



JOMO KENYATTA UNIVERSITY  
OF  
AGRICULTURE AND TECHNOLOGY

**UNIVERSITY TRANSPORT POLICY**

2011



<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
Vision.....	- 3 -
Mission.....	- 3 -
Motto.....	- 3 -
<b>FOREWORD.....</b>	<b>- 4 -</b>
<b>DRIVER AND USER POLICIES .....</b>	<b>- 5 -</b>
1.1    General.....	- 5 -
1.2    Fleet Driver & Users Policy.....	- 5 -
1.2.1    Information.....	- 5 -
1.2.2    Driver Requirements.....	- 6 -
1.2.3    Requisition of Vehicles from the Motor Pool.....	- 7 -
1.2.4    Cancellation of vehicle reservations.....	- 8 -
1.2.5    Checkout procedures.....	- 8 -
1.2.6    Return of vehicles.....	- 8 -
1.2.7    Damage to Motor Pool Vehicles.....	- 9 -
1.2.8    Fuel/Repair Purchases.....	- 10 -
1.3    Maintenance and Repair of University Vehicles.....	- 10 -
1.4    Vehicle Assignment Regulations.....	- 11 -
1.4.1    Personally Assigned Vehicles (POV's).....	- 11 -
1.5    Permitted and Prohibited Uses.....	- 12 -
1.6    Political Use of University Vehicles.....	- 13 -
1.7    Incidental Travel and Stops.....	- 13 -
1.8    Accidents Involving University Vehicles.....	- 14 -
1.9    Operation of Personal Owned Vehicles (POVs) On University Business.....	- 15 -
1.9.1    Authorized use.....	- 15 -
1.10    University Policy on the Use of Fuel Cards.....	- 15 -
1.11    Hire Vehicle Acquisition.....	- 15 -
1.12    Disposal of University Vehicles.....	- 16 -
<b>2.0    MANAGEMENT POLICIES .....</b>	<b>- 17 -</b>
2.1    General Information.....	- 17 -
2.2    Transport Manager.....	- 17 -
2.3    Required Training.....	- 18 -
2.4    Vehicle Management.....	- 18 -
2.5    Vehicle Maintenance Policies.....	- 19 -
2.6    Records Management.....	- 20 -
2.7    Monitoring And Evaluation.....	- 22 -
2.8    Implementation.....	- 22 -
2.9    Review.....	- 22 -
<b>ANNEXURE.....</b>	<b>- 23 -</b>



**Vision**

A University of global excellence in Training, Research and Innovation for Development.

**Mission**

To offer accessible quality training, research and innovation in order to produce leaders in the fields of Agriculture, Engineering, Technology, Enterprise Development, Built Environment, Health Sciences and other Applied Sciences to suit the needs of a dynamic world.

**Motto**

Setting trends in Higher Education, Research and Innovation.



## **FOREWORD**

As a public university, Jomo Kenyatta University of Agriculture and Technology (JKUAT) recognises her pivotal role in helping Kenya achieve her development goals through education, research and innovation. In this respect, JKUAT is keen on providing knowledge, technology and skills required to steer the country towards achieving the economic, social and political goals enshrined in national development instruments.

The University also appreciates the global dynamism and is therefore; continually realigning her strategies to the customer needs. Through this, the university has developed a number of policies to enable management disseminate quality services to all its stakeholders. One of these policies is the transport policy.

This Transport policy aimed at aligning the demand and supply of the university transport services through effective management of the University vehicles, increasing staff and students understanding of the overall University fleet programs, Provide greater accountability of the university fleet, comprehensively operate, maintain and repair vehicles to acceptable safety standards.

I am glad that we now have a policy whose implementation will address the ever increasing demand for quality service from our stakeholders.

**PROF. MABEL IMBUGA, PHD. EBS**  
**VICE CHANCELLOR, JKUAT**



## **DRIVER AND USER POLICIES**

### **1.1 General**

- i. Only University drivers and other authorized University Transport Management Staff may drive a University vehicle. All drivers must meet minimum standards for employment as University drivers
- ii. Use of University vehicles must be for University business only. Incidental use associated with official business is strictly limited and must have prior approval.
- iii. Non-University Employees may ride in a University vehicle only if authorized and on official University business.
- iv. Drivers and passengers must comply with all Kenya Traffic Laws and Government Vehicle Check Unit regulations.
- v. Employees should use a University vehicle whenever a vehicle is required and available to conduct University business. University vehicles are categorized as personally assigned, work shared and motor pool.
- vi. Drivers are responsible for immediately reporting of all accidents or any damage of University vehicles to the Transport Manager.
- vii. Drivers are responsible for basic checks like oil, coolant, tyre pressure before and after use of vehicle and report to the Maintenance Officer.
- viii. Drivers should ensure all journeys commence as scheduled.

