



# **REPUBLIC OF KENYA**

**MINISTRY OF LANDS, PUBLIC WORKS, HOUSING  
AND URBAN DEVELOPMENT**

**STATE DEPARTMENT FOR HOUSING AND URBAN  
DEVELOPMENT**

## **ROAD SAFETY POLICY**

**MAY 2024**

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## **LIST OF ACRONYMS & ABBREVIATIONS**

<b>CAB</b>	Cabinet
<b>GDP</b>	Gross Domestic Product
<b>HIV</b>	Human Immunodeficiency Virus
<b>HR</b>	Human Resource
<b>IEC</b>	Information Education and Communication
<b>NTSA</b>	National Transport and Safety Authority
<b>SDHUD</b>	State Department for Housing and Urban Development
<b>PS</b>	Policy Statement
<b>PWD</b>	Persons with Disability
<b>RS</b>	Road Safety
<b>RSC</b>	Road Safety Committee
<b>TB</b>	Tuberculosis
<b>UN</b>	United Nations
<b>WIBA</b>	Work Injury Benefits Act

## DEFINITION OF TERMS

<b>ACT</b>	A bill approved by parliament
<b>ETHICS</b>	Moral principles that govern a person's behaviour or the conduct of an activity
<b>POLICY</b>	A set of principles that guides the affairs of an organization
<b>ROAD TRAFFIC CRASH</b>	Any kind of vehicle collision
<b>ROAD TRAFFIC FATALITY</b>	Death resulting from road traffic collision
<b>ROAD TRAFFIC INJURY</b>	Any hurt or damage to a person caused by a vehicle collision
<b>ROAD USER</b>	Anyone using a road: pedestrian, cyclist, passenger or motorist.
<b>VISION ZERO</b>	A multi-national <u>road traffic safety</u> project that aims to achieve a road system with no fatalities or serious injuries involving road traffic

## **FOREWORD**

Road crashes cause more than 1.3 million deaths in a year, worldwide; exceeding those caused by malaria, HIV or TB. Many more people, globally, suffer from traffic-related injuries and disability. The lead agency on road safety in Kenya, the NTSA, observes an increasing trend of road accidents in Kenya. Nearly half of those dying and getting injured are vulnerable road users: pedestrians, motor cyclists and pillion passengers. NTSA observes that nearly all road traffic accident deaths and serious injuries are preventable.

Road safety requires the concerted effort of everyone, including the State Department for Housing and Urban Development. It is an economic, poverty and health problem that can affect staff and members of the State Department for Housing and Urban Development community. Road accidents cost about 5% of the GDP in Kenya. They deplete manpower within an organization. They drive many families into a spiral of poverty, because of losing a bread winner or shouldering the burden of medical expenses. Hospital facilities also get stretched. The scale of impact of road accidents is wide. Thus, the State Department for Housing and Urban Development, as a road transport user, has a responsibility in spreading the message of road safety and ensuring that its premises are road – safety compliant.

This policy fulfils the Performance Contract commitments made by the State Department for Housing and Urban Development. It also responds to the call made in the UN proclamation of the Decade of Road Safety 2021 -2030, for the prevention of at least 50% of road traffic deaths and injuries, by the year 2030. Additionally, the policy contributes to the Vision Zero target aiming for healthy work environments and zero work-related accidents.

In essence, the policy provides the State Department for Housing and Urban Development with a basis for action, so that road safety becomes a normal part of its activities. It will ensure that there is a united effort towards being road-safety compliant, and in spreading the messages of road safety to State Department for Housing and Urban Development staff, its clients and the community.

**Charles M. Hinga, CBS, CA(SA)**  
**PRINCIPAL SECRETARY**  
**State Department for Housing and Urban Development**

## **VISION, MISSION & CORE VALUES**

### **Vision**

To be a globally competitive organization in provision of adequate and decent housing in a sustainable environment and coordinated urban development

### **Mission**

To facilitate access to adequate and decent housing and prepare urban plans for sustainable development

### **Core Mandate**

The mandate of the State Department for Housing and Urban Development in the Ministry of Lands, Public works, Housing and Urban Development are derived from the Executive Order No.2 of November, 2023; is to assist the President in delivering the aspirations of the Kenyan people – including providing: Housing Policy Management, Development and Management of Affordable Housing, Management of Civil Servants Housing Scheme, National Secretariat for Human Settlement, Appropriate Low-Cost housing building and construction technology, Development and Management of Government Pool Housing, Shelter and Slum Upgrading, Public Office Accommodation Lease and Management, Maintenance of Inventory of Government Housing Property, Urban Planning Policy , TOWNSHIPS, Municipalities and Cities Policy.

