

# TRAVEL Policy



PRATHIBA MEDIA NETWORK

**The first edition of this policy is accepted and implemented by the Board of Directors of Pratibha Media Network from 01 May 2023.**

## **1. INTRODUCTION**

### **1.1 THE ORGANISATION**

Prathiba Media Network (PMN) is a result of a collaborated initiative of the youth in the south, who came together to use social media for community work. Established in 2008, PMN was incorporated as a non-governmental organisation under the Societies ordinance in 2011. PMN has established strong networks with, district, regional and national level media networks and organisations and has over 900 members representing the Southern, Uva, and Samabragamuwa provinces of Sri Lanka. One of the main objectives of PMN is to empower the community to use social media to raise awareness on community issues and to identify remedial action.

### **1.2 PURPOSE OF THE MANUAL**

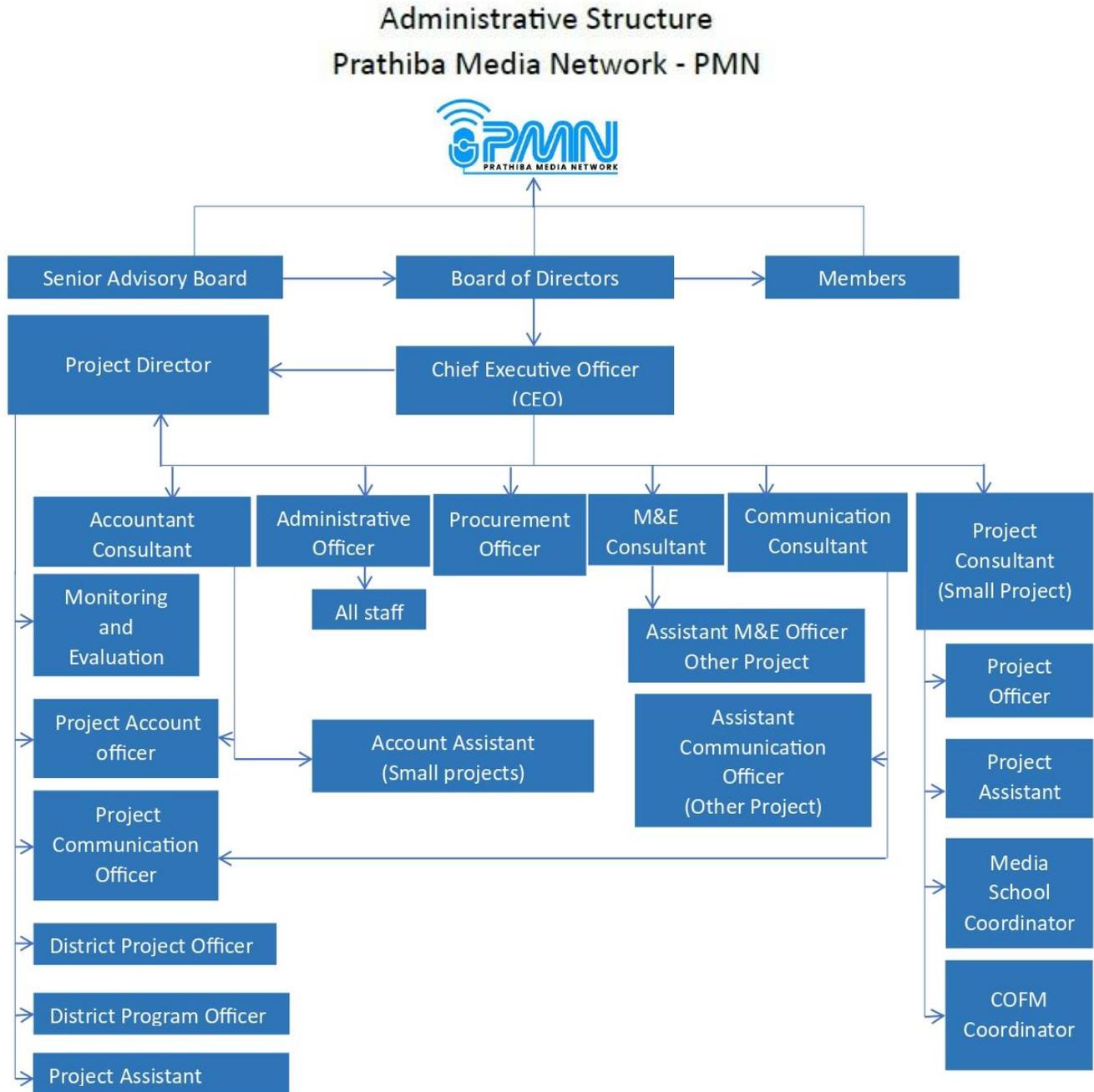
This manual was developed to document the transport policy that supports the operational control of Pratibha Media Network (PMN). This will guide the employees of PMN and the procedures followed have been developed to ensure that the organization's transport activities are stable and continuous.

