

Managing transport

Transportation is critical to the effective provision of humanitarian assistance. It also represents one of the largest costs to humanitarian agencies, and greatest safety risks to humanitarian personnel.

Transport or vehicle management concerns vehicle financing, maintenance, driver and fuel management and health and safety. It improves efficiency and reduces the costs and risks to humanitarian agencies associated with operating vehicles.

Transport requirements need careful planning and can change significantly over the course of emergency response and from one affected location to another.

Basic vehicle safety management model

Management policy	<ul style="list-style-type: none"> Identify a senior staff member with specific responsibility for managing transport including safety and drivers. Define transport needs (road, air, rail, sea, river) and appropriate vehicle requirements (aircraft, boats, lorries, cars, motor and quadbikes, bicycles). Develop a 'Transport safety and driving' policy based on identified requirements and ensure regular briefing of staff and visitors. Undertake risk assessments as routine for driver safety, vehicle safety and journey management. Act on findings. Ensure all vehicle incidents are recorded and resultant policy changes monitored to prevent recurrence. Monitor legal compliance e.g. certificates, licenses, insurance.
Driver safety	<ul style="list-style-type: none"> Provide a Driver's Handbook setting out agency policies, procedures, road safety guidance and driver responsibilities (e.g. security incidents). Adopt rigorous driver selection and induction e.g. testing, vetting references/licences, medical checks, driver training. Allocate responsibility for driver monitoring and supervision. Ensure any staff not employed as drivers but driving on behalf of the organisation are also vetted, inducted and regularly assessed.
Vehicle safety	<ul style="list-style-type: none"> Make adequate provision for vehicle safety, security and operating requirements (fuel, spare parts, drivers, workshops, storage). Make appropriate acquisition arrangements e.g. purchase, leasing, rental or short term use, and ensure vehicles are 'fit for purpose' and have all necessary safety and security features. Ensure all vehicles (own, lease, hire) are regularly inspected and maintained to organization and manufacturer's requirements.
Journey management	<ul style="list-style-type: none"> Keep road journeys to a minimum and encourage alternative means of communication and transport where practical. Plan travel based on updated security information on all routes. Schedule journey times based on the safest available routes, regular breaks and unexpected delays e.g. weather, road conditions, bureaucracy and interference, road blocks, diversions. Adhere to security guidelines e.g. risk assessments, clear route plans, phone /radio checks, satellite or GPS tracking (if possible). Avoid hazards (flooding, landslides, mines) and areas of conflict.

Adapted from the Fleet Forum Fleet Safety Guide © 2008



Cross cutting issues

CONFLICT SENSITIVITY

- Refuse to carry arms in all agency vehicles
- Only use military transport as a last resort (see Civil Military Liaison page)
- Check and avoid transport providers (road, air, sea) who may be involved in shipping arms or commodities that fuel conflict

ENVIRONMENT

- Source cleaner vehicles and fuels
- Assess environmental impact of transport options in programme design
- Minimise environmental impact of fuel and vehicle storage and disposal
- Encourage alternative transport e.g. bicycles, bicycle ambulances, donkeys, horses

HIV and AIDS

- Facilitate safer behaviour among drivers e.g. access to condoms, guest houses, multiple drivers
- Increase knowledge through driver training (http://www.iilo.org/sector/Resourses/training-materials/WCMS_159263/lang-en/index.htm)

Additional resources on All In Diary web site:

Fleet Management, Logistics Operational Guide, 2015
Transport Management System Manual © Transaid 2010
Fleet Safety Guide © Fleet Forum 2008

Web links for further information

Training & tools: <http://www.fleetforum.org/>
<http://dlca.logcluster.org/display/LOG/Fleet+Management>
<http://www.transaid.org/home/knowledge-centre/tools/>