



SOKOINE UNIVERSITY OF AGRICULTURE

**TRANSPORT POLICY AND PROCEDURES
(FIRST DRAFT)**

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1.0 BACKGROUND

1.1 Overview of the Transport System at the Sokoine University of Agriculture

Members of the University community engage in many activities requiring transportation to other locations. To accomplish this transport safely, the University owns and maintains a fleet of vehicle of various types and frequently rents vehicles as well.

The University has been experiencing problem with regard to the vehicle fleet management and control. These include misuse of vehicles, non-adherence to drivers ethics, repairing of vehicles by some staff without permission, fueling vehicles without proper records, motor accidents, high rate of running costs, and inadequate parking space. As a result the University has been using huge amount of resources in terms of vehicles operating costs, repairs, maintenance and accidents.

In view of the above the University Management decided to develop a University transport policy as a measure to solve the problems. The objectives of the policy are to provide the University Management with a management tool or mechanism for guiding vehicle operation and management. This will result into efficient and effective use of resources.

The Deputy Vice Chancellor (Administration and Finance) in 2009 June 06 appointed a Task Force to formulate a University transport policy.

The University is committed to protecting both the vehicle and especially the people involved in these trips. Because of the significant hazards such transportation activities represents, the following procedures have been instituted to preserve from harm both persons and property, and to provide fair and sage usage of the fleet. Individual university departments may establish more, but not less, restrictive transportation policies for their own department.

The following procedures are to facilitate the provision of transportation to satisfy the demonstrated business needs of the University. Transportation will be provide by various means to support the functioning of the University for such purpose as field experience, cross campus teaching, research and administration to enable the University to effectively and efficiently satisfy its mission.

The policy and the accompanying procedures and guidelines shall be sued for the management and operation of the University transport system. However the regulations do not replace existing government orders. Where a discrepancy arises between these policy guidelines, Government orders and University Financial Regulations, then the Government orders and financial regulations will always take precedent.

This transport policy applies to all University owned vehicle.

1.2 Vehicle Repair and Maintenance Procedure at the Sokoine University of Agriculture

Currently each University unit (Faculty, Institute, Director, Centre, Department and Project) owning vehicle(s) sends its vehicle(s) to garages of their choice. Despite the fact that they are supposed to send vehicle for repair and maintenance to garage in the tender system, but this is not the case always.

1.3 Procedure for purchase of fuel at the Sokoine University of Agriculture

Currently each University unit (Faculty, Institute, Directorate, Centre, Department and Project purchases fuel from petrol stations of their choice. There are no petrol stations specifically identified by the University (through the tendering system).

1.4 Actual Requirements of Vehicles at the Sokoine University of Agriculture

The transport requirements for SUA activities are based on the operational needs of the individual University units (Faculties, Institutes, Directorates, Centres, Departments and Projects). Transport requirements are met through the provision of vehicles directly under the control of individual University unit or the hire of vehicles, either from a vehicle pool or public sector or the use of public transport.

1.5 Vehicle types requirements and distribution at the Sokoine University of Agriculture

A pool of vehicles at University level?

A pool of vehicles at the Faculty/Institute/Directorate/Centre level

A pool of vehicles at the Department (both academic and administration) level.

But lack of data – is a constraint

Technical consultation I the purchase of vehicles not done.

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The following categories of vehicular transport are at resent in use at the University

- i. Vehicles allocated to Faculties/Institutes/Departments on a permanent basis.
- ii. Vehicles acquired by project (and which vehicles, whether purchased, leased or donated, are for the exclusive use of such projects).
- iii. Research vehicles (i.e. vehicles primarily utilized for research purposes in terms of research projects at the University).
- iv. Vehicles of ruse by students.
- v. Vehicles allocated to individual staff members for special purposes and usage.
- vi. Vehicles allocated to staff members how are on call 24hour a day.

Vehicles allocated by the University to be utilized for;

- i. The transport of a academic groups?
- ii. After hours transport of University staff??
- iii. Courier services, collection of University documents and goods.

The University owns are rents several types of vehicles

- “Class I vehicle” are any vehicle designed as a light truck, sedan, or minivan.
- “Class II vehicles” are any vehicles designed to carry from eight (8) to fifteen (15) passengers. (These vehicles are larger, heavier, and more unstable than Class I vehicles, with a wider turning radius and lengthy stopping distances required when loaded. Most accidents with this type of vehicle occur when a driver swerves suddenly or is backing up).
- “Rented Vehicle” are considered fleet vehicles.

2.0 RATIONALE FOR SUA TRANSPORT POLICY

The Sokoine University of Agriculture owns a considerable fleet of vehicles. Management of the use of the vehicles requires a robust instrument which the University does not have at the moment. As a result, there have been problems in several fronts. Therefore the mission of SUA which is striving to promote development through training, research, extension, provision of services to the public and private sector in an environmentally friendly manner will not be achieved in the absence of a systematic and coordinated transport system in a form of policy. Similarly, the vision of SUA which is to become a centre of excellence and valued member of the global academic community in agriculture and other related fields with emphasis on implementing practical skills, entrepreneurship, research and integration of basic and applied knowledge in an environmentally friendly manner would be compromised. Therefore, the rationale for the SUA Transport Policy is among others, to;

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2.1 GOAL AND OBJECTIVES

2.1.1 Goal

The SUA Transport Policy aims at setting a standard procedure for the acquisition, enhancement, use, control, maintenance, repair and disposal of the University's motor vehicle fleet, and for the management of related forms of personnel transport. Furthermore, the SUA transport Policy is designated to protect drivers, passengers, vehicles, and surrounding people and property when activities of the University require transportation.

UNIVERSITY TRANSPORT POLICY

Motor vehicles, purchased by the University, are managed under one of two arrangements. Each of these arrangements is governed by a discrete policy as indicated below. Although each of the policies has common elements, there are important differences. Thus, before applying a policy, it is necessary to know the category of vehicle.

1. University General Fleet refers to conditions for management of vehicles purchased by the University for pool or special purpose use.
2. Executive Fleet where the conditions for provision of vehicles to senior staff by virtue of their office or where their salary package is determined individually by Council are described.

1. Purpose

- (1) The University has adopted their Transport Policy- General Fleet as its standard procedure for the acquisition, enhancement, use, control, maintenance, repair and disposal of the University's general motor vehicle fleet, and for the management of related forms of personnel transport. This policy does not apply to Executive Fleet vehicles (see Transport Policy- Executive Fleet), nor to vehicles acquired through novated lease arrangements.

2. Definitions

- (1) 'University vehicle' is defined as any motor driven vehicle owned by the University and registered in the name of the University.
- (2) 'Special purpose vehicle' is any non-passenger vehicle.
- (3) 'Authorised User' is any member of the University or associated authorized by a dean of a faculty or head of department to operate a University vehicle for University business purposes.
- (4) 'Accountable item' are the vehicle log, vehicle keys, magnetic University gate keycard and vehicle fuel card.
- (5) 'Notifiable Event' is an accident or incident involving damage to a University vehicle.

2.1.2 Objectives

The policy statements and strategies fall under the following areas.

The objectives of the SUA Transport Policy are to;

- 3.2.1 The Transport Officer and Department Transport Coordinator.
- 3.2.2 Registration of vehicles
- 3.2.3 Transport Needs.
- 3.2.4 Vehicle Provision
- 3.2.5 Transport management procedures
- 3.2.6 Transport management information system.
- 3.2.7 Vehicle operation
- 3.2.8 Drivers
- 3.2.9 Insurance and motor vehicle licence
- 3.2.10. Accidents
- 3.2.11. Transport hire
- 3.2.12 Security
- 3.2.13 Maintenance
- 3.2.14 Vehicle operating fund
- 3.2.15 Vehicle Standardization
- 3.2.16 Vehicle Replacement
- 3.2.17 Vehicle Boarded
- 3.2.18 Implementation, monitoring and evaluation
- 3.2.19 Provision for policy review

3.0 POLICY VALUES, STATEMENTS AND STRATEGIES

3.1 Definitions

- 1) 'University vehicle' is defined as any motor vehicle driven vehicle owned by the University and registered in the name of the University.
- 2) 'Special purpose vehicle' is any non-passenger vehicle.
- 3) 'Authorised User' is any member of the University or associate authorized by a dean of a faculty or head of department to operate a University vehicle for University business purposes.
- 4) 'Accountable items' are the vehicle log, vehicle keys, magnetic University gate keycard and vehicle fuel card.
- 5) 'Notifiable Event's is an accident or incident involving damage to a University vehicle.

