**CONFIDENTIAL**

**SURVEY ON DRIVERS IN THE PUBLIC SERVICE**

1. **Organisation Profile**

1.1 Ministry/Department: .........................................................................................................................................

1.2 Name and Grade of Contact Person: ...............................................................................................................

1.3 Telephone Number: ..........................................................................................................................................

1.4 Email Address: ..................................................................................................................................................

**2. Category of Drivers**

| **Grade\*** | **Number of post in CEO** | **Funded****2023-2024** | **In Post** | **Remarks** |
| --- | --- | --- | --- | --- |
| Driver  |  |  |  |  |
| Driver (Ordinary vehicles up to 5 tonnes)  |  |  |  |  |
| Driver (on roster)  |  |  |  |  |
| Driver (on roster – day and night)  |  |  |  |  |
| Driver (on shift)  |  |  |  |  |
| Driver (Heavy vehicles above 5 tonnes)  |  |  |  |  |
| Driver (Heavy vehicles above 5 tonnes) (on roster – day and night)  |  |  |  |  |
| Driver, Mechanical Unit  |  |  |  |  |
| Ambulance Driver (on shift)  |  |  |  |  |
| Driver (Bibliobus)  |  |  |  |  |
| Forklift Driver  |  |  |  |  |
| Prisons Driver (on shift)  |  |  |  |  |
| Others*(Please Specify)* |  |  |  |  |
| **TOTAL** |  |  |  |  |

*(\* Please specify the exact grade as per CEO)*

**3. Details on Fleet of Vehicles**

3.1 Types of Vehicles

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of vehicle** | **Number of vehicles in the fleet** | **Age of vehicle since registration** | **Remarks** |
| **Less than 7 years** | **7 to 15 years** | **More than 15 years** |
| Cars |  |  |  |  |  |
| Vans |  |  |  |  |  |
| Lorries & Trucks |  |  |  |  |  |
| Bus |  |  |  |  |  |
| Passenger Vans |  |  |  |  |  |
| Service Vans |  |  |  |  |  |
| Motorcycles |  |  |  |  |  |
| Autocycles |  |  |  |  |  |
| Tractors/ Dumpers |  |  |  |  |  |
| 4X4 Pick Up |  |  |  |  |  |
| 2X4 Pick Up |  |  |  |  |  |
| Other Vehicles (*Please specify)* |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |

3.2 Road Accidents (over the past 5 years)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Type of vehicle** | **Number of road accidents** | **Number of road accidents with damage to vehicle Only** | **Number of road accidents with casualties**(*whether the crash involved employees or people outside the organisation*) | **Number of fatal road accidents** | **Remarks** |
| 2018 |  |  |  |  |  |  |
| 2019 |  |  |  |  |  |  |
| 2020 |  |  |  |  |  |  |
| 2021 |  |  |  |  |  |  |
| 2022 |  |  |  |  |  |  |
| January to August 2023 |  |  |  |  |  |  |

**4. Particulars of Driver**

4.1 Basic Details

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Name** | **Grade***(Exact Appellation**of the Grade)* | **Date joined service** | **Date of present appoint-ment** | **Date of birth** | **Age** | **Date of obtention of****In-Service Licence** | **Training followed in the last 5 years** | **Whether involved****in accidents during official trips** *(Yes/No)* *(If yes, fill in Part 4.2)* |
|  |  |  |  |  |  |  |  |  |  |
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4.2 Road Accidents and Infringements to the Road Traffic Act

*(To be filled if employee has been involved in road accident or committed any infringement to the Road Traffic Act)*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Name** | **Grade** | **Number of times involved in road accident during official trips** | **Number of road accidents with damage to vehicle Only** | **Number of road accidents with casualties**(*whether the crash involved employees or persons outside the organisation*) | **Number of fatal road accidents** | **Details of outcome of road accidents** *(Court Judgement, fine, not Driver’s Fault)* | **Any infringement of the Road Traffic Act reported to Ministry/****Department***(Please Specify)* | **Any court judgement against the Driver for infringements/accidents outside his official duties** | **Remarks, including any disciplinary action taken and actions taken to ensure non-recurring of such accidents**  |
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**5. Any Views/Comments of Ministry/Department**

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**Prepared by**: **Examined by**: **Validated by**:

Name: …………………………….. Name: …………………………….. Name: ……………………………………

Grade: ……………………………. Grade: …………………………….. Grade: ………………………………......

 Seal of Ministry