



ZYRA E RREGULLATORIT PËR ENERGJI
ENERGY REGULATORY OFFICE
REGULATORNI URED ZA ENERGIJU

RULE ON USE OF OFFICIAL VEHICLES OF ENERGY REGULATORY OFFICE

Prishtina, 17 June 2011



The Board of Energy Regulatory Office based on the authority vested by Article 8, paragraph 1, sub paragraph 1.6, Article 14 paragraph 2, sub paragraph 2.16 and Article 25 of the Law No. 03/L-185 on Energy Regulator, during its session held on 17.06.2011 adopted:

RULE ON USE OF OFFICIAL VEHICLES OF ENERGY REGULATORY OFFICE

CHAPTER I DISPOZITA TË PËRGJITHSHME

Article 1

Purpose

1. The purpose of this rule is to stipulate use of regular and efficient use of all vehicles of ERO by its personnel while performing official duties.
2. All members of the Board and the ERO staff members shall use the vehicle in a responsible manner and safely, in accordance with this rule, laws and other rules that are applicable in Kosovo.

Article 2

Scope

1. This rule determines manner and conditions for use of the vehicles, maintenance, driving and safety advices, reporting on use, reporting of all kind of accidents with ERO vehicles, etc.
2. In case Members of the Board and ERO staff members do not comply with provisions of this rule, ERO may initiate disciplinary procedure.

Article 3

Definitions

1. Terms used in this rule have the following meaning:
 - 1.1 **“Official vehicles”** – all vehicles that are under ownership or use of Energy Regulatory Office.
 - 1.2 **“Official travels”** –movements that have a certain destination or purpose that is in the service of performing official duties.
 - 1.3 **“Driving person”** –members of the board and ERO staff members who are authorized to use ERO official vehicles.
 - 1.4 **“Driver”** –ERO staff member who is assigned to perform the duty of the driver, for the needs of ERO office.



1.5 **“Driving license”** - public document issued by the competent authority and which serves as a proof for the right to drive respective category of the vehicle.

1.6 **“Vehicle document”** - public document issued by the competent authority and which serves as a proof for the ownership of a respective vehicle, technical specifications, features and other characteristics.

2. Terminology used in this code has the same meaning as the one used in the Law on Energy Regulator, Law on Energy, Law on Electric Energy, Law on Central Heating, Law on Natural Gas and Law on Traffic Safety.

CHAPTER II AUTHORIZED USE OF ERO OFFICIAL VEHICLES

Article 4

The right to use ERO vehicles

1. ERO vehicles shall be used for conduct of official duties.
2. Vehicles may be used during working hours for official purposes, by Members of the Board, and ERO staff members who are equipped with valid driving license by competent authorities in Kosovo and who are authorized to drive ERO official vehicles.

Article 5

Procedure/request for use of vehicle

1. Members of the Board, and ERO staff members, before use of the vehicle for official purposes shall fill out the Request form for use of official vehicle.
2. Request form for use of official vehicle shall contain: Name and Surname, department, travel purpose, Departure time and arrival time, travel purpose, destination, Names of the passengers', signature of the head of Administration and the staff member, etc. (please refer to the Rule Annex).
3. No one shall drive ERO vehicles without prior fill out of the Request form for use of official vehicle, unless the vehicle is requested for local use.
4. Before departure, in the car log shall be filled the following details:
 - Driver's Name and Surname;
 - Travel Date;
 - Destination;
 - Travel purpose (official/private);
 - Time (departure/arrival);
 - Mileage (departure/arrival);



- Vehicle plate number;
 - Signature;
 - Fuel quantity when refueled (whenever needed etc).
5. Before report of any vehicle breakdown, the driver shall note down the same in the car log.
 6. Staff member who needs to have a driver along with official vehicle for official purposes, shall fill request for services of the driver, which shall be approved by the Office Head, or a person authorized by the Office Head.
 7. If ERO vehicle is used outside of Kosovo, vehicle insurance along with the car log shall be delivered in the administration office. If vehicle insurance was paid by a Member of the Board or a Staff Member on his own expense, the same amount shall be compensated by presenting to the Administration original insurance document.
 8. After return of the vehicle, car log report (as provided in the Annex 2 of the Rule), and the car keys shall be delivered to the ERO administration office. In case the car keys and other documentation is not delivered to the ERO administration office during working hours, the same shall be delivered the following day, as soon as possible.
 9. For any use of the vehicle outside of Kosovo the Request form for use of official vehicle shall be filled (as provided in the Annex 1 of the Rule).

