



MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



TRANSPORT POLICY AND PROCEDURES

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LIST OF ABBREVIATIONS

CoECVS	Centre of Excellence for Cardiovascular Sciences
	Director of Human Resource Management and
DHRMA	Administration
DVC	Deputy Vice Chancellor
GPSA	Government Procurement Service Agency
MNH	Muhimbili National Hospital
MUHAS	Muhimbili University of Health and Allied Sciences
PFA	Planning, Finance and Administration
PPR	Public Procurement Regulations
TEMESA	Tanzania Electrical, Mechanical and Services Agency
VAC	Vehicles Allocation Committee

1.0 BACKGROUND

Muhimbili University of Health and Allied Sciences (MUHAS) is a successor to the Muhimbili University College of Health Sciences (MUCHS), which was a constituent College of the University of Dar es Salaam (UDSM). MUCHS was established by an Act of Parliament, Act No 9 of 1991. Before 1991, the Faculty of Medicine composed of Departments, some were upgraded to schools. The Faculty of Medicine originated from the Dar es Salaam School of Medicine, which was established in 1963 by the Ministry of Health with the primary aim of training middle level clinical staff. In 1968, the Dar es Salaam School of Medicine was upgraded to a Faculty of Medicine of the Dar es Salaam University College of the University of East Africa.

In 1976, the Faculty of Medicine of the UDSM was incorporated into Muhimbili Hospital to form the Muhimbili Medical Centre (MMC). In 2000 the Government by Act of Parliament disestablished MMC and created two linked but autonomous public institutions; namely MUCHS and the Muhimbili National Hospital (MNH). In the year 2007, MUHAS was established by Article 1 of the Charter of Incorporation under the Universities Act No. 7 of 2005. The Institution has grown from a small Unit with an enrolment of 10 students and a single program, Doctor of Medicine to an institution with an enrolment of 4,382 students with several programs including *3 diploma programs*, 13 undergraduate programs and 82 postgraduate programs. It has 1 College, 8 schools, 1 institute and 12 directorates. Currently MUHAS has three campuses i.e. Muhimbili, Mloganzila and Kigoma.

Due to institutional growth and expansion, MUHAS needs a well-coordinated transport system to support its core functions of teaching, research, consultancy and service provision. Therefore, a transport policy is needed to guide the management and utilization of institutional motor vehicle and other transport services.

2.0 PURPOSE OF THE POLICY

2.1 Purpose

The University transformation over the years calls for an efficient and cost-effective transport system. In view of recent development, the University has revised its Transport Policy and Procedures of 2011 so that it can fit with the University growth. The Transport Policy and Procedures is also aimed at ensuring dynamism, coordination, control and smooth performance in the running of the University activities

to all members of staff, leaders and students. It is expected that effective implementation of this policy will improve transport services and therefore enhance institutional performance.

2.2 Scope

This Policy will be used across the University and will guide transport services at MUHAS. This Transport Policy and Procedure will ensure that the University has adequate and reliable transport facilities managed in a manner that is capable of facilitating the University to meet its core functions of teaching, research, consultancy and public service.

3.0 POLICY STATEMENTS AND PROCEDURES

3.1 The University shall maintain a Transport Unit, which shall monitor the operation of university vehicles through the following established procedures

Procedures

- i) There will be a main University transport unit which will be headed by a credible and experienced Transport Officer to oversee all University transport related matters.
- ii) The Transport Unit will be under direct supervision by the office of the Deputy Vice Chancellor – Planning, Finance and Administration (DVC-PFA).
- iii) Transport Officer will be responsible for drivers scheduling, vehicles maintenance, security, insurance and fueling.
- iv) DVC-PFA shall be responsible for the continuous assessment and management of the University fleet of motor vehicles.
- v) The unit under the guidance of DVC-PFA will be responsible for transport related budgeting which will include purchase of new vehicles, maintenance, insurance and servicing.
- vi) The annual budget of the Unit shall be submitted to the University Budgeting Committee for processing.

3.1.1 The University shall set aside transport funds for purchase, maintenance, insurance and servicing of its fleet of motor vehicles in its annual budget

Procedures

3.1.2 Purchase of New Vehicles

- i) The University through the Transport Unit will develop motor vehicles purchase and replacement plan which will guide new vehicles purchase and replacement budgeting.
- ii) Each budgeting year, the University will set aside funds from its budget for procurement of the required vehicle.
- iii) The University shall procure new vehicles according to the Government specifications, guidelines and policy.
- iv) Types of vehicles to be procured shall depend on the need that may arise at that particular time provided that procurement laws and regulations shall be complied with.

