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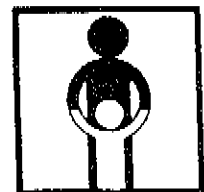
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# MONITORING VEHICLE USE

A Guide for Transport Officers





## LOGISTICS FOR HEALTH INFORMATION SERIES

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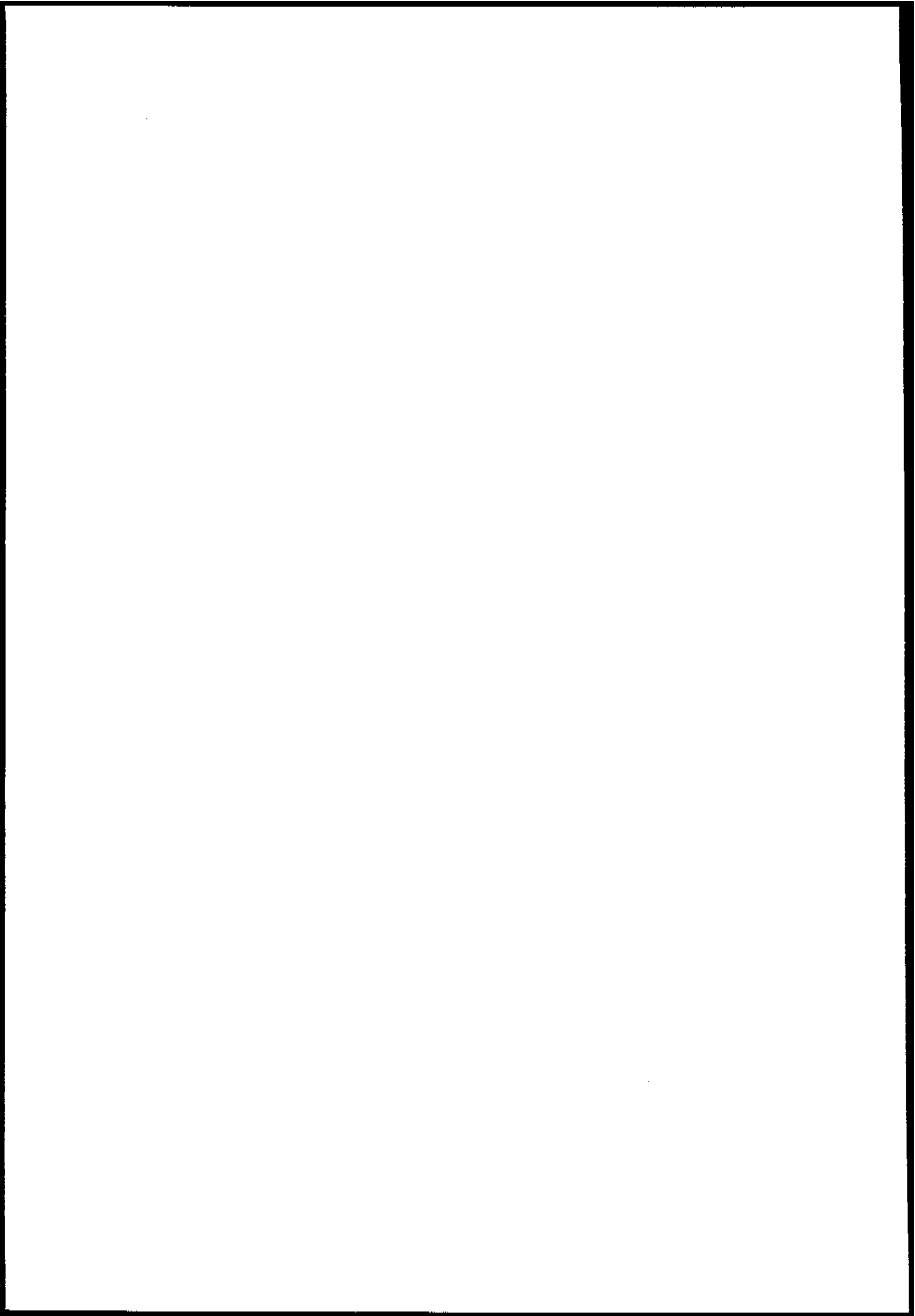
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# INTRODUCTION

The purpose of a health transportation system is to support the provision of services by:

- Transporting health workers for outreach services, supervisory visits, special immunization campaigns, and other duties.
- Transporting patients.
- Delivering equipment and supplies.

Transportation is costly - it can take up to 25% of a country's health care budget. However, it is of utmost necessity in providing services to dispersed populations and in maintaining links among scattered health care facilities. Transport management is, therefore, critically important.

This guide is addressed to ministry of health officials who are responsible for transport from the central to health centre levels. It describes a monitoring system for planning and monitoring vehicle use. The goals of this system are to make sure that vehicles are **available** when needed and that they are used **efficiently** and cost-effectively.

