

NNP/ADM/WPRS/007/A



**THE NYERI NATIONAL
POLYTECHNIC**

WORKPLACE POLICY ON ROAD SAFETY



**ISO 9001:2015
CERTIFIED INSTITUTION**



THE BIG

**4
EMPOWERING THE NATION**



**KENYA
VISION 2030**

FLAGSHIP PROJECT

OFFICE OF CAREER SERVICES STRATEGIC PLAN APPROVAL

This strategic plan has been authorized for use at the Nyeri national polytechnic and approved by the full Council on this 23rd Day of December, 2021.

Signed:



**ANNE N. MWANGI
CHIEF PRINCIPAL/COUNCIL SECRETARY**



**FCS. RICHARD K. GIQUI
CHAIRMAN OF THE COUNCIL**

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PREFACE

Roads are essential to our everyday lives. We all use them in some way, by driving, riding, walking or travelling as a passenger, and we depend on them to obtain goods and services. Unfortunately, this comes at a price, which includes people being killed and injured. However, road deaths and injuries are not inevitable.

Road Traffic Injuries (RTIs) are among the ten leading causes of death worldwide. They impede the economic wellbeing and macroeconomic performance of nations, causing more than 1.35 million deaths per year and 20-50 million injured or disabled persons, the majority of whom are economically active and working populace. The burden of RTIs is disproportionately high in low and middle-income countries (LMIC). The estimated economic loss due to RTIs is as high as 3%- 5% of the affected country's Gross Domestic Product (GDP).

Statistics from the department of civil registration shows that about 6,500 persons die due to road traffic injury every year and many more are injured. This is largely attributed to road safety management and coordination challenges in implementing road safety strategies. These losses are tragic hence the urgent need for action to mainstream road safety to improve the situation.

The last few decades have demonstrated that effective and comprehensive road safety strategies can reduce the number of people killed or injured on the road, despite increasing traffic levels. Though road safety is a complex process involving different sectors; there a need for a functional and effective institutional policy to prevent road traffic injuries. Nyeri national polytechnic has developed this work place policy on road safety in an effort to pro-actively managing workplace RTIs.



FCS. RICHARD K. GIQUIHI
CHAIRMAN OF THE COUNCIL

FOREWORD

The Nyeri national polytechnic (NNP) recognizes her responsibility of helping Kenya achieve her development goals by offering quality education, training, research and innovation. In this respect, NNP is keen on providing knowledge, technology and a skilled workforce that the country needs to steer towards achieving the social and economic goals as envisioned in the national development blueprints.

The polytechnic appreciates global dynamics and is constantly realigning her strategies to respond to the ever-changing labor market demands and customer needs. NNP has therefore developed a number of policies to enable its management to offer quality services to all its clients. One of these policies is the workplace policy on road safety. Road safety has become a major concern in our society as more and more people get involved in road traffic crashes. Effective road safety mainstreaming requires a multifaceted approach that requires all parties to come together and contribute towards this initiative.

To this end, NNP is committed to work with various stakeholders in promoting safety on our roads from within the Polytechnic and also the community at large. The aim of this policy is to provide guidelines to many critical areas where road safety is to be observed. It also serves to compliment other existing national and international initiatives on road safety mainstreaming.

It is our hope that through the implementation of this policy, we shall reduce road traffic injuries and fatalities.



ANN N. MWANGI
CHIEF PRINCIPAL

LIST OF ABBREVIATIONS AND ACRONYMS

CS	Cabinet Secretary
GoK	Government of Kenya
HoD	Head of Department
GDP	Gross Domestic Product
ILO	International Labor Organization
KeNHA	Kenya National Highways Authority
KURA	Kenya Urban Roads Authority
KERA	Kenya Rural Roads Authority
LMIC	Low and Middle-Income Countries
M&E	Monitoring and Evaluation
MDAs	Ministries, Departments and Agencies
MoH	Ministry of Health
NNP	Nyeri National Polytechnic
NTSA	National Transport and Safety Authority
PC	Performance Contract
PPE	Personal Protective Equipment
PS	Principal Secretary
RSC	Road Safety Committee
RTIs	Road Traffic Injuries
TVET	Technical, Vocational Education and Training.
WHO	World Health Organization
WIBA	Work Injury Benefits

