

CHUKA



UNIVERSITY

UNIVERSITY TRANSPORT POLICY

SEPTEMBER 2019

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ABBREVIATIONS AND ACRONYMS

cc	Cubic Centimetres
CEO	Chief Executive Officer
DVC (AFP&D)	Deputy Vice Chancellor (Administration, Finance, Planning & Development)
GVCU	Government Vehicle Check Unit
H.E.	His Excellency
HOD	Head of Department
Km	Kilometre
Km/L	Kilometre per Litre
LPO	Local Purchase Order
OB	Occurrence Book
PDP	Professional Drivers Permit
TO	Transport Officer

FOREWORD

Chuka University has been firmly committed to providing efficient and effective service to her customers. To actualize this commitment, strong emphasis has been placed on productivity and continual performance improvement.

To ensure that the University systems operate in an efficient and effective manner, the University Management has over the years institutionalized policies which have been implemented as stand-alone strategies. Among the policies that the university has found need to develop is the Transport Policy.

The key elements of this Transport Policy include organizational structure of transport functions, procedure for use of university vehicles, acquisition and disposal of vehicles, procedure for insurance of university vehicles, travel by public means, allocation and fuelling of vehicles, motor vehicle automation, repair and maintenance, safety, accident reporting, and monitoring and evaluation.

This policy is aimed at addressing the need for transport services at the University and providing guidelines on how to meet this demand in a manner that ensures that the university fleet of vehicles is maintained in mint condition. The policy will also ensure that there is accountability and prudent utilization of available resources.

This transport policy for Chuka University creates a centralized framework for all transport operations with a clear organizational structure with clear mandates for staff members.

I am glad that we now have a Transport Policy whose implementation will meet the needs of the university stakeholders and address the ever increasing demand for quality transport services.

**Prof. Erastus. N. Njoka, Ph.D.,
Vice-Chancellor/CEO**

Chuka University

ACKNOWLEDGEMENTS

The Transport Policy committee is grateful to the University Management led by the Vice-Chancellor, Professor Erastus N. Njoka, for the appointment and facilitation. The following were the members of the committee: Dr. Isaac M. Nkari, John K. Nkanatha, Dr. Paul Kamweru, Dr. Roseline Kahindi, Dr. Eric Mwenda, Dr. Rose Kimani, Peter Dereba, and John K. Iguna.

DEFINITION OF TERMS

- Academic Trip:** An approved journey carried out by students for purposes of learning
- Authorised Driver:** A member of staff authorised to drive a University Vehicle.
- Authorised Officer:** In this case it is the Vice-Chancellor, DVCS or any other officer delegated with mandate to execute the University's Transport Policy.
- Authorised User:** Any member of the University or associate authorised to use a University vehicle for University business purposes.
- Fleet:** A collection of University vehicles
- Internal Users:** Members of Chuka University
- Mileage:** Refers to distance traveled, typically as measured by an odometer reading of a vehicle
- Official Trip:** An approved journey carried out by a person in authority or officers as part of their job in the University.
- Pool Vehicle:** A vehicle that's available for use by one or more employees
- Stakeholder:** Government (National and County), suppliers, guardians, donors, local community
- University Vehicle:** Any motor vehicle owned and registered under the University's name
- Wear and Tear:** This is damage or deterioration of a University vehicle resulting from normal use and exposure
- Work Ticket:** A document used by the University to authorize journeys by University vehicles.

OVERVIEW OF THE UNIVERSITY

Motto

Knowledge is wealth/*Akili ni mali/Sapientia divitia est*

Slogan

Inspiring environmental sustainability for better life

Philosophy

Chuka University believes that sustainable national and global development can be achieved through nurturing an intellectual culture that integrates theory with practice to produce graduates with relevant knowledge, skills and responsible citizenry. The Institution also believes that education and training leads to social cohesion, human and economic development. This can be realized through passion for excellence, devotion to duty, accountability, prudent utilisation of resources, corporate citizenship, and teamwork. To actualise these beliefs, the University is committed to generation, preservation and sharing of knowledge for effective leadership in education, training, research and extension. The ultimate goal of Chuka University is to be a Premier University for the provision of quality education, training, research and extension in both basic and applied environmental and related studies.

Vision

A Premier University for the provision of quality education, training and research for sustainable national and global development.

Mission

To provide access, generate, preserve and share knowledge for quality, effective and ethical leadership in higher education, training, research and outreach through nurturing an intellectual culture that integrates theory with practice, innovation and entrepreneurship.