3.2 Values Underlying the Policy

The following values guide this policy;

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3.3 Policy Statements and Strategies

3.3.1 Policy issue: Control and Authority

3.3.1.1 Policy statements;

- i. The Vice Chancellor (on behalf of the University Council) authorizes the acquisition of mot vehicles, hereinafter referred to as “University vehicle”. The control of such vehicles rests firstly with the Vice Chancellor, who may delegate as many of his/her powers as he/she deems expedient to one or more employees of the University.
- ii. The Vice Chancellor holds the authority from, and is responsible to, Council for all aspects of the University’s Transport Policy.
- iii. The Transport Officer, under the directive of the Deputy Vice Chancellor (Administration and Finance), is charged with the responsibility of exercising control over University vehicles.
- iv. University vehicles will be provided to satisfy as far as possible within the budget the demonstrated transportation needs of the University.
- v. All such vehicles will be identified on the University Asset Register and are to be made available as pool vehicles for official use by University staff as appropriate unless otherwise determined by the Vice Chancellor or nominee.
- vi. Efficient management of pool vehicles will particularly facilitate more effective access to vehicles for University staff and students.

3.3.2 Strategies

3.3.2.1 Vehicle Acquisitions

- Purchase of vehicle, which will be driven by University licensed drivers, must be approved by the Deputy Chancellor (Administration and Finance).
- Safety features will be given at least as much consideration as cost in the purchase of vehicles.
- The Transport Officer shall maintain a centralized list of all vehicles owned by the University. This master list shall be updated as necessary, and shall include at least the following information;
 - Vehicle Type
 - Make

- Model
 - Year of purchase
 - Vehicle Registration Number
 - University unit responsible for ownership, if applicable
 - Driver(s) assigned, if applicable
 - Purchase price
 - Mileage (updated annually)
 - Any limitation on use
 - General condition
 - Availability (Where applicable as in the case of hired vehicles)- days/hours during which the vehicle may or may not be used.
- i. SUA will encourage officers to use public transport for which cost will be reimbursed on presentation of receipts.
 - ii. Payment of allowances to enable officers to use their own vehicle is not permitted.

3.4 TRANSPORT MANAGEMENT PROCEDURES

The procedures for the operation and control of vehicles will be laid out in Transport Management Manual (TMM).

3.5 TRANSPORT MANAGEMENT INFORMATION SYSTEM

- i. Each Department Institute or Faculty including projects will maintain a Transport Management Information System (TMIS) as described in the TMM, which will provide operational data and performance indicators, for budgeting and control.
- ii. Log sheet and other operational data will be kept for all vehicles and data recorded transferred to the TMIS.
- iii. It is the responsibility of the SUA Transport Officer and the Department Transport Coordinators to ensure that vehicle operational data is properly recorded.
- iv. The TIMS will be maintained and managed by the SUA Transport Officer.

3.6 REGISTRATION OF VEHICLES

Each of campus or Institute or Department will maintain a vehicle and plant register book into which all vehicles and plant (including donated) shall be entered upon acquisition.

3.7 Policy issue: Responsibility and Accountability

3.7.1 Policy statements

3.7.1.1 Maintenance and Servicing of Vehicles

- i. It is the duty of the heads of University unit and/or staff members to whom vehicles have been allocated to exercise proper control over the use of vehicles under their care.

- ii. The Transport Department Coordinator will ensure that such heads/staff members with allocated vehicles are advised of times for vehicles to be serviced.
- iii. All maintenance or repair work will be carried out by workshops approved by the Tender Board or dealer of the vehicles. All workshops will be pre-selected by the Tender Board. Selected workshop will be authorized to conduct work either at level one or level two as described in the Transport Management Manual (TMM).

3.7.1.2 Leased Vehicles

- i. Leased vehicles must at the end of the contract period be returned to the leasing company in sound mechanical and bodily condition.
- ii. University units/ staff members with allocated vehicles must ensure, in conjunction with the Transport Office that such vehicles are regularly serviced according to the manufacturers' instruction books.

3.7.1.3 Damage or Defective Vehicles

- i. Any bodily damage or mechanical defects must be accounted for and reported promptly to the Transport Office in order to lodge insurance claims or to arrange for the necessary repairs.
- ii. The Transport Officer shall act as liaison between the University and garage and shall arrange for the maintenance of vehicles.

3.7.1.4 Drivers of University Vehicles

- i. The primary responsibility for the proper use and legitimate use of a University vehicle rests with the driver of such vehicle. The University shall take disciplinary action against any employees or student of the University making improper use or illegitimate use of a University vehicle.

3.7.1.5 Responsibility

- i. The Deputy Vice Chancellor (Administration and Finance) shall be responsible to the Vice Chancellor for;
 - Management of the University's fleet of vehicles.
 - The implementation, monitoring and on-going review of the Transport Policy
 - Provision of central support services to facilitate the effective management of the Transport Policy.
 - Provision of an annual report to the Vice Chancellor on the operation of the Transport Policy.
- ii. The Deputy Vice Chancellor (Administration and Finance) shall make adequate budgetary provision to meet the initial purchase and replacement cost and such annual provision to meet the cost of registration, traffic accident charge, comprehensive insurance (including appropriate insurance 'excess') maintenance, repair and operating costs and a University parking permit for all University's fleet of vehicles.

- iii. The individual University unit will assemble the necessary information for Transport Officer Records, driver's Department Motor Vehicle checks, and communicate to the Transport Office of any accident that happen with a University vehicle.
- iv. The Transport Officer shall;
 - Record on a central database all vehicle details and relevant information.
 - Maintain University vehicles in a safe and roadworthy condition at all times.
 - Maintain vehicles in accordance with the manufacturer's recommended service schedule by an authorized service provider.
 - Direct that petrol and lubricants are purchased using the University's fuel card system.
 - Direct that vehicles be operated only in accordance with the manufacturer's instructions.
 - Direct that continuing arrangement for the proper garaging and/or securing of vehicle are affected.
 - Be responsible for the interior and exterior cleanliness of vehicles
 - Maintain a register of Authorized Users.
 - Direct that vehicle are used only by Authorized Users.
 - Direct that only members of the University or other persons specifically authorized by the Deputy Vice Chancellor (Administration and Finance) travel in University vehicles.
 - Liaise with the University Insurance Officer regarding any and all damage as a result of accidental or deliberate act and organize effective repairs by a suitable repairer at the earliest opportunity.
 - Direct that vehicles be provided with a vehicle log book which is maintained.
 - Direct that all elements of this policy, as amended from time to time, are complied with
 - That smoking, administration of illicit drugs or consumption of alcohol is not conducted in vehicles.
 - Provide a certification, as at 30th June in each year for annual account purposes that, to the best of his or her knowledge, vehicles have been operated in accordance with this policy in the preceding financial year
 - Communicate with the University's insurance officer and approve an individual for driving based on his or her driving record.
 - Maintain the authorized driver's list.
 - Monitor vehicle use to insure that only approved drivers operate University vehicles.
 - Facilitate the dissemination of information regarding driving rules and regulations, safe driving practices, and hazards of the road.

3.8 Vehicle Standard and Specifications

3.8.1 Vehicle standardization

- i. The University will determine the make and model of vehicle provided in accordance with the demonstrated requirements and arrange for supply. To simplify maintenance system, the supply of spare parts and the interpretation

of performance indicators, SUA Management should limit the mix of vehicles they operate.

- ii. To simplify the procurement process it is recommended that all Faculties/Institutes/Centres/Directorates/Departments adopt three types only of motor vehicles. Standardization will be reviewed as times goes on.
- iii. Any changes to the adopted standardization policy will be based on recommendation from the SUA Transport Officer with advice from users.

3.8.2 The primary consideration during the selection process will be that all vehicles;

- i. Are 4WD (for rural areas and up country hard top).
- ii. Are sufficiently robust for the intended use.
- iii. Have sufficient ground clearance for the operational terrain.
- iv. Have the ability to provide a dual function.

3.8.3 Purchase /Disposal/Replacement

- i. All vehicles will be acquired by the Transport Officer.
- ii. The procedure for purchase and disposal of University vehicles will be in accordance with the University Financial Regulations.
- iii. The period of time a vehicle is retained will be determined by the Transport Officer as determined by the Vehicles Warrant Booklet.
- iv. All vehicle replacements and disposals will be arranged by the Transport Officer in accordance with University procedures.

