



QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015

TRANSPORT PROCEDURE MANUAL

RU/ADM/TS/018

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PROCEDURE NUMBER 1: TRANSPORT SERVICES

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure efficiency and effectiveness in provision of transport services.

1.2 SCOPE

This procedure applies to management of the University transport system.

1.3 REFERENCES

- a) Quality Manual – RU/QMR/QM/002.
- b) Guidelines on use of government vehicles.
- c) Transport Policy
- d) Vehicle's Operation Manual.

1.4 TERMS AND DEFINITIONS

- a) DVC(AFP) – Deputy Vice Chancellor (Administration, Finance and Planning)
- b) FO – Finance Officer.
- c) TO – Transport Officer.
- d) DVCs – Deputy Vice Chancellors
- e) CSO – Chief Security Officer.
- f) PO – Procurement Officer
- g) TLB – Transport Licensing Board
- h) PSV – Public Service Vehicle

1.5 RESPONSIBILITY

- a) The DVC(AFP) is responsible for the supervision of this procedure
- b) The officer in charge of Transport Services is responsible for implantation and adherence to this procedure.

2.0 PROCESS INPUT

- a) Vehicle operation manual
- b) Transport requisition form
- c) Vehicle work ticket
- d) Fuel card
- e) Vehicle repair and maintenance schedule
- f) Insurance policy
- g) Vehicle service order

- h) Use of personal vehicle form

3.0 METHOD

3.1 Transport Booking and Scheduling

- 3.1.1 This procedure shall start with the TO receiving a duly processed and approved transport requisition form from a prospective user.
- 3.1.2 The TO shall update the Daily Requisition Summary for further action.
- 3.1.3 The TO shall consider and schedule the trip appropriately subject to availability of means of transport.
- 3.1.4 In the event that there is no suitable means of transport, the TO shall advise the prospective user accordingly.
- 3.1.5 Once the trip is scheduled, the TO shall allocate and communicate to the assigned driver.
- 3.1.6 The driver shall submit the work ticket to the appropriate signatories for authorization before commencement of the trip.

3.2 Fuel and Work Ticket Management

- 3.2.1 The University vehicles shall be fueled using their respective fuel cards.
- 3.2.2 In the event that the fuel card credit is depleted, the PO shall advise the TO accordingly.
- 3.2.3 The driver(s) shall surrender the fuel card/cash sale receipts to the TO for verification upon return.
- 3.2.4 The TO shall within one (1) week forward the verified fuel card/cash sale receipts to the PO.
- 3.2.5 At the end of every month, the TO shall collect all work tickets for cost analysis and issue new ones.
- 3.2.6 The TO shall ascertain all fuel, oil and lubricant entries in the work ticket and generate a consolidated data report and their average cost for each vehicle.
- 3.2.7 The TO shall within one (1) month after the close of every quarter submit the analysis of fuel, oil and lubricant consumption to the DVC (AFP) for information and action

3.3 Vehicle Breakdown Reporting.

- 3.3.1 In the event of a vehicle breakdown in the course of a journey, the driver shall immediately notify the TO of the location and general description of the faults and fill the transport incidence form.
- 3.3.2 The TO shall notify the DVC (AFP) of the vehicle breakdown including proposals for rescue and repair.

3.4 Handling Insurance Claims

3.4.1 The TO shall ensure that all University vehicles are insured at all times.

3.4.2 In the event of an incident, the TO shall notify the DVC (AFP) in writing for appropriate action within 24 hours.

4.0 PROCESS OUTPUT

- a) Work tickets summary.
- b) Transport requisition record.
- c) Vehicle insurance cover
- d) Insurance claim record.
- e) Fuel and lubricants receipts.
- f) Transport incidence report.
- g) Monthly average maintenance cost reports.

5.0 DOCUMENT CHANGE HISTORY

Supersedes Revision	Revision – (Clause & Details)	Current Rev.	Reviewer's name	Date

RONGO UNIVERSITY - ISO 9001:2015 BASED QUALITY MANAGEMENT SYSTEM

ISSUED FOR USE ON:

TRANSPORT PROCEDURE MANUAL

REF: RU/ADM/TS/018(1)

OBJECTIVES REGISTER FOR TRANSPORT SERVICES

OBJECTIVES REGISTER FOR TRANSPORT SERVICES											
Department:	Transport										
Rev. Status											
Issue Date:											
Created By:					Reviewed By:				Approved By:		
S.No	Key Result Area	Strategic Objective	Objective	Strategies	Key Performance Indicator	Resources Required	Timeline	Deliverable	Frequency of M & E	Responsibility	
	Institutional capacity	To develop and maintain infrastructure and acquire equipment	To increase the fleet size by purchasing a double cab by the end of June 2020	Seek approval, identify supplier; evaluate suppliers; procure	Double cab purchased	Budget; government approved suppliers	Jun-20	Inspection report; purchase documents; double cab;	Quarterly	Transport Officer	

RONGO UNIVERSITY - ISO 9001:2015 BASED QUALITY MANAGEMENT SYSTEM

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RISK REGISTER FOR TRANSPORT SERVICES