Also, the State Department oversees the following institutions; National Housing Corporation (Housing Act, Cap 117), National Housing Development Fund (Housing Act, Cap117), Civil Servants Housing Scheme Fund, Estate Agents Registration Board (The Estate Agents Act, cap 533), Integrated Project Delivery Unit and Metropolitan Development.

### **Core Values**

Efficiency and effectiveness

Transparency

Integrity

Accountability

Professionalism

Responsiveness

Fairness

Team Spirit

Patriotism

Inclusivity

# CHAPTER ONE

## INTRODUCTION

### 1.1 Background information

In 2011, the United Nations in response to the global menace resulting from traffic crashes and to help countries achieve Sustainable Development Goals launched the Decade of Action for Road Safety with the aim of raising political awareness through a framework for policy, practice and advocacy to reverse trends in death and injury resulting from road crashes through a five road safety pillars involving improving the safety of road infrastructure; further developing the safety of vehicles; enhancing the behaviour of road users; and improving post-crash response.

The target of the Decade of Action was to reduce road fatalities by **50%** by the year 2030. Kenya being a signatory to the Decade of Action adopted the same target and was expected to implement measures that will help it match the target of reducing fatalities by **50%** by 2030. A reduction of this magnitude requires considerable effort and commitment. The United Nations made a number of recommendations as to how this reduction can be achieved among them;

- Establishment of lead authority that will take responsibility for the improvements in road safety.
- Development of a Road Safety Strategy to manage the improvements in road safety.

Based on the above recommendations, the country went ahead to establish the National Transport and Safety Authority (NTSA) through an Act of parliament in 2012 which was mandated to be a lead agency in championing matters of Road Safety and coordinating with other responsible agencies to ensure the provision of safe, reliable and efficient road transport service.

As per the Occupational Safety and Health Act, 2007; it is the responsibility of every employer to ensure the safety of its employees hence mainstreaming

road safety in the workplace will be a step in the right direction for the State Department for Housing and Urban Development. The Act requires employers to provide safe workplaces, safe plant and systems of work; safety information, instruction, training and supervision.

In compliance with the Government Performance Contracting, the State Department has a mandate to ensure that road safety issues are mainstreamed in the State Department for Housing and Urban Development. Therefore, it is required to actively engage in activities that contribute to the prevention and reduction of road traffic injuries and fatalities, involving the State Department for Housing and Urban Development as well as in Kenya.

## **1.2 Policy Statement**

This policy provides an internal framework for mainstreaming and integrating road safety issues within the State Department for Housing and Urban Development.

## **1.3 Rationale**

The purpose of this policy is to:

- i. Inculcate safe road behavior among State Department for Housing and Urban Development staff
- ii. Provide a mechanism for monitoring and reporting aspects on road safety
- iii. Enhance compliance with traffic regulations among State Department for Housing and Urban Development staff and stakeholders
- iv. Enhance processes of driver recruitment, training and sensitization
- v. Minimize road-related risks and accidents among State Department for Housing and Urban Development staff
- vi. Sensitize and train staff on road safety issues
- vii. Improve the State Department for Housing and Urban Development infrastructure to enhance road safety among users
- viii. To fulfil State Department for Housing and Urban Development commitments to the Performance Contract and other obligations

## **1.4 Guiding Principles**

Implementation of this policy will be guided by the following principles:

- i. High standards of professional ethics
- ii. Efficient, effective, and economic use of resources
- iii. Responsive and equitable provision of services
- iv. Transparency and accountability for administrative acts
- v. The rule of law

## **1.5 Legal and Regulatory Policies Framework**

The development of this Policy was guided by the following:

- a) The Constitution of Kenya, 2010
- b) Diversity Policy for the Public Service May 2016
- c) Human Resource Policy and Procedures Manual for the Public Service May 2016
- d) NTSA Act 2012
- e) Occupational Safety and Health Act 2007
- f) Pharmacy and Poisons Act (Cap. 244)
- g) Public Officers Ethics Act 2012
- h) Public Procurement and Asset Disposal Act 2015
- i) Radiation Protection Act (Cap. 243)
- j) Traffic Act (Cap. 403)
- k) Work Injury Compensation (WIBA) Act 2007
- l) Relevant Circulars and Guidelines on Government Transport.

