefits MPSAs engagement of franchise dealers in the supply of fit for purpose vehicles, plant and equipment Training of operators in the management and maintenance of the vehicles, plant and equipment	1.15 Efficiency in service delivery	1	1	1	1	1	MWS	50,000
	Review the organization structure for GTCU	1.13 Approved revised organizational structure for GTCU	1					MWS/PSMD/MDD	1,500,000

<i>Measures</i>	<i>Activities</i>	<i>Output Indicator</i>	<i>Annual Targets</i>					<i>Responsible</i>	<i>Est. Cost (K)</i>
			Yr 1	Yr 2	Yr 3	Yr 4	Yr 5		
Build Capacity in the management of government vehicles, plant and equipment	Recruitment and Placement of additional staff in GTCU	1.14 Reports on number of additional Staff recruited	1	1	1	1	1		
	Undertake training needs assessments of all managers of government vehicles, plant and equipment in MPSAs	1.15 Number of Training needs assessments undertaken	1	1	1				
	Training of Transport Officers in MPSAs in transport management	1.16 Number of GTCU Officers trained	13	13	13	13	13		
		1.17 Number of Transport Officers in MPSAs trained	50	50					
	Undertake study Tours on management of government vehicles, plant and equipment in other countries	1.18 Number of Study Tours undertaken	2				1		
procurement of modern equipment in management of government vehicles, plant and equipment	1.19 Report on Modern equipment procured	1	1	1	1	1	MWS		
Consider economies of scale through bulky buying of Vehicles, Plant and Equipment for MPSAs	1. Clustering of vehicles to be procured in MPSAs by type and model 2. Negotiation with the dealers for discounts and warranty	1.21 savings through bulky buying	1	1	1	1	1	MWS/MoF/MPSAs	50,000

<i>Measures</i>	<i>Activities</i>	<i>Output Indicator</i>	<i>Annual Targets</i>					<i>Responsible</i>	<i>Est. Cost (K)</i>
			Yr 1	Yr 2	Yr 3	Yr 4	Yr 5		
	provisions on vehicles, plant and equipment								
Promote fit for purpose in the procurement of Vehicles, Plant and Equipment	Ensure that models/type of vehicles, plant and equipment to be procured are based on fit for purpose i.e. usage and mandate of the institution, terrain i.e. physical land features, geographical location distance to be covered and population distribution.	1.22 prolonged lifespan of vehicles, plant, and equipment	1	1	1	1	1	MWS	50,000
Consider climate change issues in the procurement of Vehicles, Plant and Equipment that will reduce emission of gases from the procured Vehicles, Plant and Equipment	Carry out tests to check for the levels of emissions from vehicles, plant and equipment	1.22 Number of reports on emission tests conducted	4	4	4	4	4	MWS	100,000
Consider fuel efficiency in the procurement of Vehicles, Plant and Equipment	Ensure optimum engine capacity of Vehicles, Plant and Equipment prior to procurement	1.23 Reduced costs on fuels for vehicles, plant and equipment	1	1	1	1	1	MPSAs	50,000
Facilitate the undertaking of needs assessment prior to the procurement of Vehicles, Plant and Equipment	Prepare the needs assessment questionnaire on the establishment, mandate of MPSAs and transport requirements;	1.24 Reduced expenditure on the procurement of vehicles, plant and equipment	1	1	1	1	1	MPSAs	

<i>Measures</i>	<i>Activities</i>	<i>Output Indicator</i>	<i>Annual Targets</i>					<i>Responsible</i>	<i>Est. Cost (K)</i>
			<i>Yr 1</i>	<i>Yr 2</i>	<i>Yr 3</i>	<i>Yr 4</i>	<i>Yr 5</i>		
	Carry out the survey on transport requirements of MPSAs and transport requirements								
Facilitate the registration of all procured Vehicles, Plant and Equipment by MPSAs with the Controller of Government Transport Unit for onward registration with RTSA	Register all government vehicles, plant and equipment with ministry responsible for works and supply. Ministry responsible for works and supply to issues clearance letters to facilitate registration with RTSA before vehicles, plant and equipment are issued with private numbers by RTSA	1.25 Updated inventory of procured government vehicles, plant and equipment	1	1	1	1	1	MWS/RTSA	50,000
Facilitate registration with RTSA of all vehicles, Plant and Equipment purchased by MPSA's with Ministry responsible for Works and Supply as "Absolute Owner" and the "Owner" as the MPSA/Project that has purchased the vehicle.	Register all vehicles, plant and equipment by RTSA with MWS as Absolute owner and MPSA/project as owner	1.26 Number of vehicles registered with works and supply as absolute owner	1	1	1	1	1	MWS/RTSA	50,000
Total									6,000,000

Objective Two: To ensure effective and efficient management of Government vehicles, plant and equipment.

