



MUA

MARONDERA UNIVERSITY
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

Title	TRANSPORT MANAGEMENT POLICY
Management Policy Number	DOPT01/2022/MUA
Reviewed	JULY 2023
Developed by	TRANSPORT AND LOGISTIC DEPARTMENT
Recommended by	SENATE (to be recommended)
Approved by	COUNCIL (to be approved)

TRANSPORT MANAGEMENT POLICY

1. PREAMBLE AND POLICY STATEMENT

Marondera University of Agricultural Sciences and Technology is a State University (MUASt) established by an Act of Parliament (Chapter 25:29). As an institution of higher learning, a university Transport Management policy is of paramount importance in the day-to-day running of the University.

MUASt is committed to the delivery of its obligations under Health and Safety legislation with regard to driving at work and recognizes that there are specific risks to employees who are driving on behalf of the University. The Transport Management policy seeks to identify and minimise those risks and encourage safe driving in order to reduce the number of accidents and comply with our national legal obligations. MUASt vehicles are expensive items of business equipment that must be maintained and operated in a legal, road worthy condition at all times. Every employee who drives a MUASt vehicle is required to read this document and become familiar with the various sections. It is the responsibility of employees and management alike to be aware of the health and safety implications of using a MUASt vehicle or for using any vehicle on University business.

2. SCOPE OF COVER

The policy covers all employees who drive MUASt vehicles even for short distances. The policy also seeks to highlight conditions for usage of University vehicles, driver license authorization and motor vehicle accident/incident handling. For the avoidance of doubt, conditions of service vehicles are also covered by this policy.

3. LEGAL FRAMEWORK

3.1 MUASt Act (Chapter 25:29) 2015

3.2 Corporate Governance Units guidelines/Circulars

3.3 Treasury Circulars

3.4 Public Procurement and Disposal of Public Assets Act (PPDA).

4. DEFINITIONS OF TERMS

4.1 **University**- Marondera University of Agricultural Sciences and Technology or MUASt.

4.2 **University Vehicle** - vehicle registered under the name MUASt.

4.3 **Pool vehicles** - vehicles including buses which are centrally kept at the Transport and Logistics Department for the purposes of coordinating work for other Departments that may not have vehicles.

4.4 **Member** - any person employed by MUASt working on a permanent full-time, part-time or temporary basis.

4.5 **Student** - any person registered with Marondera University of Agricultural Sciences and Technology and is bound by the rules and ordinances of the University.

4.6 **Drivers' license** - the Zimbabwe Drivers' license for classes 1,2,3 or 4 in accordance with the Road Motor Act or any International driver's license approved by the Traffic Unit of the Zimbabwe Republic Police.

4.7 **Designated posts** - these are posts whose appointment is approved by the Chancellor and whose terms and conditions of service are determined by Cabinet.

4.8 **Spouse** - The legally married partner of an employee specified under the Marriage laws of Zimbabwe.

5. PROCUREMENT OF VEHICLES

5.1 Procurement of vehicles and equipment shall follow laid down procurement procedures and regulations that are in line with the PPDA.

5.2 In the event that the University decides to purchase a second-hand vehicle, such purchase shall only be made subject to a satisfactory condition report from the Automobile Association of Zimbabwe or the Central Mechanical and Equipment Department.

6. AUTHORISATION AND VEHICLE ALLOCATION

6.1 A member authorized to drive a University vehicle shall have a valid driver's license which has not been endorsed.

6.2 Each member intending to drive a university pool vehicle on business must obtain authority to drive after applying to the Vice Chancellor through the Head of Transport and Logistics Department using the prescribed form.

6.3 The University shall have the discretion to withdraw or suspend any granted authority to drive a University vehicle upon noting negligent driving or any offence that contravenes the Road Motor Act.

6.4 A Member wishing to use their own vehicle on University business are requested to obtain authority first from the Head of Transport and Logistics Department, the vehicle must be insured and the driver must have a valid license.