OPERATIONAL DEFINITIONS OF TERMS

Community:	refers to all government employees, prospective employees of the public sector; clients, contractors, consultants, facilitators, members of the public and visitors at any GOK institution including training institutions who will be engaged directly or indirectly in road safety activities.
Employee:	means a person who works for the Government under a contract of employment.
Exposure:	means the amount of a workplace vulnerability to injury as a result of road traffic incidence.
Near misses:	missed collisions.
Outputs:	comprise specific products or services (immediate results of an activity) in a given period.
Performance Indicator:	this is one of the measurable variables by which the performance of Ministries, Departments and Agencies (MDA) is assessed.
Road Traffic Injuries (RTI):	injuries related to road traffic collisions. These could be fatal, serious or slight.
Road Traffic crashes:	vehicle collisions resulting in injury.
Road Traffic fatalities:	deaths related to road traffic crashes.
Safety belt:	includes any driving strap or rope.
The Polytechnic:	refers to the Nyeri National Polytechnic.
Workplace:	includes, any land, premises, location, vessel or thing, at, in, upon, or near which, a worker is, in the course of employment.
Road safety policies:	strategic directions and plans to address road safety challenges.
Road users:	anyone who uses a road, such as a pedestrian, cyclist or motorist and is exposed to certain road safety risks.
Traffic crashes, injuries and fatalities:	refers to as road traffic collision that resulted in an injury or fatality. Injury refers to non-fatal cases from a road traffic crash.
Fatality Death	is defined as a road traffic crash in which one or more persons involved in the crash died immediately or within 30 days of the crash.

Vehicle

Something used for transporting people or goods, especially on land, such as a car, lorry, or cart.

1.0 INTRODUCTION

The Nyeri National Polytechnic (NNP) began as a Technical Secondary School in 1977. It was later converted to a Technical Training Institute in 1986. Thirty years later, it was inaugurated as a National polytechnic following Nyeri national polytechnic order no. 91 of June 2016 by the then CS, education, science and technology, Dr. Fred Matiang'i. It was established under the Technical and Vocational Education and Training Act of 2013. As a national polytechnic, NNP is charged with the mandate of offering high-quality technical and vocational training, research and innovation.

Over the years, the polytechnic has seen tremendous growth through the development and implementation of a variety of TVET programmes in engineering, applied sciences, technology, humanities, and social sciences. To sustain the ability to offer market-driven occupational competencies in its programmes, NNP has also evolved through partnerships and infrastructural developments that have ensured that the training environment, quality of its trainers, facilities and resources are fairly standardized. The polytechnic is proud of providing an invaluable opportunity to thousands of Kenyans seeking relevant technical training that responds to the demands of the labor market and economy within the country and beyond.

Today, NNP is a thriving community of staff and trainees committed to develop foundational knowledge, transferable skills and competencies as well as promote research and innovation in a rigorous, active learning environment.

1.1 Vision

To be a world-class polytechnic for sustainable development

1.2 Mission

To provide trainees with globally competitive education and training, research skills; and provision of consultancy services for sustainable development.

1.3 Core Values

The council, management, staff and trainees of NNP will endeavor to uphold values that foster a strong corporate culture while promoting quality service delivery and national cohesion. NNP will realize these by embracing the following values:

- a) **Integrity.** We are committed to upholding the highest ethical standards, demonstrating honesty and fairness in all operations.
- b) **Efficiency and Effectiveness.** We are committed to efficient use of resources and always accountable for our actions.
- c) **Equity.** We are committed to impartiality in dealing with all our stakeholders.
- d) **Professionalism.** We uphold impeccable professional standards in our work while adhering to ethical principles in service delivery.

- e) **Teamwork.** We are committed to working together, as one team, towards the realization of the National Polytechnic's mandate.
- f) **Customer focus.** We are committed to not only meeting but also exceeding our customers' expectations.
- g) **Innovation.** We are a learning organization that embraces creativity and innovativeness in responding to changes in the operating environment.

1.4 Motto

Excel in Skills and Technology.

1.5 Guiding Principles

This policy will be guided by the following principles:

- 1) Professionalism in the delivery of road transport services.
- 2) Accountability in fostering road safety,
- 3) Innovativeness in enhancing road safety.

