

Policy Title	Safe Driving Bonus
Previous title (if any)	
Policy objective	The objective of this policy is to set out measures to reward eligible staff members for performing safe driving functions and maintaining accident-free records.
Target audience	All UNFPA staff members
Risk control matrix	Control activities that are part of the process are detailed in the Risk Control Matrix
Checklist	N/A
Effective date	01 June 2023
Revision History	
Mandatory review date	01 June 2026
Policy owner unit	Division for Human Resources
Approval	Link to signed approval template

Safe Driving Bonus

I. Purpose

1. The purpose of this policy is to set out measures to reward UNFPA staff members who are employed as drivers, for performing safe driving functions on a regular basis and maintaining accident-free records.

II. Policy

2. UNFPA is committed to fostering a culture of safety both in the work environment and within the communities where it carries out its activities through supporting safe driving functions.
3. This policy outlines the safe driving bonus, establishes eligibility for the bonus, and identifies roles and responsibilities.

A. Safe driving bonus

4. UNFPA shall financially compensate eligible staff members for maintaining a clean driving record¹ while on and off duty. This also includes eligible staff members who are involved in accidents considered not to be their fault by the competent authorities. Eligible drivers shall receive an additional one week's net salary at the end of each calendar year subject to conditions outlined in this policy.

Safe driving

5. For the purposes of this policy, safe driving shall constitute the following:
 - a. Maintaining an accident-free record;
 - b. Obeying traffic rules;
 - c. Not having a conviction for a traffic violation;
 - d. Driving defensively;
 - e. Exercising precautions during bad weather; and
 - f. Maintaining the vehicle by ensuring that maintenance checks are carried out on scheduled dates.
6. The safe driving bonus is primarily intended to reward responsible driving while on duty with UNFPA. However, international civil servants must bear in mind that their conduct and activities outside the workplace, even if unrelated to official duties, can compromise the image and the interests of the organization. Accordingly, the requirement to maintain an accident free record, obey traffic rules, and not have a conviction for a traffic violation extends to the staff member's driving behavior while off duty.

¹ No violations, at-fault accidents, or traffic-related convictions.

B. Eligibility

7. Locally recruited staff members in the general service category who are employed by UNFPA as drivers under a permanent or fixed-term appointment, with a **full year** of service by 31 December of that year, are eligible for the one-week salary bonus.
8. Locally recruited staff members in the general service category who are employed by UNFPA as drivers under a permanent, fixed-term or temporary appointment, with **between six to twelve months** service by 31 December of that year, are eligible for a prorated bonus based on the number of complete months served.
9. Staff members who are holding a permanent or fixed-term appointment and perform split functions, e.g., driver/messenger, are eligible for the bonus, provided that the time spent in driving functions constitutes at least 30 percent of their duties.
10. Locally recruited staff members in the general service category who are employed by UNFPA as drivers under a permanent, fixed-term or temporary appointment, with **less than six months** of service as of 31 December, are not eligible for the bonus.

C. Period of Service***Inclusions***

11. For purposes of determining eligibility for a safe driving bonus, a driver's period of service shall include the following approved absence from duty:
 - a. Annual leave;
 - b. A continuous sick leave period of less than 30 days;
 - c. A continuous special leave without pay (SLWOP) period of less than 30 days;
 - d. A continuous special leave with partial pay period (SLWPP) of less than 30 days;
or
 - e. A continuous special leave with full pay period (SLWFP) of less than 30 days.

Exclusions

12. The following periods of continuous absence shall not be counted towards accrued service for eligibility requirements:
 - a. Sick leave period of 30 days or more;
 - b. SLWOP period of 30 days or more;
 - c. SLWPP period of 30 days or more; or
 - d. SLWFP period of 30 days or more.