3.1.3 Maintenance and Servicing

- i) Regular services (including part replacement) shall be carried out as recommended by the manufacturer and/or recommended mileage.
- ii) Any other repairs shall be carried out as may be deemed necessary and approved by the University authority;
- iii) Before the vehicle is serviced or repaired, end users shall seek authorization from the office of the DVC-PFA. The Transport Officer in this case shall inspect each vehicle due for service/repair to establish the need, before recommending for approval of the required service to DVC-PFA.
- iv) The Transport Officer shall physically inspect and test the vehicle to establish the need for service and/or repair.
- v) Upon inspection of the vehicle, the Transport Officer shall fill in the Repair and Maintenance Form attached in the Appendix No. I for the repairs to be made.
- vi) All repairs/servicing of University vehicles shall be handled in accordance with the Public Procurement Act, 2011 and its Public Procurement Regulations, 2013, together with their Amendments of 2016 and others that shall be issued by the Public Procurement Regulatory Authority

- vii) Pre-work assessment shall be carried out by the Transport Officer and Tanzania Electrical, Mechanical and Services Agency (TEMESA) or any other approved service provider; then submitted to DVC-PFA for approval.
- viii) Post-work certification shall be carried out by TEMESA or any other approved service provider, verified by the Transport Officer, and submitted to DVC-PFA for approval.
- ix) It has to be noted that, for repair of vehicles, the end user shall submit the request to the Transport Officer who will carry out the necessary inspection to verify the need. While for normal/regular service, the Transport Officer will prepare a list of all vehicles and the required dates of service.

3.2.3 Insurance of Vehicles

Vehicles shall be insured yearly by approved and procured Insurance Agency/Company and premium shall be based on the vehicle value or based on any other guidelines which may be provided by the Insurance Company or the Regulator.

3.3.1 Vehicle Allocation

The University shall have a committee (Vehicle Allocation Committee) responsible for motor vehicles allocation.

Procedures

- i) A committee for allocation of motor vehicles to entitled staff will be established under the office of the DVC-PFA.
- ii) The role will be to allocate vehicles to entitled University Officers.
- iii) In some circumstances where the University will have insufficient vehicles or drivers a different modality of providing fuel allowances to entitled staff/officers shall be adopted depending on financial availability.
- iv) Allocation of motor vehicles for official use shall be made to the University leaders as guided by the institution organization structure.

3.3.2 The allocated University motor vehicles shall be used for specified purposes

Procedures

- i) The vehicle allocated to University Officers shall be used to facilitate them to perform official duties.
- ii) The vehicles allocated to officers shall not be used for commercial and other non-official purposes.
- iii) Officers shall take the necessary measures to ensure that safety of allocated University vehicles is maintained.
- iv) Officers may be allowed to self-drive after obtaining permission from the DVC-PFA, in compliance with the Standing Order for Public Service 2009, Section J.22 or other regulations that shall be issued by the relevant authority.

3.3.3 The University shall provide support to staff with disabilities to facilitate their mobility to and from work place

Procedures

- i) The University shall identify staff with disability to facilitate their mobility to and from work place.
- ii) The University shall decide on the suitable means of support for staff with disabilities.

3.3.4 The University pool vehicles shall be made available to staff and students through an open booking system based on activity prioritization and availability of vehicles

Procedures.

- i) Prospective users of the University Pool motor vehicles shall make reservations at the Transport Unit well in advance to provide sufficient time to ascertain availability and processing allocation.
- ii) The user shall make the booking by completing requisition form clearly indicating the activity for which the vehicle is being requested, duration and destination (use in Dar es Salaam or outside Dar es Salaam).
- iii) For official use within Dar es Salaam and duration not exceeding one day, the request of the vehicle shall be authorized by the Head of Transport Unit.
- iv) For use outside and within Dar es Salaam region for more than one day, the request of the use of the vehicle shall be authorized by the DVC-PFA.
- v) Bookings shall be entered into transport record books after approval by respective authority

- vi) All bookings shall be valid for the duration indicated in the booking form after which all booked vehicles shall be required to be parked at the University parking lot.
- vii) University pool motor vehicles shall only be driven by Drivers who are employees of MUHAS, unless permission is issued by DVC-PFA for the use of non-MUHAS drivers under special circumstances. The University shall not be responsible for traffic violations by drivers of university vehicles.

