



# **MERU UNIVERSITY OF SCIENCE & TECHNOLOGY**

**UNIVERSITY TRANSPORT POLICY**

**APRIL 2019**

## **VISION**

A world class University of Excellence in Science, Technology and Innovation

## **MISSION**

To provide Quality University Education, Training and Research in Science, Technology and Innovation

## **CORE VALUES**

Competitiveness

Integrity

Professionalism

Quality

Innovation

## **FOREWORD**

Meru University of Science and Technology (MUST) is committed to provide quality University Education, Training and Research in Science, Technology and Innovation.

Since its inception, Meru University of Science and Technology has continued to play a leading role in the development and expansion of opportunities for higher education and research. This indeed is the culmination of a process that has seen the University achieve tremendous growth in curriculum development, student enrollment, infrastructure development as well as research and collaboration.

Transport policy aims at aligning the demand and supply of the University transport services through effective management of the University vehicles, increasing staff and students' understanding of the overall University fleet programme, provide greater accountability of the University fleet, operate and maintain vehicles to acceptable safety standards.

This policy is a general guideline of transport operations and responsibilities towards quality service and enhanced customer satisfaction.

**Prof. Romanus Odhiambo, Ph.D.**  
**Vice-Chancellor**

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## **1.0 INTRODUCTION**

The University aims to provide a safe, efficient, viable and environmentally friendly transport system that meets the economic, social and recreational needs of the University. This policy serves as a guideline for the operation of transport department as well as provide the parameter for the operation of the University's fleet. The Transport Department is charged with management and supervision of the institution vehicles.

The transport policy and procedures governing the use of vehicles is in accordance with MUST statutes and shall apply to the use of all University vehicles, whether assigned to a department, an individual or the motor pool.

It is expected that all concerned will adhere to the policy for greater efficiency, effectiveness and accountability in the management of resources.

## **1.1 OBJECTIVES OF THE TRANSPORT POLICY**

In order to achieve the Vision and Mission of the University, all sectors of the University are obliged to execute their roles efficiently and effectively. This includes operating a well-coordinated transport system, which in principle should facilitate most of the activities of the people running the affairs of the University within and/or without.

The following are the policy objectives:

1. Streamline transport services of the University to make them efficient, cost effective and reliable.
2. Comply with the transport regulations, legislations, procedures, and other relevant laws.
3. Continually improve our management of the various operational areas of transport department
4. Set guidelines to interested parties with a view of creating awareness on relevant procedures for quality service delivery.

## 1.2. DEFINATIONS

- **University:** refers to Meru University of Science and Technology
- **University Vehicle:** any motor driven vehicle including motorbikes owned by the University and registered in the name of the University.
- **Accountable Items:** vehicle log books and vehicle keys
- **Authorized User:** any member of the University authorized by the Vice Chancellor to use a University vehicle for university business.
- **Authorized Driver:** a member of staff authorized to drive a University vehicle in line with relevant laws and regulations.
- **Authorized service provider:** an authorized fully licensed and registered service provider
- **Special purpose vehicle:** any vehicle for special use .i.e. Ambulance
- **Notifiable Event:** an accident or incident involving damage to a University vehicle
- **Qualified non personal use vehicle:** includes an ambulance or hearse use for its specific purpose, University bus and any vehicle designed to carry cargo i.e. pick up, canter or a lorry

## 1.3 VISION AND MISSION OF TRANSPORT DEPARTMENT

In line with MUST Vision and Mission, the transport department of the University serves as a hub upon which the institution revolves. The department seeks to apply innovative ways to resolve transportation challenges of the university as well as provide efficient service to individual clients. The department operates with a vision of being a department of excellence in provision of transport. The mission of the transport department is to get the right people or goods to the right place, at the right time, in the right condition and at the right price, in a sustainable friendly environment.

## 2.0 PROCUREMENT MOTOR VEHICLES PROCEDURES

The University shall follow the standard procurement policy of Public Procurement and Assets Disposal Act 2015 when purchasing vehicles. The University shall also procure in line with the relevant government departments to ensure conformity with other related policies on government vehicle procurement.

