



EGERTON UNIVERSITY

DEPARTMENT OF TRANSPORT

DRAFT VEHICLE MANAGEMENT POLICY

18TH SEPTEMBER 2023

Transforming Lives Through Quality Education

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CHAPTER ONE

1.0. INTRODUCTION

The University is committed to provide transport for all official activities. These activities include student academic trips, exhibitions, organized sports events and organized activities by students (clubs) that require the use of University vehicles. 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 followings abbreviations have been used in the document:

- GVCU Government Vehicle heck Unit
- PS Principal Secretary Ministry of Education
- DVC (AA) Deputy Vice chancellor Academic Affairs
- DVC (AFP) Deputy Vice chancellor Administration, Finance and Planning
- TO Transport Officer
- CMO Chief Medical Officer
- NCCC Nakuru City College Campus
- DSA Daily Subsistence Allowance

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:

- a) Passion for excellence
- b) Devotion to duty
- c) Integrity
- d) Transparency and accountability
- e) Social fairness and professionalism

1.4. RATIONALE

To ensure efficient, prudent, and cost-effective vehicle usage, it is necessary to implement austerity measures. This will involve rationalizing vehicle usage to minimize operating costs..

CHAPTER TWO

2.0. PROVISION TRANSPORT SERVICES

Transport services are available for academic trips, sports, drama festivals, bereavement, clubs, music and other official approved activities.

2.1. PARKING OF VEHICLES

All vehicles will be parked in the Transport yard for safe custody. If a trip extends beyond one day, the vehicle will be parked overnight at a secure government institution. Vehicles assigned to Nakuru City Campus College (NCCC) will be parked overnight at the Campus premises.

2.2. PROJECT VEHICLES

a. When funding in a project includes acquisition of a vehicle:

- i. The project will include the cost of engaging a driver for the project period. A percentage of the vehicle maintenance cost of AA rates will be paid by research projects to cover vehicle maintenance costs.
- ii. The University will not engage a driver for or assign one to project except where this is expressly provided for in the funding agreement and is recognized as counterpart funding by the University.
- iii. At the end of the project period, the drivers' involvement will conclude, and the vehicle will be returned to the Transport Office to be added to the pool of university vehicles.

b. Maintenance of Vehicles by Research Projects

Where a researcher requests to use a University vehicle for research activities;

- i. A levy of 100% of AA rates for the class of vehicle used per kilometer covered will be applied to support vehicle maintenance. Provisions will be made for projects where the university has agreed to co-fund. An agreement will be signed between the university and representatives of a given research project when the vehicle funding component is not well stipulated or if the project is too small to accommodate AA rates. The percentage for compensation will be determined accordingly.
- ii. The Research Directorate will transfer the project vehicle maintenance funds to a specific account to facilitate maintenance.

- iii. Upon paying AA rates as specified, the university will cover the cost of fuel and maintenance for the vehicle during the period and kilometers of use by the project.
- iv. The researcher will meet the cost of the driver's Daily Subsistence Allowance (DSA) and a percentage of the vehicle maintenance cost for the project activities at AA rates.

2.3. AMBULANCE VEHICLES

The University ambulances will be attached to the Medical Department under the oversight of the Chief Medical Officer (CMO). The driver will be assigned duties by the CMO or any designated officer.

2.4. ACADEMIC TRIPS

- (a) The University buses, minibuses, and vans will be used for approved academic trips. At the beginning of each semester, Academic Departments will prepare their trip schedules along with the required budgets and submit them to the Director of Examination and Timetabling. The Director will verify the schedules and forward them to the DVC (AA) for approval. Once approved, the respective department chairpersons will request for transport from the DVC (APD) through the Transport Officer. Upon approval, the trips will be scheduled.
- (b) The scheduling of academic trips will be done with an emphasis on austerity:
 - i. Trips shall be to locations nearest to the university whenever possible.
 - ii. Trips to the same destinations shall be consolidated to occur simultaneously, minimizing the number of trips made.
 - iii. Students' attachment placements will be restricted to Nairobi City County, Nakuru County, and counties neighboring Nakuru County.
 - iv. Placement of students for Teaching Practice will be restricted to schools within Nakuru County and its neighboring counties.

2.5. SPORTS AND GAMES TRIPS

The Sports and Games Department will submit a schedule of events to the DVC (AA) for approval. Once approved, the department will request transport approval from the DVC (APD) through the Transport Officer. Upon receiving approval, the trips will be scheduled and facilitated.

2.6. STAFF OFFICIAL TRIPS

- i. Travelling staff will make requests in writing to the DVC (APD) through the Transport Officer. Upon approval, an appropriate vehicle will be assigned.

- ii. Staff travelling will request transport at least three days in advance of the planned trip, except in emergencies. The Transport Officer will pool transport for all officers travelling to the same destinations.
- iii. The university will permit the use of a shuttle to provide transport services to staff travelling to various destinations on official duties. Such staff will be expected to use digital taxis for local travel within their destinations. The use of this service will be approved by the DVC (AFP).
- iv. Transport to Nakuru, where necessary, will be pooled to two days a week to avoid multiple errands. For regular correspondences between the main campus and Nakuru City Campus College, a designated officer will ensure timely transmission.
- v. Vehicles will not be allowed to be driven within the university unless involved in essential errands or carrying materials to authorized stations.
- vi. The driver will be in charge of the vehicle and will ensure it is clean, take care of the passengers, ensure the vehicle has all relevant documents, and maintain the vehicle's general good condition.

