



MAASAI MARA UNIVERSITY

TRANSPORT POLICY

Policy No.	MMU/RAD/P06
Version	01
Principal Responsibility	Registrar Administration
Effective Date	15 th January, 2018

Policy Approval

This policy shall be known as the Transport Policy of Maasai Mara University (herein after referred to as “the Policy”) which shall take effect on the date of approval by the University Council.

In exercise of the powers conferred by Statute 17 (2d) of Maasai Mara University, section 35(1) (a) (iii) of the Universities Act No. 42 of 2012 and section 19 of the Charter for Maasai Mara University 2013, Maasai Mara University Council affirms that this Policy has been made in accordance with all relevant legislations.

Dated the day of2018

Signed:

Dr. Samuel Agonda Ochola, PhD

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Foreword

The University recognizes the pivotal role in helping Kenya achieve her development goals through education, research and innovation. In this respect, MMU is keen on providing knowledge, technology and skills required to steer the country towards achieving the economic, social and political goals enshrined in national development instruments.

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

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

Implementation of the policy will address the increasing demand for quality transport services from our stakeholders.

Prof. Mary K. Walingo, PhD, MKNAS, EBS

Vice-Chancellor

Definition of Terms

“The University” means Maasai Mara University

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Acronyms and Abbreviations

“POV” means Personally Assigned Vehicles

1. Introduction

Maasai Mara University is a successor of the then Narok University College which was established as a University College of Moi University in 2008. The university is located within Narok County. It attained full University status following the enactment of the University's Act, 2012 and the award of the charter on 12th February 2013 from which it draws its mandate. The University now operates five Schools namely: School of Science and Information Sciences, School of Education, School of Business and Economics, School of Tourism and Natural Resource Management and the School of Arts and Social Sciences.

1.1 Vision, Mission and Core Values

To be a world class university committed to academic excellence for development

Mission

To provide Quality University education through innovative teaching, research and consultancy services for development

Core Values

Excellence

Team Work

Professionalism

Equity and Social Justice

Creativity and Innovativeness

Transparency and Accountability

2. Purpose

The purpose of this policy is to regulate the application for and use of University owned vehicle.

3. Policy Statement

The policy covers the use of University vehicles. It intends to clarify the utilization and control of University transport, repairs and maintenance.

4. Policy Objectives

The University possesses a fleet of vehicles to facilitate its operations. The objective of this policy is to facilitate efficient management of the fleet.

5. Scope of the Policy

The policy applies to all employees of the university.

6. Driver and User Policies

6.1 Overall

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

6.2 Fleet Driver and Users Policy

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

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

6.3 Driver Requirements

All University drivers are required to:

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

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

6.4 Requisition of Vehicles from the Motor Pool

The requisition of motor vehicle process shall follow the following guidelines:

- i. Any employee of the University may reserve a motor pool vehicle to conduct official University business as long as his/her department has adequate funds for this journey. The Head of the Department must authorize the request.
- ii. Reservations for academic trips should be done at the beginning of the semester and a minimum of 2 days in advance for non-academic trips.
- iii. Reservations are to be submitted on a Transport Requisition Form **MMU/TPT/F02** available from Transport Office. Telephone reservations are **NOT** accepted.

6.5 The Requisition Officer must:

- i. Determine the date and time desired to pick-up and return the vehicle, destination and specifying clearly the type of vehicle required.
- ii. Specify clearly whether the vehicle must be wheelchair accessible.
- iii. The Transport Officer will return back the reservation form with the vehicle number written on it which will confirm that a reservation has been made.
- iv. If there are no vehicles available, "No suitable vehicle available and recommendation for hire or use of personally owned vehicles" will be written on the reservation form.
- v. The transport requisition form is then processed by the Transport Office, and a copy of the fully processed requisition form is sent to the user department. The vehicle will be released as per the requisition form details.

