

BOLGATANGA TECHNICAL UNIVERSITY



Transport and Vehicle Maintenance Policy

2022

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1.0 INTRODUCTION

This Transport Policy gives broad guidelines on acquisition, deployment, operation, insurance, maintenance, operational safety, replacement as well as scraping and disposal of the University motor vehicles. The policy seeks to regulate the use and movement of the University motor vehicles, and the use of non-University motor vehicles on the campuses.

This policy shall be implemented taking into account the functions of the transport office and the Transport Officer as required by the University Statutes.

2.0 VISION

To live up to its critical role of driving the University's business through the use of disciplined, professionally trained and well oriented human resource that ensures an efficient transportation system.

3.0 POLICY OBJECTIVES

This policy seeks to:

- i. provide guidelines that promote a safe, effective, efficient, and reliable transport management system.
- ii. ensure cost effective maintenance and usage of University motor vehicles.
- iii. guarantee that the University derives maximum benefit from acquired vehicles by ensuring extended lifespan of its fleet through the use of standard and best practices in managing and operating its motor vehicles.
- iv. 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 the University business.

4.0 OWNERSHIP OF FLEET

All motor vehicles belong to the University whether purchased with the University funds, project funds, donations, and transfers from other Departments or Organisations. All motor vehicles shall be under the supervision of the Transport Office of the University.

5.0 AUTHORITY

The authority over the University motor vehicle shall be vested in the University Council. The Vice-Chancellor however holds the delegated authority for the operation of the transport office and is responsible to the University Council for all aspects of this Policy.

6.0 CATEGORIES OF FLEET

The University shall maintain the following categories of fleet:

- i. Executive
- ii. Co-ownership
- iii. General/Pool
- iv. Rented or hired
- v. Others

i. Executive Fleet

These are official motor vehicles used by duty bearers of the University and they include the Vice-Chancellor, Pro-Vice Chancellor, Registrar, Director of Finance, Director of Internal Audit, Director of Works and Physical Development and the University Librarian. As a policy, no other officer shall use an official motor vehicle higher in capacity than those allocated to the Office of the Vice Chancellor.

ii. Co-ownership Fleet

A co-ownership fleet module shall be established for acquisition of motor vehicles for use by other management staff to include Deans and Directors. These categories of staff are entitled to

the use of official motor vehicles of the University for purposes of University business.

iii. General/Pool Fleet

There shall be motor vehicles classified as general/pool motor vehicles on all campuses with oversight responsibility on the Heads and under the direct management of the University Transport Officer for use for general University activities and programmes.

iv. Rented/Hired Fleet

The University may rent/hire motor vehicles for its academic activities and these motor vehicles shall be subject to use by the guiding principles of this policy, the transport office operation guidelines and general University regulations.

v. Other Fleet

This includes private and commercial motor vehicles belonging to Individuals, Associations, Companies, Organizations, etc. other than the University plying in and around the University campuses. This category is expected to meet national transport and traffic requirements for use on the roads within the University campuses and they will be expected to obey all road traffic rules operating within the various campuses when being used.

7.0 STUDENTS REPRESENTATIVE COUNCIL (SRC) VEHICLES

Recognising the fact that the Students Representative Council (SRC) is an integral part of the University and the need for and right of the institution to regulate the use of all facilities acquired with students' financial contribution, SRC vehicles shall come under the transport unit to be supervised in line with this policy to ensure their safety, longevity and optimal benefit to the students body.

8.0 PLANNING AND ACQUISITION OF MOTOR VEHICLES

In the acquisition of motor vehicles for use by the University, the following are required;

- i. Planning and budgeting,
- ii. The Transport Unit shall develop a database for planning and procurement purposes, except for motor vehicles acquired through donations.
- iii. In the implementation of this Policy, the Transport Committee shall explore new avenues of procuring motor vehicles under a co-ownership agreement for use by entitled staff for the University's business. It is important to note that no University motor vehicle shall be procured without express approval of the University Council.

9.0 MOTOR VEHICLE REPLACEMENT AND PROCUREMENT STRATEGY

A Minimum Replacement Criteria (MRC) for replacement of the University motor Vehicles shall be considered at 10 years or a mileage of 250,000 km for Station Wagons, Pick-ups and Buses whilst saloon cars will be considered at age 10 years or 200,000 km but with motor cycles attaining age 6 or 150,000km mileage.

The University shall procure only durable motor vehicles that have readily available spare parts on the Ghanaian market, to ease the maintenance of its fleet.

To achieve this, the University shall:

- i. limit (where possible) the number of models of motor vehicles purchased.
- ii. ensure all motor vehicles procured conform with and are adaptable to tropical weather conditions.
- iii. ensure that the procurement procedure for the University motor vehicles are consistent with the provisions of the

Procurement Act 663 (as amended Act 914), and the Public Financial Management Act 921 (2016).

10.0 OPERATIONAL MANUAL OF THE TRANSPORT UNIT

The Transport Unit of the University shall develop an Operational Manual for the daily administration of the section to promote efficiency and longevity of motor vehicle lifespan.

11.0 MAINTENANCE OF MOTOR VEHICLES

All University motor vehicles shall receive the best maintenance practices as recommended by the manufacturers. To this effect:

- i. only recognised automobile workshops shall be contracted to service and repair University motor vehicles.
- ii. the University may operate Maintenance Workshops for the purpose of motor vehicle servicing, repairs, and maintenance of its fleet as and when it expands enough to make the establishment of the facility economically justifiable.

12.0 MOTOR VEHICLE INSURANCE

As part of the national regulations for use of motor vehicles within the country, the University shall conform to these regulations by ensuring that:

- i. all new motor vehicles of the University are comprehensively insured.
- ii. Motor vehicles older than three (3) years have a Third-Party Policy Insurance cover to reduce cost, and free some money for maintenance.
- iii. Comprehensive Insurance Policy on motor vehicles is extended beyond three (3) years only upon express recommendation from the Head of the Transport office.