### **3.0 GENERAL ADMINISTRATION GUIDELINES**

- a) All University vehicle registration books shall be under the custody of Vice Chancellor to ensure proper monitoring and accountability for the usage of all University vehicles.
- b) Only University drivers and other authorized University transport management staff who must meet the minimum standards and have a valid driving license shall drive a University vehicle.
- c) University drivers shall be required to use movement work tickets for every journey made.
- d) Use of University vehicles shall be for the University business only. Only University employees shall ride in University vehicles upon authorization to attend to official University business.
- e) Drivers and passengers shall comply with all Kenya traffic laws and government vehicle check unit regulations. The University shall not be responsible for traffic violations by drivers of University vehicles. Fines or penalties imposed for flouting the law by the driver of a University vehicle shall be the personal responsibility of the driver.
- f) Employees should use a University vehicle whenever such a vehicle is required subject to availability and strictly for purposes of conducting University business. University vehicles may be assigned to a University staff/officer on official duty and or depending on the assignment, various officers may be required to use the same vehicle (carpooling).
- g) Carpooling is highly encouraged to cut on costs.
- h) In case of accidents a University driver must inform police immediately and record a statement at the nearest police station/post
- i) All University vehicles shall bear official license plate and shall have a University logo displayed clearly on the front right hand door of the vehicle.
- j) When an employee with a personal vehicle assignment is on leave or no longer works for the University the vehicle will be made available to other University employees.
- k) Motor pool vehicles shall be available to all employees subject to departmental budget allocation. Cost Of travel shall be billed back on a daily use basis to the appropriate department.
- l) A limited number of University vehicles may be determined to be qualified non personal use vehicles.

### **3.1 Driver Code of Conduct**

All University drivers:

- a) Must meet the licensing requirements for the motor vehicle to be operated.

- b) Shall operate motor vehicles in a safe and prudent manner, and observe the motor vehicles complete occupant restraint system at all times.
- c) Shall check the vehicle for damages before accepting the motor vehicle and report the motor vehicle operating conditions to the Transport Officer.
- d) Shall report motor vehicle use and cost data as directed by the Transport Officer.
- e) Shall report all incidents/accidents to the Transport Officer immediately after the occurrence. The driver shall fill in the incident report form and forward it to the Transport Officer.
- f) Shall at all times respect highway code, Government check unit, and University regulations.
- g) Shall ensure that the motor vehicle and it's contents are properly secured at all times.
- h) Shall fasten their safety belt and request each passenger to do the same when operating any motor vehicle and notify the Transport Officer when any motor vehicle safety belt is not in working order.
- i) Shall be required to be clean, smart, polite, courteous, and punctual and exhibit professionalism at all times.
- j) Shall not smoke, take alcohol, and engage in telephone conversation or engaging in any other issues that may cause distractions while driving.
- k) Shall carry out daily vehicle inspections on the vehicle assigned and report any defects promptly.
- l) Shall ensure all vehicles are clean and in sound mechanical conditions at all times i.e. fuel level, tyre pressure and up to date licenses.

## **4.0 POLICY ON RESPONSIBLE AUTHORITIES**

### **4.1 Transport Committee**

After approval, the transport policy shall be implemented through a Transport Committee of the University which shall be appointed by the Vice Chancellor and chaired by the Deputy Vice Chancellor (AFP) with delegated authority from the University Council. The Committee will among other responsibilities;

- Oversee, control and facilitate the management of the general and executive fleet and other transport related activities on the University campus including physical infrastructure.
- Plan, implement and evaluate transport operations.
- Ensure adequate annual budget provision to meet the demands of the transport department as shall be indicated by the Transport Officer.
- Provide periodic reports to the University Management Board.



## 4.2 Transport Officer

Transport Officer shall supervise the activities of the Transport Department. The Officer will perform the following activities to ensure efficient running of the department:

- Prepare a comprehensive database of the general and executive fleet vehicle details.
- Maintain all the fleet in a safe and roadworthy condition at all times.
- Maintain and make available on request a register of authorized movement of vehicles.
- Ensure that both interior and exterior parts of the fleet of vehicles are clean at all times.
- Operate vehicles in accordance with instructions and recommended service schedules of the manufacturer.
- Provide and direct all vehicles in the pool to purchase fuel and other lubricants using the University fuel card.
- Provide all vehicles in the general and executive fleet categories with official work tickets maintained by authorized users.
- Ensure all vehicles are insured and registered as road worthy.
- Provide the Transport Committee on annual basis a certificate indicating that vehicles have been operated in accordance with the policy guidelines and that nothing bad has been recorded about the vehicles in the course of the year.
- Provide periodic reports to the DVC Administration, Finance and Planning through the Registrar Administration and Planning.