In this system, responsibilities are decentralized. Each vehicle (or boat, animal, or other form of transportation) is assigned to a staff member (called a unit transport manager) stationed in the same place as the vehicle.

The vehicle monitoring system is presented for three levels of supervision and describes the responsibilities of:

- **Drivers**
- **Unit Transport Managers**
- **District Transport Managers**
- **National Transport Officers**

The system may either be adopted as described or parts of it may be used to improve an existing system. Please let us know how you like it and how you have used it in your country.

**NOTE: The masculine gender is used throughout this document for both men and women.**

1. The first part of the document is a title page.

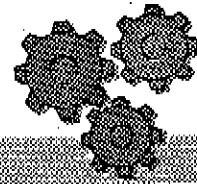
# DRIVER

Drivers are stationed at health centres, district or provincial offices, or central headquarters. Wherever possible, each driver is **responsible for only one, permanently assigned vehicle.**

In addition to their driving tasks, drivers are trained to do the following tasks:

1. Keeping a logsheet
2. Following up on vehicle maintenance schedules
3. Assisting managers in route planning
4. Reporting accidents

## Responsibilities



### 1. Keeping a logsheet

Drivers fill in one two-page form called a **Vehicle Logsheet (Form 3)**. A monthly logsheet is kept in every vehicle. It serves as a tool to monitor a vehicle's daily availability, use and operating costs.

At the end of each working day, the driver fills out the appropriate columns across the horizontal line of the logsheet for that date. On the back of the logsheet, he records any maintenance or repairs done on the vehicle that day.

At the end of each month, the driver gives his completed logsheet to the unit transport manager. He then begins a new logsheet for the next month.

**The vehicle logsheet is the point of departure of the whole monitoring system. It is only from individual vehicle logsheets that information can be collected and compiled to provide operational data for fleet managers.**

## **2. Maintaining vehicles**

Drivers perform daily inspections on their vehicles and keep them clean. They monitor vehicle mileage and help schedule preventive maintenance at the appropriate time. Drivers report all vehicle problems to their unit transport manager.

To ensure driver participation in the preventive maintenance of a vehicle, they are provided with specific training. (WHO offers an "Advanced Driver Training" course for this purpose.)

## **3. Assisting managers in route planning**

Drivers participate in route planning by providing unit managers with information on distances, driving conditions and alternative routes.

## **4. Reporting accidents**

Whenever a driver's vehicle is involved in an accident or theft, the driver reports it to his unit transport manager immediately. He uses a **Vehicle Accident Report (Form 7)** for this purpose.

## **Forms**



**Form 3: Vehicle Logsheet**

**Form 7: Vehicle Accident Report**

If drivers have any difficulty in filling these forms out, the unit transport manager assists them.

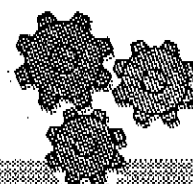
# UNIT TRANSPORT MANAGER

The unit transport manager is the person at any programme level who is in charge of supervising the use of vehicles. He may be a head nurse in a health centre, a district medical officer, a provincial hospital director, or a manager in central headquarters. Basically, a unit transport manager controls the daily use of vehicles and supervises the drivers in the unit.

For the vehicles under his control, the unit transport manager is responsible for:

1. Planning
2. Monitoring vehicle use
3. Monitoring preventive maintenance
4. Supervising drivers
5. Completing unit vehicle reports

## Responsibilities



### 1. Planning

Unit transport managers are responsible for ensuring that vehicles are **available** for programme activities and that they are **used efficiently**. Meeting these goals requires planning for routine and other programme-related travel and having vehicles maintained at appropriate intervals.

Planning for routine trips takes place in every unit in which vehicles are stationed. At least once a year, the unit transport manager and other staff members (including drivers) make a Unit Route Plan (Form 1) for the unit. The plan identifies the routes, or circuits, needed to carry out routine programme activities such as supervision or delivery of equipment, vaccines and supplies.

Special trips, such as surveys or immunization campaigns, are also included in the route plan to the extent that they can be predicted.

Route plans also provide information for preparing budgets. They include estimates of:

- The distance to be travelled and the operating cost per kilometre of the vehicles scheduled for use.
- The amount of per diem needed for staff travellers on each route.

- Other costs associated with travel, such as maps, tolls, and if programme vehicles are not used, bus or train fares.

Copies of route plans are submitted to the district transport manager who uses the estimated costs in the plans plus a margin for unplanned journeys and other transport-related expenses to prepare a transport budget for the entire district.

In addition to long-term route planning, the unit transport manager assesses transport needs once a week to make sure that vehicles are available for planned routes and other programme activities and that maintenance schedules for each vehicles are adhered to.

