

**TRAVEL SECURITY POLICY**

**EFFECTIVE: 25 August 2008**

1. **POLICY STATEMENT:** The purpose of this travel policy is to ensure the health and safety ofall BBC Media Action personnel operating in Bangladesh. This policy governs all BBC Media Action staff and contractors. It includes all expatriates, both on temporary and long-term assignment, and individuals on local fixed-term, free-lance or any other BBC Media Action contracts. In particular, it governs the duties and responsibilities of all drivers assigned to the BBC Media Action. Health and safety is the responsibility of each and every individual affected by this policy. All BBC Media Action personnel are required to read this policy and review it on a regular basis. This policy may be updated regularly, will be posted on the BBC Media Action notice board and distributed by the administration team.
2. **JOURNEY MANAGEMENT:** Travel security is based on strict adherence to safety, clear lines ofauthority and strong communication. First, all journeys outside of Dhaka must be pre-authorized. A journey is pre-authorized through the “travel authorization” form, which must be signed by a line manager with budget responsibility as well as the country director. Second, travel authorizations must be signed and submitted 24 hours before a journey. (A travel advisory is no longer required, as the travel authorization is deemed to serve this purpose.) Third, a brief risk assessment, including any information regarding such issues as road conditions, potential political instability and weather, should be included in the travel authorization. Travel safety procedures included in these guidelines should be adhered to at all times and are deemed sufficient for operating in “normal” threat-level conditions. Threat levels will be reviewed on a regular basis and will be posted on the notice board or in a highly visible office location**.** No journey may start before dawn and must end before dusk. BBC Media Action personnel may not travel to areas judged above the “normal” threat level without performing an extensive risk assessment and justification for travel.

**Road travel before dawn and after dusk is strictly prohibited.**

1. **JOURNEY LEADERS:** All journeys outside Dhaka must have a designated “journey leader.” Thejourney leader is usually the most senior individual on the travel team. The journey leader has primary responsibility for health and safety. For example, the journey leader is the first point of contact, should initiate communication with drivers and be responsible for check in procedures with the home base. It is also the journey leader’s responsibility to ensure checklists are adhered to and these guidelines are followed at all times. All individuals are

responsible for health and safety. It is the journey leader’s role to make sure this and all other principles of health and safety are followed at all times. The journey leader should report lack of adherence to these guidelines immediately to the country director.

**Journey leaders must inform Travel Officer (or designated individual) of departure and arrival.**

1. **INCIDENT MANAGEMENT**: The BBC Media Action has a three-person incident managementteam. This team is the country director, Deputy Country Director and Head of Research. Incident management is based on preparation, training and communication. In the event of an accident or other incident, the travel team should conduct a rapid assessment of the health of the team, potential security threats and strategies for ensuring health and safety. The team should always seek out the most stabile and secure environment. The journey leader should as soon as is practical communicate with the incident management team. The first point of contact is the country director, the second Deputy Country Director and the third Head of Research. Before commencing a journey, all members of the travel team should have contact information for the incident management team.
2. **VEHICLES:** All vehicles must be from a pre-approved BBC Media Action vendor. Vehiclesmust be up to standards and contain proper documentation as specified in all attached annexes. The journey leader is responsible in consultation with the Administration Office to ensure procedures and documents in these annexes are in order.
3. **DRIVERS:** Only drivers pre-approved by the BBC Media Action may operate vehicles. A list ofpre-approved drivers is available from the administration department. All drivers assigned to the BBC Media Action are required to:

**Have a valid driver’s license**

**Pass general occupational health examination, including eye test.**

**Submit to regular driver and health and safety training, including First Aid.**

• **Put safety first.**

• **Know road conditions of travel routes.**

• **Review and read travel and security guidelines.**

• **Submit to English language training as appropriate.**

Drivers are required to inspect vehicles according to those specifications listed in Annex 3.

Drivers are required to adhere to legal speed limits. These speed limits are as follows.

* Highway, good road condition and favourable weather - **Max 80 km/hr**.
* City area/narrow road and favourable weather condition - **Max 60 km/hr**.
* Bad road condition/bad weather condition - **Max 30 km/hr**.