Article 6

Use of the vehicle for non official purposes

1. Members of the Board are entitled to use the vehicle after working hours, in this case the fuel shall be paid by the Member of the Board.
2. Staff members, in special occasions, may be allowed to use official vehicles also after official working hours. Request form for use of ERO official vehicle shall be filled, and the fuel must be paid by the staff member.

Article 7

Transport of persons who are not ERO staff members

1. In case with ERO vehicles will travel persons who are not ERO staff members, then such persons shall fill Request form for waive of responsibility (as provided in the Annex 3 of the Rule).
2. Such request shall be filled for purposes of avoiding financial responsibility of ERO in case of a request for compensation about a loss, damage, injury or death.
3. In addition, another Form of "Request for transport" shall be delivered to the Administration



office (as provided in the Annex 3 of the Rule) in which it is specified the Name, nationality, relationship with ERO and passport number, for prior approval of such person.

4. If the person driving the vehicle, in violation of instructions, provides transport to an unauthorized person (a person whose name is not in the list of persons authorized by ERO to travel), in case of accident, injury or death, his/her passengers shall carry the responsibility.

CHAPTER III MAINTENANCE AND SAFETY OF ERO VEHICLES

Article 8

Maintenance

1. ERO Administration Office is responsible for maintenance, administration and repair of ERO official vehicles.
2. No vehicle shall be driven if it is not in a safe mechanical driving shape.
3. Except for the approved symbol, ERO vehicles shall keep no other distinguishing sign, symbol or national flags.

Article 9

Vehicle Servicing

1. Depending on its age, the vehicle shall be sent for servicing by the mechanic contracted by ERO, and the service and vehicle check out report shall be delivered at the administration office.
2. In case of an accident or other damages, the vehicle shall not be sent for servicing without prior approval of the ERO administration office and possibly insurance company evaluation, where the vehicle is insured.
3. In the moment the official vehicle was taken from the official service, a person assigned by ERO shall request warranty for the services provided by the company that provided vehicle service.

Article 10

Travel end expenditure records of the vehicle

1. Data about all official and non official vehicles (filled car log) shall be delivered by the members of the Board and staff members of ERO in the Administration office.
2. Administration office shall maintain travel records, and will prepare a summary of the same each month.



3. Copies of receipts for fuel supply and other eventual expenses of the vehicle, as well as the report on use of the vehicle shall be delivered on timely manner to the administration office, which shall maintain records on all ERO vehicles.

CHAPTER IV VEHICLE CHECK OUT AND USE

Article 11

Vehicle check out before departure

1. before any departure, it is driver's responsibility to check the vehicle as follows:
 - Level of cooling water;
 - Level of breaks oil;
 - Indicators in the electronic board, especially fuel indicator;
 - Front and rear lights and indicators;
 - Vehicle tools and accessory tools;
 - Horn;
 - Mileage for the next maintenance servicing;
 - External check of the vehicle (tires, mirrors, vehicle body injuries, eventual oil leakage, etc.);
 - Steering system (wheel), breaks etc.

Article 12

Driver's responsibility

1. Driver is responsible to comply with the following traffic rules, traffic signs, indications and instructions of the authorized person, as well as to act in compliance with the Law on Safety in the Traffic.
2. Driver of the vehicle, who is authorized by ERO, shall apply traffic rules and is responsible for careful use of the vehicle.
3. In cases when the driver because of his fault causes damages to the vehicle and does not use the vehicle with due care, disciplinary measures may be imposed against him/her.

Article 13

Reporting, review and actions in case of an accident

1. In case an ERO vehicle is involved in an accident, driver shall undertake the following actions:
 - 1.1. Stops the vehicle, report to the police and stays in the place of the accident until the police



arrives or performs all procedures provided below, except in cases when his safety is endangered.

- 1.2. Takes the accident report form from the police and delivers the same to ERO.
 - 1.3. Takes vehicle registration number of the other vehicle involved in the accident, name, surname and ID number, in cases when police is not present.
 - 1.4. Regardless on the seriousness of the accident, all these have to be reported to ERO administration office or ERO Board, as soon as possible.
2. Depending on various factors, ERO Board amongst other may determine, whether is required and up to what extent, the driver involved in the accident is responsible for the damage caused as a consequence of the accident.

