

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES

DIRECTORATE OF PLANNING AND DEVELOPMENT



TRANSPORT POLICY AND PROCEDURES



March 2011

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Preface

Muhimbili University of Health and Allied Sciences (MUHAS) came into being following the signing of the Charter establishing this institution by His Excellence the President of the United Republic of Tanzania on the 28th March 2007.

This Transport Policy is a result of an analysis of experiences in the management of transport facilities at MUHAS, similar institutions and government departments. Advantages and disadvantages of public institutions establishing garages, employing drivers, fuel rationing and general maintenance were analyzed.

From these experiences, the University plans to operate a small but cost-effective fleet of vehicles and strengthen the already established Transport Unit which shall be managed by competent personnel, employ trained drivers and manage funds allocated for vehicles effectively.

The Transport Policy therefore, has been prepared to cut down transport costs and enhance the University desire to meet its core functions of teaching, research and services through realizable and sustainable means.

I wish to acknowledge the work of the review committee and all those whose contributions facilitated completion of this Policy document. The Policy and Operational Procedures will be subject to revision as need arises to match with prevailing conditions, limitations and resources. The University staff shall implement the policy in their respective positions as is relevant and required.

Professor K. Pallangyo
Vice Chancellor

1.0 Transport Policy and Operational Procedures

1.1 Introduction

The Muhimbili University of Health and Allied Sciences has, consistently been able to operate and provide transport facilities for its Schools, Directorates and Institutes. This has been possible despite the financial limitations through the following:

- Commitment of the University to ensure that its objectives are fulfilled.
- Coordinated and functioning systems which ensure that transport facilities are available for core University activities.

1.2 The Objectives

1.2.1 Broad Objective

The general objective of the Transport Policy is to ensure that the University has adequate and reliable transport facilities managed in a manner that facilitates the University to meet its core functions of teaching, research, consultancy and public service.

1.2.2 Specific Objectives

- i) To ensure that transport facilities are available to enable the University to adequately perform its core functions.
- ii) To ensure that transport is available for student academic activities and specific social activities (e.g. participation in sports events) as approved by the University authority.
- iii) To enhance and monitor cost-effective 'use of funds allocated for transport facilities; and
- iv) To ensure that University vehicles and its facilities are well maintained and serviced.

1.3 Policy statements

In order for the University to implement its core functions efficiently:

- 1.3.1 The University shall maintain a Transport Unit, which shall monitor the operation of University vehicles through established procedures
- 1.3.2 The University shall employ a competent Transport Officer as an overall coordinator
- 1.3.3 The Transport Officer shall ensure that the vehicles are maintained and serviced through quality administration
- 1.3.4 The University shall run an economically manageable fleet of vehicles.

- 1.3.5 The University shall allocate funds for purchase, maintenance and servicing of its fleet of vehicles in its budget.
- 1.3.6 The University fleet shall be made available to staff through an open booking system based on activity prioritization;
- 1.3.7 Research vehicles shall be operated under specific rules and regulations stipulated in the respective contracts.
- 1.3.8 The University fleet of vehicles shall be made available for use to facilitate research projects under the circumstances where a research project has no vehicle. However the project will be responsible for the running costs during the specified time period
- 1.3.9 University fleet, research and projects vehicles shall be operated within economic period of five (5) years (when the vehicle has a book value of zero) after which the vehicles shall be subject for sale as per Government procedures that guide disposal of public property; provided that:
- i) Preference to buyers shall be given to Principal Investigators, officers and other workers of MUHAS before the general public.
 - ii) In case of vehicles allocated to entitled officers, responsible Officers shall be given preference before other workers and the general public.
 - iii) The revenue collected from the sale of vehicles shall be credited to the University transport fund.
 - iv) University vehicles shall be parked in designated areas as the case may be.
 - v) Where possible, the University may facilitate its staff to purchase vehicles

1.4.0 General operational procedures

The general operational procedures are aimed at providing guidelines to administrators and the users of the University transport; and shall be used to control the claim of cost-recovery or refunds arising from using private transport for official duties. The operational procedure shall be applicable to the following service categories:

- a) Vehicles used by officers of the University including:
 - Vice Chancellor
 - Deputy Vice Chancellors
 - Deans of Schools
 - Dean of Students
 - Directors
 - Bursar
 - Human Resources Manager
 - Estates Manager
 - Head of Procurement Management Unit

- b) Research and Project Vehicles
- c) The University vehicles for general pool

1.4.1 The vehicles assigned to the officers of the University (except those for the VC and DVCs) may be available for activities in the respective units.

