



**COUNTY GOVERNMENT  
OF BUNGOMA**

# **COUNTY ASSEMBLY OF BUNGOMA**

## **ROAD SAFETY POLICY**

**December, 2023**

**COUNTY ASSEMBLY SERVICE BOARD**

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## FOREWORD



Road safety matters have become a major concern in our society as more and more people own vehicles or motorcycles. Previously the responsibility for road safety was vested on a few Government agencies and the burden seemed to be overwhelming.

County Assembly of Bungoma is committed to working with other Stakeholders in promoting safety on our roads both from within and outside the Assembly. This Policy provides guidelines to many critical areas where guidance is needed so as to save lives, property, time and other resources.

This Policy aims to comply with other existing local and international initiatives on road safety mainstreaming. The multifaceted nature and the broad coverage of the need for road safety requires all parties to come together and contribute towards this initiative.

Whereas the Human Resource and Administration Department will take a lead role to ensure compliance in the process of applying the guidelines, it is the duty of all staff of the County Assembly to acquaint themselves with the policy and adhere to its recommendation.

A handwritten signature in blue ink, reading "Emmanuel M. Situma".

**Hon. Emmanuel M. Situma**  
**Chairperson, County Assembly Service Board**

## **PREFACE**



The UN General matters Assembly resolution 64/255 of March 2010 proclaimed 2011-2020 the Decade of Action for Road Safety, with a global goal of stabilizing and significantly reducing the forecasted level of global road fatalities.

Kenya being a signatory to this Decade of Action has taken this challenge seriously and hence initiated the mainstreaming of road safety in all Government entities.

Many Countries over the world have begun to develop and implement sustainable road safety strategies, programmes and policies to address the road safety challenge.

The National Transport and Safety Authority is the local entity, set up by the National Transport Safety Act of 2012, as a lead agency on matters of road safety. The mainstreaming of road safety at the Assembly by way of this policy will ensure a continued and sustainable response to road safety as a workplace issue.

The policy encompasses the current laws governing road safety in Kenya. All Assembly stakeholders are advised to read, familiarize themselves with this policy so as to effectively participate in its implementation.

On behalf of the County Assembly of Bungoma, I therefore take this opportunity to thank all members involved in the formulation of this Policy and wish everybody the safety that comes through its implementation.

A handwritten signature in blue ink, appearing to read 'Charles W. Wafula', with a large, stylized initial 'C'.

**Charles W. Wafula**  
**Secretary, County Assembly Service Board**

## **DEFINITIONS**

“Community” refers to all staff, Members of the County Assembly, contractors, consultants, members of the public and visitors at the Assembly who will be engaged directly or indirectly in road safety activities.

“Exposure” means the amount of workplace vulnerability to injury as a result of road traffic incidence.

“Near misses” means missed collisions.

“Outputs” means specific products or services (immediate results of an activity) in a given period.

“Performance Indicator” means one of the measurable variables by which the performance of the Assembly is assessed.

“Road Traffic injuries” means injuries related to road traffic collisions that could be fatal, serious or slight.

“Road Traffic crash” means vehicle collision resulting in injury.

“Road Traffic fatalities” means deaths related to road traffic crashes.

“Safety belt” means a driving strap or rope.

“Traffic crashes, injuries and fatalities (deaths)” means a road traffic collision that resulted in an injury or fatality.

“Assembly drivers” means drivers employed by CASB in the Transport Department.

“Assembly” refers to County Assembly of Bungoma.

## **ABBREVIATIONS AND ACRONYMS**

GoK	Government of Kenya
NTSA	National Transport and Safety Authority
PC	Performance Contract
RSMC	Road Safety Mainstreaming Committee
CASB	County Assembly of Bungoma
CLERK	Clerk
MCAs	Members of the County Assembly

## **1.0 INTRODUCTION**

### **1.1 Policy Statement**

County Assembly of Bungoma is committed to promoting road safety in the Assembly by reducing vehicle accidents and work related road collision costs and injuries.

