


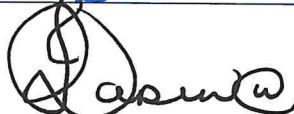


REF: KRC/PROP/P14/05



## KENYA REINSURANCE CORPORATION LIMITED

### ROAD SAFETY MAINSTREAMING POLICY

Name:	Signature:	Date:
Prepared by: General Manager (Property and Administration)		11/03/2022
Controlled by: ISO Management Representative (MR)		18/03/2022
Recommended by: Managing Director		23/3/2022
Approved by: Chairman, Board of Directors		23/3/2022

 <p><b>KENYA REINSURANCE CORPORATION</b></p>	<b>DOC REF:</b> KRC/PROP/P14/05
	<b>Issue Date:</b> 03/02/2022
	<b>Issue no:</b> 01
	<b>Revision:</b>
	<b>Revision date:</b>
<b>Title:</b> Road Safety Mainstreaming Policy	

**1. APPROVAL AND REVISION**

This Policy was initially approved by the

BOARD OF DIRECTORS  
(Name and Title)

on .....  
(Date)

This road safety policy has been included as a key performance indicator in the FY 2021 performance contract. This policy will ensure a continued and sustainable response to road safety as a workplace issue for the Corporation and outsourced transport service providers.

This Policy is issued by the Property and Administration Department and controlled by the ISO Management Representative (ISO MR).

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### 3. FOREWORD

The UN General Assembly resolution 64/255 of March 2010 proclaimed 2011–2020 the decade of action for road safety, with a global goal of stabilizing and then reducing the forecasted level of global road fatalities by half (50%) by increasing activities conducted at national, regional and global levels.

The resolution calls upon member states to implement road safety activities, particularly in the areas of road safety management, road infrastructure, vehicle safety, road user behavior, road safety education and the post-crash response. The plan for the decade recommends the creation of multi-sectoral partnerships and designation of lead agencies with the capacity to develop and lead the delivery of national road safety strategies, plans and targets, supported by the data collection and evidential research.


As a result, many countries have continued to develop and implement sustainable road safety strategies, programs and policies to address the road safety challenge. Kenya is a signatory to this decade of action. Taking cognizance of this therefore, the Government established the National Transport and Safety Authority by the NTSA Act of 2012, as a lead agency on matters road safety.

Road traffic injuries (RTIs) remain a serious challenge and are among the ten leading causes of death globally, causing more than 1.35 million deaths a year and 20-50 million injured or disabled persons, majority of whom are economically active. The burden of RTIs is disproportionately high in low- and middle-income countries, with an estimated economic loss as high as 3%-5% of affected country's Gross Domestic Product (GDP).

In Kenya, about 3,000 road deaths occur annually and cost the country up to Kshs.300 Billion (about 5% of GDP). This loss is devastating and demands for action. Unfortunately, road safety has not been highly prioritized and mainstreamed in government programs.

This road safety policy has been included as a key performance indicator in the FY 2020/2021 performance contract. This policy will ensure a continued and sustainable response to road safety as a workplace issue.



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motorization without commensurate improvement in road safety strategies and land use planning are other compounding factors. These losses are tragic hence the urgent need for action to mainstream road safety to improve the situation. Road safety is a Sustainable Development Goal (SDG), and all countries across the globe, including Kenya, are called upon to develop and implement multi-sectoral, sustainable road safety strategies and programs to achieve this goal.

There are a number of road safety risk factors that have been found to cause these crashes and injuries. These range from speeding, driver fatigue, drunk driving, inadequacies in driver training and recruitment, road engineering challenges, environmental conditions, low levels of awareness on road safety, vehicle conditions among others.

Committed management of road safety in the public sector will therefore ensure synergized efforts towards reducing the risk of work place road traffic crashes and collisions. Currently road safety is not mainstreamed in government policies and programs. Kenya Reinsurance Corporation Limited has hitherto not had a comprehensive Road Safety Policy (RSP) to assist in integrating road safety in Corporation. Having in place an internal road safety policy is therefore key in proactively managing work place RTIs. Fewer road incidents translate to less days lost due to injury, fewer repairs to vehicles and increased employee productivity.

## 5. TERMS & DEFINITIONS

**Community**- refers to all Kenya Re employees, prospective employees of Kenya Re, Clients, tenants, contractors, consultants, facilitators, members of the public and visitors at any Kenya Reinsurance Corporation Limited office including training institutions who will be engaged directly or indirectly in road safety activities

**Employee** - a person who works for Kenya Reinsurance Corporation Limited under a contract of employment;

**Outsourced Transport Service Providers** - These contracted services by external providers including taxi services, motorcycle and car hire services.


**Exposure** - the amount of a workplace vulnerability to injury as a result of road traffic incidence;

**Near misses** - missed collisions

**Outputs** - comprise specific products or services (immediate results of an activity) in a given period

**Performance Indicator** – one of the measurable variables by which the performance of Kenya Re is assessed.



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## 7. PURPOSE

To promote road safety, minimize risk of road carnage, injuries and manage road incidents.

## 8. SCOPE

This policy covers all the functional areas of Kenya Re and shall be implemented at the corporate level and shall apply to all Kenya Re employees and stakeholders.

This will ensure that road safety issues become an integral part of Kenya Reinsurance Corporation Limited business, policies and objectives. Thus, creating effective and sustainable road safety performance in the whole country.

## 9. OBJECTIVES

The objectives of this policy are to:

- 1) Provide a framework that will ensure road safety issues are an integral part of all activities in Kenya Re.
- 2) Reduce the number of actual or potential road traffic crashes and injuries.
- 3) Enhance compliance with the traffic law and regulations.
- 4) Promote a culture of safe driving.
- 5) Provide a mechanism for informed road safety decisions.
- 6) Reduce and control costs, such as wear and tear, fuel, insurance premiums, legal fees and claims from employees and third parties.
- 7) Provide effective tools for work place road safety monitoring, evaluation and documentation.
- 8) Promote sensitization and awareness campaigns on the road safety risk factors among the employees.
- 9) Increase public confidence in Kenya Re business.
- 10) Reduce environmental impact, that is, less pollution if vehicles are well maintained.

## 10. REFERENCES

 <p><b>KENYA RE</b> REINSURANCE CORPORATION</p>	<b>DOC REF: KRC/PROP/P14/05</b>
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## 11. ROLES AND RESPONSIBILITIES

### 11.1. Board of Directors

The Board of Directors has the responsibility of steering Kenya Re's vision and stating the strategic policy direction on the Road Safety Policy

### 11.2. Managing Director

The Managing Director has the responsibility of guiding and giving the requisite support for the implementation of this policy

### 11.3. General Manager, Property and Administration

The General Manager, Property and Administration will coordinate and facilitate requisite support for effective implementation of the policy

### 11.4. Manager, Administration Health and Safety

The Manager, Administration Health and Safety shall be responsible for the effective implementation and operation of this policy

### 11.5. Road Safety Committee

- 11.5.1. Develop workplace policy
- 11.5.2. Coordinate implementation of the policy, workplan, M&E and reporting
- 11.5.3. Sensitization of staff and stakeholders
- 11.5.4. Build partnerships in the interest of promoting road safety

### 11.6. Staff Staff to observe road safety rules

- 11.6.1.1. Ensure compliance with the requirements of valid driving license
- 11.6.1.2. Ensure safety of other road users
- 11.6.1.3. Ensure their cars are well maintained



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			vehicle.
4.	Speed Management	Kenya Re shall ensure the following as relates to their drivers and fleet:	<ol style="list-style-type: none"> <li>1. Adherence to all regulatory speed limits on the roads</li> <li>2. Speed limiters to be fitted in vans, buses and single cabin pick-ups</li> <li>3. Speed to be monitored internally 24/7 in Corporation vans, buses and single cabin pick-ups via vehicle tracking system and Kenya Re to have clear internal mechanisms to deal with violations.</li> <li>4. Regular sensitization on speed management.</li> </ol>
5.	Vehicle Selection and Management	Kenya Re shall ensure that all vehicles are in safe operating conditions.	<ol style="list-style-type: none"> <li>1. Adhere to best practice in selecting and maintaining the vehicles.</li> <li>2. Adherence to the minimum body standards as envisaged in the NTSA Act and body building standards</li> <li>3. Investigate fleet safety features and include relevant features in purchase specifications document, such maintenance procedures and records and include the sign-off of all repairs and alterations.</li> <li>4. Periodic Motor Vehicle Inspections as per regulator guidelines.</li> <li>5. Fitting all vehicles with safety and emergency kits i.e. first aid kit, a securely fitted fire extinguisher, seatbelts, emergency triangles e.t.c.</li> <li>6. Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by: <ol style="list-style-type: none"> <li>i. Servicing the vehicles according to manufacturers' recommendations</li> <li>ii. Setting up procedures where Corporation drivers check their vehicle's oil, water, tyre pressures and general cleanliness on a monthly basis, then record the inspections on a pre-use check sheet</li> <li>iii. Keeping maintenance schedules in the glove boxes of all vehicles, which are completed each time the vehicles are serviced.</li> <li>iv. Setting up a procedure to identify and rectify all defects.</li> </ol> </li> </ol>
6.	Vehicle Crash Involvement	Kenya Re shall maintain an efficient system of recording, monitoring fleet and vehicle crash involvement.	<ol style="list-style-type: none"> <li>1. Have comprehensive crash investigation and report forms by the Corporation Head of Security.</li> <li>2. Monitor the number of crashes and incidents per year.</li> <li>3. Crash report forms to include recommendations and a timetable for implementing any remedial action.</li> <li>4. Involve staff in implementing remedial action and consult with those who will be affected.</li> <li>5. Have a system to monitor and evaluate the success (or</li> </ol>





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			4. No smoking in official vehicles
11.	Journey planning & Fatigue Management	Kenya Re shall ensure that fatigue related crashes & incidents are minimized	<p>To minimize fatigue related road traffic crashes and incidences Kenya Re shall:-</p> <ol style="list-style-type: none"> <li>1. Ensure that all drivers do not exceed eight hours of continuous driving as per HR Policy manual.</li> <li>2. Ensure that journeys are well planned</li> <li>3. Develop and implement a mechanism to monitor driver fatigue</li> </ol>
12.	Seatbelt Wearing	All occupants of Kenya Re vehicles shall wear seat belts	<p>Kenya Re shall:</p> <ol style="list-style-type: none"> <li>1. Educate staff as to the dangers of not wearing seat belts</li> <li>2. Implement strict rules on wearing seat belts at all times and place reminder notices on dashboards, notice boards</li> <li>3. Ensure that seat belts are clean and in working conditions</li> <li>4. Ensure that drivers enforce wearing of seat belts by all passengers. Drivers will be sensitized not to proceed with the journey unless all passengers belt up.</li> </ol>
13.	Driver Management	Kenya Re shall ensure that all drivers adhere to the codes of conduct	<p>In order to mitigate this Kenya Re shall ensure that:-</p> <ol style="list-style-type: none"> <li>1. Drivers to immediately notify their supervisor or manager if their licences have been suspended or cancelled, or have limitations placed upon them for any reason</li> <li>2. All drivers should undertake periodic driver refresher training and re-training including defensive driver courses.</li> <li>3. All drivers should be medically fit to drive at all times</li> <li>4. Drivers to be trained in soft skills including communications, road courtesy, and customer care among others</li> <li>5. Drivers to carry out a full check prior to using the vehicle</li> <li>6. Drivers to display the highest level of professional conduct when driving a Kenya Re vehicle</li> <li>7. Drivers to assess hazards while driving and anticipate 'what if' scenarios</li> <li>8. Drive within the legal speed limits</li> <li>9. Drivers to report any near-misses, crashes and scrapes, including those that do not result in injury, and follow the collision procedures outlined in this policy</li> <li>10. Report vehicle defects before the next vehicle use</li> <li>11. Hazardous goods may only be carried in full compliance with relevant legislation</li> <li>12. The Driver must not carry loads for which the vehicle is</li> </ol>



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#### **14. REVIEW**

This policy shall be reviewed every two years or when need arises.