2.0 POLICY STATEMENT, OBJECTIVES AND SCOPE

2.1 Background

Road Traffic Injuries (RTIs) are among the ten leading causes of death worldwide. They impede the economic wellbeing and macroeconomic performance of nations, causing more than 1.35 million deaths per year and 20-50 million injured or disabled persons, the majority of whom are economically active and working populace. The burden of RTIs is disproportionately high in low and middle-income countries (LMIC). The estimated economic loss due to RTIs is as high as 3%- 5% of the affected country's Gross Domestic Product (GDP).

In Kenya, about 3,000 road deaths occur annually and cost the country up to Kshs.300 Billion (about 5% of GDP). Statistics from the department of civil registration shows that about 6,500 persons die due to road traffic injury every year and many more are injured. This is largely attributed to road safety management and coordination challenges in implementing road safety strategies. These losses are tragic hence the urgent need for action to mainstream road safety to improve the situation.

Several road safety risk factors have been found to cause these crashes and injuries. These range from speeding, driver fatigue, drunk driving, inadequacies in driver training and recruitment, road engineering challenges, environmental conditions, low levels of awareness on road safety, vehicle conditions among others.

Committed management of road safety in the public sector will therefore ensure synergized efforts towards reducing the risk of workplace road traffic crashes and collisions. Currently, road safety has been mainstreamed in all MDAs. NNP is focused on guaranteeing that road safety is mainstreamed in the workplace and turns into a fundamental part of its programs. This will be achieved by having in place this workplace policy on road safety which will assist in integrating road safety in NNP programmes. Having this policy in place is key in pro-actively managing workplace RTIs.

2.2 The rationale for the Policy

This policy showcases the Polytechnic's concern for the number of road deaths and injuries occurring in Kenya. It serves as a commitment to foster road safety improvements in NNP. By developing this policy, the polytechnic aims to minimize RTIs, reduce maintenance costs by safe and efficient use of the organization's transport facilities and promoting the welfare of road users including drivers, staff and trainees.

2.3 Policy Statement

NNP commits to putting in place procedures to minimize, as far as reasonably practicable, the likelihood that staff and trainees are involved in road traffic crashes within and outside the polytechnic.

2.4 Policy Goals

The Nyeri national polytechnic workplace policy on road safety aims at reducing and mitigating road traffic injuries and fatalities amongst its staff, trainees and other road users through managing road-user behavior, maintenance of vehicles and purchasing vehicles that provide occupant safety.

2.5 Specific Objectives

The specific objectives include:

- 1) Provide a framework for mainstreaming road safety in the polytechnic.
- 2) Provide a mechanism for informed road safety decisions about NNP driver training, staff road safety induction and sensitization and vehicle purchase and identifying where health and safety improvements can be made.
- 3) To advance a culture of safe driving among NNP drivers and the remainder of the staff to forestall and limit road traffic crashes and injuries.
- 4) To enable the NNP staff with significant information and data on Road Safety that will go far to change road user conduct.
- 5) To enhance compliance with traffic laws and regulations.
- 6) To further develop road safety through designated road safety programs including particular training for example defensive driving.
- 7) Enable the NNP to advance and support road safety interventions in the work environment and keep a useful labor force secure from work environment road traffic crashes and injuries.
- 8) To recognize working environmental conditions which open representatives to the danger of road traffic accidents and wounds and guide the cycles of early mediation.
- 9) To identify workplace conditions that expose employees to the risk of road traffic crashes and injuries and guide the processes of early intervention.
- 10) To provide support systems for identified repeat offenders i.e. drunk and drug drivers.

2.6 Scope and Application of the Policy

The following shall be the scope and application of this Policy:

- 1) The policy shall apply to management and all members of staff working at NNP. All the interns, casual workers, and those providing services to NNP shall abide by the requirements of this policy.

- 2) The policy shall provide guidelines and procedures to enable management, staff, interns, casuals and other stakeholders practice its provisions as required.
- 3) The policy shall explicitly provide guidelines and measures to promote road safety for all at NNP.

