



TRANSPORT POLICY

2018

UNIVERSITY VISION AND MISSION

Vision

The University of Excellence in Discovery and Dissemination of Knowledge

Mission

To discover, harness, apply, disseminate and preserve knowledge for good of humanity

QUALITY STATEMENT

Maseno University is committed to quality through teaching, research and development, providing timely services to foster and develop academic excellence in basic and applied research at all levels of study by training practice oriented manpower, who can contribute effectively to social, intellectual and academic development.

The University is internally engaged with its employees, to continually improve its services, products, processes, methods, and work environment to ensure each customer is receiving the highest quality service or product at the committed cost and on time. It is committed to quality through teaching, research and development; providing on time services to foster and develop academic excellence in basic and applied research at all levels of study by training practice oriented manpower, who can contribute effectively to social, intellectual and academic development in the community, nation and community of nations. The University is committed to communicating exhaustively with its customers, and internally with its employees, to continually improve its services, products, processes, methods, and work environment to ensure each customer is receiving highest quality service or product at committed cost and on time.

In order to realize this commitment, the University Management will monitor and review its quality performance from time to time through implementation of an effective quality management system based on ISO 9001:2008 standard.

CORE VALUES OF THE UNIVERSITY

- **Relevance**
The University is committed to ensuring relevance in its programs and activities
- **Excellence**
Excellence shall be targeted in outputs of the university
- **Equity**
The University shall ensure that there is equity in all the opportunities within its jurisdiction
- **Quality**
All outputs and processes of the University shall ensure that quality is maintained
- **Integrity**
The University shall ensure integrity in all their undertaking

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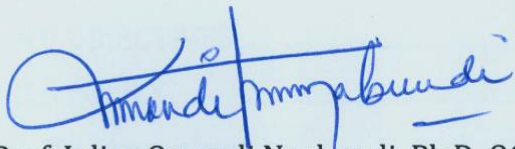
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FOREWORD

Maseno University as a centre of excellence strives to ensure efficient service delivery to its clientele. The university is guided by ratified policies which provide seamless and smooth flow of work procedures/standards. One of these policies is the Transport Policy which is aimed at aligning the demand and supply of the university transport services through effective management of the university vehicles, understanding of the overall university fleet programs, provide greater accountability of the university fleet, comprehensive operation, maintenance and repair vehicles to acceptable safety standards.

It is to my sincere delight that this policy will meet the expectation of the entire university fraternity by addressing the ever increasing demand for quality services from our stakeholders.



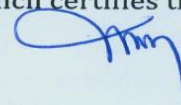
Prof. Julius Omondi Nyabundi, Ph.D, OGW

VICE-CHANCELLOR

APPROVAL AND COMMENCEMENT

This policy shall be known as Maseno University Transport Policy herein after also referred to as Policy No. MSU/ADM/PO/007 and shall take effect on approval by Council.

In exercise of the powers conferred by section 23(1) and section 35 (1) (a) (iii) of the Universities Act, Section 19 (2) (q) of Maseno University Charter, 2013 and Schedule I (1.2) (q) of Maseno University Statutes, Maseno University Council certifies that this policy has been made in accordance with all relevant legislations.



Dated the day of.....2018

Signed Abdullah Said Date 13th April 2018

Prof. Abdullah Naji Said
CHAIRMAN, MASENO UNIVERSITY COUNCIL

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1.0 PREAMBLE

The University considers the Transport Policy as its standard guide for acquiring, replenishment, enhancement, management, use, maintenance, repair and disposal of the University's general motor vehicle fleet, in order to provide members of staff and students with safe, reliable, economical and appropriate modes of transportation.

2.0 DEFINITIONS

- (1) **'University vehicle'** is defined as any motor driven vehicle owned by the University and registered in the name of the University.
- (2) **'Parastatal vehicle'** is any non-passenger vehicle.
- (3) **'Authorised Users'** are students and staff subject to approval of university requisition from relevant authorities.
- (4) **'Accountable items'** are the vehicle log, vehicle keys, vehicle fuel card and any other relevant transport department documents.
- (5) **'Notifiable Event'** is an accident or incident involving damage to a University vehicle.
- (6) **'Eligible Officer'** is a member of the senior staff of the University who has been granted authority to use university vehicle by virtue of the office he/she holds.
- (7) **'Fleet'** is defined as a group of University vehicles
- (8) **'Replacement'** is defined as replenishment of the fleet

3.0: POLICY STATEMENT

Maseno University is committed to providing staff, students and visitors appropriate, reliable and safe transport to enable them provide effective and efficient service to the University.

4.0: PURPOSE

The purpose of this policy is to create awareness to staff, students and stakeholders on the use and management of University vehicles and to guide in all matters pertaining to University transport.

5.0: SCOPE

This policy applies to all University vehicles located at the main campus, Kisumu campus and any other campuses, institutions or offices of the University. The vehicles include saloons, station wagons, vans, pickups, ambulances, lorries, mini buses, buses, tractors and motorbikes.

6.0: OBJECTIVES

- i. To ensure proper allocation and use of vehicles
- ii. To provide for regular maintenance and ensure vehicles are in good working condition
- iii. To enable proper management of the University fleet of vehicles
- iv. To provide for responsibility and accountability of officers manning transport
- v. To provide reliable, safe and appropriate transport service to staff and students

7.0: POLICY

7.1. Acquisition

Requests for purchase of the University vehicles shall be initiated by Transport department and shall fall within budgetary estimates for the current fiscal year. The following parameters shall be taken into consideration when making request for purchase of the University vehicles:

- (a) Type of vehicle being requested
- (b) Reason and purpose of the request
- (c) Primary use of the vehicle
- (d) Replacement/trade in
- (e) How frequently the vehicle will be utilized
- (f) The projected number of miles that the proposed vehicle will be driven annually

University Policies and the Government regulations on procurement shall apply when purchasing University vehicles. Individual employees are not authorized to solicit or negotiate vehicle prices from any supplier on behalf of the University.

7.2: Registration of the University Vehicles

The University shall register her newly procured vehicles with the National Transport and Safety Authority (NTSA) after inspection by the Government Chief Mechanic.

7.3: Visual Identity

The newly procured University vehicles shall be branded in line with the University's policy and the Government regulations governing branding.

7.4: Safety

Procured vehicles shall meet the Government standards and safety regulations.

7.5: Sustainability

In order to ensure proper fuel consumption and energy related costs, the University shall endeavour to procure vehicles that are fuel efficient.

7.6: Insurance

Newly procured vehicles shall be insured by the University.

7.7: Warranty

All newly procured University vehicles shall be subjected to warranty service by the dealer for a specific time period or after covering a specific mileage. At the expiry of the warrant, the Transport Manager shall establish a maintenance schedule for the procured vehicles and notify relevant office(s) when preventive maintenance checks are required.

7.8: Assignment of Vehicles

7.8.1. Pool Vehicles

These are vehicles for general use by staff, students and stakeholders upon requisition and approval for use.

7.8.2. Specifically Assigned Vehicles

These are vehicles specifically assigned for use by a Campus, department or individual officers whose positions warrant assignment of vehicles.

7.9: Use of University Vehicles

University vehicles shall only be used for official university business and driven by authorized university drivers.

7.10: Accidents Involving University Vehicles

In case a University vehicle is involved in an accident, a report must be made to the police, transport manager and insurance broker/underwriter where necessary.

7.11: Maintenance

Maintenance of vehicles shall be carried out at the University garage or approved workshops/garages. This will include:

- i. Preventive maintenance
- ii. Vehicle repairs and refurbishment
- iii. Replacement of tyres
- iv. Exterior and interior Cleaning

7.12: Fuel Card

All vehicles shall be tagged and assigned a specific fuel card. Fuel for all vehicles shall be purchased using fuel cards unless otherwise authorized.

7.13: Disposal of the University Vehicles

In an event the University vehicle has surpassed its economical useful life of five years and is no longer economical to run or has been damaged beyond economical repair, it shall be disposed of as provided for by the Public Procurement and Disposal Act, 2015 and Regulations.

7.14: Motor Vehicle Replacement Fund

There shall be a budget line set for motor vehicle replacement. Funds received from sale of boarded vehicles shall form part of the motor vehicle replacement fund.

7.15: Analysis of Fleet Replacement

The following guidelines shall be used when considering fleet replacement:

- a) Age
- b) Mileage
- c) Life cycle maintenance cost
- d) Condition
- e) Reliability rating

8.0: 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.

9.0: RESPONSIBILITY

The Deputy Vice Chancellor, Administration, Finance and Development shall be responsible for overseeing the implementation of this policy while the Transport Manager shall be responsible for the day to day operations within the policy guidelines.

10.0: NON-COMPLIANCE

Use of a University vehicle under this policy is a privilege and not a right. Noncompliance with the policy may result in the withdrawal of usage entitlement and, where appropriate, initiation of disciplinary proceedings.

11.0: REVIEW

This policy document shall be reviewed every five years or earlier as need for amendment may arise.