

KINGDOM HARVEST

GOD BLESS NATIONS SUMMIT

FESTIVAL TRANSPORT STEWARDS DEPT



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Our Festival Transport Dept is founded on the policy of righteousness means no driver should be drunkard or smoking or in any form of drugs on duty, efficiency in time management and keeping, safety free from accidents and delegates protection from thefts and burglary, Our Code of Conduct has been developed to ensure that we also have unified and consistent standards of behaviour expected of everyone who works in Transport .It applies to staff working in all of our agencies, in all roles and at all levels of our organizations.

We are all responsible for meeting the expectations outlined in the Code. This document provides us with an ethical framework to guide our actions and decisions. It also provides consistency in determining what is and what isn't acceptable behaviour, while helping us to build a safer, more supportive and productive place to work. For more specific detail or direction on the principles outlined in the Code, you should always refer to the related policies and procedures in your agency.

Maintaining our delegates' confidence and trust in our ability to deliver efficient and effective transport services is vital, and ensuring our people act with integrity when working with stakeholders and with each other is so important. We are passionate about working together to build a strong, values-based culture we can all be proud of, so we ask you to join us in committing to the Code.

Festival Transport policy will be packaged to bring out clear matter on Transport responsibilities, Staff responsibilities, Management responsibilities, Ethical decision making, Conflicts of interest, safety of delegates, Gifts and benefits, Workplace health and safety, Drugs and alcohol free work-place, Smoke-free workplace, Anti -Bullying- harassment-discrimination and inappropriate workplace, conduct, Child protection in the workplace, Dealing with emergencies, Criminal conduct, Corrupt conduct and public interest disclosures, Protecting confidential information and privacy,

The Code of Conduct will help build a values-based department that ensures insofar as reasonably practicable that our vision promotes and maintains public confidence and trust in our work as they serve the Festival. It provides a framework for appropriate behavior during our interactions with customers, stakeholders and each other, and outlines the standards required to guide our decisions, actions and ethical behavior in the performance of our duties. To meet these expectations we are all responsible for understanding the requirements of the Code of Conduct which must be read in conjunction with

Transport department in our main organization, procedures and industrial instruments. We are all accountable for our actions and behaviors, including any failure to take action. The transport department will draw a lot from our main organization use of our buses and ministry organization buses.

Those hired to support our Festivals must comply to administration ethic of our organization ensuring they hire companies, professional services, drivers, bus and executive companies that have high Standards on safety along with moral records are educated about the contents of this Code of Conduct and as an obligation to follow faithfully.

Ethical decision making We must ensure that our decisions are made lawfully, ethically and impartially promote agency values, align with overall organizational You must consider the implications of your conduct, decisions and actions for yourself, customers, colleagues and Transport. Any information or advice you give or any decisions you make must not lead to personal gain ahead of public interest If you have delegation to make decisions on behalf of Transport, the decisions must be able to withstand external scrutiny. This includes holding and maintaining adequate records of decisions and actions, including the reasons for those decisions.

TRANSPORT ETHICS AND MANDATE FOR EXCELLENCE

1. Vehicle safety: The vehicle safety should be insured under all circumstance regardless of the time and place an individual is driving for instance seat belts should be used at all times, speed meters to be used in the car accurately and be monitored religiously as per the road speed limit.
2. Whistle-blowing on drivers unethical driving- Stimulating the community and our delegates to report carelessness, drunkardness, immoral behaviour, overspeeding. Whether our own vehicles or highered the moment such are reported we immediately withdraw our contract or release such drivers from service
3. Checking delegates as they enter the buses hired to take people to accommodation all must have badges as registered delegates and also body search and baggage search to ensure everyone boarding does not pose a

threaten to delegates from the conference especially at night and nobody board the bus on road after it leaves the Festival venue to the place of accommodation