3.3.5 Research vehicles shall be operated under specific rules and regulations stipulated in the respective contracts and where such contract is silent, the following terms shall apply.

Procedures

- i) Funds for fuel, maintenance, insurance and servicing research/project vehicles and drivers' salaries shall be incorporated in the research/project proposal.
- ii) Where necessary fuels for project vehicles will be procured using cards particularly in situations where users will be away from Government Procurement Services Agency (GPSA) fueling stations.
- iii) Project vehicle maintenance will be done after evaluation by TEMESA and recommended to nearby TEMESA-approved garages.
- iv) Research/project vehicles shall be used for the purposes for which they were intended.
- v) Only drivers hired by the project shall drive Research/Project vehicles, unless permission is granted by DVC-PFA under special circumstance.
- vi) Research/Project drivers shall be responsible to the Principal Investigators of the project.
- vii) Research/Project vehicles Registration Cards shall be kept in the office of Vice Chancellor.
- viii) Maintenance and insurance of project vehicles shall follow procedures stipulated in the Public Procurement Act, 2011 and its Public Procurement Regulations, 2013, together with their Amendments of 2016 or other amendments that may be issued by the authority.
- ix) Research/Project vehicles shall be returned to the University after project ceases.

3.3.6 Parking areas for Officers' vehicles

The University shall put in place planned and paved parking areas for motor vehicles, motor bikes, try- cycles and bicycles at the Muhimbili, Mloganzila and Kigoma Campuses

Procedures

- i) Well demarcated and paved parking spaces shall be put in place in all University premises.
- ii) Parking places shall be categorised into those for top management (Vice Chancellor and DVCs), Emeritus Professors, other staff, and visitors.
- iii) A special parking place for general pool University cars shall be identified and preserved.
- iv) The University shall construct a bay for car wash to maintain cleanliness of the institutional motor vehicles.
- v) MUHAS shall ensure security for cars parking in the designated parking lots. All cars parked in the designated parking lots shall be issued parking cards or any other secured identity card.

3.3.7 All government motor vehicles/motorbikes shall be parked at the MUHAS premises, or any other safe location after permission is sought from the Vice Chancellor

- (i) After working hours, University motor vehicles/bikes shall be parked at the University premises, except when directed and approved otherwise by the DVC-PFA under special conditions.
- (ii) Parking of University motor vehicles/bikes at any other premises apart from the University is prohibited, unless permission is sought and granted by the Vice Chancellor.
- (iii) Vehicles allocated to the Vice Chancellor, DVCs or any other entitled officer may be parked at Government secured premises close to the officers' residence or near where the driver resides. Such places may include, but not limited to police stations, district/municipal offices, hospital areas, ward areas etc. where security can be ensured or guaranteed. The parking of vehicles will always be in accordance with the President's Office Public Service Management and Good Governance (PO PSMGG) public service regulations as shall be issued and revised from time to time.

3.3.8 Driving of University motor vehicles for entitled University officers

- (i) Only employed government drivers shall be allowed to drive entitled officers' vehicles
- (ii) Where necessary, officers with vehicles but without drivers shall be allowed for self-drive to enhance their travel to and from working station. However, these vehicles shall be required to be parked at safe places as stipulated in 3.8 (iii) above. Permission for self-drive by the officer shall be issued by the Vice Chancellor upon request.

3.4 Payment of vehicle toll charges for roads, bridges and waterways

- (i) Officers' vehicles including self-driven for the entitled officers using roads, bridges and waterways that have toll charges shall be entitled for payment of such charges by the University. The applicable charges for the specific roads, bridges or waterways shall be established and be paid to the staff for travelling from home to work and back home. Where possible, the University shall seek for waiver for such fees to reduce cost.

3.5 Fuelling of University Vehicles

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

- i) MUHAS shall continue to fuel the University vehicles using GPSA) as per Public Procurement Regulations, 2013.
- ii) A vehicle shall be fueled upon request and verification of the mileage;
- iii) Records of mileage shall be filled-in by Transport Officer in the appropriate forms and submitted to the Office of the DVC-PFA for authorization of fueling;
- iv) A vehicle shall not be fueled if the expected mileage has not been completed, except under special circumstances.
- v) A vehicle shall be fueled through the Transport Unit and Procurement Management Unit after the user has submitted a request to the Transport Officer who will then fill the necessary form and have it approved by the Accounting Officer.

