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TRANSPORT POLICY

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Signature by Chairman Council

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1.0 Interpretation of Operational Terms of the Policy

- i. Authorization: the act of giving official permission is a security mechanism used to determine user/client privileges or access levels related to MRU vehicles.
- ii. Custody: a person who has responsibility for taking care of or protecting MRU's vehicles.
- iii. