Humanitarian Road Convoys
(Operational Guidelines)

The Logistics Cluster plans to support humanitarian actors in South Sudan with road convoy coordination throughout the dry season. This document outlines operational procedures that convoy participants must follow.

1. **Deadlines** – Organisations must strictly adhere to deadlines provided by the Logistics Cluster. All humanitarian road convoy plans and the respective deadlines will be communicated via the Logistics Cluster mailing list.

2. **Vehicle condition** – Each truck should be in a good mechanical condition. Organisations are responsible to check for significant wear and tear, tyre pressure, etc.

3. **Visibility** – Organisations must ensure that each truck is well branded with organisation logos. It is suggested to use at least one of the following items: flags, banners or large stickers. Visibility items must be recovered once the mission has been completed.

4. **Transporter briefings**
   - Organisations are responsible for conducting detailed briefings with transporters/drivers.
   - Organisations are responsible for ensuring driver details (including phone numbers) are accurate – this information is critical for the various transporters to be able to communicate prior to departure and coordinate movements.
   - Maximum two passengers are allowed on board on each truck, they should sit at the front.
   - The driver’s alternate should be able to drive.
   - Organisations must remind transporters that the trucks should remain together for the onward and return journey of the convoy.

5. **Meeting times** – All trucks must meet at 6:30 am on the scheduled convoy departure date, unless otherwise stated by the Logistics Cluster. The exact convoy departure location, with a map highlighting the assembly point, will be shared at least 24 hours prior to departure. Onward movement is normally expected to begin at 7:00 am. Where possible, the Logistics Cluster will be present at the convoy meeting point to coordinate movement and steer drivers out of departure location. If drivers are late the convoy cannot be held up.

6. **Clearances** – Drivers must have **AT LEAST SIX COPIES** of the JBVMM and RRC clearances and must present them to authorities when asked.

7. **Checkpoints** – Typically the first checkpoint is challenging. Depending on the final destination, drivers will pass several checkpoints (up to 30 in some cases). The Logistics Cluster will be in touch bilaterally to advise on associated costs, as per information received from partners plying the route. Following each trip, drivers are requested to report to their organisation the number of checkpoints encountered and the total cost of the trip.

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and the Logistics Cluster will contact organisations regarding the actual costs in order to inform the Access Working Group.

8. ‘Curfew’ - For safety purposes no driving should take place at night and all vehicles must be parked. Safety is key; participants to Logistics Cluster coordinated convoys are prohibited to drive at night.

9. **Focal points** – Each organisation should appoint a focal point amongst its drivers. As the organisation holds the contract for the vehicles, they are requested to make contact with the focal point twice a day to ensure movements are going as planned. All liaison/contact with the drivers/transporters remain the responsibility of the organisation during the duration of the convoy. The Logistics Cluster will contact organisations focal points only on a daily basis, however for any urgent communication, organisations should contact the Logistics Cluster immediately.

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