



MEDECINS SANS FRONTIERES
ÄRZTE OHNE GRENZEN

MSF-OCG TRANSPORT POLICY

MSF Section	MSF-OCG, all missions		
Policy title	Transport policy		
Owner	OCG Log Dept - Technical support to the operations		
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MSF-OCG TRANSPORT POLICY

Background

MSF field operations require continuous transportation of equipment, staff and patients in diverse contexts and under very different climates and road conditions (paved - dirt roads, waterways, etc.). Transport is directly related to security & safety, operational effectiveness and human & financial mobilisation. To maximize the transport function each project should identify the means of transport and operating procedures best suited to its context, its activities and local laws. These means of transport can be MSF owned or rented as needed.

In many occasions vehicles that are not standardize create high costs, low safety and poor availability.

Objective

The purpose of this policy is to establish principles that allow MSF missions to address our 3 priorities: to meet the operational needs by maximizing our mobility, to ensure the safety of passengers (to protect the transported goods) this with a best use of resources (financial and HR). Those imply sub-objectives to assure a proper supply of vehicles, provision of fuelling and maintenance scheme.

Remarque

Indications stated in transport guidelines and supporting docs shall be considered and put in place in each MSF-CH mission.

The present doc does not cover the **transport by air** that is dealt within a dedicated literature. In parallel, a specific policy for the use of **motorbikes** in our missions is being finalized in a separate doc.

The same main guiding principles apply to **motorbikes** and **boats** as the ones for automobiles. Specific indications are presented in the respective motorbike / boat guidelines and their supporting docs.

Definitions

“Vehicles”	Any transport means (except by air) that is operated by MSF to transport personnel, equipments, beneficiaries, etc. such as <u>automobiles</u> , <u>trucks</u> , <u>boats</u> , <u>motorbikes</u> , etc.
Country Specific Policy (CSP)	The CSP is a document written specifically for a mission which defines the overall policy as applied in the mission.

Content

1. Country Specific Policy (CSP)

- 1.1. The CSP – which clarify aspects specific to the context - shall be drafted by the CoTL according to the template provided, submitted to HQ for validation, and then distributed to all staff. It shall be implemented by the CoTL, reviewed annually and updated when necessary.
- 1.2. A CSP may never contradict any aspect of the overall MSF-OCG Policy.

2. Ensure passenger safety and equipment protection

- 2.1. All vehicles used by MSF (purchased or leased) must be safe and in good operating condition at all times. When a problem affecting the reliability & safety of a vehicle is noticed, immediate corrective action shall be duly undertaken and the adequate resources mobilized.
- 2.2. Although the cost is a concern, MSF will make sure to pay the right price to rent or purchase vehicles of good quality and not to save money on the back of security
- 2.3. Drivers of all vehicles used by MSF must be competent and professional, for which adequate procedures for recruitment, briefing, training and monitoring of their conduct and professional evolution shall be implemented at mission/project level. The latter is also valid for drivers/owner of leased vehicles, to whose vehicle's condition should be extensively monitored as well.
- 2.4. In the case of the vehicle rental to transport passengers or cargo, the COTL (or chief mechanic on the authority of COTL) shall formally validate the vehicle and its driver.
- 2.5. MSF safety rules (general and local) shall be known, understood and respected by all passengers and operators of our vehicles (seatbelt, helmet, lifejacket, identification labels, etc).
- 2.6. Fleet management shall fully integrate the mission's security rules, which include close follow up of vehicle movements by fleet mger / COTL, with the support of a radio operator (if any). Thus,
- 2.7. All vehicles should* be equipped with adequate communications equipment to be reachable at any time and anywhere in the project. *The latter is a general principle that is re-assessable in accordance with the mission's security & fleet management policy.
- 2.8. All vehicles used by MSF (purchased and rented) shall wear an MSF ID adapted to the context and project activities.
- 2.9. If the project activities require regular transfer of none walking - infectious - wounded patients, transportation in a vehicle specially equipped for this purpose and accompanied by qualified personnel is an option that should be favoured and further defined by the medicals.
- 2.10. Expatriates are not entitled to drive vehicles unless a special exemption is granted by the Head of Mission. Any expatriate who would be allowed to drive should be tested prior to driving.
- 2.11. The elements stated above in § 2.7 & 2.10 – part of the mission's security & fleet management policy - shall be systematically submitted by the COTL and/or HoM to the HQ with backing-up arguments for analysis, support and approval.
- 2.12. No other passengers than MSF staff, patients and carers are allowed in MSF vehicles. The transport of people with weapon and / or uniform is strictly prohibited.
- 2.13. Vehicle's driver shall respect of local rules and operate the vehicle within the tolerances and specs of the manufacturer (i.e. Vehicle/Boat load rate and distribution, number of passengers, etc.)
- 2.14. The transport of MSF staff "dumped" at the rear of a pick-up, truck, tractor trailer is strictly forbidden. Missions shall therefore distinguish trucks exclusively intended for transporting cargo, from trucks intended for transporting passengers or mixed-use. The latter will be equipped with a shelter especially designed* for the transport of passengers. (*see HQ transport referent for support and standards)
- 2.15. The fuel for vehicles shall be stored in a safe place and meets MSF safety standards (location, fire extinguisher, ventilation, marking, etc.).