### **1.2 Fleet Driver and Users Policy**

#### **1.2.1 Information**

- i. University policies and procedures governing the use of vehicles are in accordance with JKUAT statutes and apply to the use of all University vehicles, whether assigned to a department, an individual, or the motor pool.
- ii. The use of any University vehicle is restricted to the conduct of official University business.



- iii. Use of the University vehicle during any trip or segment thereof for personal business or pleasure is prohibited.
- iv. Drivers are to observe all traffic laws applying to the locality in which the vehicle is being driven. All drivers and passengers must wear seat belts while in a University vehicle.
- v. The University is not responsible for traffic violations by drivers of University vehicles. Fines or penalties for infractions of the law by a driver of a University vehicle are the personal responsibility of the driver and the University assumes no obligation.
- vi. All University vehicles shall bear official license plates and shall have a University seal or logo displayed clearly on the front door of the right side of the vehicle.

### **1.2.2 Driver Requirements**

All University drivers are required to:

- i. Meet the licensing requirements for the motor vehicle to be operated.
- ii. Operate motor vehicles in a safe and prudent manner.
- iii. Use the motor vehicle complete occupant restraint system at all times.
- iv. Check vehicle for damage before accepting the motor vehicle for any journey.
- v. Report motor vehicles' operating condition at the end of every journey.
- vi. Report motor vehicle use and cost data as directed by the Transport manager.
- vii. Report all accidents involving University vehicles to the Transport Manager Immediately they occur.
- viii. Comply with all applicable Traffic Law, Government Vehicle Check Unit regulations and University regulations.
- ix. Pay all traffic violations fines levied against them.
- x. Ensure that motor vehicles and their contents are secure at all times.
- xi. Ensure that the motor vehicle is properly serviced during the course of operation or notify the Transport Manager of required servicing.
- xii. Protect and properly use fuel cards.
- xiii. Request each passenger to fasten their safety belt when operating any motor



Vehicle.

- xiv. Notify the Transport Manager when any motor vehicle safety belt is not working.

### 1.2.3 Requisition of Vehicles from the Motor Pool

1. The requisition of motor vehicle process shall follow the following guidelines:
  - i. Any employee of the University may reserve a motor pool vehicle to conduct official University business as long as his/her department has adequate funds for this journey. The Head of the Department must authorize the request.
  - ii. Reservations for academic trips should be done at the beginning of the semester and a minimum of 2 days in advance for non-academic trips.
  - iii. Reservations are to be submitted on a Transport Requisition Form **F-2-79-3-2** available from Transport Office. Telephone reservations are **NOT** accepted.
2. The Requisition Officer must:
  - a) Determine the date and time desired to pick-up and return the vehicle, destination and specifying clearly the type of vehicle required.
  - b) Specify clearly whether the vehicle must be wheelchair accessible.
3. The motor pool Office will return back the reservation form with the vehicle number written on it which will confirm that a reservation has been made.
4. If there are no vehicles available, "*No suitable vehicle available and recommendation for hire or use of personally owned vehicles*" will be written on the reservation form.
5. The transport requisition form is then processed by the Transport Office, and a copy of the fully processed requisition form is sent to the user department. The vehicle will be released as per the requisition form details.

*Staff members should not offer to use personal vehicles before confirming vehicle availability and seeking authority to use a personal vehicle from the transport manager. No claim will be honoured if this is not complied with.*



#### **1.2.4 Cancellation of Vehicle Reservations**

Cancellation of a reservation for a vehicle must be received within 24 hours prior to the University time of picking up the vehicle.

*If a reservation is to be cancelled, the transport office should immediately be contacted. This courtesy is extremely important because of the large number of users waiting to reserve vehicles.*

#### **1.2.5 Checkout Procedures**

- i. Upon presenting the approved requisition form, all trip documents will be given to the driver.

*A vehicle cannot be checked out without the approved requisition form.*

- ii. The original copy of the requisition form for vehicles reserved for Saturdays, Sundays, or holidays may be brought back between 8:00 a.m. and 4:00 p.m. on the last working day before the reservation.
- iii. All vehicles must be inspected by the transport dispatcher and security prior to departure.
- iv. If a vehicle is not picked up within two hours of the reserved time, the reservation will automatically be cancelled without any reference to the user.
- v. The number of passengers transported in any vehicle must comply with and not exceed the manufacturer's specification. Passengers in University vehicles are limited to faculty, staff, students, and approved guests of the University, traveling on official University business.