Mandate

The mandates of Chuka University are enshrined in its objects and functions as shown below:

Objects of the University

The objects of the University shall be to:

- (a) Provide directly, or in collaboration with other institutions of higher learning, facilities for quality university education, including technological, scientific and professional education, and the integration of teaching, research, outreach and effective application of knowledge and skills to the life, work and welfare of the citizens of Kenya;
- (b) Provide and advance university education and training to appropriately qualified candidates, leading to the conferment of degrees and award of diplomas and certificates and such other qualifications as the Council and the Senate shall from time-to-time determine and in so doing, contribute to realisation of sustainable national economic and social development;

- (c) Provide programmes, products, and services in ways that reflect the principles of equity and social justice.

Functions of Chuka University

The functions of the University shall be to:

- a) Participate in technological innovation as well as discovery, transmission, preservation and enhancement of knowledge, and stimulate the intellectual participation of students in the economic, social, cultural, scientific and technological development of Kenya;
- b) Inculcate a culture of lifelong learning, responsible citizenry and innovation in technology, engineering and mathematics within the institution and society;
- c) Engage in teaching, training, scholarship, entrepreneurship, research, consultancy, community service, among other educational services and products, with emphasis on technology and its development, impact and application to society;
- d) Conduct examinations for and grant such academic awards as may be provided for in the Statutes, and syndicate examinations for award at other institutions as may be approved by Senate; and
- e) Facilitate the development and provision of appropriate academic programmes, and community services.

Core Values

The management and operations of Chuka University are guided by the following Core Values:

- (1) Customer value and focus:** Enhancing customer satisfaction levels by providing products and services that meet or exceed customer expectations.
- (2) Diversity and social fairness:** Appreciation of varied cultures and commitment to ensure balanced distribution of resources and opportunities while instituting affirmative action to cater for marginalized sections of the society.
- (3) Environmental consciousness:** Considering the impact of all activities and programmes to be implemented and taking measures that ensure zero tolerance to environmental damage.
- (4) Fidelity to the law:** Dutiful adherence to the Kenya Constitution, 2010 and other legal, statutory and regulatory requirements.
- (5) Innovation:** Creativity in undertaking programmes and activities earmarked to contribute novel, effective and efficient ways of advancing humanity.
- (6) Integrity:** Upholding honesty, transparency, accountability and strong moral principles and values in all decisions and actions taken.

(7) Passion for excellence: Being outstanding in all services, activities and programmes undertaken by the University.

(8) Peaceful co-existence: Living harmoniously with neighbours and the environment and promoting the ideals of cohesion, integration and unity.

(9) Professionalism and confidentiality: Professionalism is the skill, good judgment and polite behaviour exhibited by an expert when discharging responsibilities and delivering services, while confidentiality means commitment to not disclose classified information to unauthorized parties.

(10) Prudent utilisation of resources: Utilising resources without wastage and misappropriation by ensuring maximum value and complying with various planned arrangements, internal controls and government regulations.

(11) Teamwork: Adopting a participatory and inclusive approach in undertaking operations and functions of the University.

(12) Timeliness and devotion to duty: Timeliness refers to being time-conscious in undertaking activities, assignments and programmes, while devotion to duty is selfless commitment to undertake activities, assignments and programmes for the good and advancement of humanity.

EXECUTIVE SUMMARY

This policy provides guidelines that will help the University Management in institutionalizing and implementation of transport functions in Chuka University.

The rationale of the Transport Policy is to establish a basis for providing excellent transport services at Chuka University. This will ease and facilitate transport operations.

The overall goal of the policy is to establish an integrated approach to improve efficiency, performance and productivity. Implementation of this policy shall ensure that all the University's transport resources are used in the most cost-effective manner. This will protect the university's assets and minimize negative financial implications; whilst allowing the University to strive for excellence in her core mandate of teaching and research.

In developing this policy, a participatory process was followed through consultations, review of relevant literature and reference to international best practices in the transport sector.

This policy will create a centralized system with clear criteria for use and maintenance of university vehicles, driver responsibilities and management of university fleet. It is envisaged that successful implementation of this policy will serve to encourage excellence and prudent utilization of university vehicles and workforce at Chuka University.

INTRODUCTION

Historical Background

In 1956, the Chuka community built a Craft Centre to train school leavers to acquire skills that could be useful in nation building. The Centre was upgraded to a Youth Polytechnic in 1969. In 2003, the community felt that they needed an institution that could provide higher education and training access to the people of eastern Kenya and Kenya at large. At that time no institution in the eastern part of Kenya had the capability of educating and training students at diploma and degree levels and as a result education and training opportunities were limited. During the same time, Egerton University was planning to open a Campus in eastern Kenya. The community then approached Egerton University who found Chuka to be centrally placed and, therefore, suitable for the establishment of a university campus. In an effort to get land for the Campus, the Chuka community donated the Ndagani Youth Polytechnic and Sports Stadium. In addition, the Presbyterian Church donated more land on institutions forming the Ndagani Education Complex, which included the Secondary and Primary Schools. The Chuka community also added a further 500 acres at Kairini in Meru South District to make the total land area 550 acres.