### **1.2 Legislative and Administrative Instruments**

The following, but not limited to, legal instruments and Institutional Policies shall apply:

- i. The Constitution of Kenya, 2010;
- ii. The National Transport and Safety Authority Act, 2012;
- iii. The Traffic Act, 2012;
- iv. The Occupational Health and Safety Act, 2007;
- v. The Work Injury Benefits Act (WIBA), 2007;
- vi. Radiation Protection Act, 2012;
- vii. Pharmacy and Poisons Act, 2012;
- viii. County Assembly of Bungoma Policies; and
- ix. Applicable Government Circulars and Executive Orders.

### **1.3 Scope/Applicability**

This Policy shall apply to the County Assembly of Bungoma, Management, Staff, Members of the County Assembly, Students on attachment, visitors and Assembly Stakeholders.

### **1.4 Guiding principles**

This Policy is guided by the following principles:

Safety and Accountability in promoting road safety;

Creativity and Innovativeness in enhancing road safety; and

Professionalism in undertaking delivery of services from the Transport Department.

## **2.0 POLICY GOAL**

The goal of this Policy is to ensure that the Assembly enhances and promotes road safety within its Institution and beyond.



## **2.1 Policy Objectives**

The objectives of this Policy are:

- i. To provide a framework for mainstreaming of road safety at the Assembly;
- ii. To reduce the number of actual or potential road traffic crashes and injuries involving Assembly Staff;
- iii. To enhance compliance with the traffic law and regulations and minimize risks of penalties and conviction for traffic offences;
- iv. To promote a culture of safe driving among Assembly drivers and Staff in order to prevent and minimize road traffic crashes and injuries;
- v. To reduce and control costs such as wear and tear, fuel, insurance premiums, legal fees;
- vi. To provide a mechanism for informed road safety decisions;
- vii. Provide effective tools for workplace road safety monitoring, evaluation and documentation;
- viii. To promote sensitization and awareness campaigns on the Road Safety risk factors among the Staffs; and
- ix. To increase public (customer) confidence in Assembly business.

## **3.0 GENERAL POLICY ON ROAD SAFETY**

The Assembly commits to implement the work plan on road safety mainstreaming through implementation of this Policy and collaborative engagements with the relevant Stakeholders to enhance compliance.

The Assembly will fulfill its commitment through the following strategies:

### **3.1 Driver Recruitment and Selection Policy (Eligibility to Drive)**

The Assembly commits to the following:

- i. Specifying a safe driving record as a mandatory requirement in the CASB
- ii. Career Progression Guidelines and Job description for external advertisements;
- iii. Having job applicants provide details of their previous driving record, including crashes and traffic infringements;
- iv. Assessment of an applicant's attitude to safety during the job interview;
- v. Verification of an applicant's driving records with previous employers;
- vi. Requiring applicants to undergo a practical driving assessment test as part of

- the job selection tests;
- vii. Ensuring that all applicants are medically fit to drive; and
  - viii. Requiring all Assembly drivers to undergo mandatory defensive driving assessment every four (4) years.

### **3.2 Staff Induction**

The Assembly commits to the following:

1. Ensuring that all new Staff undergo a formal induction program that includes road safety sensitization and safe driving habits;
2. Having a regular sensitization program for Supervisors that includes road safety and their responsibilities; and
3. Initiating a program for training new Staff in the operation of their vehicles and ensuring road safety at all times.

### **3.3 Speed Management**

The Assembly commits to the following:

1. Adherence to a speed limit of 10kph within all Assembly Institution by its stakeholders;
2. Putting up signage of the speed limit on all Assembly roads;
3. Ensuring that all Assembly roads are named and well labeled;
4. Reducing the speed limits to 30kph in all areas surrounding the Assembly Institution by its Stakeholders;
5. Fitting all official vehicles of the Assembly with speed governors;
6. Monitoring the speeds of vehicles within the Assembly Institution internally 24/7 and dealing with any violations as per the Assembly's Disciplinary Policies, Code of Conduct and the law with regard to Staff.
7. Stakeholders other than Assembly Staff or Members of the County Assembly shall be asked to exit the Campus upon violation of the mandatory speed limit;
8. Conducting constant training/sensitization to Staff on speed management; and
9. Sensitizing/training all Assembly Staff, Members of the County Assembly and other Stakeholders on speed as a risk factor.