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

6.6 Cancellation of Vehicle Reservations

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

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

6.7 Checkout Procedures

- i. Upon presenting the approved requisition form, all trip documents will be given to the driver.
- ii. A vehicle cannot be checked out without the approved requisition form.
- iii. The original copy of the requisition form for vehicles reserved for Saturdays, Sundays, or holidays may be brought back between 8:00 a.m. and 4:00 p.m. on the last working day before the reservation.
- iv. All vehicles must be inspected by the transport office and security prior to departure.
- v. If a vehicle is not picked up within two hours of the reserved time, the reservation will automatically be cancelled without any reference to the user.
- vi. The number of passengers transported in any vehicle must comply with and not exceed the manufacturer's specification. Passengers in University vehicles are limited to faculty, staff, students, and approved guests of the University, traveling on official University business.
- vii. Note: No guarantee exists that liability coverage will be afforded to any guest in a university vehicle in the event of an accident.
- viii. The driver to whom a University vehicle has been released is fully responsible for the security and operation of the vehicle until it is returned to the Motor Pool.
- ix. While away from the station, the driver shall seek approval from a senior staff accompanying the vehicle for any other operation that may arise.

6.7 Return of Vehicles

- i. A vehicle used on a scheduled trip should be returned to the Motor Pool immediately upon return from the trip for which it was requested. Due to the limited number of Motor Pool vehicles available for numerous requirements, vehicles must be returned by the time indicated on the reservation form.
- ii. The vehicle must be inspected by the University Mechanic and security upon return.

- iii. Upon return to campus from a trip, the completed trip ticket indicating the beginning and ending odometer readings, vehicle inspection form duly completed, keys, fuel cards, and receipts, must be submitted to the Transport Officer.

6.8 Vehicle Approval

For Academic and Administration Use

The use of University vehicle(s) will be approved by the Registrar (Administration)/Deputy Vice-Chancellor (AF&P) as per the prevailing economic conditions.

For Student Societies/Organizations:

They may also request to use University vehicle(s) and will pay at the prevailing rates as approved by the University Management Board.

- i. If mechanical problems are experienced during the trip, the driver should describe the nature of the problem(s) on the trip ticket.
- ii. A late charge of Ksh 4,000.00 per day will be assessed if a vehicle is not returned within the reserved time period. This is necessary to ensure that vehicles are available to others at the time requested.
- iii. Late charges will be waived if they occur as a result of vehicle breakdowns, bad weather etc. which are beyond the control of the driver.

6.9 Damage to Motor Pool Vehicles

- i. When picking up a vehicle, users are encouraged to inspect the vehicle for body damage. Any damage should be noted on the trip ticket.
- ii. The department reserving a vehicle from the Motor Pool is responsible for any damage to the vehicle beyond normal wear particularly damages caused by the students.
- iii. When a driver damages a Vehicle due to negligence/carelessness, (e.g. reckless driving, driving a vehicle without permission etc.) he/she will meet the cost of repairs and disciplinary action may be preferred.

6.10 Fuel/Repair Purchases

- i. Fueling of vehicles will be done with the individual University fuel cards assigned to each vehicle.

- ii. No purchases for personal items/fueling of personal vehicles are to be made with University fuel cards.
- iii. Purchases by cash and/or personal credit card may be reimbursed by submitting a completed travel expense form with appropriate receipts to the Transport Office. This shall only be honoured if prior approval for such expenses was requested by the user and approved by the Registrar(Administration)/transport officer.

6.11 Maintenance and Repair of University Vehicles

Maintenance for all University vehicles is performed in the University Garage. The following criteria will apply:

On Journey Repairs

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

Preventive Maintenance

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

Repairs

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

Tires

Tire repair/replacement will be performed in the University garage.

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

Vehicle Assignment Regulations

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

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

7. Personally Assigned Vehicles

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

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

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

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

Motor Pool Vehicles

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

8. Qualified Non-Personal Use Vehicles

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

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

9. Permitted and Prohibited Uses

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

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

9.1 Political Use of University Vehicles

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

9.2 Incidental Travel and Stops

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

10. Accidents Involving University Vehicles

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

In case of an accident, University drivers are advised:

- i. To stop at once.
- ii. To take steps to prevent further accidents – turn on hazard lights, and set out warning devices.
- iii. To notify the Transport Office and call police immediately.

- iv. To obtain the license plate numbers and insurance policy of other vehicle(s) involved.
- v. To protect passengers, vehicle or cargo.
- vi. Tactfully, obtain names, addresses and phone numbers of all witnesses. Get the names of all occupants of other vehicle(s) involved.
- vii. Give other driver(s) your name, address, the vehicle license plate number and your driving license and also get the same details from the other driver(s).
- viii. **NOT** to admit liability and **NOT** to sign anything except the police report.
- ix. To discuss the specifics of the accident only with the police or the Transport Manager.
- x. To complete a driver's accident report at the scene of the accident while the information is fresh in your mind.

