



**REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION
AGENCY**



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**TRANSPORT POLICY FOR LIBERIA'S
ENVIRONMENTAL PROTECTION
AGENCY**

January 31, 2025

Foreword



As the Executive Director of the Environmental Protection Agency (EPA) of Liberia, I am honored to introduce our Transport Policy, which serves as a vital framework for the responsible and efficient use of our vehicles and transport resources. This policy is not merely a set of guidelines; it embodies our commitment to safety, accountability, and environmental stewardship as we pursue our mission of safeguarding Liberia's natural resources.

Transportation is an integral component of our operations, enabling us to reach diverse communities, conduct vital research, and implement programs that contribute to sustainable environmental development. However, with this responsibility comes the obligation to ensure that our transport practices reflect the highest standards of safety and professionalism. This Transport Policy has been established to safeguard our people, our assets, and the environment.

The significance of this policy cannot be overstated. It provides clear directives on driver eligibility and conduct, outlines proper vehicle usage and maintenance procedures, and establishes protocols for asset protection, ensuring that every vehicle is utilized appropriately and remains in optimal condition. Our adherence to these guidelines will enhance our operational efficiency, which demonstrates our commitment to eco-friendly practices that align with our agency's core values.

I encourage every member of the EPA to familiarize themselves with this Transport Policy and embrace its principles. Compliance is not just about following rules; it is about cultivating a culture of safety, respect, and responsibility among our teams. By doing so, we contribute to a safer work environment and reinforce the integrity of our agency's mission.

Together, let us commit to responsible transportation practices that reflect our dedication to protecting Liberia's environment and promoting sustainable development. As we navigate our collective responsibilities, may this policy guide us toward excellence in all our endeavors.

Thank you for your cooperation and commitment to upholding these standards.

A handwritten signature in black ink, appearing to read 'E. Urey Yarkpawolo'. The signature is stylized and written over a faint, illegible background.

Dr. Emmanuel K. Urey Yarkpawolo
Executive Director/CEO
Environmental Protection Agency of Liberia

POLICY STATEMENT

This Transport Policy is established to provide guidelines and procedures for the safe, responsible, and efficient use of vehicles and transport resources at the Liberia Environmental Protection Agency. All staff and authorized personnel must adhere to the principles set forth in this document to ensure compliance with the EPA's mission and HR Policy.

1. DRIVER ELIGIBILITY AND CONDUCT

1.1 Driver Requirements

- a. No staff shall drive a vehicle without a valid driver's license.
- b. Drivers with assigned vehicles shall drive them at all times. Assigned drivers must be uniformed at all times when on duty.
- c. If a driver is unable to drive the assigned vehicle due to incapacitation, he or she shall inform the Transport Supervisor through a written communication at least a day in advance. The Transport Supervisor may permit another licensed EPA driver to drive.
- d. Drivers should have their licenses with them all time while driving and be prepared to present them to law enforcement officers for inspection.

1.2 Prohibitions

- a. No individual is permitted to drive any EPA vehicles, while under the influence of alcohol or harmful substances (e.g., drugs).
- b. Disorderly conduct, including fighting or substance use, is strictly prohibited on any EPA vehicle.

2. VEHICLE USAGE AND PARKING

2.1 Vehicle Operation and Parking

- a. All utility EPA vehicles shall be parked in a defined parking lot and a parking time determined by the Transport Supervisor and approved by the Senior Management Team through a written notice.
- b. Failure to adhere to parking regulations will result in a warning to driver(s) for the first violation. For a second offense, the vehicle will be withdrawn, and administrative action may be taken as per HR Policy.
- c. Official vehicles that are assigned to Junior, Senior and other staff maybe parked at their homes and other location(s) determined by the assigned Junior, Senior or other staff.
- d. The safety of official vehicles assigned to Junior, Senior and other Staff are in the hands of those staff.
- e. In the case of theft of or damage to vehicle assigned to Junior, Senior and other Staff, there should be an investigation conducted into the circumstances that led to the theft or damage. If result of the investigation proves negligence on the part of the assignee, he or she shall be fully responsible for replacement in the case of theft and repair in the case of damaged.

2.2 Guidelines on EPA Buses

- a. Each EPA bus will have two assigned staff: a license driver and a conductor
- b. The driver is responsible to drive the bus safely
- c. The conductor is responsible to identify EPA staff and ensure law and order on the bus
- d. Only EPA staff are allowed to ride EPA buses
- e. All EPA staff shall have their working ID Cards at all time while riding EPA buses
- f. EPA staff must show their EPA ID Cards to the conductor while embarking on the bus
- g. All staff ridding EPA buses shall conduct themselves in orderly manners.
- h. No eating or drinking is allowed on the buses
- i. Phone and other forms of communication shall be kept low so that it does not interfere with other staff on the buses
- j. Staff ridding EPA buses shall adhere to a first-come, first-served seating arrangement and maintain order during transit.
- k. The city routes of the buses shall be determined by the Transport Supervisor and approved by the Senior Management Team through written notice.
- l. Bus drivers shall not wait for staff who are not present at their pick up locations.