**It is inevitable that unscheduled trips will occur in response to emergencies and other immediate needs, and transport budgets should provide for them. However, these trips should not exceed 25% of the mileage of planned routes.**

## **2. Monitoring vehicle use**

At the end of every month, the unit transport manager collects vehicle logsheets from drivers and checks them for completeness and accuracy.

He uses these logsheets to assess:

- **Efficiency of vehicle use** - The distance **actually travelled** in the month compared to the distance **planned** as shown in route plans.
- **Cost** - The **actual cost** of fuel, oil, maintenance, etc., compared to the **estimated cost** as shown in route plans.
- **Quantity of fuel** - Fuel consumption compared to distance travelled, which are both shown in logsheets.

If drivers do not have the literacy skills to enter data or tally columns in the logsheet, the unit transport manager helps them until they are trained.

## **3. Monitoring preventive maintenance**

**Periodic Checks:** The unit transport manager ensures that drivers follow **vehicle maintenance schedules**. For this, he periodically checks the odometer on each vehicle and compares actual readings against the odometer figure set for the next maintenance service.

**Monthly Checks:** At the end of every month, the unit transport manager monitors vehicle availability by identifying extensive periods in which vehicle were out of service because of mechanical failure, lack of spares, money, etc.

If repairs have been done during the month, the unit transport manager assesses whether they would have been prevented if maintenance had been performed on schedule.

Minimize the need for repairs through preventive maintenance.

#### **4. Supervising drivers**

As supervisor of the drivers in his unit, the unit transport manager is responsible for:

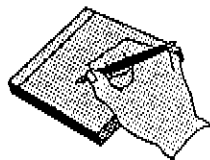
- Allocating vehicles
- Assigning routes and other tasks
- Making recommendations on training needs
- Keeping safety records
- Investigating accidents

As soon as he is notified of an accident, the unit transport manager conducts an investigation of the case. He completes a Vehicle Accident Report (Form 7) and sends it to the district transport manager for any further action that might be needed.

#### **5. Completing unit vehicle report**

Using information contained in drivers' logsheets and in route plans, the unit vehicle manager completes a Unit Logistics Report for Transport (Form 4). The form is submitted to the District Transport Manager every six months.

## Forms



**Form 1: Unit Route Plan**

**Form 3: Vehicle Logsheets**

**Form 4: Unit Logistics Report for Transport**

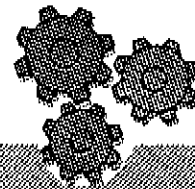
**Form 7: Vehicle Accident Report**

# DISTRICT TRANSPORT MANAGER

The district transport manager supervises all unit vehicle managers within his district. His other transport responsibilities include:

1. Planning
2. Preparing transport budget estimates
3. Monitoring district transport activities
4. Completing district vehicle reports

## Responsibilities



### 1. Planning

For the vehicles assigned specifically to the district office, the district transport manager plans routes and estimates budgets. He oversees the same process for all transport units under his supervision.

### 2. Preparing transport budget estimates

The district transport manager is responsible for preparing transport budgets for the district, using the following information:

- From Unit Route Plans (Form 1), estimates on the costs of routine travel.
- From Unit Logistics Reports (Form 4), actual expenditures for all travel (planned and **unplanned**), including fuel, oil, maintenance, and repairs.
- From Logsheets (Form 3) of district office drivers, actual expenditures for maintenance, repairs, fuel, and oil.

He also includes other transport costs, such as bus travel and tolls, transport office costs (stationery, maps, support staff) in the district budget.

The district transport manager uses the **District Travel Budget** (Form 2) as a worksheet for preparing a budget, which is submitted once a year to the National Transport Officer. If supporting evidence is required, he attaches photocopies of Unit Route Plans to the district budget.

### 3. Monitoring district planning activities

The district transport manager is responsible for monitoring all transport activities in his district. He uses Unit Vehicle Reports, Route Plans, Logsheets, as well as supervisory and other visits to health centers to monitor:

- Efficiency of vehicle use (distance travelled compared to distance planned).
- Expenditures on fuel, oil, maintenance, repair, and other costs associated with vehicles.
- Travel-related expenditures, such as bus or train fares and per diem.
- Availability of vehicles for programme activities (length of periods when vehicles are in the workshop)
- Completeness and timeliness of reporting from units.

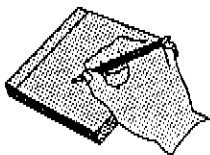
The district transport manager reviews all reports of accidents involving vehicles stationed in his district. He takes whatever action is necessary and signs off on the report (Vehicle Accident Report - Form 7).

### 4. Completing district vehicle report

In order to prepare a **District Logistics Report** (Form 5), the district transport manager collects Unit Logistics Reports from all unit transport managers under his supervision. If he does not receive a unit's report on time, he follows up immediately.