2.7 Legal and Regulatory Framework

The Polytechnic will be guided by existing statutes and regulations for mainstreaming road safety issues in the workplace. The relevant legal instruments and regulations to be relied on include the following:

- 1) The constitution of Kenya 2010.
- 2) The Nyeri national polytechnic legal order no.91 of 2016.
- 3) National ethics and anti-corruption policy 2018.
- 4) Public service code of conduct and ethics Act, 2016.
- 5) Traffic act, CAP 403 Rev. 2015.
- 6) The NTSA Act, 2012.
- 7) Work Injury compensation WIBA Act, 2007.
- 8) Pharmacy and poisons Act, CAP. 244.
- 9) Human resource policies and procedures manual, 2016.
- 10) The Highway Code.
- 11) THE employment Act, 2012.
- 12) Public officers ethics Act, 2003
- 13) Occupational, health and safety Act, 2007

3.0 ROLES AND RESPONSIBILITIES

3.1 Council of NNP

The Governing Council shall:

- 1) Set and oversee the overall implementation of road safety strategy.
- 2) Approve the workplace policy on road safety.
- 3) Provide the resources for the implementation of the policy.

3.2 The Chief Principal

The chief principal shall:

- 1) Constitute the road safety committee to coordinate road safety mainstreaming activities.
- 2) Communicate on the road safety strategies and activities to staff.

3) Support the establishment and collaborate with all stakeholders to support the implementation of the policy.

4) Approve budgets and work plans for road safety programme and activities.

3.3 The Deputy Principal

The Deputy Principal in charge of administration shall oversight and support implementation of this policy.

3.4 Road Safety Committee (RSC)

The RSC shall;

- 1) Development and review of the road safety policy.
- 2) Mainstream the road safety policy at the NNP.
- 3) Implement the road safety policy.
- 4) Develop budget proposals for road safety activities.
- 5) Conduct sensitization and awareness campaigns on the road safety policy.
- 6) Monitor and evaluate the implementation of road safety policy.

3.5 Heads of Departments (HoDs)

The heads of departments shall:

- 1) Be responsible for the implementation of this policy in their respective departments.
- 2) Ensure trainers and trainees attend road safety training and sensitization programmes.

3.6 NNP Staff

All the NNP staff members shall:

- 1) Adhere to the road safety policy.
- 2) Embrace a culture of safe road use.
- 3) Adhere to policies, procedures, rules and regulations regarding the use and requisition of NNP vehicles.
- 4) Report to the transport manager any incident involving NNP vehicles.

3.7 Drivers

All the NNP drivers shall:

- 1) Comply with all traffic laws and regulations.
- 2) Ensure that all staff and trainees have belted up before the start of the journey.
- 3) Maintain a properly filled out vehicle's work ticket.
- 4) Ensure that the assigned vehicle is in good working condition.
- 5) Report all accidents or any damages of the assigned vehicle to the transport manager immediately, or not later than 24 hours.
- 6) Observe punctuality, cleanliness and be well-groomed.
- 7) Ensure that the assigned vehicle and its contents are secure.
- 8) Be courteous to the staff and trainees and other road users.

- 9) Operate the assigned vehicle safely and prudently.
- 10) Check the condition of the vehicle before taking over / handing over.
- 11) Be physically and mentally fit to drive.
- 12) Should not drive under the influence of any substance.

3.8 Trainees

All the NNP trainees shall;

- 1) Adhere to the road safety policy.
- 2) Attend road safety sensitization programmes within the Polytechnic.
- 3) Embrace a culture of safe road use.
- 4) Adhere to the policies, procedures, rules and regulations regarding the use and requisition of NNP vehicles.

