**Appendix 7: Concern Rental Vehicle Specifications**

Concern are currently working in 4 different locations in the Republic of Sudan and are as follows

1. Khartoum
2. West Darfur
3. Kordofan (South & West)
4. Gedaref

Due to this the type of vehicle required may vary from location to location and specifications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type/Model of Vehicle**  | **Kordofan**  | **Khartoum**  | **West Darfur**  | **Gedaref**  |
| Saloon Vehicles (Urban) | ✓ | ✓ | ✓ | ✓ |
| 4 x 4 Passenger Vehicle (8 – 13 passengers) (GXR, Hardtop) | ✓ | X | ✓ | ✓ |
| 4 x 4 5 Door Passenger Vehicle (6 – 8 passengers) (Hardtop) | ✓ | ✓ | ✓ | ✓ |
| 4 x 4 Single Cab Pick Up (Hilux, Landcruiser etc) | ✓ | ✓ | ✓ | ✓ |
| 4 x 4 Double Cab Pick Up (Hilux, Landcruiser etc) | ✓ | ✓ | ✓ | ✓ |
| Minibus (up to 15 seater)  | ✓ | ✓ | ✓ | ✓ |
| Minibus/Coaster (up to 25 seater)  | ✓ | ✓ | ✓ | ✓ |
| Truck 2- 3 MT  | ✓ | ✓ | ✓ | ✓ |
| Truck 3 – 7 MT  | ✓ | ✓ | ✓ | ✓ |

The following is the minimum requirements for any vehicles rented by Concern

* Vehicles **Must** be 2015 or later.
* Vehicles must be Manual for Off Roading. The new CVT transmission system will be accepted in new models.
* Vehicle Speedometers MUST be working.
* Vehicles must have a basic toolkit comprising of the following
	+ - Valid and up to date First Aid Kit
		- Valid Fire Extinguisher
		- Warning Triangles
		- Spare Wheel (good condition), Jack and Wheel Brace/Spanner
		- Small Spanner set & Pliers & Screwdriver

Additional tools/spares for 4 x 4 vehicles

* 2 Spare wheels (good condition)
	+ - Good quality Gerry Can to transport reserve fuel
		- Tow Rope – Metal Cable or Chain
		- Hi- lift Jack
		- Shovel
		- Machette/Large Knife to cut small trees etc
* Vehicles must be kept in good mechanical order with regular preventative maintenance schedules adhered to (proof of this is service history books, latest garage bills etc). Vehicles over 100,000 km must show a record for changed timing belt (diesel engines)
* Vehicle insurance must be valid (certificate of insurance for each vehicle to be submitted)
* Vehicles must be properly registered and display proper number plates as per the Sudan Road Regulations
* Vehicles must have passed the Annual Mechanic Inspection (latest certificate)
* Preference is for Toyota branded vehicles but will accept to use all brands as long as they meet the above requirements
* The vehicle rental costs must include the following
	+ Driver Salary and other costs due to deployed location of the vehicle
	+ Comprehensive insurance or at a minimum 3rd Party Fire & Theft (Public Liability)
	+ Maintenance costs
	+ Tax, Registration, Vehicle Inspections
	+ Any fines due to vehicle or drive not adhering to the National Road Laws of Sudan

***Concern Worldwide defines a rental day as 24 hours and not just normal office working hours e.g. 0800 in the morning until 0800 the following morning would be considered 1 rental day.***

* Drivers (Male or Female) must have the following qualities or requirements
	+ Hold a valid Driver’s License for the Class of vehicle being driver.
	+ Read and Write in English (is required for filling in of Log Books, Finance forms etc)
	+ Must be prepared to do a Driver’s test as per Concern Standards
	+ Must have a minimum of 5 years previous driving experience for the area in which the vehicle will be used e.g. 4 x 4 driving experience for Kordofan or Darfur
	+ Previous NGO experience would be desirable

**A sample Concern Checklist will check in all vehicles used in their fleet (Rental)**

Interior –

* Check seat adjustments as well as ability of seats to fold to allow for exit of rear seat passengers in 2 door vehicles such as the Toyota Land Cruiser Hard Top
* Check seat belts front and rear for correct operation
* Check the operation of the windows
* Ensure there is no excess movement and indications of wear of the gear stick lever which might indicate possible excessive gearbox wear
* Ensure there is no excess movement in the steering wheel which might indicate a worn steering box or steering linkages
* Check the clutch pedal operates smoothly and easily
* Check that the brake pedal feels solid when depressed fully
* Check door locks
* Check mirrors – inside and external
* Check for signs of water leakage in to the interior of the vehicle – look under floor mats also
* Check all electrical switches for correct operation – lights, wipers, horn etc.
* Check tool kit – wheel brace, jack, etc