The Transport component of the District Logistics Report describes the efficiency, availability and the current operating cost of each vehicle in the district. The report is submitted to the national transport officer every six months.

## Forms



**Form 1: Route Plan**

**Form 2: District Travel Budget**

**Form 3: Vehicle Logsheets (from district office drivers).**

**Form 4: Unit Logistics Report (from health center transport managers)**

**Form 5: District Logistics Report**

**Form 7: Vehicle Accident Report**

# NATIONAL TRANSPORT OFFICER

The national transport officer manages the transport system at the ministry of health level. Specifically, he is responsible for:

1. Policy-setting
2. Planning and budgeting
3. Monitoring
4. Managing vehicle inventory

He may also manage the day-to-day use of the vehicles directly assigned to his office. In that case, he plays the role of a unit transport manager or delegates the tasks.

## Responsibilities



### 1. Policy-setting

The national transport officer, with other members of the national health planning team, sets national policies on transport. These policies address such topics as:

- Renewal and replacement of vehicles
- Forecasting need and increasing or decreasing the size of the fleet
- Standardization of the fleet
- Monitoring of the fleet
- Preventive maintenance
- Driver training
- Vehicle allocation and use

### 2. Planning and budgeting

The national transport officer works with district transport managers in planning the national transport network. Specifically, he:

- Assesses national transport needs
- Reviews district budgets
- Develops a budget for central level transport costs
- Prepares a national transport budget, including both capital and recurrent costs

The national transport officer develops guidelines for the transport managers at lower levels to use in estimating the cost per kilometre of fuel, oil, and both parts and labor of maintenance. Information from a vehicle's manufacturer is used to decide what parts need to be fitted for a particular type of vehicle and at what intervals. He prepares separate cost guidelines for every type of vehicle in the fleet, for different fuel types, and where age affects costs, different vehicle ages.

See Appendix 2 for guidance in calculating these basic costs.

In the national transport budget, the national transport officer includes insurance costs for the fleet, vehicle taxes, labour costs for drivers and other transport personnel, cost of training drivers and others, among other items.

### **3. Monitoring the transport system**

To monitor the system, the national transport officer analyses district vehicle reports. If these are not submitted by the due date that he sets, he follows up with those responsible.

The national transport officer uses the following indicators in monitoring:

- Efficiency of vehicle use
- Availability of vehicles for programme needs
- Operating costs within budget estimates
- Adequacy of maintenance and repair services

To monitor vehicle and driver safety, the national transport officer reviews reports on accidents that have caused death, serious injury, or destruction of property. He will taken further action when necessary.

In addition to the information he receives in reports, the national transport officer also uses visits to the field and discussions with drivers, managers, and transport users at all levels to maintain current with transport system strengths and weaknesses.

### **4. Managing vehicle inventory**

The vehicle inventory contains data on every vehicle in the transport system. This permits the national transport officer to monitor every vehicle in the system and keeps him informed on what vehicles he has, where each is stationed, the age of each, and its efficiency, availability and operating cost.

The national transport officer updates the inventory two times a year, using the information provided in District Logistics Reports and central level vehicle reports.

The national transport officer uses the vehicle inventory to:

- Retire vehicles that have reached the set kilometer reading.
- Plan vehicle replacement based on projections of future use.
- Reassign vehicles from districts where they are under-utilized to districts where transport needs are not being met.

If you wish to computer this process, check with WHO for information about software that allows you to do so.

## Forms



**Form 2: District Travel Budget**

**Form 3: Vehicle Logsheets (from central office drivers)**

**Form 5: District Logistics Reports**

**Form 6: Vehicle Inventory**

**Form 7: Vehicle Accident Report**

# APPENDIX 1

## FORMS

- Form 1: Unit Route Plan
- Form 2: District Travel Budget
- Form 3: Vehicle Logsheet
- Form 4: Unit Logistics Report - Transport Component
- Form 5: District Logistics Report - Transport Component
- Form 6: Vehicle Inventory
- Form 7: Vehicle Accident Report



## FORM 1: UNIT ROUTE PLAN

- Purpose:** To help unit transport managers meet transport needs and estimate related travel costs. Also used, in conjunction with Vehicle Logsheets, to measure the efficiency of the transport system.
- Format:** Consists of a single sheet of paper, with the plan printed on one side. A table of fuel, oil, and maintenance costs per kilometre by type of vehicle, developed by the national transport officer, may be printed on the reverse side.
- Originator:** Unit transport manager, assisted by drivers, supervisors and other knowledgeable staff.
- Recipient:** The unit transport manager keeps route plans in files that are easily accessible to all. He sends a photocopy to the district transport manager.
- Updating:** The plan should be updated whenever major changes in routes take place. All route plans are reviewed once a year.

