

## 1. Purpose

This policy seeks to outline the conditions in which employees are able to self-drive. These limitations and pre-conditions extend to all RedR personnel (staff, contractors and employees) without exception.

## 2. Purpose and Scope

This policy refer to all RedR personnel (staff, contractors and employees)

## 3. Policy Statement

RedR Australia regularly receives requests from personnel seeking to drive a motor vehicle in the course of an overseas deployment. Prior to July 2017 these were generally declined on risk management grounds, with road traffic accidents (RTAs) and motor vehicle accidents (MVAs) a leading cause of injury and death amongst the wider population of every country into which we deploy.

Involvement in the design of the IDCC, together with the potential advent of new, longer-term deployment modalities, brought about an opportunity to review this standpoint with a view to allowing greater latitude to personnel wishing to self-drive. It should also be noted that the representation of RTAs/MVAs amongst insurable events for RedR Australia over the last 10 years (2007-2017) is not significant.

The rationale for allowing personnel to self-drive is based on two main considerations:

1. **Safety.** There may be situations in which the additional risks posed by not driving, are greater than those posed by driving.
2. **Psycho-social health and wellbeing.** Access to a vehicle often provides greater and safer access to administrative necessities such as food shopping, as well as social activities outside of the immediate vicinity of a employee's accommodation.

It should be noted that, whilst psycho-social health and wellbeing considerations are important, they will never constitute an acceptable rationale to allow self-driving where safety concerns are deemed prohibitive.

## 4. Principle

The policy describes two types of clearance that may be sought to drive whilst on deployment:

- i. **Type 1; individual clearance.** Permission to rent a vehicle for a time-bound period to achieve a specific objective.
- ii. **Type 2; standing clearance.** Clearance to rent and/or purchase a vehicle for usage over a prolonged period/throughout a given deployment.

The policy further describes preconditions that must be met in a number of areas prior to approval being granted:

- a. **Safety.** Ensuring that the operational context is predisposed to self-driving safely.
- b. **Motivation.** Ensuring that an explicit and reasonable motivation exists for wanting to self-drive.
- c. **Liability.** Ensuring that the requisite permits and insurances are held to allow personnel to drive in a given country.
- d. **Situation.** Restrictions as to the circumstances in which personnel are permitted to self-drive.
- e. **Vehicle.** Restrictions as to the nature of the vehicles that personnel may self-drive.

## 5. Procedures

The following sub-sections outline the restrictions and pre-conditions that exist in a number of different categories.

### a. Safety

The safety of RedR personnel must be of the utmost importance in all that we do. This will therefore be the pre-eminent consideration when deciding whether or not personnel should be granted permission to self-drive. The UN Security Level System (SLS) is the primary means by which suitability of context will be judged; however, many of the points listed in other sections also ultimately relate to safety.

- No personnel will be permitted to self-drive in any location that is UN SLS 4 or above (note this does not mean driving in UN SLS 1-3 locations is automatically deemed safe/appropriate).
- Clear justification should be provided as to how permission to self-drive will enhance personal safety/security in light of anticipated daily activities.

### b. Motivation

A clear motivation for self-driving should exist where the safety and security context permits. This may echo considerations above (i.e. to enhance personal safety/security), may take into consideration psycho-social health and wellbeing benefits associated with greater mobility, or may consider benefits to professional capacity/efficiency.

### c. Liability

It is the personal responsibility of any personnel wishing to self-drive to ensure familiarity with all relevant local laws and liabilities, as well as ensuring they have taken out adequate motor vehicle and/or personal liability insurance prior to self-driving. It should be noted that the RedR Australia travel insurance policy will cover personal injury relating to motor vehicle usage, but does not cover any form of personal or third party liability. It is therefore up to individual personnel to purchase adequate supplementary vehicle insurance, and provide evidence of this to RedR Australia.

For those looking to rent (rather than purchase) a vehicle, the RedR Australia travel insurance policy will indemnify against any excess or deductible arising out of loss or damage sustained to the rental vehicle, plus any third party loss/damage that you are legally liable to pay as a result of the car accident during the rental period. They will only pay to a maximum and provided:

- The vehicle is hired from an organisation whose business is to rent rental vehicles in the course of insured travel for the purpose of insured business;
- As part of the hiring arrangement all insurance (except the excess buy-back) offered by the rental organisation is effected, whether discretionary or mandatory, against loss or damage to the vehicle during the rental period;

- All requirements of the rental organisation under the hiring agreement and of the insurer under such insurance is complied with.