3. Meeting the operational needs by maximizing our mobility

- 3.1. On each project, the number and types of vehicles shall be adapted to meet all transportation needs of people and equipment and to the local context (security, types of roads, climate, constraints, etc). These vehicles can be either purchased or leased as necessary for the project.
- 3.2. The adequacy of the transportation needs of each mission with the composition of its vehicle fleet (owned or leased) shall be analyzed frequently by the COTL. The latter will take into account considerations for the renewal of material (HQ transport referent should be contacted for further specs).
- 3.3. A market analysis of local transport should be conducted to identify additional capacity available for hire for all types of vehicles used on the project. That extra capacity could then be used in case of failure, emergency or a peak of activity.
- 3.4. Each project/mission must establish procedures and mobilise resources for a timely and correct maintenance of the vehicles as defined by MSF, this taking into account the local conditions encountered; thus,
- 3.5. Appropriate time shall be allocated for the workshop to perform maintenance and repairs, and for the drivers to perform the weekly check.
- 3.6. Preventive and corrective maintenance must be performed by qualified personnel (drivers, MSF workshop or external service provider) in an adapted facility, using appropriate tools and exclusively genuine spare parts.
- 3.7. Vehicle data and service history shall be recorded in the vehicle logbook / follow-up doc, as well as fuel consumption in the fuel logbook.
- 3.8. Drivers should be made accountable for the state of his vehicle. Missions should adopt the principal: one vehicle = one driver / pilot
- 3.9. Each vehicle shall be equipped / fitted with appropriate equipments, tools and security devices to meet the MSF standards. In particular, boats shall never operate without the minimum navigation equipment as listed in the guideline.
- 3.10. A reliable fuel source shall be identified to cover the need of all vehicles (of all types) of each project. When necessary, the mission should consider setting up its own backup fuel stock. The fuel quality shall be closely monitored. Missions should systematise the principle of decantation and filtration prior to fuel supply to vehicles.
- 3.11. Insurance contracts and all official docs of all vehicles and drivers shall be in order at all times, this in compliance with local laws.

4. Selection, mobilisation and best use of resources (material, financial and HR)

- 4.1. Selection and procurement of equipment
 - Selection and procurement of transport equipment, spares and consumables shall be in accordance with the annex 1 "*Procurement and technical validation rules*" and in compliance with the MSF-ITC catalogue specifications and justification requirements.
 - Transport equipment, spares and consumables should normally be selected from the MSF-ITC catalogue (or dedicated MSF order-lists) and procured through MSF-OCG international supply channels.
 - It is however permitted to procure through alternative channels, or select alternative equipment. This does require a local market & technical analysis that is systematically submitted to the HQ with backing-up arguments for analysis, support and approval.
 - The supplier shall be required to guarantee supply of spares and consumables, and - when relevant - provide a full support package.

- 4.2. In addition to the monthly check of each vehicle logbook, a yearly analysis of vehicle performance (accidents, vehicle follow-up sheets, nbre of unexpected breakdowns, and foreseen budget for replacement) shall be made by the COTL (possibly delegated to the fleet manager).
- 4.3. A HR organization chart clearly indicating responsibilities towards vehicle management shall be defined and kept up to date in each mission.
- 4.4. A project with 5 or more vehicles should have a head driver entrusted with fleet management.
- 4.5. A mission with 15 or more vehicles should have a dedicated fleet manager.
- 4.6. A mission operating its own truck(s) shall have its dedicated mechanic (truck specialty)
- 4.7. The procurement or rental of boat (especially for a fleet of more than 3 units, and/or large units) should be supported by a specialist (HQ should be involved).
- 4.8. Each project and mission shall have an adequate infrastructure - ranging from a simple pit at project level to a complete central workshop - to perform the fleet maintenance. That infrastructure shall be sized up to ensure quality and timely service in accordance with MSF schedule and standards. Reliable and efficient local external workshops are included in the above infrastructure definition.
- 4.9. With an environmental concern in mind, a chain of destruction / treatment of used parts and vehicles at the end of life should be identified and put in place in compliance with the MSF-OCG environmental policy (if any).

5. Support materials, HR, training, standardisation and innovation

- 5.1. In its HR management OCG shall favour the maintaining and animation of a pool of transport specialists (internal or external).
- 5.2. The support departments shall continue to develop and update procedures, technical guides and other information in support of field staff involved with transport equipment.
- 5.3. MSF-OCG shall continue to develop training materials and investigate external training options which comply with OCG policy and strategy.
- 5.4. Through participation in international working groups and platforms MSF-OCG will contribute to the development of standards in transport equipment which answer to operational needs.
- 5.5. All involved parties are encouraged to seek new innovations which could answer to field needs, identified or anticipated. When innovation offers a clear benefit it shall be evaluated, developed, and adopted in accordance with the document "MSF-OCG Process of Innovation".

As core principles : 4x4 vehicles are "closed articles" (model & supplier predetermined by HQ) ; city vehicles - boats - trucks - motorbikes could be purchased locally as long as they comply with MSF specification sheets. Those do require a local market & technical analysis that is systematically submitted to the HQ with backing-up arguments for analysis, support and approval.