4. Vehicle Road worthiness inspection upon every car hired to serve by our own inspectors brakes, lights, tyres, vehicle body neatness to maintain our brand, seats, overall maintainance, experience of the driver and accidents records profiling to ensure our delegates are safe
5. Fatigue- Any car hired for 24 hrs must have 2 drivers schedule to avoid fatigue that is the cause of many accidents. Fatigue is one of the big killers. Fatigue-related crashes can happen on any trip no matter how long or short or what time of day. You should ensure that before getting on the road they are alert and active. If there is any fatigue or stress, hiring a taxi would be a safer option than driving themselves and endangering your own and others life.
6. Mobile phones- When you're driving, you can only use a mobile phone to make or receive a call if the phone is securely mounted to the vehicle. It is against the law to touch the phone (except to pass it to passenger) while driving. As using the phone while driving for text message or watt Sapp leads to deviation of attention from the road. Which leads to accidents, injury or even loss of life. Ethically, legally and morally one should avoid using the phone at all and should switch their phone to driving/do not disturb mode. Delegates should report such a driver and immediate action to release them.
7. Sensitivity to Pedestrians- Pedestrians can be difficult to see when you're driving, and their behaviour can be unpredictable. This can make it challenging for other road users to successfully factor pedestrian safety into the decisions they constantly make as drivers and riders. So the people walking on the roads should ensure that they cross the roads only at the zebra crossing and the drivers should consciously stop at the zebra crossing and let the pedestrians cross the streets safely. Any driver handling our speakers and delegates should be reported and replaced
8. Observation of Schools , School Zones, wildlife and livestock crossing- Road safety around schools is a major concern for parents and school management. It should be incorporated in the road safety measures that school zones and roads nearby to it should have speed limit no more than 20KM per Hour. Any driver handling our speakers and delegates should be reported and replaced
9. Insurance- All vehicles offered to us must have comprehensive insurance policy to take care of delegate compensation. One of the most important and legally advised road safety measures is to get your vehicle insured. By law the [HYPERLINK "https://smartchoice.pk/blog/2019/07/difference-between-third-party-and-comprehensive-car-insurance/"](https://smartchoice.pk/blog/2019/07/difference-between-third-party-and-comprehensive-car-insurance/) third party liability insurance is mandatory plus it also secures your risks every time you are driving on the road. [HYPERLINK "https://smartchoice.pk/insurance/car"](https://smartchoice.pk/insurance/car) Car insurance allows driving to your destination tension and hassle-free.
10. Drivers Refreshers and Mentorship- Reduction in the number of actual or potential road traffic crashes and injuries by being reminded on ethics and rules including overtaking on blind spots.
11. Safe delegates and guests on the road means increased levels of productivity and overall improvement to the kingdom and peace to us as the host
12. Control over costs, such as wear and tear, fuel, insurance premiums, legal fees and claims from employees and third parties, fewer vehicles off the road for repair
13. Compliance with the traffic law and regulations and therefore reduced risk of traffic offences and consequent penalties along with inconveniences that goes with it.
14. Injury and accidents contribute to lose of time fewer days lost due to injury or work rescheduling hence improved productivity
15. Compliance with stabilize our staff retention and creating Less chance of key employees being suspended or blacklisted from driving as a result of traffic offences
16. Informed decisions about matters such as driver training and vehicle purchase and identifying where road safety improvements can be made.
17. Protects delegates, reduces stress and improves workplace morale and wellbeing
18. Safety will Increase public (customer) confidence with our festivals and our organization business
19. Enhances a culture of safe driving. Drivers working with our festival and organization will have rules pinned for delegates to know their right to supervise the driver and framework road supervisors at various spots of common routes to monitor specific rules on, road safety are more likely to adopt safe driving habits.
20. Good condition of vehicles reduces overall environmental impact i.e. less pollution if vehicles are well maintained
21. The guidelines provide an array of critical policy areas to be adopted by MDAs in formulating road safety policy. Implementation of these areas will significantly improve road safety and reduce the burden of road crashes and injuries in the country. The areas include:
 - 1) Road Safety Management and Coordination
 - 2) Driver recruitment and selection policy(eligibility to drive)
 - 3) Staff Induction Policy

- 4) Speed management Policy
- 5) Vehicle management policy- Selection, Maintenance and inspection
- 6) Vehicle Crash Involvement Policy
- 7) Incentives and Disincentives Policy
- 8) Training, sensitization and Education Policy
- 9) (Anti-)Drunk Driving Policy
- 10) (Anti)Drug Driving/smoking Policy
- 11) Fatigue Management Policy
- 12) Seatbelts wearing Policy
- 13) Driver Management Policy
- 14) Journey planning
- 15) Incident and accident reporting and management Policy
- 16) Staff Welfare Policy
- 17) Breakdown and recovery Policy
- 18) Use of mobile phone
- 19) Ethics and etiquette