<i>Measures</i>	<i>Activities</i>	<i>Output Indicator</i>	<i>Annual Targets</i>					<i>Responsible</i>	<i>Est. Cost (K)</i>
			Yr 1	Yr 2	Yr 3	Yr 4	Yr 5		
Establish a computerised Fleet Management System at MWS and link it to all MPSAs and relevant stakeholders	Install a computerized Fleet Management System in all MPSAs.	2.1 Number of computerized FMS in MPSAs	50					MWS/MPSAs	1,000,000
	Link the computerized fleet management system to IFMIS	2.2 Number of computerized FMS in MPSAs linked to IFMIS	50						
	Train staff in the use of the FMS	2.3 Number of Staff in MPSAs trained in the use of the computerized FMS	100						
Develop an electronic Fleet Management System (FMS) that will have an interface with other strategic stakeholders	Engage a reputable fleet service management system provider that will collaborate with MWS and capacity build GTCU members of staff	2.4 Readily available information on vehicles, plant and equipment	1	1	1	1	1	MWS	6,000,000
Promote adherence/compliance to the guidelines on the use of Government Vehicles, Plant and Equipment	Conduct Driving tests of all Officers before issuance of competence certificates	2.5 Number of reports on Drivers/Officers tested for competence	4	4	4	4	4	MWS	1,000,000
		2.6 Number of reports of Drivers/Officers certified and issued with certificates of competence	4	4	4	4	4		
	Undertake regular inspections at check points and roadblocks	2.7 Number of road block and routine checks conducted	24	24	24	24	24	MWS/MPSAs	2,000,000
		2.8 Number of non-compliant operators of government vehicles, plant and equipment							

<i>Measures</i>	<i>Activities</i>	<i>Output Indicator</i>	<i>Annual Targets</i>					<i>Responsible</i>	<i>Est. Cost (K)</i>
			Yr 1	Yr 2	Yr 3	Yr 4	Yr 5		
Ensure availability of pool vehicles for use within station and when travelling outside the work station for official duties by public workers	Hire/lease vehicles, plant and equipment at cost effective terms and conditions when there is need beyond the optimum number needed at an institution Redistribute the excess vehicles, plant and equipment in MPSAs	2.9 Availability of pool vehicles for MPSAs	1	1	1	1	1	MWS/MPSAs	5000,000
Ensure that all pool vehicles are parked at office premises during off working hours, holidays and weekends	Undertake regular inspections at check point and roadblocks to ensure compliance to laid down procedures and regulations in the utilization and maintenance of government vehicles, plant and equipment	2.10 Reduced misuse and abuse of vehicles, plant and equipment	1	1	1	1	1	MWS	50,000
Ensure assigned/utility vehicles shall be parked at the end of the days work at the assigned locations; exception upon approval shall be when the employee is officially on call, the government vehicle may be parked/kept at the employee's residence, to be	Undertake regular inspection at check points and roadblocks	2.11 Reduced misuse and abuse of vehicles, plant and equipment	1	1	1	1	1	MWS/MPSAs	50,000

<i>Measures</i>	<i>Activities</i>	<i>Output Indicator</i>	<i>Annual Targets</i>					<i>Responsible</i>	<i>Est. Cost (K)</i>
			Yr 1	Yr 2	Yr 3	Yr 4	Yr 5		
used only for official government business	Undertake regular inspections of log books in MPSAs								
Facilitate availability of specialized vehicles, plant and equipment to be used for intended purpose and parked at a designated location after each assignment	Procure an optimum number of specialized vehicles, plant and equipment Allocate of optimum number of specialized vehicles, plant and equipment	2.12 Improved service delivery	1	1	1	1	1	MWS	5000,000
Facilitate transfer of ownership of all project vehicles, plant and equipment to government upon completion of the project	Undertake an inventory of project vehicles per MPSA Surrender project vehicles to relevant MPSAs upon completion of the project Register the surrendered vehicles with GRZ numbers at the completion of the project	2.13 Accountability of all project vehicle	1	1	1	1	1	MWS	2,000,000
Ensure accidents on Vehicles, Plant and Equipment are reported to Zambia police, fleet	Sensitize all users of government vehicles, plant and equipment involved in accidents to report to the Police within 48 hours;	2.14 Number of Accidents reported to the Police within 48 hours						MPSAs/MWS/MoF	100,000

