



EU/25/TP/2013

EGERTON UNIVERSITY

TRANSPORT POLICY

2013

Transforming Lives Through Quality Education
Egerton University is ISO 9001:2008 Certified

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TRANSPORT POLICY 2013

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Printed by
DANSTE AGENCIES
P.O. Box 9654-00300 Nairobi, Kenya

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1.0 INTRODUCTION

The university is committed to provide transport for all official activities. These activities include student academic trips, exhibitions organized by the university and organized sports events. The university official staff activities include trips to meetings, workshops and research activities.

The transport department organizes for the maintenance of University vehicles.

In this document University refers to Egerton University. The following abbreviation have been used in the document.

- GVCU - Government vehicle check unit
- PS - Principal Secretary Ministry of Education

1.1 Mission

To provide efficient and effective transport services for University official activities.

1.2 Objectives

- (a) To develop best practices in the transport services
- (b) To provide quality maintenance on all University vehicles
- (c) To liaise with relevant department in acquisition of quality vehicles

1.3 Core Values

This policy will be guided by the following university core values.

- Passion for excellence
- Devotion to duty
- Integrity
- Transparency and accountability
- Social fairness and professionalism

1.4 Rationale

- It has not been clear on the duration the vehicles take before disposal and on the period of replacement.
- In the past the university vehicles were hired by outsiders for non official activities due to lack of policy.

2.0. PROVISION OF TRANSPORT SERVICES

The transport services are available for scheduled academic trips and other official activities.

2.1 ACADEMIC TRIPS

University Buses and Mini-Buses will only be used for approved academic trip as scheduled by the Examination and Timetabling Department. At the beginning of every Semester, the Director Timetabling will provide a schedule of all Academic trips to the Transport Department. Vehicles requested for academic trips will therefore be reserved at the beginning of

semester. All academic departments will channel their trip request through the Director Time Tabling. Before the trip, the Academic department will provide a list of all the students to travel to Transport Department proper to good coordination during the trip.

2.2 SPORTS AND GAMES TRIPS

The Sports and Games Department will liaise with the Director Examination and time Tabling regarding events at the beginning of Semester. The schedule for trips will be forwarded to transport through the Examination and timetabling department. Before the trip, the Sports and Games department will furnish transport with a list of students authorized for the trip to ensure proper coordination.

2.3. STUDENT FUNERAL TRIPS

Buses and Min- Buses will only proceed to transport the body of a student who dies in the course of study and to transport fellow students to such funeral. The Dean of Students will request such transport in writing which the transport officer will forward to DVC (A&F) for approve before the trip. The Dean of Students will provide a list of students authorized to travel to the deceased student's funeral to Transport department to ensure proper coordination

2.4. STAFF OFFICIAL TRIPS

A member of staff who requires transport for official purposes will request in writing five days in advance through the Chairman, Head of Department (HOD) or Dean or Director to the Transport Officer. The Booking office in transport will make reservations of such request. If the reservations are full

the booking office will immediately inform the person requesting to change the schedule. Where the official trips involve several members of staff, the Chairman, or Head of department or Dean or Director will furnish a list of staff to travel for proper co-ordination.

2.5 TRANSPORTS TO STAFF OR NUCLEAR FAMILY MEMBER FUNERAL

The university will provide means to transport the body of deceased staff or member of nuclear family as defined by the respective collective bargaining agreements . Request for such transport will be made by the Chief Medical Officer to Deputy Vice-Chancellor (Administration and Finance) through Transport Officer.

2.6 GOVERNMENT REQUIREMENT ON TRANSPORT

Every vehicle will have a work ticket issued every month.

- Every trip will be authorized by designated officer.
- All university vehicles are subject to check by Government Vehicle Check Unit.
- Misuse of vehicle or unauthorized trips will be surcharged to the relevant officer.
- Non staff or staff children or family members are not authorized to use University vehicles with exception of funeral trips where close family members will be allowed.
- Only vehicle authorized by the Principal Secretary may be used after working hours and over the weekend.

- Vehicles will not be parked at unauthorized places such as outside bars.
- Vehicles on far away trips will only be parked overnight at other government institution or police station or government administration areas.
- Vehicles will not carry goods that are illegal or for personal business purposes.

The work tickets can be signed by Officer Commanding Police Division or Officer Commanding Station or Senior Government Administrator where there are no designated officer to sign outside the university.

2.7. FUELLING OF VEHICLES

The University uses Fuel Smart Cards. All fuel filled must be indicated on the work ticket including the amount and quantity. The document for fuel will be forwarded to transport for verification and filing. Any misuse of Fuel Card or pilferage will lead to severe disciplinary action.

2.8 USE OF PERSONAL VEHICLES

Whenever university vehicles are not available or the circumstance makes it practical to use personal vehicles then, such vehicle must be registered under the staff name. The vehicles will be used for official activities with prior approval. The request to use personal vehicle will be done through the Chairman/Dean/Director /HOD and through transport officer to DVC (A/F).

Before travelling the vehicle mileage will be recorded in transport and also

after the trip. At the end of the trip mileage claim form will be completed in transport department after verification.

2.9 NEW VEHICLE ACQUISITION

A new vehicle will be procured according to approved budget. Transport Department will liaise with Procurement department and adhere to procurement rules and regulations.