22. Incentives and Disincentives Policy To reduce the crashes and injuries through driver behavior change initiatives –recognition of good driving
23. Recognize good/bad driving performance through an official scheme of incentives and disincentives. Identifying positive and negative driver performance through incentive and disincentive schemes can motivate the employees to improve the MDAs safety record.
24. Monitor the driving performance of your employees. Not just crashes – also record all traffic infringements.
25. Have a system that enables our staff and delegates of the public to comment on the driving performance of your employees (eg phone numbers on the back of vehicles).
26. Provide staff with feedback about their driving performance.
27. Have a system to recognize and reward the good driving performance of staff in our Festivals as part of our honor appraisals Policy in place, Feedback system in place-hotline numbers, Increased number of drivers with good performance, Number of penalties, imposed on errand drivers, Number of staff rewarded, No of staff punished for bad behaviour, Policy document, Evaluation reports
28. Have a system to identify poor driving performance. Have a system that imposes some form of penalty for drivers and/or their section/department.
29. Training and Education Policy To support training, education and development programs to delegates on rights to safe travel in the presence of there drivers. Our transport stewards in the buses should brief the delegates and oblige the driver on simple written rules then pray before take- off as they check for any stranger as they confirm with check list that all delegates are on board.
30. Training and Development: Conduct a training needs analysis to determine what driver training programs would be best for our festivals and risk areas including avoiding night long drives if possible, not driving during heavy rains flooded roads and bridges, foggy areas etc.
31. Develop a policy on training and development Use any data you have on your drivers' performance to identify those would benefit from our refreshers to be TOTs.
32. Daily fresher's for drivers on cds and flash disks on vehicle reminding drivers on there role and the delegates too on safety.
33. Have a system that provides road safety information to all employees, from those who drive as part of their job to those who only drive to communicate or in their off-work hours. our staff and delegates should know the current road rules, understand the effects of alcohol and pharmaceutical preparations, fatigue and over-speeding.
34. Advocacy of Anti-Drunk Driving Policy Drink driving is one of the major risk factors associated with vehicular crash. About 25% of all road fatalities globally are attributed to alcohol. Alcohol use results in impairment producing: Poor judgement; reduced reaction time; Lower vigilance Decreased visual acuity; Depresses consciousness and respiration. **NO DRUNK DRIVER WILL BE ALLOWED BOTH OUR TRANSPORT STEWARD AND DELEGATES SHOULD CONFIRM THE DRIVER IS NOT DRUNK BEFORE SET OFF. Zero alcohol whence driving at all times**

