



PACIFIC IMMIGRATION DEVELOPMENT COMMUNITY

VEHICLE POLICY 2024 - 2027

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BACKGROUND

The PIDC Board at its meeting in Palau in November 2023 endorsed the purchasing of a PIDC Vehicle.

The PIDC was founded in 1996 by Pacific Island Immigration Directors and governed by the PIDC Constitution. PIDC was established as the regional forum to encourage collaboration, partnership and collective relationships amongst Pacific Immigration agencies. Made up of 21 Pacific Island nations and territories, its headquarters is located in Apia, Samoa. With countless challenges and evolving immigration advancement in technological abilities and understandings, the Secretariat has grown from merely three staff to a total of 7, as of 2024. For this purpose, it was necessary to upgrade PIDC's resources and capabilities, which include the need for a vehicle.

The Secretariat was tasked in November, 2023 to identify a suitable vehicle and process purchasing from savings from its FY2023/2024 Budget. With the available funding, the Secretariat in December 2023 started negotiation for the purchase of a 2024 Tucson midsize SUV from Hyundai Samoa. The Tucson was identified as the most appropriate and fit for purpose vehicle for PIDC not only for its design but also the related benefits that were available for this purchase. The vehicle for instance is on a three - year warranty and eligible for three years of regular services (Vehicle Warranty is provided in Annex 1). The vehicle has been insured with Samoa Surety Insurance (Invoice attached as Annex 2).

Due to the Samoa Host Country agreement, PIDC was able to purchase the vehicle without duty cost and GST. The CEO and Ministry of Foreign Affairs and Trade (MFAT) are highly commendable for enabling PIDC to access these support and assistance from the Government of Samoa, our host country.

The Secretariat thereby acknowledges with sincerity the continuous support of the PIDC Chairman and the Board for their gratuitous understanding and foresight. The purchased PIDC vehicle is shown in Annex 3 (PIDC Vehicle Photos). The following outlines the PIDC vehicle terms and conditions for its use, maintenance and monitoring.

OBJECTIVES

PIDC has grown in not only functions and responsibilities to the Region, but also in staff and resources. Our main donors Australia, New Zealand, Samoa and all member countries, are also our main stakeholders to whom PIDC is responsible to. Therefore, this Policy serves to ensure the following:

1. That the PIDC vehicle is used with utmost care and treated with respect;
2. That the PIDC vehicle is well maintained; and
3. That the Secretariat responsibly use the vehicle for official purposes and to represent the PIDC Secretariat in Samoa.

PURPOSE

This Policy serves to guide the using, monitoring and maintenance of the PIDC vehicle by the Secretariat. The policy also ensures that the PIDC vehicle provides visibility of the organisation in Samoa.

POLICY TERMS AND CONDITIONS

The PIDC vehicle will be used according to the following terms and conditions.

OFFICIAL USE

The vehicle will be used for official PIDC business during business hours (Monday to Friday) and when PIDC office is open during holidays and the weekends.

The PIDC vehicle will be used by the Head of Secretariat (HOS) at all times when not in use for official PIDC business.

The PIDC Vehicle is a smoke – free, alcohol – free vehicle. Smoking and consuming alcohol are not permitted inside the vehicle at all times.

DESIGNATED DRIVERS

The Head of Secretariat is the official designated driver. As the responsible driver, the HOS will be responsible for the daily maintenance of the vehicle.

During official use, in addition to PIDC management, the Programme Officer is the responsible designated driver. Any other driver will be at the discretion of the HOS.

Drivers must comply with all laws and regulations for road safety of the Government of Samoa against driving under the influence of alcohol, wearing a seat belt and others. Any fine for not complying with relevant Laws is the responsibility of the designated driver, unless it relates to a fault in the vehicle.

PASSENGER RESPONSIBILITY

Passengers must comply with all relevant Laws of the Government of Samoa. This include wearing seat belts at all times.

MAINTENANCE AND FUEL

The vehicle must be serviced at every 5000 miles or as the warranty allows. It must only be serviced at Hyundai Samoa, Vaitele. Management will arrange and book for services a week in advance. Excess in the insurance policy will be covered by PIDC if required, to the total of SAT\$2,000.00 a year or the responsible driver if at fault as in the accidents and insurance claim section below.

The vehicle runs on petrol and was purchased with a full tank. The limited cost to fuel for the 12 months of any given financial year is limited to **SAT\$3,000.00** or \$250.00 per month to be paid by the Secretariat. This is in anticipation also of varying fuel costs in Samoa.

The PIDC vehicle is to be cleaned and washed every two weeks at a designated, professional car wash. PIDC will pay no more than SAT\$30.00 per washing.

Any change and modification to the vehicle is at the discretion of the HOS and must be provided only to ensure the safety and security of the Head of Secretariat and PIDC staff. This include tinting windows and others.

REGISTRATION

The initial registration of the vehicle under PIDC and license plate were paid by the MFAT. The vehicle is registered with the license plate **DC088**. The vehicle will bear the PIDC logo on its doors for visibility.

