



SUNYANI TECHNICAL UNIVERSITY

TRANSPORT POLICY

**TRANSPORT
MANAGEMENT COMMITTEE
JUNE 2014**

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Preamble: It is believed that this policy document would provide guidelines for consistent decision and behavior within the transport section of the University to ensure efficiency and effectiveness in the management of the University fleet of vehicles.

ARTICLE 1

General administration of the Transport Section

Transport Section: The Transport Section should be independent of all Departments of the University with responsibility for meeting the transportation needs of the institution. The section shall be the central office for the pool of vehicles for the University. The Transport Section shall be headed by a substantive Transport Officer.

Structure: The Transport Section shall consist of the following members:

- i. Transport Officer:** who will be the head of the transport section, with supervising role over members of the section and shall report to the Transport Committee and the Vice-Chancellor.

- ii. **Administrative staff:** To handle the clerical and financial activities as well as correspondences of the section
- iii. **Driver Mechanics and Drivers:** To see to the actual handling and day-to-day movement of the vehicles.

c) Transport Committee:

Composition: As stated in the University statutes.

Functions: As stated in the University statutes. Eg

- i. To exercise oversight responsibility over the effective and efficient running of the transport services in the University.
- ii. To meet regularly to discuss and resolve challenges facing the Transport Section.
- iii. To make suggestions and recommendations for the improvement of the section to the University Administration.
- iv. To do the necessary monitoring to ensure that the expected efficiency and effectiveness required of the transport section is achieved.
- v. To advise the Welfare Services Committee on the University transport system

- vi. To perform any other functions that may be delegated to the Committee by the Vice-Chancellor or the Welfare Services Committee.

Quorum

One –half (50%) of the total membership of the Committee. This must include the chairman and the transport officer.

ARTICLE 2

University Vehicles

A vehicle shall be deemed to be owned by the University by means of

1. Purchase
2. Donations

i. Purchase of Vehicles

Where necessary the Transport Office in consultation with the Transport Committee will recommend the purchase of new vehicles to the University Administration. The procurement Law procedures shall apply.

ii. Donations

A vehicle donated to any department or donated for a special project shall become the property of the University and would be listed among the University's fleet of vehicles. However, where a vehicle is donated to a department, that department would be given priority in the use of that vehicle.

ARTICLE 3

A. Requisition and Release of Vehicles

- i) Time span for requisition:** All requisitions for vehicles should reach the Transport Officer's office at least a week before the date for use of the vehicle. However, in case of an emergency situation this requirement could be waived but the request should be made within a reasonable time.

- ii) Granting a request:** Request for a vehicle would be granted based on the availability of vehicles. For the sake of efficiency room should be created for joint use of vehicles.

iii) Priority: All applications concerning requisitions for vehicles for academic purposes supersede all other requisitions.

iv) Approval for requisitions: All requisitions for vehicles for local use, ie. Within Sunyani are to be handled by the Transport Officer. In the absence of the Transport Officer, the Assistant Registrar (General Administration) shall perform this function. On the other hand, the use of the University vehicles for official purposes by students and staff to a destination outside Sunyani shall have a prior approval of the Vice-Chancellor or any officer acting on his behalf, after which the Transport officer shall issue a gate pass.

v) If a vehicle has been allocated to a particular office, the head of the office must be consulted.

B. Release of Vehicles

Application for vehicles would be granted and vehicles released for such purposes subject to the availability of vehicles.

- i. Release of vehicles to students:** Vehicles shall be released to students for the following activities.
 - a. Field Trips:** Vehicles shall be released for students for field trips. Departments must make requests for vehicles on behalf of their students and requests would be granted only when requisitions are made by their HODs
 - b. Funerals:** Upon the death of a student during a semester a bus shall be released free of charge by the University for the transportation of sympathizers and where necessary a pick-up vehicle is released to transport the body to the place of the funeral. Such requisition shall pass through the HOD and the Dean of Students.

- c. Student Associations:** Under no circumstances should any of the University vehicles be released to student associations for social purposes.
 - d. SRC.** Notwithstanding the foregoing however, where the SRC has no vehicles of its own, a vehicle should be released to the SRC for only National Delegates Conferences. Requisition shall pass through the Dean of Students.
- ii. Release of Vehicles to department:** Vehicles would be released to departments for the following purposes.
- a. Students' Field Trips:** HODs shall request for the vehicles for students of their departments for field trips.
 - b. Official Duties and Assignments:** Vehicles shall be released to departments for official duties and assignments of the department. Request should be made by HODs.

iii. Release of vehicles to staff associations (POTAG, PAAG, TEWU)

a. Official use: Vehicles should be released free of charge to staff associations such as POTAG, PAAG, TEWU etc for official use such as for negotiations on condition of service, delegates congress and other such official uses.

b. Non-Official Trips: Vehicles may be released to staff associations for purposes other than official trips (eg staff excursions). For non-official trips, the cost of fuel and drivers' allowance shall be borne by the Association concerned.

iv. Release of vehicles to individual members of staff: under no circumstances shall vehicles be released to an individual member of staff for pleasure trips. Applications for vehicles by individual members of staff would be granted in the following circumstances only:

a) Carting of personal effects of new employees

- Where the University employs new staff the employee shall be transported to Sunyani by the University.