4.0 ROAD SAFETY POLICY AREAS, STATEMENTS AND GUIDELINES

Table 1: Table showing the road safety policy areas, policy statements and guidelines

No	Road Safety Policy Area	Policy Statement	Description of Policy Guidelines
1.0	Road safety management and coordination.	NNP Shall ensure road safety mainstreaming plans and activities are effectively and efficiently managed.	<p>The polytechnic shall:</p> <ol style="list-style-type: none"> 1) Implement the work plan on road safety mainstreaming. 2) Establish and sustain collaboration and partnerships to support road safety programmes. 3) Coordinate the development and implementation of road safety policies.
2.0	Driver recruitment and selection (eligibility to drive).	NNP commits to employ drivers based on safe driving records and road safety awareness levels.	<p>The polytechnic shall:</p> <ol style="list-style-type: none"> 1) Specify a safe driving record as a mandatory requirement in its job descriptions. 2) Require job applicants to provide details of their driving record, including crashes and traffic infringements. 3) Assess an applicant's attitude to safety during the job interview 4) Verify an applicant's driving license with NTSA before hiring them. 5) Verify applicants' driving records with previous employers. 6) Require applicants to undergo a practical driving assessment. 7) Require all applicants to undergo a medical assessment to establish they are medically fit to drive. 8) Make defensive driving certification an added advantage in driver

No	Road Safety Policy Area	Policy Statement	Description of Policy Guidelines
3.0	Staff and trainees induction programs	NPP commits to induct all new staff and trainees using an official program on their roles and responsibilities relating to road safety.	<p>9) Adhere to the HR Manual on Driver Recruitment and selection. recruitment.</p> <p>The polytechnic shall:</p> <ol style="list-style-type: none"> 1) Ensure that all new employees undergo a formal induction program that includes road safety policies and procedures. 2) Have an induction program for supervisors that include road safety and their responsibilities. 3) Have a program for training new employees in the operation of their vehicle and highlight safety features in the vehicle. 4) Have a driver competency assessment program for new employees.
4.0	Speed management.	NPP commits to minimizing speed-related traffic collisions.	<p>The polytechnic shall:</p> <ol style="list-style-type: none"> 1) Require all its staff and drivers to adhere to all regulatory speed limits on the road. 2) Require its drivers to reduce speed to 30 KPH in areas with a high number of pedestrians. 3) Install speed governors in its entire commercial and PSV Vehicles as per the speed limiter guidelines. 4) Sensitize all its drivers and staff on the dangers of speeding. 5) Have a hotline in which trainees and members of staff can report speeding incidences involving NPP vehicles.

No	Road Safety Policy Area	Policy Statement	Description of Policy Guidelines
5.0	Vehicle selection and maintenance.	NNP commits to ensuring all its vehicles are in safe operating condition.	<ul style="list-style-type: none"> 6) Put in place a fleet management system for all its vehicles. 7) Monitor speeds internally 24/7 in all official vehicles and all other vehicles entering the Polytechnic. 8) Set the speed limit within the polytechnic to 5kph. 9) Put in place internal mechanisms to deal with violations. 10) Have a no policy to encourage/ incentivize drivers to speed on the road. <p>The polytechnic shall:</p> <ul style="list-style-type: none"> 1) Adhere to best practices in maintaining and servicing GoK vehicles. 2) Adhere to the maintenance schedule as per the manufacturer's recommendations. 3) Ensure that all vehicles used on behalf of the polytechnic are regularly inspected and strictly maintained using at least the manufacturer's recommended service schedules. 4) Follow procurement procedures and best practices to select the safest vehicle on need. 5) Adhere to the minimum body standards as envisaged in the NTSA Act and bodybuilding standards. 6) Ensure that speed limiters are fitted as recommended in the speed limiter standards. 7) Investigate fleet safety features and include relevant features in purchase

No	Road Safety Policy Area	Policy Statement	Description of Policy Guidelines
6.0	Vehicle crash involvement.	NNP will maintain an efficient system of recording and monitoring the overall fleet, individual driver and individual vehicle crash involvement.	<p>The polytechnic shall:</p> <ol style="list-style-type: none"> 1) Put in place mechanisms to monitor crash incidences and near misses. 2) Develop crash report forms, which will include recommendations and a schedule for implementing any remedial action. 3) Ensure all vehicles have crash kits (emergency kit, tow cable, jack, spare wheel, wheel spanners). 4) Involve staff in implementing remedial action and consult with those staff who will be affected. 5) Have a system to collect and analyze safety data on all NNP vehicles.
7.0	Incentives and Disincentives.	NNP commits to rewarding good driving.	<p>The polytechnic shall:</p> <ol style="list-style-type: none"> 1) Put in place a reward and sanctions policy. 2) Reward good driving skills. 3) Monitor the driving performance of NNP drivers. 4) Provide staff with feedback about their driving performance.
8.0	Training and Education.	NNP commits to support training, education and	<p>The polytechnic shall:</p> <ol style="list-style-type: none"> 1) Develop a policy on training and development.

