

UNHCR/AI/2015/25

Administrative Instruction on the Safe-Driving Bonus

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Signature:  Approval date: 29/12/15

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Division of Human Resources Management

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PURPOSE

1. This Administrative Instruction introduces a new safe-driving bonus scheme that promotes road safety while encouraging road incident reporting.

SCOPE

2. This Administrative Instruction applies to locally recruited staff members, within the meaning of United Nations Staff Regulations and Staff Rules,¹ who have served for six months or more as Drivers during the calendar year under consideration (the “relevant period”) and whose duties involved driving for at least 30% of their time.
3. Compliance with this Administrative Instruction is mandatory.

RATIONALE

4. The High Commissioner has recently launched several initiatives aimed at promoting road safety. In 2014, he launched the Global Fleet Management project to provide offices “with safe, economic and fully equipped vehicles to meet operational requirements [...] and improve vehicle management and staff safety”.² Among other objectives, the UNHCR Global Fleet Strategy for 2014-2018 outlines a five year work-plan to “reduce death and injury [...] due to road traffic accidents”.³ The UNHCR 2015 Safe Road Use campaign introduces a goal of “zero road fatalities and injuries among staff and partners and all other road users”.⁴ Incidents are closely monitored through the UNHCR Vehicle Insurance Scheme. A detailed claims analysis is prepared on yearly basis and presented to the UNHCR Vehicle Insurance Steering Committee.
5. This commitment to promote road safety can only be achieved with accurate and complete incident reporting to allow the identification of the underlying root causes behind road incidents. Drivers have a duty to report any road incident they are involved in⁵ and failure to do so may lead to administrative or disciplinary proceedings.⁶ However, the existent safe-driving bonus scheme has discouraged incident reporting as it measures safe driving by the absence of road traffic incidents in which a driver was considered to be at fault during the reporting year.⁷ This has resulted in very low incident reporting rates by drivers, who are concerned about being disqualified for the safe-driving bonus under the existent scheme.
6. In order to address these shortcomings, and in line with the above-mentioned initiatives⁸ as well as UN Staff Regulations and Staff Rules⁹, this Administrative Instruction reviews

¹ Staff Rule 4.4.

² IOM/019-FOM/019/2013, *Global Fleet Management Project to be launched in 2014*, 7 March 2013, para. 3.

³ UNHCR/OG/2015/9, *Operational Guidelines for the Management and Use of UNHCR Vehicles*, 19 June 2015, pp. 30-31.

⁴ [Message from High Commissioner on UNHCR Safe Road Use Campaign, 09 June 2015](#).

⁵ IOM/079-FOM/080/2013, *Policy on Use of Vehicles in UNHCR*, 20 December 2013, para. 21: “[a]ccidents (...) involving a UNHCR vehicle must be reported immediately (...) in any case no later than within 24 hours, by the individual using the vehicle”; and UNHCR/OG/2015/9, *Operational Guidelines for the Management and Use of UNHCR Vehicles*, 19 June 2015, pp. 53, 88-89: “notification of an incident or accident should be made as soon as is reasonably possible after the event, but always within 72 hours of occurrence” by the concerned UNHCR office.”

⁶ *UNSMS Security Policy Manual*, Chapter VIII, Section D, Road Safety, para. 22.

⁷ UNHCR/AI/2014/20, *Administrative Instruction on Bonus for Safe Driving for year 2014*, para.3.

⁸ See para. 4 herein.

and updates the existing safe-driving bonus framework by changing the eligibility criteria and promoting sound road safety practices.

OVERALL INSTRUCTION

Eligibility and Procedure

7. Locally recruited staff members, who have served for six months or more as Drivers during the relevant period and have spent at least 30 percent of their time on driving duties, may qualify for the Safe-Driving Bonus if they have demonstrated that their performance promotes road safety.
8. Within this spirit, Drivers who meet the following criteria are eligible for the Safe-Driving Bonus:
 - a) The Driver reported all vehicle incidents the Driver was involved in during the relevant period in accordance with established procedures;¹⁰
 - b) No substantiated report of driver-negligence or misconduct during the relevant period was submitted against the Driver (e.g. speeding,¹¹ driving under the influence of drugs or alcohol or any other unsafe driving practices);¹² in order to protect Drivers from abusive allegations, a report will only be considered substantiated when it contains factual information surrounding the incident raising reasonable grounds to establish that driver-negligence or misconduct occurred (with the Representative or Head of Office to determine when a report is substantiated);¹³ and
 - c) The Driver has not been subject to disciplinary measures connected with the Driver's driving performance.
9. The Responsible Officer initiates the processing of the Safe-Driving Bonus, unilaterally or at the request of the Driver, when the eligibility criteria are met.
10. The Responsible Officer shall complete the Safe-Driving Bonus Form (Annex I hereto) and submit it to the Administrative Officer or if such position does not exist the next senior most administrative officer for clearance, unless the Responsible Officer is also the Administrative Officer or senior most administrative officer. Once ensured that the eligibility criteria are met and the form is duly filled, the Administrative Officer shall obtain endorsement from the Certifying Officer before sending it by email to the Personnel Administration & Payroll Section (PAPS), HRSS/DHRM (HQPY00@unhcr.org).

⁹ "In exercising this authority the Secretary-General shall seek to ensure, having regard to the circumstances, that all necessary safety and security arrangements are made for staff carrying out the responsibilities entrusted to them", Staff Regulation 1.2 (c).