## **CHAPTER TWO**

### **POLICY FOCUS AREAS, POLICY STATEMENTS AND GUIDELINES**

#### **2.1 POLICY FOCUS AREAS**

The State Department for Housing and Urban Development policy will focus on the following policy areas:

1. Road safety coordination and management
2. Driver recruitment and selection
3. Staff Induction Programs
4. Speed Management
5. Vehicle selection and maintenance
6. Vehicle Crash Involvement
7. Incentive and Disincentives
8. Training and Education
9. Anti-Drunk/Drug Driving/ Walking
10. Fatigue Management
11. Seatbelt Wearing
12. Driver Welfare
13. Road Safety Policy Monitoring Reporting
14. Ethics and Etiquette
15. Infrastructure

##### **2.1.1 ROAD SAFETY MANAGEMENT AND COORDINATION**

###### **Policy Statement**

The State Department for Housing and Urban Development will manage road safety plans and activities effectively and efficiently.

###### **Policy Guidelines**

- (i) Establish and operationalize RSC
- (ii) Develop and implement the RS Workplace Policy
- (iii) Implement the work plan
- (iv) Establish collaborations and partnerships

##### **2.1.2 DRIVER RECRUITMENT AND SELECTION**

###### **Policy Statement**

The State Department for Housing and Urban Development will employ drivers based on safe driving records and road safety awareness levels.

**Policy Guidelines**

- (i) Specify a safe driving record as a mandatory requirement in the job description
- (ii) Verify driving license details with NTSA
- (iii) Require applicants to undergo defensive driving program at KHBIT
- (iv) Require applicants to be medically fit to drive
- (v) For other guidelines refer to the government drivers' Scheme of Service and the May 2016 Human Resource Manual for the Public service

**2.1.3 STAFF INDUCTION PROGRAMS**

**Policy Statement**

The State Department for Housing and Urban Development will induct all new employees on their roles and responsibilities relating to road safety.

**Policy Guidelines**

- (i) Induct all new staff on road safety
- (ii) Induct drivers on the operations of their vehicles and their safety features.

**2.1.4 SPEED MANAGEMENT**

**Policy Statement**

All State Department for Housing and Urban Development vehicles will be driven within the existing speed limits to minimize speed-related traffic collisions and penalties.

**Policy Guidelines**

- (i) Sensitize staff on speed management
- (ii) Fit official vehicles with speed limiters within the provisions of the law
- (iii) Develop an internal mechanism for monitoring and reporting all incidences of speeding for administrative action
- (iv) Procure and install Fleet Management System

**2.1.5 VEHICLE SELECTION AND MAINTENANCE**

**Policy Statement**

The State Department for Housing and Urban Development will select and maintain its vehicles in accordance with government guidelines.

### **Policy Guidelines**

- (i) Observe government guidelines on the purchase, selection, and maintenance of vehicles
- (ii) Prioritize high safety ratings when selecting State Department for Housing and Urban Development vehicles
- (iii) Regularly maintain State Department for Housing and Urban Development vehicles as per the manufacturer's recommendations
- (iv) Fit all vehicles with first aid kits, fire extinguishers, seat belts and an emergency triangle.
- (v) Develop a pre-drive inspection list for drivers to check oil, water, tyres pressure and general cleanliness of a vehicle
- (vi) Sensitize staff on vehicle selection and maintenance
- (vii) Keep maintenance schedules of all vehicles

## **2.1.6 VEHICLE CRASH INVOLVEMENT**

### **Policy Statement**

The State Department for Housing and Urban Development will maintain an efficient system of recording and monitoring overall fleet, driver-and-vehicle crash involvement.

### **Policy Guidelines**

- (i) Develop a driver incident reporting tool
- (ii) Monitor number of crashes per year, cost of repairs and replacements

## **2.1.7 INCENTIVE AND DISINCENTIVES**

### **Policy Statement**

The State Department for Housing and Urban Development will implement driver behavior change initiatives.

### **Policy Guidelines**

- (i) Develop a reward system for best performing State Department for Housing and Urban Development drivers
- (ii) Disincentives will be handled as per the HR performance policy

## **2.1.8 TRAINING AND EDUCATION**

### **Policy Statement**

The State Department for Housing and Urban Development will train and educate its drivers and riders to produce safe road users

### **Policy Guidelines**

- (i) Sponsor State Department for Housing and Urban Development drivers for training on first aid & refresher defensive driving
- (ii) Sensitize of staff and clients
- (iii) Offer State Department for Housing and Urban Development drivers training in basic vehicle mechanics
- (iv) Train RSC members on Road Safety

## **2.1.9 ANTI-DRUNK/DRUG DRIVING/ WALKING**

### **Policy Statement**

The State Department for Housing and Urban Development aims to reduce drunk driving/drug driving related road traffic crashes, injuries and fatalities involving drivers, other members of staff and the State Department for Housing and Urban Development clients.

### **Policy Guidelines**

- (i) Sensitize staff/clients on the effect of alcohol/drugs on driving performance/ pedestrian safety
- (ii) Monitor and report all incidences of drunk/drug driving to the administration
- (iii) Recommend drunk/drug drivers for counselling/treatment
- (iv) Undertake breathalyzer tests on drivers before each journey
- (v) Establish a rule of zero alcohol use/transportation when driving
- (vi) Establish a mechanism for drivers to report when on prescriptive medication that could affect their ability

## **2.1.10 FATIGUE MANAGEMENT**

### **Policy Statement**

The State Department for Housing and Urban Development aims to minimize fatigue related road traffic crashes and incidences.

### **Policy Guidelines**

- (i) Establish driver rotation schedules
- (ii) Sensitize staff on fatigue management and journey planning
- (iii) Create a provision for drivers to rest after 2 – 3 hours, during long journeys

### **2.1.11 SEATBELT WEARING**

#### **Policy Statement**

All State Department for Housing and Urban Development drivers and staff shall always wear seatbelts, to reduce injuries related to non-use of seatbelts.

#### **Policy Guidelines**

- (i) Ensure all State Department for Housing and Urban Development vehicles have serviceable seatbelts
- (ii) Enforce on compliance of seatbelt use
- (iii) Sensitize staff and clients on dangers of not wearing seatbelts

### **2.1.12 DRIVER WELFARE**

#### **Policy Statement**

The State Department for Housing and Urban Development will prudently manage the welfare of drivers

#### **Policy Guidelines**

- (i) Empower drivers with the necessary skills that will enhance their performance
- (ii) Provide drivers with information concerning job expectations
- (iii) Provide drivers with off days in cases of fatigue or sickness
- (iv) Provide drivers with drinking water during trips
- (v) Provide drivers with necessary documentation during travel
- (vi) Sensitize staff on driver handling
- (vii) Provide guidelines on timely transport request

### **2.1.13 ROAD SAFETY POLICY MONITORING & REPORTING**

#### **Policy Statement**

The State Department for Housing and Urban Development will monitor and report on the implementation of Road Safety programs and activities

#### **Policy Guidelines**

- (i) Establish and maintain records of Road Safety events and reports:
  - PC quarterly reports
  - Sensitization/training reports
  - Incident and near misses' reports
  - Accident and follow-up reports
- (ii) Implement the State Department for Housing and Urban Development passenger feedback strategy

#### **2.1.14 ETHICS AND ETIQUETTE**

##### **Policy Statement**

The State Department for Housing and Urban Development will ensure ethics and etiquette are inculcated among staff to reduce traffic incidences

##### **Policy Guidelines**

- (i) Review and implement guidelines on the use/misuse of government vehicles
- (ii) Train and sensitize staff on transport ethics and etiquette
- (iii) Monitor ethics and etiquette issues in feedback forms
- (iv) Enforce parking bay procedures

#### **2.1.15 INFRASTRUCTURE**

##### **Policy Statement**

The State Department for Housing and Urban Development will improve infrastructure within the compound to enhance Road Safety.