#### **15. RECORDS/ATTACHMENTS**

ANNEX 1: Compliance Monitoring & Reporting Template

ANNEX 2: Annual Implementation Work Plan Template

ANNEX 3: Kenya Re Motor Vehicle Accident/Incident Reporting Form

APPENDIX 1: ROAD SAFETY MAINSTREAMING ANNUAL IMPLEMENTATION PLAN FY 2020-2021



ROAD SAFETY MAINSTREAMING ANNUAL IMPLEMENTATION PLAN FY 2020-2021

NAME OF INSTITUTION:		Kenya Reinsurance Corporation Limited						
STATE DEPARTMENT MINISTRY				NO.				
FINANCIAL YEAR				159				
				3				
				On need basis				
				2				
				102				
				N/A				
PC Indicator(s)	Activity	Specific Activities	Target (%)	TIME FRAME				
Domestic work place policy on road safety.	e.g. Develop a road safety workplace policy	1. Appoint Road Safety Committee - 3%	25	✓				
		2. Hold Road Safety meeting - 3%		✓	✓	✓	✓	



Prepare an annual implementation plan for the Road Safety Policy.	Prepare the annual implementation plan	3. Develop the draft policy - 5%	J				
		4. validate the policy - 2%		J			
		5. Approval of the policy - 5%				J	
		6. Develop Implementation Plan - 5%				J	
		7. Share Road Safety Policy with NTSA - 2%				J	
		1. Appoint Road Safety Committee - 0.5%	J				
		2. Appoint Focal Person 0.5%	J				
		3. Prepare Draft Policy - 0.5%	J				
		4. Validate Policy - 0.25%		J			
		5. Board to approve Policy - 0.5%				J	
6. Sensitize staff on Policy - 0.25%				J			
7. Train Road Safety Committee members - 0.25%				J			
8. Train Management and Staff - 0.25%				J			
9. Train clients, consultants, contractors, drivers - 0.5%					J		
10. Partner with Traffic Marshals on safe				J			

<p>Implement the plan. Key components include the following:</p>	<p>1) Establish Road safety committees (RSCs) or Road Safety Unit</p>	<p>pedestrian crossing with lollipop - 0.5%</p>	11. Attend and participate in World Road Safety Day - 0.5%					J	
			12. Monitor compliance and report on non-compliance on the road - 0.5%					J	J
			1. Appoint Road Safety Committee - 4%	J					
			2. Appoint Focal Person - 4%	J					
			3. Hold Road Safety Committee meetings 3%	J	J	J	J	J	J
			4. Prepare Draft Policy - 5%	J					
			5. Validate Draft Road Safety Policy - 4%		J				
			1. Identify trainer from NTSA - 3%			J			
			2. Train members of the Road Safety Committee - 3%				J		
			3.						
			1. Identify trainer from NTSA - 3%			J			
			2. Sensitize Management on road safety - 3%				J		
			3. Sensitize Staff on road safety - 3%					J	
			4.						

50%

Submit quarterly reports to NTSA in prescribed format (to be downloaded from the NTSA website) within 15 days after the end of the quarter.	4) Conduct specialized safety training for road users	Implement mechanisms for monitoring compliance and reporting non-compliance on the road (This include reporting black spots, belting up, observing speed limits, lane discipline, reckless driving, crashes, among others as stipulated in the policy)	1. Train drivers on defensive driving - 3%				J
			2. Train clients on road safety - 3%				J
			3. Train consultants and contractors on road safety - 3%				J
			4.				
			1. Report on Black sports report - 1%	J	J	J	J
			2. Report on Belting up - 1%	J	J	J	J
			3. Report on Speed limits violations up - 1%	J	J	J	J
4. Report on Lane discipline up - 1%	J	J	J	J			
5. Report on Crashes up - 1%	J	J	J	J			
6. Report on Reckless driving up - 1%							
Submit Quarterly Report within 15 days after end of the quarter - 20%							
Total							100%
APPROVED BY							
DATE							
SIGNATURE							



**APPENDIX 3: COMPLIANCE MONITORING AND REPORTING TEMPLATE**



**COMPLIANCE MONITORING AND REPORTING TEMPLATE**

NAME OF INSTITUTION		KENYA REINSURANCE CORPORATION LIMITED	
STATE DEPARTMENT			
MINISTRY		THE NATIONAL TREASURY	
REPORTING PERIOD		Q1	
FINANCIAL YEAR		2021	
	NON-COMPLIANCE ISSUES	PARTIES INVOLVED	NUMBERS
1.	Reckless driving	<input type="checkbox"/> Member of Staff	N/A
		<input type="checkbox"/> Official Driver/s	N/A
		<input type="checkbox"/> Contractors	N/A
		<input type="checkbox"/> Clients	N/A
		<input type="checkbox"/> Member of Public	N/A
2.	Speeding	<input type="checkbox"/> Member of Staff	N/A
		<input type="checkbox"/> Official Driver/s	N/A
		<input type="checkbox"/> Contractors	N/A
		<input type="checkbox"/> Clients	N/A
		<input type="checkbox"/> Member of Public	N/A
3.	Drink Driving	<input type="checkbox"/> Member of Staff	N/A
		<input type="checkbox"/> Official Driver/s	N/A
		<input type="checkbox"/> Contractors	N/A
		<input type="checkbox"/> Clients	N/A
		<input type="checkbox"/> Member of Public	N/A
4.	Drug Driving	<input type="checkbox"/> Member of Staff	N/A
		<input type="checkbox"/> Official Driver/s	N/A
		<input type="checkbox"/> Contractors	N/A
		<input type="checkbox"/> Clients	N/A
5.	Lane Indiscipline	<input type="checkbox"/> Member of Staff	N/A
		<input type="checkbox"/> Official Driver/s	N/A
		<input type="checkbox"/> Contractors	N/A
		<input type="checkbox"/> Clients	N/A
		<input type="checkbox"/> Member of Public	N/A
6.	Non-Seat Belt Use	<input type="checkbox"/> Member of Staff	N/A
		<input type="checkbox"/> Official Driver/s	N/A
		<input type="checkbox"/> Contractors	N/A

		<input type="checkbox"/>	Clients	N/A
		<input type="checkbox"/>	Member of Public	N/A
7.	Non Helmet Use	<input type="checkbox"/>	Member of Staff	N/A
		<input type="checkbox"/>	Official Driver/s	N/A
		<input type="checkbox"/>	Contractors	N/A
		<input type="checkbox"/>	Clients	N/A
		<input type="checkbox"/>	Member of Public	N/A
		<input type="checkbox"/>	Member of Staff	N/A
8.	Non-use of Reflector Jackets	<input type="checkbox"/>	Official Driver/s	N/A
		<input type="checkbox"/>	Contractors	N/A
		<input type="checkbox"/>	Clients	N/A
		<input type="checkbox"/>	Member of Public	N/A
		<input type="checkbox"/>	Member of Staff	N/A
9.	Usage of Phone whilst driving/Distracted driving	<input type="checkbox"/>	Official Driver/s	N/A
		<input type="checkbox"/>	Contractors	N/A
		<input type="checkbox"/>	Clients	N/A
		<input type="checkbox"/>	Member of Public	N/A
		<input type="checkbox"/>	Member of Staff	N/A
10.	Others(specify)			N/A
				N/A
				N/A
				N/A
				N/A
	<b>ADVERSE OUTCOMES</b>		<b>DESCRIPTION</b>	N/A
1.	Incidences/Crashes/Accidents	<input type="checkbox"/>	Near misses/missed collisions	N/A
		<input type="checkbox"/>	Property Damage only	N/A
		<input type="checkbox"/>	Non Injury Accidents	N/A
		<input type="checkbox"/>	Injuries	N/A
		<input type="checkbox"/>	Fatal Injuries	N/A



**KENYA REINSURANCE CORPORATION**  
**Motor Vehicle Accident  Incident  Report Form**

**Part 1**

(Check whichever applies to this occurrence)

To be completed by driver

1. Accident / Incident				
Date (dd/mm/yyyy)	Time (00:00-23:59)	Address (Place of accident / incident)	County	Region (If applicable)
2. KenyaRe Driver & Vehicle Information				
Last Name		Drv license #		Plate Number
First Name		Dept/ Section		Make/ Model
ID #		Building / Room		Type
Nationality		Telephone		Km Reading
3. Other Driver & Vehicle Information (If applicable)			4. If Property other than vehicles damaged	
Last Name		Plate Number		Object Damaged
First Name		Make / Model		Owner notified?
Driver's License #		Colour		Owner's Name
Address / Telephone			Insurance Co. & Policy Number	Owner's Address
5. Witness Information (if applicable)				
Name (Last, First, Middle)		Address		Telephone
6. Passenger Information (For KenyaRe vehicle only – If applicable)				
Name (Last, First, Middle)		Address		Telephone
7. Local Police Information (If applicable)				
Name (Last, First, Middle)		ID number	Station / Telephone No.	OB/Case Ref. No (If applicable)
8. Diagram		9. Narrative (Driver's description of accident)		
		Date	Time	Signature

1- Present this form to KenyaRe Security for the completion of Section 10, and

10. KENYARE SECURITY USE ONLY! (Please complete the following section and provide the driver with a copy of this form)				
To: Admin, H & Safety. Driver's report has been received. Supplemental information will follow.				
Name		Date		Time:
Staff ID number		Case Ref.		
Telephone/Mob		Signature		



**FORM COMPLETION INSTRUCTIONS FOR PART 1**

This Part shall be completed by the driver. All available information must be provided.

#	Data Element	Explanation
<p><b>HEADER</b></p> <p><b>Motor Vehicle Accident</b> <input type="checkbox"/> <b>Incident</b> <input type="checkbox"/> <b>Report Form</b></p> <p>You must <b>check</b> the appropriate box based on the nature of the occurrence.</p> <p>Please refer to the following guidelines to determine whether the case is an accident or an incident:</p> <ul style="list-style-type: none"> <li>An <b>accident</b> is an unintentionally caused traffic event where at least one motor vehicle moving under the control of a driver becomes involved, resulting in human injury and/or material damage. Also, the event must be directly related to a driver's operation of the vehicle.</li> <li>An <b>incident</b> is a reportable event, which involves damage to a motor vehicle and is not directly related to a driver's operation of the vehicle.</li> </ul> <p>See "Accident Class" (11-2) and "Type of Incident" (12-1) definitions in the back of Part 2. If the occurrence fits any one of these definitions, please enter responding code accordingly. If not, use your judgment or consult others who are able to tell you what to choose.</p>		
1	Accident / Incident	<p><b>Date (of accident):</b> Enter the date of occurrence using the DD/MM/YYYY format</p> <p><b>Time (of accident):</b> Enter the time of occurrence using 24-Hour time format (00:00 - 23:59)</p> <p><b>Address:</b> Clearly indicate the exact address where the accident or incident occurred. If occurred on a highway, also indicate the km point, if available.</p> <p><b>City:</b> Indicate the City.</p> <p><b>Region:</b> Indicate the Region (if applicable)</p>
2	KenyaRe Driver and KenyaRe Vehicle Information	<p><b>Drv Permit # / Cat.:</b> Enter your KenyaRe Driver's Permit number and Permit Category.</p> <p><b>Make:</b> Enter the vehicle make. For example; Toyota, Nissan, Renault, etc.</p> <p><b>Model:</b> Enter the vehicle model. For example; 4Runner, Prado, Land Cruiser, Patrol, etc.</p> <p><b>Type:</b> Enter the vehicle type. For example; Bus, Minibus, Truck, Ambulance.</p> <p><b>Km reading:</b> Enter odometer reading.</p>
3	Other Driver and Vehicle Information	<p>Enter driver's <b>last name, first name</b> and <b>driver's license number</b> as they appear on his/her driver's license.</p> <p>Enter the <b>plate number, make, model</b> and <b>color</b> of the other vehicle.</p> <p>Enter the <b>insurance company name</b> and <b>insurance policy number</b> as it appears on the Insurance Card.</p> <p>If there is no other vehicle involved leave everything blank under this section.</p>
4	If Property Other Than Vehicle Damaged	<p>If there is any other object other than vehicles damaged, indicate it. Also, indicate if the owner or tenant was informed, by entering responding code in the box provided.</p>
5	Witness Information	<p>Provide <b>name, address</b> and <b>telephone number</b> of person/s who saw the accident occur.</p>
6	Passenger Information	<p>Provide name, address and telephone number of person/s who were in the KenyaRe vehicle at the time of accident/incident.</p>
7	Police Information	<p>Enter the details of investigating police officers. Also, enter the local police case reference/OB number if available.</p>
8	Diagram	<p>The Diagram space is used to draw a picture that visually details how the accident occurred. Draw an outline of the roadway or draw the roadway in any manner necessary to adequately depict the accident scene. Enter the number(s) or name(s) of the road(s), street(s), or highway(s). Mark each vehicle clearly.</p> <p>Show North by an arrow in the circle.</p>
9	Narrative	<p>Describe what happened. Give additional important details which were not mentioned or coded in any other part of this form.</p> <p>Enter the date of reporting using DD/MM/YYYY format. Enter the time of reporting using 24-Hour time format. Finally sign off the form.</p>

**After completing this form:**

1. Present this form to the KenyaRe Security personnel who attended the scene (or to the nearest KenyaRe Administration Office to report the case) and have him/her complete Section 10.
2. Take the vehicle for inspection within 24 hours, along with a copy of this form.





KENYA REINSURANCE CORPORATION

Motor Vehicle Accident  Incident  Report Form

(Check whichever applies to this occurrence)

Part 2

To be completed by Kenya Re Security or by Driver, if Security not present

Complete items marked with ( ▶ ) ONLY, if:

- Property Damage Only accident, and
- Involves KenyaRe vehicle only, and
- Results in Minor Damage

Reference information (Copy from Part 1)

Case Ref. No. \_\_\_\_\_  
 Vehicle Plate No. \_\_\_\_\_  
 Driver's Name \_\_\_\_\_  
 ID Number \_\_\_\_\_

WARNING! To use this option, accident MUST meet ALL the criteria above.

THIS PART WAS COMPLETED BY: KENYARE DRIVER  KENYARE SECURITY  (Check whichever applies)

11. ACCIDENT DETAILS (Skip if not a traffic accident)

▶ 1. Accident Severity	[ ]	VEHICLE & DRIVER	KENYARE	Other
▶ 2. Accident Class	[ ]	13. Vehicle Action (Before accident)	[ ]	[ ]
▶ 3. Collision Type	[ ]	14. Driver Condition	[ ]	[ ]
▶ 4. Location	[ ]	15. Occupant Protection	[ ]	[ ]
5. Road Surface Condition	[ ]	16. Breath Alcohol Test result? (If given)	[ ]	[ ]
6. Weather Condition	[ ]	17. Traffic Controls	[ ]	[ ]
7. Light Condition	[ ]	18. Contributing Circumstances by Driver	[ ]	[ ]
8. Roadway Horizontal Alignment	[ ]	19. Contributing Circumstances by Vehicle	[ ]	[ ]
9. Roadway Vertical Alignment	[ ]	NON-MOTORIST (If involved)		
▶ 10. Area	[ ]	20. Type	[ ]	[ ]
▶ 11. Contributing Circumstances by Road	[ ]	21. Location (Prior to impact)	[ ]	[ ]
▶ 12. Contributing Circumstances by Environment	[ ]	22. Contributing Circumstances by Non-motorist	[ ]	[ ]

12. INCIDENT DETAILS (Skip if not an incident)

1. Type of Incident	[ ]
2. Who Caused the Damage?	[ ]
3. What Caused the Damage?	[ ]
4. Damage Caused While	[ ]

13. COMMON INFORMATION (Complete in both cases)

▶ 1. During	[ ]	▶ 3. Extent of damage	[ ]
▶ 2. User Group	[ ]	▶ 4. Vehicle owned by	[ ]
▶ 5. Damaged vehicle parts			

14. INJURED PERSONS (If applicable)

Name (Last, First, Middle)	Contact details	Who?	Injury Status
		[ ]	[ ]
		[ ]	[ ]
		[ ]	[ ]

1- Kenya Re staff  
 2- Passenger in KenyaRe vehicle (not staff)  
 3- Local person  
 9- Unknown

1- Fatal  
 2- Incapacitating  
 3- Non-incapacitating  
 9- Unknown

15. REMARKS BY THE SECURITY SECTION

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16. KENYA-RE SECURITY USE ONLY

Time officer Notified		Name of Officer	
Time officer arrived at scene		ID number	
Date of report		Telephone	
Time of report		Signature of Officer	
Supplemental information will follow?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

KENYARE STAMP



# CODE SHEET

for Motor Vehicle Accident & Incident Report Form


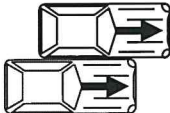
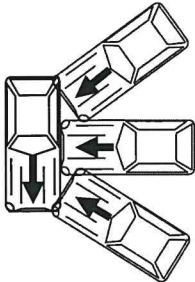