11. Operation of Personal Owned Vehicles (POVs) On University Business

Authorized use

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

12.0 Use of Fuel Cards

12.1 University Vehicles

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

12.2 Hire Vehicle Acquisition

The University shall pre-qualify companies providing car hire services who will be called upon to provide services when need arises. Hire of vehicles will be determined and recommended by the Transport Officer and approved by Registrar (Administration) based on need.

13. Disposal of University Vehicles

When a motor vehicle has surpassed its economical useful life, it shall be disposed of as provided for by the Public Procurement and Disposal Act.

A motor vehicle that has been damaged beyond economical repair (including unusual wear by abnormal operating conditions) may be replaced after certification by the Transport Officer and the Insurers.

Disposal of vehicle will be based on the break even mileage or may be justified by nature of repairs required.

14. Responsibilities and Management

a. General Information

Each motor vehicle should be provided for a pooling operation whenever it is possible to do so. Motor vehicles should be rotated between areas requiring low mileage utilization and those requiring high mileage utilization so that mileage replacement standards will be reached for all motor vehicles of same class and age at approximately the same time.

The Transport Officer is responsible for ensuring vehicles are used only for official University business.

Motor Pool vehicles are to be returned daily to the Motor Pool lot unless away on authorized and scheduled over-night trips.

A monthly preventive maintenance check must be performed on each University- owned vehicle. In addition, for safety precautions, special maintenance must be performed before and after a University-owned vehicle travels over 1,000 Km on a round trip.

Permission to modify a vehicle in any manner (remove seats, trailer hitches, etc.) must be obtained from the Deputy Vice Chancellor (AF&P) prior to modifications.

b. Transport Officer

Transport Officer is required to:

- i. Provides guidance for the proper use and safe operations of motor vehicles.
- ii. Screen all requests for additional vehicles or replacement of vehicles prior to forwarding those requests to Deputy Vice Chancellor (AF&P) for approval.
- iii. Review University records relating to fleet operations and the use of University vehicles on a semi-annual basis.
- iv. Designate and review vehicle assignments in consultation with the Deputy Vice Chancellor (AF&P).
- v. Establish and maintain an effective preventive maintenance program.
- vi. Establish and maintain fleet management records for utilization of all motor vehicles.
- vii. Conduct and/or assist in conducting periodic evaluations of motor vehicle management program performance and effectiveness.
- viii. Prepare annual operating budget, strategic and operational plans of the department.
- ix. Ensure operations and vehicles are in compliance with University and Government Laws, policies and regulations (Licensing, Inspection, Insurance, Check Unit Regulations).

15. Required Training

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

16. Vehicle Management

The Transport Manager is mandated to monitor the assignment and use of vehicles on semi-annual basis, or more frequently, if necessary.

The Transport manager must also keep records up-to-date upon notice of change in vehicle status. The review should specifically examine the distribution of vehicles that are assigned as work shared, personally assigned, motor pool or non-qualified personal use. All changes of assignment for vehicles must be recorded and approved by the Deputy Vice Chancellor (AF&P).

Pool vehicles are to be reserved and issued to drivers by the dispatcher. A record must be made of each pool vehicle trip with beginning and ending mileage noted. The dispatcher ensures that the driver is authorized to travel and has obtained the trip ticket, the work ticket signed and the vehicle requisition form for Main Gate security.

Vehicle assignment will be the smallest available vehicle based on the number of occupants and equipment (luggage to be carried). Pool vehicles are subject to an annual review based on the breakeven mileage criteria determined by the management (250,000 Km). Exception to the breakeven mileage criteria may be granted upon recommendation of Transport Management.

Good driving habits and common sense approach should be maintained when operating motor vehicles. The following driving and operating techniques are examples of those that are to be observed:

- Avoid one-vehicle-per person trips,
- Use one motor vehicle for several passengers traveling in the same general area.
- Always consider, “Is this trip necessary?” “Can the job be accomplished by some other means?”
- Use the telephone when practicable.

The driver should not start the engine of a motor vehicle until all occupants have correctly fastened their safety belts.

Use the smallest motor vehicle available for the trip.

17. Vehicle Maintenance

As required, safety and preventive maintenance inspections shall be performed on all vehicles.