3.8.4 Vehicle replacement

- i. To ensure high levels of availability and utilization, individual vehicles will normally be replaced every ten years.
- ii. For University units where annual kilometer use is low, the replacement period can be extended to up to twelve years or for light vehicles life span will be determined by use of kilometers.
- iii. It means any 4WD vehicle which has performed 300,000 kilometers must be disposed of or dealer certificate should be obtained to show that it is road worthy.
- iv. SUA Management will only approved any reduction or increase in this time period subject to the recommendation of the Chief Transport Officer (CTO).
- v. To purchase of replacement vehicles will be in accordance with vehicle standardization and government procurement guidelines.

- vi. To ensure funding for vehicle replacement, SUA will establish and maintain depreciation accounts. These accounts will operate in accordance to government financial and audit guidelines.

3.8.4 Boarded vehicles

- i. Disposal of boarded vehicles will be in accordance with SUA Financial Regulations.
- ii. Where economically practical, all vehicles will be valued prior to disposal by a qualified assessor.
- iii. Vehicles will not be sold below an agreed reserve price.
- iv. Where auctioneers are to be used they will be pre-selected by the SUA Management procedures.
- v. All money generated from the sale of boarded vehicle must be paid into the appropriate SUA depreciation. Retention account.

Strategies

- i. All University vehicles will have microcomputers (Fleetlog/Smartlog) installed on them to log every that happens on the vehicles (including driver identification, vehicle start and stop time, time taken between each trip, the speed of the vehicle, rpm, last five-minute data before the accident, fuel theft, and driver performance).

3.9 Corrective Maintenance

- i. Identification and urgency of corrective maintenance will be made during twice monthly vehicle inspection and during the P.P.M.
- ii. The Transport Officer shall endeavor to arrange for any corrective repair work to be done, which suits the needs of the work programme, within the University guidelines.
- iii. The timing of corrective maintenance can be defined as;
 - a. Immediate must be repaired to avoid endangering the use and/or causing unnecessary damage to the vehicle.
 - b. Before next services; needs to be done at next convenient gap in the vehicle schedule and
 - c. At next service, fault is minor and can wait until next service.

3.9.1 Maintenance

- i. Wherever possible all maintenance or repair work will be carried out by workshop approved by Tender board or dealer of the vehicles.
- ii. All workshop will be pre-selected by the Deputy Vice Chancellor (Administration and Finance) assisted by Tender board on behalf of him/her.

- iii. Selected workshop will be authorized to conduct work either at level one or level two as described in the T.M.M.
- iv. Where no approved workshops are available at the SUA centres outside Morogoro region consideration should be given to train a driver or other individual to undertake P.P.M. and repairs up to level 1.
- v. The Transport officer will regularly review approved workshop performance making recommendations for de-selecting unsatisfactory performing workshop as necessary.
- vi. All SUA motor vehicle operated from a pool should be maintained on a kilometer based program of Planned Preventive Maintenance (P.P.M).
- vii. SUA or project vehicle assigned directly to a department should be maintained on a time based (PPM).
- viii. Procedures for payment of repair and maintenance will be in accordance to those stipulated in the T.M.M. and the financial regulations and audit requirements as laid down in the SUA Financial Regulations.
- ix. Whilst each department will be responsible for the control of their own maintenance budgets, they will be expected to ensure that financial procedures for the payment of repairs are followed at all times.

3.9.2 Maintenance – 12.0 Vehicle operating funds

- i. Vehicle must only be operated when funds are available to be provided adequate maintenance. Operating funds will only be drawn against approved budgets. Separate budget lines must be maintained for fuel and maintenance.
- ii. Budget must reflect the expected vehicle use in kilometers and cost per kilometer's based on performance indicators for fuel and maintenance as provided by the T.M.I.S.
- iii. Department funding will be suspended by Deputy Vice Chancellor (Administration and Finance) if vehicle are misused or accounting documents are not maintained as required by T.M.M. (transport management manual) or financial regulations on contractual agreements with MoU (Memorandum of Understanding of the project).

3.10 Policy issue: Completion and Submission of Log Sheets

3.10.1 Policy statements

- i. Log sheets for every trip must be completed in every detail immediately upon completion of a trip.
- ii. Heads of University units and/or individual staff members (having been allocated a vehicle) must submit for each vehicle under their control the log sheets of the previous month's usage on the first day of the following months. Log sheets must

- be submitted to the Transport Department for scrutiny and processing of the relevant information.
- iii. Failure to submit log sheets may result in disciplinary action being taken against the offending person.
 - iv. The SUA Transport Officer must ensure that all drivers carry out duties assigned to them, principally the carrying out of daily vehicle inspections in accordance with schedules or other instructions, the completion of log sheet and any other tasks.
 - v. As with vehicles the key to controlling drivers is the log sheet which contains details of all works carried out. The Transport Officer will check these regularly and any irregularly should be investigated and dealt with accordingly.

Strategies

- i. All University vehicles will have microcomputers (Fletlog/ Smartlog) installed on them to log every that happens on the vehicle (including driver identification, vehicle start and stop time, time taken between each trip, the speed of the vehicle, rpm, last five-minute data before the accident, fuel theft, and driver performance).

3.10.2 Policy issue: Fuel Usage

Policy statements

- i. Heads of University units and/or staff members who have been allocate a University vehicle will be required to keep record of fuel usage.
- ii. The monthly bank vehicle report, details all expenses for that vehicle for the particular month is the responsibility of the head/staff member concerned or, where applicable, the cost center controller or person with the allocated car to reconcile their speed point slips with their fuel, maintenance and repair invoices.
- iii. Heads of University units and/or individual staff members (having been allocated a vehicle) must submit for each vehicle under their control the fuel consumption records of the previous month's usage on the first day of the following months. Fuel usage records must be submitted to the Transport Officer for scrutiny and processing of the relevant information.

Strategies

- i. All University vehicles will have microcomputers (Fleetlog/Smartlog) installed on them to log every event that happens on the vehicles (including driver identification, vehicle start and stop time, time taken between each trip, the speed of the vehicle, rpm, last five-minute data before the accident, fuel theft, and driver performance).

3.10.3 Policy issue: Person (Normally) Allocated the Use of a University Vehicle

Policy statement

Where the SUA Deputy Vice Chancellor (Finance and Administration) approves the use of vehicles to meet operational needs these will be provided through their direct allocation to

individual departments, a vehicle pool, inter-department loan arrangements, or a combination of these.

Because of the need to respond quickly to outbreaks and other emergencies, vehicle will always be assigned directly to the Head of the Department. Direct allocation of vehicles will only be agreed if the department approved work plan demonstrates that their vehicle requirement is more than three days or 1000km per two days and has sufficient funds to meet the operational costs involved. Below this level a person will need to arrange the hire or inter department loan of vehicles. Depending on the need to respond quickly to operation or an emergency other department vehicles shall be temporarily allocated to the SUA departments to deal with those emergencies to save and reach the goals. Vehicles will not be allocated to go outside institution or association or person until the permit is given by Deputy Vice Chancellor (Administration and Finance). Transport officers will approve on behalf after consultation with him/her. At all times the system adopted will be the one that provides the most efficient and cost effective means of fulfilling a SUA work plan.

- i. Faculties/Institutes/Centres/Directorates/Departments, section organizations and individual staff members to whom transport has been allocated on a permanent basis.
- ii. Individual academic and non-academic staff for the executive of their official duties.
- iii. Full-time post-graduate students (at least at master's level) in the execution of research projects in terms of conditions approved by the University.
- iv. Students accompanying lecturers for courses or practical work (including excursions).
- v. Academic staff for research work as approved by the University.
- vi. Any person or group of person as approved by the University.
- vii. Delegates attending local conferences or congresses, which have been approved and/or hosted by the University.
- viii. Guest of the University.

Strategies

3.10.4 Policy issue: Provision of Transport (Vehicle Usage and Reservation Policy)

3.10.4.1 Policy statements

- i. University transport shall be provided strictly for official purposes only and shall not under any circumstances be used for private or for other purposes without the necessary prior authorization.
- ii. Vehicles provided to satisfy the specified transportation needs of the University may be assigned to entitled senior staff members for personal use. Such vehicles may be assigned as a salary benefit as part of the office's conditions of service or directly with the approval of the Vice Chancellor or in the case of the Vice Chancellor by the Chancellor, under such terms as are agreed. It should be noted that the duties of these staff require eth use of vehicles for official purposes.
- iii. It is the duty of those to whom a University vehicle is entrusted to ensure that the best and most economical use for vehicles is made at all times. Vehicles will at all times be operated in accordance to individual departments approved work plan and transport budget and in compliance with procedures as laid out in the TMM.

- iv. Drivers of University vehicles must use the shortest, and most economical, routes. Those faculties, institute and department which carry out regular monthly or bi-monthly visit for delivery supervision or training purposes will wherever possible, operate the vehicles to fixed route schedules. Department will seek guidance and approval from their respective coordinators before operating route schedules.
- v. All University vehicles must be clearly identified with the University's logo (and such other relevant information as may be required).
- vi. Personally owned vehicles shall not be considered part of the University fleet. Departments should avoid scheduling personally owned vehicle as transportation for official University functions.

Strategies

3.10.5 Policy issue: Application for the Use of Vehicles

3.10.5.1 Policy statements

- i. When applying for transport, a distinction must be made between general transport, excursions and transport for research purposes.
- ii. Transport required for research purposes are subject to the Project Leader making funds available for such transport.
- iii. Academic department, which require transport for student excursions, should submit their applications on the prescribed form or in writing via the Dean/Director concerned. All vehicle requests for student related activities must be approved by the sponsoring Head of Department or Degree Program Coordinator, where applicable.
- iv. Applications for the provision of general transport have to be recommended by the head of a University unit concerned.
- v. When applying for transport, cognizance must be taken of the following;
 - a. In some cases when it is necessary for people to use their own transport they will be compensated at the applicable kilometer tariff, provided that the use of won transport has been approved by the Deputy Vice Chancellor (Administration and Finance) and transport cost claim has been lodged; and
 - b. Vehicles required for research journeys or excursions should be reserved at least 5 working days in advance.

3.10.5.2 Usage Priorities

- i. Vehicles that have been purchased by University unit for their specific use will not be available to other University units without consent of that University unit.
- ii. Non-regular department use by University employees must be approved by the requesting University unit's Head.

- iii. Use of vehicles for business use is to be determined by booking through the respective Department Transport Coordinator.

3.11. Operating procedure

Requesting Vehicles

- i. For the use of any University vehicle, a booking will be recorded in an appropriate Vehicle booking log by the Department Transport Coordinator (DTC).
- ii. All requests must include the names(s) of the applicant(s), destination, estimated driving distance (either one way or round trip), purpose of the trip, and date(s) required, and date to be returned.
- iii. The Authorized User will be provided the accountable items for the vehicle by the Transport Officer.
- iv. At the completion of the period of authorized use, the Authorized User will complete the trip record in the vehicle log book, return the accountable items to the Transport Officer, report any Notifiable Event, and advise the current location of the vehicle.

Strategies

3.12 Policy issue: Transportation needs which cannot be satisfied by use of pool vehicles

3.12.1 Policy statements

- i. Transportation needs to satisfy the mission of the University which cannot be provided by the use of pool vehicles must be provided by the most cost effective means.

Strategies

a. Transport hire

- i. Hire of vehicles or other transport will be approved only if it is provisioned for within a department approved work plan and transport budget or in exceptional circumstances by prior approval from the Deputy Vice Chancellor (Administration and Finance).
- ii. Transport hire can be based on daily kilometer rates and on hours. However at all times the most economical must be taken. Hire rates for vehicles from SUA vehicles pool or inter-department loan arrangement will be set by the SUA Transport Officer in liaison with Department Head Officer based on annual performance indicators.
- iii. SUA hire rates will include elements for fuel, maintenance, depreciation, insurance and driver's wages/allowances. The SUA Management will not be responsible for the cost of any repairs or maintenance of vehicles hired from third

parties. An element to cover repairs and maintenance should be provided for in the agreed hire rate.

b. Use of private vehicles

- i. Use of private vehicles on University business shall under normal circumstances be discouraged.
- ii. The University will not accept any liability of whatsoever nature which may arise from use of a private vehicle on University business.
- iii. In cases where it will be necessary, the use of private vehicles will only be approved by the Deputy Vice Chancellor (Administration and Finance) when no other means of transport is available or appropriate.
- iv. Use of a private vehicle on University business must not exceed one thousand kilometers in any calendar year by any member of the University.
- v. Authorization must be obtained from the Deputy Vice Chancellor (Administration and Finance) prior to the use of a private vehicle.
- vi. Payment for the use of a private vehicle will be in accordance with the University approved Financial Regulations and will only be made on completion and approval of the appropriate claim form.
- vii. The University does not insure private vehicles on University business unless appropriate approval is gained in advance and in writing from your Cost Centre Manager.

3.12.2 Hire transport

Due to scarcity of financial resources and expensive provision of transport, SUA will not be able to meet all transport requirements or demands using its transport means. Therefore in certain circumstances where additional transport is required, SUA will find it more economical to obtain the use of additional transport for short time to supplement its fleet in return for payment than purchasing additional means of transport.

Hire vehicles will be used where appropriate, particularly when a University pool vehicle is not available or where the use of a pool vehicle over an extended period of time is inappropriate or not cost/use effective. Approval must be obtained from the Deputy Vice Chancellor (Administration and Finance) in order to employ this option.

- i. Where it is not possible to obtain a University vehicle, the Deputy Vice Chancellor (Administration and Finance) may authorize use of a commercially operated rental vehicle for a period not exceeding one calendar month in any calendar year on a cumulative basis for any particular University purpose.
- ii. The approval of the Deputy Vice Chancellor (Administration and Finance) is required for any hire/rental agreement in excess of one month.

- iii. The University unit concerned will meet all costs associated with the rental vehicle.
- iv. SUA shall own a number of means of transport for hiring out in order to raise its revenue.
- v. Log sheets should also be kept for all transport means whatever hired out by SUA or hired from third parties.
- vi. All private hire charges shall be billed in accordance with the SUA approved rates and the same shall apply in the case of the hire of means of transport from third parties for used by the SUA where applicable.

3.13 Hired transport

- i. The Transport Officer shall control hired transport although the records to be kept will be less comprehensive than those kept for transport facilities fully under his control.
- ii. A transport facility shall be charged for on a time and/or distance basis, including the cost of fuel and maintenance and sometimes the driver's wages.
- iii. All payments made in respect of hired transport shall be recorded so that they can be identified.
- iv. Details of the journey mode, their time and distance and the officers carried or delivery made shall be recorded in order to ensure control of the use of hired transport.
- v. A driver/operator of a transport facility shall complete a log sheet in respect of every journey made by hired transport, recording all relevant details regarding the journey, including breakdowns and accidents.
- vi. One of the officers traveling as a passenger in the transport facility shall sign the completed log sheet.

3.14 Transport for hire

- i. The Transport Officers shall be responsible for all activities related to hiring out of vehicles, vessels, tractors, lorries and other transport equipment to third parties where applicable.
- ii. Revenue collected from transport hire shall be allocated to respective accounts and relevant records shall be properly maintained. The charging system will be either on a time or distance basis.

Strategies

3.15 Policy issue: Garaging and Parking of University and Private Vehicles

3.15.1 Policy statements

- i. University vehicles must be parked or garaged at;
 - a. The garages and Parking bays of the University.
 - b. Campus Protection Services when vehicles are returned after normal working hours (taking all reasonable steps to safeguard vehicles including accessories and tools against theft, irregular use, damage or fire).
 - c. In cases where it is necessary to keep these vehicles overnight on other premises, prior approval must be obtained from the head of the University unit concerned or from the Transport Officer.
- ii. Parking of University vehicles on private premises shall not be permitted.
- iii. Any case of theft, irregular use, damage or fire with regard to a University vehicle shall be reported to the nearest police station within 12 hours.
- iv. Parking of private (commercial) vehicles at University premises will be subject to a parking charge set by the University.

Strategies

3.16 Policy issue: Insurance

3.16.1 Policy statements

- i. The University keeps operative comprehensive and third party insurance for all registered University vehicles which provide insurance cover and indemnity, the benefit of which is available to authorized users of those vehicles. All vehicles shall be insured in accordance with statutory requirements a minimum of third party. Vehicles that have already been used for more than five years must have road worth certificate from competent motor vehicle assessor/dealer to qualify for or continue to have a comprehensive insurance.
- ii. All drivers must check and make sure that insurance, motor vehicle licence, registration card (certified copy) fire equipment, and other emergency tools are available in the vehicles before driving.
- iii. An employee who is injured whilst using a University vehicle on official duty, either as a driver or a passenger, will be regarded as being injured on duty and the matter will be dealt with in accordance with the rules and policies applicable to injury on duty.
- iv. No insurance cover shall be provided to a driver of a University vehicle;
 - a. If the driver is not in possession of a legally valid drivers' licence (NB it is the responsibility of the heads of University units or staff members to whom vehicles have been allocated to ensure that drivers/they hold valid and appropriate drivers licenses);

- b. If the conditions laid down by the insurer are not complied with; (NB claims may e.g. be turned down if vehicles are not maintained in a safe and roadworthy condition. Failures to use a vehicle's immobilizer or anti-theft device or leaving a vehicle unattended or unlocked may also lead to an insurance claim being unsuccessful);
 - c. When he/she is found guilty in a court of law for having driven a vehicle whilst under the influence of intoxicating substances;
 - d. If the driver used the vehicle without proper authority for other than strictly official purposes;
 - e. When he/she has driven a vehicle without having been properly authorized thereto;
 - f. When he/she is convicted of reckless or negligent driving.
- v. In any of the instances listed above, all costs to repair damage are to be borne by the driver.
- vi. University units shall be responsible for any insurance excess charges.
 - vii. The Transport Officer is responsible for coordinating all motor vehicle insurance claims and subsequent repairs.
 - viii. The University will not accept liability for any damage, injury, loss or theft involving use of a University vehicle where that damage, injury, loss or theft is not covered by the University insurance policies.

Strategies

3.17 Policy Issue: Trip Route Safety

3.17.1 Policy statements

The following information is required in respect of each point at which vehicles are required to call, when to make deliveries or for officers to make supervisory visits.

- a. Name
 - b. Location
 - c. Type (e.g. College, Extension, centre, dispensary)
 - d. Restriction on calling day or times and
 - e. Maximum number of visitors at any one time (if there is only one person to see at a field for example it may not be satisfactory for several officers to visit simultaneously).
- i. No driver shall transport more passengers in a vehicle than the vehicle is designed to carry. In the case of passengers the following information is required;
 - a. Identity of person traveling (name and/or position)
 - b. Points to be visited.
 - c. Frequency of visit to each point.
 - d. Duration of each point/visit.
 - e. Special requirements (e.g. must visit a particularly tie in the months).
 - f. Volume of accompanied luggage (if significant)
 - ii. All passengers in a University vehicle must use seatbelt restraints as they were designed to be used at all times when the vehicle is in operation. Drivers shall not

- begin operation of the vehicle until all passengers have complied with the seat belt rule. Passengers must not remove their seat belts during travel. If the driver becomes aware of passengers who refuse to use the provided restraints properly, the driver may refuse that person further passage, unless such refusal would endanger their safety. Exceptions for physical or medical reasons can be granted but required a physician's statement.
- iii. No driver will use a cell phone at any time while vehicles are in motion or waiting in traffic. Cell phones are only to be used by passengers or by drivers who pull over and stop in a safe location.
 - iv. No driver, before or during trips, will use medications, alcohol, drugs, or other substances that may cause drowsiness or other physical or mental impairment.
 - v. All posted speed limits must be followed.
 - vi. It is the responsibility of the person in the front passenger seat to help the driver stay alert and to assist with directions and maps. Drivers going off duty should not become the navigator unless there is not other passenger to serve as navigator.
 - vii. Special permission and training must be obtained from the Transport Officer before pulling a trailer behind a University vehicle.
 - viii. No modifications to fleet vehicles (bike carriers, antennae, stickers, signs, tow hitches seat removal, etc) shall be made except by permission of the Deputy Vice Chancellor (Administration and Finance).
 - ix. Hauling loads that could structurally damage the University vehicle shall be strictly prohibited.

3.18 Loads

Details of the loads or passengers to be carried are essential. In the case of redeliveries of goods, the following information is required in respect of each delivery;

- i. Delivery address.
- ii. Number of items
- iii. Weight of consignment
- iv. Delivery requirements e.g. delivery must be made at a particularly time or date.
- v. Types of goods and handling requirements

Weather Conditions during Trips

- i. Departmental Transport Coordinators are responsible to obtain weather information before and during daily travel to determine if road and weather conditions present hazards along the planned travel route.
- ii. If University vehicles are already on the road and weather conditions become hazardous, the driver and officer traveling in the vehicle must stop, delay, or cancel travel planned for that day, and insure the safety of all passengers and the driver.

- iii. Driving Time Limits
 - a. Driving time limits for all University drivers;
 - Daytime travel: Four (4) hours at one time without a break
 - Nighttime travel: Three (3) hours at one time without a break.
 - b. No driver may exceed twelve (12) hours of driving time in any 24 hour period.
 - c. No trip segment shall exceed fourteen (14) hours. After fourteen hours, the driver(s) must stop for a minimum of six (6) hour break.

Backing Up

The majority of fleet vehicle accidents, particularly with vans, occur while the driver is backing up. In order to prevent losses from vehicles operating in reverse;

- i. Drivers will always walk around the rear of the vehicle to note potential obstacles and the distance to them before entering the vehicle.
- ii. If a driver is planning to back into a tight space, he or she must stop the vehicle and walk around it (if safety permits) to observe obstacles and distances before backing up.
- iii. If the driver is accompanied by passengers, one passenger must disembark and direct the driver during backing operations if it is safe to do so.

Pre-Trip Inspections

- i. Before entering the vehicle, the driver must walk around to check for tire condition, fluid leaks and body damage that could interfere with safe operations of the vehicle.

Post-Trip Inspections

- i. When exiting the vehicle at the end of a trip, the driver must walk around the vehicle checking for fluid leaks, tire condition, and body damage. Unusual noises, awkward operation, or other problems should be reported to the Transport Officer as soon as possible.

Preventative Maintenance on Trips

- i. It is the responsibility of the driver to maintain proper oil and coolant levels if the vehicles is being used of ran extended time period or driven an extended distance.
- ii. Developing mechanical problems that might make a vehicle unsafe to drive should be reported to the Transport Officer immediately. In case of actual breakdown or mechanical failure, the Transport Officer should be notified before towing or repairs are made.
- iii. In the interest of road safety, vehicles must not be used unless they are mechanically sound and in a road worthy condition.

Strategies

3.19 Policy Issue: Accidents and Accident Reports

3.19.1 Policy statements

- i. All accidents however minor must be reported to the Deputy Vice Chancellor (Administration and Finance) in accordance to the procedures laid out in the T.M.M.

Any event that results in damage to vehicles, damage to property, or personal injury must be reported.

- ii. Failure to report accidents or damage to vehicles will result in disciplinary action being against the driver or staff.
- iii. Heads of University units shall ensure that their staff members are familiar with the procedure regarding accident and accident reporting.
- iv. Drivers must report any accident to the Deputy Vice Chancellor (Administration and Finance) as a matter of urgency and submit the following documents;
- v. The Transport Officer will investigate all accidents. All accidents will be designated as either “preventable” or “non-preventable) by the actions or the vehicle driver. the following are some of the criteria constituting “preventable” actions by the driver;
 - Failure to follow defensive driving practices
 - Failure to adjust speed to conditions of light, weather, road or traffic.
 - Failure to recognize and adjust to driver’s own temporary physical, mental or emotional condition.
 - Failure to adjust to clearance at top, sides, front, or rear of vehicle.
 - Failure to observe conditions at rear of vehicle when backing (reversing)
 - Failure to yield right of way when necessary to avoid an accident
 - Failure to control speed to allow for safe stopping distance
 - Failure to observe traffic laws and ordinances.
 - Failure to observe University operating rules or special instructions.
- vi. All employees responsible for vehicles including drivers are required to take all reasonable precautions to minimize security risks, detailed T.M.M.

Strategies

- i. All University vehicles will have microcomputer (fleetlog/Smartlong) installed on them to log every event that happens on the vehicles (including driver identification, vehicle start and stop time, time taken between each trip, the speed of the vehicle, rpm, last five-minute data before the accident, fuel theft and driver performance).

The Transport Officer shall endeavor to get as much details of an accident as possible, including weather conditions, visibility, road surface, width of road, lighting and speed before accident or speed at moment of impact, and any necessary supporting documents.

Repercussions

The driver will be given the opportunity to explain what happened and hear the accident committee’s determinations. If an accident is determined to have been preventable and the driver involved is;

- A Student, his or her driving privileges will be revoked.
- An employee, the driver will be given a written warning. Two preventable accidents in five year period will result in the revocation of driving privilege. (See Section III part B for Driver disqualification).

3.20 Policy Issue: Drivers of University Vehicles

3.20.1 Policy statements

- i. Every driver of a University vehicle must be in possession of a legal valid driver, licence for the classes of vehicles there are expected to drive and should be in possession of such licence for a period of at least one year.
- ii. No employee of the University may drive a University vehicle unless he/she has been authorized to do so by the Deputy Vice Chancellor (Administration and Finance).
- iii. Wherever possible vehicles should at all times be driven by the same driver unless otherwise there is a problem or permit from the Departmental Transport Coordinator (DTC).
- iv. It is the responsibility of the Transport Department and the head of the University unit or individual staff members to whom a vehicle has been allocated to ensure that drivers are appropriate and legally licenced for the vehicle they will be driving.
- v. Employees of the University who are issuing University vehicles for official University use have a legal obligation to ensure that drivers are properly qualified . Failure to do so would also prejudice an insurance claim involving an improperly licensed driver.
- vi. For students, the duration of driving privilege shall be valid for one year renewable.
- vii. The Transport Officer reserves the right to deny or revoke an individual driving privilege should that individual exhibit poor judgment while driving University vehicles. The determination of the privilege to drive a University vehicle is at eh discretion of the Transport Officer, except in the case of employees who must drive for their jobs. In these cases the Transport Officer will send a record of the problem to the DVC (Administration and Finance), who will work in conjunction with the Transport Officer to determine whether it is appropriate for the employee to drive.

Strategies

4.0 DRIVER DUTIES

The SUA Transport Officer/Department transport coordination must ensure that all drivers carry out duties assigned to them, principally the carrying out of daily vehicles inspections operation in accordance with schedules or other instructions, the completion of log sheet and any other tasks.

4.1 Driving standards

- i. To ensure safety and vehicle care, driving standards will be monitored to ensure that these are maintained at an acceptable level.

- ii. A driver in addition to having a road worth vehicles must be trained to high standard including defensive driving techniques.
- iii. The SUA transport Officer shall endeavor to ensure that drivers who are under his/her control drive responsibly.
- iv. The SUA Transport Officer and Department Transport Coordinator (DTC) shall look out for signs of abuse and take appropriate measures.
- v. To ensure better care being taken of vehicle, it will be desirable that the same driver drives a vehicle regularly. Each vehicle will be assigned an alternative driver/co-driver to drive the vehicle where the permanent driver is unavailable due to certain reasons.
- vi. Refresher training courses for drivers shall be help periodically as a matter of routine and these shall include an appraisal of each driver's ability. Each driver should ideally attend such a course every three or four years.
- vii. Officers traveling with vehicles shall be asked to report any instances of bad or dangerous driving.
- viii. A driver who shall have frequent accidents for which he is wholly or partially blameworthy shall be dealt with as appropriate.

4.2 Integrity

- i. The Transport Officer assisted by Department Transport Coordinators (DTCs) shall look out for instances of dishonesty on the part of drivers and act accordingly.

4.3 Discipline

- i. The transport Officer shall be responsible to suggest disciplinary actions against drivers to the Deputy Vice Chancellor (Administration and Finance).
- ii. To maintain discipline of driver, it is desirable that competent drivers are employed.
- iii. Employed drivers must possess the appropriate driving licence for the class of vehicle they are expected to drive and should be fully responsible to the Transport Officer for all discipline and other purposes.
- iv. The driver will communicate to the Transport Office any moving violation, accident, or incident that could alter their driving status.

4.4 Policy issue: Control of Other Forms of Transport

Policy statements

4.4.1 Motorcycles

- i. Wherever possible motorcycle shall be allocated to individuals for their exclusive use.
- ii. The SUA Transport Officer must be fully aware of the condition attached to the user of each motorcycle under his control, so that appropriate control procedures can be applied.
- iii. Motorcycle users shall complete log sheets similar to car drivers and their kilometers and fuel usage shall be closely monitored.
- iv. Log sheet shall be completed for both official and private use.
- v. The SUA Transport Officer shall keep information pertaining to the qualifications of motorcycle users in order to draw up a maintenance programme in accordance with the maintenance guide lines, specifying the work to be done by the user and outside workshop.
- vi. A record file shall be kept for each motorcycle in which all details of its make, types, delivery date and allocation are recorded together with a record of use and expenditure whether by the user personally or by the Transport Officer.

4.4.2 Boats

- i. Where boats are used instead of road vehicles, they shall be subjected to the same control procedures as a road vehicle.
- ii. The use of the boats shall be recorded on a log sheet similar to that used for road vehicle.

Strategies

5.0 IMPLEMENTATION, MONITORING AND EVALUATION

- i. The Transport Policy shall be supported and championed by the senior executives of the University. The senior executives include the Vice Chancellor and Deputy Vice Chancellors, Deans of Faculties and Directors of Institute/ Directorates/ Centres.
- ii. Deans, Directors, and Heads of Department shall ensure the implementation of the Policy in each Faculty and Directorate/Centre/Department and report through their meetings/boards.

- iii. The Transport Office shall be responsible for overseeing the implementation of the Policy, including monitoring and evaluation.
- iv. In the implementation of the Transport Policy, the University may seek to collaborate with other tertiary educational institutions at national and international level.

6.0 POLICY REVIEW

The University will review this Policy on a regular basis to evaluate its effectiveness and consider appropriate amendments to the policy. The Transport Office will oversee this Transport Policy; regularly review the policy, accident reports, and other transportation considerations.

7.0 BIBLIOGRAPHY

APPENDICES

Appendix 1: SUA Transport Policy and Office Procedure

DOCUMENTATION USED

Form used

1. Safari Request Forms
2. Log Book
3. Vehicle Logsheets Summary
4. Vehicle Checklist
5. Vehicle Service/Repair Request Form.
6. Vehicle Repair and Maintenance Summary.
7. Vehicle Serving Schedule.
8. Weekly Vehicles Schedule
9. Workshop Job Card/Record Book
10. Vehicle Inventory Sheets
11. Vehicle Data Form and Disposal Form
12. Individual Vehicle Files
13. Warranty
 - (i) Warranty Claim
 - (ii) Date
14. Vehicle Renewal Forms/report.
15. Driver's Record and Assessment Sheet
16. Accident Report Forms

Documentation used

Appendix 2. Safari Request Form or Gate Passes

Any staff who want to go out of Morogoro or SUA Campus should fill the trip form or request a gate pass which it will be used to allow him to use vehicle to go out.

The form will be available at the office of Department Transport Officer (DTC) the requester must show a destination, time in and out, reason of trip, number of passenger and purpose of the trip.

The Department Transport Officer will Authorized the forms on behalf of Deputy Vice Chancellor after consultation with Head of Units.

Appendix 3: Log Book

Each vehicle and motor cycle in the SUA fleet is issued with its own logbook in which details must be recorded daily for all trips. At the start of each journey the mileage reading is to be entered in the "mileage out" Column and the journey commerce in the "time from" Column. At the end to each journey the mileage is to be entered in the mileage column and the time the journey end. Each entry must be signed by the driver under the authority column.

The Authority column in the Morogoro Municipality or out will be divided in half and each entry must be signed by driver and counter signed by the Officer who authorized the Journey. When fuel or oil purchased the details must be including the mileage must be entered in the logbook at the time ensuring that the entry corresponds with the relevant date/kilometer line entry.

When a vehicle is in workshop for repair/servicing, it must be recorded in the book month all Logbooks details are to be send officer to the Department Transport Officer (DTC) who will arrange for the months logsheets to be photocopied and clearly marked with vehicle registration files.

Appendix 4: Vehicle logsheet summary

- Provide a monthly overview of fleet performance.
- The information taken from the individual vehicle Logsheets summaries enables comparison of one vehicle performance against another.
- A copy of logsheet summary must be send to the Transport Officer for endorsement before passing to the Deputy Vice Chancellor.
- Each month with any relevant comments

Appendix 5: Vehicle checklist

Daily checks

These are basic checks that the driver should carry out prior commencing driving each day.

Appendix 6: Weekly checks

These checks are to be carried out once a week, usually on the same day and driver must sign the checklist in the appropriate place, when the checks are completed.

Each month the complete sheet should be handed to the Department Transport Officer/Coordinator to be passed to the Transport Officer. Any mechanical problem or failures occur due to not carrying out any of the above checks disciplinary action may be taken against the person responsible for signing the checks.

If required practical demonstration on how to carry out the above checks will be given to all new staff who may be driving SUA vehicle during individual (induction course).