¹⁰ See footnote 5 herein.

¹¹ Speeding can be monitored through VTS where existent. "The Vehicle Tracking System (VTS) is a tool for understanding how effectively vehicles are utilized. It also allows monitoring of movements, location, and behavior of a vehicle or fleet of vehicles" (UNHCR/OG/2015/9 *Operational Guidelines for the Management and Use of UNHCR Vehicles*, p. 92)

¹² Such reports may be received from law enforcement authorities, passengers, bystanders or other road users. With respect to a driver's off-duty driving behaviour, only reports from law enforcement authorities will be considered.

¹³ "If driver negligence or misconduct is suspected, this must be dealt with through the Representative or Head of Office and, if necessary, in consultation with the Inspector General's Office", (UNHCR/OG/2015/9 *Operational Guidelines for the Management and Use of UNHCR Vehicles*, pp. 89-90).

11. If the Driver is regularly required to perform other duties different from driving as part of the Driver's official functions, the Safe-Driving Bonus will be reduced accordingly. In this event, the Responsible Officer should indicate in the Safe-Driving Bonus Form the percentage of time the Driver spent on driving so that the percentage of bonus will be determined on a pro rata basis.
- 12. Any requests to PAPS for Safe-Driving Bonus must be submitted no later than 10 January of the calendar year following the relevant period. Safe-Driving Bonus requests will not be processed after 31 March of the calendar year following the relevant period. Deadlines will also be communicated through the year-end closing instructions.**
13. No "Personnel Action" or "Personnel Action Instruction" is needed to effect the payment of the bonus, which is made yearly through the Payroll system during the first quarter of the year of submission of the Safe-Driving Bonus Form.
14. Drivers eligible for the Safe-Driving Bonus under the provisions of this Administrative Instruction, and for which a duly completed Safe-Driving Bonus Form has been submitted within stated deadline, shall be paid the Safe-Driving Bonus.

TERMS AND DEFINITIONS

15. *Responsible Officer* is the head of the Transport or Fleet Management Unit in the duty station of the Driver or in absence of such unit, the Administrative Officer or otherwise the direct supervisor of the Driver.
16. *Certifying Officer* is the Representative/Chief of Mission or his/her delegated authority.
17. *Driver* is a locally recruited staff member hired as a professional Driver e.g. with job title of "Driver", "Senior Driver", "Driver Mechanic", "Driver/Clerk" or "Driver/Messenger", whose duties include operating and driving UNHCR vehicles, full-time or part-time, for the transport of authorized passengers and/or goods.
18. *Incident* is "an unplanned, undesired event involving a vehicle and may cause death, injury, loss or damage or some combination of all three in varying degrees from minor to catastrophic. This may include, for example, an attack, shooting, hijack, damage to or theft from a parked vehicle or loss and /or damage to one or more vehicles due to theft, fire or other occurrence. An *accident* is an incident resulting in a collision involving one or more vehicles on a road in a UN compound or other public area that results in physical injury and / or material damage."¹⁴
19. *Safe-Driving Bonus* is a monetary amount, generally equivalent to approximately one week salary, as defined in detail in the Safe Driving Bonus Form in Annex I, which is paid to eligible Drivers in accordance with this Administrative Instruction.

REFERENCES

20. The following documents are referenced:
 - [ST/SGB/2014/1, Staff Rules and Staff Regulations of the United Nations, Secretary-General's Bulletin, 1 January 2014.](#)
 - [IOM/079-FOM/080/2013, Policy on Use of Vehicles in UNHCR, 20 December 2013.](#)

¹⁴UNHCR/OG/2015/9 *Operational Guidelines for the Management and Use of UNHCR Vehicles*, p. 87

- [IOM/019-FOM/019/2013, *Global Fleet Management Project to be launched in 2014*, 7 March 2013.](#)
- [IOM/054-FOM/054/2013, *Implementation of Global Fleet Management \(GFM\)*, 21 August 2013.](#)
- [UNHCR/OG/2015/9, *Operational Guidelines for the Management and Use of UNHCR Vehicles*, 19 June 2015.](#)
- [UNSMS Security Policy Manual, Chapter VIII, Section D, Road Safety, 31 October 2011.](#)

MONITORING AND COMPLIANCE

21. Compliance with this Administrative Instruction shall be monitored by the Personnel Administration and Payroll Section of the Division of Human Resources Management.

TRANSITIONAL MEASURE

22. This Administrative Instruction does not have retroactive effect. Safe-driving bonuses for 2015 will be processed in 2016 following the same procedures set out in the *Administrative Instruction on Bonus for Safe Driving for year 2014*.

DATES

23. This Administrative Instruction is effective as of 1 January 2016, and will be reviewed on 1 January 2021, unless an earlier review or update is deemed necessary.

CONTACT

24. The contact for the implementation of this Administrative Instruction is the Personnel Administration and Payroll Section, Human Resources Staff Services, Division of Human Resources Management (HQPY00@unhcr.org).

HISTORY

25. The following documents are superseded as a result of the issuance of this Administrative Instruction:

- [UNHCR/AI/2014/20, *Administrative Instruction on Bonus for Safe Driving for year 2014*, 10 November 2014](#), as of 1 January 2016 and without prejudice of the transitional measure at paragraph 20 above.

ANNEXES

Annex I. Safe-Driving Bonus Form