On 21st August, 2004, when H. E. President Mwai Kibaki visited Chuka and held a meeting at Ndagani (the present location of Chuka University), the community through their leaders informed him of their desire to establish a university in the area. Among the dignitaries who attended the meeting were members of parliament from the Greater Meru and senior Government officials. The President supported the aspirations of the people of Meru and pledged Government's support to establish a university at the site. Due to the goodwill of the Government, Egerton University Council approved the establishment of a Campus, named Egerton University Eastern Campus. The Campus was then launched on 27th September, 2004. The Youth Polytechnic was then relocated to another site.

On 23rd August, 2007, H.E. President Mwai Kibaki elevated the Egerton University Eastern Campus to Chuka University College through Legal Notice Number 161 of 2007. On 10th October, 2007, H.E. President Mwai Kibaki visited and inaugurated the Chuka University College. After about five years, H.E. President Mwai Kibaki visited again and inaugurated the

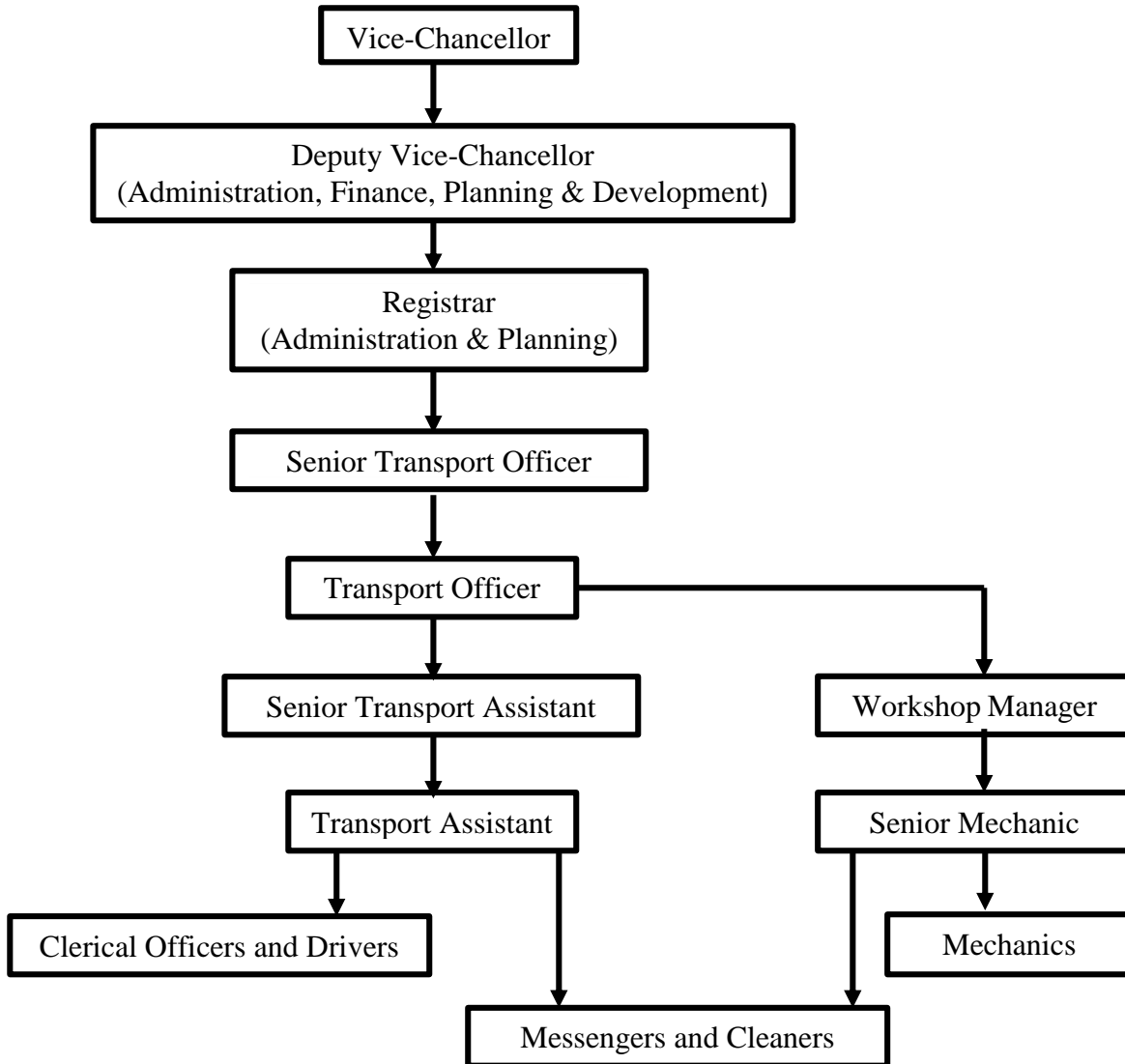
Chuka University on 8th January, 2013, making it the 2nd public university to be chartered and the 9th full-fledged public university in Kenya.