Special attention should be given to the following items; oil and air filter, tyre pressure, the cooling system and proper wheel alignment. The manufacturer's recommended schedules and specifications should be followed. An authorized dealer shall do warranty work. The Motor vehicle must pass state inspections where mandated.

The Transport Manager will develop and maintain a preventive maintenance program and procedure for unscheduled maintenance for the University vehicles.

The Transport Manager is to review the maintenance reports and questionable expenses and unnecessary maintenance expense turned in must be subjected to further investigations.

Transport Manager/Officer/Assistants are responsible for ensuring vehicles are maintained and confirm that their drivers understand the importance of the maintenance function and accept their responsibility in helping to maintain the vehicle that they drive. All drivers should be educated in order to increase the awareness of the vehicle's daily performance. Spare parts shall be purchased only from the dealer outlets, their agents or pre-qualified garages.

18. Records Management

18.1 Record Keeping and Reviews

All maintenance and repairs must be tracked for each vehicle in the fleet. This should be done electronically through the Fleet Management Program.

Rigorous record keeping and substantiation are required by the drivers and fleet Controller.

The Transport Manager shall review the use of work shared by the University vehicles within their agency at least semi-annually to determine whether usage criteria are being met. The reports to include detailed description of the utilization of each vehicle and justification of need.

The Transport Manager, in conjunction with the annual vehicle report, will evaluate which vehicles are eligible for replacement. The Fleet Controller should follow the procedures of requesting replacement and disposal of underused vehicles.

Requests for additional vehicles should follow the same procedure as requesting a replacement and must include a thorough analysis of internal vehicle reallocation, including any legislation or budget information that would authorize additional staffing or duties.

18.2 Mileage Reports

Mileage reports are tracked in two documents namely; the **Work Ticket** and **Trip Tickets**.

The Work ticket contains all mileage logs and reports for the vehicle, while the Trip ticket contains mileage logs and reports of specific mechanical problems during the trip.

Mileage reports will be tied together with the fueling records so that information about vehicle fuel consumption etc. may be computed and referenced to guide in the vehicle state or detection of fueling fraud.

18.3 Motor Vehicle Historical Records

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

a. Inventory Control Data which include:

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

b. Utilization

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

c. Record of operating costs

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

d. Record of maintenance costs

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

e. Record of accidents and damages.

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

f. Disposal Data.

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

19. 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.

20. Implementation

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

21. Review

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

APPENDIX: Transport Forms

Fuel Request Form	-	MMU/TPT/F01
Transport Requisition Form	-	MMU/TPT/F02
Claim for Travelling Expenses Form	-	MMU/TPT/F03
Trip Ticket Form	-	MMU/TPT/F04
Work Order Form	-	MMU/TPT/F05
Academics Trips Evaluation Form	-	MMU/TPT/F06
Auto Accident Report Form	-	MMU/TPT/F07
Vehicle Inspection Form	-	MMU/TPT/F08
Transport Induction/Guidelines	-	MMU/TPT/F09



MAASAI MARA UNIVERSITY

FUEL REQUEST FORM

Drivers Name.....PF. No.....

Car No.....Date.....

Amount..... (in Words)

Reason for Fuel Request

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

Current Odometer Reading.....

Requested by:.....Designation.....

Request Forwarded byDesignation.....

Request Approved byDesignation.....



MAASAI MARA UNIVERSITY
TRANSPORT REQUISITION FORM

Date.....

Date of travel.....

School/Department.....

Vote No......

Name of Officer (s) Travelling: -

1.Designation.....
2.Designation.....
3.Designation.....
4.Designation.....

Signature.....**PF. No.**.....

Reason for Travel.....

.....

Duration.....

Approved By Dean/HOD.

Name.....**Sign**.....

VEHICLE Registration No.....

Authorizing officer.....Designation.....

Approved/ Not Approved.....

Comments.....

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



MMU/TPT/F03

MAASAI MARA UNIVERSITY
CLAIM FOR TRAVELLING EXPENSES

(Complete in Duplicate)

Name:.....PF.No.....

Department.....Car Reg. No.....H.P or CC.....

Total Mileage claim.....KmCost per Km.....

Total Claim in Ksh.....

Expenditure chargeable to account on.....Account No.....

Signature of claimant

.....Date.....