Appendix 7: Vehicle service/repair request form

This form must be completed signed and stamped with the vehicle holder before any vehicle goes to the local garage or SUA Workshop for service or repair.

A copy of a VS/RR form is to be filed immediately in the VS/RR file until printed serial number pads are available. This file will enable the logistics officer to determine the next VS/RR number. A copy should also be kept in the individual files.

Appendix 8: Vehicle repair and maintenance summary

Provides details analysis of repair and maintenance. Whenever servicing or repairs have been carried out on any SUA vehicle and the job card must in the case of local garage. An invoice is received, the details must be entered on its maintenance summary together with the cost incurred. The invoice must be checked against the job card and vehicle service/ repair request to check that the details are correct.

The cost should be allocated on the summary where applicable, under labour, spares tyres and total costs heading.

The mileage reading when the next service is due must also be recorded. To original invoice is then passed to accounts for payment and a photocopy is filled in the individual vehicle file. If the vehicle has been serviced and not just repaired. The vehicle servicing schedule be updated.

Appendix 9: Vehicle servicing and planned maintenance schedule is the key to efficient reliable vehicle

The vehicle servicing schedule provides information on when each vehicle is due to service. This form should be completed and updated by the logistics officer and displayed in a prominent position.

The information is taken from the vehicle service and repair request form. Having entered the service date and mileage into the “last service” column “next service” column is to be filled in at the same time by adding the service interval mileage either 5000 or 10,000 kms and the time interval either 1 to 6 months to the entries in the “last service” column.

The above details should be entered for each vehicle and will give a complete overview of the total fleet servicing schedules. This is to enable programmes to plan their work so that their vehicles do not miss any planned maintenance.

Appendix 10: Weekly vehicle schedule

Provide information on vehicle fleet movements for the coming week. This can be compiled on the sample form or if preferred a white board. This should be done by the Department Transport Officer. The ideal way for this procedure to be effective is to hold a weekly meeting convened by the Department Transport Officer or Logistics Officer to discuss plan and integrate the vehicle movements for the coming week and taking into consideration the vehicle servicing schedule.

Appendix 11: Workshop job record book

An A4 book kept in the workshop which lists every job card number is numerical order vehicle registration number, date into workshop, order job completed and signature. All job card numbers in the job record book must be consecutive and even if a card is cancelled/spoiled the details should still be recorded.

Job No	Veh-Rec	Date in	Date completed and signature	

Appendix 12: Accident report

An accident to vehicles and motor cycles must be properly reported and recorded to comply with Tanzania laws.

The finance and administration Deputy Vice Chancellor will make himself familiar and keep up to date with the requirement of the law and SUA Insurance protection and keep staff informed. However minor the incident SUA Accident report form must be completed at the first opportunity by the driver and submitted to the Department Transport Officer who will forward Deputy Vice Chancellor Administration and Finance the Transport Officer on behalf of DVC will complete the relevant section and forward a to the Insurance Officer or Insurance Company.

Appendix 13: Vehicle inventory sheet

The Chief Supplies Officer and Transport Officer in each Cumpus should ensure that an up to date vehicle, motorcycle and farm machinery inventory is file kept and any changes should be sent to the main Cumpus in Morogoro for the record and reference.

The inventory should have headed column to give the following details;

- Vehicle type and model.
- Registration number.
- Engine and Chassis number
- Date of Arrival at an Office
- Taxation Expiry date
- Insurance Expiry date

Appendix 14: Vehicle data form

This should be fixed to the inside cover of the individual vehicle file for easy reference and details entered on acquisition and transfer of the vehicle.

Appendix 15: Individual vehicle files

A file should be opened for every vehicle in the fleet and log book copies summary sheet, accident forms, copy invoices etc should be kept in each file with the vehicle data form fixed to the inside vehicle. The actual vehicle registration document and insurance certificate, should be kept in the confidential registry office or Bursar's Office" in strong room for safe keeping.

The vehicle registration card “photocopy” documents and insurance certificate should be kept in a plastic wallet in the vehicle.

Appendix 16: Warranty

On all new vehicles especially Toyota Land Cruiser a standard warranty of twelve months from date of first registration will apply. Any repair done at SUA vehicle or parts fitted the old one parts should be returned to SUA, or dealer

Appendix 17: For warranty claims

When making warranty claims the following information must be included; V.I.N. No- this identifies the vehicle, make, model, year and chassis number. The VIN can be found on the vehicle manufactures plate usually under the bonnet.

Appendix 18: Date into service

This is the date the vehicle was first used the date can be found in the registration documents

Appendix 19: Date of failure

This is the date that vehicle became unserviceable due to the failure of the required parts.

Appendix 20: Mileage

This is the mileage taken off the speedometer at the time the vehicle become unserviceable providing the above will avoid any unnecessary problems when making claims.

Appendix 21: Vehicle renewal

Vehicle will not operate indentinty in a reliable and cost effective every and the vote holder must plan for the renewal. A good vehicle information system assist the Deputy Vice Chancellor (A+F) a more sosphiscated means of assessing when vehicle should be repaired.

This approach leads to some vehicles replaced early wile other can economically be retained beyond. What may have been assumed as a standard vehicle life i.e. 10 years for a 4 wheeled vehicles or 15 years for heavy duty vehicles.

Also depreciation method may be used to determine the replacement vehicles there are many method but we advice to use reducing method, its best for Toyota Land Cruiser because now days some of these vehicle stayed more than five years if the company follow the service manual (warrant book).

SOKOINE UNIVERSITY OF AGRICULTURE-MOROGORO
DRIVERS VEHICLE CHECKLIST

The following checks must be done on a daily basis;

The vehicle Drivers Handbook should be referred to if in any doubt about the following checks

- a. Check the engine oil.
- b. Check coolant level in radiator.
- c. Check tyre pressure and examine tyres for damage, including spare.
- d. Check brakes.
- e. Check that there is sufficient fuel for journey.
- f. Check lights, indicators and horn are all working.
- g. Check that all windows and mirrors are clean.

NOTE:- When starting up check that the “oil pressure” and “battery charging” lights are on when the ignition is turned on and go off when the engine is started.

The following checks must be done on a weekly basis;-

Vehicle Registration No.

Check	Week starting	Week starting	Week starting	Week starting
Vehicle tools and wheel change equipment	Signature	Signature	Signature	Signature
Battery and terminals for security	Signature	Signature	Signature	Signature
Brake and clutch fluid levels	Signature	Signature	Signature	Signature
For loose nuts and bolts on vehicle	Signature	Signature	Signature	Signature
Vehicle for any damage to body	Signature	Signature	Signature	Signature

SOKOINE UNIVERSITY OF AGRICULTURE-MOROGORO
MONTHLY PRIVATE MILEAGE

NAME OF STAFF: _____

MONTH: _____

VEHICLE REGISTRATION NO. _____

DATE WEEKEND	MILEAGE		TOTAL KMS	RATE/KM TSHS	AMOUNT TSHS
	OUT	IN			
1 st week					
2 nd week					
3 rd week					
4 th week					
5 th week					
				TOTAL	
				AMOUNT TSHS	

Prepared by: _____

Logistics/adm office

Date: _____

CHECKED AND APPROVED BY:

NAME: _____ SIGNATURE: _____

AGREED BY:

DRIVER NAME: _____ SIGNATURE: _____

**SOKOINE UNIVERSITY OF AGRICULTURE-MOROGORO
VEHICLE LOG SHEET SUMMARY**

VEHICLE REG.NO:

MONTH	PROGRAM	KILOMETRE READING		KILOMETRE USE			TOTAL FUEL USED		FUEL KM LTR	TOTAL OIL COST	TOTAL DAYS			NO. OF VISITS TO W/SHOP	REMARKS
		START MONTH	END MONTH	SCF KMS	PRIVATE KMS	TOTAL KMS	LITRES	COST			IN USE	IN W/SHOP	IDLE		

SOKOINE UNIVERSITY OF AGRICULTURE-MOROGORO
VEHICLE SERVICE/REPAIR REQUEST

OFFICE:

ORDER NO:

TO:

PLEASE SERVICE/REPAIR THE FOLLOWING VEHICLE

VEHICLE REG NO:	DATE:
VEHICLE TYPE:	KILOMETRES:
DESCRIPTION OF WORK TO BE DONE: (include detailed list of faults)	
REQUESTED BY/TITLE	AUTHORIZATION STAMP
AUTHORIZED BY/TITLE	
WORKSHOP/REPAIRERS COMMENTS:-	
SIGNATURE/TITLE	