6.5 Each member intending to use a University vehicle shall make a request to the Head of Transport and Logistics Department at least 72 hours before the date of the trip.

6.6 A Student shall request use of University vehicle through their Chairperson or Heads of Department subject to approval by the Vice Chancellor.

6.7 Transport requests shall be considered only if the trip has been authorized by the Chairperson or Head of Department.

6.8 All pool passenger vehicles shall be driven by designated drivers employed by the University.

6.9 The Head of Transport and Logistics Department shall have the discretion to allocate the most suitable vehicle for the trip.

7. DESIGNATED POSTS

This category includes the Vice Chancellor, Pro Vice Chancellor, Registrar, Bursar and Librarian or any other posts defined as designated posts in Universities by Cabinet. For the avoidance of doubt, designated posts are those posts whose appointment is approved by the Chancellor and whose terms and conditions of service are determined by Cabinet.

8. VEHICLES FOR DESIGNATED POSTS

8.1 Upon signing a new contract a member of staff shall be entitled to receive a new Conditions of Service Vehicle within a period of twelve months (12) commensurate with their grade and in line with the relevant circulars.

8.2 Vehicles for designated posts are allocated to specific persons and as such they are for both business and private use. The make and engine capacity of such vehicles shall be determined by the respective Cabinet/Treasury Circulars. Such persons are allowed unlimited but reasonable mileage. Members in this category do not receive a transport allowance.

8.3 In order to reduce wear and tear and to reduce costs of repairs to the University of personally allocated vehicles for designated posts, there shall be a Vice Chancellor's vehicle which shall be used for such purposes as touring or

supervising the University farm, outreach programmes and for other such uses where personally allocated vehicle models may not be best suited.

8.4 Spouses of members of designated posts shall be entitled to use the vehicle on the same conditions as those applicable to the designated employee, provided they are registered with the University Insurance firm and that they have a clean driver's license. Adult children of members in designated posts may also be allowed to drive personally allocated vehicles of their parent under the same conditions as the spouses, provided such adult children are 21 years old and above.

8.5 The vehicles allocated to the University designated posts shall be sold to them upon the completion of their contract of employment.

8.6 Where the vehicle of a member holding a designated post is undergoing service or repair, a member shall be allocated another vehicle of any make during the time or may use the University's pool vehicle(s) if it is available.

8.7 In the case of a delay in the allocation of a vehicle to a designated member awarded a new contract, then the university shall compensate on mileage, service and insurance using university approved rates.

9. CONTRACTUAL POSTS

9.1 Contractual posts are those temporary full-time senior managerial positions in the University other than designated posts which are held for a specific period ranging from three to five years. These include Deans of Faculties, Heads of Institutes, Dean of Students, Director of Innovation and industrialization, Director of Post Graduate Studies, Director of ICT, Director of Works and Estates or any other posts described as contractual posts by the Vice Chancellor.

9.2 Contractual post holders are issued with University vehicles as part of their terms and conditions of service. The vehicles are for both business and private use. Vehicles for contractual posts will not be sold to the member at the end of the contract except if

the individual is in a post prescribed by the Vice Chancellor as 'Person-to-holder'. This benefit is taxable. Members in this category who have been allocated University vehicles do not receive a transport allowance.

9.3 The types of vehicles for contractual post holders are determined by the Vice Chancellor and may vary from post to post and from individual to individual.

9.4 Where necessary, contractual vehicles may be needed to serve as pool vehicles to perform specific tasks before being returned to the individual.

9.5 When the vehicle of a member holding a contractual post is undergoing service or repair, the University may or may not allocate the concerned member with a vehicle to use during such time.

9.6 Depending on availability, the Vice Chancellor may from time to time allocate a pool vehicle to any permanent senior member of staff as and when he sees it fit. Similarly, the Vice Chancellor will have the discretion to withdraw such vehicle and privilege with or without notice.

9.7 When a member wishes to fit optional extras to the vehicle, a written permission to the Vice Chancellor should be obtained. The fitting of such extras will be done at the member's expense.