35. Anti-Drug Driving Policy Some of these drugs relevant to road traffic injury risk i. Illicit drugs (e.g. cocaine, heroin, methamphetamine, cannabis ETC) are under international control and are largely produced and consumed for nonmedical purposes. ii. Prescription drugs (e.g. antidepressants, benzodiazepines, opioid analgesics) can be bought legally or prescribed by a doctor To reduce drug-driving related road traffic crashes, injuries and fatalities involving the drivers, staff, clients and members of the public.
36. Have an education program to ensure our staff and transport stewards are aware of the effect that drugs and some medications can have on driving performance. Zero drugs on these drugs when driving, Drivers and management to be sensitized on prescription medications which may influence driving behaviour and capability
37. Drivers on medication and sick should not to be forced to drive under these prescriptions medications Drivers to report to their supervisors when on these medication, Drivers not to take medications/drugs without knowing the effects when driving, Policy formulated and promotional campaigns undertaken. Reduced number of drunk driving incidences
38. A number of crashes has been associated with fatigue. To minimize fatigue related road traffic crashes and incidences. Ensure work schedules and rosters of staff who have to drive as all or part of their job should conform to the regulations as a minimum. Educate management staff and supervisors to plan work and meeting schedules to ensure your staff have sufficient rest before and when driving, particularly for long journeys. ALL drivers to adhere to the maximum number of hours as a driver on long journeys Have a System to monitor drivers to avoid fatigue including log in hours etc
39. Drivers and staff be given adequate time to rest between driving sessions. Staff training and sensitization on all matters fatigue and fatigue management. Drivers not to drive on sleep inducing drugs/medicine. Policy formulated and promotional campaigns undertaken Reduced number of fatigue driving incidences. Fatigue driving monitoring system in place, Awareness programmes on fatigue implemented, Journey planning systems in place
40. Seatbelts wearing Policy To reduce injuries related to non-use of safety belts, Educate your staff as to the dangers of not wearing seat belts. Have strict rules about wearing seat belts at all times and place reminder notices on dashboards, notice Boards etc. Policy formulated and promotional campaigns undertaken.
41. ALL drivers to comply with the Rules of The Road at all times All drivers should be trained and licensed appropriately. Drivers to immediately notify their supervisor or manager if their driver license has been suspended or cancelled, or has Policy formulated and promotional campaigns undertaken. Increased number of competent and well trained drivers, Annual driver training plan in place, Annual medical checkup plan in place including mental health.
42. Extra vehicles should be on standby to rescue and also take delegates or guests to destination when information received on breakdown.
43. Every bus must have 1 or 2 Transport hospitality stewards and 2 security officer for night travel far distance destination of accommodation who also stays with delegates in the place of accommodation.
44. All drivers should undertake periodic driver refresher training and re-training including defensive driver courses. All drivers should be medically fit to drive at all times. Drivers to be trained on soft skills including communications, road courtesy, customer care among others
Drivers are required to comply with driving hours regulations, have regular breaks while
45. Road Safety Policy Monitoring, Reporting To monitor and report on implementation of road safety programmes and activities achievements ,impact and areas of improvement MDAs to establish and maintain records of road safety events where department and drivers can share steep slopes, sharp bends, black spot experiences . These shall include the following:
 - i. Accident reporting and follow up reports
 - ii. PC Quarterly reports
 - iii. Incidents and near misses
 - iv. Training and road safety sensitization evaluation reports
46. Ethics and etiquette To reduce traffic accidents by ensuring discipline among drivers which is extended to other road users , Educate drivers/staff on work ethics and etiquette

Courtesy and integrity values, Always to dress officially, Policy formulated and promotional campaigns undertaken ,Reduced number of incidences, Awareness programmes on ethics and etiquette implemented.

