

MS 450 Volunteer and Trainee Transportation

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Responsible Offices: Office of Safety and Security (OSS)

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1.0 Authority

22 U.S.C. 2504

2.0 Purpose

This Manual Section sets out the policies and procedures governing post transportation policies for Volunteers and Trainees (collectively Volunteers).

3.0 Policies

3.1 Transportation policies apply to the safety and security of modes of travel, travel times, and travel conditions. (See MS 220 *Leave for Volunteers/Trainees* for policies on travel destinations.)

3.2 Due to the substantial safety and security risks that are posed to Volunteers during overland and sea travel, Peace Corps posts are required to have a written post-specific transportation policy for the Volunteers. The Country Director, in consultation with post staff, the appropriate Regional Director, and the Peace Corps Safety and Security Officer (PCSSO), is responsible for establishing the policy and communicating the policy to Volunteers.

3.3 Volunteers are prohibited from operating Peace Corps or other motor vehicles overseas, except (i) when they are on approved leave and the operation of the vehicle does not violate the post-specific transportation policy in the country where the leave is taken, (ii) when permitted

under IPS 1-15 *Global Health Service Partnership Policy*, or (iii) when specifically authorized by the Country Director. A Country Director may authorize a Volunteer to operate:

- (a) a Peace Corps vehicle in accordance with the provisions of MS 522 *Motor Vehicle Use and Insurance*; and
- (b) a vehicle owned by another government or non-government agency for a limited period of time and specific purpose if the Country Director determines that:
 - (1) operation of the vehicle is necessary to the Volunteer's assignment;
 - (2) no practical transportation alternative exists;
 - (3) the vehicle to be used meets local safety standards and laws;
 - (4) the Volunteer is adequately insured under the other agency's vehicle liability policy;
 - (5) the Volunteer is licensed to operate a vehicle in the relevant jurisdiction(s); and
 - (6) the Volunteer understands the texting prohibition in section 10.0 Texting While Driving of MS 522 *Motor Vehicle Use and Insurance*.

3.4 Posts should adopt a transportation policy that promotes use of the most reliable and safe transportation modes and the best travel times and conditions.

3.5 Volunteers must adhere to their local post transportation policies in their country of service. Volunteers on official travel or personal leave to another post outside of their country of service must also adhere to that post's transportation policies.

3.6 Failure of a Volunteer to comply with post transportation policies may be grounds for administrative separation.

4.0 Procedures

4.1 When developing the post transportation policy, the Country Director shall consider the following:

- (a) Where multiple options exist, using the safest transportation option that is within the Volunteer living allowance;
- (b) Limiting Volunteer travel to daylight hours only;
- (c) Identifying transportation modes that should be placed off-limits due to the inherent risk of traveling via such modes;
- (d) Requiring safety equipment not already required by a Peace Corps policy, that must be used when traveling, such as seat belts where available and personal flotation devices;

- (e) Providing specific guidance for Volunteer travel to the capital city or other urban areas that may require additional precautions such as the use of official taxis or other safer modes; and
- (f) Reviewing the post out-of-site policy to ensure that it is consistent with the Volunteer travel policy.

4.1.1 In addition, the policy must:

- (a) Delineate any areas of the country that are restricted for travel (*see MS 220*); and
- (b) Identify a responsible individual (the Safety and Security Coordinator or other staff person) to be responsible for monitoring transportation issues and providing relevant information, such as recommendations/updates on companies, carriers, and road closings/conditions.

4.2 New or revised travel policies must have the concurrence of the applicable Regional Director.

4.3 The policy must be communicated to the Volunteers and be included in the post specific Volunteer Handbook. As part of the post specific Volunteer Handbook, the policy will be reviewed yearly as part of the MS 270 *Volunteer/Trainee Safety and Security* review process.

5.0 Effective Date

The effective date of this Manual Section is the date of issuance.