SOKOINE UNIVERSITY OF AGRICULTURE-MOROGORO
VEHICLE REPAIR AND MAINTENANCE SUMMARY

VEHICLE REG. NO:	MAKE/MODEL:		PROGRAMME:	LOCATION:
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KILOMETER READING	DATE IN	DATE OUT	VSRS NUMBER	DESCRIPTION OF WORK DONE	LABOUR COST	SPARES COST	TYRES COST	TOTAL COST	NEXT SERVICES DUE	JOB INVOICE NUMBER

SOKOINE UNIVERSITY OF AGRICULTURE-MOROGORO
VEHICLE SERVICING SCHEDULE

VEH. REG	MAKE MODEL	LOCATION PROGRAMME	SERVICE INTERVAL	LAST SERVICE	NEXT SERVICE	LAST SERVICE	NEXT SERVICE	LAST SERVICE	NEXT SERVICE	LAST SERVICE	NEXT SERVICE	LAST SERVICE	NEXT SERVICE
				KM	KM	KM	KM	KM	KM	KM	KM	KM	KM
				DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
				KM	KM	KM	KM	KM	KM	KM	KM	KM	KM
				DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
				KM	KM	KM	KM	KM	KM	KM	KM	KM	KM
				DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
				KM	KM	KM	KM	KM	KM	KM	KM	KM	KM
				DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
				KM	KM	KM	KM	KM	KM	KM	KM	KM	KM
				DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
				KM	KM	KM	KM	KM	KM	KM	KM	KM	KM
				DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE

- THE SERVICE INTERVAL FOR FIELD OPERATIONS IS KM 5000 OR 1 MONTH WHICHEVER COMES FIRST.
- THE SERVICE INTERVAL FOR URBAN OPERATIONS IS KM 10000 OR 6 MONTHS WHICHEVER COMES FIRST.

SOKOINE UNIVERSITY OF AGRICULTURE-MOROGORO
WORKSHOP JOB CARD

VEHICLE REG. NO		VEHICLE TYPE		DATE	
KM READING	IN:	OUT:		PROJECT	
REPAIRS CARRIED OUT					
MATERIAL USED	PART NUMBER	QTY	UNIT COST	TOTAL COST	
LABOUR HOURS	DATE		TOTAL=		
		TOTAL HOURS			
SIGNATURE			GRAND TOTAL=		

SOKOINE UNIVERSITY OF AGRICULTURE-MOROGORO
VEHICLE ACCIDENT/INCIDENT REPORT FORM

PART 1.

To be completed by the driver or, if incapacitated, the logistics officer on his behalf

VEHICLE REGISTRATION	
VEHICLE MAKE AND MODEL	
DRIVERS NAME	
REASON FOR REPORT	ACCIDENT/THEFT/DAMAGE/OTHER
DATE AND TIME OF INCIDENT	
PLACE OF INCIDENT	
PURPOSE OF JOURNEY	
WEATHER CONDITIONS PREVAILING	
NAMES AND ADDRESSES OF PASSENGERS	
NAME AND ADDRESS OF OTHER WITNESSES	
DETAILS OF OTHER VEHICLES INVOLVED	Give make, model and registration numbers and names and addresses of drivers
DETAILS OF INCIDENT	Draw pictures to show position of all vehicles if involved in accident
DAMAGE TO OWN VEHICLE	Give brief description of damage to vehicle

SOKOINE UNIVERSITY OF AGRICULTURE-MOROGORO
VEHICLE INVENTORY SHEET

VEH. REG. NO	MAKE/MODEL	VIN NO (CHASSIS NO)	ENGINE NO.	DATE OF ARRIVAL AT LOCATION	TAX EXPIRY DATE	INS EXPIRY DATE	LOCATION

SOKOINE UNIVERSITY OF AGRICULTURE-MOROGORO

VEHICLE DATA FORM

OFFICE:

VEHICLE REGISTRATION NO	
VEHICLE MAKE AND MODEL	
VEHICLE TYPE	SALOON/STATION WAGON/ DC PICK UP/ SC PICKUP / MOTORCYCLE
ENGINE CAPACITY	
FUEL TYPE	PETROL /DIESEL
CHASSIS NUMBER	
ENGINE NUMBER	
DOOR/IGN KEY NO	
DATE VEHICLE SUPPLIED	
NEW VEHICLE	YES/NO IF NO, AGE WHEN SUPPLIED
VEHICLE ALLOCATED TO	
DATE ROAD LICENCE EXPIRES	
DATE VEHICLE INSPECTION CERTIFICATE EXPIRES	

VEHICLE TRANSFER/DISPOSAL

DATE VEHICLE TRANSFERRED/DISPOSAL	
REASON FOR TRANSFER/DISPOSAL	
METHOD OF TRANSFER/DISPOSAL	
VALUE OF VEHICLE IF DISPOSED OF	
TRANSFER/DISPOSAL AUTHORIZED BY SIGNATURE AND NAME	

Vehicle transfer/ disposal- Continuation Sheet

DATE VEHICLE TRANSFERRED/DISPOSAL	
REASON FOR TRANSFER/DISPOSAL	
METHOD OF TRANSFER/DISPOSAL	
VALUE OF VEHICLE IF DISPOSED OF	
TRANSFER/DISPOSAL AUTHORIZED BY SIGNATURE AND NAME	

DATE VEHICLE TRANSFERRED/DISPOSAL	
REASON FOR TRANSFER/DISPOSAL	
METHOD OF TRANSFER/DISPOSAL	
VALUE OF VEHICLE IF DISPOSED OF	
TRANSFER/DISPOSAL AUTHORIZED BY SIGNATURE AND NAME	

DATE VEHICLE TRANSFERRED/DISPOSAL	
REASON FOR TRANSFER/DISPOSAL	
METHOD OF TRANSFER/DISPOSAL	
VALUE OF VEHICLE IF DISPOSED OF	
TRANSFER/DISPOSAL AUTHORIZED BY SIGNATURE AND NAME	

DATE VEHICLE TRANSFERRED/DISPOSAL	
REASON FOR TRANSFER/DISPOSAL	
METHOD OF TRANSFER/DISPOSAL	
VALUE OF VEHICLE IF DISPOSED OF	
TRANSFER/DISPOSAL AUTHORIZED BY SIGNATURE AND NAME	

**SOKOINE UNIVERSITY OF AGRICULTURE-MOROGORO
DRIVER RECORD FORM**

			ASSESSMENT RESULTS	DATE	
DRIVERS NAME	STAFF NO		JOB TITLE		
ADDRESS			DATE OF BIRTH		
TELEPHONE NUMBER			DATE OF JOINING		
LICENCE TYPE	LICENCE TYPE	EXPIRY DATE	YEARS HELD		
HEAVY GOODS LICENCE DETAILS IN DIFFERENT TO ABOVE					
ENDORSEMENT ON LICENCE					
DETAIL OF MOTORING ACCIDENT AND CONVICTIONS (CONTINUED OVER)					
VEHICLE ALLOCATION					
DATE	REG. NO.	VEH. TYPE	LOCATION/PROJECT	DATE VEHICLE WITHDRAWN	REASON

SOKOINE UNIVERSITY OF AGRICULTURE-MOROGORO

DRIVER ASSESSMENT FORM

DRIVERS NAME STAFF NO..... LOCATION ...
 EXAMINERS NAME..... VEHICLE TYPE..... DATE

SECTION 1: FITNESS TO DRIVE

Is the driver:

Holding a Current Driving Licence?

Able to pass the sight test?

Having experience on this vehicle?

Suffering from any health problems liable to affect his/her driving?

YES	NO	REMARKS

SECTION 2: DAILY CHECKS AND PROCEDURES

Did the driver:

Check the vehicle thoroughly?

Complete the Logbook?

Set Driving position and mirrors?

Start Engine Correctly?

Consult instrument panel?

SECTION 3: DRIVING

Is the Driver able to:

Show consideration for other road users?

Show consideration for the vehicle?

Use the gears and controls correctly?

Approach hazards and manoeuvre correctly?

Carry out an emergency stop?

Reverse properly?

Overtake safely?

Control the vehicle safely?

SECTION 4: GENERAL POINTS

Is the Driver able to:

Answer questions on local driving laws?

Recognize road signs and know what they mean?

Answer questions on procedures?

Relate the National speed limits?

Answer questions relating to the vehicle?

SECTION 5 REMARKS	
SECTION 6 RECOMMENDATION	PREVIOUS ASSESSMENT: DATE RESULT