1.4.2 The University vehicles for general Pool

The vehicles in this category are all University vehicles that are designated for general use. The following regulations shall govern the use of these vehicles:

- 1.4.2.1 Prospective users of the University fleet shall make reservations at the Transport Unit well in advance to provide sufficient time for servicing and processing allocation;
- 1.4.2.2 The user shall make the booking by completing requisition forms in duplicates clearly indicating the activity for which the vehicle is being requested, type of vehicle, duration and destination (use in Dar es Salaam or outside Dar es Salaam).
- 1.4.2.3 For official use within Dar es Salaam and duration not exceeding one day, the forms shall be signed by the Head of Transport Unit.
- 1.4.2.4 For use outside Dar es Salaam region and duration more than one day, the forms shall be signed by the Director of Planning and Development.
- 1.4.2.5 Bookings shall be entered into transport record books after approval by respective authority.
- 1.4.2.6 All bookings shall be valid from 8.00 am to 6.00 pm after which all booked vehicles shall be required to be parked at the University parking lot;
- 1.4.2.7 All use of vehicles outside the prescribed times shall require prior approval of the Director of Planning and Development;

1.4.3 Vehicles for top University Officers

1.4.3.1 The University shall endeavor to allocate vehicles to University Officers, which for practical purposes shall include those listed under section 1.4 (a) above:

- a. Top University Officers (VC and DVCs) shall be allocated vehicles commensurate with their executive status;
- b. The vehicles shall be serviced and fuelled through the Transport Unit.

1.4.3.1 Operational Procedures

The following operational procedures shall be applicable to all University Officers as guidelines:

- 1.4.3.1.1 University vehicle allocated to University Officers shall be used to facilitate them to perform official duties;
- 1.4.3.1.2 University vehicles allocated to officers shall not be used for commercial purposes;
- 1.4.3.1.3 Officers shall take the necessary measures to ensure that allocated University vehicles` safety is maintained;
- 1.4.3.1.4 University vehicles shall only be driven by University Drivers and under no circumstances shall the vehicles be driven by other drivers;
- 1.4.3.1.5 Officers may be allowed to self-drive after obtaining permission from the Director of Planning and Development.
- 1.4.3.1.6 Logbooks shall be kept in accordance with governing rules and regulations.

1.4.4 Research and project vehicles

Research/project vehicles for the purpose of this policy are defined as transport facilities that are registered under the University for Specific Internally or Externally Funded Research or project training programme, consultancy, professional development and capacity building. The following regulations shall govern research/project vehicles management:

- 1.4.4.1 Funds for fuel, maintenance, insurance and servicing research/project vehicles and drivers' salaries shall be incorporated in the research/project proposal;
- 1.4.4.2 Research/project vehicles shall be used for the purposes for which they were intended;
- 1.4.4.3 Research/project vehicles shall be transferred to the University when research/project comes to an end;
- 1.4.4.4 Research/project vehicles shall be driven by drivers approved by the Principal Investigator and they shall be required to park the vehicles in the designated area by 6.00 pm each day;
- 1.4.4.5 Research/project drivers shall be responsible to the Principal Investigators of the project
- 1.4.4.6 Research/project vehicles Registration Cards shall be kept by the University Management

1.5 Transport maintenance costs and allowances

There shall be costs required to cover maintenance of vehicles and fuel.

1.5.1 Maintenance costs

- 1.5.1.1 Regular services shall be carried out as recommended by manufacturer and/or following long distances up-country travel;
- 1.5.1.2 Regular services and replacement of parts resulting from wear and tear shall be carried out by competent and authorized companies/agencies;
- 1.5.1.3 Any other repairs shall be carried out as may be deemed necessary and approved by the University authority;
- 1.5.1.4 Research/project vehicle maintenance, services, insurance and other related issues shall be borne and overseen by the project management and carried out by competent and authorized companies/agencies.
- 1.5.1.5 Vehicles shall be insured yearly by approved Insurance Agency/Company;
- 1.5.1.6 Premium shall be based on the vehicle value.

1.5.2 Fueling the University Vehicles

The University vehicles shall be fueled in accordance to the agreed fuel allocation and according to the designated schedule for each vehicle.

