

## Driver Recognition Programme – Q&A

### **Background**

The Driver Recognition Programme is an eco- and safe driving competition that recognizes the important role that drivers play in the sustainability, health and safety objectives of aid and development organisations.

The Driver Recognition Programme starts with country-level qualifying rounds. The qualifying rounds measure practical driving skills and tests the knowledge of drivers.

The best drivers from country offices within the region are then invited to compete at the Driving Champions Final for the annual Driver Award. The final event simulates a 'typical day in the life of the driver'. The finalists will also be engaged in side activities such as driving clinics and workshops that support eco- and safe driving techniques

### **Objectives**

The Driver Recognition Programme aims to engage, educate and inspire employed and subcontracted drivers to:

- Reduce road traffic accidents.
- Improve fuel efficiency.
- Ensure a healthy working environment.
- Increase service levels to their programmes.
- Improve driver health.
- Increase driver engagement.

The Programme also aims to:

- Improve data collection on driver performance.
- Engage, educate and inspire staff members of aid and development agencies worldwide, as well as beneficiaries, suppliers and subcontractors, to play a role in supporting and helping to achieve the broader mandate of the organisations.

### **Data Collection**

One of the underlying causes for the lack of driver recognition is the inability to accurately provide feedback, monitor and coach drivers on an individual basis. This stems from the absence of consistent and accurate data collection on driver performance. In our experience, only a handful of organisations collect driver performance data that provides meaningful information about the individual performance of drivers.

Through the Driver Recognition Programme, we aim to improve data collection on driver performance. Therefore, one of the requirements of the programme is to inform Fleet Forum about the ways in which you collect data and then share this data with us.

## General Questions

### Who is entitled to participate?

The programme is open to all country offices of humanitarian organisations in the region. Once signed up, they must undertake the Qualifying Rounds to identify their top light vehicle (sedans / 4x4) driver from their organisation. The winning driver will then represent the organisation at the final event – the Driving Champions Final.

### How many drivers can an organisation sign up for participation?

The programme consists of Qualifying Rounds and the Driving Champions Final. There is no limit to the number of drivers who can participate in the qualifying rounds. We advise organisations to encourage all their drivers to sign up on a voluntary basis. At the final event, 1 driver and 1 senior manager will participate from the respective organisation.

### Do drivers need to speak English to participate?

Drivers do not need to read and speak English well to participate. Some of the qualifying rounds are administered by a representative within your country office. This person can be the manager of the drivers, the fleet manager, administration manager etc. Therefore, it is important that this person speak English to communicate with Fleet Forum and understand the qualifying rounds tools.

A few tools will be administered by Fleet Forum directly in English; depending on the number of drivers, Fleet Forum will either translate these to the required local language or ask the representative to guide the drivers.

### Is the inclusion of a senior manager mandatory?

Each organisation is urged to invite a senior manager to accompany the drivers. At the heart of this programme is the need to recognize the crucial role drivers play in organisations; therefore it is of utmost importance for a senior manager to be supporting the drivers at the Driving Champions Final

### How long will the whole exercise take at country level?

The Qualifying Rounds typically last for 2 to 3 months. However, the time commitment required by each office and driver will be no more than a few hours.

### What are the costs to participate in the programme?

For the Qualifying Rounds, there are no direct (monetary) costs. Of course, we ask you and your colleagues to take time to carry out the rounds in which the best driver is selected. Non-monetary methods are used: an online knowledge test that Fleet Forum provides and submission of basic fleet management data.

For the Driving Champions Final, we ask participating organisations to cover the cost of travel and accommodation for 1 driver and 1 senior manager. Fleet Forum and our Title

Sponsors will cover the costs of carrying out the event (vehicles, track, communication materials and much more).

#### Who is entitled to participate in the Qualifying Rounds?

The Qualifying Rounds are open to all light vehicle drivers of participating organisations.

#### How are the Qualifying Rounds organised?

Qualifying rounds are required to take place prior to the final event to identify qualified participants for the Driving Champions Final. The full format of the Qualifying Rounds consists of the following methods:

1. All interested drivers complete an online test. The test will assess knowledge on road safety, driving, health and fuel efficiency.
2. Organizations submit basic data on drivers (accident rate, fuel usage etc).

The responsibility for conducting the Qualifying Rounds lies with the country offices. Fleet Forum will provide guidelines for each method as well as support to conduct these rounds.

#### What are the criteria for drivers to participate in the Qualifying Rounds?

Fleet Forum recommends that all light vehicles drivers of all skill levels and experience be allowed to take part in the Qualifying Rounds.

#### What are the criteria for drivers to win in the Qualifying Rounds?

Fleet Forum will provide standardised criteria. As a minimum, the selection process tests the driver's skills and knowledge level in the following areas:

- Fuel efficient driving (based on speed and fuel consumption)
- Safe, accident-free driving
- Healthy lifestyle habits

#### What fleet management data will be used in the Qualifying Rounds?

At a minimum, accident history and fuel consumption will be used. Those organisations that use tracking devices can include speeding, idling and harsh breaking.

#### What is the format of the Driving Champions Final for light vehicle drivers?

The final event is designed to replicate a day's work for a driver and will include transporting goods and / or people. Each driving team is comprised of a driver and a co-driver (senior manager). They will compete and be tested on 5 key elements:

- Fuel efficiency.
- Speed.
- Road safety and health.
- Driver friendliness and passenger comfort.
- Completion of logbook.

The specific rules will depend on the circuit itself and will be shared with participating teams at a later stage.