*Note: No guarantee exists that liability coverage will be afforded to any guest in a university vehicle in the event of an accident.*

- vi. The driver to whom a University vehicle has been released is fully responsible for the security and operation of the vehicle until it is returned to the Motor Pool.

#### **1.2.6 Return of Vehicles**

- i. A vehicle used on a scheduled trip should be returned to the Motor Pool immediately upon return from the trip for which it was requested. Due to the



limited number of Motor Pool vehicles available for numerous requirements, vehicles must be returned by the time indicated on the reservation form.

- ii. The vehicle must be inspected by the Motor Pool or the transport dispatcher and security upon return.
- iii. Upon return to campus from a trip, the completed trip ticket indicating the beginning and ending odometer readings, vehicle inspection form duly completed, keys, fuel cards, and receipts, must be submitted to the Motor Pool.

**a) For Academic and Administration Use**

The University Charge Back System for use of University vehicle will be approved by the University Management Board as per the prevailing economic conditions.

**b) For Student Societies/Organizations:**

They may also requisition University vehicles and will pay at the prevailing rates as approved by the University Management Board.

- i. If mechanical problems are experienced during the trip, the driver should describe the nature of the problem(s) on the trip ticket.
- ii. A late charge of Ksh 3,000.00 per day will be assessed if a vehicle is not returned within the reserved time period. This is necessary to ensure that vehicles are available to others at the time requested.
- iii. Late charges will be waived if they occur as a result of vehicle breakdowns, bad weather etc. which are beyond the control of the driver.

**1.2.7 Damage to Motor Pool Vehicles**

- i. When picking up a vehicle, users are encouraged to inspect the vehicle for body damage. Any damage should be noted on the trip ticket.
- ii. The department reserving a vehicle from the Motor Pool is responsible for any damage to the vehicle beyond normal wear particularly damages caused by the students.



### **1.2.8 Fuel/Repair Purchases**

- i. Fuelling shall be done at the University's fuel pump station.
- ii. In cases where fuel is not available at the pumps then purchases will be done with the fuel cards.
- iii. No purchases for personal items are to be made with University fuel cards.
- iv. Purchases by cash and/or personal credit card may be reimbursed by submitting a completed travel expense form with appropriate receipts to the Transport Office.

### **1.3 Maintenance and Repair of University Vehicles**

Maintenance for all University vehicles is performed in the University workshop. The following will be followed:

#### **a) On Journey Repairs**

- i. While every effort is made to maintain vehicles in the best possible condition, failures may occur occasionally. When a breakdown occurs, arrange for minimum necessary repairs if the breakdown is outside the Nairobi-Thika area. If major repairs are necessary, call the Motor Pool during normal business hours. The driver is responsible for remaining with the vehicle. Any expenses incurred, other than vehicular repairs, are the requisition department's responsibility.
- ii. If a vehicle suffers a mechanical failure which might cause further mechanical damage or unsafe operation, the driver should return the vehicle to the Motor Pool, if being operated locally, or call the Motor Pool, if the vehicle is inoperable.

#### **b) Preventive Maintenance**

Preventive maintenance services (i.e., oil change, oil filter change, chassis lube, fluid check, tire pressure check, belt inspection and interior cleaning) will be done based on the maintenance schedule.



**c) Repairs**

Repairs (e.g., tune-ups, battery testing/replacement, alternator testing/replacement, wheel bearing packing, brake pad/shoe inspection/replacement, automobile inspections, engine, transmission, etc.) will be performed in the University workshop and major repairs will be done by prequalified garages.

**d) Tires**

Tire repair/replacement will be performed in the workshop

**e) Exterior/Interior Cleaning**

Exterior vehicle washing and interior cleaning is provided by the University. All cleaning is done at the University Motor Pool.

## **1.4 Vehicle Assignment Regulations**

Employees should use University vehicles whenever a vehicle is required and available for conducting official University business. The four categories of University vehicles are **personally assigned, work shared, motor pool** and **qualified non-personal use vehicles**. All restrictions relating to alcohol and drug consumption while using University vehicle are strictly enforced under all categories of assignments.

Employees should not offer to use a personal vehicle and expect mileage claim if a suitable vehicle is available.

### **1.4.1 Personally Assigned Vehicles (POV's)**

An employee may be assigned a University vehicle based upon job responsibilities and whether there is a critical business need.

The following guidelines are used to determine personal assignments and may be defined to meet the needs of the University;



- i. The employee must need to use the vehicle for official University business 5-7 days per week.
- ii. The vehicle requires special equipment not installable or transportable in a personal vehicle or making a University vehicle unsuitable for general use (e.g. Security radios, sirens, lights).
- iii. The employee not headquartered near a motor pool or where a work shared vehicle is not available.
- iv. The employee is required to be on call.