Exclusions to this policy are any loss or damage:

- Caused or contributed to by the operation of the vehicle in breach of the provisions of the hiring agreement;
- To a commercial vehicle, truck, or camper van;
- To any vehicle aged more 20 years;
- Which is not indemnifiable under the insurance offered by the rental organisation because of the application of an exclusion clause.

Given the above, it is recommended that personnel seek to hire (as opposed to purchasing) vehicles where possible.

#### **d. Situation**

Wherever possible, personnel should not self-drive for the purposes of official business conducted by the United Nations, host government or any other host organisation. Where travel is required for the purposes of official business, it should be the responsibility of the host organisation to provide a suitable means of transport (including use of a driver as necessary). Where the host organisation lacks this capacity, **Type 1** clearance may be sought for specific missions/to meet specific objectives (note separate documentation is required to access the Logistical Assistance Fund). Commuting to/from usual residence and usual place of work within reasonable proximity is not included in this prohibition.

Even where permission to drive has been granted, certain restrictions will remain in place throughout the course of the deployment:

- Driving after dark must be avoided and/or planned around. Driving overnight is prohibited. It should also be planned, wherever possible, to avoid driving:
  - × Alone;
  - × During or after a security incident (unless relocating/evacuating in direct response to said incident); into the sunset or sunrise;
  - × Excessive distances or for extended periods.
- Drivers must be aware of, and be able to identify, the symptoms associated with fatigue and respond by stopping to rest or changing drivers.
- Drivers must ensure that they have sought/adhered to any local advice on driving no-go areas, and drive only within the capability of their vehicle and their skills.
- RedR Australia retains the right to suspend and/or prohibit driving without notice on grounds of safety, and/or where other instances of non-compliance with this policy come to light.
- **Please note that, regardless of local laws and conventions, RedR Australia has a zero tolerance policy to driving whilst under the influence of drugs or alcohol.**

In the event of involvement in a RTA/MVA, drivers should adhere to the following protocols:

- Follow any host organisation protocols for vehicle accidents, as briefed by the organisation's security professional on arrival.
- Notify host organisation security professional and/or duty contact immediately; if you judge that there is a danger to your safety, and are in a position to continue, **do not stop**. Continue on the closest host organisation facility or police station and report the incident upon arrival.
- Call local emergency services (where appropriate).

- For accidents where you have sustained an injury notify Dynamiq Assist via phone, and/or the RedR Australia duty phone as soon as possible.
- Relevant incident forms will need to be completed as soon as possible and within 7 days of any accident; these will include the RedR Australia Incident Reporting Form A and AHI Insurance Claim Form (as well as any host organisation documentation as required).

Procedures to follow after an accident should form part of the pre-trip planning process. The onus is on the driver to establish exact procedures before driving, though this should involve consultation with the hire car company and/or host organisation as appropriate. Scenarios to consider include potential injury to yourself and/or others, damage to your own vehicle/a third party vehicle and damage to third party property. There may be variations to your immediate actions in respect to each of these scenarios.

#### e. Vehicle

It is recommended that personnel seek to hire (as opposed to purchasing) vehicles in the first instance, not least because this may limit the extent to which additional insurance is required. In line with the insurance limitations noted above, where a vehicle is rented it should be no more than 20 years old.

It is the buyer's responsibility to ensure that any purchased vehicle is roadworthy, in that it complies with all local laws and regulations with regards to maintenance and serviceability. It is important to note that the vehicles laws and regulations in many of the contexts to which we deploy may be significantly less robust than those in Australia. The buyer must accept all responsibility for working around these, and (where necessary) seeking the requisite technical advice to ensure that the vehicle they are purchasing is both roadworthy and suitable for the conditions in which they will be looking to drive.

## 6. Roles and Responsibilities

The **Manager Risk, Safety & Security** will maintain this document (and related forms) and sign-off on completed Overseas Driving Request Form. The **International Programmes team/Deployment Officer** will ensure personnel wishing to drive are aware of the contents of this policy, and have supplied all relevant information prior to the request being passed to the Manager Risk, Safety & Security/other management representative. All **personnel wishing to self-drive** must adhere to this policy, and take primary responsibility for ensuring familiarity with all relevant local laws and liabilities (discretionary support in achieving this may be requested from the Deployment Officer). They must ensure they have taken out adequate motor vehicle and/or personal liability insurance, as well as ensuring they have sought/adhered to any local advice on driving no-go areas.

## 7. Approval and review details

<b>Reviewed by:</b>	Dave Simpson
<b>Approved by:</b>	Drasko Kraguljac
<b>Review date:</b>	11-Oct-18
<b>Next review:</b>	11-Oct-20
<b>Distribution:</b>	Internal only
<b>Version number</b>	2.2