The University is located within the Chuka Municipality in Meru South District, Tharaka-Nithi County. It is situated approximately 186 km from Nairobi along the Nairobi-Meru Highway on the slopes of the snow-capped Mt. Kenya at an altitude of approximately 2,000 m above sea level. The area provides a cool climatic environment, with 16°C to 24°C temperatures and an annual average rainfall of about 1,000mm, excellent for learning and working. The University is designated as a centre of excellence in Environmental and Renewable Energy Studies and offers university education, training and research at certificate, diploma, bachelors, masters and doctorate degree levels in Education and Resources Development, Business Studies, Agriculture and Environmental Studies, Humanities and Social Studies, Engineering, Science and Technology and Law.

PART ONE: ORGANISATIONAL STRUCTURE

Organisational Structure – Chuka University Transport Department

The Transport Department is one of the Departments in the University. The current administrative structure for the Department is as follows:



PART TWO: DUTIES AND RESPONSIBILITIES

Duties and Responsibilities of the Transport Officer:

The responsibilities of the Transport Officer shall be to:

- i. Assign the day to day duties to the Transport Department staff.
- ii. Assist in giving valuable information on matters of fleet.
- iii. Prepare budgets for Transport Department.
- iv. Chair or delegate Departmental meetings.
- v. Supervise duty performance of the drivers and other staff of the Transport Department.
- vi. Facilitate, monitor and record movement of the University vehicles.
- vii. Coordinate the allocation of vehicles to Management, Faculties and Units of the University.
- viii. The Transport Officer shall review work shared by the University vehicles so as to determine optimum usage is being met.
- ix. Provide fuel estimates for University vehicles.
- x. Handle vehicle fuel petty cash register.
- xi. Assist and oversee the purchase of spare parts for the University vehicles.
- xii. Assist together with other user Departments/Units/Faculties in acquiring new fleet
- xiii. Take custody of keys to University vehicles.
- xiv. Coordinate regular preventive maintenance and service work on the University vehicles.
- xv. Record on a central database all motor vehicle details and relevant information belonging to the University vehicles.
- xvi. Ensure vehicle valuation exercise is done and reports are documented.
- xvii. Ensure that all legal documents of University vehicles are regularly renewed.
- xviii. Assist in the processing of allowances of staff in the Transport Department.
- xix. Take care of office equipment, stationery and supplies at the Transport Department.
- xx. Perform any other duties that may be assigned by the Vice-Chancellor.
- xxi. Ensure that all elements of this policy and any other amendments from time to time are complied with.

Driver Requirements

A vehicle can only be driven by an authorized University driver. A University driver:

- i. should be an employee of Chuka University in the Transport Department;
- ii. must have a valid driving licence and endorsement of driving licence relevant to the type of vehicle requested. The Transport Officer must check the licence for validity;
- iii. whose driver's license is revoked or suspended shall immediately notify the employer;.
- iv. must understand and comply with all legal requirements. Fines incurred by employees shall be the full responsibility of the employee, and may affect future driving privileges in University;

- v. must undergo refresher and defensive driving training after every two years at the University's expense.
- vi. who is allocated duties which require specialized skills will be facilitated by the University to acquire the needed skills.

Duties and Responsibilities of a University Driver

The duties and responsibilities of a University driver shall be to:

- i. operate vehicles consistent with transport policy and procedures in order to ensure safe, cost-effective and appropriate operation of the University vehicles;
- ii. report accidents and incidents in accordance with this policy;
- iii. complete work tickets for every trip;
- iv. observe all traffic laws and by laws applying to the locality in which the vehicle is being driven;
- v. pay all traffic violations fines;
- vi. take appropriate measures to secure and safeguard the vehicle until it is returned to the designated location at the University;
- vii. safeguard the vehicle and keep it clean at all times;
- viii. ensure the motor vehicle and their contents are secured and free from any possible damage;
- ix. perform routine vehicle inspection and maintenance before starting of the journeys;
- x. provide information and other general assistance to the university and her stakeholders;
- xi. use the University vehicles for approved official business only;
- xii. operate University vehicles in a safe and prudent manner;
- xiii. report any defect and deficiencies to the transport officer or supervisor;
- xiv. Ensure the University vehicle does not carry excess of its official capacity.

