



**REPUBLIC OF NAURU
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Nauru

G.N. No. 689 / 2013

GOVERNMENT VEHICLE POLICY

Cabinet Approval Date: 16 August 2013

Reference: Cabinet Submission No. 360/2013

Purpose

The purpose of this policy is to assure government-issued vehicles are used according to established regulations with prescribed mandatory penalties for any unofficial usage.

Policy

The Government recognises the need to regulate the proper use of all property of the Republic issued to an officer/employee, in this particular instance, a vehicle or motorcycle. According to section 64 of the Public Service Act 1998, "An officer shall take appropriate care of all property of the Republic in his possession, care and custody and shall take such steps as are necessary to preserve the property of the Republic and to ensure the economical use of the property of the Republic." Economical shall mean "exercising careful and good judgment" in regards to Government property.

This policy applies to all Government vehicles/motorcycles. Unless specified otherwise, officers/employees referred to in this policy mean all officers/employees issued a government vehicle/motorcycle or given one by their immediate superiors to care for in their absences or for any other reasons.

G.N. No. 689 / 2013 (cont'd)

Regulations

1. The vehicle shall be driven by authorised officers/employees only.
2. The officer/employee issued a vehicle/motorcycle and authorised to drive the vehicle/motorcycle must have a valid driver's license whenever in possession of a vehicle/motorcycle.
3. The officer/employee issued a vehicle/motorcycle and authorised to drive the vehicle/motorcycle shall pay the repair costs for damages to the vehicle.
4. The vehicle/motorcycle shall not be driven by non-government person(s) at any time.
5. The vehicle/motorcycle must be returned when the officer/employee proceeds on any leave or official travel abroad.
6. The vehicle/motorcycle must not be damaged and shall be kept clean and tidy.
7. Smoking is prohibited when driving the vehicle/motorcycle.
8. Using the vehicle/motorcycle for any private profit-making activities, imbibing liquor or similar, playing bingo and horse-betting or similar is prohibited.
9. The vehicle/motorcycle will be seized by authorities or authorised personnel if this regulation is violated.
10. Heads of Departments and Expatriate Officers are allowed to use their vehicle/motorcycle after office hours but vehicle/motorcycle should not be used for prohibited activities.
11. Heads of Department or those issued a vehicle/motorcycle are to handover the vehicle/motorcycle to their acting officers or those filling their positions when on official travel or on leave.
12. Any officer/employee of the Government who willfully uses or authorizes the use of any Government-owned vehicle/motorcycle for other than official purposes, will be suspended from duty by the Head of Department. This includes Government entities, agencies and wholly-owned Government corporations. The suspension period shall be not less than one month or as decided by the Chief Secretary, depending upon the severity of the offence.
13. President, Ministers, Speaker, Members of Parliament, Chief Secretary, Secretary to the Cabinet, Chief Justice, Presidential Counsel, Clerk of Parliament, Director of Police, and Director of Audit are allowed full use.

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Procedure

The Chief Secretary, Heads of Department, Heads of Government entities and Government-owned corporations shall:

1. Implement and enforce this policy.
2. Inform their respective departments/corporations of this policy.
3. Report any officers/employees breaching this policy to the Director of Police or a person appointed by him/her for that purpose or to the Secretary for Transport or a person appointed by him/her for that purpose or CEOs of corporations or a person appointed by him/her for that purpose, who will seize vehicle and impound it at the Police Station or at the Lands Transport Garage or corporations' garage, whichever is applicable.
4. Suspend the officer/employee for a period not less than one month.
5. Produce a Report on the incident and submit it to the Chief Secretary or CEOs of corporations, whichever is applicable, no later than 3 days after the occurrence of the incident.

The power of seizure is vested in the Police Force and/or Transport department and authorised corporation person(s), whichever is applicable. They have the power to seize when:

1. Violation of this regulation is reported to them.
2. They observe violation of this regulation.

The seizing authority/person(s) shall produce a Report on the incident and submit it to the Chief Secretary or the CEOs of corporations, whichever is applicable no later than 3 days after the occurrence of the incident.

The Chief Secretary and the CEOs of corporations, whichever is applicable:

1. Shall keep a record of violations and suspensions.
2. May, during the suspension period of the offending officer/employee, authorize the release of the impounded vehicle to the relevant department if such request is received.
3. Shall return the vehicle to the officer/employee once the suspension period is served, that is, if no request for early release of vehicle is made by the relevant department.

Shall furnish a monthly report to the President on violators and actions taken.

Dated this 06th day of September, 2013

BERNARD GRUNDLER
CHIEF SECRETARY