## HOW TO FILL IN FORM I

<b>Column heading</b>	<b>Data required</b>
1. Circuit number	The name or number given to a circuit, or route, to distinguish it from others.
2. Origin	The place (town, village) from which the trip originates. Usually, the place where the vehicle is stationed.
3. Destination/s	The locations (health centres, villages) included in the circuit.
4. Frequency	The number of times (indicate whether per week, per month, or per year) that a specific circuit will be travelled.
5. Distance	The number of kilometres or miles required to complete the circuit.
6. Vehicle type	If you have more than one vehicle, choose the type that will best accommodate the road conditions, passengers, and load.
7. Vehicle registration	The registration of the vehicle you plan to use.
8. Cost per kilometre	The cost per kilometre (or mile) of fuel, oil, and maintenance for the vehicle type named in item 6.
9. Number of days	Total number of days to complete the circuit.
10. Number of staff	Number of people travelling to and from the planned destinations.
11. Per diem	Amount of travel expenses which the travelling staff need to complete the circuit.
12. Other costs	Estimated cost of tolls, bus tickets, other expenses associated with travel.

## FORM 1: UNIT ROUTE PLAN

NAME OF TRANSPORT UNIT : ..... NUMBER OF VEHICLES : .....

1. Circuit number	2. Origin	3. Destination/s	4. Frequency	5. Distance	6. Vehicle type	7. Vehicle registration	8. Cost per kilometre	9. Number of days	10. Number of staff	11. Per diem	12. Other costs



## **FORM 2: DISTRICT TRAVEL BUDGET**

**Purpose:** Worksheet for estimating costs associated with unit and district travel.

**Format:** Consists of a single sheet of paper printed on one side.

**Originator:** District transport manager, based partly on Unit Route Plans.

**Recipients:** This is a worksheet only and is not transmitted to others.

## HOW TO USE FORM 2

Column heading	Data required
1. Unit name	Name of a health centre or other unit.
2. Circuit number	Number or name of each circuit or route in the unit. From Unit Route Plan, column 1.
3. Number of circuits per year	Number of times per year the route is driven. From Unit Route Plan, column 4.
4. Cost per circuit	Cost per kilometre (from Unit Route Plan, column 8) x Distance (from Unit Route Plan, column 5)
5. Other circuit costs	Per diem (from Unit Route Plan, column 11) <b>plus</b> Other costs (from Unit Route Plan, column 12).
6. Total budget	Total cost per circuit. (Sum of columns 4 and 5)

When you have estimated the cost of all of the circuits in a particular unit, draw a heavy line across the page and add all of the circuit costs to get a total unit cost. Then, go to the next line, name another unit, and begin calculating the cost of each circuit in that unit.

When you have calculated the travel costs for all of the units for which you are responsible, make an estimate of the transport costs of the district office. These might include vehicle maintenance tools, cost of planned and unplanned use of district vehicles, cost of public transport such as buses or trains, etc.. When you added these for a district office total, add the district office and unit totals for a grand total.





## FORM 3: VEHICLE LOGSHEET

- Purpose:** To record daily vehicle use (movement, maintenance, operating costs). Serves as the main source of data on actual vehicle use for transport management.
- Format:** Consists of a single page, printed on both sides. The logsheet is protected by a plastic cover and must be kept in the vehicle at all times.
- Originator:** Driver
- Recipient:** Unit transport manager
- Use:** The logsheet is filled in every day, to record use, operating costs, and maintenance and repair activities.
- Keep for:** 12 months, then discard.

## HOW TO FILL IN FORM 3

(Front of the form/page 1)

	Column heading	Data required
1.	Date	Each horizontal line corresponds to a date in the month. On weekends and holidays, leave the line blank unless the vehicle is in use.
2.	Odometer reading	a. <b>Start:</b> At the beginning of the day, enter the odometer reading. b. <b>End:</b> At the end of the day, enter the odometer reading.
3.	Total	Subtract the "start" odometer reading from the "end" odometer reading to obtain the total distance (in kilometres or miles) driven each day.
4.	Routes or places visited	Briefly describe the routes or places visited that day, including both planned and unplanned trips.
5.	Preventive maintenance	Tick the box corresponding to the day when preventive maintenance work is performed.
6.	Repairs	<i>On the back of the logsheet</i> , describe the work performed and record the cost in the space provided. Tick the box corresponding to the day when repairs are done. <i>On the back of the logsheet</i> , describe the work performed and record the cost in the space provided. If both preventive maintenance and repairs are carried out on the same day, check both boxes, and record each type of cost separately on the back of the logsheet.
	<i>Totals</i>	At the end of the month, add columns 5 and 6 separately to obtain the total number of days when the vehicle was not available for transport work during the month.
7.	Fuel	Enter the amount of fuel put in the tank that day, in litres or gallons.
	<i>Total</i>	Add the amount of fuel put in the tank for the month.
8.	Oil	Enter the amount of oil put in the engine.
	<i>Total</i>	Add the amount of oil put in the engine for the month.
9.	Authorized by	The unit transport manager, or other authorized staff, signs to certify that the trip was authorized for that day.