4 DEPRECIATION, DISPOSAL AND VEHICLE REPLACEMENT

- 4.1 The University shall adopt the depreciation, disposal and replacement method of a public service vehicle as per Government regulations (Public Assets Management Guideline (Sections 16 & 21; Revised Edition 2019 or revised versions) and MUHAS Financial Regulations (Part 13; 2012 or the revised versions).
- 4.2 The maximum economical useful life of the University vehicle shall be five and ten years, for low duty and heavy-duty vehicles, respectively, however, the vehicle may be revalued for extension of its economical useful life under criteria meriting such extension.
- 4.3 The University shall make efforts to raise funds to replace depreciated and uneconomical vehicles.
- 4.4 The University shall provide a room for staff to buy vehicles according to the procedures laid out by the Treasury Registrar or the President's Office, Public Service Management and Good Governance.
- 4.5 The University shall follow Public Procurement Act, 2011 and its Public Procurement Regulations, 2013, together with their Amendments of 2016 for vehicle disposal.

5 RECRUITMENT OF DRIVERS AND VEHICLES MANAGEMENT PROCEDURES

- 5.1 The office of the DVC-PFA shall be responsible for recruitment of drivers as per MUHAS staff recruitment policy.
- 5.2 The drivers to be employed shall be those who have a minimum of O-level Secondary School Certificates, Class 'C' Driving License and Professionals Driving Certificates from reputable institutions. In this context, existing government regulations for employment of drivers shall be followed together with the MUHAS Policy.
- 5.3 Technical training and experience shall be considered as an added advantage to the applicant.
- 5.4 Where training opportunities arise, drivers shall be given opportunities according to the existing MUHAS staff development policy.
- 5.5 Drivers shall be required to use movement Logbooks for every Journey/trip made.
- 5.6 Project vehicles' Logbooks will be supervised by project's Principal Investigators and reported to Transport Officer every end of the month for records purposes.

- 5.7 An Unauthorized person shall not be allowed to drive a University vehicle unless recruited as a University Driver or authorized by the University Accounting Officer.
- 5.8 In case of accidents a university driver must inform the Police immediately and record a statement at the nearest Police Station. The Transport Officer shall be contacted with a written accident report by the driver.

6 HIRING OF UNIVERSITY MOTOR VEHICLES

The hiring process shall be guided by the following:

- 6.1 The University vehicles in the pool will be available for hiring if not required for University activities.
- 6.2 The cost of hiring a University vehicle shall be based on the commercial value per km per vehicle.
- 6.3 The DVC-PFA shall be responsible for regulating the University vehicle hiring process.
- 6.4 The hiring charges shall not include the driver's subsistence allowance and fuel. They shall both be covered by the hirer.
- 6.5 University hired motor vehicles shall only be driven by the University drivers who will be paid subsistence allowance as per government rates.
- 6.6 The hiring of the vehicles will be only for facilitating research projects and other academic activities.

7 POLICY STATUS

This Policy and Procedures repeal the previous Transport Policy and Procedures of 2017 and shall be operational upon approval by the Council.

8 RELATED DOCUMENTS

In the implementation of this Policy and Procedures, other relevant documents to be considered will include;

- 8.1 The University Charter and Rules, 2007
- 8.2 MUHAS Staff Regulations of 2015
- 8.3 MUHAS Research Policy of 2020
- 8.4 Sera ya Menejimenti ya Ajira Toleo Namba 2 la Mwaka 2008
- 8.5 Standing Orders for Public Service, 2009 and any other transport Circular or Standing Order issued by the Government from time to time.
- 8.6 Public Procurement Act, 2011 and Public Procurement Regulations, 2013.

- 8.7 Road Traffic Act, 2002
- 8.8 Muongozo wa Huduma kwa Watumishi wa Umma wenye Ulemavu (www.utumishi.go.tz)
- 8.9 Public Assets Management Guideline, 2019; Ministry of Finance and Planning, The United Republic of Tanzania
- 8.10 MUHAS Financial Regulations, 2012.

10.APPROVAL

This Policy and Procedures was approved by the University Council on its **73rd Meeting held on 10th May, 2024.**

11.CUSTODIAN (OWNER) OF THE POLICY

The Office of the Deputy Vice Chancellor responsible for Planning, Finance and Administration shall be the custodian of this Policy.

12.REVISION OF THE POLICY

This Policy and Procedures shall be revised after every three (3) years.