- The University does not own a filling station; therefore the University vehicles shall be fueled at the identified reputable filling station.
- A vehicle shall be fueled upon request and verification of the mileage.
- Records of mileage shall be filled-in in the appropriate forms and submitted to the Office of the Directorate of Planning and Development for authorization of fueling.
- A vehicle shall not be fueled if the expected mileage has not been completed, except under special circumstances.

1.5.3 Depreciation or vehicle replacement

- 1.5.3.1 University shall adopt the depreciation or replacement of a public service vehicle as per Government regulations.
- 1.5.3.2 As such, the maximum cost-benefit use of a University vehicle shall be five (5) years.
- 1.5.3.3 After five (5) years a University vehicle may be subject for sale.
- 1.5.3.4 The University shall make efforts to raise funds to replace depreciated vehicles.
- 1.5.3.5 The University Board of Survey shall be responsible for determining the disposal of the depreciated vehicles.

- 1.5.3.6 The University shall give priority to its staff to purchase the depreciated vehicles.
- 1.5.3.7 The staff expressing interest to purchase the depreciated vehicle shall be required to deposit at least 50% of the total of the vehicle and the rest of the money shall be paid within 12 months.
- 1.5.3.8 In case of failure to meet the expected time-schedule of payment the vehicle shall revert back to MUHAS and no refunds shall be made of the disbursed funds.

1.6 Drivers operational procedures

1.6.1 Drivers recruitment

- 1.6.1.1 The office of the Deputy Vice Chancellor Planning Finance and Administration (DVC- PFA) shall be responsible for recruitment of drivers as per MUHAS staff recruitment policy.
- 1.6.1.2 The drivers to be employed shall be those who have O-level certificates and a class `C` drivers' license from a reputable driving school.
- 1.6.1.3 Technical training and experience shall be considered as an advantage to the applicant.
- 1.6.1.4 Where training opportunities arise, drivers shall be given opportunities according to the existing MUHAS staff development policy.

1.7 Hiring of University vehicles

There may be circumstances where University vehicle may be hired. The hiring process shall be guided by the following:

- 1.7.1. The available pool of University vehicles will be available for hiring if not required for University activities.
- 1.7.2 The cost of hiring a University vehicle shall be based on the commercial value per km per vehicle.
- 1.7.3 The Directorate of Planning and Development shall be responsible for regulating the University vehicle hiring process.
- 1.7.4 Subsistence cost to drivers shall not be included in the hire charges.
- 1.7.5 The University hired vehicles shall only be driven by the University drivers.
- 1.7.6 Hiring of University vehicles shall be governed by Government regulations.

2.0 Implementation

The Policy and Operational Procedures shall be implemented as approved by the University Council. The key strategy in implementing the above policy lies in strengthening the Directorate of Planning and Development in terms of human and financial resources. The following actions are necessary for the successful implementation of the Transport Policy:

2.1. Financial Resource mobilization

Financial resources shall be required for proper maintenance and replacement of vehicles. The Directorate of Planning and Development shall develop a short and long term plan for mobilizing the necessary financial resources.

2.2. Vehicle Management

The Directorate of Planning and Development shall maintain adequate data on each vehicle in order to advise the University management on the use and disposal of the University vehicles.

2.3. The basic documents that would constitute the Operational Procedures are included in Annexes of the Transport Policy. These are:

- Annex I: Fuel Request Form
- Annex II: Permit Form for use of Vehicles during Weekends
- Annex III: Permit Forms for use of Vehicles within and outside Dar es Salaam
- Annex IV: Vehicle Hiring Forms

Annex I

**MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED
SCIENCES**

DIRECTORATE OF PLANNING AND DEVELOPMENT

P.O. BOX 65001
DAR ES SALAAM
TANZANIA
Telefax: +255 022 – 2150465



Tel: +255 022 2151302Ext.219
Direct Line: +255 02150748
Website: <http://www.muhas.ac.tz>
E-mail: dpd@muhas.ac.tz

Date:

To: Supplies Officer,
Fuel and Lubricants.

RE: FUEL (DIESEL) ALLOCATION

The following is a list of generator(s)/vehicle(s) which are allowed to collect Diesel/Petrol/Oil from your store. Issue according to number of litres allocated per vehicle/generator.