<i>Measures</i>	<i>Activities</i>	<i>Output Indicator</i>	<i>Annual Targets</i>					<i>Responsible</i>	<i>Est. Cost (K)</i>
			Yr 1	Yr 2	Yr 3	Yr 4	Yr 5		
managers within 48 hours of occurrence and the Standing Accidents Board	Engage RTSA and police to report all accidents involving government vehicles, plant and equipment to GTCU								
Facilitate the appropriate labeling of all Vehicles, Plant and Equipment procured with public resources;	Label vehicles, plant and equipment with private number plates	2.15 Number of vehicles, plant and equipment labelled with GRZ number plates					MPSAs	1,000,000	
Facilitate compliance through the following management tools: <ul style="list-style-type: none"> Fleet management Register Manual on the use, Care and Maintenance of government vehicles, plant and equipment Certificate of Competence Drivers Daily Check Sheet The Vehicle Log Book Weekend/Special Passes History Book Transport utilization Returns 	Review existing government Transport Management Tools Sensitize meetings on guidelines and management Tools Distribute management Tools	2.16 Updated management tools 2.17 Number of sensitization meetings conducted 2.18 Number of MPSAs with management tool 2.19 Number of MPSAs utilizing management tools	1	1	1	1	1	MWS	250,000

<i>Measures</i>	<i>Activities</i>	<i>Output Indicator</i>	<i>Annual Targets</i>					<i>Responsible</i>	<i>Est. Cost (K)</i>
			Yr 1	Yr 2	Yr 3	Yr 4	Yr 5		
Promote the preparation and implementation of vehicles, plant and equipment maintenance Plans in accordance with the manufactures schedule and specifications	Engage franchise dealers in the preparation of maintenance plans	2.20 prolonged lifespan of vehicles	1	1	1	1	1	MWS	250,000
Ensure the maintenance of Vehicles, Plant and Equipment by franchise dealers during the warranty period	Engage franchise dealers on warranty provisions and schedule of maintenance of government vehicles, plant and equipment	2.21 prolonged lifespan of vehicles, plant and equipment; Reduced maintenance costs	1	1	1	1	1	MPSAs/Franchise holders	50,000
Ensure that servicing and repairing of government Vehicles, Plant and Equipment outside the warranty period are done by authorised garages	Identify reputable garages to service and repair government vehicles, plant and equipment Identify officers to be professionally trained by franchise dealers in servicing and repairing of government vehicles, plant and equipment Train identified officers in the management and maintenance of government vehicles, plant and equipment	2.22 Reduced maintenance costs	1	1	1	1	1	MPSAs/Franchise holders	100,000

<i>Measures</i>	<i>Activities</i>	<i>Output Indicator</i>	<i>Annual Targets</i>					<i>Responsible</i>	<i>Est. Cost (K)</i>
			Yr 1	Yr 2	Yr 3	Yr 4	Yr 5		
Facilitate a standardised training for public service technicians handling Government vehicles, plant and equipment	Identify professional institutions to conduct trainings for public service technicians handling government vehicles, plant and equipment	2.23 Reduced maintenance costs	1	1	1	1	1	MPSAs	1500,000
Ensure MPSAs insure Government Vehicles, Plant and Equipment comprehensively;	Insure comprehensively, government vehicles, plant and equipment with reputable insurance companies	2.24 Reduced procurement and maintenance costs	1	1	1	1	1	MPSAs/Insurance companies	50,000
Encourage beneficiaries of Public Service Vehicle Loan Scheme to insure vehicles comprehensively for business and private purposes	Maintain information for all motor vehicles, plant and equipment obtained under the loan scheme through public service micro finance company Sensitize beneficiaries of public service vehicle loan scheme on the importance of insuring vehicles, plant and equipment comprehensively	2.25 Reduced costs on the procurement of vehicles, plant and equipment	1	1	1	1	1	MWS / MoF/MPSAs	10,000,000
Total									35,400,000

Objective Three: To ensure equitable allocation and distribution of appropriate vehicles for officials across all MPSAs.

