



REPUBLIC OF KENYA

EXECUTIVE OFFICE OF THE PRESIDENT

**OFFICE OF THE PRIME CABINET SECRETARY AND
MINISTRY OF FOREIGN AND DIASPORA AFFAIRS**

STATE DEPARTMENT FOR PARLIAMENTARY AFFAIRS

ROAD SAFETY WORKPLACE POLICY 2024-2027

FEBRUARY 2024

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PREFACE

Road traffic crashes have become a leading cause of death among young people aged 15-29 years. An estimated 4,000 deaths from road crashes occur in Kenya annually where about 40% are pedestrians. In Kenya, road crashes are the highest contributors to disability, health burden, and poverty through loss of able bread winners.

The State Department for Parliamentary Affairs recognizes this and therefore needs to protect staff and stakeholders from the crisis. Like any other organization, the State Department, is potentially prone to road accidents and other road emergencies that could threaten the working environment of the staff. This policy establishes a framework designed to assist in road safety management for the State Department for Parliamentary Affairs.

To institute road safety mainstreaming, this policy requires the State Department to integrate road safety issues in its day to day programmes and activities. In addition, the policy ensures that appropriate decisions are made to protect life, limit damage and minimize service delivery disruptions to enable the State Department operate efficiently and effectively. Further, the policy provides guidelines that govern road safety management and coordination, speed management on roads, reporting incidents, vehicle management, capacity building on training and sensitization on road users.

The State Department for Parliamentary Affairs staff are expected to read and familiarize themselves with the provisions of this policy and ensure adherence. By implementing the policy, the Department will realize reduced accidents and injuries amongst its staff and thus build manpower that will contribute to development in Kenya and beyond. The policy shall be reviewed after every three years or from time to time when need arises.

HENRY OBINO, CBS

SECRETARY ADMINISTRATION

FOREWORD

The State Department for Parliamentary Affairs (SDPA) recognizes the need to promote road safety culture that will prevent and reduce road crashes and fatalities in Kenya. The SDPA Road Safety Policy 2024-2027 is underpinned by the Constitution of Kenya, the National Transport and Safety Authority (NTSA) Act No.33 of 2012 and NTSA Guidelines 2020 which aim at building synergy among Government Ministries, State Departments and Agencies (MDAs) and their capacity to develop, implement, own and sustain their Road Safety Policies that will promote road safety in the Public Sector and Kenya as a whole.

Accordingly, in compliance with our Strategic Plan 2024-2029 and in fulfilling the requirements of the Performance Contract 2024/25, SDPA is obligated to adopt the road safety policy focus areas for implementation and continuously build capacity of staff and other stakeholders on road safety matters. This Road Safety Workplace Policy therefore commits to manage the road transport and mobility services that will contribute greatly in reducing the number of actual or potential road traffic crashes and injuries for the State Department for Parliamentary Affairs.

Finally, I extend my gratitude to the Road Safety Mainstreaming Committee and all staff involved, under the stewardship of Administration, for undertaking to safeguard the welfare of our staff and stakeholders on the roads through championing and advocacy for safer use of our roads. I also thank the NTSA trainers for their invaluable input in shaping this policy and wish all stakeholders and road users God speed as we implement this policy.

AURELIA C. RONO, CBS
PRINCIPAL SECRETARY
STATE DEPARTMENT FOR PARLIAMENTARY AFFAIRS

LIST OF ABBREVIATIONS AND ACRONYMS

GDP:	Gross Domestic Product
HRPPM:	Human Resource Policy and Procedures Manual
KMS:	Kilometres
MDAs:	Ministries, Departments and Agencies
NTSA:	National Transport and Safety Authority
PC:	Performance Contract
PPE:	Personal Protective Equipment
RTIs:	Road Traffic Injuries
SDPA:	State Department for Parliamentary Affairs

DEFINITION OF TERMS

Drugs – These include illicit, prescription and psychoactive substances.