CHAPTER V FINAL AND TRANSITORY PROVISIONS

Article 14 **Official Language**

This Rule is issued in Albanian, and shall be translated in Serbian and English language. In the event of a dispute between the versions, the Albanian version shall prevail.

Article 15 **Modification**

1. ERO withholds the right to change or modify any provision of this rule.
2. Procedures for change or modification of this rule shall be the same as those for its adoption.

Article 16 **Interpretation**

In case of any uncertainty concerning the provisions of this Code, the Board shall issue explanatory information.

Article 17 **Abrogation**



This Rule abrogates the “Use of Official Vehicles of the Energy Regulatory Office”, drafted in accordance with the Law No.2004/9, on Energy Regulatory adopted by the Board of the Energy and Regulatory Office on 30.11.2005.

Article 18
Entry into force

1. The Rule comes into effect on the date of adoption by the Board of ERO and shall be published on ERO web site.

The Board of Energy regulatory Office

Dr. Ali Hamiti, Chair person

Përparim Kabashi, member

Blerim Koci, member



ANNEX 1

REQUEST FOR USE OF ERO OFFICIAL VEHICLE

Name & Surname:		Department:	
Phone no:		Signature	
Departure: Date: __/__/__ Time: _____ Location: _____ Return of the Vehicle: Date: __/__/__ Time: _____ Location: _____			
Destination from: _____ To: _____ Reason for travelling: _____ (for official purposes i.e. "official meeting") Travel inside the country _____ Travel outside the country _____			
Names of Passengers	ID number	ERO member	
		Yes	No
		Yes	No
		Yes	No
		Yes	No
Signature of Administration Officer: _____			
DATE: __/__/__			
TO BE FILLED BY ERO ADMINISTRATION			
Number of the assigned vehicle: _____ Date: __/__/__			
Name and surname of the Administration officer: _____			
Name, surname and signature of the person to whom the vehicle is assigned: _____			
APPROVED		NOT APPROVED	



**ANNEX 2
CAR LOG REPORT**

Vehicle Registration No. 00-000-XX															
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Mont: Year: </div>															
				Purpose		Time		Mileage		Mileage during fuel supply	Receipt No	Fuel in liters (OFFICIAL)	Fuel in liters (PRIVATE)		
Date	Name & Surname	DESTINATI ON	Signature*	OFFICIAL	PRIVATE	Leaving	Entrance	Departure	Arrival						
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
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15															
16															
17															
18															
19															
20															
Note: There should be a new note every day And by each vehicle user. Additional pages may be used and Shall be attached to the request once delivered at the end of the month Signature of the administration officer: _____				TOTAL								Total k Fuel	Total Fuel		
				Mileage: Official: Private: Service made on: Next Service on:				INSTRUCCION: Each ERO staff member who does not fulfill the requirements and who has the vehicle keys with him shall be considered that is using the vehicle in an unauthorized manner.						Monthly average Fuel / per KM:	
Closed at the end of the month and the next day shall be delivered in the administration office															



ANNEX 3
REQUEST FOR TRANSPORT OF PERSONS WHO ARE NOT ERO STAFF MEMBERS

Part A. Waiver from the responsibility:
(To be filled by the traveler who is not ERO staff member)

Full Name of the traveler	Nationality	ID No.	Organization

From	To	Date/Time

Remark/Family relationship

I, _____ accept that my travelling in ERO vehicle shall be carried out for the following purposes:

Official

Private.

Taking into consideration that I am allowed to travel in this way, I hereby:

1. accept that ERO and it's employees are not bound responsible for any loss, damage, injury or death that may occur during this travel;
2. I agree for me as well as my children, my inheritors that will not affect ERO and its employees with any request or action related to any loss, damage, injury or death that may occur during this travel.

.....
(Date)

.....
(Travelers Signature)

Part B. Person responsible to drive the vehicle
(To be filled by ERO staff member)

I,.....hereby request authorization from the Chair person of ERO Board, to transport with ERO vehicle the above-mentioned person who is not ERO staff member, for the following purpose:

Official

Private

Title/position.....

Phone no:

Signature.....

Date.....

Part C. Authorization (when required)

Approved by ERO Board Chair/ Administration officer

Date.....

Legal Remedy: Original request shall be kept with ERO Administration, copy to be given to the traveler.