47. Discuss road conditions and Maintenance and improvement of existing road infrastructure to enhance road safety
To enhance road safety in existing roads networks. Identify the number and location of deaths and injuries by road user type, and the key infrastructure factors that influence risk for each user group; Hazard section and spots identified Road assessments done, Speed management plan on the road networks, Policy in place, Reports on road safety assessments, Blackspot treatment in plan
48. Road engineering and management policies Transform the planning, design and ongoing management of Kenya's road network to protect road users from death or serious injury. Road safety engineering capacity building, Non-Motorized Safety Demonstration Projects, Ensure Safe road design and management, Policies in place Increased number of trained personnel on road safety engineering, road safety audits Road safety audits undertaken and Policy documents, Training reports, Road Audit reports
49. ROAD SAFETY POLICY AREAS FOR NATIONAL POLICE SERVICE (NPS) our transport will work together with traffic for escorts of guests and also stadium entries and exits to both control traffic and evade accidents.
50. Compliance and Enforcement policies, Demonstrate and rollout major enforcement programs on road safety interventions and associated campaigns, Prosecute drivers who conduct traffic offences, Conduct crash investigation for posterity, Collect, collate and share crash and fatalities data with NTSA, Enforcement capacity building, Initiating national observational surveys on critical safety behaviour, Automatic speed enforcement, Improved levels of compliance demonstrated by increased uptake of helmet use for our motorbikes, use of safety belts, not speeding, carrying excess passengers, drunk driving etc, Number of crashes investigated, Data on road traffic crashes and fatalities, Surveys undertaken,
51. ROAD SAFETY POLICY AREAS FOR MINISTRY OF HEALTH AND OTHER EMERGENCY RESPONSE SERVICE AGENCIES Emergency response, incidence management and post -crash care, Serviceable ambulance services, Hot lines for emergency response for road traffic crashes, Trainings for staff and community on emergency response, Policy in place, Improved emergency response and post –crash care services. Emergency response hotline available to the public to delegates and staff including police and our central security to report hijacks etc
52. ROAD SAFETY POLICY AREAS FOR MINISTRY OF INTERIOR AND CO-ORDINATION OF NATIONAL GOVERNMENT- For our motorcycles identify in Management and coordination of Boda Boda safety and security To enhance the safety and security of Boda Boda operations in the country, Registration and profiling Boda Boda operators in all the Counties from sub-location level, Initiate Formation of Boda Boda SACCOS, Undertaking public Baraza sensitization and public education programmes, Enforcement of traffic violations and security related issues, Reporting traffic crashes and injuries
53. ROAD SAFETY POLICY AREAS FOR THE NATIONAL AUTHORITY FOR THE CAMPAIGN AGAINST ALCOHOL AND DRUG ABUSE- Control of Drug and Narcotic Substance to enhance road safety To reduce the number of road traffic crashes and fatalities related to drug, alcohol and substance abuse. Carry out Sensitization and public education programmes on drunk and drug driving and the attendant consequences, Research in alcohol, drug and substance abuse road safety related topical areas, Policy formulated and promotional campaigns undertaken, Reduced number of drunk driving incidences
54. ROAD SAFETY POLICY AREAS FOR THE NATIONAL TREASURY AND PLANNING- THE INSURANCE REGULATION AUTHORITY(IRA)- Set out Policy to incentivize and reward safe road behavior through premium adjustments To improve driver/rider/road user behaviours through incentives for good behaviour on the road and disincentivize for the bad behaviour, Reward good drivers through premium reduction among other incentives. Punish bad behaviours of drivers/road users by adjusting the premium higher, Educate the staff of the public on the same, Improved behaviour through premium adjustments, Policy formulated and put in place
55. Will keep inventory of all vehicles owned and hired by the organization under all staff, departments, institutions and all establishments of the organization and receive requisitions and status reports to facilitate procurement of vehicles in liason with procurement department and procedures. The President/ CEO will guide on organization expansion to warrant more procurement with organization needs and strategic plan including additional departments, staff, institutions and establishments as per organization vision and mission.

56. Direct activities related to dispatching, routing, and tracking transportation vehicles in liason to departments and management bookings and demands. .
 - 2) Plan, organize and manage the work of subordinate staff all drivers & stewards / mechanics to ensure that the work is accomplished in a manner consistent with organizational requirements.
 - 3) Direct investigations to verify and resolve customer or complaints
 - 5) Implement schedule and policy changes in the transport government regulations.
57. 6) Collaborate with other managers and staff members in order to formulate and implement policies, procedures, goals, and objectives.
 - 7) Monitor operations to ensure that staff members comply with administrative policies and procedures, safety rules, union contracts, and government regulations.
 - 8) Promote safe work activities by conducting safety audits, attending company safety meetings, and meeting with individual staff members.
60. 9) Develop criteria, application instructions, procedural manuals, and contracts for federal and state public transportation programs on speed governors, maintainece, insurance, uniforms, branding of vehicles in liason with communication and public relations departments.
 - 10) Monitor spending to ensure that expenses are consistent with approved budgets for fueling and maintenance
 - 11) Direct and coordinate, through subordinates, activities of operations department in order to obtain use of vehicles efficiently and economically.
 - 12) Direct activities of staff performing repairs and maintenance to equipment, vehicles, and facilities.
 - 13) Conduct investigations in cooperation with government agencies to determine causes of transportation accidents and to improve safety procedures.
 - 14) Analyze expenditures and other financial information in order to develop plans, policies, and budgets for increasing profits and improving services including hiring of vehicles to other organizations when demand is low in our departments.
 - 15) Negotiate and authorize contracts with equipment, spare parts, body builders and materials suppliers, and monitor contract fulfillment efficiently. Establish a store of parts to be bought at whole sale prices. .
 - 16) Supervise workers assigning tariff classifications and preparing billing.
 - 17) Set operations policies and standards, including determination of safety procedures for the handling special groups children home accounting and tagging children etc.
 - 18) Recommend or authorize capital expenditures for acquisition of new vehicles according to departmental needs increase efficiency and services of operations department.
 - 19) Prepare management recommendations, such as proposed fee and tariff increases or schedule changes of hire of vehicles by others.
 - 20) Conduct employee training sessions on subjects such as hazardous material handling, employee orientation, quality improvement and computer use.
 - 21) Participate in union contract negotiations and settlements of grievances.
 - 23) Direct procurement processes, including equipment research and testing, vendor contracts, and requisitions approval from our yards
61. Ensuring ethics and brand of our vehicles when on hire by others that vehicles are used for other uses drugs, immoral or irregal behavior and that only gospel music is played in all the vehicles. No driver should ever drink acohol and drive or entangle in chewing miraa or drugs they should all report to a central place to be confirmed sober from alcohol and fatigue before being entrusted with any vehicle.
62. In partnership with HR conduct sound interview to get very faithful, careful, experienced, sober and faithful drivers / stewards, mechanics and induct them on work and ethics that does not infringe with organizational morals and ethics.
63. Making Decisions and Solving Problems -- Analyzing information and evaluating results to choose the best solution and solve problems.
64. Getting Information -- Observing, receiving, and otherwise obtaining information from all relevant sources on suitable vehicle types & designs trends, maintainece and management.
65. Documenting/Recording Information -- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form services schedules / insurance etc.
66. Communicating with Supervisors, Peers, or Subordinates -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person running a centralized communication to call drivers and avail them at short notice to reschedule and enhance communication and accountability disciplines
67. Ensure all vehicles are well inspected at purchase fitted with speed governors, music systems of worship and trucking devices along all other accessories as per order.
68. Updating and Using Relevant Knowledge -- Keeping up-to-date technically and applying new knowledge in the transport department & sector.