RISK REGISTER FOR TRANSPORT SERVICES												
Department:	Transport											
Rev. Status												
Issue Date:												
Created By:		Reviewed By:				Approved By:						
S.No	Process	Risk	Causes	Existing Controls	Probability	Impact	Risk Rate	Risk Level	Additional Controls	Frequency of M & E	Opportunities	Responsibility
1	Transport booking & Scheduling	unavailability of means	delays in submitting request, vehicle breakdown, unavailability of insurance	Booking ten days prior to the journey, maintenance schedule	2	2	4		provision of alternative means of transport, collaboration with other institutions	Continuous	Increase the fleet	TO
2	Vehicle Fueling	Fraud	fuel syphoning,	Use of fuel cards, use of work tickets, fueling analysis, involvement of audit, stores and transport	1	2	2		proper inspection, tracking of fuel levels	Daily	improved accountability	TO
		wrong fuel	lack of labels	Create awareness to the vehicle users	1	3	3		labeling the fuel type	Continuous		
		Adulterated fuel	Unscrupulous suppliers	Fuel only at reputable fuel station	2	3	6			Continuous		
3	Maintenance & Repairs	use of wrong or substandard spare parts	Use of unaccredited spare part dealers or repair shops	use of pre-qualified service providers	1	3	3		Regular inspections	Continuous	Branding	TO
4	Operation cost analysis	failure to keep records	Incompetence, negligence, lack of guidelines on records management	data recording and analysis	1	2	2		develop and implement guidelines on records management	Continuous	Fleet management automation	TO

APPLICABLE FORMS



TRANSPORT REQUISITION FORM

(Fill in triplicate and return to Transport Office TEN days before the date of travel)

PART I: (DEPARTMENT/SCHOOL/DIRECTORATE)

Name of Requisition Officer..... Designation.....

Purpose of trip.....

Duration of Journey.....Number of passengers.....(Attach a list/approval letter)

Destination.....Date of Travel.....

Estimated return trip distance (KM).....Time out..... Time in.....

Type of vehicle/capacity..... Signature..... Date.....

PART II: (HEAD OF SCHOOL/DIRECTORATE/DEPARTMENT/SECTION)

(I recommend/do not recommend this request)

Reason (s).....

Vote to be charged.....

Signature: Date.....

PART III: (IN-CHARGE TRANSPORT/TRANSPORT OFFICER)

RATES: (Buses @ Ksh. 50 per kilometer & Small vehicles @ Ksh. 20 per kilometer)

Transport available/Not available.....Driver (s).....

Vehicle Registration No.....Estimated Cost.....

Signature:Date.....

PART IV: (FINANCE DEPARTMENT)

Funds available/Not available.....Vote to be charged.....

Amount Charged (Ksh.).....Balance (Ksh.).....

Approve Signature: Date.....

PART V: DVC [AFP]

Transport Approved/Not approved.....

Signature: Date.....

(Authorized Officer)

PART VI: (TRANSPORT OFFICER)

Mileage before trip:Actual distance covered.....

Time out.....Time in.....

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



VEHICLE HANDING/TAKING OVER FORM

VEHICLE REG NO: _____ MAKE: _____

MILEAGE: _____ FUEL LEVEL: (1/4, 1/2, 3/4, Full): _____

NO	DESCRIPTION	CONDITION/REMARKS
1	Spare wheel	
2	Body condition	
3	Battery	
4	Suspension	
5	Windows/Windscreen	
6	Mirrors	
7	Seat Belts	
8	Fuel tank cap	
9	Radiator cap	
10	Door locks	
11	Clock/ Radio	
12	Tool Kit	
13	Lamps	
14	First Aid Kit	
15	Insurance sticker	
16	Inspection sticker	
17	Service sticker/Card	
18	Jack/ Wheel spanner	
19	Life saver	
20	Brakes	
	Others	

General Remarks _____

Driver Handing Over: _____ Date: _____ Sign: _____

Driver Taking Over: _____ Date: _____ Sign: _____

Transport Officer : _____ Date: _____ Sign: _____



GATE PASS FORM

FROM: TRANSPORT DEPARTMENT

TO: HEAD OF SECURITY

Date.....

SUBJECT: MOVEMENT OF UNIVERSITY VEHICLE (S)

Vehicle Registration

No.....Type/Capacity.....

Driver's Name..... Time out..... Time in.....

Estimated mileage (km)..... Destination.....

Person(s) travelling.....

Department to be transported.....

Purpose of the Journey.....

.....

Name..... date..... Signature.....

(Transport officer/stamp)



REFUELLING FORM

DATE.....

S/N	Reg. No	To Be Fueled (Tick)	Mileage Hours	Litres Consumed	Cost	Card No.	Balance In Card	Driver's Name	Sign	Receipt No.
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										

FOR OFFICIAL USE ONLY

TRANSPORT OFFICER'S STAMP

AUDIT OFFICER'S STAMP

SIGN.....

SIGN

DATE.....

DATE.....

FUELLING OFFICERS:

PROCUREMENT OFFICE..... AUDIT OFFICE.....



SERVICE RECORD FORM

S/N	Vehicle Make	Service Date & Mileage	Next Service Mileage	Date Mileage	Balance Due	Date Mileage	Balance Due	Date Mileage	Balance Due
1.		Date							
		Mileage							
2.		Date							
		Mileage							
3.		Date							
		Mileage							
4.		Date							
		Mileage							

FOR OFFICIAL USE ONLY

TRANSPORT OFFICER'S STAMP

SIGN.....

DATE.....



VEHICLES DATA

Reg. No	Make	Model	Type	Body	Fuel	Man Yr	Rating	Colour	Reg /Date	Pas No	Tax Class

TRANSPORT OFFICER.....



VEHICLE HANDING/TAKING OVER FORM

VEHICLE REG NO: _____ MAKE: _____

MILEAGE: _____ FUEL LEVEL: (1/4, 1/2, 3/4, Full): _____

NO	DESCRIPTION	CONDITION/REMARKS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

General Remarks _____

Driver Handing Over: _____ Date: _____ Sign: _____

Driver Taking Over: _____ Date: _____ Sign: _____

Transport Officer : _____ Date: _____ Sign: _____