2.10 ACCIDENT REPORTING

All accidents cases will be reported to the transport officer the nearest police station. The Transport Officer will inform the Pension and Insurance Department of any accident involving University vehicles in writing within 24 hours

2.11 SPEEDOMETER FUNCTION

Every university vehicle should have a functioning speedometer or odometer. Any vehicle that the speedometer or odometer fails to function will be reported to the transport officer. Such a vehicle will be grounded immediately and not be used until necessary repairs are done.

2.12 CUSTOMER SATISFACTION

From time to time a customer satisfaction survey will be carried out. A standard questionnaire will be provided to customers to provide feedback satisfaction carried out. Any feedback will be used for continuous improvement of the department.

3.0 VEHICLE MAINTENANCE

All vehicles will require routine maintenance as specified by the

manufacturer. New vehicles and those under warranty will be maintained by the relevant dealers while older vehicles will be maintained in transport workshop. In both instances the transport officer any maintenance and repairs done to be of required standards.

3.1 VEHICLE DISPOSAL

Most vehicles and machines are designed and manufactured with given life span. The university vehicles will be disposed on the following basis:

- (i) Those small passenger cars be disposed after a period of five years or 300,000 km whichever occurs first.
- (ii) The commercial vehicles (minibuses, Buses and Lorries) be disposed after 12 years or 1,000,000 km whichever occurs first.

3.2 Vehicle Insurance

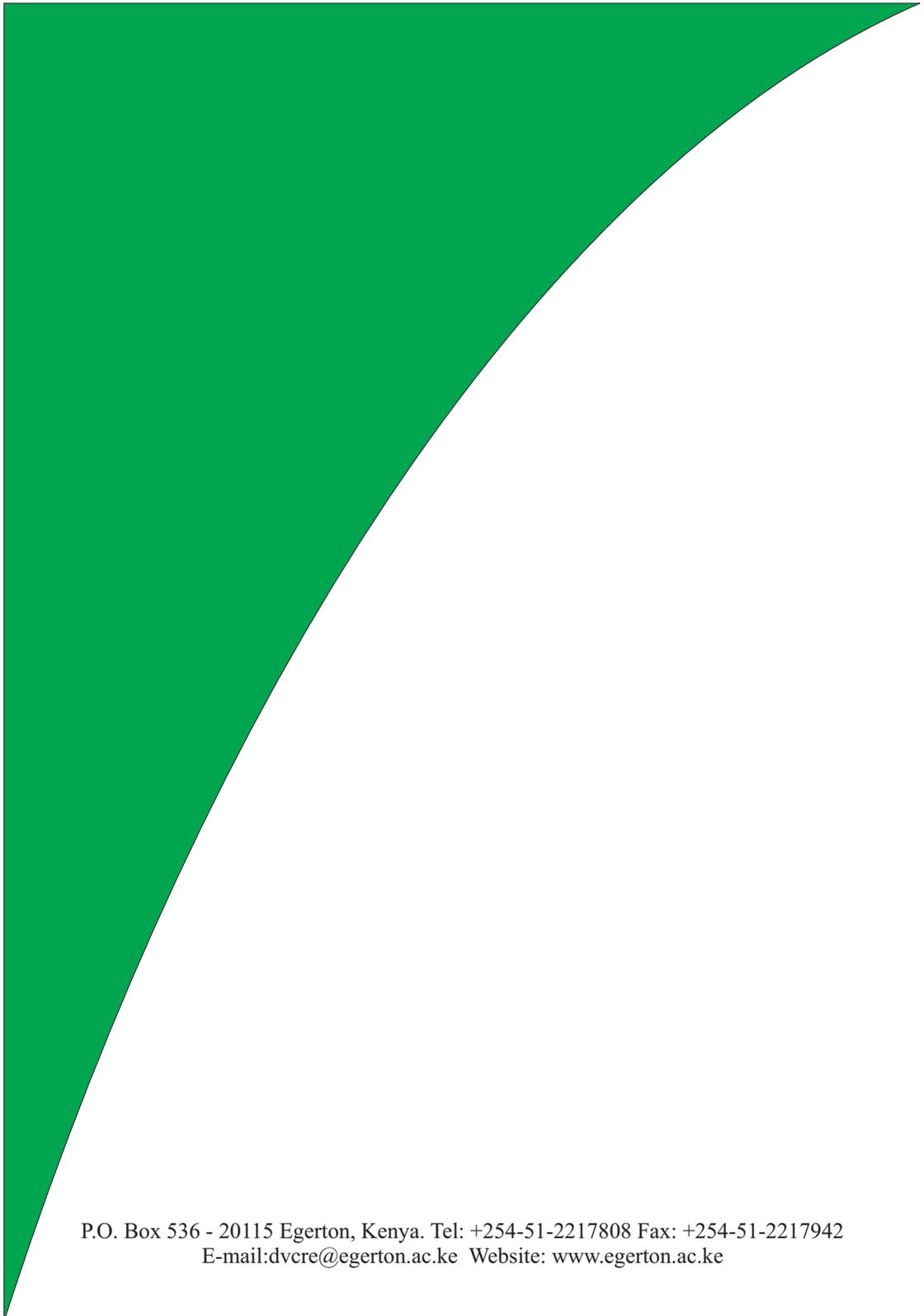
All University vehicles will have insurance cover that is appropriate to the condition.

3.3 Drivers

University vehicles will be driven by designated drivers who have valid license from the government.

3.4 Transport for Disabled Students

The university will provide transport to registered disabled students for purposes of attending classes.



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