<i>Measures</i>	<i>Activities</i>	<i>Output Indicator</i>	<i>Annual Targets</i>					<i>Responsible</i>	<i>Est. Cost (K)</i>
			Yr 1	Yr 2	Yr 3	Yr 4	Yr 5		
Facilitate appropriate allocation of utility and pool vehicles to officials in accordance with the respective portfolios	Identify the needs of MPSAs and determine the optimum number, types of vehicles, plant and equipment for use as pool and utility vehicles	3.1 Number of reports on the needs of various line Ministries and determined optimum number, types of vehicles for use as pool and utility vehicles	1	1	1	1	1	MWS / MPSAs	1,000,000
Encourage officials working in the public service have access to the Vehicle Loan Scheme using Public Service Micro Finance Company to purchase personal vehicles to be used for official duties within the districts	Maintain information on all public workers that have obtained loans from PSMFC	3.2 Number of public service workers accessing Motor vehicle loans	4	4	4	4	4	MWS/MPSAs	100,000
Facilitate the procurement and distribution of an Optimum number, type and model of Vehicles, plant and equipment in accordance with the needs of MPSAs based on fit for purpose i.e. usage and mandate of the institution, terrain i.e. physical land features, geographical location distance to be covered and population distribution.	Carry out the needs assessment of vehicles, plant and equipment in all MPSAs Procurement and allocation of optimum and fit for purpose of vehicles, plant and equipment in MPSAs	3.1 Equitable allocation of vehicles, plant and equipment	1	1	1	1	1	MWS	250,000
Ensure the excess number of pool/utility vehicles, plant and equipment are surrendered to the Central Pool of vehicles, plant and equipment under the Ministry responsible for Works and Supply for redistribution.	Conduct inventory, redistribute excess vehicles, plant and equipment among MPSAs	3.4 Even distribution of vehicles, plant and equipment	1	1	1	1	1	MWS	250,000
Total									1,600,000

Objective Four: To ensure that all MPSAs dispose of Vehicles, Plant and Equipment in accordance with laid down procedures.

<i>Measures</i>	<i>Activities</i>	<i>Output Indicator</i>	<i>Annual Targets</i>					<i>Responsible</i>	<i>Est. Cost (K)</i>
			Yr 1	Yr 2	Yr 3	Yr 4	Yr 5		
Facilitate disposal of Vehicles, Plant and Equipment should be in accordance with the Public Finance Act, using the appropriate depreciation formulae	Conduct an inventory of all government vehicles, plant and equipment; Constitute a Board of Survey to board vehicle, plant and equipment to be disposed of; Monitoring the disposal of vehicles	6.1 Number monitoring reports prepared	4	4	4	4	4	MoF/MWS/MPSAs	1,000,000
Facilitate the development of disposal guidelines for all Vehicles, Plant and Equipment procured using public funds, that shall be approved by Secretary to the Treasury	Develop disposal guidelines for vehicles, plant and equipment	4.2 Accountable disposal	1	1	1	1	1	MoF/MPSAs/MWS	150,000
Ensure transparency in the disposal of Vehicles, Plant and Equipment, in accordance to various types of disposal such as: auction sale, disposal by insurance companies, disposal by destruction, sale to eligible officers and donations	Engage stakeholders on vehicles, plant and equipment to be disposed of; Publicize the disposal process.	4.3 Transparent disposal process of vehicles, plant and equipment	1	1	1	1	1	MWS	50,000
Total									1,200,000

Objective Five: To ensure the development of a Digitalised Fleet Management Database.