# FORM 3: VEHICLE LOGSHEET

REGISTRATION NUMBER: ..... MONTH: ..... YEAR: .....

TYPE OF VEHICLE: ..... DRIVER: .....

LOCATION: ..... UNIT TRANSPORT MANAGER: .....

1. Date	2. Km. reading		3. Total	4. Routes or Places visited	5. Preventive maintenance	6. Repairs	7. Fuel	8. Oil	9. Authorized by
	Start	End							
1									
2									
3									
4									
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				<b>TOTALS</b>					

### MAINTENANCE AND REPAIRS

(Back of form 3/page 2):

10. Date in Enter the date on which the vehicle enters workshop.
11. Odometer reading Enter the reading on the odometer when the vehicle enters the workshop.
12. Duration Enter the number of days that the vehicle is in the shop.
13. Description of work Briefly describe the nature of work performed. (Scheduled preventive maintenance, repairs of mechanical failures, or both).
14. Name of shop
15. Invoice number Enter the invoice number or job card number provided by the workshop. A copy of the invoice (or job card) is kept in file by the unit transport manager.
16. Preventive maintenance - Cost except oil Record the cost of parts and labour, except oil. (Oil is entered on the first part of the form.)  
*Total* Add the total cost for month.
17. Repairs - Cost, except oil Cost of parts and labour, except oil. (Oil is entered on the first part of the form.)  
*Total* Add the total cost for month.

### FORM 3 (page 2): MAINTENANCE AND REPAIR

10. Date in	11. Km. reading	12. Duration	13. Description of work	14. Name of shop	15. Invoice Number	16. Preventive Maintenance - Cost except oil	17. Repair - Cost except oil
						Total Cost	Total Cost

COMMENTS :

SIGNATURE OF UNIT TRANSPORT MANAGER .....



## FORM 4: UNIT LOGISTICS REPORT - TRANSPORT COMPONENT

- Purpose:** The Transport component of the Unit Logistics Report is used by unit transport managers to compile, analyse, and report data on each vehicle of their transport units.
- Format:** Consists of a single sheet of paper, on the front of which is the transport component. On the back, blank here, would be sections to report on equipment and other logistics.
- Originator:** Unit transport manager in units below the district level.
- Recipient:** District transport manager
- Submission:** Every six months, by a date determined by the district transport manager.
- Keep for:** 24 months, then discard.

## HOW TO FILL IN FORM 4

Column Heading	Data required
1. Vehicle type	E.g., pick-up truck, van, car.
2. Registration number	
3. Last odometer reading	Enter the "end" odometer reading from the logsheet recorded by the driver on the last day of the month ending the six-month period.
4. Efficiency measure	This section of the form indicates the extent to which a vehicle was used according to plan.
(a) Total distance travelled	Enter the total distance (at the bottom of column 3 of the Vehicle Logsheets) that the vehicle actually travelled during the six months of the reporting period.
(b) Total distance planned	Enter the total distance that the vehicle should have travelled during the six-month period according to the Unit Route Plan.
(c) Difference	a - b = (+) or (-) c
5. Number of days in shop	Add the two totals of columns 5 and 6 of the Vehicle Logsheets for the six months period.
6. Fuel cost	Add the totals of column 7 of the Vehicle Logsheets for the six months period. Then, multiply that sum by the current cost of fuel.
7. Oil cost	Add the totals of column 8 of the Vehicle Logsheets for the six months period. Then, multiply that sum by the current cost of oil.
8. Cost of preventive maintenance - except oil	Add the totals of column 15 from the back of the Vehicle Logsheets for the six months period.
9. Cost of repairs - except oil	Add the totals of column 16 from the back of the Vehicle Logsheets for the six months period.

# FORM 4: UNIT LOGISTICS REPORT -- TRANSPORT

MONTH : ..... YEAR : .....

UNIT TRANSPORT MANAGER : ..... LOCATION : ..... NUMBER OF VEHICLES : .....

1. Vehicle type	2. Registration Number	3. Last km. reading	4. Efficiency measure			5. Number of days in shop	6. Fuel cost	7. Oil cost	8. Cost of preventive maintenance, except oil	9. Cost of repairs, except oil
			(a) Total distance travelled	(b) Total distance planned	(c) Difference					



## FORM 5: DISTRICT LOGISTICS REPORT -- TRANSPORT COMPONENT

**Purpose:** The Transport component of the District Logistics Report is used by district transport managers to compile, analyse, and report data on every vehicle stationed in their district.

