



Republika e Kosovës
Republika Kosova/Republic of Kosovo
Akademia e Drejtësisë/Akademija Pravde/Academy of Justice

The Steering Council of the Academy of Justice,

Pursuant to Article 10, paragraph 1, subparagraph 1.1 of Law No. 05/L-095 on Academy of Justice, as well as Article 6, paragraph 3 of Law No. 08/L-294 on amending and supplementing the Law No. 08/L-197 on Public Officials, at the meeting held on July 30 2026, hereby approves:

REGULATION No. 15/2026
ON THE USE OF OFFICIAL VEHICLES IN THE ACADEMY OF JUSTICE

Article 1
Purpose

The purpose of this Regulation is to define the procedures, responsibilities and conditions for the use, management and control of official vehicles in the Academy of Justice.

Article 2
Definitions

1. For the purposes of this Regulation, the following terms and abbreviations shall have the following meanings:
 - 1.1 Official vehicle – means any vehicle owned by or used by the Academy of Justice;
 - 1.2 Official travel – means any travel to a destination or for a purpose that serves the performance of the official duties and responsibilities of the Academy staff;
 - 1.3 Academy – means the Academy of Justice.

Article 3
Categories of officials entitled to use official vehicles

1. The Executive Director of the Academy, for official purposes, shall be entitled to use the Academy's official vehicle twenty-four (24) hours a day, seven (7) days a week.

2. Academy officials shall be entitled to use official vehicles during working hours for official purposes, in accordance with the travel arrangements and procedures determined by this Regulation.
3. Officials responsible for training at the Academy shall be entitled to use official vehicles outside the Academy building only with the direct approval of their supervisor. Where the training lasts for more than one day, the vehicle may be kept outside the Academy under the responsibility of the official and shall be returned to the Academy on the day following the completion of the training.
4. In exceptional cases, a certain number of civil servants, due to the specific nature of their duties, may be allowed to use official vehicles outside working hours by a decision of the Steering Council, based on the proposal of the Executive Director.

Article 4 **Use of official vehicles**

1. The Academy's official vehicles serve the purpose of performing official duties, and their users shall use them in an economical, efficient and responsible manner.
2. Official vehicles may be used for official travel within and outside the country, solely for official purposes.
3. Before using an official vehicle, the official shall complete the form for the use of vehicles for travel within or outside the country.
4. For travel within the country, the use of an official vehicle shall be approved by the official's immediate supervisor, whereas for travel outside the country, in addition to the approval of the immediate supervisor, the approval of the Executive Director of the Academy shall also be required.
5. All Academy officials using official vehicles shall be obliged to comply with road traffic rules.
6. No official may use an official vehicle without a valid driving licence and an authorization to drive the Academy's official vehicles.

Article 5 **Transportation of external persons**

External persons travelling in an official vehicle shall sign the Form (Annex 3), by which they release the Academy from liability for damage, injury or death during the journey. The user of the vehicle shall be responsible for their safety.

Article 6

Procedure for obtaining official vehicles for use

1. Every official of the Academy who needs to use an official vehicle with a driver for official travel shall complete the “Request for Driving Services” form (Annex 1), signed by his/her supervisor.
2. Every official of the Academy who needs to use an official vehicle temporarily, for official travel without a driver, shall complete the “Request for Temporary Use of an Official Vehicle” form (Annex 2), approved by his/her supervisor.
3. The request shall be submitted to the Division for Administrative and Logistics Support, namely to the responsible officer, twenty-four (24) hours in advance for travel outside Prishtina, whereas for travel within Prishtina, one (1) hour in advance.
4. Every driver of an official vehicle shall record in the form (Annex 2) the vehicle mileage at the time of departure, the travel destination, the purpose of the travel, the names of the persons travelling, and the vehicle mileage at the time of return, and shall ensure that the users sign the form.

Article 7

Maintenance

1. The driver of the official vehicle shall be responsible for the maintenance of the official vehicle of the Academy.
2. Before departure, the driver shall carry out a daily inspection, including:
 - 2.1 The water and coolant levels;
 - 2.2 The brake fluid level;
 - 2.3 The dashboard indicators, in particular the fuel gauge;
 - 2.4 The front and rear lights;
 - 2.5 The tools and additional equipment (e.g. the horn and repair tools);
 - 2.6 The mileage indicator for the next scheduled service;
 - 2.7 The external condition of the vehicle (tyres, possible oil or water leaks, and other damage).
3. During use, the driver shall check the steering system and the brakes.
4. Drivers shall be responsible for the safety of the vehicle both inside and outside.
5. The driver shall be responsible for ensuring that the official vehicle is parked safely and protected against theft, accidents, vandalism or other damage.
6. Any damage to the official vehicle shall be reported to the responsible organizational unit of the Academy. In the event of an accident, the driver shall act in accordance with the provisions of Article 13 of this Regulation.

