



Pursuant to article 64.2 item (b) of Law No. 03/L073 on General Elections, as well Work Regulation of Central Election Commission, article 17, item (d), Central Election Commission, on date 23.12.2015, issues this:

ADMINISTRATIVE INSTRUCTION NO. 04/2015
ON THE METHOD OF USE OF OFFICIAL VEHICLES OF CEC AND
THEIR MAINTENANCE

I. GENERAL PROVISIONS

Article 1
Purpose

1. This Administrative Instruction aims to determine the procedures of regular and efficient use of official vehicles of the Central Election Commission from the Commission members and staff of the Secretariat (hereinafter, users), which are owned by the Commission, for their official activities.
2. All the vehicles, which are owned by the Commission, will be used by the Commission members and staff members of the Secretariat, under the conditions and criteria, which are determined by this Administrative Instruction.

Article 2
Method of use of vehicles

1. Official vehicles are used for the performance of official duties. Their users need to use them in the most economic and efficient method.
2. The rights to use the official vehicles have members of the Commission, Chief Executive Officer of CECS, for official use and commuting to work.

3. OPPRC's director, deputy CEO of the Secretariat and the directors of the Departments of the Secretariat and other officials are entitled to use official vehicles, depending on the needs, opportunities and after prior approval by the CEO.
4. Management of the use of vehicles is done by the Department of Administration and Support of the Secretariat, Division of Logistics and Transport, based on the needs of Commission staff.
5. A car should always be available for the general official needs of the Secretariat.
6. Vehicles of the Commission, with an authorization may be used for local and abroad trips.
7. The user before using the vehicle must complete a form for use of the vehicle within the country and abroad (**Annex 1**).
8. Every driver of the official vehicle is obligated that in order to use the passenger vehicle on official business, write the serial number of records, name and surname of the user, the description of official business, the number of kilometers of vehicle moment of departure, destination travel, the number of kilometers in the moment of arrival, departure time, return time, driver's signature, signature of users verified by an authorized person. (**Annex 2**).
9. All persons that use official vehicles must respect traffic rules.
10. Department of Administration and Support - Transportation and Logistics Division is obliged to coordinate to more rational utilization of vehicles in cooperation with other departments.
11. Against unauthorized users of vehicles for the conduct of private affairs, a disciplinary procedure will be initiated.
12. Every user of official vehicle should be equipped with a driver's license, while driving abroad must be equipped with authorization for driving.
13. Vehicles of the Commission must bear the identification sign. An exception is made only in cases where due to the security issues their holding is excluded.
14. Vehicles must be equipped with all the tools, such as first aid, firefighting tools, chains etc.
15. Driver / vehicle user must at all times follow the condition of the vehicle and for this report to Transport Officer.
16. Vehicle users need at any time to park the vehicle in a safe place and that doors and windows are locked.

17. Once the vehicle is parked, the driver should remove from the car objects of value, which may at any time be attractive to potential theft. These items are not limited to hand bags, wallet, mobile phone, laptop, sunglasses and other valuable accessories

Article 4

Cases of accidents with official vehicles of the Commission

4.1. In the case when an official vehicle is involved in an accident, the driver shall act as below:

- a) The stopped vehicle and remain at the accident site until the traffic police authorities arrive to perform all of the following procedures, unless his/her integrity (safety) is questionable.
- b) Provides first aid to hurt person/s, if he/she is able to do this and if necessary must call an ambulance.
- c) Ensure the car with the hand brake, turn on the lights and set the triangle buzzer signaling the vehicle ahead.
- d) Reports the accident by official phone to transport officer of during evenings or weekends
 - a. To reception where he/she works.
- e) The driver of the official vehicle gives the police or the third injured or damaged, all the necessary data and also drivers should get the same information from the other party.
- f) Vehicle driver must provide a statement to the police, including the case witnesses.
- g) Drivers should not undertake any commitment with regard to responsibilities, leaving it to police authorities.
- h) Ensures his/her vehicle from theft and within possibilities ensures that the other vehicle involved in the accident have not been removed from the scene (**annex 3**).
- i) Any accident should be reported to the relevant authorities of the Commission (**annex 4**).
- j) In order to get payment by the insurance company, a copy of the police report must be sent to Transport Officer. In case of non-receipt of the police report within 24 hours may result in disciplinary measures.
- k) In case of major damage or accident during conduct of work for the Commission, the funds of insurance policies should be used to repair the damage, while damage which happen from negligence of the user of the vehicle the damages must paid by the user.

Article 5

Maintenance and regular service of the Commission vehicles

1. Logistics and Transportation Division is responsible to care for the maintenance and servicing of vehicles (their condition and eventual elimination of defects) and calculate monthly cost of fuel and oil for each month, for each vehicle separately
2. Drivers should take care of certain vehicle. They need to care for the needs of oil, filters, etc., and for this to report to the Division of Logistics and Transport, namely the Transportation Officer, who arranges the necessary repairs.
3. Servicing and repairs of vehicles is carried out only in service selected by the Secretariat in accordance with the applicable law on Public Procurement in Kosovo.
4. Before sending official vehicle in servicing (Appendix 5), vehicle data must be recorded, such as type and no. registration, the reason for servicing and defects in the vehicle. The form is submitted to Head of the Department of Administration and Support, which notifies the CEO and then approves sending the vehicle in selected service. A copy of the form is given to vehicle service.
5. During the receipt of official vehicle by the service, competent transport officer must verify if the damages for which the vehicle is sent to service have been improved.
6. In case of accidents or other damages, the vehicle must not be delivered to servicing without the previous control of competent official of transport and insurance company, in which the vehicle is insured.
7. The vehicles that spend more than that specified in the documentation, should be removed from circulation and tested.

Article 6 Reporting

1. All copies of invoices for fuel supply, servicing, washing and other vehicle expenses, also the report on the use of vehicles, should be submitted to the competent official of transport, within 15 (fifteen) days of using the official vehicle (**Annex 6**)
2. Transportation Division compiles monthly expenditure report for all vehicles and the same shall be approved by the CEO and the Committee for Budget and Procurement.

Article 7
Parking of vehicles

1. All Commission vehicles, except for vehicles defined in article 2.2 of this Administrative Instruction, after the end of working hours shall be parked in the parking place of the Commission
2. During working hours, all vehicles that are in the car park should be available for the performance of official duties.
3. Cars, keys and vehicle technical documentation, immediately after the official end of working hours in the field by all users of official vehicles are obliged to return to the place dedicated for return.
4. Keys and documents are submitted to the transport officer.

Article 8
Responsibility

1. Transport officer must evidence any changes and damage to the vehicle, and notify the relevant unit.
2. Every user of official vehicles in violation of the rules of this administrative instruction is sanctioned by the material and disciplinary responsibility.
3. Logistics and Transport Division of the Secretariat is responsible for the control, vehicle use and implementation of this Administrative Instruction.
4. Division of Logistics and Transportation of the Secretariat, also has a duty to exercise daily and periodical control over the vehicles and their use.

II. FINAL PROVISIONS

Article 9
Amendments

Commission may amend this Administrative Instruction.

Article 10
Abrogation

With this Administrative Instruction, the Administrative Instruction no. 02/2010 "On the use of vehicles to the Secretariat", dated October 27, 2010 is abrogated.

Article 11
Entry into force

This Administrative Instruction enters into force on the day of signing.

Prishtina, on 23.12.2015

Central Election Commission President

Valdete Daka