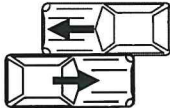
11. ACCIDENT DETAILS			12. INCIDENT DETAILS
<p><b>(11-1) Accident Severity</b></p> <p>1 - Fatal 2 - Injury 3 - Property Damage Only</p> <p><b>(11-2) Accident Class</b></p> <p>1 - Third party vehicle hit KENYARE vehicle 2 - Third party motorbike/moped hit KENYARE vehicle 3 - KENYARE vehicle hit Third Party vehicle 4 - KENYARE vehicle hit Third Party motorbike/moped 5 - KENYARE Vehicle collided with Aircraft 6 - KENYARE vehicle hit Government vehicle 7 - KENYARE vehicle hit non-motorist 8 - Non-Motorist hit KENYARE vehicle 9 - Single accident - Ran-off-the-road 10 - Single accident - Rolled/turned over 11 - Single accident - Hit fixed object 12 - Single accident - Hit animal 13 - Single accident - Trailer became detached 14 - Single accident - Trailer Jack-knifed 88 - Other (Explain)</p> <p><b>(11-3) Collision Type</b></p> <p>1 - Non-collision 2 - Head-on (Front-to-front) 3 - Rear-end (Front-to-rear) 4 - Sideswipe (Side-to-side, <i>same direction</i>) 5 - Sideswipe (Side-to-side, <i>opposite direction</i>) 6 - Broad side/Angle 99 - Unknown</p> <p><b>(11-4) Location</b></p> <p>1 - Intersection 2 - Roadway 3 - Median 4 - Roadside 5 - Outside of trafficway 6 - KENYARE premises/compounds 7 - KENYARE parking lot 88 - Other (Explain) 99 - Unknown</p> <p><b>(11-5) Road Surface Condition</b></p> <p>1 - Dry 2 - Wet 3 - Snow 4 - Ice/Frost 5 - Sand 6 - Mud, dirt, gravel 7 - Oil 88 - Other (Explain) 99 - Unknown</p> <p><b>(11-6) Weather Condition</b></p> <p>1 - Clear 2 - Cloudy 3 - Fog, smoke 4 - Rain/Hail 5 - Snow 6 - Blowing sand 7 - Severe winds 88 - Other (Explain) 99 - Unknown</p> <p><b>(11-7) Light Condition</b></p> <p>1 - Daylight 2 - Dawn/Dusk 3 - Dark-lightened 4 - Dark-not lightened 99 - Unknown</p> <p><b>(11-8) Roadway Horizontal Alignment</b></p> <p>1 - Straight 2 - Curved 99 - Unknown</p> <p><b>(11-9) Roadway Vertical Alignment</b></p> <p>1 - Level 2 - Hillcrest 3 - Uphill 4 - Downhill 5 - Sag (bottom) 99 - Unknown</p>	<p><b>(11-10) Area</b></p> <p>1 - Rural 2 - Urban 99 - Unknown</p> <p><b>(11-11) Contributing Circums. by Road</b></p> <p>1 - None 2 - Road Surface Condition 3 - Debris 4 - Rut, Holes, Bumps 5 - Road construction/ maintenance 6 - Worn, Travel-Polished Surface 7 - Obstruction in Roadway 8 - Traffic Control Device Inoperative, Missing or Obscured 9 - Shoulders (none, low, soft, high) 10 - Work on road (Other than roadway) 88 - Other (Explain) 99 - Unknown</p> <p><b>(11-12) Contributing Circums. by Environment</b></p> <p>1 - None 2 - Weather conditions 3 - Physical obstructions (that block driver's vision) 4 - Glare 5 - Animal in roadway 6 - Pedestrian action 7 - Previous accident 88 - Other (Explain) 99 - Unknown</p> <p><b>(11-13) Vehicle Action (Before accident)</b></p> <p>1 - Going Straight Ahead 2 - Backing 3 - Maneuvering into or out of parking 4 - Changing Lanes 5 - Overtaking/Passing 6 - Turning Right or Left 7 - Making U-Turn 8 - Leaving Traffic Lane 9 - Entering Traffic Lane 10 - Negotiating a Curve 11 - Parked 12 - Stopped in Traffic 13 - Downhill runaway 88 - Other (Explain) 99 - Unknown</p> <p><b>(11-14) Driver Condition</b></p> <p>1 - Apparently normal 2 - Physical impairment 3 - Illness 4 - Asleep, fainted, fatigued, etc. 5 - Under the influence of alcohol 6 - Under influence of drugs or medication 88 - Other (Explain) 99 - Unknown</p> <p><b>(11-15) Occupant Protection</b></p> <p>1 - None used 2 - Seat belt used 3 - Child safety seat used 4 - Helmet used 88 - Other (Explain) 99 - Unknown</p> <p><b>(11-17) Traffic Controls</b></p> <p>1 - No controls present 2 - Traffic signals 3 - Stop signs 4 - Yield signs 5 - No Passing sign 6 - Warning sign 7 - School zone sign 8 - Railway crossing device 9 - Traffic director 10 - Work zone signs 88 - Other (Explain) 99 - Unknown</p>	<p><b>(11-18) Contributing Circums. by Driver (Up to two)</b></p> <p>1 - No improper action 2 - Ran traffic signal 3 - Ran stop sign 4 - Driving too fast for conditions 6 - Made improper turn 7 - Traveling wrong way or on wrong side 8 - Crossed centerline 9 - Lost Control 10 - Followed too close 11 - Swerved to avoid 12 - Over correcting/over steering 13 - Operating vehicle in an erratic, reckless, careless, negligent, or aggressive manner 14 - Failed to yield right-of-way 15 - Distracted by passenger 16 - Distracted by phone or other device 17 - Distracted by fallen object 18 - Fatigued/asleep 19 - Vision obstructed 20 - Improper passing/Overtaking 21 - Improper lane change 88 - Other Improper action (Explain) 99 - Unknown</p> <p><b>(11-19) Contributing Circums. by Vehicle</b></p> <p>1 - None 2 - Brakes 3 - Steering 4 - Suspension 5 - Tires/Wheels 6 - Lights (head, signal, tail) 7 - Windows/Windshield 8 - Mirrors 9 - Wipers 88 - Other (Explain) 99 - Unknown</p> <p style="background-color: #cccccc; text-align: center;"><b>NON-MOTORIST</b></p> <p><b>(11-20) Type</b></p> <p>1 - Pedestrian 2 - Pedal cyclist (bicycle, tricycle, unicycle, pedal car) 3 - Skater 4 - Animal rider 88 - Other (Explain) 99 - Unknown</p> <p><b>(11-21) Location (prior to impact)</b></p> <p>1 - Intersection, Marked crosswalk 2 - Intersection, No crosswalk 3 - Roadway, Marked crosswalk 4 - Roadway, No crosswalk 5 - Sidewalk 6 - Median 7 - Roadside 8 - Outside of traffic way 9 - KENYARE premises/compounds 10 - KENYARE parking lot 88 - Other (Explain) 99 - Unknown</p> <p><b>(11-22) Contributing Circums. by Non-Motorist</b></p> <p>1 - Improper crossing 2 - Darting (sudden forward movement) 3 - Lying or sitting in roadway 4 - Failure to yield right of way 5 - Not visible (dark clothing) 6 - Inattentive (talking, eating, etc.) 7 - Failure to obey traffic signs, signals, or officer 8 - Wrong side of road 88 - Other (Explain) 99 - Unknown</p>	<p><b>(12-1) Type of Incident</b></p> <p>1 - Non-collision damage 2 - Hit and run 3 - Vandalism 4 - Spray/Graffiti 4 - Theft from vehicle 5 - Missing equipment 6 - Stolen equipment 7 - Lost equipment 8 - Defective equipment/vehicle part 9 - Part of vehicle came off 10 - Part of load came off 88 - Other (Explain)</p> <p><b>(12-2) Who Caused Damage?</b></p> <p>1 - None 2 - Unknown person(s) 3 - Non-motorist (Pedestrian, cyclist, etc.) 4 - Mob, Crowd, Activists, Demonstrators 5 - Other local people 6 - Third Party driver 7 - Staff member - Driver 8 - Staff member - Other 9 - Rescue team 88 - Other (Explain)      99 - Unknown</p> <p><b>(12-3) What Caused Damage?</b></p> <p><b>OBJECT:</b></p> <p>10 - Weapon 11 - Object - Falling/Flying 12 - Object - Projected by other vehicle 13 - Object - Thrown 14 - Road structure (Bridge, barrier, etc.) 15 - Cargo 16 - Closing gate</p> <p><b>EVENT:</b></p> <p>17 - Act of God (Lightning, hail, severe wind, earthquake, flood, etc.) 18 - Break-in 19 - Fire 20 - Explosion 21 - Mechanical failure/breakdown 22 - Mishandling of equipment</p> <p><b>ENVIRONMENT:</b></p> <p>23 - Roadway condition 24 - Animal 25 - Sand, mud, dirt, etc. 26 - Rock on roadway 27 - Water 28 - Ice 88 - Other (Explain)      99 - Unknown</p> <p><b>(12-4) Damage Caused While:</b></p> <p>1 - Loading/unloading 2 - Being transported 3 - In transport (Driving) 4 - Parked 5 - Being recovered 88 - Other (Explain)      99 - Unknown</p> <p style="background-color: #cccccc; text-align: center;"><b>13. COMMON INFORMATION</b></p> <p><b>(13-1) During</b></p> <p>1 - On duty 2 - Off duty 3 - Liberty      99 - Unknown</p> <p><b>(13-2) User Group</b></p> <p>1 - Administration) 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - Contractor 88 - Other (Explain)</p> <p><b>(13-3) Extent of damage</b></p> <p>1 - No Damage 2 - Minor Damage 3 - Functional Damage 4 - Disabling Damage 99 - Unknown</p> <p><b>(13-4) Vehicle owned by</b></p> <p>1 - KenyaRe 2 - Contingent</p>