##### **Policy Guidelines**

- (i) Maintain State Department for Housing and Urban Development infrastructure
  - Parking bay
  - Parking shades
  - Road markings and signage
  - Pedestrian paths
- (ii) Allocate parking space for cyclists and PWDs

## **CHAPTER THREE**

### **ROLES AND RESPONSIBILITIES**

#### **3.1 Principal Secretary**

The Principal Secretary has the overall responsibility of facilitating and overseeing the implementation of this policy.

In particular, he is responsible for:

- i. Providing leadership and support for implementation of this policy
- ii. Putting in place structures and systems to facilitate the implementation, monitoring and reporting processes
- iii. Submitting Annual Work plans and quarterly Monitoring compliance reports to NTSA inline with the performance Contract guidelines
- iv. Taking remedial action against any violations of the provisions of this policy

#### **3.2 Secretary Administration**

The Secretary Administration is responsible for:

- i. Facilitating the appointment of the Road Safety Committee Members
- ii. Spearheading the implementation of the Road Safety activities
- iii. Coordinating preparation of Annual Work Plans and quarterly monitoring in compliance reports for onward submission
- iv. Provide oversight for Road Safety Committee operations

#### **3.3 Heads of Departments**

Heads of departments are responsible for:

- i. Supporting the implementation process of this policy
- ii. Cascading the requirements of this policy to staff in their respective departments
- iii. Identifying and recommending staff within respective departments to participate in targeted Road Safety activities and interventions
- iv. Supporting monitoring and reporting on compliance on Road Safety

#### **3.4 The State Department for Housing and Urban Development Road Safety Mainstreaming Committee**

In compliance with the provision of the Road Safety Policy guidelines, the Committee is responsible for:

- i. Coordinating the development of Road Safety policy
- ii. Implementing the State Department for Housing and Urban Development Road Safety strategic objectives and work plans
- iii. Developing a budget proposal on Road Safety activities for Management approval

- iv. Sensitizing employees on road Safety risk factors
- v. Lobbying for development and periodic review of the State Department for Housing and Urban Development Road Safety policy
- vi. Monitoring and Evaluating the implementation of the State Department for Housing and Urban Development Road Safety activities
- vii. Promoting collaboration, partnerships, and networking through the State Department for Housing and Urban Development Management to enhance advocacy and implementation of Road Safety activities
- viii. Coordinating, designing, and producing IEC materials on Road Safety within the State Department for Housing and Urban Development
- ix. Drawing action plans and periodically reporting back to management and NTSA
- x. Review all incident and crash investigation reports, and make recommendations to management
- xi. Consulting professionals to advise the Committee on Road Safety matters
- xii. Establish guidelines for protecting pedestrians within the State Department for Housing and Urban Development compound.

### **3.5 Transport Section**

The Transport department is responsible for:

- i. Assigning vehicles to responsible drivers
- ii. Ensuring all vehicles are in good working condition
- iii. Institute duty rotation system for the drivers
- iv. Establish a mechanism for work scheduling and journey planning
- v. Monitoring and reporting all incidences for administrative action
- vi. Periodically access drivers to establish their level of fitness to drive
- vii. Establish mechanisms for reporting suspected drunk/drug driving
- viii. Establish a mechanism of getting feedback from staff/clients who are passengers in State Department for Housing and Urban Development vehicles.

### **3.6 Staff and Stakeholders**

- i. Complying to all the provisions and limitations as provided in this policy
- ii. Participating and supporting all State Department for Housing and Urban Development road safety activities and interventions
- iii. Reporting cases of violation of this policy for immediate action

## **CHAPTER FOUR**

### **POLICY MAINTENANCE**

#### **4.1 Policy Review**

This policy will be reviewed every three years or as need arises.

#### **4.2 Consultation and Communication strategy**

The following strategies will be used to communicate with stakeholders:

- i. Use of IEC materials
- ii. E-mail
- iii. Social Media
- iv. Library
- v. Website
- vi. Memos and letters
- vii. Leaflets
- viii. Meetings and workshops

#### **4.3 Monitoring, Evaluation & Reporting**

The policy will be implemented, monitored and evaluated to establish its effectiveness. It will also be reviewed, as need arise, to keep up with emerging trends.

Quarterly and annual implementation reports will be developed and submitted to top management in the State Department for Housing and Urban Development and to NTSA, in accordance with the Road Safety provisions of this policy.