9.8 All University vehicles other than vehicles for designated posts shall be appropriately branded using the approved University Logo. Removal of the branded sticker without authority is a serious offence.

9.9 No unauthorized passengers shall be allowed in university vehicles. Failure to observe this instruction shall make the driver or affected member to be personally and legally liable in the case of injuries or damage to property.

9.10 No unauthorized driver, spouse, child, relative, friend or employee of a member is allowed to drive University vehicles.

9.11 A senior member of staff with a designated or contractual vehicle may use his/her personal vehicle whilst the university vehicle is being repaired, and may seek permission to have their personal vehicle draw fuel from the University authorized garage.

10. DEPARTMENTAL VEHICLES

10.1 The University may, from time to time, allocate a vehicle to a department for the purpose of conducting university business.

10.2 The day to day usage of the Departmental vehicles is determined by the Head of Department in liaison with the Transport and Logistics Department.

10.3 The University may withdraw vehicles previously issued to Departments temporarily or permanently without notice.

10.4 The Transport and Logistics Department shall be responsible for the repair and maintenance of all University vehicles. Costs for such work may be charged to the vote of the respective Department.

10.5 The University may acquire and issue vehicles to Departments using funds from specific projects/grants.

10.6 Vehicles acquired through projects/grants may not be used before being labeled the name of the Department, the name of the project sponsors and inscribed with the MUASt logo.

10.7 After the expiry of the projects, the vehicles shall become part of the University's pool vehicles.

10.8 The Transport and Logistics Department shall keep a record of project vehicles and Departmental vehicles and that record shall include:

10.8.1 The person in charge of the vehicle;

10.8.2 Other staff allowed to use the vehicle;

10.8.3 Conditions of use;

10.8.4 Security of the vehicle especially at night;

10.8.5 Duration of the project;

10.8.6 Servicing and refueling records;

10.8.7 Reports of accidents;

10.8.8 Log books.

10.8.9 The University shall pay for insurance and Road Motor License.

11. POOL VEHICLES

11.1 Pool vehicles are driven by university drivers or any member who has authority to drive University vehicles.

11.2 All pool vehicles shall have a logbook that is kept up-to-date by the respective drivers.

11.3 All pool vehicles shall bear the corporate logo of the University on either side, preferably on the front doors.

11.4 The Transport Officer shall check the logbooks from time to time.

11.5 Log books for all pool and Departmental vehicles shall be subject to a monthly audit.

11.6 All pool vehicles are to be parked at the University campus at the end of day as well as during weekends and public holidays, except for those vehicles allocated to

permanent full-time senior members by the Vice Chancellor. Such members will have to ensure that the University vehicle under their use is secure at all times.

11.7 Whenever it is necessary for a pool vehicle to be taken outside the campus, authority must be sought from the Head of Transport Section, and the vehicle must be parked in a safe place at all times.

11.8 In the event that a pool vehicle is stolen or any of the parts/accessories of the vehicle are vandalized or stolen, the person who was using the vehicle shall be liable for the repairs/replacements of the vehicle parts and accessories.

11.9 Normally, all pool vehicles are called in for service and other maintenance during the university recess in December of each year.

12. USE OF UNIVERSITY VEHICLES OUTSIDE ZIMBABWE

Members of staff are not allowed to take University vehicles outside of Zimbabwe, unless they have valid cause(s) and under such conditions as the Vice Chancellor may permit. Only the Vice Chancellor or his/her designate should authorise a member to use a University vehicle for a trip outside of Zimbabwe.

13. DISCIPLINARY ACTION

The following are offenses which may result in the suspension of the privilege to use a University vehicle. Further penalties could be imposed in accordance with disciplinary provisions of the Marondera University of Agricultural Sciences and Technology Act.