13.APPENDICES

Appendix I: Repair and Maintenance Form (Fomu ya kupeleka gari matengenezo)

Appendix II: Fuel Allocation Form

Appendix III: Fuel Requisition Form

Appendix IV: Permit Form for use of Vehicles during Weekends within Dar es Salaam

Appendix V: Permit Forms for use of Vehicles within and outside Dar es Salaam

Appendix VI: Insurance Cover Request Form (Fomu ya Kuomba Bima ya Gari)

Appendix VII: Vehicle Hiring Form

Appendix I

Form No. Transp/F.1

CHUO KIKUU CHA AFYA NA SAYANSI SHIRIKISHI - MUHIMBILI

FOMU YA KUPELEKA GARI MATENGENEZO

1. (i) Jina la Dereva (ii) Sahihi.....
(iii) Namba ya Gari (iv) Aina ya Gari
2. Gari lipo Idara/Shule/Kurugenzi/Taasisi/Mradi/Ofisi.....
3. Mara ya mwisho gari ilifanyiwa matengenezo likiwa na kilometa (km)
4. Kwa sasa gari lina kilometa (km)
5. Gari limetembea Kilomita (km) kutoka matengenezo ya mwisho.
6. Aina ya matengenezo yanayohitaji kufanyika:

A: MATENGENEZO		B: VIPURI	
NA	AINA YA MATENGENEZO	NA	AINA YA KIPURI

7. Mkuu wa Idara/Shule/Taasisi/Kurugenzi/Mradi/Ofisi
i) Jina ii) Sahihi
iii) Tarehe
iii) Kifungu cha matumizi (Exp. Vote Code)
8. Ukaguzi umefanywa na Fundi Mkuu wa Magari: Jina:
Sahihi Tarehe
9. Imehakikishwa na Afisa Usafiri: Jina
Sahihi Tarehe
10. Imeidhinishwa na: **Naibu Makamu Mkuu wa Chuo - Mipango, Fedha na Utawala**
Sahihi Tarehe
- Muhuri:

Form No. Transp/F.2

Appendix II

UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



**OFFICE OF THE DEPUTY VICE CHANCELLOR-
PLANNING FINANCE AND ADMINISTRATION**

FUEL ALLOCATION FORM FOR MUHAS VEHICLES

1. Covering the Period from **to**
2. Name of the Company & Station supplying the Fuel & Lubricant **GPSA**
3. The under listed are vehicle(s)/generator(s) which are allowed to collect Diesel/Petrol/Oil from the store of the Company mentioned under 2 above. Issue of the fuel should be according to the information supplied in the table below: -

Prepared by:

(Name).....Signature.....Date.....

Checked by **Deputy Vice Chancellor – Planning, Finance and Administration**
Signature..... Date.....

Approved by **Accounting Officer**: Signature..... Date.....

Appendix III

FUEL REQUISITION FORM

TO: HEAD OF PROCUREMENT MANAGEMENT UNIT (PMU)

VEHICLE'S REGISTRATION NUMBER:

SCHOOL/DIRECTORATE/DEPARTMENT/UNIT/SECTION:

PREVIOUS MILEAGE	CURRENT MILEAGE	QUANTITY ISSUED	FUEL TYPE	UNIT OF ISSUE	QUANTITY REQUESTED	QUANTITY AUTHORISED	REMARKS

Requisitioning Driver (Name):

Designation:Signature:

Date:

Responsible Officer (Name):

Designation:Signature:

Date:

Transport Officer (Name):

Signature:Date:

Appendix IV

UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



**OFFICE OF THE DEPUTY VICE CHANCELLOR-
PLANNING FINANCE AND ADMINISTRATION**

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

1. (i) Namba ya gari..... (ii) Aina ya gari.....
2. Gari hili limeruhusiwa kutumika baada ya saa 11.00 jioni siku za kazi, Jumamosi, Jumapili na siku za sikukuu kuanzia (tarehe).....
Hadi (tarehe).....
3. Madhumuni ya kuomba kibali
.....
.....
4. Gari hili litaegeshwa kwa (taja mahali gari litakapolala)
5. Gari linatakiwa liwe linafanya kazi katika maeneo ya
(Taja Wilaya na Mtaa na litakuwa limeegeshwa)
6. Jina la Dereva..... Sahihi.....
7. (i) Jina la afisa anayetumia gari.....
(ii) Cheo chake..... Sahihi..... Tarehe.....
8. Imehakikishwa na Afisa Usafirishaji (Jina).....
9. Sahihi..... Tarehe.....
10. Imepitishwa/Haikupitishwa,

Sahihi..... Tarehe..... Muhuri:

Naibu Makamu Mkuu wa Chuo – Mipango, Fedha na Utawala

Note: (i) Dereva atatakiwa kuonesha kwenye Logbook yake sehemu ambayo gari limepaki.
Kwa maafisa walioruhusiwa kulala na magari ya Chuo, ni lazima Dereva
ahakikishe gari limepaki na kulala nyumbani kwa Afisa na si vinginevyo.

