

KCMC Clinical Trials Unit	STANDARD OPERATING PROCEDURE	Effective Date	SOP-Number CTU ADMIN 01-1
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Title: PROCUREMENT			
SOP References:		Supersedes: N/A	

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Annual Review:	Review Date	Revision Date	Signature

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1.0 VEHICLE USE POLICY

1.1 VEHICLE HOUSING

1. Project vehicle will be housed at Kilimanjaro Christian Medical Centre (KCMC) vehicle pool or at another secure location within the KCMC compound. Vehicles may only be housed overnight at other locations with specific permission from Site Director/Principal Investigator.
2. All Journeys will begin and end at KCMC
3. The vehicle doors will be locked and the Multilock will be locked after parking the vehicle.
4. Ensure that head lights and other peripheral electrical equipment are switched off after parking the vehicle.

1.2 VEHICLE USE LOGBOOK

1. All journeys must be documented in the logbook. Documentation will include the time and date of the departure and arrival, the starting and ending odometer readings. The drivers name, the purpose of the journey, the authorizing officer. Per kilometer usage will be recorded after each journey.
2. The vehicle logbook will be reviewed routinely by the Site Director/Principal Investigator. Other snap checks will be done for audit purposes by other project personnel and or the Duke personnel on site at that time.

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3. The driver will be personally responsible to pay for undocumented kilometers and track record will be kept for frequency of occurrence.

1.3 APPROPRIATE VEHICLE USE

1. Appropriate use of the vehicle includes transportation of ISAAC personnel to sites where they will be following patients, ISAAC equipment, supplies and samples to and from study sites. Collection of Study/Collaboration supplies and equipments from sites such as the airport and vendors.
2. Inappropriate vehicle use includes transportation of unauthorized personnel including friends, family, strangers, ISAAC personnel on unofficial duties, other personnel not working with ISAAC, use of vehicle for private functions or non-research work related purposes are not allowed.

1.4 DRIVER POLICY

1. Persons driving the Site/Collaboration office vehicle must;
 - a) Be employed by Collaboration/Site.
 - b) Have signed the Site Vehicle SOP agreement
 - c) Be judged a competent driver by Duke University staff and hold a current Tanzania or international driver's license
 - d) The driver must carry the country prerequisite documentation including their driver's license on each journey for inspection by police.
2. Driver should adhere to Tanzanian road rules at all times, including remaining within speed limits. Headlights should be used from one hour before sunset to one hour after sunrise and when it is raining.
3. Drivers should follow defensive driving practices to minimize the risk of accident or injury.
4. Fines that relate to driving infringements are personal responsibility of the driver.

1.5 PASSENGER AND CARGO POLICY

1. Only personnel working on Site/Collaboration project may be passengers in the vehicle.

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2. The maximum of passengers as specified in respective vehicle including the driver are allowed in the vehicle.
3. The driver must ensure that all the passengers complied to safety driving including fastens seatbelts before beginning the journey.
4. Smoking is not allowed inside the vehicle.

1.6 INSURANCE AND ROUTINE MAINTENANCE

1. Before beginning the journey it is the responsibility if the driver to;
 - a) Ensure that the vehicle comprehensive insurance has not expired. Notify the project administrator if the insurance has expired and do not drive the vehicle until the insurance has been renewed.
 - b) Check the radiator water and engine oil levels at least once daily. Top up levels as needed and do no drive the vehicle if a major fluid loss has occurred.
 - c) Check the red reflective triangles, fire extinguisher, jack, spare tire and endorsed copy if the vehicle logbook (i.e. ownership of the vehicle) are inside the vehicle.

Damages to the vehicle, the driver, pedestrians or other vehicles or objects that occur due to careless driving or when the comprehensive insurance has expired will be the personal responsibility if the driver. Damage to the vehicle that occur due to failure to check and replace radiator fluid and engine oil will be the personal responsibility of the driver.
2. The vehicle will receive repairs and maintenance on a schedule in accordance with the manufacturer's recommendations.

1.7 UNANTICIPATED VEHICLE EXPENSES AND REPAIRS

1. The driver shall be responsible for unanticipated expenses and repairs. These expenses may be reimbursed for the project upon presentation of receipts. Reimbursements will not be made if receipts are not presented. Examples of unanticipated expense include puncture repairs and engine oil top up.

1.8 VEHICLE DRIVER'S AGREEMENT

1. All drivers who will be assigned the Site/project vehicle must sign the vehicle usage SOP to indicate that they have read, understood and promise to adhere to the ISAAC vehicle policy.

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This SOP has been read and understood by:

Name	Date
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