No.	Vehicle No.	Qty	Mileage Recorded		Qty	Unit price	Total Amount	Driver's Name	Driver's Sign.	Fuel Officer
			Previous	New						

Name Signature Date

Approved by:
DIRECTOR OF PLANNING AND DEVELOPMENT
Annex II

Date

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FOMU YA MAOMBI YA KIBALI CHA KUTUMIA GARI BAADA YA SAA ZA KAZI NA SIKU ZA JUMAMOSI NA JUMAPILI NDANI YA MKOA WA DAR ES SALAAM

1. Namba ya gari..... aina ya gari.....
2. Gari hili limeruhusiwa kutumika baada ya saa 12.00 jioni siku za kazi (Taja tarehe).....
..... na siku
nzima ya Jumamosi , Jumapili na Sikukuu kwa kazi
zifuatazo.....
.....
.....
.....
3. Gari hili litafanya kazi katika maeneo ya.....yaliyopo wilaya
ya..... Mkoa wa.....
4. Gari linatakiwa liwe limeegeshwa sehemu yake ifikapo saausiku
5. Gari litaegeshwa MUHAS au sehemu ambayo inatambulikana na utawala
6. Jina la Dereva..... Sahihi.....
7. Jina la afisa anayetumia gari..... Cheo Chake.....
8. Sahihi.....

AFISA MIPANGO MKUU

Sahihi na Mhuri.....Tarehe.....

Annex III

**CHUO KIKUU CHA AFYA NA SAYANSI SHIRIKISHI
MUHIMBILI**

P. O. Box 65001 □ Dar Es Salaam □ Tanzania
Telephone: +2550222151302 Ext. 219 Telegrams: UNIVMED



**KIBALI CHA KUTUMIA GARI LA CHUO BAADA YA SAA ZA KAZI
(VEHICLE MOVEMENT PERMIT AFTER HOURS)**

NJE YA MKOA WA DAR ES SALAAM

Angalia: (i) Kibali hiki kitolewe na kutiwa saini na Mkurugenzi wa Mipango na Maendeleo.
(ii) Nakala moja aitunze dereva na nakala nyingine itunziwe ofisini.

1. Namba ya gari Aina ya gari
2. Gari hili limeruhusiwa kutumika baada ya saa 12.00 jioni siku za kazi na siku nzima Jumamosi na Jumapili na siku za sikukuu kwa kazi zifuatazo:-
.....
.....
3. Kipindi cha kibali hiki ni tarehe mpaka tarehe
4. Gari hili litafanya kazi katika Mkoa wa
5. Gari linatakiwa liwe limeegeshwa sehemu yake ifikapo saaUsiku
6. Sehemu gari linapoeegeshwa ni
7. Gari likiwa safarini litapita barabara za mikoa ifuatayo.....
8. Jina la dereva ni 1)..... 2).....
9. Sahihi ya DerevaNamba ya Leseni ya dereva
10. Jina la Afisa anayetumia gari hili ni
11. Cheo chakeSahihi

MKURUGENZI WA MIPANGO NA MAENDELEO

Sahihi na Mhuri..... Tarehe ya kutolewa kibali.....

Annex IV

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES

DIRECTORATE OF PLANNING AND DEVELOPMENT- MUHIMBILI

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Website: <http://www.muhas.ac.tz>
E-mail: dpd@muhas.ac.tz

MOTOR VEHICLE HIRE APPLICATION FORM

A. Name and address of Person/Research project/Company hiring/Leasing the vehicle.

Hirer name:.....
Address:.....
.....
Tel:.....
Email address:.....

B. SPECIFICATION OF VEHICLE REQUIRED

Cylinder capacity (cc):.....
Make:.....
Model/type:.....
Number of seats:.....
Body /type:.....

C. PURPOSE OF HIRING VEHICLE

.....
.....
Which area motor vehicle will be used.....District.....
Region.....
Date out.....date.....
Namesignature.....

D. FOR OFFICIAL USE

Registration mark.....date of registration.....

Cylinder capacity(cc):.....make.....

Model/type:.....colour.....

Number of seats:.....

Body/type:.....

Chasis/frame No:.....

Other:.....

E. PAYMENT INFORMATION AND APPROVAL

DIRECTOR OF PLANNING AND DEVELOPMENT

Date out:.....date in:.....

Kilometer covered.....

Charge per km.....

Total charge.....

Signature and stamp:.....