- 6) Communicating with Persons Outside Organization -- Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources where a major crises involving public use Public relations & Communication & Central Security department networked to traffic agencies to resolve issues and address media .Maintain a strong data base to to engage people in writing, or by telephone or e-mail transport
- 7) Evaluating Information to Determine Compliance with Standards -- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- 8) Scheduling Work and Activities -- Scheduling events, programs, and activities, as well as the work of others.
- 9) Organizing, Planning, and Prioritizing Work -- Developing specific goals and plans to prioritize, organize, and accomplish your work.
- 10) Judging the Qualities of Things, Services, or People -- Assessing the value, importance, or quality of things or people.
- 11) Guiding, Directing, and Motivating Subordinates -- Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.
- 12) Resolving Conflicts and Negotiating with Others -- Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- 13) Coordinating the Work and Activities of Others -- Getting members of a group to work together to accomplish tasks.
- 14) Training and Teaching Others -- Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
- 15) Monitor Processes, Materials, or Surroundings -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- 16) Performing Administrative Activities -- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- 17) Inspecting Vehicles Equipment, Structures, or Material -- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- 18) Establishing and Maintaining Interpersonal Relationships -- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- 19) Performing for or Working Directly with the Public -- Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- 20) Provide Consultation and Advice to Others -- Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.
- 21) Identifying Objects, Actions, and Events -- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- 22) Estimating the Quantifiable Characteristics of Products, Events, Information -- Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- 23) Analyzing Data or Information -- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- 24) Interacting With Computers -- Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- 25) Developing and Building Teams -- Encouraging and building mutual trust, respect, and cooperation among team members.
- 26) Processing Information -- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data of fleet, parts, staff etc.
69. 27) Maintain electronic databases of sales, registration, inspections and maintenance of fleet management.
70. 28) Ensure fleet availability to meet all requests by scheduling, forecasting and surveying current user trends.
71. 29) Maintain knowledge and utilize all fleet information and user surveys to forecast new requirements.
72. 30) Arrange fleets and fleet operational staff to provide support and schedule Special Event Planning.
73. Perform vehicle registration, insurance and CHP formalities and documentation regarding induction of new vehicles in existing fleet.
74. Oversee routine and ad hoc maintenance, obtain tags for new vehicles and renew old ones to ensure schedule fleet management.
75. Monitor and ensure fleet operation in compliance with local and state rules and regulations. Registering Champions Sacco if categorized under public
76. Maintain and monitor data management system to organize fleets as per various schedules and requests.
77. Streamline and monitor fuel purchase system with assistance of Fuel Cards for all vehicles and drivers.
78. Participate in various workshops and educational programs and maintain knowledge on all industry relevant publications.