Article 8

Servicing

1. The Division for Administrative and Logistics Support of the Academy of Justice shall be responsible for the repair, administration and maintenance of official vehicles.
2. Servicing and repair of official vehicles shall be carried out only by the contracted service provider, in accordance with the legal provisions governing public procurement.
3. Upon receiving the official vehicle from the service provider, the responsible officer of the Division for Administrative and Logistics Support shall verify whether the defects for which the vehicle was sent for servicing have been repaired.
4. In the event of accidents or other damage, official vehicles shall not be sent for servicing without prior inspection by the responsible officer of the Division for Administrative and Logistics Support and the insurance company with which the vehicle is insured.
5. Vehicles whose fuel consumption exceeds the level specified in the technical documentation shall be withdrawn from use and tested.

Article 9

Fuel supply and washing of official vehicles

1. The Academy's official vehicles shall be supplied with fuel as needed and the fuel shall be used only for official purposes.
2. Exceptionally, in the absence of the Academy's official vehicles, the Executive Director of the Academy may, by decision, authorize the use of a private vehicle for official purposes.
3. For the use of a private vehicle referred to in paragraph 2 of this Article, only fuel expenses shall be reimbursed, based on the invoice.
4. Official vehicles shall be refuelled only at the Academy's contracted company.
5. The driver of the vehicle shall be responsible for checking the fuel level before each journey and shall report every refuelling to the Division for Administrative Support and Logistics.
6. The cleaning of official vehicles shall be carried out periodically in order to maintain the technical condition and appearance of the vehicles.
7. Expenses for fuel and washing shall be covered from the budget of the Academy, and every expense shall be documented with an invoice or other acceptable evidence.

8. Every user of an official vehicle shall be responsible for the careful use of fuel and for maintaining the cleanliness of the vehicle during use.
9. The abuse of fuel or its use for non-official purposes shall be considered a violation and shall be sanctioned in accordance with the applicable legislation.

Article 10 **Parking of vehicles**

1. All official vehicles of the Academy, except those provided for in paragraph 1 of Article 3, shall, after the completion of working hours, be parked and remain in the vehicle parking area of the Academy.
2. The keys and technical documentation of the vehicles shall, immediately after the completion of the journey, be handed over to the responsible officer of the Division for Administrative Support and Logistics.

Article 11 **Actions in case of an accident involving an official vehicle**

1. In case of an accident involving an official vehicle, the driver shall act according to the following steps:
 - 1.1. Stop the vehicle and remain at the scene of the accident until the arrival of the police authorities, except in cases where his/her integrity is endangered;
 - 1.2. Provide first aid to injured persons, if he/she is able to do so;
 - 1.3. Report the accident to the Head of the Division for Administrative Support and Logistics;
 - 1.4. In case of damage to a third party or property, inform the police directly or through supervisors in the Academy;
 - 1.5. Provide and obtain the necessary information from the injured third party;
 - 1.6. Not undertake any commitment regarding liability, leaving this to the police authorities;
 - 1.7. Secure the vehicle and, where possible, ensure that other vehicles involved in the accident do not leave the scene;
 - 1.8. Report every accident to the Head of the Division for Administrative Support and Logistics;
 - 1.9. In case of loss or theft of the official vehicle, the driver shall first notify the nearest police station, and then the Head of the Division for Administrative Support and Logistics. The complete documentation shall be submitted to the insurance company within seventy-two (72) hours;

- 1.10. In case the health condition prevents reporting, the report shall be made as soon as the obstacles are overcome;

Article 12

Reporting

1. All invoices for fuel supply, servicing, washing and other vehicle expenses, as well as the report on the use of the vehicle, shall be submitted to the responsible officer of the Division for Administrative Support and Logistics within seven (7) days from the use of the official vehicle.
2. The Division for Administrative Support and Logistics of the Academy shall prepare the monthly report on the expenses of all vehicles of the Academy, including reporting for each vehicle separately.

Article 13

Responsibility

1. Every user of an official vehicle shall comply with the general traffic rules and shall use the vehicle in a careful and economical manner. He/she shall bear responsibility for any damage or loss of the vehicle that occurs as a result of his/her actions.
2. The Division for Administrative Support and Logistics of the Academy shall record and supervise the condition of the vehicles, including scratches, antenna, radio, spare wheel and any other equipment of the vehicle, and shall document every incident or accident.
3. Any use of official vehicles contrary to the provisions of this Regulation shall be sanctioned in accordance with the applicable legislation.
4. The Division for Administrative Support and Logistics shall be responsible for the control, monitoring and implementation of the rules for the use of official vehicles. This unit shall carry out daily and periodic checks on the condition of the vehicles and their use, and shall report any incident or irregularity to its supervisor.
5. The driver of the vehicle shall be obliged to immediately report any damage, accident, loss or theft of the vehicle to the Division for Administrative Support and Logistics and, in case of an accident, to act in accordance with the provisions of this Regulation.