When an employee with a personal vehicle assigned is on leave, the vehicle remains in the workshop until resumption from leave but when the employee is no longer working for the University, the vehicle is made available to other University employees.

#### **1.4.2 Motor Pool Vehicles**

Motor pool vehicles are made available to all employees without regard to funding source and are billed back on a daily use basis to the appropriate funding source.

#### **1.4.3 Qualified Non-Personal Use Vehicles**

A limited number of University vehicles may be designated as personal use vehicles and cannot be assigned as above. These include the following:

- i. An ambulance or hearse.
- ii. Passenger bus with a capacity of more than 20
- iii. Any vehicle designed to carry cargo with a loaded gross weight of over 4 tons.
- iv. Specialized utility repair truck (not van or pick-up) designed to carry tools, equipment etc.

### **1.5 Permitted and Prohibited Uses**

No person may use a University vehicle, or permit the use of University vehicle, in the following prohibited manners:

- i. Reckless driving or speeding.
- ii. The driver is impaired by alcohol, drugs or any other adverse condition.



- iii. Employees who believe the driver is impaired have a duty to prevent him/her from driving University vehicles and seek assistance from the Transport Manager.
- iv. Smoking is prohibited in the University vehicles.
- v. Transport of non-employee passengers, including family members, is not permitted unless with prior authority.
- vi. Use for personal gain, such as delivering goods or services, not related to university business
- vii. Transporting animals – allowed only with prior written consent from Transport Manager.
- viii. Handling loads that could structurally damage the vehicle.
- ix. Use of trailer hitches and towing – allowed only with prior written consent from Transport Manager.

## **1.6 Political Use of University Vehicles**

No person may use any vehicle owned by the University for Political Campaigns.

## **1.7 Incidental Travel and Stops**

- i. University drivers are not permitted to use University vehicles for personal purpose. The only exceptions to this rule are incidental stops. Examples are stops at restaurants for a meal, an Automatic Teller Machine (ATM) or financial institution, urgent care or emergency room or petrol station or convenience store.
- ii. University drivers should remember that public perception of University vehicles is important and influenced by how and where the public sees the University vehicles being used. Drivers should not make incidental stops at locations the public would perceive as inappropriate. Examples are liquor outlets and other locations where it is unlikely that any University business or allowable incidental use is involved.
- iii. University drivers required to stay overnight(s) away from home may, with permission of their supervisor, use the University vehicle for the types of necessary activity that could be expected of a traveler away from home. Examples



include every day use to go to a pharmacy, grocery, laundry, fitness center, or other locations to purchase goods or conduct activities necessary for the employee's health and well being.

### **1.8 Accidents Involving University Vehicles**

If a University vehicle is involved in an accident with a third party, the report of the accident must be made at once to the local police and the driver should get a copy of the report written by the investigating officer. The driver/supervisor is responsible to complete an accident report, that is located in the glove compartment of the vehicle and provide it to the Transport Manager who will then forward the details to the Insurer. However, if the damage is caused by another University property then depending on the extent of the damage the matter should be reported to the Transport Office or otherwise to the local police if the involvement of the Insurance is necessary.

In case of an accident, University drivers are advised:

- i. To stop at once.
- ii. To take steps to prevent further accidents – turn on hazard lights, and set out warning devices.
- iii. To notify the Transport Office and call police immediately.
- iv. To obtain the license plate numbers and insurance policy of other vehicles involved.
- v. To protect passengers, vehicle or cargo.
- vi. Tactfully, obtain names, addresses and phone numbers of all witnesses. Get the names of all occupants of other vehicle(s) involved.
- vii. Give other driver(s) your name, address, the vehicle license plate number and your driving license and also get the same details from the other driver(s).
- viii. **NOT** to admit liability and **NOT** to sign anything except the police report.
- ix. To discuss the specifics of the accident only with the police or the Transport Manager.
- x. To complete a driver's accident report at the scene of the accident while the information is fresh in your mind.



## **1.9 Operation of Personal Owned Vehicles (POVs) On University Business**

### **1.9.1 Authorized use**

- i. Members of staff must prepare a requisition for university vehicle.
- ii. In the event that no suitable vehicle is available, the Transport Manager will recommend hire of a private vehicle or use of a personal vehicle whichever is cost effective. The use of a personal vehicle for official University business must be approved by the Departmental Head.
- iii. An officer authorized to use a POV shall do so at his/her own cost and claim for Reimbursement.
- iv. Any accident/damage to personally owned vehicle is not covered by the University.
- v. The mileage allowance takes into consideration the cost of insurance and normal Repairs and therefore no further claims should be made against the University.
- vi. Authorized use of POV's will be reimbursed at the prevailing Automobiles Association of Kenya rates.
- vii. When a staff has been recalled from leave for a while and then travel from other Places other than his/her residence, will be reimbursed traveling expenses.

## **1.10 University Policy on the Use of Fuel Cards**

### **1.10.1 University Vehicles**

University vehicles on field trips shall be provided with fuel cards which will be used for fuelling and servicing of motor vehicles.

### **1.11 Hire Vehicle Acquisition**

- i. The University Tender Committee shall pre-qualify companies providing car hire services who will be called upon to provide services when need arises.



- ii. Hire of vehicles will be determined and recommended by the Transport Manager based on need.

#### **1.12 Disposal of University Vehicles**

- i. When a motor vehicle has surpassed its economical useful life, it shall be disposed of as provided for by the Public Procurement and Disposal Act.
- ii. A motor vehicle that has been damaged beyond economical repair (including unusual wear by abnormal operating conditions) may be replaced after certification by the Transport Manager and the Insurers.



## **2.0 MANAGEMENT POLICIES**

### **2.1 General Information**

- i. Each motor vehicle should be provided for a pooling operation whenever it is possible to do so. Motor vehicles should be rotated between areas requiring low mileage utilization and those requiring high mileage utilization so that mileage replacement standards will be reached for all motor vehicles of same class and age at approximately the same time.
- ii. The Transport Manager is responsible for ensuring vehicles are used only for official University business.
- iii. Motor Pool vehicles are to be returned daily to the Motor Pool lot unless away on authorized and scheduled over-night trips.
- iv. A monthly preventive maintenance check must be performed on each University-owned vehicle. In addition, for safety precautions, special maintenance must be performed before and after a University-owned vehicle travels over 1,000 Km on a round trip.
- v. Permission to modify a vehicle in any manner (remove seats, trailer hitches, etc.) must be obtained from the Deputy Vice Chancellor (APD) prior to modifications.

### **2.2 Transport Manager**

Transport Manager is required to:

- i. Provides guidance for the proper use and safe operations of motor vehicles.
- ii. Screen all requests for additional vehicles or replacement of vehicles prior to forwarding those requests to Deputy Vice Chancellor (APD) for approval.
- iii. Review University records relating to fleet operations and the use of University vehicles on a semi-annual basis.
- iv. Designate and review vehicle assignments in consultation with the Deputy Vice Chancellor (APD).
- v. Establish and maintain an effective preventive maintenance program.
- vi. Establish and maintain fleet management records for utilization of all motor vehicles.



- vii. Conduct and/or assist in conducting periodic evaluations of motor vehicle management program performance and effectiveness.
- viii. Prepare annual operating budget, strategic and operational plans of the department.
- ix. Ensure operations and vehicles are in compliance with University and Government Laws, policies and regulations (Licensing, Inspection, Insurance, Check Unit Regulations).

### **2.3 Required Training**

- i. Once every two years the Transport Manager, the Transport Officer and the Assistant Transport Officers will be required to attend Fleet Management Training.
- ii. Once every two years all drivers will be required to attend defensive driving, first aid and a refresher course on driving.
- iii. With every purchase of new vehicle models for the fleet, all mechanics will be required to attend service and maintenance training for the new model and the appointed driver to attend operating training for the model.

### **2.4 Vehicle Management**

- i. The Transport Manager is mandated to monitor the assignment and use of vehicles on semi-annual basis, or more frequently, if necessary.
- ii. The Transport manager must also keep records up-to-date upon notice of change in vehicle status. The review should specifically examine the distribution of vehicles that are assigned as work shared, personally assigned, motor pool or non-qualified personal use. All changes of assignment for vehicles must be recorded and approved by the Deputy Vice Chancellor (APD).
- iii. Pool vehicles are to be reserved and issued to drivers by the dispatcher. A record must be made of each pool vehicle trip with beginning and ending mileage noted. The dispatcher ensures that the driver is authorized to travel and has obtained the trip ticket, the work ticket signed and the vehicle requisition form for Main Gate security.