Employee - SDPA staff who works under a contract of employment.

Hazardous – A substance that is classified as a physical or health hazard material whether it is in a usable or waste condition.

Injury – This refers to non-fatal cases resulting from a road traffic crash.

Near misses – A narrowly avoided or missed collision.

Organization – This refers to State Department for Parliamentary affairs.

Policy – This refers to the Road Safety Workplace Policy at SDPA.

Road safety policies - Strategic directions and plans to address road safety challenges.

Road traffic crash - Vehicle collision resulting in injury or fatality.

Road traffic fatalities - Deaths related to traffic crashes

Road Traffic Injuries (RTI) - Injuries related to road traffic collisions, they could be fatal, serious or slight.

Road user - Anyone who uses a road, such as a pedestrian, cyclist or motorist and is exposed to certain road safety risks.

Safety belt – A strap securing a person to prevent injury in a vehicle in case of any harmful movement.

Work place – This includes any land, premises, location, vessel or thing, at, in, upon, or near which, a worker is, in the course of employment.

MISSION, VISION AND CORE VALUES

Vision Statement

Premier agent for the transformative Government Legislative Agenda.

Mission Statement

To co-ordinate the review, development and delivery of the policies and legislation for implementation of the national development agenda.

Core Values

The State Department upholds the following core values:

- i.) **Whole-of-Government:** Inculcate a synergized work ethic in the public service;
- ii.) **Open-Government:** Uphold and promote transparency, accountability, inclusivity and participation of the people in the national development agenda;
- iii.) **Integrity:** Foster honesty, truth, respect, honour and an incorruptible work ethic to win public trust.
- iv.) **Professionalism:** Uphold high level of competence, diligence, and meritocracy in work performance and apply quality standards in service delivery;
- v.) **Teamwork:** Endeavour to attain targeted results through a high level of coordination, networking and collaboration with both internal and external stakeholders;
- vi.) **Innovativeness:** Adopt creativity in operations and solutions in addressing emerging issues;
- vii.) **Results-oriented:** Focus on efficiency in delivery of services to the citizenry;
- viii.) **Commitment to delivery:** Discharge its functions guided by the aspirations of the people in government's development agenda.

SECTION ONE: BACKGROUND

1.1 INTRODUCTION

The State Department for Parliamentary Affairs (SDPA) was created under Executive Order No.2 of 2023 on Organization of the Government of the Republic of Kenya. Its mandate is to coordinate the implementation of the National Government legislative agenda across all Ministries and State Departments in consultation with, and for transmission to the Party/Coalition leadership in Parliament.

The devastating impact of road trauma on the Kenyan society cannot be underestimated. Employee output is notably enhanced when they are confident that there are effective safety initiatives that will protect them, their family and friends on the road; and that they are involved in those initiatives that promote safety advocacy and self-awareness on the roads through their own actions.

Road Traffic Injuries (RTIs) is among the top ten causes of death in the world. It causes more than 1.35 million deaths a year and injures/disables 20-50 million persons majority of whom are economically active and working population (NTSA, 2023).

In Kenya, statistics show that we lose about 4,000 people annually to road traffic accidents, and another 10,000 to traffic related injuries. This costs the Country about Kshs. 450 Billion or about 5% of the Country's GDP (NTSA, 2023). The high number of accidents is mainly attributed to challenges in implementing Road Safety Management and Coordination Strategies in the Country. Road safety has not been given high level priority across Government Programmes, and as a result it has been significantly underfunded. Other factors affecting road safety are; low levels of road safety awareness among users, increase in motorization without commensurate improvement in road safety strategies and land use planning.

1.2 POLICY STATEMENT

The State Department for Parliamentary Affairs (SDPA) recognizes the importance of Road Safety as an integral part of its operations to ensure overall safety, health and environmental compliance. It therefore, commits to managing an optimum and compliant transport and mobility service to reduce the number of actual or potential road traffic crashes and injuries.

