MASENO UNIVERSITY

DOCUMENT TITLE	PROCEDURE FOR TRANSPORT MANAGEMENT		
DOC. NO:	MSU/AFD/TRS/OP/01	**ISSUE NO:**	4
DATE OF ISSUE	10TH MARCH, 2023	**REV. NO:**	3
AUTHOR	TRANSPORT MANAGER		
AUTHORIZED BY:	DVC-ADMINISTRATION,FINANCE& DEVELOPMENT	**ISSUED BY:**	MANAGEMENT REPRESENTATIVE
SIGNATURE		**SIGNATURE**	

DOCUMENT	PROCEDURE FOR TRANSPORT MANAGEMENT		
DOC. NO	MSU/AFD/TRS/OP/01	ISSUE NO:	4
DATE OF ISSUE:	10TH MARCH, 2023	REV. NO	3

0.1 DOCUMENT CHANGES

#	Date	Details of Change		Authorization
	(dd-mm-yy)	Page	Clause/sub clause	Title
1	06/03/2023	1	Change of signatory under Management Signature on the title page	DVC AFD
2	06/03/2023	3	"The TM shall ensure that all vehicles are in good conditions and have adequate fuel" incorporated as clause 6.1.1.	DVC AFD
3	06/03/2023	4	6.2.3 Amended to read "The Driver shall ensure that the vehicle is inspected by NTSA and the Accident Inspection Report issued.	DVC AFD

0.2 DOCUMENT DISTRIBUTION

Documents shall be available on the Maseno University website for authorized users.

1. PURPOSE:

To provide effective and efficient transport services to University students and staff.

2. SCOPE:

The procedure shall cover provision of transport services, repairs, maintenance, procurement, disposal and replacement of all University vehicles.

3. REFERENCES

3.1   ISO9001-2015: Quality Management System requirement.

3.2   Maseno University Quality Manual

3.3   Maseno University Transport Policy

3.4   Public Procurement and Disposal Act 2015

3.5   Highway Code

3.6   National Transport and Safety Authority

3.7   Traffic Laws of Kenya

3.8   MSU/VC/MR/OP/01-Control of Documented Information

3.9   Motor Vehicle Parts Catalogue

3.10   Government Vehicle Check Unit Rules and Regulations

3.11   Industrial Health and Safety

4. TERMS(DEFINITIONS)

ThefollowingtermsshallapplyinadditiontothosealreadydefinedintheMasenoUniversityQualityManual.

4.1   **VC**   Vice- Chancellor

4.2   **DVC, AFD**   Deputy Vice-Chancellor, Administration, Finance & Development

4.3   **RACS**   Registrar, Administration and Central Services

4.4   **TM**   Transport Manager

4.5   **TOO**   Transport Operations Officer

4.6   **WF**   Workshop Foreman

4.7   **TP**   Traffic Police

4.8   **NTSA**   National Transport and Safety Authority

5. RESPONSIBILITIES

Transport Manager shall be responsible for effective implementation of this procedure.

6. METHOD

6.1. Provision of Transport Services

6.1.1   The TM shall ensure that all vehicles are in good conditions and have adequate fuel.

6.1.2   TM shall ensure that all the vehicles are compliant with all Government regulations including insurance and inspection by NTSA yearly.

6.1.3　TM shall ensure that transport requisition forms are available on the University Website.

6.1.4　TOO shall receive duly filled-in transport requisition forms and carry out costing.

6.1.5　TM shall forward the form(s) to the Registrar, Administration and Central Services for approval.

6.1.6　The TM shall allocate suitable vehicle and driver upon approval.

6.1.7　TOO/WF shall ensure that the driver(s) and mechanic(s)confirm the roadworthiness of the vehicles, ensure that the vehicles are clean and fitted with seatbelts, fire extinguishers, toolbox, and first aid kit and have a spare tyre before going on a trip.

6.1.8　The driver will fill in Vehicle daily inspection form at the transport sentry box.

6.1.9　The driver shall pick a trip ticket form from the TOO to fill in the daily activities and mileage covered.

6.1.10　The drivers shall drive customer(s) in accordance with the information on transport requisition forms.

6.1.11　The drivers shall ensure safe journey to and from the destinations on the transport requisition form.

6.1.12　The drivers shall ensure safekeeping of the University vehicles while on fieldtrips.

6.1.13　The officer inchargeofafieldtripshallobtainatripevaluationformtobefilledandforwarded to the TM upon return from a trip.

6.2　Handling of Accident Cases

6.2.1　The driver shall report any accident or incidents to both the TP and TM

6.2.2　Driver shall ensure that the accident is recorded at the police station and police abstract is obtained.

6.2.3　The Driver shall ensure that the vehicle is inspected by NTSA and the Accident Inspection Report issued.

6.2.4　The driver shall fill auto accident report form at the TM office

6.2.5　TM shall write a report on the accident to the DVC, AFD and Registrar ACS for further action.

6.3　General Management of Transport Office and Yard

6.3.1 TM shallfromtimetotimecommunicatetotheUniversityAdministrationontransportmattersand requirements.

6.3.2 TM shall put in place a suggestion box to get feedback from customers.

6.3.3 TM shall ensure that the information from the suggestion box is processed, analyzed and acted upon accordingly.

6.4 Repairs and Maintenance

6.4.1 The drivers shall report all defects to the TM**.**

6.4.2 Snr. Mechanic shall do a comprehensive inspection to detect other needed or potential future repairs.

6.4.3 Snr. Mechanic shall fill the vehicle inspection form and forward to the WF to generate work order.

6.4.4 The WF shall forward detailed work request to the TM for approval.

6.4.5 TM shall approve minor repairs and write a request letter for major repairs to be approved by the DVC, AFD.

6.4.6 TM will be responsible for monitoring vehicle mileage, service dates, and in maintaining documents of all repairs, services, and inspections.

6.5 Fleet Procurement, Disposal & Replacement

6.5.1 TM shall place a request for purchase, disposal and replacement of the University fleet to the DVC, AFD.

6.5.2 DVC, AFD shall recommend and forward the request for purchase, disposal, and replacement of the University fleet to the VC for consideration and approval as applicable.