



TAKORADI TECHNICAL UNIVERSITY
TRANSPORT POLICY

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1.0 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 Transport Officer and shall ensure that the responsibilities and regulations are adhered to by all staff of the University.

1.1 MISSION

The mission of the Transport Office of the University shall be to provide and maintain the most appropriate, safe and reliable vehicles for the operations of the University's transport activities on a daily basis.

1.1.1 GOALS

The Transport Office shall plan and coordinate the movement of the fleet of vehicles in a cost effective manner for the University. The Unit shall ensure that all vehicles are in good working conditions, road worthy and insured as recommended by Management.

The Transport Unit shall promote the safety of the fleet and their personnel through;

1. Education and Information
2. Research, Monitoring and Evaluation
3. Enforcement of rules and regulations enshrined in this and the National Road Safety Commission (NRSC) policy and regulation documents
4. Accident reporting and emergency response services

5. Periodic Training of personnel

1.1.2 OBJECTIVES

The objective of the Transportation Policy shall provide guidelines to promote an orderly system of developing an overall competent Transport Unit staff, standardized fleet management and maintenance strategies to meet the needs of the Takoradi Technical University.

1.1.3 The Principles

The Principles contained in this policy shall be concerned with issues related to the following areas of the University's fleet operations and management;

- i. Structure of the Transport Management team
- ii. Equipment usage, vehicle utilisation and its safety
- iii. Management information system (MIS) for road safety.
- iv. Employment of new drivers
- v. Driver education and training

HUMAN RESOURCES AND ORGANIZATIONAL STRUCTURE

1.1.5 Appointment of management staff

All Transport Unit staff shall be appointed through the same laid down appointment procedures of the University.

1.2.1 The Organisational structure of the Transport Unit

The Transport Unit shall be managed by the Transport Officer in its day-to-day activities and shall report to the Registrar. Periodical issues in relation to key decisions of the unit shall be referred to the Transport Committee for consideration and recommendation.

- i) The Transport Officer
- ii) Principal Transport Assistant
- iii) Senior Transport Assistant
- iii) Technicians
- iv) Artisans

1.2.3 The qualification of the Transport Officer:

The transport officer shall have the requisite academic/professional qualification and experience in one of the following disciplines;

1. Mechanical Engineering.
2. Transportation Engineering up to at least first degree.
3. Shall have at least five (5) years post qualification working experience in management or responsible position in a related area.

1.3.2 The Responsibilities of the Transport Officer:

The responsibilities of the Transport Officer shall include:

- i. Assigning the University drivers with day to day duties.
- ii. Supervising duty performance of the drivers and other staff of the transport unit.

- iii. Recording and monitoring the movement of University vehicles.
- iv. All University operational vehicles under direct custody of the Transport Officer shall be released with a vehicle movement chit duly signed by the Transport Officer or the Registrar to be presented to security to facilitate the release and movement of vehicle.
- v. Coordinating the allocation of vehicles to Management, Faculties and Units of the University.
- vi. Processing fuel allocation to the University vehicles.
- vii. To handle fuel register.
- viii. Assisting in the purchase of spare parts for the University vehicles.
- ix. Taking custody of keys to University vehicles.
- x. Coordinating regular preventive maintenance and service work on the University vehicles.
- xi. Shall register all vehicles belonging to the University at the DVLA.
- xii. Ensuring that documents of University vehicles (road worthy certificates, insurance certificates) are regularly renewed.
- xiii. Assisting in the processing of allowances of drivers.
- xiv. Taking care of office equipment, stationary and supplies at the Transport Office.
- xv. Performing any other duties that may be assigned by the Vice Cancellor and the Registrar from time to time.

1.3.3 The Responsibilities of Deans/HODs/Heads of Units:

- i. Vehicles assigned to the Faculty shall be used for official duties only.
- ii. Registrar/ Transport Officer shall be notified on all official travels by the Deans/ HODs/ Heads of units.
- iii. All Deans/HODs/Heads of units shall apply to the Registrar in writing each time there is the need to use the University vehicles for unofficial duties outside the University campus and shall be assigned official drivers at their own arranged cost.
- iv. Deans/HODs/Heads of units shall make sure that any fault on their vehicles assigned to them shall be promptly reported to the Transport Officer.
- v. Deans/HODs/Heads of units shall ensure that keys to the vehicles assigned to them is kept at the University security post or handed to the Transport Officer after close of work.
- vi. Deans/HODs /Heads of units, shall release their vehicles assigned to them to other departments if the need arises through a written request from the Registrar.
- vii. Deans/HODs/Heads of units shall not be allowed to drive the vehicle assigned to their Office/Faculty.
- viii. Management personnel and their assigned drivers of the University shall be permitted to drive assigned vehicles.
- ix. If any Dean/HOD/Head of unit has a complaint against any driver it shall be formally written to the Transport Officer.

Responsibilities as a Driver at the University

All persons authorized to operate the University vehicle shall;

- i. Operate vehicles consistent with transport policies and

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- procedures in order to ensure safe cost-effective and appropriate operation of the vehicles.
- ii. Read vehicle and safety information provided by the manufacturer
 - iii. Use the University vehicles for approved official business only.
 - iv. Complete logbook for every trip
 - v. Comply with periodic driving records reviews and vehicle inspections
 - vi. Conform to all policies and procedures pertaining to the use, maintenance and operation of a vehicle
 - vii. Report accidents and vehicle damage in accordance with accident policy and procedures
 - viii. No unauthorized person is allowed to drive the University vehicle
 - ix. Drivers shall not take unauthorised person on board any university vehicles

1.1.2 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.

1.5.3 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

1.6.2 Installation of GPRS on University vehicles

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

1.6.3 Vehicle Replacement Policy Guidelines

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 250,000 km or a period of ten (10) to twelve (12) 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.

Table 1

Vehicle Type	Replacement Age or Mileage
4 Wheel Drive Station Wagon	10 years or 250, 000 km
4 Wheel Drive Pick up	10 years or 250, 000 km
2 Wheel Drive Pick up	10 years or 200, 000 km
Saloon car	10 years or 200, 000 km
Bus	12 years or 250, 000 km
Motor Bike	6 years or 150,000 km

It is the responsibility of the Transport Officer to coordinate the purchase, inspection, accept the delivery, license, and tag all new vehicles and equipment. New vehicle acquisitions shall be authorized by the Council via individual departmental request(s) and upon recommendation by the Transport Committee based on an analysis of the overall fleet.

Conclusion

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

Unit budgets shall be presented through Budget Committee and approved by the requisite approving authority for funding to enable the Unit operate with minimal challenges if any.