1.2 RATIONALE

Workplace Road Safety is a crucial aspect of any organization's performance. Road Traffic Injuries (RTIs) are sudden and traumatic and they affect employees' performance as they result in staff absenteeism beside the usual vehicle and road repair cost. Staff road user behaviour contributes significantly to employee RTIs.

In 2024, the State Department recorded two (2) non-fatal accidents involving official vehicles which resulted in damages that cost Kshs 1.1 million for repairs and replacement of parts, a significant amount of money. Though no fatalities were reported, it is noteworthy that any loss of life is tragic hence the need to mainstream Road Safety Management in the State Department.

1.3 PURPOSE

The policy provides the State Department with clear and simple procedures for implementing road safety programmes.

1.4 SCOPE

This policy shall apply to all staff and stakeholders interacting with the State Department for Parliamentary Affairs (SDPA).

1.5 GUIDING PRINCIPLES

- a) **Transparency and Accountability:** The State Department shall conduct its business and offer services to its stakeholders in a transparent and accountable manner by ensuring all staff are accountable for their actions.
- b) **Professionalism and Ethical Practices:** All staff shall uphold high moral standards and professional competence in service delivery by ensuring that they comply with the traffic laws and regulations to minimize risks of penalties and conviction for traffic offences.
- c) **Teamwork:** The State Department shall promote collaborative efforts of all actors to achieve a common goal by promoting the culture of safe driving among Government vehicle drivers and staff in order to prevent and minimize road traffic crashes and injuries involving employees.

- d) **Passion for Results:** The State Department shall relentlessly pursue timely attainment of targeted results at all levels through high level of coordination, and networking by providing effective tools for work place road safety monitoring, evaluation and documentation.
- e) **Customer Centered:** The State Department is committed to uphold customer-driven and focused service delivery to protect staff, reduce work-related ill health, stress and improve workplace morale and wellbeing.
- f) **Participatory Approach and Inclusiveness:** The State Department is committed to consultations, joint and comprehensive partnership in all of its affairs by implementing mechanism for informed road safety decisions about driver training, staff road safety induction and sensitization as well as vehicle purchase and identifying where health and safety improvements are required.

1.6 OBJECTIVES

The objective of the Road Safety Workplace Policy is to reduce the number of actual or potential road traffic crashes and injuries involving SDPA staff and stakeholders.

The specific objectives are:

- i.) To provide a framework for mainstreaming of road safety in the work place that will ensure road safety issues are an integral part of all activities.
- ii.) To increase workplace productivity as fewer work days are lost in nursing road traffic injuries are minimized.
- iii.) To ensure that SDPA remains compliant with the traffic law and regulations and minimize risks of penalties and conviction for traffic offences.
- iv.) To promote a culture of safe driving among SDPA vehicle drivers and staff in order to prevent and minimize road traffic crashes and injuries.
- v.) To provide a mechanism for informed road safety decisions about driver training, staff road safety induction and sensitization; and vehicle purchase and identifying where health and safety improvements can be made.
- vi.) To conduct sensitization and awareness campaigns on the road safety risk factors among the employees.

1.7 THE LEGAL AND REGULATORY ENVIRONMENT

The following Acts and Regulations are the guiding framework for implementation of the Road Safety Policy:

- i.) The Constitution of Kenya
- ii.) Executive Order No. 2 of 2023
- iii.) Traffic Act (Cap. 403, Laws of Kenya).
- iv.) NTSA Act No. 33 of 2012
- v.) Civil Service Group Personal Accident (GPA) Insurance Cover Operating Policy Framework.
- vi.) The Occupational Safety and Health Act, 2007.
- vii.) Work Injury Compensation (WIBA) 2007.
- viii.) Radiation Protection Act (Chapter 243, Laws of Kenya).
- ix.) Pharmacy and Poisons Act (Chapter 244, Laws of Kenya).
- x.) Human Resource Policy and Procedure Manual 2016.
- xi.) Government Transport Policy

SECTION TWO: ROLES AND RESPONSIBILITIES

2.1 PURPOSE

The purpose of this Road Safety Policy is to assist all Directorates/Sections/Units within the State Department in implementing effective and efficient road safety practices that will promote road safety among members of staff, prevent and manage road crashes and fatalities.

DRAFT

Image 1: Organogram of the State Department for Parliamentary Affairs

2.1.1. Responsibility of the Principal Secretary

- i.) Constitute a road safety committee to coordinate road safety mainstreaming within the State Department.
- ii.) Ensure adequate allocation of resources and approval of budget to implement the Policy.
- iii.) Strengthen commitment at all levels of management to implement the Policy.
- iv.) Approve development, implementation and review of the Road Safety Workplace Policy.
- v.) Facilitate staff and stakeholders to participate in the various road safety events/activities.

2.1.2 Responsibility of the Management (Directors/Heads of Departments)

- i.) Provide necessary support to the various levels in their respective Directorates/ Sections/ Units towards effective implementation of the Road Safety Policy in keeping with the performance contract.
- ii.) Negotiate Performance Contract (PC) targets, sign and cascade PC at various levels in the State Department for implementation.
- iii.) The Head of Department (HOD) responsible for Road Safety Mainstreaming to develop budgets estimates for the established Road Safety Committee.
- iv.) The HOD responsible for Road Safety Mainstreaming to review and approve Road Safety Work Plans.

2.1.3 Responsibility of the Committee

- i.) Coordinate the implementation and review of the road safety policy.
- ii.) Implementation of the institutional road safety strategic objectives and work plans in line with the existing national and institutional policies and strategies.
- iii.) Development of budget proposal on road safety activities for the management approval.
- iv.) Sensitization and awareness campaigns on the Road Safety risk factors among the employees.
- v.) Lobbying for development and periodic review of the road safety policies within the institution.
- vi.) Monitoring and evaluation of the implementation of road safety activities in line with the Implementation Plan.

- vii.) Promoting collaboration, partnerships and networking with key stakeholders through the institution's management to enhance advocacy and implementation of Road Safety activities.
- viii.) Coordination, design and production of Information, Education and Communication materials on road safety within the institution.
- ix.) Drawing action plans and reporting back the progress to management and NTSA.
- x.) Review all incidents and crash investigation reports and make further recommendations to management, to mitigate future occurrences and employee improvement in terms of safety on the road.
- xi.) Consult with professionals who are technically qualified to advise the committee on road safety matters.

1.1.1. Responsibility of the Staff

- i.) Participate in key road safety activities within the State Department.
- ii.) Report all hazards, incidents, crashes and near misses to the transport office and implement actions to reduce and eliminate risks.
- iii.) Adhere to the Road Safety Workplace Policy document.

1.1.2. Responsibility of Drivers

- i.) Ensure they have a valid driving license at all times
- ii.) Comply with all Kenya Traffic Laws and Regulations at all times.
- iii.) Ensure the assigned vehicle is in good working condition at all times.
- iv.) Report all crashes or any damage of the assigned vehicle immediately.
- v.) Observe punctuality, cleanliness and be well-groomed.
- vi.) Ensure that the assigned vehicle and its contents are secure at all times.
- vii.) Ensure safe custody and proper usage of fuel cards.
- viii.) Pay all the traffic fines where the driver is culpable.
- ix.) Be courteous to vehicle users and third parties.
- x.) Operate the assigned vehicle in a safe and prudent manner.
- xi.) Check the condition of the vehicle before handing over/ taking over.
- xii.) Drivers to duly fill the handing /taking over form and submit it to the transport office.
- xiii.) Maintain a duly authorized work ticket at all times.
- xiv.) Be physically and mentally fit to drive.
- xv.) Should not drive under the influence of any substance.

SECTION THREE: ROAD SAFETY POLICY AREAS

The State Department's priority for improving road safety management and key actions for each policy area are summarized below.