The transport policy is required by the organization to ensure basic standards and the necessary procedures are covered by this policy. This manual documents all such policies, procedures and controls to ensure that all staff and other relevant personnel adhere to these standards required by PMN.

The Transport Management Manual will be revised from time to time to be current, relevant and up-to-date. Therefore, all such amendments should be submitted for Board approval in due course and the manual should be updated accordingly upon Board approval. This will be the responsibility of the Administrative Officer.

It is the responsibility of the Chief Executive Officer (CEO) to ensure that all staff members, without exception, follow the policies and procedures described in this manual.

### 1.3 ORGANISATION STRUCTURE



\*Organizational Chart last revised on 30th of November 2024

## 2. ORGANISATIONAL VALUES AND CULTURE

At PMN we believe that organizational values and culture defines who we are and creates a uniformity in everything that we do as an Organization. Our values shape our culture and create a self-defined standard to hold our selves accountable. We believe that these will translate into actions and will be reflected in the work that we do with the community.

Our core values will help make decisions such as hiring, programme expansion and day to day operations.

We believe that a team with a strong set of values is aligned and empowered to do great work without constant supervision, freeing up time maximizing on human resource availability and capacity. Time thus saved can be focused on growing the organization, so the organization can make an even bigger contribution to the society.

As such, below are the core values of PMN that shape the organizational culture.

- **Respect** – We treat all people with respect and dignity without any form of discrimination based on any circumstances.
- **Stewardship** – We hold ourselves Socially, Financially, Politically and Environmentally responsible and accountable.
- **Learning** – We challenge each other to continuously learn and to strive for excellence.
- **Creative** – We continuously look for ideas, creative solutions and create an enabling space to express our selves.
- **Promotes leadership** – We create an enabling space for development of leaders

## 3. PURPOSE OF TRANSPORT POLICY

The purpose of this transport policy is to ensure that all transportation activities conducted by Prathiba Media Network are carried out safely, efficiently, and in an environmentally responsible manner. This policy aims to support our mission while adhering to local laws and regulations.

## 4. SCOPE

This policy applies to all staff, volunteers, and any other individuals who use or oversee the use of transport resources owned, rented, or otherwise utilized by Prathiba Media Network.

## 5. TRANSPORTATION OBJECTIVES

**Safety:** Ensure the safety of all passengers, drivers, and other road users.

- **Efficiency:** Optimize transport operations to support the NGO's objectives effectively.
- **Environmental Responsibility:** Minimize the environmental impact of transport activities.
- **Compliance:** Adhere to local laws and regulations regarding transportation.
- **Savings:** - Quality transportation needs at a lower cost.

## 6. VEHICLE MANAGEMENT

### 6.1. Fleet Maintenance

- Vehicles must undergo regular maintenance and servicing in accordance with the manufacturer's recommendations.
- A maintenance schedule should be maintained, and any issues should be addressed promptly.
- Keep detailed records of all maintenance and repairs.

### 6.2. Vehicle Use

- Vehicles should only be used for official Prathiba Media Network activities unless prior approval is obtained.
- All drivers must be licensed and have valid driving insurance.