Duties and Responsibilities of a Mechanic at the University shall be to:

- i. verify vehicle serviceability by conducting test drives; adjusting controls and systems;
- ii. maintain vehicle functional condition by addressing the complaints forwarded by driver or user;
- iii. conduct inspections and advise on estimates (cost, time, effort) for repair or maintenance of vehicles;
- iv. undertake any necessary repairs as per approvals;
- v. keep and maintain vehicle records for service and repairs done;
- vi. schedule future vehicles maintenance sessions and advise drivers on good vehicle use;
- vii. ensure availability of necessary equipment and tools for repairs and maintenance;
- viii. ensure inventory stock is updated for serviceable parts.

PART THREE: WORK TICKET AND RECORD MANAGEMENT

Work Tickets Management

The following should be complied with on the work ticket as per Government Vehicle Check Unit (GVCU) regulations:

- i. Driver's Name and Payroll number reflected on the work ticket.
- ii. Authorizing officer's Name, designation, payroll number and specimen signature reflected on the work ticket.
- iii. Work ticket shall be carried in the motor vehicle.
- iv. Journey authorized on the work ticket
- v. Vehicle on the authorized route
- vi. Work ticket should be properly maintained
- vii. Registration, make and model of the motor vehicle should be indicated on the work ticket
- viii. Previous work ticket closing mileage reading should be entered in the new work ticket
- ix. Consumed fuel should be indicated on the work ticket
- x. Any defect on the vehicle should be captured and the action taken indicated on the work ticket while the vehicle is in use
- xi. Previous journey details should be sufficiently recorded
- xii. Time out and time in should be indicated on the work ticket
- xiii. Work ticket should be closed at the end of every authorized journey

Records Management

The following should be complied with:

- i. All records and documents pertaining to every vehicle shall be kept in each vehicle's file.
- ii. Previous vehicles work tickets should be kept neatly and in a separate file.
- iii. A record on each vehicle repairs has to be kept in the Repair and Maintenance file for traceability of the service and repairs done.
- iv. Approved copies for use of University vehicles shall be kept in respective files.
- v. Copies of wear and tear receipts shall be filed in the wear and tear file for traceability.
- vi. Records for insurance and related matters shall be maintained.
- vii. Personal records for members of staff in the department shall be maintained.
- viii. Original vehicle log books shall be kept in a safe in the Vice-Chancellors office.
- ix. Original initial documents for the purchase of each vehicle shall be maintained by an authorised officer.
- x. Copies of valuation reports for University vehicles shall be kept in Finance, Procurement and Transport Department offices.

PART FOUR: PROCEDURE FOR USE OF UNIVERSITY VEHICLES

Vehicle Assignment Regulation

Employees should use the University vehicles whenever a vehicle is required and available for conducting official University business. University vehicles are classified into three categories.

- i. Officially assigned vehicles
- ii. Pool vehicles
- iii. Other service vehicles

Officially Assigned Vehicle

An employee of the University may be assigned a vehicle based on responsibilities and nature of business being conducted. Therefore the following are some of the guidelines used to determine official assignment and may be defined to meet the standards of the University.

- i. The employee must use the vehicle for official University business only.
- ii. The vehicle is surrendered to the University when the employee leaves office/position being held.
- iii. The motor vehicle is surrendered to the University whenever the assignment is over.
- iv. When the employee is on leave or off duty, the vehicle remains within the parking until resumption of duty by the said employee.
- v. Allocation of a specific driver to an executive member will require Management approval.

Pool Vehicles

- i. These vehicles are available for use to all employees running the activities of the University.
- ii. Whenever University employees are undertaking similar duty and they are heading to the same route, they shall share the available vehicle.
- iii. Authority for use of these vehicles must be sought from the relevant office.

Other Service Vehicles

Use of other University motor vehicles other than the above specified shall follow the same procedure for approval. This category of vehicles includes but is not limited to the following.

- i. Ambulance
- ii. Fire Fighting Engines/vehicles
- iii. Passenger bus with a capacity of 14 or more
- iv. Vehicle designed to carry cargo of above 4 tonnes
- v. Specialized utility vehicles

Prohibited Use of University Vehicles

The University vehicles shall not be used in the following manner.

- i. Undertaking any unauthorized journeys
- ii. Transporting any unauthorized passengers.
- iii. Use for personal gain not related to University business.
- iv. Transportation of animals without prior written authority and relevant documents from Kenyan Government offices.
- v. Carrying loads which might end up damaging the vehicle.
- vi. Transporting illegal cargo
- vii. Used for Political Activities.
- viii. Where the safety of the vehicle and its occupants to the intended destination is not assured.

