

# Strategic Fleet Management

- **Title:** RAM Vehicle Management and Usage Policy
- **Subtitle:** Ensuring Safety, Compliance, and Operational Excellence
- **Presenter :** Pelei Ralewa
- **Date:** 21/01/2026



# Presentation Overview

## Objective:

To standardize vehicle operations and ensure the safety of all RAM personnel.



Registration &  
Safety  
Certification



Inspection  
Protocols (Daily &  
Weekly)



Maintenance &  
Workshop  
Procedures



Logbooks &  
Fueling



Accident &  
Incident  
Reporting



External Vehicle  
Hire Process

# Vehicle Registration & Safety

## Safety First:

Mandatory Safety Sticker every **6 months** from authorized garages.



### Registration Process:



Obtain MVIL registration quote.



Complete internal RAM approval and payment.



Submit remittance advise to MVIL.



**Result:** New registration papers and stickers valid for **one full year**.



*Note: Vehicles failing inspection must be repaired before a sticker is issued.*

# Daily Inspection Checklist

*Before turning the key, drivers must verify:*



**Documentation:**  
Current registration and safety stickers.



**Fluids:** Engine oil, radiator, brake/clutch, and washer fluids.



**Tires & Tools:**  
Check pressure; ensure spare tire, jack, and spanner are present.



**Walk-around:**  
Check exterior condition and dashboard gauges (fuel, lights).



**Reporting:** Report any faults to the **Fleet Team** immediately.

# Maintenance & Workshop Procedures



**Routine Servicing:** Every **5,000 km or 3 months** (whichever comes first).



**Authorized Workshops:**



**Port Moresby:** Motorex, JEX, & Ela Motors.



**Provincial:** Ela Motors (or approved alternatives if unavailable).



**Proactive Care:** Mandatory weekly comprehensive checklists to identify mechanical issues early.

# Logbooks & Fueling

**The RAM Logbook:** Must be updated at every destination.

## Required Data:

- Dates/times,
- Start/End odometer readings,
- Total km, and Destination.

## Fueling Protocol:

- Record fuel volume and odometer reading in the logbook.
- **Port Moresby:** Attach receipt to log sheet Accounts.
- **Provincial:** Attach receipt to log sheet Finance (for acquittal).

# Accident Reporting (Phase 1 & 2)

## Phase 1: Immediate Safety

- Stop safely and use hazard lights.
- Check for injuries and call for help (sup/Fleet team/Medical).

## Phase 2: Documentation

- Exchange info: Names, contact details, licenses, and plate numbers.
- Take photos of the scene and damages.

**Crucial:** Do not admit fault or apologize at the scene

# Accident Reporting (Phase 3)

## Phase 3: Reporting Timeline:

**Within 24 Hours:** Notify  
Fleet Team via  
Phone/WhatsApp.

**Immediate:** Report to  
Police for an **OB Number**  
or Police Report.

**Within 48 Hours:** Submit  
written incident report,  
RAM Incident Form, and  
witness statements to the  
Fleet Team.

# External Vehicle Hire (SOP)

- Conditions:** Only used if RAM vehicles are unavailable.
- Rate:** Standard approved rate is **K650.00/day**.
- Sourcing:**
  - 14-day lead time required.
  - Priority given to Preferred Suppliers.
  - If rate exceeds K650.00, **three (3) quotes** are mandatory.
  - Selection is based on the lowest/reasonable rate.

# Hire Documentation & POs

- **Compliance Checklist:**

- Vehicle: Rego, Insurance, Safety Sticker.

- Driver: Valid License.

- Business: IPA and IRC docs.

- Finance: Quote must **exclude GST** (RAM is tax-exempt).

- **The Golden Rule:** No vehicle use without an officially raised **Purchase Order (PO)** and signed Hire Agreement.

# Post-Hire & Payment

- During Hire:** Strict logbook and fuel/oil recording is mandatory.

- Finalizing Payment:**

1. Collect original Tax Invoice and Log Sheets.
2. Verification by Fleet and Program Supervisors.
3. Submit package to Finance.
4. Automated **Beneficiary Advice** sent to supplier upon payment.

QUESTIONS?

---