

## APPENDIX I

### REVIEWED POLICY

#### KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY, KUMASI

#### REGULATIONS ON THE USE OF UNIVERSITY VEHICLES

##### 1. Preamble

These Regulations are hereby made to govern the use of University vehicles in order to ensure effectiveness and efficiency of their usage and as a cost saving mechanism for the University.

##### 2. Definition of Terms

In this regulation unless the context otherwise requires:

"College" means a collection of Faculties.

"Faculty" means an Institute/School/Faculty /Department/ Centre.

"Offices" means any of the following: Administrative/Professional/Service outfits: Registry, Finance, Internal Audit, Development Office, University Health Services, University library.

"Division" means a unit within offices.

"Head" means the Head of a College/Faculty or Offices/ Division.

"Principal Officer" means the Vice Chancellor, Pro Vice - Chancellor, Registrar.

"University" means Kwame Nkrumah University of Science and Technology (KNUST), Kumasi.

"University Vehicle" means any vehicle purchased by, or donated to the University.

"University Official Business" means teaching, research, extension services, administrative/ professional/ municipal services provided for and on behalf of the University.

"He" the masculine pronoun refers equally to 'she', the feminine pronoun.

##### 3. Acquisition

The University shall purchase vehicle(s) only upon the recommendation of the Transport Engineer, with the approval of the Vice-Chancellor, and the mode of acquisition of vehicle(s) shall be as follows:

- a. purchase by the University;
- b. donation to the University or a College or Offices

##### 4. Standardisation

The University shall purchase vehicles only from companies which can offer after-sales-service preferably, companies with garages or service agents in Kumasi.

##### 5. Allocation

- I University vehicles shall be allocated by the Vice- Chancellor, to a College or Office upon the recommendation of the Transport Engineer.
- II. A project vehicle shall automatically vest in the University at the end of the project and the Vice-Chancellor may allocate or re-allocate it. Where a vehicle has been donated to a College or Offices for a specific project, the Vice- Chancellor shall, upon the recommendation of the Transport Engineer, have the ultimate power to re-allocate

the vehicle to another Faculty or Division within or outside the College or Offices when the exigency demands.

**6(1) Use and Control of University Vehicles**

- I A University vehicle shall be used for only official business of the University.
- II. Where a University vehicle is to be used for a purpose other than for official business, the prior approval of the Vice-Chancellor shall, upon the recommendation of the Chairman of the Transport Organisation Management Committee or Transport Engineer, be obtained.
- III. There shall be a log book on every University vehicle, and the driver in charge and control of the vehicle shall properly keep the log book.
- IV. The Transport Officer shall supervise the drivers and ensure that they properly keep the log books and do the logging appropriately.

**6(2) Vehicle Allocated to Colleges or Offices.**

- I University vehicles allocated to a College or Offices shall be under the immediate control and management of the Head who shall ensure that the vehicles are always road-worthy.
- II. Vehicles allocated to a College or Offices shall not be exclusively used by the Office of the Head but every Faculty or Division shall have right of use of such vehicles.
- III. A special vehicle shall be assigned for use by the Office of a Principal Officer in addition to his official vehicle.
- IV. The Heads of College/Offices shall have official vehicles assigned to them.
- V The Head or an officer designated by the Offices shall ensure that the Head of the Transport Section of the College or Offices furnishes the Transport Engineer with particulars of vehicles donated to the College or Offices.
- VI. The Head of the Transport Section shall submit to the Transport Engineer a report on the condition of all vehicles in the Colleges or Offices at the end of every academic year.
- VII. The Transport Engineer shall submit a report on the conditions on all vehicles in the University at the end of every academic year to the Registrar through the Deputy Registrar (General Administration).
- VIII. Subject to the exigencies of the work of a College or Offices, the Vice-Chancellor may, after consultation with the Head, authorise the use, on a temporary basis, and for a specified period, a vehicle or vehicles of a College or Offices for an official business of the University.
- IX. University vehicles, other than those allocated to the Colleges or Offices shall be under the control of the Transport Engineer, and shall constitute the Pool vehicles.

- X The Transport Engineer shall, notwithstanding Section (ix) above, have the overall responsibility for the maintenance of all University vehicles.
- XI. A Senior Member with license 'B' or higher who has a minimum of two years driving experience qualify with permission of Transport Engineer to drive University vehicle.
- XII. Any member of staff who will act contrary to section (xi) above shall be deemed to have misconducted himself and he shall be sanctioned by the Vice-Chancellor upon the recommendation of the Transport Organisation Management Committee.

### **7. Storage/ Parking**

- I Every vehicle in the Pool, with the exception of those assigned to the Principal Officers/Heads shall be parked at the Transport Department of the University after close of work each day and at week-ends.
- II. Any Officer who infringes upon section (I) above shall forfeit the use of the vehicle for one semester. The Vice-Chancellor shall, upon the recommendations of the Transport Organisation Management Committee, re-assign the vehicle to another Faculty or Division in the same College or Offices.
- III. A vehicle which leaves KNUST campus shall be parked at a Police Station or at a suitable place in any of the Public Universities or at any of the KNUST Guest Houses, or at any KNUST campus outside Kumasi, or at any other place where the safety of the vehicles could be assured.

### **8. Repairs and Routine Maintenance**

- I. The Transport Department shall undertake repairs and routine maintenance of University vehicles.
- II. Where the nature of the repair works or routine maintenance of a vehicle demands that it should be sent to a garage outside the Transport Department, the Transport Engineer shall, with the approval of the Vice-Chancellor, send the vehicle to any of the approved garages in accordance with Section (iii) below.
- III. The Transport Engineer shall maintain a list of garages within and outside Kumasi approved by the Transport Organisation Management Committee.

### **9. Purchase or Donation of Spare Parts**

- I The Transport Department shall be solely responsible for the purchase and storage of spare parts for the University.
- II. Spare parts donated to a College or Offices shall be sent to the Transport Engineer who shall determine its usage.

### **10 Assurance and Disposal of Vehicles**

Insurance of University vehicles shall be as follows:

- I They shall be comprehensively insured for a period of five (5) years at the State Insurance Company Limited or any other insurance company approved by the Transport Organisation Management Committee.

- II. A vehicle which has been used by the University for more than five (5) years shall be insured on third party basis.
- III. The University shall dispose off a vehicle which has travelled for 300,000 kilometres or which has been used for a period of ten (10) years, whichever is shorter.
- IV. Where a College or Office does not use a vehicle for a period of two (2) years, the Transportation Organisation Management Committee may, depending upon its condition, make recommendations to the Vice-Chancellor for a disposal or re-allocation to another Department or College.

#### **11. Drivers**

- I Save as otherwise provided for in this Regulation, University drivers shall be in control of all University vehicles.
- II A driver who is assigned to a College shall still be a staff of the Transportation Department, but he shall be under the direct supervision of the Principal Officers/Head
- III. Every driver who serves at College/Offices for a period of four (4) years, with the exception of those assigned to the Principal Officers, shall be transferred by the Transport Engineer.

#### **12. Accident**

A Head shall, as soon as possible, submit a written report on a motor road accident involving a vehicle under his immediate control to the Transport Engineer and copy the Deputy Registrar (Legal and Welfare Office)