Procedure for Transport Requisition by Internal Users

- i. The user shall make a requisition for approval for the trip through head of section, through the applicable DVC to the Vice-Chancellor.
- ii. The copy of the approval shall be presented to the Transport Officer two weeks before the trip for vehicle and driver allocation and the original approval presented to the Finance Officer for imprest purposes.
- iii. The Transport Officer shall confirm the availability of the vehicle on the specified date of travel and facilitate the filling of transport requisition form by the user.
- iv. The Finance Officer shall process payment of the imprest before the specified time of travel.
- v. The user shall take overall supervisory role for the journey.
- vi. All requests for local running will be presented to the TO for allocation of vehicle and driver and forwarded to the authorised officer for approval.

Use of University Vehicles by Internal Users outside Normal Working Hours

University staff members working outside normal working hours are entitled to transportation to their residences provided that:

- i. the residences are within 7 kilometres radius from the staff member's duty station;
- ii. the officer is on assigned official duty by the university supervisor;
- iii. the officers works past 8:00 pm.;
- iv. a formal requisition is submitted to the Registrar (Administration and Planning) for approval before the request is presented to the Transport Officer for implementation.

Transport may be provided beyond the listed requirements with the approval of the Vice-Chancellor.

Procedure for Use of University Vehicles by Stakeholders

In principle, University vehicles must be used for official University business only. However, in certain exceptional cases such as emergencies or where such use is considered to be in the best interests of the University, private use of University vehicles may be authorised. Such approval is vested only in the office of the Vice-Chancellor.

Procedure for Use by Stakeholders

The use of University vehicles by stakeholders can either be on hire or pro bono basis.

- i. Stakeholders interested in the use of University vehicles will have to formally write a request to the Vice-Chancellor for necessary travel approvals.
- ii. Once a decision has been made, a formal communication will be made to the applicant.
- iii. If the applicant's request is approved, copies of the approval will be forwarded to the relevant officers for action as need be.
- iv. The applicant should provide a passenger manifest to the Transport Officer to ensure that only persons appearing in the manifest board the University vehicle before departure.
- v. Handing over and taking over procedure for the vehicle must be adhered to.

Use of University Vehicles on Hire

- i. Stakeholders may only use the University vehicles when they are not engaged in University activities at the time of request subject to applicable regulatory provisions.
- ii. The request has to be made to the Vice-Chancellor and upon approval, the stakeholders will pay for all the approved charges.
- iii. In case of damage to the vehicle that is attributable to the conduct or non-disclosure of the route condition by the stakeholder(s), the cost of repair shall be borne by the said stakeholder(s).
- iv. The University vehicles shall only be driven by the University drivers.

Use of University Vehicles on Pro Bono Basis

At the discretion of the Vice-Chancellor, individuals or organizations can be granted formal approval to use a University vehicle free of any charges.

PART FIVE: ACQUISITION AND DISPOSAL OF VEHICLES

Acquisition of New Vehicles

- i. The user department identifies the need for a vehicle. Transport Officer, in liaison with the user department determines the specifications of the vehicle to be procured.
- ii. Selection of the vehicle shall be based on the functional suitability to the user, compliance with technical specifications and ultimately, the cost effectiveness considerations.
- iii. Transport Officer, shall project procurement requirements and prepare appropriate budget for acquisition of required fleet.
- iv. Purchase of the vehicle shall be restricted to brand new motor vehicles as per Government regulations.
- v. The Transport Officer has to write a formal requisition for approval to the Vice-Chancellor for the procurement of the new vehicle.

Disposal of University Vehicles

- i. The Transport Officer shall in liaison with Procurement and Disposal Committee identify motor vehicles for disposal.
- ii. All vehicles identified for disposal have to be valued to ascertain reserve value (KES).
- iii. Disposal of used vehicles and other accessories shall be according to applicable legislation and regulations.
- iv. The disposal shall be as per the Public Procurement and Disposal Act 2015 and any other pre-conditions set by the University.

PART SIX: INSURANCE OF UNIVERSITY VEHICLES

- i. All University motor vehicles must always have a valid insurance cover to mitigate against any risks.
- ii. Finance Officer in liaison with Transport and Procurement officers will organize a valuation exercise for all University vehicles and motor cycles using an approved motor vehicle valuer.
- iii. The valuation report will form the basis for acquiring the insurance cover for the vehicles.
- iv. Valuation of University vehicles shall be done after every two (2) years.

PART SEVEN: TRAVEL BY PUBLIC MEANS

Travel by Public Means

- i. For official duty, an employee shall seek approval for use of a university vehicle or use of public means.
- ii. Use of public means (taxi, train, bus airplane) will only apply where an employee is required to travel on official duty and no official transport is available.
- iii. When travelling by public means on such official duty, an employee will be facilitated at the University approved rates.
- iv. Before hire of a taxi, the employee shall seek approval from the supervisor.