Measures	Activities	Output Indicator	Annual Targets					Responsible	Est. Cost (K)
			Yr 1	Yr 2	Yr 3	Yr 4	Yr 5		
Establish a digitalised national database on all government vehicles, Plant and Equipment	Develop a standardized format of an electronic database	5.1 Standard format for data capturing and storage developed	1	1	1	1	1	MWS/MPSAs	3,100,000
	Establish a central database on government vehicles, plant and equipment at MWS	5.2 Central database established at MWS							
	Create sub Databases on government vehicles, plant and equipment in MPSAs	5.3 Sub database created in MPSAs							
	Link the sub databases in MPSAs with the central database	5.4 Number of sub databases in MPSAs linked to the central database at MWS							
	Prepare and Submit monthly data on motor vehicles, plant and equipment to ministry responsible for works and supply covering the following: acquisition; replacements; disposal; assigned vehicles; accidents; employees/vehicle pictures; inspections and calibrations; and trend analysis, expenditure relating to fuel, repair/maintenance of the operational/general duty vehicles and analysis of the resultant financial impact/savings	5.5 Number of Monthly reports submitted	12	12	12	12	12		
Establish linkages for sharing data on Vehicles, Plant and Equipment obtained under loan schemes	Establish a national grid to link the data bases	5.8 Accessibility of information of vehicles, plant and equipment	1	1	1	1	1	MWS	10,000,000
Total									13,100,000

Objective Six: To increase accessibility of public service workers to the Public Service Motor Vehicle Loan Scheme under the Public Service Micro Finance Company Limited;

<i>Measures</i>	<i>Activities</i>	<i>Output Indicator</i>	<i>Annual Targets</i>					<i>Responsible</i>	<i>Est. Cost (K)</i>
			<i>Yr 1</i>	<i>Yr 2</i>	<i>Yr 3</i>	<i>Yr 4</i>	<i>Yr 5</i>		
Facilitate affordable loans for Vehicles, plant and equipment for the different categories of public service workers	Ministry of Finance to engage Micro finance on the provision of affordable loans for different categories of public service workers.	6.1 Favorable and affordable loan schemes	1	1	1	1	1	MWS/PSMFC	50,000
Facilitate negotiation with car dealers and banks for favorable and affordable packages for duty free motor vehicles for the loan scheme;	Public service micro finance company to negotiate with car dealers and banks for favorable and affordable packages for duty free motor vehicles for the loan scheme	6.2 Favorable and affordable loan schemes	1	1	1	1	1	PSMFC/MoF	100,000
Ensure public service workers benefit from the Vehicle Loan Scheme once in 5 years before getting another one	Sensitize public service workers on the conditions of the vehicle loan scheme	6.3 equal access to the loan scheme by all public service workers	1	1	1	1	1	PSMFC/MoF	50,000
Total									200,000

Objective Seven: To ensure cost efficiency in the management of government Vehicles, Plant and Equipment.

<i>Measures</i>	<i>Activities</i>	<i>Output Indicator</i>	<i>Annual Targets</i>					<i>Responsible</i>	<i>Est. Cost (K)</i>
			Yr 1	Yr 2	Yr 3	Yr 4	Yr 5		
Consider economies of scale through bulky buying of government vehicles, plant and equipment including fuels and lubricants	<p>Prepare and submit procurement plans</p> <p>Identify suppliers of government vehicles, plant and equipment</p> <p>Pool procurement requests and resources for government vehicles, plant and equipment in MPSAs</p> <p>Negotiate for discounts on government vehicles, plant and equipment;</p>	7.1 Reduced expenditure in the procurement of vehicles, plant and equipment	1	1	1	1	1	MPSAs/MWS/MoF	400,000,000
Facilitate the identification/establishment of regional (province and districts) garages as well as fuel and lubricant stations for service and maintenance of government vehicles, plant and equipment	<p>Inspect garages in provinces and districts</p> <p>Inspect fuel and lubricant stations in provinces and districts</p> <p>Identify and select garages to maintain government vehicles, plant and equipment in provinces and districts;</p> <p>Facilitate capacity building of the identified garages to provide</p>	<p>7.2 Reduced expenditure on maintenance of government vehicle, plant and equipment</p> <p>7.3 Reduced expenditure on travel towards purchase of fuel and lubricants for vehicles, plant and equipment</p>	1	1	1	1	1	MWS/MPSAs/Franchise dealers	10,000,000

	<p>maintenance services to government and private vehicles</p> <p>Engage franchise dealers to establish or partner with garages at provincial and district level for provision of maintenance services</p> <p>Facilitate the establishment of fuel and lubricants stations in provinces and districts</p>									
Facilitate the pooling of vehicles, plant and equipment in provinces and districts	<p>Pool the vehicles, plant and equipment at provincial and district levels;</p> <p>Establish a transport management system at provincial and district levels</p>	7.4	Reduced expenditure on the procurement, maintenance and fuel cost on government vehicles, plant and equipment	1	1	1	1	1	MWS/MPSAs	1,200,000
Ensure a limited Pool of vehicles (1000/800-cc) for duties within the district boundaries. In exceptional circumstances given the terrain or assignment an appropriate vehicle may be utilised;	<p>Identify the required numbers of pool vehicles of (1000/800-cc) in MPSAs</p> <p>Identify suppliers of appropriate type and capacity of pool vehicles</p> <p>Negotiate for discounts through bulky buying.</p>	7.5	Reduced expenditure on the procurement, maintenance and fuel cost on government vehicles, plant and equipment	1	1	1	1	1	MWS/MPSAs	1,000,000

<p>Ensure a limited Pool of vehicles (2800/3300-cc) for duties outside the district boundaries;</p>	<p>Identify the required numbers of pool vehicles of (2800/3300-cc) in MPSAs</p> <p>Identify suppliers of appropriate type and capacity of pool vehicles</p> <p>Negotiate for discounts through bulky buying.</p>	<p>7.6 Reduced expenditure on the procurement, maintenance and fuel cost on government vehicles, plant and equipment</p>	1	1	1	1	1	MWS/MPSAs	1,000,000
<p>Ensure a limited Pool of Motor bikes (1-2 stroke engine) for general duties within the district boundaries;</p>	<p>Identify the required numbers of (1-2 stroke engine) in MPSAs</p> <p>Identify suppliers of appropriate type and capacity of pool vehicles</p> <p>Negotiate for discounts through bulky buying</p>	<p>7.7 Reduced expenditure on the procurement, maintenance and fuel cost on government vehicles, plant and equipment</p>	1	1	1	1	1	MWS/MPSAs	10,000,000
<p>Maintain an optimum number of pool drivers</p>	<p>Determine the requirements of drivers in MPSAs</p> <p>Retain an optimum number of drivers in each MPSA;</p> <p>Re-deploy the surplus number of drivers in MPSAs</p>	<p>7.8 Reduced cost on recruitment of drivers</p> <p>7.9 optimum number of drivers per vehicles</p>	1	1	1	1	1	MWS/MPSAs	1,000,000

Consider innovative financing lease arrangements in the procurement of vehicles, plant and equipment	Engage and negotiate with Banks, car dealers and other stakeholders	7.10 Alternative financing options in the procurement of vehicles, plant and equipment	1	1	1	1	1	MWS/MPSAs	100,000
Consider leasing options of vehicles, plant and equipment to reduce maintenance costs; Consider hiring of vehicles, plant and equipment to fill the gap resulting from an emerging need of that goes beyond the optimum number of fleet in the institution;	Identify the vehicle, plant or equipment hiring/leasing Companies in Provinces and Districts Create a database of Hiring/leasing Companies at National, Provincial and District levels Negotiate for favorable Terms and Conditions for hiring/leasing of vehicles, plant and equipment from the selected Companies	7.11 Reduced operational costs (labour and maintenance of fleet) 7.12 Database on hired/ leased vehicles, plant and equipment	1	1	1	1	1	MWS/MPSAs	5,000,000
Ensure that public officers allocated utility vehicles are not entitled to use project or pool vehicles for any kind of duty	Conduct institutional sensitization regarding the usage of vehicles plant and equipment in the pool Establish a database of beneficiaries of sale of vehicles under austerity measures and from the public service micro finance company	7.13 Reduced costs on transport management 7.14 Data base of beneficiaries	1	1	1	1	1	MWS	100,000

Facilitate sensitization on the utilization of the warranty provisions to reduce maintenance costs	Engage franchise holders on the warranty provisions from the purchase of vehicles, plant and equipment Conduct sensitization on the utilisation of the warranty provisions from franchise holders to reduce maintenance costs	7.15 Number of meetings held with franchise holders 7.16 Number of sensitization meetings conducted in MPSAs 7.17 Reduced maintenance costs of vehicles, plant and equipment	1	1	1	1	1	MWS	250,000
Total									429,650,000
NPA Grand Total									487,150,000