### 6.3. Vehicle Safety

- Ensure that all vehicles are equipped with necessary safety features, including first aid kits, fire extinguishers, and emergency contact information.
- Conduct regular safety inspections to ensure vehicles meet safety standards.

## 7. DRIVER RESPONSIBILITIES

### 7.1. Licensing and Training

- All drivers must possess a valid Sri Lankan driving license appropriate for the vehicle being operated.
- Provide regular training on defensive driving and emergency procedures.

## 7.2. Driving Behavior

- Drivers must adhere to all traffic laws and regulations.
- Prohibit the use of mobile phones or any other distractions while driving.
- Promote courteous driving and ensure that all passengers wear seat belts.

## 7.3. Incident Reporting

- Report any accidents, vehicle damage, or traffic violations immediately to the designated transport coordinator.
- Complete an incident report form and cooperate with any investigations.

# 8. PROVIDING FACILITIES TO DRIVER

Providing facilities to drivers within Prathiba Media Network involves ensuring they have the tools and resources they need to perform their duties effectively and safely.

## 8.1. Vehicle Maintenance and Upkeep

- **Regular Servicing:** Schedule routine maintenance and inspections to keep vehicles in good condition.
- **Repair Services:** Have a plan for addressing vehicle repairs promptly.

## 8.2. Comfort and Safety

- **Comfortable Vehicles:** Ensure vehicles are ergonomically designed and comfortable for long hours of driving.
- **Safety Equipment:** Provide necessary safety gear such as seat belts, airbags, and emergency kits.

## 8.3. Driver Amenities

- **Rest Areas:** Create designated rest areas where drivers can take breaks.
- **Facilities:** Provide access to restrooms and possibly showers, especially for long-haul drivers.
- **Refreshments:** Offer refreshments or a place to get meals, such as a cafeteria or vending machines.

## 8.4. Training and Support

- **Driver Training:** Offer training programs on safe driving practices, defensive driving, and vehicle operation.
- **Health and Wellness:** Provide resources for physical and mental health, including counseling services if needed.

## 8.5. Technology and Tools

- **Navigation Systems:** Equip vehicles with GPS and other navigation tools.
- **Communication Devices:** Provide mobile phones or radios for communication with dispatch or support teams.

## 8.6. Administrative Support

- **Documentation:** Ensure drivers have easy access to necessary documentation, such as vehicle registration, insurance, and route plans.
- **Fuel Management:** Implement a system for managing fuel cards or reimbursements.

## 8.7. Safety Measures

- **Emergency Procedures:** Provide clear guidelines and training on what to do in case of an emergency.
- **Incident Reporting:** Have a system in place for reporting and addressing incidents or accidents.

## 8.8. Recognition and Incentives

- **Performance Incentives:** Offer bonuses or incentives for safe driving and excellent performance.
- **Recognition Programs:** Implement programs to recognize and reward outstanding drivers.

## 8.9. Legal Compliance

- **Regulations:** Ensure compliance with local, state, and federal regulations regarding driver hours, vehicle inspections, and safety standards.

## 8.10. Personal Support

- **Work-Life Balance:** Support flexible schedules where possible to help drivers balance their personal and professional lives.

## 9. PROVIDING FACILITIES TO PASSENGERS

All Board members, staff members, members and volunteers of Pratibha Media Network can support their work and ensure their effective functioning by providing transport facilities. For that, the following methods will be followed.

### 9.1. Assess the Need

- **Identify Requirements:** Determine the number of staff members needing transport, their locations, and the frequency of travel.
- **Survey Staff:** Conduct a survey to understand their transportation preferences, challenges, and expectations.

### 9.2. Design a Transport Plan

- **Types of Transport:** Decide on the types of transport facilities (e.g., buses, vans, cars) based on the number of staff and the distances involved.
- **Routes and Schedules:** Develop routes and schedules that align with staff working hours and locations.