Use of Personal Vehicles

- i. When official transport is not available, an employee may with prior authority of the Vice-Chancellor or any other designated officer be permitted to use his/her vehicle for official duties.
- ii. Where such authority is granted, the employee shall claim mileage based on the prevailing approved University rates.
- iii. Before a person may be authorized to use a privately owned vehicle to conduct University business, the driver and the vehicle must meet all legal requirements.
- iv. Where authority to use a personal vehicle on a continuous basis is sought, the application and approval shall be renewed annually.
- v. When driving a privately owned vehicle on University business, the driver's personal insurance serves as the primary insurance.
- vi. The University will not accept any liability for the loss or damage of goods in the vehicle while on university business.

PART EIGHT: ALLOCATION OF VEHICLES

Allocation of a driver to an executive member of staff will require Management approval.

Handing over and taking over of vehicles

- i. Whenever a vehicle changes hands, handing/taking over must be undertaken.
- ii. Handing over of the vehicle by a driver to another driver or any other designated officer must be captured in the handing over form.
- iii. A copy of handing over report must be filed in vehicle file.
- iv. All vehicles must be inspected by the transport and security officers or their designated representatives prior to departure.
- v. The driver to whom a University vehicle has been released is fully responsible for the security and operation of the vehicle until returned and handed over in the Transport Department parking yard.
- vi. Failure to hand over, the last driver to have used the vehicle shall be surcharged the cost of any damage, loss or defects noted on the vehicle.
- vii. The security guard manning the transport parking yard should have an occurrence register to capture incoming and outgoing University vehicles. The guard shall ensure that the driver of a University vehicle records all required details in the vehicle register before departure.

PART NINE: FUELLING OF UNIVERSITY MOTOR VEHICLES

Before any trip is made, the necessary approvals must be obtained as per Part Four of this Policy.

Fuelling of vehicles shall be through fuel cards.

- i. Each University vehicle shall be assigned a specific fuel card and fuel shall be purchased using fuel cards unless otherwise authorized.
- ii. The fuel cards shall be managed by the Transport Officer.
- iii. On the approval of a trip, a driver shall be issued the fuel card for the respective vehicle, and shall be responsible for fuel transactions under the supervision of the Transport Officer.
- iv. A driver shall record the details of the fuel consumed in the work ticket.
- v. Vehicles shall be fuelled during official working hours unless otherwise authorised.
- vi. On emergency basis or when fuel is unprecedentedly depleted while the vehicle is travelling in an area/s where there are no contracted fuel stations, approval shall be sought from the Authority to purchase fuel using cash.
- vii. The driver must append his/her signature on the invoice receipted to signify that the vehicle has been fuelled as indicated therein.
- viii. All fuel receipts must be kept and made available when the vehicle is returned to the University.
- ix. Loss of fuel card shall be reported immediately to Transport Officer who will in turn advise the card provider to block usage. The cost of replacing the damaged or lost fuel card shall be borne by the cardholder.
- x. Abuse or misuse of the card shall attract disciplinary action.
- xi. There shall be regular monitoring of fuel usage to ensure efficiency of fuel consumption by each vehicle.

PART TEN: MOTOR VEHICLE REPAIR AND MAINTENANCE

Motor Vehicles Maintenance

To increase lifespan, maintain efficiency of university vehicles, and following manufacturers' specifications, regular maintenance shall be carried out. Maintenance of university vehicles may involve one or more of the following:

- i) Preventive maintenance
- ii) Routine maintenance
- iii) Planned maintenance
- iv) Vehicle repairs and refurbishment
- v) Replacement of tyres
- vi) Exterior and interior cleaning

In this regard;

- i. A maintenance record for every vehicle shall be maintained by the Transport Officer and shall contain the following:
 - a. Manufacturer's manual
 - b. Service job card
 - c. Maintenance job card
- ii. When a vehicle is due for service as reported by a driver, user or as indicated by the maintenance record, the Transport Officer will assign a Mechanic to assess the nature of maintenance or repair required. A maintenance job card will be raised specifying the details of work to be carried out. Once the work is done, the supervisor will confirm and sign on the service job card.
- iii. Maintenance and repair of University vehicles shall be carried out at the University garage or approved workshops/garages.
- iv. Repair and maintenance of new vehicles and those under warranty shall be carried out by the relevant dealers.
- v. The Transport Officer shall coordinate regular preventive maintenance and service work on the University vehicles.