## 5.0 VEHICLE RESERVATIONS

The Transport Officer must determine that the following criteria has been met before releasing a University vehicle to an employee or authorizing an employee to use private or personal vehicle:

- a) Any employee representing a University department with adequate funds for authorized University expenditure may reserve a motor pool vehicle to conduct official University business. The employee's head of department must authorize the request.
- b) Reservations for academic trips should be done at the beginning of the semester and a minimum of 2days in advance for non-academic trips. Reservations will be subject to:
  - i. Requests of vehicle use made through the Transport Officer, who will in turn advice and justify according to the needs and work load.

- ii. All requests for University vehicle for local operation within Meru region should be forwarded to the Transport Officer for allocation one day before the date of departure unless it's a medical/security emergency.
  - iii. In case of lack of University vehicle, reimbursement will be approved based on the AA market rates except for those officers who are entitled to university official vehicles. The Transport Officer will act as per clause 5.0 (c)
- c) Reservations are to be submitted on a requisition form available at every department (reservations made through telephones will not be accepted). Use of alternative means for official work must be approved by the VC or authorized officer upon confirmation of non-availability of official transport by the Transport Officer. No claim for mileage or refund will be honored unless with prior authority.
  - d) In case there is no University vehicle, re-imburement will be at the rate of market value bus fare.
  - e) Use of own car will be authorized only for those entitled to full time official transport.
  - f) The date and time desired to check out/in and the type of vehicle needed must be clearly indicated in the requisition form. The requisition shall also specify if the vehicle desired should be wheel chair accessible. If there are no such vehicle(s) is available, "no suitable vehicle available" will be entered in the reservation form. The transport requisition form shall then be processed by the transport office and the vehicle released as per the requisition form details or feedback given immediately.
  - g) Cancellation of reservation for a vehicle must be communicated in writing to the transport office within 24 hours prior to check out time. If a vehicle that has been reserved is not picked up within 2 hours of the reserved time, the reservation will be cancelled.
  - h) Upon presenting the approved requisition form to the transport office, the Transport Officer shall hand over all trip documents to the designated driver. No vehicle shall be checked out without the approved form. (The original copy of the requisition form for vehicles reserved for Saturday, Sundays or holidays may be brought back between 8 a.m and 4 p.m on the last working day before the reservation).
  - i) All vehicles must be inspected by the transport dispatcher and security prior to departure.
  - j) The number of passengers transported in any University vehicle must comply with and not exceed the number allowed by law.
  - k) The passengers in the University vehicle shall be limited to faculty, staff, and students and any approved guests of the University, travelling on official University business.

**NB:**

No guarantee exists that liability coverage will be afforded to any guest in a University vehicle in the event of an accident.

- l) The Officer to whom a University vehicle has been released shall be fully responsible for the security and safe operation of the vehicle until it is returned to the motor pool.
- m) A vehicle used on a scheduled trip should be returned in the motor pool immediately upon return from the trip for which it was requested at the time indicated on the reservation form. The vehicle shall be inspected by motor pool/ dispatcher and security upon return to campus from a trip. The completed trip ticket including beginning and ending odometer reading, keys, fuel cards and receipts must be submitted to the transport office for the vehicle being returned to the motor pool.
- n) Votes shall be charged by mileage and not by the amount of fuel used.
- o) The Transport Officer shall establish the actual fuel consumption by computing the distances covered against cost of fuel per Kilometer.
- p) If mechanical problems were experienced during the trip, the driver should describe the nature of the problems on the trip ticket.
- q) A late charge of **Ksh. 3000** per day will be charged for a vehicle that is not returned within the stipulated period. Late charges will be waived if caused by circumstances beyond the driver's control such as vehicle breakdowns, bad weather, etc.
- r) The department reserving a vehicle from the motor pool is responsible for any damage to the vehicle.

### **5.1 Accident/ Incident Procedure**

University Vehicle involved in an incident/accident shall follow the following procedure;

- a) Stop at once.
- b) Take steps to prevent further accidents/harm- Park safely, turn on hazard light, and set out warning devices.
- c) Notify the Transport Officer and call the Police
- d) Obtain the license plate numbers and insurance details of the other vehicle(s) involved.
- e) Take steps to protect passengers, vehicle and cargo.
- f) Tactfully, obtain names, addresses and phone numbers of all witnesses. Get the names of all occupants of other vehicle(s) involved.
- g) Give other drivers your name, address, the vehicle license plate number and your driving license number.
- h) Discuss the specifics of the accident with the Police or **the** supervisor.
- i) Complete the incidence report at the scene of the accident, while information is fresh in your mind.
- j) Submit a written report to the Transport Officer as soon as possible.
- k) After an incident has taken place, the vehicle must be taken for inspection

m) In the event that the driver is incapacitated, the Transport Officer should be contacted immediately, using the contacts displayed on the front right hand door of the vehicle.