- iv. Vehicle assignment will be the smallest available vehicle based on the number of occupants and equipment (luggage to be carried). Pool vehicles are subject to an annual review based on the breakeven mileage criteria determined by the management (250,000 Km). Exception to the breakeven mileage criteria may be granted upon recommendation of Transport Management.
- v. Good driving habits and common sense approach should be maintained when operating motor vehicles. The following driving and operating techniques are examples of those that are to be observed:
  - Avoid one-vehicle-per person trips,
  - Use one motor vehicle for several passengers traveling in the same general area.
  - Always consider, "Is this trip necessary?" "Can the job be accomplished by some other means?"
  - Use the telephone when practicable.
- vi. The driver should not start the engine of a motor vehicle until all occupants have correctly fastened their safety belts.
- vii. Use the smallest motor vehicle available for the trip.
- viii. Disposal of vehicle will be based on the break even mileage or may be justified by nature of repairs required.

## **2.5 Vehicle Maintenance Policies**

- i. As required, safety and preventive maintenance inspections shall be performed on all vehicles.
- ii. Special attention should be given to the following items; oil and air filter, tyre pressure, the cooling system and proper wheel alignment. The manufacturer's recommended schedules and specifications should be followed. An authorized dealer shall do warranty work. The Motor vehicle must pass state inspections where mandated.
- iii. The Transport Manager will develop and maintain a preventive maintenance program and procedure for unscheduled maintenance for the University vehicles.



- iv. The Transport Manager is to review the maintenance reports and questionable expenses and unnecessary maintenance expense turned in must be subjected to further investigations.
- v. Transport Manager/Officer/Assistants are responsible for ensuring vehicles are maintained and confirm that their drivers understand the importance of the maintenance function and accept their responsibility in helping to maintain the vehicle that they drive. All drivers should be educated in order to increase the awareness of the vehicle's daily performance. Spare parts shall be purchased only from the dealer outlets, their agents or pre-qualified garages.

## **2.6 Records Management**

### **2.6.1 Record Keeping and Reviews**

- i. All maintenance and repairs must be tracked for each vehicle in the fleet. This is done electronically through the Fleet Management procedures.
- ii. Rigorous record keeping and substantiation are required by the drivers and fleet Controller.
- iii. The Transport Manager shall review the use of work shared by the University vehicles within their agency at least semi-annually to determine whether usage criteria are being met. The reports to include detailed description of the utilization of each vehicle and justification of need.
- iv. The Transport Manager, in conjunction with the annual vehicle report, will evaluate which vehicles are eligible for replacement. the Fleet Controller should follow the procedures of requesting replacement and disposal of underused vehicles.
- v. Requests for additional vehicles should follow the same procedure as requesting a replacement and must include a thorough analysis of internal vehicle reallocation, including any legislation or budget information that would authorize additional staffing or duties.



### 2.6.2 Mileage Reports

- i. Mileage reports are tracked in two documents namely; the **Work Ticket** and **Trip Tickets**.
- ii. The Work ticket contains all mileage logs and reports for the vehicle, while the Trip ticket contains mileage logs and reports of specific mechanical problems during the trip.
- iii. Mileage reports will be tied together with the fuelling records so that information about vehicle fuel consumption etc. may be computed and referenced to guide in the vehicle state or detection of fuelling fraud.

### 2.6.3 Motor Vehicle Historical Records

The Transport Manager shall maintain a historical record for each motor vehicle. The record shall include the following:

1. Inventory Control Data which include:

- i. Licence plate numbers.
- ii. Vehicle serial numbers i.e. Engine and Chassis Numbers
- iii. Year, make, model and type capacity and gross weight.
- iv. Acquisition cost of basic motor vehicle.
- v. Special equipment and cost of each item.
- vi. Source of acquisition and condition on acquisition.
- vii. Current location and assignment of motor vehicle.
- viii. Date and odometer reading at the time of acquisition.

2. Utilization

Correct mileage and other information, documented on daily vehicle usage report.

3. Record of operating costs

All costs of fuel, oil, tyre, lubrication, washing, polishing, antifreeze, tyre mounting, and chains e.t.c.

4. Record of maintenance costs

All costs of repairs (including labour), parts and materials, battery renewal, oil filter and minor adjustment that can be accomplished without disassembly.



5. Record of and accidents and damages.

The date of accidents, case or file number and cost of repairs

6. Disposal Data.

The date of disposal, recipient, amount received and disposal document

## **2.7 Monitoring and Evaluation**

The transport department shall put in place systems to assess the extent to which the transport objectives are realized. Such systems shall assess the transport offered and the cost effectiveness. Recipients of the transport services will be under obligation to provide any information sought from them pertaining to the transport services offered and received.

## **2.8 Implementation**

Implementation of this policy shall be vested in the office of the Transport Manager.

## **2.9 Review**

This document shall be reviewed every five years or earlier as need for transport services arise.