PART ELEVEN: AUTOMATION OF TRANSPORT SERVICES

An Automated system for all transport services shall be established. Such a system shall address the following:

- i) Operational information
 - a. Availability, including the date and the hours available.
 - b. Utilization.
 - c. Driver on duty/allocated.
 - d. Real time location of vehicles.
 - e. Driver's driving behavior.
- ii) The maintenance key indicators for each vehicle.
 - a. Actual kilometres travelled.
 - b. Fuel utilization (Km/L).
 - c. Total maintenance cost.
 - d. Maintenance cost per kilometre.
 - e. Running cost per kilometre.
 - f. Vehicle Performance versus other similar vehicles within the fleet.

PART TWELVE: DRIVER, MOTOR VEHICLE AND PASSENGER SAFETY

The driver should adhere to all statutory requirements in regard to vehicle and personal safety at all times.

For safety, the driver inter alia;

- i. Should not be under influence of alcohol or any illicit drug while driving.
- ii. Should avoid distractions like use of mobile phones while driving.
- iii. Should ensure that the vehicle is mechanically sound before using it.
- iv. Should wear a seat belt while driving.
- v. Should drive at the appropriate speed for the prevailing road and weather conditions.
- vi. Should not drive while fatigued (overworked) or sick.
- vii. Should only drive a vehicle that he/she is qualified to drive.
- viii. Should have his/her eye sight tested regularly as advised by an optician.
- ix. The picking up of casual passengers is not allowed under any circumstances.
- x. The driver of the vehicle will be held responsible for ensuring that unauthorized passengers are not conveyed.
- xi. Reckless driving or over speeding
- xii. All restrictions relating to alcohol and drug consumption while using University vehicles should be strictly enforced under all categories of assignment.
- xiii. Passengers/employees who believe the driver is impaired have a duty to prevent him/her from driving and seek assistance.

For vehicle safety:

- i. Driver should carry out a routine check of the vehicle status before commencement of the journey.
- ii. The vehicle should be serviced regularly.
- iii. Commercial university vehicles should have roadworthiness inspections done according to schedule and inspection stickers displayed.
- iv. The vehicle should have a first aid box and other required emergency equipment.
- v. The load or number of passengers should be as per the vehicle's capacity.
- vi. Doors and windows should be locked while the vehicle is parked.
- vii. The vehicle should always be parked in a secure place.

For safety, the passenger should:

- i. always wear seat/safety belts when travelling in university vehicles;
- ii. ensure that no part of their body is protruding outside the vehicle while the vehicle is in motion;
- iii. not require the driver to stop in unsafe or insecure places;
- iv. not open the door or attempt to alight when the vehicle is in motion;

- v. not litter;
- vi. be responsible for the safety of their luggage;
- vii. ensure they keep their luggage in the designated areas and does not inconvenience or endanger other passengers.

PART THIRTEEN: ACCIDENT REPORTING

In case of an accident, the driver should:

- i. Immediately report the accident to the Transport Officer, who should in turn inform the insurer.
- ii. Report the accident at once to nearest police station, ensure it is recorded in the Occurrence Book and get the OB number to present to the Transport Officer.
- iii. Take necessary steps to avoid obstruction and further accidents.
- iv. Ensure safety of the vehicle, cargo and any passengers.
- v. Record the licence plate and insurance policy cover of the other vehicles involved, preferably in the presence of the police.
- vi. In case the accident does not involve another vehicle, record details of the accident, preferably in the presence of the police.
- vii. **NOT** admit liability or sign any agreement unless it is the police accident report form/ abstract.
- viii. Obtain any other necessary details of the accident from all parties and record them at the scene of the accident. The details include:
 - a. The name and badge number of all responding officers.
 - b. The police station handling the issue.
 - c. Pictures of the vehicles involved taken from different angles, showing the damage on both cars, the other vehicle's license plate.
 - d. Pictures of any visible injuries on self and the other parties involved.
 - e. Names and phone numbers/addresses of all parties involved, including any passengers in the other vehicle and any other witnesses to the accident.
 - f. Names and contact information of any casualties and if possible their next of kin.

In case of other incidents, the driver should ensure the safety of the vehicle, passengers and other road users and report to the Transport Officer for further direction.

PART FOURTEEN: MONITORING AND EVALUATION

The implementation of this policy will be overseen by the University Management and monitored by the Internal Audit Department or any other sub-committee set up by Management.

This Policy shall be reviewed after every five years.

REFERENCES

- Chuka University Strategic Plan (2017-2022)
- Egerton University Transport Policy
- JKUAT Transport Policy
- Makerere University Transport Policy
- Maseno University Transport Policy
- Solomon Islands National University Transport Policy
- Takoradi Technical University Transport Policy
- Traffic Act Cap 403 of Laws of Kenya
- University of Cape Coast Transport Policy
- University of Nairobi Draft Policy
- University of Zululand Transport Policy