Process Overview

Please note this process flow includes the minimum times required to process a vehicle requisition request. Investigators are strongly encouraged to begin this process as early as possible as vehicles and drivers are limited.

5 business days before scheduled travel
Submit a completed vehicle requisition form signed by the PI to research.manager@iukenya.org

3 business days before scheduled travel
Vehicle requisition request decision made & PI is notified

1-2 business days before scheduled travel
If request is approved, driver is assigned
Purpose
To ensure the appropriate use of the research vehicle, provide procedures for requesting for its use and outline conduct required of those who are granted the permission to use the vehicle.

Procedure
The AMPATH Research Program Office (RPO) serves the needs of researchers from Moi University, MTRH and the consortium of schools in North America that conduct collaborative research at AMPATH. Research projects often require travel to various AMPATH clinic sites or study sites to organize activities, meet stakeholders, collect data, or review patient files. Two vehicles are available from RPO to facilitate transportation and movement of research program staff and researchers to study sites.

Please note that all North American faculty, students, and staff are required to comply with AMPATH consortium policies for vehicle use and transportation.

Investigators may request a vehicle using the following procedure.

1. Submit a completed vehicle requisition form signed by the PI, www.medicine.iu.edu/ampathresearch/index.php/forms/research-program-office-forms, to RPO, research.manager@iukenya.org, at least 5 business days before the proposed travel dates.

2. Use of the vehicle is subject to availability and is approved by the Deputy Chief of Party, Research and Training or his designee, through RPO within two business days of receipt of a completed vehicle requisition form.

3. Once approved, RPO will notify the PI and request a driver from the AMPATH Transport Department. Driver assignments take 1-2 business days.

4. When not in use, the vehicle and keys will be kept at the IU House Compound. Pick-up and delivery of the vehicle will be overseen by Ms. Dunia Karama, the IU administrator or her designees within the IU House office.

5. When picking-up the keys the driver or project staff will present the signed Vehicle Use Form to the IU administrator. They will register their names, project, date, and beginning mileage in the Research Vehicle register at the IU House Office.

6. On return, the vehicle will be parked in the IU House compound. The keys must be returned to the IU house office and the final mileage must be registered in the Research Vehicle Register.

7. In the unlikely event that the car needs fueling during the project activities, receipts must be provided at the time of vehicle drop-off in order for the person or project to receive credit on the invoice for the expenditure.

8. For projects paying in cash, payment will be calculated by RPO and a receipt will be issued from RSPO. For those desiring an invoice to RSPO, invoices will be done on a monthly basis.

9. For car returns after 5 PM, the car must be parked at the IU House and the keys should be given to the guard at the gate. A note stating the time of return and the final mileage of the trip should
be included with the keys. The mileage will be verified the following morning and entered by administrator in the Research Vehicle Register.

Individuals approved to use a research vehicle must adhere to the following:

- The vehicle may only be used for (1) Running office errands (2) Field visits by researchers and project staff for research purposes (3) Visiting research staff transportation needs.
- The vehicle is not to be used **without an AMPATH driver** who will be assigned from the AMPATH Transport Department. Exceptions to this rule are at the discretion of the Deputy Chief of Party, Research and Training.
- For projects that are outside of AMPATH clinical or management operations, the project or person using the vehicle will reimburse AMPATH for the cost of the driver.
- The following fees will apply to the use of the vehicle by any personnel outside of the RPO:
  - **KSH 85** per kilometer for fuel and maintenance
  - **KSH 500** per day for the driver
- For research projects, these amounts can be invoiced via RSPO to the project account or are payable in cash at the time of vehicle drop-off to the cash office at RSPO and copies of receipts given to the Research Manager.
- The vehicle may be used by authorized personnel and researchers after working hours on weekdays or during weekends with the express permission of the Deputy Chief of Party, Research and Training. For such after-hours usage:
  - The fuel shall be fully paid for by the user. The IU Administrator will verify on return of the car that the fuel in the car is the same amount that was there when the car was picked-up.
  - The use of the vehicle will be limited to local running or mileages not exceeding 50 km one way.
  - If the user intends to travel further than prescribed above, then an AMPATH driver shall be used, and the user shall meet the cost of the driver’s services.

**Vehicle Maintenance**

Maintenance and servicing of the vehicle will be done by the Transport Coordinator for AMPATH on a quarterly basis or as the required mileage is reached, whichever comes first. Personnel using the vehicle should inform RPO of any maintenance and cleanliness issues encountered during vehicle use.

<table>
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<tr>
<th>Version</th>
<th>Date</th>
<th>Authors</th>
<th>Summary of Changes</th>
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<tbody>
<tr>
<td>3</td>
<td>1 September 2013</td>
<td>J. Kiplagat-Kirui D. Plater</td>
<td>Updated the fuel and maintenance charges to Kshs. 85 per kilometer</td>
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