DATE	FROM – TO	PURPOSE	REMARKS
TOTAL			

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

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

Certified by Transport Officer

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

Approved for Payment by Head of Department



MAASAI MARA UNIVERSITY

TRIP TICKET

DATE: WORK TICKET NO.....

DRIVER'S NAME:..... PF.....

VEHICLE REG. NO.....

DESTINATION:.....

DEPARTMENT:.....

MILEAGE OUT:

MILEAGE IN:TOTAL KM COVERED:

EVENTS LOG

DATE	ODEOMETER	EVENT

DEFFECTS / DAMAGE REPORT OF VEHICLE

NOTES: 1. Record all events as they occur during the trip

2. At the end of the trip, lock all doors and roll up or slide all windows.

3. Vehicles must be parked with a minimum ½ tank of fuel



MAASAI MARA UNIVERSITY

WORK ORDER FORM

VEHICLE CATEGORY:WORK ORDER No.....

Vehicle Registration No..... ASSIGNED TO:

DATE ISSUED MILEAGE

DATE COMPLETED Mileage

Driver.....

Mechanics Notes:

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

Part Number	Name	Quantity used	Unit cost	Total cost
--------------------	-------------	----------------------	------------------	-------------------

1.

2

3

Labour	Description	Hours	Rate	Total cost
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TOTAL WORK ORDER AMOUNT.....

SIGNATURE OF TECHNICIAN

SIGNATURE OF GARAGE FOREMAN.....





MAASAI MARA UNIVERSITY
TRANSPORT DEPARTMENT
ACADEMIC TRIPS EVALUATION FORM

Date of trip.....

Places Visited.....

Department

Member of Staff in Charge

Planned Departure Time Actual Departure Time.....

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

.....
.....

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

If Yes, List all the issues

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

.....

Name of Trip In charge..... Signed.....

Date.....

NOTES

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





MAASAI MARA UNIVERSITY

Auto Accident Report Form

Date of Accident:.....Time of accident.....

Location:.....

Driver's Name:.....Signature.....

Purpose of trip.....

Vehicle Registration No.....No. of passengers:.....

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

Reg. No. of vehicle involved:.....Vehicle type:.....

Drivers Name.....Insurance Policy No.....

Insurers

.....
.....

List of Passengers in University vehicle

Name: Mobile No: P/F No.

.....
.....



Details Damages to the University vehicle

Auto Accident Report Form (Page 2)

List Injuries if any:

Name	Type of Injury	Treatment

Police Report Information

Accident/Incident Reported to Police? Yes No

Were there citations issued? Yes No

Officer's Name:.....Badge#:

Other Vehicle Info - Party #1

Other Vehicle Info – Party # 2.....



Driver's Name:.....Address.....

Contact Phone #:.....

Owner's Name:.....Address:.....

Contact Phone #:.....

Vehicle Make:.....

Vehicle Make:.....

Model:.....Year:.....

Model:.....Year:.....

License Plate #:.....

License Plate #:.....

Damage to Vehicle:.....Damage to

Vehicle:.....

.....

.....

.....

.....

Occupants Names, Addresses and Phone #'s Occupants Names, Addresses and Phone #'s

- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

Witness Information



Name:.....Name:.....
.....

Address:.....Address:.....
.....

Phone #:.....Phone #:.....
.....

Comments: Comments:
.....



MAASAI MARA UNIVERSITY

VEHICLE INSPECTION FORM

DATE: _____ **VEHICLE REG. No.** _____

ODEOMETER READING _____

DRIVERS NAME _____ **P/F** _____

Check the following items before driving or taking over any vehicle

	ITEM DESCRIPTION	Y	N	REMARKS/COMMENTS
1	Brake			
2	Engine Oil			
3	Water			
4	Light (Headlight)			
5	Engine Air Filter			
6	Engine Oil Filter			
7	Engine Oil			
8	Headlight			
9	Brake			
10	Engine Air Filter			
11	Engine Oil			

12.	Other Defects or Observation on the vehicle:
-----	--

Driver Taking over..... SignatureDate

Driver Handing over SignatureDate

Managers Signature and stampDate.....



MAASAI MARA UNIVERSITY

TRANSPORT INDUCTION/GUIDELINES

(To be completed in duplicate)

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

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

> Handle and Drive the vehicle with care.

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

Signed Date.....

Manager's signature and stamp