**FORM COMPLETION INSTRUCTIONS FOR PART 2**

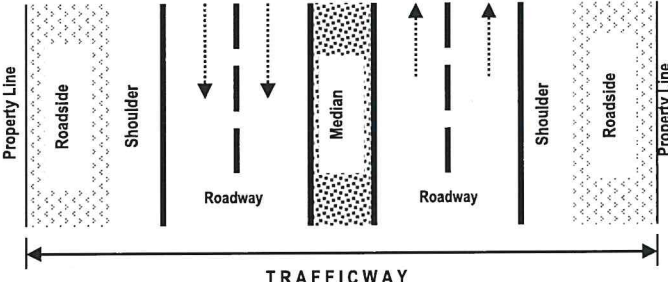

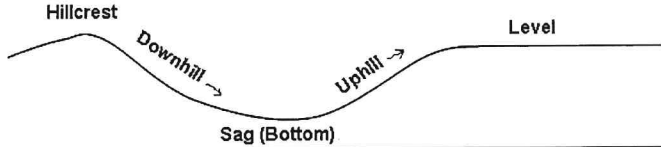
1. In principle, this Part of the form shall be completed by a KenyaRe Security Coordinator. However, in the absence of the Security Coordinator, it shall be completed by the driver of the vehicle.
2. To increase the efficiency of reporting and save time, this form can be completed partially, however only those **items marked with ( ► )**. To use this option, the occurrence **MUST** meet ALL the criteria below:
  - This must be a **"Property Damage Only" accident** (11-1. Accident Severity = 3)
  - **Only KENYARE vehicle(s)** become(s) involved (11-2. Accident Class = 6-9-10-11-12-13-14)
  - Results in **Minor Damage** (13-3. Extent of Damage = 2)

In other words, there must be no injury or fatality, or third party involvement and the damage must be minor.

3. The information will be entered in three formats:
  - i. Enter only **numbers** within the square brackets [ ]. Do not enter text. For example, if in your case the accident severity is fatal, then code it as [ 1 ].
  - ii. **Check** boxes with an (X), like this one:
  - iii. Enter **text**, where only a space is provided.

HEADER		
#	Data Element	Explanation
	HEADER	<p><b>Motor Vehicle Accident</b> <input type="checkbox"/> / <b>Incident</b> <input type="checkbox"/> <b>Report Form</b></p> <p>Here, you must check the appropriate box based on the nature of the occurrence. Please refer to the following guidelines to determine whether your case is an accident or an incident:</p> <ul style="list-style-type: none"> <li>• An <b>accident</b> is an unintentionally caused traffic event where at least one motor vehicle moving under the control of a driver becomes involved, resulting in human injury and/or material damage.</li> <li>• An <b>incident</b> is a reportable event which has no direct connection with vehicle operation.</li> </ul> <p>For example, refer to "Accident Class" (11-2) and "Type of Incident" (12-1) definitions. If the occurrence fits any one of these definitions, please mark accordingly. If not, use your judgment or consult others who are able to tell you what to choose.</p>
	Reference Information	This box is provided in order for referencing Part 1 to Part 2 to make sure that these are the same report's parts. Please copy necessary information from Part 1.
11. ACCIDENT DETAILS		
#	Data Element	Explanation
11-1	Accident Severity	Enter the most relevant code in the space provided. If more than one code is applicable for the occurrence you must choose only one code which represents the most severe condition. For example, if both injury and property damage involve, you must code it as "2" (Injury). Or, if both injury and fatality exists you must code it as "4" (Fatal).
11-2	Accident Class	Enter the accident class code in the space provided. Please note that: <b>Non-motorist</b> is any road user who is not a passenger or a driver of a motor vehicle. Pedestrians, cyclists, skaters, animal riders, animal driven carts, etc. are referred to as Non-motorists. <b>Single accident</b> is an accident where only one vehicle becomes involved. No other vehicle or passenger, etc.
11-3	Collision Type	<p>Enter the collision type code in the space provided. Please note that:                      For our reporting purposes, "<b>collision</b>" refers to an accident between vehicles. All accidents involving only one vehicle should be coded as "1" (Non Collision). Accident Class codes between 7 and 14 are non-collision accidents.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>2 - Head-on Collision</p> </div> <div style="text-align: center;">  <p>4 - Sideswipe (same direction)</p> </div> <div style="text-align: center;">  <p>6 - Broadside/Angle</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 20px;"> <div style="text-align: center;">  <p>3 - Rear-end Collision</p> </div> <div style="text-align: center;">  <p>5 - Sideswipe (opposite direction)</p> </div> </div>