- iv. The Director of Audit on annual basis, shall furnish the Vice-Chancellor with an audit report of the Transport office on motor vehicle insurance.
- v. Insurance of motor vehicles shall be charged to the budget holder or a user department(s) especially for designated motor vehicles.
- vi. In the case of campus general/pool motor vehicle, insurance will be charged equally to all Faculties/Schools/ Directorates and Offices of the various heads.

13.0 MOTOR VEHICLE ALLOCATION AND USE

Motor vehicles of the University shall be allocated and used based on this policy only for academic purposes. The allocation and use of motor vehicles shall take into consideration the following:

- i. Management staff using Executive fleet will be assigned professional drivers.
- ii. the users of Executive fleet shall not be entitled to Vehicle Maintenance Allowance (VMA) as well as Fuel Allowance from the University.
- iii. Users of Co-owned motor vehicles shall not be assigned drivers but shall be entitled to monthly Vehicle Maintenance Allowance and Fuel Allowance from the University.
- iv. General/Pool motor vehicles shall only be driven by assigned professional drivers of the University.
- v. Except Executive Fleet of the University, all general/pool fleet shall be parked at designated places of the University or the University Central Administration by 6:00 pm.
- vi. commercial and private motor vehicle drivers/users shall obey traffic regulations on the University campuses.
- vii. private/commercial motor vehicles shall meet the national requirements to permit their usage on campus and such motor vehicles must necessarily be registered with the security section of the University for the purposes of obtaining a campus use permit.
- viii. the University shall adopt appropriate payment system

for fuelling its motor vehicles and review same from time to time as technology and other conditions may permit or necessitate to ensure effective financial control and convenience.

14.0 DRIVERS OF UNIVERSITY MOTOR VEHICLES

- i. It is a policy of the University to recruit competent, professional and skilled drivers to promote safety, efficiency so as to prolong the lifespan of the University Fleet.
- ii. A minimum qualification from Technical and Vocational Training Institutes or WASSCE shall be considered for recruitment in addition to a valid driver's license.
- iii. It shall be a policy of the University that every driver except those assigned to Principal Officers or driving Executive Fleet shall be transferred or reassigned after every four (4) years to improve general efficiency.

15.0 USE OF PRIVATE MOTOR VEHICLES FOR UNIVERSITY BUSINESS

- i. The University discourages the use of private or personal motor vehicles for its business.
- ii. Where it is necessary to use a private motor vehicle(s) for the University business, express approval is required from the Vice Chancellor or his/her designate.
- iii. Where approval is not granted for the use of personal motor vehicles, the University shall not accept any liability.

16.0 DEPRECIATION AND DISPOSAL OF MOTOR VEHICLES

- i. The University's motor vehicles shall be depreciated using a straight-line method and disposed off in accordance with the National Laws of motor vehicle disposal.
- ii. Under no circumstance should a motor vehicle be boarded-off

- without express knowledge of the Vice chancellor, Registrar, Director of Procurement and the Head of the Transport Office.
- iii. No motor vehicle of the University shall be disposed or boarded-off without express approval of the University Council.

17.0 POLICY IMPLEMENTATION AND RESPONSIBLE AUTHORITIES

Following the approval of this Policy it shall be implemented by the Transport office in consultation with the Transport Committee and directly supervised by the Vice-Chancellor.

18.0 FUNCTIONS OF THE TRANSPORT OFFICE

The office shall:

- i. follow standard procedures of inspection and giving professional advice when new vehicles are being acquired.
- ii. help in the acquisition, orientation and training of personnel of the transport department and the maintenance of discipline, professionalism and good work ethics among its drivers.
- iii. ensure that authorised persons use the University vehicles.
- iv. ensure that all drivers have valid and appropriate license.
- v. ensure that all the vehicles always have valid statutory documents (roadworthy certificate and insurance) before plying the road.
- vi. ensure appropriate deployment, scheduling, and monitoring of duty vehicles to render efficient and effective services to the University. To this end, the department has to see to it that all vehicles have logbooks where all movements as well as fuel and lubricants supplied are meticulously recorded.
- vii. take appropriate steps to manage operational cost of the office.
- viii. ensure that the vehicles are secured wherever they are parked.
- ix. develop a high-level culture of vehicle care by:
 - a) conducting relevant routine checks as prescribed in the various manufactures' operational manuals.
 - b) ensuring that all observed anomalies are promptly and

comprehensively dealt with- avoiding alterations and improvisations that are likely to endanger the machines and users.

- c) carrying out routine maintenance services promptly when they fall due as required in their operational manuals.
- d) making sure high-quality fuel and lubricants are used to ensure high standard performance and longevity of vehicles.
- e) ensuring that worn out or expired tyres are promptly changed to ensure safety on the road.
- f) seeing to it that all vehicles have the appropriate tools in good working conditions for use in case of emergency.
- g) handling any other matters relating to transport that may come to the fore from time to time.

19.0 POLICY ADHERENCE

It is the expectation that all shall conform to the policy guidelines herein stated so that the management, operation and maintenance of the University Fleet will be enhanced to obtain the highest benefit in promoting general University business.

20.0 POLICY REVIEW AND AMENDMENT

- i. A review period of five (5) years following from the date of passage of this policy and the consideration and incorporation of the needed amendments thereof.
- ii. This policy may be amended on the recommendation of the Academic Board.

21.0 CONCLUSION

The Transport office and its Head shall regularly (on annual basis) provide reports on the transportation situation of the University. This report shall include fleet condition, insurance, maintenance, replacements, disposals, etc. and submitted to the Vice Chancellor for action.