No	Road Safety Policy Area	Policy Statement	Description of Policy Guidelines
		development programmes to produce safer road users.	<ol style="list-style-type: none"> 2) Conduct a training needs assessment to inform driver training programmes. 3) Choose courses that have a component of on-road driving with supervised instruction in an actual road situation. 4) Sensitize all new and transferred staff on road safety. 5) Document and record attendance and outcomes of all training courses. 6) Liaise with NTSA and other agencies to provide refresher training programmes as needed. 7) Ensure that management and staff are sensitized and trained on road safety by the RSC
9.0	(Anti-)Drunk Driving.	NNP shall have a zero-tolerance policy to drunk driving.	<p>The polytechnic shall:</p> <ol style="list-style-type: none"> 1) Sensitize staff and trainees on the dangers of drunk driving. 2) Adhere to the HR policies and procedures manual and the ADA policy when dealing with cases of driving under the influence of alcohol. 3) Require its drivers to have zero BAC (alcohol) content while driving at all times. 4) Establish a public feedback mechanism on suspected drunk driving.
10.0	Anti-Drug Driving.	NNP shall have a zero-tolerance policy to driving under the influence of drugs.	<p>The polytechnic shall:</p> <ol style="list-style-type: none"> 1) Sensitize the staff and trainees on the effects that drugs and some medications can have on driving performance.

No	Road Safety Policy Area	Policy Statement	Description of Policy Guidelines
			<ol style="list-style-type: none"> 2) Adhere to the HR policies and procedures manual and the ADA policy when dealing with cases of driving under the influence of drugs. 3) Sensitize drivers and management on prescription medication which may influence driving behavior and capability. 4) Ensure that Drivers are not forced to drive when under these prescription medications. 5) Require drivers to report to their supervisors when on these medications. 6) Require drivers not to take medication/drugs without knowing their effects on driving.
11.0	Fatigue Management.	NNP commits to minimizing fatigue-related road traffic crashes and incidences.	<p>The polytechnic shall:</p> <ol style="list-style-type: none"> 1) Ensure work schedules and rosters for drivers conform to the regulations. 2) Sensitize staff and supervisors on fatigue management and how to plan work and meeting schedules to ensure drivers have sufficient rest before and when driving, particularly for long journeys. 3) Drivers and staff shall be given adequate time to rest between driving sessions. 4) Require drivers to adhere to the maximum number of hours of driving for long journeys in any period of 24 hours. (Management to set the number of hours).

No	Road Safety Policy Area	Policy Statement	Description of Policy Guidelines
12.0	Seatbelts wearing.	NPP shall ensure that all vehicles are fitted with functional seat belts.	<p>5) All drivers take a rest after every two and a half hours or 200km whichever comes first of continuous driving.</p> <p>The polytechnic shall:</p> <ol style="list-style-type: none"> 1) Require all its trainees and staff to wear seatbelts properly. 2) Ensure regular inspection and servicing of seatbelts. 3) Put in place mechanisms to ensure staff and trainees wear their seatbelts throughout the journey.
13.0	Driver management policy.	NPP commits to reduce driver behavior-related traffic collisions and injuries.	<p>The polytechnic shall:</p> <ol style="list-style-type: none"> 1) Ensure that all drivers are trained on road safety and defensive driving. 2) Require all drivers to comply with the requirements of the Traffic Act/NTSA Act at all times. 3) Require all drivers to immediately notify their supervisor or manager if their driver's license has been suspended or canceled. 4) Ensure that all drivers are trained and licensed appropriately. 5) Train its drivers on soft skills including communication, road courtesy and customer care among others. 6) Require its drivers to comply with the set driving hours and have regular breaks while driving. 7) Require its drivers not to use mobile phones while driving including hands-free.

