

UNIVERSITY FOR DEVELOPMENT STUDIES

REVISED TRANSPORT POLICY

July, 2018

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Definition of Terms

“University Business” means teaching, research and extension, professional, administrative, municipal services provided for and on behalf of the University.

“University” means University for Development Studies.

“University Fleet” includes all motor vehicles solely owned or co-owned by the University

“Transport Policy” or ***“Policy”*** refers to the transport policy of the University for Development Studies

“Motor Vehicle” includes motor cycles, tricycles, saloon cars, pick-ups, station wagons, cross-country vehicles, buses, cesspit emptiers, water tankers and other vehicles.

UDS
DVLA

List of Abbreviations

1.0 Introduction

This Transport Policy gives broad guidelines on purchase, allocation, use, insurance, maintenance, safety, replacement as well as disposal of University motor vehicles. The policy seeks to regulate use and movement of 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 Committee of the University and the Transport Officer as spelt out in *Statute 21* and *Schedule B2:16* of the University Statutes.

2.0 Authority

The Vice-Chancellor holds the delegated authority from, and is responsible to the University Council for all aspects of the University's Transport Policy.

The authority of University motor vehicle ownership is vested in the University Council.

3.0 Vision of the Transport Section

In line with the vision and mission of the University, this policy seeks *to lead in the provision of a standard procedure for an efficient and eco-friendly transport management system driving University business*. This will be achieved through the use of a motivated up-to-date human resource and technology-based system that provides value to the University community and its stakeholders.

4.0 Policy 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.

5.0 Ownership of Fleet

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

6.0 Categories of Fleet

The University shall maintain the following categories of fleet:

- a. Executive Fleet
- b. Co-ownership Fleet
- c. General/Pool Fleet
- d. Rented or hired Fleet

e. Other Fleet

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 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 Office of the Vice Chancellor.

Co-ownership Fleet: A co-ownership fleet module shall be established for acquisition of motor vehicles for use by other management staff to include Principals, Pro-Vost, Deans and Directors. These categories of staff are entitled to the use of official motor vehicles of the University for purposes of University business. Co-owned fleet users shall only use motor vehicles of the University for distances **exceeding 350 km.**

General/Pool Fleet: There shall be motor vehicles classified as general/pool motor vehicles on all campuses with oversight responsibility on the Principal and under the direct management of the Campus Transport Officer for use for general academic activities.

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 section operation guidelines and general University regulations.

Other Fleet: This includes private and commercial motor vehicles belonging to Individuals, Associations, Companies, Organisations, etc other than the University plying in and around 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 Planning and Acquisition of Motor Vehicles

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

- a. Planning and budgeting,
- b. The Transport Section shall develop a database for planning of procurement and purchases, except for motor vehicles acquired through donations.
- c. In motor vehicle procurement the Transport Committee shall first undertake a cost-benefit-analysis to assess the real need vis-à-vis motor vehicle rentals for cost effectiveness.
- d. In the implementation of this Transport Policy, the Transport Committee shall explore new avenues of procuring motor vehicles under a co-ownership agreement for use by entitled staff for University business.

It is important to note that no University motor vehicle shall be procured without express approval of the University Council.

8.0 Motor Vehicle Replacement and Procurement Strategy

A Minimum Replacement Criteria (MRC) for replacement of University motor Vehicles shall be considered as 10 years or a mileage of 250,000 km for Station Wagons, Pick-ups, Buses whilst

saloon cars will be considered at age 10 years or 200,000 km but with motor cycles attaining age 6 or 150,000 km 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 University motor vehicles are consistent with the provisions of the Procurement Act 663 (as amended), and the Public Financial Management Act 921 (2016).

9.0 Operational Manual of the Transport Section

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

10.0 Maintenance of Motor Vehicles

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

- i. Only recognized automobile workshops shall be contracted to service and repair University motor vehicles.
- ii. The University shall operate Maintenance Workshops for the purpose of motor vehicle servicing, repairs, and maintenance of its fleet.

11.0 Motor Vehicle Insurance

As part of the national regulations for use of motor vehicles within the country, the University shall insure its fleet in conformity to these regulations by considering;

- a. All new motor vehicles of the University shall be comprehensively insured.
- b. Motor vehicles older than three (3) years should have a Third Party Policy Insurance cover to reduce cost, and free some money for maintenance.
- c. Comprehensive Insurance Policy on motor vehicles may be extended beyond three (3) years upon express recommendation from Head of the Transport Section.
- d. The Director of Audit shall on annual basis furnish the Vice-Chancellor an audit report of the Transport Section of the University especially the on motor vehicle insurance to inform policy of the section.
- e. Insurance of motor vehicles shall be charged to the budget holder of a user department(s) especially for designated motor vehicles.
- f. In the case of campus general/pool motor vehicle, insurance will be charged equally to all Faculties/Schools/Directorates and Offices of the Principal and Provost.

12.0 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;

- a. Management staff using Executive fleet will be assigned professional drivers.
- b. The users of Executive fleet shall not be entitled to Vehicle Maintenance Allowance (VMA) as well as Fuel Allowance from the University.
- c. 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.
- d. General/Pool motor vehicles shall only be driven by assigned professional drivers of the University.
- e. 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.
- f. Commercial and private motor vehicle drivers/users shall obey traffic regulations on University campuses.
- g. 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

The University shall promote the use of an electronic payment system for fueling its motor vehicles.

13.0 Drivers of University Motor Vehicles

- a. It is a policy of the University to recruit competent, professional and skilled drivers to promote efficiency and lifespan of University Fleet.
- b. A minimum qualification from technical and vocational training institutes and WASSE shall be considered for recruitment including a valid driver's license obtained from the DVLA.
- c. It shall be a policy of that every driver except those assigned to Principal Officers or driving Executive Fleet shall be transferred after every four (4) years to improve general efficiency.

14.0 Use of Private Motor Vehicles for University Business

- a. The University discourages the use of private or personal motor vehicles for University business.
- b. When private motor vehicles are used for University business express approval is required from the Registrar.
- c. Where approval is not granted for the use of personal motor vehicles, the University shall not accept any liability of whatsoever emanating from the use of such private motor vehicles.

15.0 Depreciation and Disposal of Motor Vehicles

- a. The University motor vehicles shall be depreciated using a straight line method and disposed in accordance with the National Laws of motor vehicle disposal.
- b. 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.
- c. No motor vehicle of the University shall be disposed or boarded-off without express approval of the University Council.

16.0 Policy Implementation and Responsible Authorities

Following the approval of this Policy it shall be implemented by the Transport Committee of the Academic Board of the University Chaired by the Pro-Vice-Chancellor with functions therein stated in the University Statutes and powers of the University Council taking cognizance of the roles of the Registrar and the Head of the Transport Section as stipulated in the University Statutes.

17.0 Policy Adherence

With the policy guidelines herein stated, it is the expectation that the management, operation and maintenance of the University Fleet shall be enhance to obtain the highest benefit of the section in promoting general University business.

18.0 Policy Review and Amendment

- a. A review period of five (5) years following from the date of passage of this revised policy and the consideration and incorporation of the needed amendments thereof.
- b. The amendment of this policy as necessitated by general in-country policy changes as well as general University prevailing conditions may be done through general University administrative procedure with express approval of the University Council and reviews incorporated during the mandated review periods.

19.0 Conclusions

The Transport Committee and the Head of Transport 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 Registrar for action.

This policy shall when implemented yield very good results in the area of University business promotion. It will also promote discipline relating to the use of University motor vehicles, usage of campus roads, reduction in management costs of operations whilst promoting long lifespan of motor vehicles as well as increased security and safety of use.