## **5.2 Vehicle Maintenance**

1. All University vehicles repairs shall be controlled, monitored and overseen by the Transport Officer
2. The transport department shall periodically inspect and ensure that all University vehicles are properly maintained and in optimum operating condition so as to guarantee safety, reliability, comfort and cost effectiveness.
3. The Transport Officer shall develop and operate a preventive maintenance programme for all University vehicles.
4. The Transport Officer shall constantly review all maintenance reports and ensure prudent management of University resources.
5. The Transport Officer shall ensure compliance of all his/her staff with the maintenance programme.
6. University vehicles shall be serviced and maintained by the authorized dealers where applicable., For maintenance work or service that is carried out within the University transport workshop, the Transport Officer shall request parts to be purchased by the Procurement Officer and supervises the servicing/repair and verify that the vehicle is ready for use
7. When a University vehicle is due for service and exceeds the recommended service mark by over 2000km on the odometer reading, the Transport Officer shall seek authority to ground the vehicle from the Deputy Vice Chancellor (AF&P).
8. All University vehicles shall be cleaned at the transport washing bay and at no other place. In the event that the University vehicle is away on official duty, such cleaning shall be done at any reputable washing facility and receipts must be obtained for that service.
9. University vehicle drivers shall report to the Transport Officer the expiry of University vehicle inspection/insurance at least one month before the expiry.
10. A service notice on University vehicle service is to be given by the University vehicle driver at least 1000 km prior to the service mark.
11. Permission to modify a vehicle in any manner (remove seats, remove doors, trailer hitches, etc.) must be obtained from the Deputy Vice Chancellor (AF&P) prior to modification.

## **5.3 Vehicle Fueling**

- a) All University fuel and repair of tyres shall be purchased through fuel cards and other systems approved by University Council from time to time

- b) Other systems of fuel procurement can be used only in areas where fuel cards cannot be used

#### **5.4 Vehicle Safety**

1. For security reasons, University vehicles shall be parked at the University transport department motor pool shade, and shall be released upon submitting an approved requisition form from the transport office
2. All university vehicles shall be fitted with safety belts, therefore all users shall be required to wear seat belts. The University shall not be held responsible for any damage/ injuries caused by negligence of users.
3. University vehicles shall be maintained and serviced in time to ensure passengers safety, efficiency and comfort
4. University vehicle drivers/machine operators are required to apply good driving skills to ensure passenger safety at all times.
5. All University vehicles shall be fitted with a vehicle tracking system from a reputable and recognized dealer to ensure vehicle security in case of hijacks or theft.
6. Drivers/ machine operators should not operate or drive a University vehicle/ machine when knowing that by so doing it is risky or endangering to passengers and other road users.
7. Driving University vehicles at night is prohibited unless authorized by the VC in line with the Government circulars.

#### **5.5 Vehicle Usage Violations**

It is the responsibility of the Transport Officer to regulate use of University vehicles. When misuse is discovered, it is the responsibility of the Transport Officer to determine the cost and send notification to the Deputy Vice Chancellor, Administration, Finance and Planning for the purpose of recovery. In case of failure to recover the cost of misuse, the Transport committee will determine the kind of disciplinary action to be taken,

#### **5.6 Accidents Involving University Vehicles**

##### **a) Accidents Within Campus**

If anyone driving a University vehicle is involved in an accident, on MUST property, a report shall be made immediately to the Transport Officer. The Transport Officer shall inspect the scene of accident and cause an accident report to be made in the prescribed form. In the event of his absence, the driver shall immediately contact the Security Officer and complete an accident report; a copy of which shall be handed over to the Transport Officer.

##### **b) Accident Out of Campus**

If a University vehicle is involved in an accident off MUST Property, the report of the accident must be made at once to the local police, and the Transport Officer

informed immediately. The Transport Officer shall immediately contact the insurance underwriter or their agent and make a formal report concerning the incident. The driver shall obtain a copy of the police abstract and inspection report made by the investigating police officer. The driver must complete an incident/accident report that is located in the glove compartment of the vehicle, a copy of which together with the police abstract and inspection report shall be handed over to the Transport Officer.

### **5.7 Vehicle Insurance**

1. All University vehicles shall be comprehensively insured. No University vehicle/ machinery shall be driven/ operated without a valid insurance cover. University shall not accept any liability for any loss, damage or injuries caused by such a vehicle.
2. Transport Officer shall ensure University vehicles are valued annually by a reputable and recognized Company e.g. AA of Kenya to determine the value of the vehicle for any of the following:-
  - a) Establish the annual insurance premiums payable to insurance companies thus avoiding over and under insurances.
  - b) To determine asset value of the vehicle for book and accounting purposes.
  - c) To determine realistic values during disposal or purchasing.

