

# Vehicle safety regulations

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## Hints

- Safety Belts – will be worn when vehicle is in motion.
- Helmets – all motorcycle riders should wear helmets. Under normal circumstances, there should be no pillion rider. However, should this become a necessity and in exceptional/urgent situations, the pillion rider is also required to wear a helmet.
- Safety Equipment – Ensure that each vehicle has the following safety equipment:
  - First aid kit
  - Jack handle and wheel spanner
  - Standard tool kit for a wheel drive vehicle
  - Brakes fluid and engine oil should always be in the car.
  - Anti-freeze water for radiator and wiper
  - Fire extinguisher

## Others

- Do not overload the vehicle – both in forms of number of passengers and the weight of the cargo carried.
- Keep all doors fully locked and ensure that windows are also closed properly when the car is not occupied.
- Do not park vehicle in areas known to be security risk areas.
- At night park only in authorized places – preferably at (ORGANISATION XYZ) compound or at (ORGANISATION XYZ) residence.
- Vehicles should not be parked anywhere while containing any goods and/or equipment – especially at night. Such items should be removed from the vehicle and placed in secure storage place.
- Staff and others are encouraged not to travel after 7PM to/from their field offices especially in emergency environment.
- Observe curfew regulations.
- Always carry important telephone numbers and accident report form in the glove compartment – this may come in handy in an emergency situation.