D. Payment calculations

13. The safe driving bonus comprises one week's net salary payable at the level and step of each eligible driver according to the criteria outlined in paragraph 4.
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14. The amount of the bonus is calculated based on the salary scale in effect on 31 December of the calendar year under review, either by the operations manager² in duty stations outside headquarters, or by the human resources business partner (HRBP) for drivers serving in headquarters (New York).
15. If the applicable salary scale is subsequently revised and affects the December salary calculation, payment of the bonus is adjusted accordingly.

III. Procedures

16. The staff member must submit a completed request form to the operations manager at duty stations outside headquarters or the HRBP in headquarters, and provide proof of a clean and clear driving record for the calendar year.
17. Eligible staff members should submit the request form during the month of January of the following calendar year to facilitate timely payment of the bonus. However, under [United Nations staff rule 3.15\(b\)](#) a staff member may submit their request for the bonus at any time within one year of having completed the required period of service.
18. The operations manager at duty stations outside headquarters or the HRBP in headquarters conducts necessary background checks and confirms whether the staff member meets the eligibility requirements.
19. If the operations manager or the HRBP, as applicable, determines that the staff member is eligible for the bonus, they then determine³ the amount payable to the driver and forward the request to the head of unit⁴.
20. The head of unit authorizes the payment.

Roles and Responsibilities

21. Staff member responsibilities include:
 - a. Ensuring that they keep an accident free record;
 - b. Obeying traffic rules;
 - c. Not having a conviction for traffic violation;
 - d. Driving defensively;
 - e. Exercising bad weather precautions;
 - f. Maintaining the vehicle by ensuring scheduled maintenance checks are carried out on scheduled dates; and

² In duty stations outside headquarters (New York) without operations managers, the task can be undertaken by administrative/finance associates.

³ The amount payable may be calculated by a UNFPA service provider.

⁴ The head of unit refers to the representative, division director, regional or sub-regional director, country representative or director, or head of office in countries without a UNFPA representative. This task can be undertaken by the delegated officer as appropriate.

- g. Initiating the request by showing the immediate supervisor proof of a clean and clear driving record for the year.
22. The operations manager at duty stations outside headquarters or the HRBP in headquarters is responsible for:
- a. Conducting necessary background checks and confirming the eligibility of the staff member; and
 - b. Calculating the amount to be paid to the staff member.
23. The head of unit is responsible for:
- a. Authorizing the payment of the safe driving bonus.

IV. Other

24. Payment of safe driving bonus is not considered in determining the following entitlements, where applicable:
- a. Pensionable remuneration (safe driving bonus is not pensionable), contributions to, and benefits payable by the United Nations Joint Staff Pension Fund;
 - a. Compensation for service-incurred illness, injury, or death;
 - b. Special post allowance;
 - c. Insurance premiums; and
 - d. Separation payments.

V. Process Overview Flowchart

No overview flowchart applicable

VI. Risk Control Matrix

Figure 1: Risk Control Matrix

Risk Description	First Line of Defense Controls			Second Line of Defense Controls		
	Control Activity Description	Reference (Policy section, paragraph or Control #)	Who performs	Control Activity Description	Reference (Policy section, paragraph or Control #)	Who performs

<p>Wrong calculation of the payable amount.</p>	<p>The amount of the bonus is calculated based on the salary scale in effect on 31 December of the calendar year under review, either by the operations manager in duty stations outside headquarters, or by the HRBP for drivers serving in headquarters.</p>	<p>14</p>	<p>Operations manager/HRBP</p>	<p>The head of unit is responsible for authorizing the payment of the safe driving bonus.</p>	<p>20</p>	<p>Head of unit</p>
<p>Staff members receive the bonus when they don't meet the eligibility criteria.</p>	<p>The driver should have been working for the UNFPA office for a minimum period of six months of that calendar year.</p>	<p>7 & 8</p>	<p>Immediate supervisor</p>	<p>The operations manager at duty stations outside headquarters/HRBP in headquarters is responsible for conducting necessary background checks and confirming the eligibility of the staff member.</p>	<p>22 a</p>	<p>Operations manager/HRBP</p>