### **3.4 Vehicle Management, Selection, Maintenance and Inspection**

The Assembly commits to:

- i. Investigating fleet safety features and including relevant features in purchase specifications of its Vehicle fleet;

- ii. Documenting in full all maintenance procedures and Periodic Motor Vehicle Inspections as per NTSA guidelines;
- iii. Fitting all vehicles with a first aid kit, securely fitted fire extinguisher, seatbelts and an emergency triangle as provided by law and in efforts to enhance safety;
- iv. Servicing the Assembly vehicles according to manufacturers' recommendations;
- v. Setting up inspection procedures on a pre-use check sheet;
- vi. Keeping maintenance schedules in the glove boxes of all Assembly vehicles, which are completed each time the vehicles are serviced in any way;
- vii. Following the maintenance schedules in the vehicles' manuals; and
- viii. Setting up a procedure to identify and rectify all defects no matter how small, and as soon as practicable.

### **3.5 Vehicle Crash Involvement**

The Assembly commits to:

- i. Having a comprehensive Assembly vehicle crash investigation, reporting and recording system;
- ii. Having a comprehensive Assembly vehicle crash investigation, reporting and recording system;
- iii. Monitoring the number of crashes per year; number of driver-at-fault occurrences or bookings; time lost due to crashes; rehabilitation costs on Assembly vehicles;
- iv. Crash reporting which will include recommendations and a timetable for implementing remedial action;
- v. Ensuring that each Assembly vehicle has a crash report form, crash kits and log book in the vehicles;
- vi. Training appropriate Staff in crash investigation;
- vii. Putting in place a system to monitor and evaluate the success (or otherwise) of any remedial measures implemented following a crash; and
- viii. Keeping data and statistics about motor vehicle crashes.

### **3.6 Incentives and Sanctions**

The Assembly commits to:

- i. Recognizing good/bad driving performance through an official scheme of incentives and sanctions as a means of motivating the Staff to improve the

- Assembly's road safety record;
- ii. Monitoring the driving performance of all Staff including crashes and all road traffic infringements;
  - iii. Ensuring that road safety incentives are given in front of their peers and publicize achievements throughout the Assembly; and
  - iv. Putting in place a system to identify poor driving performance and impose some penalties for drivers and/or their section/department that violate the procedures as per the system.

### **3.7 Road safety Training, Sensitization and Education**

The Assembly commits to:

- i. Conducting a training needs analysis to determine what driver training programs would be best for the Assembly;
- ii. Identifying courses on road safety for the Transport Department and Staff;
- iii. Considering varying levels of ability in the Staff (including literacy) and adapt training programs accordingly;
- iv. Ensuring that all Managers and Supervisors are trained on their roles relating to road safety;
- v. Investigating training facilities and resources of road safety training providers and use only suitably qualified and experienced trainers in the training programs;
- vi. Developing road safety training plans and share such plans with all Staff;
- vii. Providing refresher road safety training programs as appropriate; and
- viii. Providing opportunities for Staff to acquire basic first aid training.

### **3.8 Driving under the influence of drugs and alcohol**

The Assembly commits to:

- i. Ensuring that Staff and Members of the County Assembly are continually reminded of the effects of alcohol and drugs on driving performance;
- ii. Putting in place severe penalties for driving under the influence of drugs and alcohol, including dismissal;
- iii. Encouraging zero tolerance to drugs and alcohol abuse while driving at all times;
- iv. Sensitizing Staff on the risks of driving under the influence;

- v. Considering Alcohol Breathalyzer tests on drivers on entrance and exit of the Assembly premises;
- vi. Establishing public feedback mechanisms on suspected drunk driving e.g. through hotlines and social media. The reports shall be acted on fully in line with Disciplinary Policies in place; and
- vii. Initiating an education program to ensure Staff and Members of the County Assembly are aware of the effect that drugs and some medications can have on driving performance.