External –

* Check all tyres including the spare for signs of excessive wear
* Check the condition of the vehicle body – ensure there is no evidence of poor body repairs or rust (Misaligned body panels often indicate poor body repairs)
* Look for evidence of spray painting of the body (eg. Overspray on the rubber seals)
* Ensure none of the windows are cracked
* Ensure that the window seals are ok

Engine compartment –

* Visually check for oil leaks, water leaks, lose items or broken cables
* Check that fitted oil, fuel and air filters are genuine
* Visually check the engine oil level and condition of the oil
* Check the hydraulic steering oil level – low level is an indication of a system leak
* Check brake fluid level – low level is an indication of worn brake shoes/pads or leaking fluid
* Check clutch hydraulic fluid level - low level indicates worn clutch or leaking fluid
* Check water coolant level and check for discolouring of the coolant – low level may indicate leak in the system or an overheating engine. Discoloured coolant may indicate corrosion of the radiator and the use of improper fluid
* Check battery for security and fluid levels
* Check condition of radiator – ensure radiator grill is not blocked or damaged
* Check condition of radiator fan
* Check condition of all V-belts – check inside of belts for cracking
* Remove the air filter. It should be genuine and clean.
* Check the inside of the air filter housing. There should be no oil present. Oil blown from the engine to the air filter housing can be a sign of serious engine wear.

Engine -

* The vehicle should not have been started since the previous day before the assessment i.e. the engine must be completely cold
* Check that the engine starts without any difficulty
* Listen for any abnormal noises out of the engine
* Check that there is no smoke with a light blue colour coming out of the exhaust as this is an indicating that engine oil is being burned which may indicate serious engine problems
* With the engine heated up check that there is no black smoke coming out of the exhaust which may indicate serious fuel injection problems
* In particular note the colour of the exhaust fumes whilst quickly pressing and releasing the accelerator – there should be no blue and very little black smoke
* Check that the exhaust pipe is not leaking anywhere
* The engine should be stopped and restarted later after completing the other checks – failure to start again may indicate fuel injection pump problems (on diesel engines)

Steering –

* With the vehicle stationary and with the engine running (for power assisted steering) get someone to turn the steering wheel back and forth. Visually check the steering linkage for any obvious wear. In particular check that there is no erratic movement in the linkage ball joints which may indicate dangerous wear in the ball joints.
* With the wheels in the straight ahead position, check that the steering wheel is correctly aligned – if not this could indicate a problem with the wheel alignment
* Check that there is even wear on the front tyres. If there is excessive wear on the inside or out side of the tyres this will indicate problems with the wheel alignment. This could also indicate the vehicle was in a crash at some stage.

Underneath Vehicle –

* Check the chassis for cracks or damage
* Check shock absorbers for any sign of leaking fluid
* Visually check all suspension bushings and linkages for signs of wear or damage
* Check that suspension springs are not damaged or broken
* Inspect the exhaust for security and damage
* Ensure there are no leaks or damage to the gearbox and axles
* Check the fuel tank for leaks and damage
* Ensure there is no damage or bearing wear in the drive shafts

Test Drive –

* Ensure all gauges are working including the speedometer
* While driving listen for any unusual noises
* Ensure selection of all gears is smooth and that there is no noise out of the gearbox. Check reverse gear also.
* On 4 x 4 vehicles check for the smooth engagement of four wheel drive and low gearbox option.
* Ensure the steering is light and responsive and that the vehicle tends to drive in a straight line
* At a reasonable speed apply the brakes hard to simulate an emergency stop
	+ Ensure the brakes work well
	+ While braking ensure the vehicle stops in a straight line – if the vehicle tends to not stop in a straight line this could be an indication of a brake problem or steering or chassis damage
* In an open space and driving slowly, drive the vehicle with the steering wheel at a full turn and listen for any noises from the axle. Do this in both directions. Noise will likely indicate worn CV joints which will need replacing.