



HR Information Sheet

UMOJA USERS

AUTHORITATIVE SOURCE DOCUMENTS

- ST/AI/2010/6 – Road and driving safety

Safe driver bonus

For Staff



Who

Locally recruited General Service staff members serving at locations away from headquarters, who are appointed as drivers of UN vehicles and do not cause any car accidents or receive any moving violations (committed by the driver of a vehicle while it is in motion) during the year, are eligible for this bonus.



What

The safe driver bonus is a payment equivalent to one quarter of the net monthly salary and is payable in the local currency annually.



Why

The safe driver bonus is made available to incentivize and encourage official drivers of UN vehicles to drive safely and maintain an accident-free record. The United Nations promotes and expects the safe operation of its vehicles to reduce the risk of road-related incidents.



When

Eligible staff members may receive a safe driver bonus once per year, following a review of their record (including any accidents, incidents and/or traffic violations) by a designated Transportation Specialist. A list of drivers who qualify for the safe driver bonus is compiled and submitted in January each year to the HR Partner (Personnel Officer, HR Officer), who then reviews and approves the list of eligible drivers, as applicable.

Where*

*as applicable



If Umoja has been deployed at your duty station (otherwise refer to your local HR Office), the HR Partner will process the safe driver bonus in the Umoja system. You will not be required to take any action to receive this bonus.



How*

The safe driver bonus will be added to your salary payment once it is processed.

*To be confirmed against the deployment of Umoja

LINKS & SUPPORT



HR Handbook



Online Support



Contact your HR Partner

Disclaimer: This presentation (or document) is intended for informational purposes only. The UN Staff Rules and Regulations and Administrative issuances are the authoritative documents on this topic.

November 2015,
Version 3