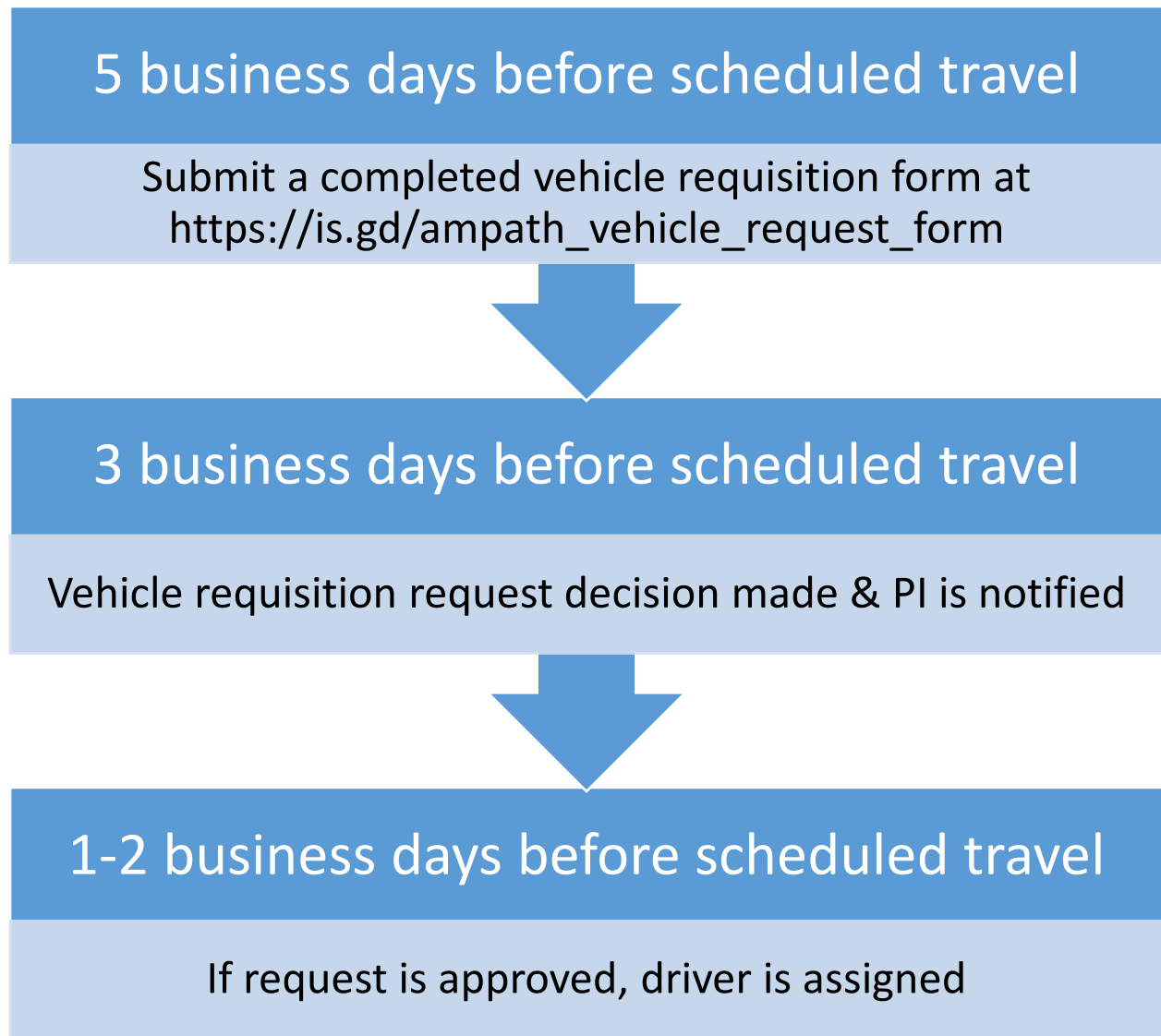


Standard Operating Procedure for Research Vehicle Requests and Usage	Version No: 5
	Approved Date: 21 December 2018
	Effective Date: 21 December 2018

### Process Overview

*Please note this process flow includes the minimum times required to process a vehicle requisition request. Investigators are strongly encouraged to begin this process as early as possible as vehicles and drivers are limited.*



## Purpose

To ensure the appropriate use of the research vehicle, provide procedures for requesting for its use, and outline conduct required of those who are granted the permission to use the vehicle.