- A staff member who is changing residence can also request for the use of the University vehicle in carting his/her personal effects.

b) Marriage ceremonies: On the occasion of staff member marrying, the University shall release only a bus to the member to transport other members of staff going to support the marriage ceremony.

c) Funerals:

- **Death of staff member:** In the event of the death of a staff member, vehicles shall be released to staff sympathizers to the funeral. One pick-up vehicle would be released to transport the body where necessary.
- **Bereavement of a member of staff:** A bus shall be released to transport sympathizing members of staff only in the event of a staff member losing a **spouse**, a **child** or a **parent**. A vehicle would also be released where necessary.

ARTICLE 4

Management of Vehicles

For effective and efficient management and running of the University's fleet of vehicles, the following procedures must be strictly enforced.

a) Vehicle File: A file should be immediately opened for every vehicle upon acquisition to keep all documents about that particular vehicle. Documents to be kept on the file should include letters initiating the purchase of the vehicle, receipts covering the purchase price of the vehicle, documents on insurance and renewals, documents on the purchase of spare parts and tyres, documents covering repairs and maintenance costs and any other document deemed necessary.

b) Insurance/Roadworthiness: The University shall use the individual insurance and roadworthiness policy for all of its vehicles. For the first five years, a new University vehicle shall be insured comprehensively. After the first five years, where the need arises, vehicles could be revalued and insured comprehensively again

otherwise they should have third party insurance taking their mission into consideration.

c) Labelling of Vehicles: All vehicles bought and maintained with University funds should be labelled.

d) Parking of vehicles

- All vehicles in the Universitys' pool of vehicles shall be parked at the University car park/garage after close of work each day and at the week-ends. These parking places should be well lit.
- Where the nature of the duties of an officer using a vehicle demands, or the nature of work so prescribes, the vehicle may be parked at a place other than the place specified above provided that prior approval of the Transport Officer has been obtained.
- Vehicles allocated to officers for personal use would be so used. However, vehicles for schools are to be used for official assignments. Where such a vehicle would be put to personal use, prior

approval should be received from the Rector and all cost incurred for the personal use must be borne by the officer concerned.

- A vehicle which travels outside Sunyani should be parked in a police station or at a suitable place in a sister University. Where this provision is not applicable, the vehicle shall be parked at a place where the safety can be assured.

 - **Keeping vehicles at residence:** Under no circumstance shall any driver of the University or any other employee be allowed to drive any University vehicle to their homes overnight without prior permission from the Transport officer.

 - **Emergencies:** In an emergency situation, the Security Section should ensure the safety of the vehicles at the car park/garage.
- e) **Gate Pass**
- All vehicles leaving the University premises on assignment within Sunyani must receive a gate pass from the Transport Officer.

- All vehicles travelling outside Sunyani should receive the Vice-Chancellor's prior approval after which a gate pass would be issued by the Transport Officer.

f) Washing of Vehicles

Every driver must ensure cleanliness of the vehicle assigned to him. Each driver must see to wash the vehicle assigned to him and ensure that both the inner and outer parts of the vehicle are kept tidy. Where it becomes necessary to wash big buses, or for the engine compartment or the underside of a vehicle to be washed, the Transport Officer must release money to the Driver to get it done at a private washing bay until the University establishes its own washing bay.

g) Fuel Use

Fuel must be purchased at the fuel dump designated by the University Administration. Any time fuel is purchased the fuel tank of the vehicle must be filled up. All fuel purchased shall be authorized by the Transport Officer and the purchase shall be supervised by the Audit section of the University and necessary receipts

collected. It is only where a vehicle travels outside Sunyani that fuel can be purchased from a fuel dump other than that specified above. In this situation the officer travelling with the driver should supervise the purchase of the fuel and endorse the back of the receipt. All such receipts must be made available to the Transport Officer by the Officer on return for reimbursement/refund.

h) Payment of Night Allowance/Imprest

Drivers who drive University officials outside Sunyani should be paid their night allowance upfront before leaving. Any excess night allowance paid to a Driver must be returned to the Cash Office after the journey. The excess should be deducted from the salary of any Driver who refuses to return it after his return from the journey.

i) Reporting

To ensure up-to-date information at the Administrative level, the Transport Officer shall submit a situational report on the Transport Section and current state of vehicles to the Vice-Chancellor every month and copy the Transport Committee.

- j) Provision of Fire Extinguishers, Warning Triangles and Flash Lights:** Every University Vehicle must be provided with Fire Extinguishers, Warning Triangles and Flash Lights.

