



Policies & Procedures Manual
Sir Syed University of Engineering & Technology

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Policy Statement
It is the policy of SSUET to establish a quality management system that meets the quality standards expected by its stakeholders. To achieve this, SSUET management is committed to continuous improvement in all areas of activities.

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TRANSPORT POLICY

1. Preamble

The University's transport policy shall ensure that each vehicle is operated, maintained and used in a safe and economical condition. It is designed to guide the operational decisions for the management of the University's fleet of vehicles and shall be complied with by all Transport Department staff of the University. Staff of the Transport Office responsible for the management of both the fleet and the personnel shall be headed by the Incharge Transport who reports to the Vice Chancellor and shall ensure that the responsibilities and regulations are adhered by all staff of the University.

2. Scope

This Policy applies to all motor vehicles owned, leased or operated by Sir Syed University of Engineering & Technology, Karachi.

3. Objectives

This policy seeks to;

- Provide guidelines that promote an effective, efficient, reliable and cost effective transport management system.
- Ensure operational cost effectiveness and proper usage of University motor vehicles
- Guarantee an extended lifespan of vehicles through the promotion of proper and responsible usage of University motor vehicles.
- Provide a standard procedure for the acquisition, enhancement, use, control, maintenance, repair and disposal of the University's motor vehicles and for the management of related forms of transport engaged for University business.
- Allocation of vehicles

4. Human Resources and Organizational Structure

4.1 Appointment of Management Staff

All appointments in the Transport Section shall be made according to SSUET Recruitment Policy.

4.2 The Organizational Structure of the Transport Section

An Authorized Officer (with approval of the Vice Chancellor) shall be the Incharge of Transport Section.

- i. The Transport Section shall be managed by the Incharge Transport in its day-to-day activities and shall report to the Additional Registrar. Periodical issues in

relation to key decisions of the Section shall be referred to the Transport Committee for consideration and recommendation.

- ii. Incharge Transport
- iii. Transport Supervisor
- iv. Transport Assistant
- v. Technicians

4.3 Responsibilities of the Staff of Transport Section

4.3.1 Incharge Transport

- i. Assigning the University drivers with day to day duties.
- ii. All University operational vehicles under direct custody of the Incharge Transport shall be released with a vehicle movement chit duly signed by the Incharge Transport or the Registrar to be presented to security to facilitate the release and movement of vehicle.
- iii. Taking custody of keys to University vehicles.
- iv. Performing any other duties that may be assigned by the Vice Chancellor and the Registrar from time to time.

4.3.2 Transport Supervisor/Senior Office Assistant

- i. Supervising duty performance of the drivers and other staff of the transport unit.
- ii. Coordinating the allocation of vehicles to Management/ Faculties and Units of the University.
- iii. Assisting in the purchase of spare parts for the University vehicles.
- iv. Coordinating regular preventive maintenance and service work on the University vehicles.
- v. Shall register all vehicles belonging to the University.
- vi. Ensuring that documents of University vehicles (road worthy certificates, insurance certificates) are regularly renewed.

4.3.3 Transport Assistant/Office Assistant

- i. Recording and monitoring the movement of University vehicles.
- ii. Processing fuel allocation to the University vehicles.
- iii. Handle fuel register.
- iv. Assisting in the processing of allowances of drivers.
- v. Taking care of office equipment, stationary and supplies at the Transport Office.

4.3.4 Technicians/Mechanics

- i. All maintenance /repair work.

5. Code for the Use of University Vehicles

- i. Vehicles requisition for officially approved visit / use shall be allowed only.
- ii. Officers who have been earmarked vehicles by designation or to their offices shall not be entitled to conveyance allowance.
- iii. The University shall maintain one or two emergency vehicles round the clock with the Authorized Officer, in the event of emergency the vehicles will be provided

free of charges to take a sick student or employee to the nearest relevant hospital and bring him back. The student will invariably be accompanied by a teacher if the emergency occurs during the working hours.

- iv. Use of University vehicles for private purpose either by the employee or the students of the University should not be allowed. However, under very specified recorded circumstances, vehicles for private purposes be allowed with the permission of the Vice Chancellor only, on payment at the prescribed rates.
- v. The University shall charge for private hiring of vehicles as per rates fixed by the Transport Committee, which will be subject to change from time to time.
- vi. The user of the vehicles shall ordinarily pay the vehicle charges in advance at the rate prescribed. The charges will be adjusted and accounted for on the basis of actual bill on return from the journey with proper receipt to be issued by the Incharge Transport's office, otherwise, a penalty shall be imposed commiserating to the distance beyond the distance requisitioned which will be charged at double the rates.
- vii. The Vehicles are not to be driven to a place other than the approved destination for which they have been requisitioned otherwise penalty will be imposed commensurate to the destination beyond the requisitioned destination and will be charged at double the rate.
- viii. During the conference/seminars and symposium University vehicles shall be allowed for pick and drop only after proper requisition duly approved by the Registrar.
- ix. Deans/ HODs (Teaching/Non-Teaching) shall not be allowed to drive the vehicle assigned to their Office/Faculty.
- x. A complaint against any driver shall be formally written to the Incharge Transport.

6. Special Arrangements of Vehicles

For events such as study tours, recreational trips, industrial visits and inter-university championships, etc., buses, coaches or vans can be arranged as per requirement.

