

GREAT LAKES UNIVERSITY OF KISUMU (GLUK)



TRANSPORT POLICY

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Policy Contact: Deputy Vice Chancellor Academic Affairs

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Signed:

Vice Chancellor, Secretary to Council

Date:

Chairman of Council

Date:

TABLE OF CONTENT

DEFINITIONS OF TERMS.....	4
EXECUTIVE SUMMARY.....	5
1.1. Vision, Mission, Philosophy and Core Values of the University.	6
2. POLICY STATEMENT.....	7
3. PURPOSE.....	7
4. SCOPE.....	7
5. OBJECTIVES.....	7
6. POLICY.....	7
6.1. Acquisition.....	7
6.2: Registration of the University Vehicles.....	8
6.3: Visual Identity.....	8
6.4: Safety.....	8
6.5: Sustainability.....	8
6.6: Insurance.....	8
6.7: Warranty.....	8
6.8: Assignment of Vehicles.....	8
6.8.1. Pool Vehicles.....	8
6.8.2. Specifically Assigned Vehicles.....	9
6.9: Use of University Vehicles.....	9
6.10: Accidents Involving University Vehicles.....	9
6.11: Maintenance.....	9
6.12: Fuel Card.....	9
6.13: Disposal of the University Vehicles.....	9
6.14: Motor Vehicle Replacement Fund.....	9
6.15: Analysis of Fleet Replacement.....	9
7. MONITORING AND EVALUATION.....	10
8. RESPONSIBILITY.....	10
9. NON- COMPLIANCE.....	10
10. REVIEW.....	10
11. REFERENCES.....	10

DEFINITIONS OF TERMS

1. **‘University vehicle’** is defined as any motor driven vehicle owned by the University and registered in the name of the University.
2. **‘Authorized Users’** are students and staff subject to approval of university requisition from relevant authorities.
3. **‘Accountable items’** are the vehicle log, vehicle keys, vehicle fuel card and any other relevant transport department documents.
4. **‘Notifiable Event’** is an accident or incident involving damage to a University vehicle.
5. **‘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.
6. **‘Fleet’** is defined as a group of University vehicles
7. **‘Replacement’** is defined as replenishment of the fleet
8. **Management:** Strategically controlling, coordinating, directing, and supervising so as to achieve the best results in the most effective and efficient manner.
9. **Staff:** Full and part-time employees of Great Lakes University of Kisumu
10. **University driver** – an employee hired and contracted to drive university vehicles
11. **Senior Driver** – an employee hired and contracted as a university driver but has certain expected work experience and has proved him/herself capable of managing affairs in the transport docket.

EXECUTIVE SUMMARY

Great Lakes University of Kisumu **Transport Policy** is a set of regulations developed by the University to guide transport operations in accordance with best practice in transport management.

The policy describes the university transport activities and it is intended to facilitate efficient and effective management of transport in the university. It aims at ensuring that all transport is managed well and efficiently to fulfill the university's Vision, Mission and Objectives.

Signed:

Vice Chancellor, Chair of the University Senate

Date:

1.0. GENERAL UNIVERSITY INFORMATION

Great Lakes University of Kisumu (GLUK) is committed to maintaining high standards of education and training of professionals who are responsible stewards of resources and services in the society. GLUK graduates after going through the learning experience with the institution go out equipped with the following rare and important attributes; high level of integrity, transparency and accountability, they are selfless, inclusive and participatory providing space and voice for all people. Our curricula prepare them to meet the needs of the market and professional bodies. The following section provides guidelines that are applied to determine the eligibility of the applicants seeking admission to various programmes offered at GLUK.

1.1. Vision, Mission, Philosophy and Core Values of the University.

1.1.1 Vision:

The Great Lakes University of Kisumu (GLUK) is established as a centre of excellence bridging academics with community and institutional based development.

1.1.2 Mission:

The Mission of GLUK is to develop effective and concerned managers or leaders with a vision for the transformation of situations in the African context.

1.1.3 Philosophy of the University:

GLUK believes that all people and communities have capacities and are fully engaged in individual, collective and collaborative actions to solve their own problems.

1.1.4 Core Values and principles:

All members of the University in their individual and collective capacities shall be fully committed to high standards of good governance and shall act in a manner consistent with the following values and principles which shall provide the framework within which all the University activities shall be performed:

- a) Excellence.
- b) Results orientation.
- c) Integrity and honesty.
- d) Inclusive participation.
- e) Respect for dignity of every person.
- f) Accountability and prudent stewardship of resources. Mutual respect.

2. POLICY STATEMENT

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

3. 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.

4. SCOPE

This policy applies to all University vehicles located at the Kibos main campus, Milimani Community Resource Centre and CBD Community Resource Centre and any other campuses, institutions or offices of the University. The vehicles include the bus, mini bus, lorry, saloon , double cabin pickup and a motorcycle.

5. 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

6. POLICY

6.1. 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

The 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.

6.2: 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.

6.3: Visual Identity

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

6.4: Safety

Procured vehicles shall meet the Government standards and safety regulations.

6.5: Sustainability

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

6.6: Insurance

Newly procured vehicles shall be insured by the University.

6.7: 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.

6.8: Assignment of Vehicles

6.8.1. Pool Vehicles

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

6.8.2. Specifically Assigned Vehicles

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

6.9: Use of University Vehicles

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

6.10: 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.

6.11: 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 tires
- iv. Exterior and interior Cleaning

6.12: 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.

6.13: 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.

6.14: 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.

6.15: 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

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.

8. 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.

9. 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.

10. REVIEW

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

11. REFERENCES

This policy was informed by relevant national legislation and documents such as:

1. National Transport and Safety Authority - NTSA
2. Public Transport Procurement and Disposal Act, 2015 and Regulations.
3. The Constitution of Kenya
4. The Commission for University Education Standards and Guidelines
5. Universities Act 2012 (revised 2016)