No	Road Safety Policy Area	Policy Statement	Description of Policy Guidelines
			<ul style="list-style-type: none"> 8) Require its drivers to display the highest level of professional conduct when driving NNP vehicles. 9) Require drivers to only drive when fit to do so. 10) Require its drivers to wear seatbelts and ensure that all occupants wear their seatbelts. 11) Require drivers never to drive under the influence of alcohol or drugs including prescription and over-the-counter medications that may cause drowsiness. 12) Require the drivers not to carry loads for which the vehicle is unsuited or unauthorized passengers or excess passengers than there are seatbelts. 13) Require its drivers not to carry any hazardous substances without prior approval by the approving authority. 14) Ensure that all drivers are medically fit to drive at all times.
14.0	Road Safety Policy Monitoring, Reporting.	NNP shall monitor and report on the implementation of road safety programmes and activities, achievements, impact and areas of improvement	<p>NNP shall establish and maintain records of road safety events. These shall include the following:</p> <ul style="list-style-type: none"> 1) Accident reporting and follow up reports 2) PC quarterly reports 3) Incidents and near misses 4) Training, road safety 5) Sensitization and evaluation

No	Road Safety Policy Area	Policy Statement	Description of Policy Guidelines
15.0	Ethics and etiquette.	NNP commits to adhere to the code of conduct at all times.	<p>6) Reports</p> <p>The polytechnic shall:</p> <ol style="list-style-type: none"> 1) Sensitize all drivers, staff and trainees on work ethics and etiquette. 2) Sensitize drivers on courtesy and integrity values. 3) Require drivers to dress per the HR manual while driving NNP vehicles. 4) Reprimand drivers with indiscipline issues as per the HR manual.
17	Promoting road safety outside the polytechnic.	NNP commits to partner with NTSA at the county level and other stakeholders in raising awareness on road safety.	<p>The Polytechnic in partnership shall:</p> <ol style="list-style-type: none"> 1) Sensitize boda boda riders around the polytechnic on road use and etiquette. 2) Hold road safety drives around Nyeri Town and its environs. 3) Liaise with registered transport SACCOs to sensitize public service drivers on courtesy and integrity values.

5.0 CONSULTATION AND COMMUNICATION STRATEGY

5.1 Aim of the consultation and communication strategy

To outline the consultation and communication arrangements in place at NNP, as well as the process to follow for the resolution of road safety issues / concerns

NNP is committed to consulting with its staff on road safety issues / concerns and changes that affect their workplace including:

- a) Road safety risk assessments for new and existing tasks and activities;
- b) Work place policy on road safety (development and review of existing);and
- c) Proposed changes to the work premises and systems of work.

5.2 Consultation strategy

The management shall consult with staff and trainees on road safety matters. This will be when a change is made in the workplace that will have an impact on road safety within the Polytechnic, or when new hazards or risks are identified for an existing or proposed task or activity.

While the management, staff and trainees aim to reach agreement through the process of consultation, agreement is not a required outcome of this Policy. There are various avenues for achieving consultation; NNP commits to achieve this via:

- a) Discussions with the RSC Representative,
- b) Discussions at an RSC Committee meeting,
- c) Making road safety a standing agenda item at staff meetings,
- d) Involving staff in the risk assessment process

5.3 Communication strategy

It is important to ensure that all road safety information is communicated to staff, and that this is carried out in a timely fashion. NNP commits to communicate information to staff via:

- a) Staff and trainee notice boards;
- b) Direct emails;
- c) Direct messages;
- d) Staff bulletins; and
- e) The polytechnic website.

The type of information that will be communicated to staff is:

- i) Existing road safety practices and systems; and

- ii) Changes to current road safety practices and systems.

6.0 MONITORING AND EVALUATION

This NNP road safety policy will be monitored and evaluated in four (4) elements to ensure accountability and information for decision-making:

- a) Policy maintenance by keeping the policy once adopted;
- b) Policy monitoring by continuous tracking of activity implementation and progress using the NNP Road Safety M&E framework;
- c) Policy evaluation through periodic exercises to objectively assess the relevance, efficiency, effectiveness, impact and sustainability of provisions, and
- d) Feedback and remedial measures shall be undertaken following the outcome of the M&E exercise.

6.1 POLICY REVIEW

This Policy will be reviewed after every three (3) years with a mid-term review to accommodate emerging issues or from time to time as need may arise.