From 2025, the renewal of registration for fitness as per Government policy, will be in February. This arrangement does not include renewal of designated drivers' license.

VEHICLE LIFE SPAN

The warranty provided by Hyundai Samoa is up to 100,000 km or 3 years.

For this vehicle, a suitable upgrade or replacement is recommended after 7 years of operation. Options to be considered by PIDC then include (1) reselling the vehicle at depreciating value; (2) returning the vehicle to Hyundai Samoa, if possible, as downpayment for a new vehicle¹; and (3) keeping the vehicle for another 3 years and then auction for the highest bidder.

¹ Subject to Board approval and availability of savings

ACCIDENTS, WARRANTY AND INSURANCE CLAIMS

In the event of an accident, the responsible driver of the vehicle must provide a report to the Head of Secretariat **within 24 hours**. The HOS where necessary will contact the Police for further investigation.

The HOS will refer this report to the HR and Finance Manager for an Irregularity Report (IR) within 5 working days for her recommendations. The HR and Finance Manager may recommend using of Warranty and Insurance claims, with the responsible driver paying excess. The IR template is attached as Annex 4.

In the event that one of the managers is the responsible driver, the other 2 professional officers must accordingly perform the tasks mentioned above.

MONITORING AND EVALUATION

The Management of the PIDC Secretariat is responsible for the effective implementation and monitoring of this Policy. The Policy is to be considered with regards to the PIDC Constitution as well as the Staff Regulations and Benefits.

POLICY ARRANGEMENT AND REVIEW

This PIDC Vehicle Policy is subject to the following arrangement for its use and review. It is anticipated that this will be a three - year policy. The Policy must be reviewed after 18 months before a final review at the end of three years. However, as a living document, it may be amended and edited over time. The following table shows development for this policy over its three years of implementation (2024 – 2027)

ARRANGEMENT	REFERENCE
Policy Drafted	1 st March, 2024 by DHOS
Policy Reviewed by:	HR and Finance Manager: 01 March 2024 Head of Secretariat: 04 March 2024
	PIDC Audit & Risk Committee:
Policy Endorsement Date:	PIDC Board:
Amendments and Edits	
Recommended by:	
Endorsed by:	
Date of Endorsement	
Recommended by:	
Endorsed by:	
Date of Endorsement:	
New Amendments and Edits from Mid Term Review	
Recommended by:	
Endorsed by:	
Date of Endorsement:	
Amendments and Edits: Final Review	
Recommended by:	
Endorsed by:	

Date of Endorsement:

ANNEXES

ANNEX 1: PIDC VEHICLE WARRANTY ARRANGEMENT

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ANNEX 2: PIDC INSURANCE ARRANGEMENT

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ANNEX 3: PIDC VEHICLE PHOTOS

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ANNEX 4: IRREGULARITY REPORT TEMPLATE

This Report must be Completed and Referred to the Head of Secretariat for any Irregularity involving PIDC funding, recovered or otherwise. It must be furnished in all cases of vehicle accident.

Responsible Driver	
Report Date	
Date Incident Occurred	
Place Incident Occurred	
Nature of Accident/Irregularity	
Estimated Cost of Loss SAT\$	
Brief Report on Incident/Accident (Explain your understanding of the circumstances, causes and consequences)	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
Please Tick	Yes No
1. Was the vehicle on authorised PIDC business/use?	
2. Was a person/life affected in the accident?	
3. Is any other party claiming compensation for damage caused?	
4. If other party is responsible for damage, is PIDC claiming compensation?	

Details of Personnel Involved

PIDC Officer(s)			
Full Name			
Designation			
Role			
License Number			
Contact Number			
Email Address			

Other Parties Involved			
Full Name			
Designation			
Role			
License Number			
Contact Number			
Email Address			

Recommendation of Insurance Arrangement

Please Tick or write N/A if not applicable	YES	NO
Is this covered by Insurance?		
Has an Insurance claim been lodged?		
Has the Insurance company confirmed payment?		
Name of Insurance Company (PIDC or other Party)		
Excess to Pay		
If incident is not covered by Insurance, please explain.		

Attachment

Please Indicate Provision/Completion of the Following (where applicable)	YES	NO
Statement and Report by responsible PIDC Officer submitted to HOS		
Signed statement from all parties involved		
Driver's license provided (copy)		
Copy of approval to use vehicle		
Photos of damages		
Police Reports and Statements to Police		
Insurance Claim		
Insurance Policy		
Correspondences with Insurance Company		
3 Quotes for Repair and Parts (Items)		
Compensation claims for third parties (if any)		
Arrangement for recovery of PIDC from staff involved (if applicable)		
RECOMMENDATION		

IR PREPARED AND COMPLETED BY _____ (Please Print Name)

Signature: _____

Date: _____

Endorsed and Authorised by: _____
HEAD OF SECRETARIAT