13.1 Ferrying of unauthorized passengers or goods using University vehicles, especially for purposes of pirating or hire (for a charge) on trips;

13.2 Using pool vehicles for personal/ personal business without authority;

- 13.3 Failure to observe any of the rules of driving the University's vehicles;
- 13.4 Dangerous or reckless driving;
- 13.5 Driving under the influence of drugs or alcohol;
- 13.6 Allowing unauthorized persons to drive University a vehicle other than vehicles for designated posts;
- 13.7 Damaging or causing damage to a University vehicle in any manner;
- 13.8 Failure to report an accident, defect or damage to a University vehicle to the Head of Transport Section.

14. SPEED LIMITS AND RELATED TRAFFIC OFFENSES

14.1 All University vehicles should adhere to speed limits set by the Ministry Transport and Infrastructural Development.

14.2 A driver of a University vehicle shall be liable to pay for any traffic offences and no claim is made to the university.

15 ACCIDENT PROCEDURES

The following requirements are as per the advice from experts from the claims manuals prepared for the University by the Insurance Brokers.

15.1 MUAAT drivers must be advised not to accept liability to the Police or Third Parties without the involvement of the University's Legal Officer.

15.2 Drivers should not make any statements to anyone other than the police or the insurers.

15.3 All reasonable precautions should be taken to minimize further loss in the event of injuries.

15.4 Drivers should take down the names and addresses of Third Parties and witnesses.

15.5 Note should be taken of the Police Accident Reference number as well as the name of the Policeman/Policewoman attending the scene of the accident. Where possible a photograph of the scene may be taken.

15.6 A note should be made of the registration number of the Third party vehicle. If any other Third-party property is damaged, details thereof should be taken.

15.7 As soon as the vehicle accident is reported, the driver should complete a vehicle accident report form in full. This should be checked by management before forwarding the same to the insurance brokers.

The following should be attached to the claim form:

15.7.1 At least three repair statements;

15.7.1 Photocopy of the driver's license showing both faces of the license.

15.8 For goods carrying vehicles, if goods being conveyed were lost or damaged, an All Risks Goods in Transit claim form, should also be submitted.

15.9 It is important that drivers should have their licenses checked by the Head of Transport and Logistics Department at least once every six months.

15.10 The Transport Officer / Controller should maintain an accident register.

15.11 The Transport Officer / Controller should maintain a vehicle repairs register.

15.12 In the event of institution of a legal action by the third party, the driver concerned shall upon receipt of summons, subpoena or notice to appear in court pass that information immediately to the Transport Officer so that the University's insurers may be approached.

16. ACCIDENT REVIEW COMMITTEE

16.1 There shall be an Accident Review Committee (ARC) ordinarily chaired by the Pro Vice Chancellor to review accidents of university pool vehicles, Departmental vehicles, project vehicles and contractual post vehicles.

16.2 The purpose of the ARC is to have a local remedy or mechanism that reviews and evaluates accidents, determines the cause or any violation to university policy and most importantly, recommends future action that will help to reduce accidents.

16.3 In cases where the Accident Review Committee discovers evidence beyond reasonable doubt that the accident was a result of gross negligence by the driver, the committee may recommend to the Vice Chancellor that appropriate action be taken against the driver.

16.4 The Composition of the Accident Review Committee shall be as follows:

Pro Vice Chancellor Chairs or any member appointed by the Vice Chancellor, Chief Security Officer, Chief Internal Auditor, Bursar's Representative, Registrar's Representative, Class 1 Driver, Head of Transport and Logistics Department offering secretariat service.

16.5 The Deputy Registrar Human Resources shall attend the meetings of the Accident Review Committee as an adviser and shall have a vote on any issue to be decided by the committee.

16.6 This will be read together with the Disciplinary provisions of the MUAAT Act.

17. FRAMEWORK FOR REMEDIAL ACTIONS

17.1 Upon admission of complete liability in the accident report a driver of the University vehicle involved in accident shall be given an option to personally bear all repair costs.