**Drivers:**

* Are physically fit to drive before undertaking a business journey, in particular eye-sight should be checked regularly.
* Take regular breaks on long journeys. Driver fatigue is one of the most common causes of road traffic accidents.
* Reconsider traveling if adverse weather occurs.
* Follow the official route plan.
* Check updates for traffic news prior to departure, if necessary change the route and inform the base office.
* Inform the journey leader if a break is required due to fatigue or other reasons.

**Drivers Don’t:**

* + Use mobile phones while driving, even when hands-free kits or Bluetooth is installed.
	+ Break speed limits, even if running late.
	+ Overload a vehicle.
	+ Drive under the influence of any substance that may affect driving.
	+ Drive tired. (Take regular breaks.)
1. **BASIC TRAVEL GUIDELINES:** The journey leader should ensure that basic travel guidelinesare followed. But it is also the responsibility of all members of the travel team to ensure safe and responsible travel. Basic guidelines include:

**Do:**

* Plan **All** journeys beforehand and always review the route map and security levels.
* Schedule sufficient time for traffic jams, weather conditions, speed limits and rest stops.
* Make sure the team is in good health and physically fit.
* Take regular breaks on long journeys and ensure driver has proper rest and recovery.
* Reconsider travel if adverse weather occurs.
* Follow the official route plan as specified prior to journey.
* Ensure phone is fully charged and has sufficient credit prior to travel.
* Switch on mobile phones at the start of your journey, and keep on at all times to enable communication.
* Refrain from conversation that may distract the driver.
* Ask the driver if he is tired, or needs a break.

**Don’t:**

* + Let driver use mobile phones while driving, even when hands-free kits or Bluetooth is installed.
	+ Let driver break speed limits, even if you are running late.
	+ Overload your vehicle.
	+ Let drivers drive under the influence of any substance that may affect their driving.
1. **GENERAL SAFETY GUIDELINES:** The following safety guidelines should be followed at alltimes.

***Vehicle Safety:***

* Always fasten seat belts. Mandatory for front and rear passengers.
* Travel in two-car convoys whenever possible and maintain communication between vehicles.
* Always practice redundant communication, using multiple mobile phone carriers, satellite phones and handheld radios.
* Lock vehicle doors until passengers disembark.
* Do not ride motorcycles.
* Do not allow drivers or passengers to take any substance that may impair driving ability.
* Inspect vehicles according to safety guidelines prior to departure.
* Do not allow petrol tank to drop below half-full.
* Do not overload vehicles and ensure that weight is distributed evenly, with more towards rear axle.

***Health and Personnel Safety:***

* Take first aid kit, ensure it is properly stocked and accessible and the travel team is trained in its use.
* Ensure a fire extinguisher is in all the vehicles, checked and passengers and drivers know how to use it.
* Do not carry weapons or allow armed personnel to travel in BBC Media Action vehicles.
* Display BBC logo only as appropriate, and always keep a low-profile.
* Ensure the vehicle is stocked up with bottled drinking water prior to each journey.
* Stock up on biscuits, snacks, and fruit, always assume no suitable place to eat.
* Do not leave vehicles unattended while travelling.
* Know the national driving laws and practices.
* Adjust driving practices to different road conditions.
* Ensure that vehicles are appropriate for local road conditions.
* Ensure drivers stick to the limits on hours worked each day and that regular breaks are taken.
* Consider changing driver if necessary on long tours.
* Take extra care near people and animals, especially in heavily populated areas.
* Don’t assume that all people are traffic wise

***Logistics and Procedures:***

* + Check in with base upon departure and immediately after arrival.
	+ Ensure that appropriate maps and a list of telephone numbers are kept in each vehicle.
	+ Only travel in BBC Media Action vehicles, and do not allow non BBC Media Action personnel to travel in vehicles whenever possible.
1. **HAZARDOUS ENVIRONMENTS:** As a general rule, BBC Media Action should not travel inhazardous environments that pose a real or potential threat to health and safety. There may

be occasions when travel is required in areas judged outside “normal” conditions. In such instances, the journey leader is required to fill out a detailed risk assessment. This risk assessment must contain the justification for the time and place of the journey, what specific steps and strategies will be used to lower risk to an acceptable level.