**Note:** Individual unit vehicles and district vehicles are all included in this report.

**Format:** Consists of a single sheet of paper, on the front of which is the transport component. On the back, blank here, would be sections to report on equipment and other logistics.

**Originator:** District transport manager

**Recipient:** National transport officer

**Submission:** Every six months, by a date determined by the national transport officer.

**Keep for:** 24 months, then discard.

## HOW TO FILL IN FORM 5

Column Heading	Data required
1. Vehicle type	E.g., pick-up truck, van, car.
2. Registration number	Name of health centre or other unit in which vehicle is stationed.
3. Location	For unit vehicles, enter the last odometre readings from column 3 of the Unit Logistics Report, Transport.
4. Last odometer reading	For each <b>district</b> vehicle, enter the "end" odometer reading from the logsheet recorded by the driver on the last day of the month ending the six-month period. For each vehicle, divide cell "c" in the Unit Vehicle Report by cell "b".
5. Efficiency (%)	Rate of efficiency is obtained when the resulting positive or negative figure is multiplied by 100 and then added to 100: $c - b = (+) \text{ or } (-) d$ $d \times 100 + 100 = \text{Efficiency } \%$
6. Number of days in shop	This section of the form indicates the extent to which a vehicle was available for programme activities. Enter the number of days in shop (column 5 of the Unit Logistics Report, Transport component).
7. Fuel cost	Enter the fuel cost for the vehicle from column 6 of the Unit Logistics Report.
8. Cost of oil, maintenance and repairs	For each vehicle, add columns 7, 8, and 9 of the Unit Logistics Report.

# FORM 5: DISTRICT LOGISTICS REPORT -- TRANSPORT

MONTH : ..... YEAR : .....

DISTRICT TRANSPORT MANAGER : ..... DISTRICT : ..... NUMBER OF VEHICLES : .....

1. Vehicle type	2. Vehicle registration number	3. Location	4. Last odometer reading	5. Efficiency (%)	6. Number of days in shop	7. Fuel cost	8. Cost of oil, maintenance and repairs



## FORM 6: VEHICLE INVENTORY

- Purpose:** To maintain current information on every vehicle in the fleet in a central place.
- Format:** If not computerized, the record for each vehicle should be on a large index card. The card should be erasable and should last at least six years.
- Originator:** National transport officer
- Recipient:** The national transport officer keeps the inventory records. Other staff in the ministry of health, planning ministry, and donors have access.
- Updated:** Every six months
- Keep for:** For three years after the vehicle is sold or scrapped.

## HOW TO FILL IN FORM 6

Heading	Data required
<b>Block A</b>	Self-explanatory
<b>Block B</b>	
a.	Dollar value Give the purchase price of vehicle. If the vehicle was donated, enter its monetary value at time of donation.
b.	Depreciation rate (%) Enter the dollar value, divided by the number of years expected for the vehicle to be kept in active operation.
c.	Fuel consumption - high and low rates Enter figures provided by the national transport office. If these data are a part of a computerized information system for transport, they do not have to be recorded for each vehicle. <b>Note:</b> These figures will be same for all vehicles of the same make, model, and year. See comment for item c above.
d.	Operating budget - high and low rates
<b>Block C</b>	
1.	Location The place where the vehicle is stationed.
2.	Last odometer reading Enter the odometer reading at the end of the six-month period, from District Logistics Report, column 4.
3.	Efficiency (%) Enter the rate from District Logistics Report, column 5,
4.	Number of days in shop Enter the number from District Logistics Report, column 6.
5.	Fuel cost Enter the number from District Logistics Report, column 7.
6.	Cost of oils, preventive maintenance, repair Enter the number from District Logistics Report, column 8.

# FORM 6: VEHICLE INVENTORY

**A** REGISTRATION NUMBER : ..... MAKE AND MODEL : ..... YEAR : .....  
 CHASSIS NUMBER : ..... TYPE : ..... YEAR ACQUIRED : .....  
**B** a. DOLLAR VALUE : ..... c. FUEL CONSUMPTION : ..... HIGH RATE : ..... LOW RATE : .....  
 b. DEPRECIATION RATE (%) : ..... d. OPERATING BUDGET : ..... HIGH RATE : ..... LOW RATE : .....