17.2 The driver as envisaged in (1) above include the spouse of designated post driving the University vehicle.

17.3 All remedial and corrective actions will be subject to and governed by the University's disciplinary procedure.

17.4 The following structure of progressive imposition of fines on drivers who have been found partly or mainly responsible for the occurrence of the accident involving a University vehicle through direct or indirect means, shall be adhered to:

TABLE OF FINES

RATE OF DAMAGE (%)	RATE OF FINE (USD)
0 – 10	50
11 – 20	100
21 – 30	150
31 – 40	200
41 – 50	250
51 – 60	300
61 – 70	350
71 – 80	400
81 – 90	450

91 – 100	500

17.5 These represent minimum fines. Should the cost of repairs be less than the amounts shown above, the amount of the fine will not exceed the total cost of excess repairs that are not covered by the insurance policy.

The rate of damage shall be determined as follows: -

$$\frac{\text{Approved cost of repairs} \times 100}{\text{Trade-in-value}}$$

17.6 These fines may be imposed in addition to any sanction, which a Disciplinary Hearing may decide upon.

17.7 The fine is payable by means of deduction from an employee's salary or cash recovery over a period not longer than 6 months.

17.8 The driver shall sign an acknowledgement of debt in which the period for the payment of the fine shall also be captured.

17.9 In the case of a spouse, the University employee will be the one to sign the acknowledgement of debt and the procedure for deductions commences.

18. AUTHORITY TO DRIVE A UNIVERSITY VEHICLE

18.1 Only employees who hold valid driver's licenses and who have obtained written authority to drive University vehicles shall be allowed to drive such vehicles.

18.2 The Transport and Logistics Section shall maintain a register of the driver's licenses numbers.

18.3 Endorsements of licenses should be brought to the attention of the Head of Transport.

19 SAFETY AND VEHICLE PROTECTION DEVICES

19.1 The employees to whom University vehicles are issued should provide reasonable security outside the University campus.

19.2 In the event of any loss, theft or damage, the onus is on the employee to prove that he/she had provided adequate and reasonable security for the vehicle in use.

19.3 The University may fit vehicles with protection devices such as alarms.

20 MAINTENANCE OF VEHICLES

20.1 The Head of Transport and Logistics Department is responsible for the maintenance of vehicles and each vehicle will undergo servicing when due for service as per mileage specified by the manufacturer or last instruction from the garage. All University vehicle repairs shall be controlled, monitored and overseen by the Head of Transport and Logistics Department.

20.2 Before the vehicle is serviced or repaired, the end-users shall seek authority from the office of the Head of Transport and Logistics Department. The Head of Transport and Logistics Department shall inspect each vehicle due for service and or repair to establish the need. To establish this, the date of last service and or repair and mileage shall be checked.

20.3 The issuance of movement logbook shall assist in establishing the mileage covered, the dates and times of travel and time of parking after the day's work.

20.4 In addition to carrying out the checks elaborated in (3) above, each vehicle that has been issued a movement logbook shall be compared with those kept by the head of Transport to see if there is consistency.

20.5 Lack of consistency shall be a disciplinary measure that shall be recommended to the Registrar.

20.6 All repairs and or servicing of University vehicles shall be handled in prequalified garages in accordance with the PPDA regulations except where circumstances justify work elsewhere. In such a case, the circumstances shall be explained to the finance committee of the relevant departments.

20.7 Pre-work assessment and post work certification shall be carried out by the head of transport.

21. REPORT OF ABUSE

21.1 All employees are encouraged to report any cases of abuse of University vehicles to the Head of Transport and Logistics Department.

22. DISPOSAL

22.1 Disposal of vehicles shall follow the disposal procedures and regulations that are in line with the PPDA.

22.2 A University vehicle shall be disposed of after a service age of 10 to 12 years and depending on:

22.2.1 Make and model of the vehicle;

22.2.2 Its usage;

22.2.3 The Vice Chancellor's discretion and availability of funds to replace.

22.3 A vehicle may be disposed of earlier than stipulated in (18.2) if a comprehensive condition report deems unroadworthy for continued use and the University Council finds the report justifiable.

22.3.1 The University will dispose its vehicles after getting professional valuations.