### 9.3. Budget and Funding

- **Calculate Costs:** Estimate the costs involved, including vehicle purchase/lease, maintenance, fuel, and driver salaries.
- **Seek Funding:** Look for funding from grants, donors, or within the Prathiba Media Network budget.

### 9.4. Procure Vehicles

- **Purchase/Lease:** Decide whether to buy or lease vehicles based on financial considerations and operational needs.
- **Insurance and Registration:** Ensure all vehicles are properly insured and registered.

### 9.5. Hire Drivers

- **Recruitment:** Hire qualified drivers with appropriate licenses and experience.
- **Training:** Provide training on safety, customer service, and company policies.

### 9.6. Implement and Manage

- **Scheduling:** Set up a scheduling system to manage transport efficiently.
- **Maintenance:** Establish a regular maintenance schedule to keep vehicles in good condition.

## 9.7. Monitor and Evaluate

- **Feedback:** Regularly collect feedback from staff to identify any issues or areas for improvement.
- **Adjustments:** Make necessary adjustments based on feedback and changing needs.

## 9.8. Safety and Compliance

- **Safety Measures:** Ensure that vehicles are equipped with safety features and that drivers follow safety protocols.
- **Compliance:** Adhere to local regulations regarding transport and employment.

## 9.9. Communication

- **Updates:** Keep staff informed about transport schedules, changes, and any important notices.
- **Support:** Provide a point of contact for transport-related queries or issues.

## 10. NOT PROVIDING TRANSPORT FACILITIES FOR TRAVELING AT NIGHT

Attention will be drawn to the following policies for not providing transport facilities to the staff of Pratibha Media Network for traveling at night.

### 10.1. Assess the Current Situation:

- **Understand the Need:** Evaluate why transport facilities are needed at night. Is it for safety, operational efficiency, or both?
- **Survey Staff Concerns:** Gather feedback from staff about their experiences and concerns regarding night travel.

### 10.2. Evaluate Alternatives:

- **Public Transport:** Investigate the availability and reliability of public transport options at night.
- **Rideshare Services:** Consider if rideshare apps like Uber or PickMe are viable options.
- **Carpooling:** Encourage staff to carpool or organize shared transport solutions.
- **Accommodation Options:** If feasible, provide temporary accommodation for staff who need to work late.

### 10.3. Communicate Clearly:

- **Transparency:** If you decide not to provide transport facilities, clearly communicate the reasons behind this decision to staff.
- **Support:** Offer alternative solutions or support to address any concerns related to safety or accessibility.

### 10.4. Implement Safety Measures:

- **Emergency Support:** Ensure that staff have access to emergency contacts and support if they encounter issues while traveling at night.
- **Travel Guidelines:** Provide guidelines on safe travel practices, including advice on avoiding risky areas and using reliable transport options.

### 10.5. Monitor and Review:

- **Feedback Mechanism:** Establish a system for staff to provide ongoing feedback about the impact of the change.
- **Review Policy:** Regularly review and assess the policy to ensure it remains effective and does not adversely affect staff welfare.

### 10.6. Legal and Ethical Considerations:

- **Compliance:** Ensure that your decision complies with any local labor laws and regulations regarding employee welfare and safety.
- **Ethical Responsibility:** Consider the ethical implications of the decision, especially in terms of staff safety and well-being.

## 11. PROVIDING TRANSPORT FACILITIES ACCORDING TO DISTANCE

Pratibha Media Network staff will operate as follows to travel to destinations according to distance. Through that, they will be able to reach their destination more efficiently.

### 11.1. Collect Data

- **Staff Locations:** Gather accurate addresses or locations of all staff members who need transportation.
- **Destination Points:** Identify key destinations or areas where staff members need to travel for their work.
- **Vehicle Availability:** List all available vehicles, including their capacities and conditions.
- **Schedules:** Understand the schedules of staff members, including their working hours and any time-sensitive needs.

## 11.2. Categorize Staff and Vehicles

- **Distance Bands:** Group staff members based on the distance they need to travel. For example, you might have categories such as 0-5 km, 5-10 km, 10-20 km, etc.
- **Vehicle Types:** Classify vehicles based on their capacity, fuel efficiency, and suitability for different types of trips.