Article 14

Database

1. The Division for Administrative Support and Logistics of the Academy shall establish and maintain the database for all official vehicles of the Academy.
2. The database shall include, at least:

- 2.1. Type of vehicle;
- 2.2. Registration plate number;
- 2.3. Year of manufacture;
- 2.4. Technical condition and performed services;
- 2.5. Main user and history of use;
- 2.6. Information on insurance and fuel.

Article 15
Management of official vehicles

The management and eventual disposal of the official vehicles of the Academy shall be carried out in accordance with the relevant applicable legislation regulating the management and registration of public assets.

Article 16
Entry into force

This Regulation shall enter into force on the date of approval.

Fejzullah Rexhepi

Chairman of the Steering Council
Academy of Justice

ANNEX 1

REQUEST FOR DRIVING SERVICES

Department: _____

Unit: Division _____

Tel. No: _____

Name: _____

ID No.: _____

Signature: _____

Type of vehicle requested: (semi-truck) Other: _____

Pick-up: Date: _____ Time: _____ Place: _____

Destination: _____

Return: Date: _____ Time: _____ Place: _____

Purpose and reason for this request: _____

Names of civil servants

ID Number

1. _____

2. _____

3. _____

Approved by: Supervisor Signature _____ Date _____

ONLY FOR THE DISPATCHER'S USE:

Departure date: _____ Time: _____ Km: _____ Driver's name: _____

Return date: _____ Time: _____ Km: _____ Overtime hours: _____

Remarks: _____

Certified by: _____ ID No: _____ Date: _____

Dispatcher's name

Signature

ANNEX 2

REQUEST FOR TEMPORARY USE OF VEHICLES OF THE ACADEMY OF JUSTICE – WITHIN AND OUTSIDE THE COUNTRY

Name: _____ ID No: _____ Title: _____
(requesting official)

Department: _____ Sector: _____ Tel. No.: _____

Request date from: _____ Time: _____ Until: _____ Time: _____

Reason for request: _____

Type of vehicle: _____ No. of passengers: _____ Luggage: _____

Driver's name: _____ ID No.: _____ Authorization serial No.: _____

Authorized by: _____
(signature)

The vehicle has been received in proper condition. The tools and spare wheel are in order, without visible damages.

Remarks: _____

Important notes:

The vehicle shall be returned clean and refuelled within the specified time period. Any damage or discrepancy regarding the vehicle must be reported immediately and recorded in the travel sheet.

Recorded by: _____
(Name) (Signature) (ID No.) (Date)

ONLY FOR THE TRANSPORT UNIT

Vehicle registration plate number: _____ Authorized by: _____

Delivery date: _____ Time: _____ Initial mileage: _____

Return date: _____ Time: _____ Final mileage: _____

Total number of kilometres travelled: _____

The vehicle was returned in proper condition. The tools and spare wheel are in order and without visible damages

Remarks _____

(Signature of transport official)

(ID No.)

(Date)

ANNEX 3

REQUEST FOR TRANSPORTATION OF PERSONS WHO ARE NOT EMPLOYEES OF THE ACADEMY OF JUSTICE

All persons who are not employees of the Academy of Justice shall complete this form.

Full name of travellers	ID card number	Nationality	Family relationship	Contact telephone No.	Signature

<u>Transportation from</u>	<u>To</u>

I, the undersigned, understand that my travel by the transport vehicle of the Government of Kosovo is made voluntarily and for my own benefit and may take place in regions and under specific conditions of risk. Considering that I have been allowed to travel with this transport vehicle, I hereby:

- a) Assume all risks during this travel;
- b) Acknowledge that neither the Government of Kosovo nor any of its officials, employees or agents shall be responsible for any loss, damage, injury or death that may occur during this travel;
- c) Give my consent, on my behalf and on behalf of my dependents, heirs and property, that in the event of loss, damage, injury or death, the Government of Kosovo and all officials, employees, representatives or drivers shall bear no responsibility whatsoever and are released from any claim or lawsuit in case of loss, damage, injury or death;
- d) Give my consent, on my behalf and on behalf of my dependents, heirs and property, that if the Government of Kosovo has insurance for compensation of personal injury or death expenses, the liability of the Government of Kosovo shall be limited and shall not exceed the amounts provided for by such insurance coverage.

Request of the official vehicle driver: _____

I, the official vehicle driver of the Government of Kosovo, request the approval of this request for the transportation of persons who are not employees of the Government of Kosovo for official purposes.

Official vehicle driver ID No. Date

Approved: _____
The right to approve this request belongs to the Director of Administration.

Director of Administration ID No. Date