

RULE FOR USE OF VEHICLES OF ENERGY REGULATORY OFFICE (ERO)

This Rule regulate use of all vehicles of ERO regardless if funded by the Kosovo Consolidated Budget, by ERO budget or donated from various organizations.

Rule is divided in sections to prescribe use of vehicle, qualifications to drive, maintenance, accident reporting, driving and safety advice, and sample of form to be filled in order to use ERO vehicle.

In the event that the staff member does not comply with the dispositions of this Rule, ERO is entitled to initiate the disciplinary procedure.

AUTHORISED USE OF ERO VEHICLES

1. General

1.1 ERO vehicles shall be used for the performance of official duties.

1.2. The staff member will use the car in a safe and responsible way in accordance with current ERO Rule.

1.3. Staff member that needs to use the vehicle for official purpose shall fill a request form and submit it to the Administration. After the usage of the vehicles the keys should be returned to the Administration. If after the working hours and when the Administration Office is closed, then the keys should be returned next morning as soon as possible.

1.4. Use of vehicle outside Kosovo will always need a signed Transport Request attached to this Rule.

1.5. The drive of vehicles out of duty may be allowed upon the request to the Administration and approval by Head of ERO. The trip ticket shall be filled in and the fuel shall be paid privately and not to charge ERO about it.

1.6. Exceptionally, the Article 1.5 shall not apply to the staff member if the usage out of duty is included in the signed contract with ERO under the condition of such contract and to the Board Members in accordance to the Article 4.

1.7. In reference to the Article 1.4 in the event of damage or loss while the vehicle is in charge of staff member and upon subsequent proof of fault by the local authority; the staff member shall be liable to pay to ERO the first 400 euro, this amount being the insurance excess on ERO policy.

2. Qualification to drive

No person shall be permitted to use ERO vehicle unless he/she is in possession of a valid driving license and is a staff member of ERO.

3. Speed Limits

Local speed limits, as indicated by local authorities, must be observed at all times.

4. Personnel Authorised to Use ERO Vehicles Off duty

Vehicles are provided to ERO to ensure adequate transport for the performance of official duties. Members of the Board are permitted to use the vehicles even when off duty.

5. Transportation of the Person who is not Staff Member of ERO

5.1. If ERO vehicles are used for transportation of the person who is not staff member of ERO that may constitute a financial liability for ERO in case of claims arising from loss, damage, injury or death. Therefore, in advance such passengers will be required to sign a "General Release form" (GRF) exempting ERO from liability. Additionally, a formal "Request for Transportation" (RTF), specifying their names, nationalities, relationship(s) with ERO and passport number, shall be submitted to the Head of Administration for his/her prior approval.

5.2. A driver who, contrary to these instructions, transports an unauthorized person (person who do not fall under the authorised persons to travel in ERO, vehicle does so as his/her own risk and responsibility in case of an accident involving injury or death to his/her passengers.

6. Control Maintenance and Security of ERO Vehicles

6.1. The basic control over each ERO vehicle must be exercised through:

- (a) Completion of a Transport Request, properly signed by the Administration;
- (b) Completion of a Formal Request for Transport for the vehicles properly signed by Administration;
- (c) Completion of a Trip Ticket for each vehicle must be submitted to the Administration office monthly, maximum three working days upon the end of month;
- (d) If ERO vehicle is used outside Kosovo, the insurance paid for the vehicle together with the trip ticket should be submitted to the administration. If the insurance for official travel is paid on the staff member's expenses, the amount shall be reimbursed only upon presentation of the original insurance sheet.

6.2. The "Vehicle Trip Report" (VTR), also called "Trip Tickets", serves as an authorization to drive an ERO vehicle. No vehicle can be operated unless the driver is in possession of a properly completed trip ticket and personnel responsible for the operation of the vehicle must ensure that:

- (a) All petrol, oil and lubricants (“POL”) drawn for each vehicle are entered on the relevant trip ticket;
- (b) All trips made are logged on the trip ticket, with particular attention to the mileage at the beginning and end of the journey;
- (c) Any defects to the vehicle are noted on the trip ticket;
- (d) Depending on the age of the vehicle it shall be sent for servicing after each 5000km - 10.000 in the mechanical shop contracted by ERO who shall produce an inspection report, which requires to be filed with the Administration Office
- (e) The driver shall inform the Administration Office when sending the vehicle for servicing, repair or regular maintenance as well as after the vehicle is back from the mechanical shop.
- (f) No vehicle shall be operated unless it is found to be in safe mechanical condition.
- (g) Each driver shall make an inventory of items in the vehicle. A copy shall be given to the administration and one shall be kept in the vehicle.

6.3. Daily Inspection Prior to Start:

water and coolant levels;
 brake fluid level;
 dials on instrument panel, especially fuel gauge;
 headlights, taillights and indicators;
 vehicle tools and accessories;
 horn;
 mileage for next maintenance; and
 external check (tyres, body damages, possible leakages, etc.)

7. Daily Inspection During Use:

7.1. Steering and brakes

7.2. Driver’s maintenance is the most important aspect of a good maintenance system to prevent breakdowns and minor faults on the mechanical condition of the vehicle must be reported before they become major. If ERO vehicle is due for servicing the person using the vehicle must contact the Administration office.

7.3. Drivers are responsible for both the security of their vehicle and its contents. Their vehicle must not be left unattended unless it is parked in a secure location and that care is taken to ensure that the vehicle is secured (lock all doors, close all windows, apply crook-lock or gear-lock). No eye-catching items should be left in the vehicle. It is the driver’s responsibility to ensure that the vehicle assigned to him/her is parked properly and secured at all times to guard against theft, accidents, vandalism or other loss.

7.4. Other than the approved emblems, under no circumstances will ERO vehicles display any insignias, emblems or national flags.

8. Wearing Seatbelts

All vehicle occupants must wear seatbelts at all times when travelling in ERO vehicles. It is the responsibility of the driver to ensure that his/her passenger(s) are wearing seatbelts.

9. Reporting, Investigation and Managing Accidents

9.1. Whenever ERO vehicle is involved in an accident the driver must take the following action:

- (a) Stop the vehicle and remain at the scene of the accident until the actions indicated below are completed or unless his/her personal safety is manifestly endangered. The driver shall contact the police and get a police report.
- (b) Render such first aid to any injured person(s) as he/she is able to administer.
- (c) The “Vehicle Damage/Breakdown Report” found in the “trip ticket” folder must be completed at the scene of the accident and forwarded within 24 hours to the Administration Office and a copy must be forwarded within 48 hours to the car insurer.
- (d) In case of third part injury or property damage, in addition to the procedure outlined above, the driver should notify the local police either directly or through the appropriate ERO channels.
- (e) Given the police is not present, the driver of the other vehicle or the owner of the property and/or the person(s) involved in the accident their name, ID card number and ERO vehicle number.
- (f) In exchange, obtain the equivalent information from the other party as well as the name, number and police station of the local police officer investigating the accident.
- (g) Apart from the information referred to above, the driver must not commit him/herself or ERO in any matter of liability. Any statements required from the driver or of any other person travelling in the vehicle shall only be made to an authorized police officer. If requested to submit or sign a written statement, the driver should explain that ERO authorities are the competent authorities mandated to deal with such situations.
- (h) Secure the vehicle and its contents against theft and ensure that the vehicles involved are not moved from the scene of the accident until after the police and/or the police-investigating officer arrive, unless the vehicle represents a hazard to human life and/or a serious traffic accident risk.
- (i) Regardless of the seriousness of the accident all accidents must be reported to the Administration and the Head of ERO as soon as possible.

(j) If the vehicle is completely immobilized, the recovery assistance required should be sought from the Administration and the bill should be submitted to the Administration for reimbursement. Vehicles involved in accidents must not be left unattended at the scene of the accident.

9.2. Depending on various factors a Board of ERO will review vehicular accidents to determine, among other things, whether, and to what extent, the driver involved should be held personally responsible and financially liable for any expenditure or loss incurred by ERO as a result of the accident. Pending any such determination, an appropriate amount may be withheld pay or final pay entitlements to facilitate any subsequent recovery action.

10. Driving Under the Influence of Alcohol

Driving under the influence of alcohol is strictly prohibited.

11. Applicability

This Rule is applicable from the date when it is adopted.

This Rule is issued in English, Albanian and Serbian language. In case of any dispute, the English version shall prevail.

Date: _____

Board of ERO:

Nick Frydas _____

Meriita Kostari _____

Naim Bejtullahu _____

Theranda Beqiri _____

Nysret Avdiu _____