	199....		199....		199....		199....	
	Months 1-6	Months 7-12	Months 1-6	Months 7-12	Months 1-6	Months 7-12	Months 1-6	Months 7-12
1. Location								
2. Last odometer reading								
3. Efficiency %								
4. Number of days in shop								
5. Fuel Cost								
6. Cost of oil, preventive maintenance and repairs								

	199....		199....		199....		199....	
	Months 1-6	Months 7-12	Months 1-6	Months 7-12	Months 1-6	Months 7-12	Months 1-6	Months 7-12
1. Location								
2. Last odometer reading								
3. Efficiency %								
4. Number of days in shop								
5. Fuel Cost								
6. Cost of oil, preventive maintenance and repairs								



# FORM 7: VEHICLE ACCIDENT REPORT

**Purpose:** To report accidents involving unit vehicles.

**Format:** The form consists of one sheet of paper printed on both sides.

**Originator:** Driver

**Recipients:** **Unit transport manager** investigates the accident and completes Part 2 of the form. **District transport manager** reviews and signs accident reports. He reports serious accidents to the **national transport officer**.

Original report is kept in district files, and a copy is kept in the unit.

If an accident involves a central office vehicle, the national transport officer is responsible for investigating and signing the report; the original copy is kept in central files.

**Use:** Driver must complete this form within 24 hours of the accident.

**Keep for:** At least three years. If the driver was at fault, a note is made in his personnel record.

## PROCEDURE TO FOLLOW WHEN REPORTING AN ACCIDENT

1. The **driver** completes Part 1 of the report within 24 hours of an accident. He then submits it to the unit transport manager.
2. The **unit transport manager** investigates the accident and completes Part 2 of the report. If the accident happened to a health centre vehicle, the unit transport manager reports it to the district transport manager.
3. The **district transport manager** reviews all reports of accidents involving district vehicles. He signs a report when he believes that the investigation has been adequate and the action taken appropriate.
4. The **district transport manager** reports all serious accidents and any accidents about which there are still problems in his monthly district vehicle report to the national transport officer.

# VEHICLE ACCIDENT REPORT<sup>1</sup>

**Part 1:** (To be completed by the driver or by unit transport manager if driver is unable to do so.)

1. Name of driver
2. Date of accident
3. Time
4. Place of accident
5. Registration number of your vehicle
6. Make and model of your vehicle
7. What was the purpose of the trip?
8. Names and addresses of passengers
9. Names and addresses of other witnesses
10. What other vehicles were involved, if any? Give the make, model, and registration number of each vehicle and the name and address of each driver.
11. Describe what happened. Draw pictures showing the positions of the vehicles involved in the accident. Use extra pages if necessary.

<sup>1</sup>Adapted from a form developed by the Medex Group in Honolulu, Hawaii, for the Medex Management Development Program.

12. If any person was injured, summarize the extent of the injuries here and attach a list of the names and addresses of each of the injured persons.

13. Were the police notified?

14. If yes, date notified and name of police station.

Signature of driver

Date

**Part 2:** (To be completed by unit transport manager.)

1. Was the driver licensed and authorized to use the vehicle?

2. In your opinion, what was the cause of the accident?

3. Have you taken, or do you recommend, any disciplinary action?  
If yes, what?

Signature of unit transport manager

Date

**Part 3:** (To be completed by district transport manager.)

1. Conclusions about the accident.

2. Disciplinary action taken.

Signature

Date

# APPENDIX 2

## STANDARD COST ESTIMATION TABLE -- TRANSPORT

VEHICLE/TYPE/MODEL: ..... FUEL TYPE: .....

ITEM	ESTIMATED COST PER KILOMETRE :										TOTAL QUANTITY	UNIT COST CFA		TOTAL COST CFA
	5.000	10.000	15.000	20.000	25.000	30.000	35.000	40.000	45.000	50.000		Parts	Labour	
Fuel	750	750	750	750	750	750	750	750	750	750	7.500	300		2.250.000
Fuel filter	1	1	1	1	1	1	1	1	1	1	10		1.000	10.000
Oil	5l	5l	5l	5l	5l	5l	5l	5l	5l	5l	50		1.000	50.000
Oil filter	1	1	1	1	1	1	1	1	1	1	10		2.500	25.000
Flic filter	1	1	1	1	1	1	1	1	1	1	5		3.000	15.000
Points		1	1	1	1	1	1	1	1	1	5		2.500	12.500
Spark plugs		4	4	4	4	4	4	4	4	4	20		1.000	20.000
Engine oil		2	2	2	2	2	2	2	2	2	4		2.500	10.000
Fan belt		1	1	1	1	1	1	1	1	1	5		2.500	12.500
Timing belt						1	1	1	1	1	1		10.000	10.000
Tyre						4	4	4	4	4	4		30.000	120.000
Shock abs.						4	4	4	4	4	4		10.000	40.000
Brake lining						4	4	4	4	4	4		5.000	20.000
W. Wiper				1							2		5.000	10.000
Belt														
Grand Total : CFA 3,605,000														
Miscellaneous (10 %) 260.510														

ESTIMATED COST PER KILOMETRE :

FOR (DATE) : .....