3. ASSETS PROTECTION

- a. In alignment of SECTION 9 of the EPA HR Policy, all EPA properties, including vehicles, must be used appropriately and maintained in good condition.
- b. Employees who lose, steal, or misuse vehicle(s) may be liable for replacement, repair costs and or criminal prosecution.
- c. All vehicles of the EPA shall be insured by reputable insurance company approved by the Senior Management Team.

1.3. Inspection Rights

- a. The Transport Supervisor shall inspect vehicles on a monthly basis and prepare a report as to the status of the vehicles.
- b. The Transport Supervisor, the Director for Administration, the Deputy Executive Director and or Executive Director reserves the right to inspect and search all EPA vehicles with a prior notice before the inspection to ensure compliance with this policy and other polices of the EPA and maintain safety in the workplace.

4. USE AND CARE OF EPA VEHICLE

4.1 vehicle Usage

- a. All EPA vehicles are considered the Agency properties unless legally disposed of by the Agency.
- b. If any EPA vehicle is to be disposed of, the Transport Supervisor should write a memo to the Director for Administration and if the Director for Administration approved, should write the Senior Management Team.
- c. The decision to dispose of a vehicle and the method(s) of disposal shall be approved by the Senior Management Team through a written communication.
- d. If a disposal include purchase by an EPA staff or the general public, the method(s) of disposal shall conforms to the General Services Agency Regulations. The EPA Staff shall be given first preference to purchase any disposal vehicle.

- e. Written permission by the Executive Director or in the Absence of the Executive Director, the Deputy Executive Director, is required for the use of any vehicles not assigned to an employee.

4.2 Vehicle Maintenance and Service

- a. All vehicles of the EPA shall be regularly maintained at a certified garage/Personal.
- b. Each vehicle shall have a maintenance log developed by the Transport Supervisor and approved by the Director of Administration.
- c. Assigned vehicles drivers and Junior, Senior and other Staff shall follow and implement the maintenance guidelines in maintenance logs for vehicle(s) assigned to them.
- d. Assigned vehicles driver(s) and Junior, Senior and other Staff are responsible for any issue(s) that come out as a result of lack of following vehicle maintenance guidelines.

5. VEHICLE CONTROL

5.1 Official Use Policy

- a. All EPA utility vehicles are designated for official use only.
- b. A mileage logbook shall be maintained for each vehicle to monitor mileage driven for each trip.
- c. All utility vehicle drivers are expected fill the vehicle log each time they drive EPA vehicle(s).
- d. The driver of an EPA vehicles shall be held liable for any damages, injuries or other violations if he or she allows non-staff of the EPA to ride EPA vehicles drivers must have vehicles accident reporting form for each vehicles and report accident to the Transport Supervisor within 24 hours of accident.
- e. No vehicles shall be used for commercial propose

5.2 Driver Authorization

- a. Only licensed and EPA-employed drivers authorized by the Transport Supervisor shall driver EPA vehicles.
- b. Written requests that include name of EPA driver(s) and vehicle type(s) for vehicle use must be submitted to the Transport Supervisor at least one day prior to any field trip.

5.3 Accident Reporting

- a. All EPA vehicles shall have accident reporting form at all time.
- b. Accident reporting form(Annex) shall be filled by the driver and if the driver is incapacitated, by the most senior staff on the vehicle and submitted to the Transport Supervisor within 24 hours.

5.4 Monthly Reporting

- a. Drivers are required to submit a Monthly Vehicle Report to the Transport Supervisor. The report should include:
 - i. Vehicle log including Speedometer readings
 - ii. Maintenance log report
 - iii. Overall vehicle condition
 - iv. Recommendation(s)

- b. The report shall be submitted on or before the 5th of each month for the previous month.
- c. The Transport Supervisor should analyse the report to verify fuel usage and overall accuracies of the report and make recommendations to the Director for Administration.

6. SPECIAL CASE FOR MOTORCYCLES

- a. Motorcycles are assigned to staff of the EPA to facilitate their transportation for work related activities.
- b. No EPA motorcycle is to be used for commercial activities or non-work related activities
- c. All staff assigned motorcycles must hold valid motorcycle driver licenses and have their licenses with them at all time when driving.
- d. Only staff of the EPA are allowed to ride EPA motorcycles
- e. Staff assigned with motorcycles are required to maintain motorcycle maintenance log and make monthly report to the Transport Supervisor
- f. All motorcycles of the EPA must be insured by EPA Insurance company
- g. The driver of an EPA Motorcycle shall be held liable for any damages, injuries or other violations if he or she allows non-staff of the EPA to ride EPA motorcycle
Motorcycle drivers must have motorcycle accident reporting form for each motorcycle and report accident to the Transport Supervisor within 24 hours of accident.

7. COMPLIANCE AND ENFORCEMENT

7.1 Policy Enforcement

- a. All staff of the EPA must adhere to this Transport Policy.
- b. Violations will be documented and may lead to disciplinary actions, including withdrawal of vehicle privileges or further administrative actions.

7.2 Review and Amendments

- a. This policy may be reviewed periodically and amended as necessary to reflect changes in regulations, technology, or operational requirements.
- b. Such amendment shall be approved by the Senior Management Team and the Board of Directors.

IN WITNESS WHEREOF, the Senior Management Team have executed this policy as of the date above on the cover page and is approved by:



Dr. Emmanuel K. Urey Yarkpawolo
Executive Director
EPA-Liberia

Date: March 8, 2025