**Annex 1**

1. Vehicles running within the city should be a minimum of 1300 cc and not more than a 5 year old model. Preferred vehicle models are sedan cars, microbuses or SUV (4 wheel Drive vehicles). Preferred vehicle brands are TOYOTA, NISSAN OR MITSUBISHI.
2. Vehicles running outside the city should be a minimum of 1800 cc with 4WD option and not more that a 5 year old model. Preferred vehicle models should be microbus or SUV (4 wheel Drive). Preferred vehicle brand should be TOYOTA only for the availability of its spare parts throughout the country.
3. MEDIA ACTION official use of CNG driven vehicle is prohibited.
4. All cars will be hired one day before travelling to ensure proper check up and driver’s rest. To ensure the car has been properly checked according to the list in Annex 2 by the authorised person from the agency and the checked and signed list has been delivered to the MEDIA ACTION logistician. .

**Annex 2**

Documents:

Valid Driving License

Insurance (certified copies)

 Registration and Tax clearance certificate

Copies of Fitness Certificates Incident records book

A set of maps Log book

Time sheets

Security guidelines / Travel Guide Book

List of MEDIA ACTION office phone numbers, mobiles and addresses List of Local emergency contact numbers and addresses

|  |  |
| --- | --- |
| Essential equipment: | Recommended Equipment for extended travel: |
|  | Tow rope | Knife, fork, spoon set |
|  | Car tool kit | Ration Pack / Dry Foods |
|  | Fire Extinguisher | Additional drinking water |
|  | First aid kit |  |
| Torch with spare batteries |  |
| Diesel additive ( If diesel vehicle) |  |
|  | Small shovel |  |
|  | Spare tyre |  |
| Fog light (in winter) |  |
|  | Umbrellas |  |
|  | Drinking water |  |
|  | High Visibility Vests |  |
|  |  |  |

**Annex 3**

|  |  |  |
| --- | --- | --- |
| **General Condition** | Check the general condition of the vehicle. |  |
|  |  |  |
| **Fuel** | The tank should not be allowed to run low or be less than half |  |
| full. Check that there is enough fuel for the journey. |  |
|  |  |
|  |  |  |
|  | Oil level should be at or just below fill level when the vehicle is |  |
| **Engine oil** | standing on level ground. Any top-up oil used should be entered |  |
|  | in the appropriate column. Also check for engine noise |  |
|  |  |  |
|  | With the engine cool, the coolant should be about 1 inch below |  |
| **Coolant** | the top of the radiator, or between the minimum and maximum |  |
|  | marks in the expansion tank. |  |
|  |  |  |
| **Lights** | Check that all lights and indicators are clean and working |  |
|  |  |  |
| **Tyres** | Check that tyres are OK. Look for tread depth, damage and |  |
|  | uneven wear. Also check air pressure. |  |
| **A/C** | Check that it is working. |  |
|  |  |  |
| **Horn** | Check that it is working. |  |
|  |  |  |
| **Seat belt** | Check they are all functioning, front and back seats. |  |
|  |  |  |
| **Tools and** | Check spare tyre, jack, wheel spanner, first aid kit, seat belts. |  |
| **equipment** |  |
|  |  |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Brake** | Check that brakes work. |  |  |  |
|  |  |  |  |  |  |  |  |
| **Windows and** |  |  |  |  |  |  |  |
| **mirrors** | Check that they are clean and uncracked. |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |
| **When starting up**, | Check that the “oil pressure” and “battery charging” lights come |  |  |
|  | on when the ignition is turned on, and that they go off when |  |  |
|  | started. |  |  |  |
|  |  | **Annex 4: Draft Pre-Departure Checklist** |  |  |  |
|  |  |  |  |  |  |  |  |
| Item |  |  |  | Checked | Checked |  |  |
|  |  |  |  | By | By Line |  |  |
|  |  |  |  | Logistics | Manager |  |  |
| **Vehicles** |  |  |  |  |  |  |  |
| Fuel tank is full |  |  |  |  |  |  |  |
| You know where you will be able to refuel en route |  |  |  |  |
| Vehicle is up to date with maintenance schedule |  |  |  |  |
| Brake fluid, transmission fluid, engine oil, radiator reserve levels |  |  |  |  |
| checked |  |  |  |  |  |  |  |
| 4 x tyres in good condition, with enough tread and correct pressure |  |  |  |  |
| 1 x spare tyre, matching in wear and size |  |  |  |  |
| Jack, jack handle, wheel spanners |  |  |  |  |
| Tyre repair kit |  |  |  |  |  |  |  |
| Spare fuses |  |  |  |  |  |  |  |
| Engine oil, transmission fluid, brake fluid, water for radiator |  |  |  |  |
| Bottled Water |  |  |  |  |  |  |  |
| First Aid Kit (vehicle kit) |  |  |  |  |  |  |  |
| **Communications** |  |  |  |  |  |  |  |
| Mobile phone with charger(s) |  |  |  |  |
| Contacts card |  |  |  |  |  |  |  |
| You know who to contact in an emergency |  |  |  |  |
| You know the resources who could assist you on the route |  |  |  |  |
| **Medical** |  |  |  |  |  |  |  |
| You know the appropriate hospital nearest you at all points on the |  |  |  |  |
| route |  |  |  |  |  |  |  |
| You have a plan for getting a casualty to this hospital from the route |  |  |  |  |
| You know what medical professionals can assist you on the route |  |  |  |  |
| You have the complete medical kit, as stipulated by MEDIA ACTION |  |  |  |  |
| All personnel are trained to use the medical kit |  |  |  |  |