7. Code for Drivers

- i. shall be responsible for proper up-keep and cleaning of the vehicle, actual consumption POL/GOL, careful driving and timely maintenance and repair.
- ii. shall get entries recorded in the log book accordingly.
- iii. shall be responsible for any damage caused to the vehicle due to his negligence.
- iv. shall observe the driving and traffic regulations including speed limits as laid down in different areas.
- v. shall not leave the vehicle unattended or in dangerous position, while on duty. If a driver is fined for negligent driving, he shall be made to bear the expenses.

- vi. shall not be allowed to carry prohibited items in the University vehicles, in case of any such incidence driver shall be responsible for all legal consequences including disciplinary action under SSUET Rules.

8. Safety and Security of the University Vehicles

- i. Seatbelts shall be used by all occupants of the University vehicles; this is to be ensured by all drivers.
- ii. The security of the University vehicle and their contents shall be the responsibility of the driver
- iii. Vehicles that become disabled on the road shall be secured with all possible precautions taken to prevent theft or vandalism.
- iv. In the event where a vehicle cannot be secured in its location, the driver shall have the vehicle towed to a facility where it can be secured until assistance arrives.
- v. Under NO circumstances shall a vehicle be left along a highway or in any area where vandalism can be easily accomplished.

9. Guidelines when University Vehicle is involved in an accident

- i. Stop as near to the scene as safely practical, avoid blocking traffic and otherwise minimize danger to others.
- ii. Request that a police officer responds to the scene and prepare a police report. If necessary, notify appropriate emergency medical/fire/rescue authorities. Cooperate fully with police and emergency authorities.
- iii. Report accidents and vehicle damage in accordance with accident policy and procedures.

10. Installation of GPRS on University Vehicles

The University shall arrange to install GPRS trackers on all University operational vehicles.

11. Identification of vehicle

University Logo, name or some color code will be used on every vehicle for proper identification and promotion of the University.

11.1. Reminder Stickers

Cars are to have reminder stickers in appropriate locations for such purposes as ensuring use of seat belts, use of appropriate oil and gasoline, non-smoking etc.

12. Maintenance

This will include:

- i. Preventive maintenance
- ii. Vehicle repairs and refurbishment
- iii. Replacement of tyres

iv. Exterior and interior Cleaning

13. Vehicle Replacement Policy Guidelines/New Purchase

It is the goal of the transport unit to ensure that all University vehicles are used to their maximum potential for the University business. In order to attain the objective of realizing the best return for the University funds invested in the fleet, every effort shall be made to keep for at least 125,000 km or a period of 5 years.

The Minimum Replacement Criteria (shown in Table 1 below) represents standard industry guidelines and Departmental recommended standards that shall be reviewed as the University deems fit.

Vehicle Type	Replacement Age or Mileage
Van	5 years or 125, 000 km
High Roof	5 years or 125, 000 km
Pick up	5 years or 125, 000 km
Saloon car	5 years or 125, 000 km
Motor Bike	5 years or 50,000 km

Table 1

It is the responsibility of the Incharge Transport to coordinate the purchase, inspection, accept the delivery, license, and tag all new vehicles and equipment. New vehicle acquisitions shall be authorized by the Competent Authority and upon recommendation by the Transport Committee based on an analysis of the overall fleet.

14. 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:

- i. Type of vehicle being requested
- ii. Reason and purpose of the request
- iii. Primary use of the vehicle
- iv. Replacement/trade in
- v. How frequently the vehicle will be utilized
- vi. 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.

15. Disposal of Motor Vehicles

- i. 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.
- ii. The following guidelines shall be used when considering disposal of vehicle:
 - a) Age
 - b) Mileage
 - c) Life cycle maintenance cost
 - d) Condition
 - e) Reliability rating
- iii. Where economically practical, all vehicles will be valued prior to disposal by a qualified assessor.
- iv. Vehicles will not be sold below an agreed reserve price.
- v. Any University owned vehicles no longer shall be sold via a vehicle auction.
- vi. University owned vehicles no longer required may not be sold on privately to members of staff, students or the public.
- vii. In no event shall a motor vehicle be boarded-off without express knowledge of the Registrar, Transport Committee, Director of Procurement and Head of Transport Section.
- viii. No motor vehicle of the University shall be disposed or boarded-off without express approval of the Vice Chancellor.

16. Fuel Allocation Procedure

- i. All University fuel shall be allocated through Fuel Cards or other system approved by University Authority from time to time.
- ii. University shall have an emergency Fuel Tank for critical services.
- iii. Other system of the procurement can be used only in areas where fuel cards are not used, which is the case for most of the pool vehicles – i.e., vehicles not attached to a particular University Officer.

17. Audit

- i. Audit of Accounts related to each vehicle will be carried out by the University's Internal Auditor at the time of passing fuel bills and will check and ensure that rules for detailment / use of vehicle / consumption of fuel/entries in logbook and petrol Account Register are correctly maintained.

- ii. The Transport Section shall from time-to-time furnish the Registrar with monthly operational report for evaluation of the performance of the Section. The report shall include monthly assessment of the University's fleet of vehicles.

18. Responsibility

The Registrar and Administration shall be responsible for overseeing the implementation of this policy while the Transport Incharge shall be responsible for the day to day operations within the policy guidelines.

19. 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.

20. Smoking in University vehicles

Smoking is prohibited in or on all University Vehicles, and within 10 meters of a University Vehicle. All University campuses are smoke free.

21. Mobile phone usage

No driver is to use any mobile phone while driving a University Vehicle. This includes calls, texting and using the internet.

22. Review of Policy

The Transport Committee will review this Policy every 2 years or earlier to evaluate its effectiveness for consideration of changes. Amendments to this Policy will have no effect unless it is approved by the Vice Chancellor.