## ANNEXURE

Transport Requisition Form	F-2-79-3-2
Claim for Travelling Expenses Form	F-2-79-3-1
Trip Ticket Form	F-2-79-1-4
Work Order Form	F-2-79-2-1
Academics Trips Evaluation Form	F-2-79-1-3
Auto Accident Report Form	F-2-79-1- 1
Vehicle Inspection Form	F-2-79-1-3
Transport Induction/Guidelines	PM-2-70-5





**JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**  
P. O. BOX 62000. NAIROBI. KENYA. TELEPHONE: (067) - 52181-4, 52711, FAX: (067)-52197  
**TRANSPORT REQUISITION FORM**

**PART ONE (Complete in Triplicate)**

Department/Faculty.....Date.....  
Name of Requisitioning Officer.....Designation.....  
Purpose of Trip.....  
Number of passengers.....Time Out.....  
Date of Travel.....Destination.....Return date.....  
Type of Vehicle/Capacity.....  
Signature.....Date ..... Mobile Phone .....

**PART TWO (HEAD OF FACULTY/DEPARTMENT/SECTION)**  
(I recommend/do not recommend this request)

Reasons.....  
Vote to be charged.....  
Signature.....Date.....

**PART THREE (HEAD OF DIVISION)**

(I recommend/do not recommend this request)  
Reasons.....  
Signature.....Date.....

**PART FOUR (TRANSPORT MANAGER)**

Transport available/Not available                      Driver.....  
Vehicle Reg. NO..... Estimated KM..... Estimated Cost.....  
Signature .....Date .....

**PART FIVE (FINANCE DEPARTMENT)**

Funds available/Not available .....Vote to be charged.....Approved Signature.....

**PART SIX (ADMINISTRATION/ ACADEMIC)**

Buses approved by (DVC AA) and all Other Vehicles by DVC APD and all Student trips to be approved by the DVC (AA)  
Approved/Not approved.....  
Signature .....Date.....

**(DEPUTY VICE-CHANCELLOR AA/APD)**

**Note:** The Transport Requisition Form **MUST** be brought to the Transport Office 2 Days in advance for reservation. No University Vehicle should leave the University without the Transport Requisition Form (TRF) approved by the relevant Deputy Vice Chancellor. All TR Forms must be left with security at the gate and be turned over to Administration on daily basis for necessary action





**JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**  
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**CLAIM FOR TRAVELLING EXPENSES**

*(Complete in Duplicate)*

Name:.....PF No.....  
Department.....Car Reg. No.....  
H.P or CC.....  
Total Mileage claim.....Km .....Cost per Km.....  
Total Claim in Ksh.....  
Expenditure chargeable to account on.....Account No.....  
Signature of claimant .....Date.....

DATE	FROM – TO	PURPOSE	REMARKS
<b>TOTAL</b>			

I certify that the above constitutes a correct record of journeys made on University business. No suitable transport was available.

Signature.....Date.....

Certified by Transport Manager

Countersigned.....Date.....

Approved for Payment by Head of Department





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**TRIP TICKET**

DATE: \_\_\_\_\_

WORK TICKET NO.

DRIVER'S NAME: \_\_\_\_\_ PF

VEHICLE NO. \_\_\_\_\_ WORKTICKET No. \_\_\_\_\_

DESTINATION: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

MILEAGE OUT: \_\_\_\_\_

MILEAGE IN: \_\_\_\_\_

TOTAL KM COVERED: \_\_\_\_\_

**EVENTS LOG**

DATE	ODEOMETER	EVENT

**DEFECTS / DAMAGE REPORT OF VEHICLE**

- NOTES:**
1. Record all events as they occur during the trip
  2. At the end of the trip, lock all doors and roll up or slide all windows.
  3. Vehicles must be parked with a minimum ½ tank of fuel





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**WORK ORDER FORM**

VEHICLE CATEGORY: .....  
WORK ORDER No.....  
DATE ISSUED .....  
DATE COMPLETED .....  
MILEAGE .....  
ASSIGNED TO: .....

*Registration No*.....  
*Mileage* .....  
*Color* .....  
*Driver* .....

**Mechanics Notes:**

.....  
.....  
.....  
.....  
.....  
.....  
.....

<i>Part Number</i>	<i>Name</i>	<i>Quantity used</i>	<i>Unit cost</i>	<i>Total cost</i>
1.				
2				
3				
4				

<i>Labour</i>	<i>Description</i>	<i>Hours</i>	<i>Rate</i>	<i>Total cost</i>

**END OF WORK ORDER NO.**                      **TOTAL WORK ORDER AMOUNT**.....

**SIGNATURE OF TECHNICIAN** .....

**SIGNATURE OF GARAGE FOREMAN**.....





**JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY  
TRANSPORT DEPARTMENT  
ACADEMIC TRIPS EVALUATION FORM**

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Date of trip.....Places

visited.....