### **3.9 Fatigue Management**

The Assembly commits to:

1. Ensuring work schedules and rosters of Assembly drivers conform to the regulations on driving hours;
2. Ensuring that all Assembly drivers shall be required to adhere to the maximum number of hours on long journeys;
3. Having a system to monitor Assembly drivers to avoid fatigue including log in hours;
4. Giving Assembly Drivers adequate time to rest between long journeys; and
5. Ensuring that Assembly crash investigations are detailed and recommendations are provided.

### **3.10 Seatbelts**

The Assembly commits to:

1. Educating all Staff and Members of the County Assembly as to the dangers of not wearing seat belts; and
2. Putting in place strict rules on wearing seat belts at all times and place reminder notices on dashboards, notice boards, Staff emails etc.

### **3.11 Driver Management**

The Assembly commits to:

- i. Ensuring that all Assembly drivers comply with the rules of the road at all times;
- ii. Ascertaining that all Assembly drivers are trained and licensed appropriately;
- iii. Ensuring that all Assembly drivers undertake periodic driver refresher training and re-training including defensive driver courses;

- iv. Certifying that all Assembly drivers are medically fit to drive at all times;
- v. Ensuring that Assembly drivers are trained on soft skills including communications, road courtesy, customer care among others etc;
- vi. Ensuring that all Assembly drivers comply with driving hour's regulations, have regular breaks while driving and forbidding the use of mobile phones While driving;
- vii. Ensuring that Assembly drivers display the highest level of professional Conduct when driving an Assembly vehicle;
- viii. Ensuring that Assembly drivers regularly check the oil, tyre pressures, and radiator and battery levels of Assembly vehicles they regularly use;
- ix. Ensuring that all drivers adhere to the legal speed limits;
- x. Ensuring that all drivers wear a seat belt and make sure all occupants wear their seatbelts at all times; and
- xi. Ensuring that Assembly drivers never drive under the influence of alcohol or drugs, including prescription.

### **3.12 Journey Planning**

The Assembly commits to:

- i. Ensuring that all Assembly drivers plan their journeys in advance;
- ii. Ensuring that all Assembly drivers report vehicle defects before the next vehicle use;
- iii. Taking the necessary precautions in carrying any hazardous substances. Hazardous goods may only be carried in full compliance with relevant legislation and with approval of the line manager;
- iv. Ensuring that Assembly drivers take regular and adequate rest breaks and stop when tired; and
- v. Ensuring that Assembly Drivers and Safety Managers plan their journeys, taking into account pre-journey work duties, the length of the trip and
- vi. Post-journey commitments.

#### **4.0 RECORD KEEPING**

The Assembly shall establish and maintain records of road safety events including and not limited to the following:

- i. Accident reporting and follow up reports;
- ii. PC Quarterly reports;
- iii. Incidents and near misses reports; and
- iv. Training and road safety sensitization evaluation reports.

#### **5.0 ROLES AND RESPONSIBILITIES**

##### **5.1 The Clerk**

The Clerk shall appoint the Road Safety Mainstreaming Committee.

Facilitate the development, overall implementation, and review of this Policy;

Provide the necessary approvals where required; and

Ensure that the Assembly fulfills the commitments specified in the Policy.

##### **5.2 The Road Safety Mainstreaming Committee (RSMC)**

The Committee shall:

- i. Ensure that the activities provided in the Policy are undertaken;
- ii. Provide the budget estimates annually for the activities;
- iii. Conduct sensitization of this Policy; and
- iv. Report to the Management on the progress of implementation.

#### **6.0 POLICY IMPLEMENTATION**

The Clerk and the RSMC shall be responsible for the implementation of this Policy. The Assembly Management and the County Assembly of Bungoma shall be key in its monitoring and evaluation.

#### **7.0 POLICY REVIEW**

This Policy shall be reviewed from time to time taking into account the emerging issues on Road Safety.



COUNTY  
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Bungoma County Assembly



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