NO.	ROAD SAFETY POLICY AREA	POLICY STATEMENT	PROCEDURES AND GUIDELINES
1.0	Road Safety Management and Coordination	SDPA is committed to manage road safety mainstreaming	SDPA shall: <ol style="list-style-type: none"> 1. Constitute a road safety committee 2. Train the road safety committee 3. Develop a road safety work place policy 4. Implement a road safety action plan and satisfy PC requirements 5. Support and approve road safety activity budgets 6. Support sensitization, education and training of staff
2.0.	Driver Recruitment and Selection	SDPA shall select and recruit licensed, competent, qualified drivers based on experience, competency, safety records, good conduct.	SDPA shall: <ol style="list-style-type: none"> 1. Only recruit licensed and experienced drivers with a minimum of 2 years 2. Only recruit drivers based on previous employer records. 3. Recruit drivers that have a certificate of good conduct, and verify driver records with NTSA. 4. Assess applicant's attitude through a suitability test before employment.
3.0	Staff Induction	SDPA shall orient new staff and stakeholders on road safety.	SDPA shall: <ol style="list-style-type: none"> 1. Include road safety as part of the orientation program. 2. Support training, education and development programs to enhance safe driving culture.

4.0	Speed Management Policy	SDPA shall ensure all speed zones are clearly marked for the safety of all users.	SDPA shall: <ol style="list-style-type: none"> 1. Ensure that the speed within the institution and staff residential areas does not exceed 5 km/hr. 2. Ensure all the institution drivers adhere to traffic rules and regulations. 3. Ensure that all vans, pickups, buses, trucks are fitted with speed limiters from an accredited supplier.
5.0	Vehicle Selection and Maintenance	SDPA shall purchase vehicles based on good practice and are fit for purpose based on current government lease or purchase regulations and maintained through the appointed dealers.	SDPA shall: <ol style="list-style-type: none"> 1. Ensure all vehicles are maintained at manufacturer's recommended schedule. 2. Ensure the Transport Officer follows up on all defects reported. 3. Ensure that all vehicles leased are in the government approved list. 4. Ensure vehicle purchase and selection is based on user requirement. 5. Ensure all commercial vehicles, buses and vans are inspected annually by the regulatory authority.
6.0	Journey Planning/Fatigue Management	SDPA shall ensure that all trips/journeys are authorized, that all journeys have approved budgets, and that all passengers are safe while traveling.	SDPA shall: <ol style="list-style-type: none"> 1. Ensure that work tickets should be signed by the authorized officers before departure. 2. Ensure that the budget has been approved before departure. 3. Ensure that the vehicle is serviceable to be used for the journey. 4. Ensure that two drivers are assigned for long-journeys. 5. Ensure work schedules

			<p>and rosters for drivers conform to the regulations.</p> <ol style="list-style-type: none"> 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. Deploy drivers adhering to the minimum of 8 hours rest before long journeys.
7.0	Anti-Drunk Driving	SDPA shall have zero tolerance to drunk driving	<p>SDPA shall:</p> <ol style="list-style-type: none"> Carry out sensitization and awareness programs on drunk driving and the attendant consequences. Ensure drivers never drive under the influence of alcohol. Enforce severe penalties for drunk driving, including disciplinary action. Enforce drunk driving monitoring system such as alcohol breathalyzer tests on drivers before each journey.
8.0	Anti-Drug Driving	SDPA shall have zero tolerance to drug driving	<p>SDPA shall:</p> <ol style="list-style-type: none"> Carry out sensitization and awareness programs on drug abuse and its effect on driving performance. Ensure drivers never drive under the influence of drugs, including sleep inducing drugs/medicine. Ensure all drivers are sensitized on prescription medications which may influence driving behavior and capability. Ensure that drivers are not