ARTICLE 5

Accident Reporting Procedure

1. Where a University vehicle is involved in an accident, be it a minor or a major one, the driver of the vehicle must report the accident to the nearest police station and then to the Transport Officer within 24 hours. The Transport Office together with the police will take the necessary action. The Transport Officer shall then report to the Transport Committee and the Vice-Chancellor.
2. Any Driver who fails to report an accident shall be made to face disciplinary action and also be surcharged with the cost of the repairs.

ARTICLE 6

Routine Repairs, Servicing and Maintenance

- a. The repairs, servicing and maintenance of all vehicles of the University shall be undertaken in the Auto Department workshops of the University.

- b. Where the nature of the repairs, servicing or maintenance of a vehicle is such that it will be in the best interest of the University for it to be done in a workshop or garage other than that of the University, the Transport Office and the Transport Committee with prior approval of the Vice-Chancellor, shall be responsible for sending the vehicle to a designated garage outside.

- c. Under no circumstance therefore, shall a vehicle be sent to an outside garage for repairs, servicing or maintenance without the prior knowledge of the Transport Committee and the approval of the Vice-Chancellor. Vehicles can be sent for repairs, servicing and maintenance only in accredited

garages recommended in writing by the Transport Committee and approved by the Rector.

ARTICLE 7

Disposal of Vehicles

- a. A University vehicle shall be disposed off after ten (10) years, subject to revaluation and based on Government regulations.
- b. Upon the approval of the Rector, the Transport Committee shall take the necessary steps for the disposal of the vehicle.

ARTICLE 8

Auctioning

The disposal of any of the University's vehicles shall be done by auction. All auctions of the University's vehicles must be done in the presence of the Transport Committee.

ARTICLE 9

Management of Drivers

a. Drivers would be in charge of the day to day handling and movement of the University vehicles. Drivers must take and obey instructions from the Transport Officer as well as the Travelling Officer and must always be of good conduct.

b. Recruitment of drivers:

- The Transport Officer shall report a vacancy for a driver or drivers to the Transport Committee. Upon agreeing to the vacancy, the Transport Committee would recommend the recruitment of a driver or drivers to the Vice-Chancellor.

- The Transport Officer would then assist the appropriate Committee in the recruitment and selection processes for recommendations to be submitted to the Vice-Chancellor.

c. Qualification as a driver: To qualify for employment as a driver in the University, the applicant should have at least the basic educational qualification and in addition

professional driving license not lower than grade “D”.

d. Incentives to drivers:To ensure that drivers would be well motivated in discharging their duties, the following incentives would be in place:

- **Drivers’ waiting room:** a suitably furnished drivers’ waiting room shall be provided.
- **Drivers’ accommodation:** a suitably furnished drivers’ accommodation on campus shall be provided for the resident driver.
- **Overtime for drivers:** drivers’ overtime allowance must be paid as applied to the relevant conditions of service.
- **Dressing Code:** Each driver must be provided with approved uniforms on yearly basis.

e. Discipline: Drivers shall demonstrate discipline in the discharge of their duties. They shall comply with all driving regulations and all directives provided in this policy document. Their first source of instruction is the Transport

Officer and they must show proper conduct towards him and the officers they are assigned to.

f) Suspension of Drivers from Driving University Vehicles:

The Disciplinary Committee may suspend a driver from driving a University vehicle

where:

- The official has subjected a University vehicle to misuse or irregular use
- Proof exist that the official has driven a vehicle recklessly or the vehicle was involved in an accident while being so driven
- The official drove the vehicle while under the influence of alcohol or narcotic drugs.

ARTICLE 10

Transport Officer's Schedule of Work

The Transport Officer being the head of the Transport Section is expected to perform the following functions;

1. Overall management of the institution's fleet of vehicles, their repairs maintenance and servicing

2. Preparation of allocation schedule and allocation of vehicles to drivers to ensure smooth operations.
3. Controlling and monitoring the movements of vehicles.
4. Assigning duties to drivers, and supervising their operations.
5. Ensuring that all drivers know road traffic and international rules and regulations governing driving.
6. Drawing up programmes for training drivers.
7. Conducting appropriate appraisal of drivers.
8. Ensuring that all vehicles have the necessary equipment, fuel and lubricants through timely requisition.
9. Ensuring that all vehicles are roadworthy through scheduled regular servicing or maintenance.
10. Ensuring that all vehicles have valid documentation
11. Preparing and following a daily vehicle inspection programme to detect faults and damage to the fleet
12. Investigating and preparing reports on (minor and major) vehicle accidents and misuse

13. Making recommendations for discipline of drivers to the Transport committee
14. Reporting to the Vice-Chancellor on monthly basis on all aspects of fleet management and copy the Transport Committee.

ARTICLE 11

Contraventions:

Any person who contravenes or fails to comply with any provision of this policy may be subjected to disciplinary action.

ARTICLE 12

Review of Policy:

This policy shall be reviewed annually and review thereof shall be the responsibility of the Transport Committee