## 11.3. Determine Allocation Criteria

- **Distance Prioritization:** Generally, allocate vehicles to those who are traveling the farthest first, as they will need transportation the most.
- **Efficiency:** Consider grouping staff members traveling to the same or nearby locations to make the best use of each vehicle.
- **Vehicle Capacity:** Ensure that the size of the vehicle matches the number of staff members needing transportation.

## 11.4. Plan and Assign

- **Route Planning:** Use mapping tools or software to plan the most efficient routes. Tools like Google Maps or specialized route planning software can help.
- **Vehicle Scheduling:** Assign vehicles based on the categorized distances and availability. Make sure to account for the vehicle's capacity and schedule any necessary maintenance.
- **Communicate:** Inform staff members about their assigned vehicles and any relevant schedules. Provide contact details for vehicle coordinators if needed.

## 11.5. Monitor and Adjust

- **Track Usage:** Keep track of vehicle usage and staff satisfaction. You might use GPS tracking or manual reports.
- **Feedback:** Regularly gather feedback from staff members and vehicle drivers to identify any issues or areas for improvement.
- **Adjustments:** Be prepared to adjust allocations based on changing needs, vehicle availability, or staff feedback.

## 11.6. Consider Alternatives

- **Public Transport:** If feasible, consider supplementing vehicle transportation with public transport options for shorter distances.
- **Ride-Sharing:** Explore options for carpooling or ride-sharing among staff members to optimize vehicle use.

### **11.7 Vehicles used by number of passengers**

- If there are one or two passengers, depending on the distance travelled, a motorcycle/tricycle or a car may be used. But, In order to choose the appropriate type of vehicle, at the time of planning the trip, the expected distance to be traveled should be estimated and the appropriate type of vehicle should be selected.
- If between 3-5 passengers then a car should be used.
- A van or a minibus can be used in case of 5 or more passengers. (as appropriate)
- In case of transporting any goods or several goods, the service of a cargo vehicle (lorry, truck, Small truck) can be availed according to it.

### **11.8 Vehicles used according to the distance travelled**

- For short distances (1km-150km) - Motorcycles / Three wheelers
- For medium distance (151km-300km) - vans, cars or buses
- Longer distances (More than 300 km) - vans, cars or buses

## **12. PAYMENT FOR VEHICLES**

- The amount paid per kilometer for a motorcycle - LKR 17.00
- The amount paid per kilometer for a Three wheeler - LKR 100.00
- The amount paid per kilometer for a Car - LKR 110.00
- The amount paid per kilometer for a Van - LKR 130.00
- The amount paid per kilometer for a motorcycle - LKR 17.00
- The amount paid per kilometer for a Bus - LKR 160.00

## **13. FUEL AND EXPENSES**

### **13.1. Fuel Management**

- Use fuel efficiently and avoid unnecessary idling.
- Keep accurate records of fuel usage and ensure that receipts are collected and submitted for reimbursement.

### **13.2. Expense Reimbursement**

- Follow the Prathiba Media Network procedures for reimbursing transport-related expenses.

- Submit all relevant documentation for expenses incurred during Prathiba Media Network activities.

#### **14. ENVIRONMENTAL CONSIDERATIONS**

- Promote the use of fuel-efficient or hybrid vehicles where possible.
- Encourage carpooling and shared transport among staff and volunteers to reduce carbon footprint.
- Ensure that vehicles are disposed of in an environmentally responsible manner when decommissioned.

#### **15. COMPLIANCE AND ENFORCEMENT**

- Ensure compliance with local transport laws, regulations, and Prathiba Media Network guidelines.
- Conduct regular audits of transport operations and vehicle usage.
- Address any violations of this policy through appropriate disciplinary measures.

#### **16. Policy Review**

- This policy will be reviewed annually and updated as necessary to ensure it remains effective and relevant.
- Staff and volunteers will be informed of any changes to the policy.