- vii. No university vehicle will be driven over the weekend except for those assigned to the Vice Chancellor, Deputy Vice Chancellors, vehicles offering essential services, and research project vehicles on duty. Any other usage will require approval from the DVC (AFP).

2.7. GOVERNMENT REQUIREMENT ON VEHICLE CONTROL

- i. All vehicles shall have work tickets issued monthly. Every trip must be authorized by a designated officer.
- ii. All university vehicles are subject to checks by the Government Check Unit. Misuse of vehicles or unauthorized trips will result in a surcharge to the relevant officer.
- iii. Non-staff individuals, including staff children or family members, are not authorized to use university vehicles except for funeral trips where close family members may be permitted.
- iv. Only vehicles authorized by the PS may be used after working hours and on weekends.
- v. Vehicles will not be parked in unauthorized places. Vehicles on field trips may only be parked overnight at government institutions, police stations, or government administration areas with adequate security.
- vi. Vehicles will not carry illegal goods or items for personal business purposes.

While in the field, work tickets can be signed by OCPDs, OCSs, or Senior Government Administrators if there are no designated officers available to sign outside the University.

2.8. FUELLING OF VEHICLES

The university will adopt the use of Fuel Smart Cards. All fuel purchases must be recorded on the work ticket, including the quantity and cost. Fuel documents will be forwarded to the Transport Officer for verification and filing. Any misuse of Fuel Cards or pilferage will result in severe disciplinary action..

2.9. USE OF PERSONAL VEHICLES

When university vehicles are unavailable or circumstances necessitate the use of personal vehicles, such vehicles must be registered under the staff member's name or their spouse's name. These vehicles may be used for official activities only with prior approval. Requests to use personal vehicles must be submitted to the DVC (APD) through the HOD/Chairperson/Dean/Director and the Transport Officer.

Before travelling the vehicle mileage will be recorded at Transport Department. At the end of the trip a mileage claim form will be completed after verification of the mileage covered as per the AA rates.

2.10. NEW VEHICLE ACQUISITION

New vehicles will be procured in accordance with the approved budget. The Transport Department will coordinate with the Procurement Department and ensure adherence to procurement regulations throughout the process.

2.11. ACCIDENT REPORTING

All accident cases must be reported immediately to the Transport Officer and 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 and will also notify the DVC (APD).

2.12. ODOMETER FUNCTION

Any vehicle with a non-functioning odometer must be immediately reported to the Transport Officer. The vehicle will be grounded until the necessary repairs are completed.

2.13. CUSTOMER SATISFACTION

A customer satisfaction survey will be conducted periodically. Customers will be provided with a questionnaire, and the feedback will be analyzed to assess satisfaction levels. This feedback will be utilized for the continuous improvement of the department.

CHAPTER THREE

3.0. VEHICLE MAINTENANCE

All vehicles will undergo 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 serviced at the transport workshop. If a problem requires expertise beyond the university garage, a referral will be made to a prequalified garage.

3.1. MAINTENANCE WITH DEALERS

All vehicles will undergo 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 serviced at the transport workshop. If a problem requires expertise beyond the university garage, a referral will be made to a prequalified garage.

3.2. MAINTENANCE IN TRANSPORT WORKSHOP

When a vehicle is due for routine service, the driver will report it to the workshop supervisor, who will assign a mechanic or technician to perform the maintenance. A Work Order/Job Card will be created, detailing the maintenance required. Once the work is completed, the supervisor will confirm and sign the Work Order/Job Card. Necessary road tests will be conducted to ensure quality workmanship.

Any parts to be replaced during maintenance will be requested by use of internal stores requisition and signed by the Supervisor and the Transport Officer.

3.3. REPLACEMENT PARTS ACQUISITION

Replacement parts will be sourced through relevant approved dealers. Acquisition requests will be sent to the Procurement Department, which will forward them to the approved dealer. A requisition will be raised based on the approved quotation, and an LPO will be issued. The parts will be verified upon receipt before forwarding the invoice to Central Stores for payment processing.

All procured vehicle parts will be stored in the Transport Sub-Store and issued upon request during vehicle maintenance.

3.4. VEHICLE DISPOSAL

Vehicles and machines are designed with a specified lifespan, which may vary depending on usage and maintenance. With the adoption of mass production methods, the useful lifespan of vehicles has decreased significantly, making it uneconomical to maintain a vehicle once its useful life has been reached due to accelerated wear and tear.

For the most economical use of vehicles, the following disposal guidelines are recommended:

- i. Small passenger cars should be disposed of after five years or 300,000 km, whichever comes first.
- ii. Commercial vehicles (minibuses, buses, and lorries) should be disposed of after 12 years or 1,000,000 km, whichever comes first.

3.5. REVIEW OF THE POLICY

This policy shall be reviewed and renewed after three years or earlier if necessary.