- 6) Communicating with Persons Outside Organization -- Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources where a major crises involving public use Public relations & Communication & Central Security department networked to traffic agencies to resolve issues and address media .Maintain a strong data base to to engage people in writing, or by telephone or e-mail transport
- 7) Evaluating Information to Determine Compliance with Standards -- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- 8) Scheduling Work and Activities -- Scheduling events, programs, and activities, as well as the work of others.
- 9) Organizing, Planning, and Prioritizing Work -- Developing specific goals and plans to prioritize, organize, and accomplish your work.
- 10) Judging the Qualities of Things, Services, or People -- Assessing the value, importance, or quality of things or people.
- 11) Guiding, Directing, and Motivating Subordinates -- Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.
- 12) Resolving Conflicts and Negotiating with Others -- Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- 13) Coordinating the Work and Activities of Others -- Getting members of a group to work together to accomplish tasks.
- 14) Training and Teaching Others -- Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
- 15) Monitor Processes, Materials, or Surroundings -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- 16) Performing Administrative Activities -- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
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- 18) Establishing and Maintaining Interpersonal Relationships -- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- 19) Performing for or Working Directly with the Public -- Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- 20) Provide Consultation and Advice to Others -- Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.
- 21) Identifying Objects, Actions, and Events -- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- 22) Estimating the Quantifiable Characteristics of Products, Events, Information -- Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- 23) Analyzing Data or Information -- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- 24) Interacting With Computers -- Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- 25) Developing and Building Teams -- Encouraging and building mutual trust, respect, and cooperation among team members.
- 26) Processing Information -- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data of fleet, parts, staff etc.
69. 27) Maintain electronic databases of sales, registration, inspections and maintenance of fleet management.
70. 28) Ensure fleet availability to meet all requests by scheduling, forecasting and surveying current user trends.
71. 29) Maintain knowledge and utilize all fleet information and user surveys to forecast new requirements.
72. 30) Arrange fleets and fleet operational staff to provide support and schedule Special Event Planning.
73. Perform vehicle registration, insurance and CHP formalities and documentation regarding induction of new vehicles in existing fleet.
74. Oversee routine and ad hoc maintenance, obtain tags for new vehicles and renew old ones to ensure schedule fleet management.
75. Monitor and ensure fleet operation in compliance with local and state rules and regulations. Registering Champions Sacco if categorized under public
76. Maintain and monitor data management system to organize fleets as per various schedules and requests.
77. Streamline and monitor fuel purchase system with assistance of Fuel Cards for all vehicles and drivers.
78. Participate in various workshops and educational programs and maintain knowledge on all industry relevant publications.

79. Do a magazine of transporters supported by organization transport activities.
80. Develop and implement standard operational standards to maintain vehicles by advocating best practices in industry.
81. Provide direction to department staff to regulate budget cycle requirements and control budgeting process.
82. Plan, process and execute vehicle purchase and vehicle replacement through efficient settlement.
83. Plan and prepare annual budget, expenditures and analyze all financial objectives.
84. Facilitate and implement corrective actions and capacity building to manage entire fleet to achieve company objectives.
85. Offer guidance to contracted drivers on the best ways to maximize their earnings.
86. Ensure that all drivers understand and procure the licenses and permits they need to legally carry loads to customer destinations.
87. Collaborate with human resources and marketing to add quality employee drivers and contracted drivers to the fleet
88. Work closely with the maintenance team to find ways to reduce downtime due to repairs or lack of routine maintenance.
89. Ensure that all load paperwork associated with each run is accurate and submitted to the proper people
90. Hiring, training and evaluating mechanics and support staff are the main duty of this position. Since the automotive industry is constantly evolving, ensuring staff undergoes continuing education is imperative. Auto shop service managers must also stay abreast of warranty information and pricing changes.
91. Marketing and setting business goals is a critical duty of this department.
92. Supervising a team of mechanics
93. Organising bookings and assigning work to mechanics
94. Ordering parts
95. Checking the quality of work
96. Controlling a budget