**Risk Assessment**

You understand the threat in the areas to be visited, and the threat levels?

You have spoken with other contacts and agencies working in the area.

You have considered the risks to travelling against the benefits?

You have informed MEDIA ACTION Dhaka office of the planned travel

You have briefed all personnel on the planned travel

**Annex 5: Vehicle checklist**

Journey leader member must inspect vehicle & sign off on this form prior to departure.

|  |  |
| --- | --- |
|  | Checked by |
| ***Vehicle operations*** | convoy |
|  | leader |
| Fuel tank full |  |
| Confirm vehicle was serviced on schedule |  |
|  |  |
| ***Vehicle repair & maintenance*** |  |
| Spare tyres: Minimum 1 matching, new or near new (not balding) |  |
| Jack & handle/wrench |  |
| Spare fuses |  |
| Oil & transmission fluid |  |
| Tow rope/cable |  |
| **Communications** |  |
| Mobile phones, fully charged with sufficient credit, & charger |  |
|  |  |
| ***Confirm all communications equipment works prior to departure – TEST*** |  |
| ***IT*** |  |
| ***Note: Driver should not talk on mobile phone while driving*** |  |
|  |  |
| **Security & safety** |  |
| First aid kit |  |
| Flashlights, Lanterns - 2/vehicle |  |
| Water, 1 case per vehicle |  |
| Food – Biscuits, fruit, snacks |  |
| GPS |  |
| High Visibility Jackets |  |

**Annex 6**

**The medical kit should be comprised of the following materials:**

1. Sterile adhesive bandages in assorted sizes
2. Safety pins
3. Cleansing agent/soap
4. Latex gloves (2 pairs)
5. Sunscreen
6. 2-inch sterile gauze pads (4-6)
7. 4-inch sterile gauze pads (4-6)
8. Triangular bandages (3)
9. Non-prescription drugs (see below)
10. 2-inch sterile roller bandages (3 rolls)
11. 3-inch sterile roller bandages (3 rolls)
12. Scissors
13. Tweezers
14. Needle
15. Moistened towelettes
16. Antiseptic cream
17. Thermometer
18. Tongue depressors (2)
19. Tube of petroleum jelly or other lubricant
20. Sterile Eye wash
21. AXA medical card for expats

**Non-prescription drugs**: aspirin or other pain reliever, anti-diarrhoea medication, antacid,rehydration solution

(Saline) and Anti Mosquito repellent.

**Trauma Kits should include:**

1. Syringe without needles
2. Sterile Needles
3. IV drip
4. Splint for Broken Bones
5. Resuscitator
6. AXA medical card for expat medi-vac

ALL FIRST AID KITS SHOULD HAVE AN ACCIDENT LOG BOOK IN THEM. THE KITS SHOULD BE CHECKED REGULARLY TO ENSURE ALL MEDICATIONS ARE IN GOOD CONDITION AND WITHIN THE EXPIRY DATE.

IF THE KIT IS USED IT NEEDS TO BE REPLENISHED AS SOON AS POSSIBLE.