Department .....

Member of Staff in Charge .....

Planned Departure Time ..... Actual Departure Time .....

If late in departure, Give reasons .....

.....  
.....

Did you experience any issues with the vehicle crew? Yes or No

If Yes, List all the issues

.....  
.....  
.....  
.....  
.....

Name of Trip In charge

.....Signed.....

Date.....

**NOTES**

1. The information provided will be treated with total confidence
2. Please submit this form DIRECTLY to the Transport Manager in confidence not more than one week after return from the trip.
3. The information provided will assist the department improve the services.





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**Auto Accident Report Form**

Date of Accident: \_\_\_\_\_ Time of accident \_\_\_\_\_ -

Location: \_\_\_\_\_

Driver's Name: \_\_\_\_\_

Signature \_\_\_\_\_

Purpose of trip

Vehicle Registration No. \_\_\_\_\_ No. of passengers:

**Case Vehicle Information / Details of accident:**

No. of vehicle involved:

Vehicle type: \_\_\_\_\_ Drivers

Name \_\_\_\_\_

Insurance Policy No.

Insurers \_\_\_\_\_

**List of Passengers in University vehicle**

<u>Name</u>	<u>P/F</u>	<u>Mobile No:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____





F-2-79-1-1  
2 of 4

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**Auto Accident Report Form**

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**Damages to the University vehicle**

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**List Injuries if any:**

Name	Type of Injury	Treatment
<hr/>	<hr/>	<hr/>

**Road & Weather Conditions:**





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**Auto Accident Report Form**

**Police Report Information**

<b>Accident/Incident Reported to Police?</b>	<b>Yes</b>	<b>No</b>
<b>Were there citations issued?</b>	<b>Yes</b>	<b>No</b>

**Officer's Name:** \_\_\_\_\_ **Badge#:** \_\_\_\_\_

<b>Other Vehicle Info - Party #1</b>	<b>Other Vehicle Info – Party # 2</b>
--------------------------------------	---------------------------------------

Driver's Name:

Driver's Name:

Owner's Name

Owner's Name:

Address:

Address:

Contact Phone #:

Contact Phone #:

Vehicle Make:

Vehicle Make:

Model:

Year:

Model:

Year:

License Plate #:

License Plate #:

Damage to Vehicle:

Damage to Vehicle:

Occupants Names, Addresses and Phone #'s

Occupants Names, Addresses and Phone #'s

- 1.
- 2.
- 3.

- 1.
- 2.
- 3.

(iii)





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### **Auto Accident Report Form**

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#### **Witness Information**

Name:

Name:

Address:

Address:

Phone #:

Phone #:

Comments:

Comments:

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(iv)





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**VEHICLE INSPECTION FORM**

DATE: \_\_\_\_\_ VEHICLE REG. No. \_\_\_\_\_ ODEOMETER READING \_\_\_\_\_

DRIVERS NAME \_\_\_\_\_ P/F \_\_\_\_\_

**Check the following items before driving or taking over any vehicle**

	ITEM DESCRIPTION	Yes	No	REMARKS/COMMENTS
1.	Battery			
2.	Tool Kit, wheel spanner, jerk			
3.	Spare wheel			
4.	All lights(rear and front)			
5.	First Aid Box and Fire extinguisher			
6.	Engine Oil level and coolant			
7.	Tyres Condition			
8.	Horn/ Radio			
9.	Breaks condition			
10.	Scratches and Dents on the body			
11.	Seat belts			
12.	Other Defects or Observation on the vehicle			

Driver Taking over..... Signature ..... Date .....

Driver Handing over ..... Signature .....Date .....

Managers Signature and stamp .....Date.....





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**TRANSPORT INDUCTION/GUIDELINES**

(To be completed in duplicate)

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The rules and regulations for driving university vehicles include but not limited to:

- Report to work as scheduled as but not later than 8 am.
- Pre- inspect the vehicle before driving by use of Vehicle inspection form
- Ensure Work and trip tickets are correctly completed before start of any journey.
- Obey ALL traffic rules regardless where.
- Acquaint yourself with the Transport Policy Document, the Government Check Unit
- Make sure the accident report form is inside the compartment box.
- Handle and Drive the vehicle with care.

I .....P/F ..... Have read and understood the Transport Policy Document and all above and agree to abide by the laid down and natural rules and regulations during my driving duties in and outside the university.

Signed ..... Date.....

Manager's signature and stamp .....