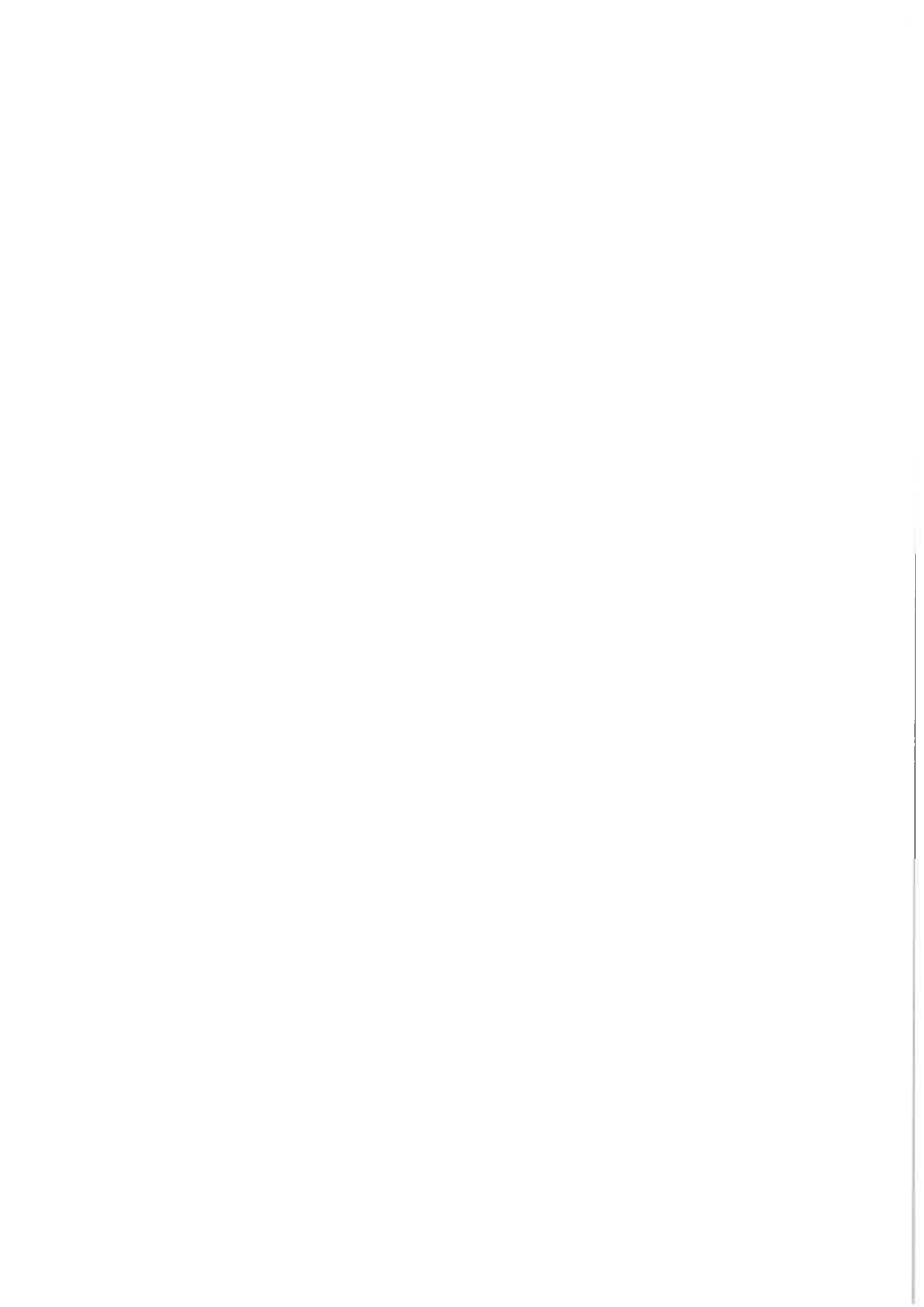
7.0 POLICY DEVELOPMENT AND REVIEW TEAM

The publication of the workplace policy on road safety would not have been possible without the collective efforts of the Road Safety Mainstreaming Committee, NNP management and NTSA. It is my pleasure therefore, to acknowledge the following persons for investing their time and skills in the development of this policy:

Name	Designation
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