(ii) Fomu hii pia itajazwa kwa minajili ya kuomba kibali cha Maafisa walioruhusiwa
kulala na magari majumbani kwao. Ni kosa kwa Dereva kuegesha gari nje ya

Kampasi ya MUHAS kama hana kibali hiki au kibali kilichotolewa kupitia Fomu Na. 7 kama gari lipo nje ya Mkoa wa DSM.

Appendix V

UNITED REPUBLIC OF TANZANIA

MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES

OFFICE OF THE DEPUTY VICE CHANCELLOR-
PLANNING FINANCE AND ADMINISTRATION



FOMU YA KUOMBA KIBALI CHA KUTUMIA GARI LA CHUO BAADA YA SAA ZA KAZI NJE YA MKOA WA DAR ES SALAAM

Ikumbukwe: (i) Kibali hiki kitatolewa na kutiwa saini na Naibu Makamu Mkuu wa Chuo-Mipango, Fedha na Utawala

(ii) Nakala moja aitunze dereva na nakala nyingine itunzwe ofisini (ndani ya jalada la gari)

1. (i) Namba ya gari (ii) Aina ya gari
2. Madhumuni ya Safari ni.....
3. Kipindi cha kibali hiki kwa gari kuwa nje ya Mkoa wa Dar es Salaam ni kuanzia tarehe mpaka tarehe
4. Gari hili litafanya kazi katika Mkoa /Mikoa ya
5. Gari linatakiwa liwe limeegeshwa sehemu yake ifikapo saa Usiku
6. Jina la sehemu gari litakapoegeshwa ni
7. Gari likiwa safarini litapita barabara za mikoa ifuatayo:
.....
.....
8. (i) Jina la dereva.....
(ii) Namba ya Leseni ya Dereva
9. (i) Jina la Afisa anayetumia gari hili
10. Tarehe ya safari.....
11. Imehakikishwa na Afisa Usafirishaji.....
Sahihi.....Tarehe.....

12. Kibali **kimetolewa/hakikutolewa**,

Sahihi..... Tarehe

Naibu Makamu Mkuu wa Chuo - Mipango, Fedha na Utawala

Muhuri:

NB: *Wakati wote gari litakapokuwa nje ya Mkoa wa DSM matumizi yake yatazingatia maelekezo yaliyopo kwenye fomu hii hapo juu na maelekezo mengine yaliyokwisha kutolewa au yatakayotolewa.*

Appendix VI

CHUO KIKUU CHA AFYA NA SAYANSI SHIRIKISHI - MUHIMBILI

FOMU YA KUOMBA BIMA YA GARI

1. Jina la Dereva
2. (i) Namba ya Gari (ii) Aina ya Gari
3. Gari lipo Idara/Shule/Kurugenzi/Taasisi/Mradi/Ofisi.....
.....
4. (i) Muda wa Bima ya sasa ulikuwa kuanzia tarehe.....
Mpaka..... (ambatanisha stika ya sasa)
(ii) Sahihi ya Dereva Tarehe
5. (i) Jina la Mkuu wa Idara/Shule/Taasisi/Kurugenzi/Mradi/Ofisi
-
(ii) Kifungu cha Matumizi ya kulipia Bima (Exp. Vote Code)
-
(iii) Sahihi ya Mkuu wa Idara/Shule/Taasisi/Kurugenzi/Mradi/Ofisi
6. Jina la Afisa Usafiri.....
.....
Sahihi Tarehe
-
Muhuri
7. Imeidhinishwa na: **Naibu Makamu Mkuu wa Chuo - Mipango, Fedha na Utawala**
Sahihi Tarehe
-
Muhuri

Appendix VII

UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



OFFICE OF THE DEPUTY VICE CHANCELLOR-
PLANNING FINANCE AND ADMINISTRATION

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

Make.....

Model/type.....

Number of seats.....

C. PURPOSE OF HIRING VEHICLE

.....
.....

Which area motor vehicle will be used.....District.....

Region.....

Date hired.....Date Returned.....

NameSignature.....

D. FOR OFFICIAL USE

Registration No.....date of registration.....

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

Number of seats.....

Charge per km

Other.....

E. AAPROVED BY

Deputy Vice Chancellor, Planning and Administration

Name:

Signature:

Date: