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**Forum for Protection of Public Interest (Pro Public)
Vehicle Operational Guideline**

1. Purpose of the Guideline

The main purpose of this guideline is to ensure clarity and understanding towards the proper use of vehicle owned by Pro Public (Maruti Suzuki Celerio Car # BA 16 Cha 6157).

2. Use of the Vehicle

The Pro Public Board Members and employees shall use the vehicle (Car) exclusively for undertaking the Pro Public core and project activities. Similarly, they can also use it for their personal work with approval of the Executive Director (ED). The vehicle will be provided on the basis of first come first service and priority of work. Pro Public vehicle shall be used for the following purposes.

2.1 Core use

The vehicle shall be used for the core activities of the Pro Public such as, board meeting, project negotiation, business development, institutional representation, receiving guests and pickup/drop up of ED for the officials meetings. Pro Public will pay Rs. 44.40/km for the core use of the vehicle (Annex-I) or Rs. and 4000/day plus fuel in Kathmandu valley and Rs. 6,000/day plus fuel for out of Kathmandu valley. Vehicle using more than 4 hours in a day will be calculated as full day.

2.2 Project use

The vehicle will be used for activities of different projects of Pro Public. The project will pay Rs. 44.40 per km. in Kathmandu valley or Rs. and 5,000/day plus fuel in Kathmandu and Rs. 6,000/day plus fuel per day for out of Kathmandu valley. However, long distance travel and rough road driving shall be discouraged for proper operation and maintenance of the vehicle.

The operating cost has been calculated assuming that driver salary has been adjusted from the cosre. However, incase of the driver salary provided from any project of Pro Public it will be deducted in the operating cost for calculating vehicle use (per km). Similarly, in case of using vehicle out of Kathmandu valley for project/personal use the DSA/accommodation cost of the driver shall be provided by the project/user.

2.3 Personal use of the Vehicle

Pro Public will provide vehicle for personal use of its Board Members, former board members, and employees as per their need. However, priority will be given to the core and project activities of Pro Public. The Pro Public Board Members, former board members, employees shall pay Rs.

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44.40/km for use of the vehicle in Kathmandu valley or Rs. 4,000/day plus fuel in Kathmandu and Rs. 6,000/day plus fuel out of Kathmandu valley for using of the vehicle. Similarly, paragraph second of clause 2.2 will be applied for personal use of the vehicle.

3. Driver

A driver with a valid driving license and good experience in driving vehicles deputed by Pro Public shall responsible for driving, operation and maintenance of the vehicle to ensure one hand operation and longevity of the vehicle. However, the executive committee can make a decision make responsible to other employee too for the good cause.

4. Maintenance of Logbook

A logbook shall be maintained with the details of the use of the vehicle. The driver/user shall be mainly responsible for maintaining the logbook. The Executive Director, Administrative Coordinator and Administrative and Finance Officer will ensure appropriate use of the vehicle and fuel.

5. Control for the use of the Vehicle

The Executive Director will be primarily responsible for control of the use of the vehicle. The vehicle shall be used only when he feels that it is necessary to do so. For proper control of the vehicle use *Vehicle Request Form* must be filled and approved by the ED or email correspondence can be also made. Sample of the form has been provided in Annex II.

6. Repair and Maintenance of the vehicle

Regular servicing, check-ups, repair and maintenance of the vehicles will be coordinated with the support of driver by Pro Public.

7. Others

The vehicle use charge will be subject to change as per the fuel price, price of spare parts of the vehicle, servicing, tax, insurance etc. as recommended by a review team assigned by Pro Public.

Annex - I

Operating Cost Estimation (latest) for the Vehicle Use
 (Revised on December, 2021 on the basis of market price)

Fuel/Petrol: Rs. 136/Liter; Mileage: 10 km/liter	Per km cost Rs. 13.60.00
Servicing: Rs. 7,500 for every 2,500 km	Per km cost Rs. 3.00
Repair/Maintenance: Rs. 50,000/10,000 km/year	Per km cost Rs. 5.00
Insurance (third party):	Rs. 8,000/10,000 km/year per km cost Rs. 0.80.00
Tax/Renewal:	Rs. 25,000/10,000 km/year per km cost Rs. 2.5
Driving and sustainable Cost	Lumsump Rs. 15.00/per KM
Per Km Total cost Rs. 44.40	

Endorsed and signed by the Executive Officials and Members of the Pro Public

Policy Records

Revised and Approved from the Executive Committee Meeting Held on February 13, 2022