11-4	Location	<p><b>Trafficway</b> is the area between two property lines. <b>Shoulder</b> is a reserved area alongside the edge of a roadway for accommodation of stopped vehicles, for emergency use, and for lateral support to the roadway.</p> <p><b>Roadway</b> is the improved portion of the road designed for travel. <b>Roadside</b> is the area from the shoulder to the property line. <b>Median</b> is a barrier, constructed of concrete, asphalt, or landscaping, that separates two directions of traffic. <b>Intersection</b> is a junction where one street or road crosses another.</p> 
11-5	Road Surface Condition	Indicate the prevailing road surface condition that existed at the time of the accident by entering responding code in the space provided.
11-6	Weather Condition	Indicate the prevailing atmospheric conditions that existed at the time of the accident by entering responding code in the space provided.
11-7	Light Condition	Indicate the level of light condition that existed at the time of the accident by entering responding code in the space provided.
11-8	Roadway Horizontal Alignment	<p style="text-align: center;"><b>Straight</b>                      <b>Curved</b></p> 
11-9	Roadway Vertical Alignment	
11-10	Area	Indicate whether the accident occurred in an urban (built-up) or rural (non-built-up) area, by entering responding code.
11-11	Contributing Circumstances by Road	These are apparent conditions of the road which contributed to the accident. Enter most appropriate code if applicable to this occurrence.
11-12	Contributing Circumstances by Environment	These are apparent environmental conditions that contributed to the accident. Enter the most appropriate code if applicable to this occurrence.
<b>VEHICLE &amp; DRIVER</b>		
11-13	Vehicle Action (Before Accident)	Describes what each vehicle was doing prior to the accident. Enter the appropriate code for each vehicle.
11-14	Driver Condition	Enter the appropriate code in the box to show the conditions of each Driver. This information is purely reflects the observation of the investigating officer, at the time of the accident/incident.
11-15	Occupant Protection	Enter the code for the appropriate Occupant Protection used for each driver. Indicate only protective devices that are being used.
11-16	Alcohol Test result?	This refers to the test conducted by investigating Officers using preliminary breath testing devices.
11-17	Traffic Controls	Enter the type of Traffic Controls present during the accident for each vehicle.
11-18	Contributing Circumstances by Driver	<p>These are the apparent circumstances by driver that cause the accident to occur.</p> <p><b>KENYARE Driver:</b> Enter the most appropriate code to indicate driver's action that may have contributed to the accident.</p> <p><b>Other Driver:</b> Enter the most appropriate code to indicate other driver's action that may have contributed to the accident.</p>
11-19	Contributing Circumstances by Vehicle	<p>These are the apparent circumstances by vehicle that cause the accident to occur.</p> <p>If a vehicle defect may have contributed to or caused the accident, it should be noted. Enter the most appropriate code for each vehicle.</p>
<b>NON-MOTORIST</b>		
11-20	Type	If there is any non-motorist involves in the accident, enter the code for the non-motorist type.
11-21	Location (Prior to Impact)	Indicate the location of non-motorist prior to impact.
11-22	Contributing Circumstances by Non-Motorist	<p>These are the apparent circumstances by non-motorist that cause the accident to occur. Enter only one code to indicate the action of a non-motorist that may have contributed to the accident. Select the most appropriate code. A Non-Motorist is defined as any person other than an occupant of a motor vehicle in transport. This includes pedestrians, occupants of other motor vehicles <b>not</b> in transport and occupants of transport vehicles other than motor vehicles.</p>



12. INCIDENT DETAILS		
#	Data Element	Explanation
12-1	Type of Incident	An <u>incident</u> is a reportable event which has no direct connection with the operation of a motor vehicle. <b>Hit and Run</b> is generally considered as an accident, however, for our reporting purposes it will be considered as an incident even if it occurs during operation of the vehicle. <b>Vandalism</b> is purposeful destruction or damage of something that belongs to someone else.
12-2	Who Caused the Damage?	Indicate who caused the damage by entering responding code. If no one is responsible for the damage, enter "1-None".
12-3	What Caused the Damage	Indicate who caused the damage by entering responding code.
12-4	Damage caused while	Indicate when the damage was caused, by entering responding code.
13. COMMON INFORMATION		
#	Data Element	Explanation
13-1	During	Enter appropriate code to indicate whether the officer was ON or OFF duty, or driving LIBERTY at the time of the accident.
13-2	User group	Enter the appropriate code for the vehicle user group. This reflects what administrative category the driver (member staff) falls under.
13-3	Extent of Damage	This field indicates the damages incurred to KenyaRe vehicle only. 2 - Minor Damage - Light damage ranges from inconspicuous (unnoticeable), slight or superficial damage to conspicuous (noticeable) damage such as cracked glass, body dents, small holes in the body, and doors that operate with difficulty, etc. 3 - Functional Damage – Damage, which is not disabling, but affects operation of the road vehicle or its parts. Code 3 includes damage that does not prevent a vehicle from being driven a short distance, although further damage would result if the vehicle were driven more than a mile. For example: flat tires, leaky radiators, bent axles, and wheels that scrape on the body or fenders. 4 - Disabling Damage – Damage that precludes departure of the vehicle from the scene of the accident in its usual daylight-operating manner after simple repairs.
13-4	Vehicle Owned by	Enter the appropriate code for the owner.
13-5	Damaged Vehicle Parts	List damage parts of the vehicle.
14. INJURED PERSONS		
#	Data Element	Explanation
14	INJURED PERSONS	<b>Who?:</b> Indicate who the injured person is by entering responding code in the box provided <b>Injury Status:</b> Indicate the Injury Status of the person's injuries by entering responding code in the box provided. The Severity code is based on conditions observed at the scene of the accident or known at the time the accident report is prepared 1- <u>Fatal</u> : Any injury that results in death. 2- <u>Incapacitating</u> : Any injury, other than a fatal injury, which prevents the injured person from walking, driving or normally continuing the activities the person was capable of performing before the injury occurred. 3- <u>Non-incapacitating</u> : Any injury, other than a fatal injury or an incapacitating injury, which is evident to observers at the accident scene.
15. REMARKS BY INVESTIGATING OFFICER		
Use this space for entering any kind of relevant information.		
16. KENYA REINSURANCE CORPORATION SECURITY SECTION USE ONLY		
Data Element	Explanation	
Time Officer Notified	Enter the time the Officer was notified of the accident using the 24H-Time format (00:00 – 23:59)	
Time Officer Arrived at the Scene	Enter the time Officer arrived at the scene using the 24H-Time format (00:00 – 23:59)	
Date of report	Enter the date the report was written using the mm/dd/yyyy format	
Time of report	Enter the time the report was written using the 24H-Time format (00:00 – 23:59)	
Name of Officer	Enter the name of the officer completing this form.	
ID Number	Enter the ID number of the officer completing this form.	
Telephone	Enter the telephone number of the officer completing this form.	
Signature	Investigating officer's signature.	
Supplemental Information will follow	Check appropriate box to indicate whether <b>Supplemental Information Will Follow</b> .	