## Procedure

The AMPATH Research Program Office (RPO) serves the needs of researchers from Moi University, MTRH, and the consortium of schools in North America that conduct collaborative research at AMPATH. Research projects often require travel to various AMPATH clinic sites or study sites to organize activities, meet stakeholders, collect data, or review patient files. One vehicle is available from RPO to facilitate transportation and movement of research program staff and researchers to study sites. ***Please note that all North American faculty, students, and staff are required to comply with consortium policies for vehicle use and transportation.***

Investigators may request a vehicle using the following procedure:

1. Submit a completed vehicle requisition form at [https://is.gd/ampath\\_vehicle\\_request\\_form](https://is.gd/ampath_vehicle_request_form) at least five business days before the proposed travel dates.
2. Use of the vehicle is subject to availability and its approval through RPO within two business days of receipt of a completed vehicle requisition form.
3. Once approved, RPO will notify the requestor and the Transport Officer who will identify a driver from the AMPATH Transport Department. Driver assignments take one-two business days.
4. When not in use, the vehicle and keys will be kept at the IU House Compound. Pick-up and delivery of the vehicle will be overseen by Ms. Dunia Karama, the IU administrator or her designees within the IU House office.
5. When picking-up the keys the driver or project staff will present the signed Vehicle Use Form to the IU administrator. They will register their names, project, date, and beginning mileage in the Research Vehicle register at the IU House Office.
6. On return, the vehicle will be parked in the IU House compound. The keys must be returned to the IU house office and the final mileage must be registered in the Research Vehicle Register.
7. For cars returning after 5 PM, the car must be parked at the IU House and the keys given to the guard at the gate. A note stating the time of return and the entry of the final mileage of the trip on the vehicle work ticket should be included with the keys. The mileage will be verified the following morning by the Administrator.
8. Individuals approved to use a research vehicle may only use it only for the following purposes:
  - a) Running office errands
  - b) Field visits by researchers and project staff for research purposes
  - c) Visiting research staff transportation needs

9. The vehicle is not to be used without an AMPATH driver who will be assigned from the AMPATH Transport Department. Exceptions to this rule are at the discretion of the AMPATH Executive Director for Research or their designee.
10. The following fees will apply to the use of the vehicle by any personnel outside of the RPO:
  - a) **KSH 85** per kilometer for fuel and maintenance
  - b) **KSH 500** per day for the driver
11. For research projects, fees can be invoiced via RSPO to the project account or are payable in cash at the time of vehicle drop-off to the cash office at RSPO and copies of receipts given to the Research Manager.
12. In the unlikely event that the car needs fueling during the project activities, receipts must be provided at the time of vehicle drop-off in order for the person or project to receive credit on the invoice for the expenditure.

The vehicle may be used by authorized personnel and researchers after working hours on weekdays or during weekends with the express permission of the AMPATH Executive Director for Research. For such after-hours usage:

1. The fuel shall be fully paid for by the user. The IU Administrator will verify on return of the car that the fuel in the car is the same amount that was there when the car was picked-up.
2. The use of the vehicle will be limited to local running or mileages not exceeding 50 km one way.
3. If the user intends to travel further than prescribed above, then an AMPATH driver shall be used, and the user shall meet the cost of the driver's services.

### **Vehicle Maintenance**

Any maintenance needs are to follow AMPATH's Standard Operating Procedure for Project Vehicle Use. Personnel using the vehicle should inform RPO of any maintenance and cleanliness issues encountered during vehicle use. RPO is responsible for all routine maintenance and repairs according to AMPATH's Standard Operating Procedure for Project Vehicle Use.

SOP Version Log			
<i>Version</i>	<i>Date</i>	<i>Authors</i>	<i>Summary of Changes</i>
3	1 September 2013	J. Kiplagat-Kirui D. Plater	<ul style="list-style-type: none"> <li>Updated the fuel and maintenance charges to Kshs. 85 per kilometer</li> </ul>
4	N/A	N/A	<ul style="list-style-type: none"> <li>N/A</li> </ul>
5	21 December 2018	J. Kiplagat-Kirui D. Plater J. Wagner	<ul style="list-style-type: none"> <li>Inserted new online vehicle request form link</li> <li>Changed name of SOP from Standard Operating Procedure for Research Vehicle Use to Standard Operating Procedure for Research Vehicle Requests and Usage</li> <li>Hyperlinked AMPATH's Standard Operating Procedure for Project Vehicle Use</li> <li>Reformatted bulleting</li> </ul>