### **5.8 Vehicle Disposal**

- a) No University vehicle shall be boarded off without the knowledge of Procurement Office and Transport Office
- b) The Procurement Office will from time to time issue guidelines on how to proceed with disposal off of old or scrap vehicles
- c) University vehicle may be disposed off:
  - (i) When involved in an accident and the wreckage is declared a write off, or when the cost of repair exceeds the value of the vehicle.
  - (ii) When the spare parts become unavailable in the market, issue of maintenance cost and age exceeded.
- d) Before disposal of the vehicle a pre-evaluation of the same will be carried out by a competent valuer for example, the Chief Mechanical Engineer from the Ministry of Transport to give the reserve price.

### **6.0 HUMAN RESOURCES**

- a) All drivers must meet the minimum standard of employment as University drivers as specified in the University's scheme of service
- b) Recruitment of all drivers shall go through the Transport Officer, who shall make a report on their driving competence before interview by the Appointment Board

- c) All drivers shall be managed in the University Drivers Pool under the Transport Officer who shall be responsible for their deployment and transfers as need arises
- d) Drivers shall not drive vehicles which they have not been assigned to drive

### **6.1 Driver Performance Management**

1. Transport department recognizes driver and vehicle cleanliness as a marketing strategy to our University, therefore the University shall annually provide drivers with uniforms and safety gears. Drivers shall be obliged to wear full Uniform while on duty.
2. The University may where appropriate reward the best performing drivers in line with the University's reward and recognition policy.

### **6.2 Training**

The Transport Officer shall negotiate favorable staff training terms for the transport department with vehicle suppliers when the University makes vehicle purchases.

1. The transport department shall strive to keep abreast with the new vehicle technology in the market, consequently the Transport Officer and his/her assistants shall be required to attend appropriate refresher courses from time to time.
2. All drivers shall be required to attend a defensive driving course or any other relevant driving refresher course to enhance driving skills annually.
3. With every purchase of a new vehicle model in the fleet, all mechanics will be required to attend maintenance training for the model, an appointed driver will also attend an operating training for the model.

### **6.3 Records Management**

1. The Transport Officer shall maintain a historical record for each motor vehicle. The record shall include the following;
  - a) Inventory control data
    - License plate numbers
    - Vehicle serial numbers
    - Year, make, model, and type
    - Capacity and gross weight
    - Acquisition cost of basic motor vehicle
    - Special equipment and cost of each item
    - Source of and condition on acquisition
    - Current location and assignment of motor vehicle
    - Date and odometer reading at the time of acquisition
  - b) Utilization.

Correct mileage and other information, documented on daily vehicle usage report.

c) Record of operating costs.

All costs of fuel, oil, tyre, lubrication, washing, polishing, antifreeze, etc.

d) Records of maintenance costs

All costs of repairs (including labour) parts and materials, battery renewal, oil filter and minor adjustments that can be accomplished without disassembly

e) Record of accidents and damages

The date of accidents, case or file No. and cost of repairs, incidence form, police abstract and the inspection report.

f) Disposal data

The date of disposal, recipient, amount received and disposal documents.

## **7.0 FLEET MANAGEMENT**

University vehicles shall be fitted with a fleet management system with the following features;

- a) GPS real time and historical tracking
- b) Location management
- c) Reporting and analytics
- d) Fuel management
- e) Live event feed
- f) Driver behavior monitoring
- g) Vehicle maintenance and licensing management
- h) Jobs and messaging
- i) Speed management
- j) Fleet security and control

## **8.0 VEHICLE HIRE**

1. Staff and Students hiring University vehicles for non-academic/welfare trips shall cater for driver allowance and shall be charged at the current rates recommended by AA of KENYA.
2. Hire of University vehicles shall only be guaranteed at the convenience of the University core business.



## **9.0 AMENDMENT AND REVIEW OF THE POLICY**

Where changes in prevailing conditions necessitate the amendment of certain aspects of the Policy, it may be done through express administrative directive until such a time that all amendments are incorporated into a reviewed policy during periodic review. To ensure the continuous relevance of this policy document to prevailing situations, it may be reviewed every three (3) years to incorporate all amendments. In the absence of issues requiring review, this policy shall remain as it were.

## **10.0 EFFECTIVE DATE**

This policy takes effect from April, 2019.