			<p>forced to drive under these prescriptions/medications.</p> <p>5. Have zero tolerance on any stimulants and performance enhancing drugs while driving.</p>
9.0	Use of Mobile phones	SDPA shall not allow the use of mobile phones while driving	<p>SDPA shall:</p> <ol style="list-style-type: none"> 1. Sensitize staff and stakeholders about the dangers of driving while using a mobile phone. 2. Forbid the use of mobile phones while driving. 3. Consider severe penalties for distracted driving, including disciplinary action.
10.0	Seat Belt Wearing	SDPA shall ensure seat belts are always used by all drivers, staff and stakeholders while traveling on Journeys.	<p>SDPA shall:</p> <ol style="list-style-type: none"> 1. Communicate to its employees and stakeholders about the mandatory belt use. 2. Ensure all its drivers using SDPA vehicles instruct passengers to belt up before journeys. 3. Monitor compliance of seat belt use. 4. Enforce disciplinary action against violations. 5. Ensure all seat belts are in good working condition.
11.0	Incentives and Disincentives Mechanism	SDPA shall reward good driving behavior and sanction poor driving.	<p>SDPA shall:</p> <ol style="list-style-type: none"> 1. Monitor driver behavior using the GPS system. 2. Recognize driver compliance to traffic rules and regulations and sanction non-compliance. 3. Recommend in writing good driver performance. 4. Ensure all repeat offender drivers show cause for any damage to SDPA vehicles.
12.0	Training, Sensitization and Education	SDPA shall ensure all staff, and stakeholders are sensitized on road safety. Staff shall	<p>SDPA shall:</p> <ol style="list-style-type: none"> 1. Ensure the road safety committee sensitizes management and staff on road safety annually.

		receive road safety training based on need.	<ol style="list-style-type: none"> 2. Ensure all its drivers undertake a mandatory defensive driving course or any relevant courses. 3. Document and record attendance and outcomes of all training courses. 4. Provide refresher training programs as appropriate.
13.0	Incident monitoring and reporting	SDPA shall report all incidents, fatalities, injuries and vehicle damage in reference to the Transport Management Policy. All incident reports will be forwarded to NTSA each quarter.	SDPA shall: <ol style="list-style-type: none"> 1. Monitor and document all incidents using the NTSA reporting tool quarterly. 2. Report all incidents involving its vehicles to the nearest police station. 3. Ensure all institution drivers report all incidents to the Transport Officer within 24 hours. 4. Ensure the Transport officer forwards all cases to the insurance provider for action.
14.0	Ethics Etiquette and Integrity	SDPA shall ensure all staff and stakeholders maintain highest standards of ethical behavior and etiquette on the road.	SDPA shall: <ol style="list-style-type: none"> 1. Ensure all staff and stakeholders respect all road users. 2. Ensure all staff and stakeholders are courteous while on the road. 3. Ensure all staff and stakeholders are sensitized on the consequences of corruption. 4. Ensure all staff are decently dressed while on duty.

SECTION FOUR: ROAD SAFETY POLICY IMPLEMENTATION

4.1 POLICY ADMINISTRATION

The Policy will be administered by the Principal Secretary, State Department for Parliamentary Affairs. This policy shall be made available in the SDPA registry and website in readable format.

4.2 POLICY REVIEW

This Policy document shall be reviewed every three (3) years or as need arises to align it with prevailing circumstances.

4.3 POLICY IMPLEMENTATION

Implementation of this Policy shall be vested in the office of the Principal Secretary, State Department for Parliamentary Affairs and come into effect on this **1st day of April, 2024**.

Approval and Review	Details
Approval Authority	Principal Secretary, State Department for Parliamentary Affairs
Effective Date of the Policy	FY 2024/2025
Administrator(s) or Responsible Office	Secretary Administration
Review Date	FY 2026/2027

State Department for Parliamentary Affairs
Kenya Railways, Block A, Haile Selassie Avenue,
P.O. Box 8448-00200,
Nairobi.
Tel. +254(0)20 2214482
Email: ps.parliamentaryaffairs@primecs.go.ke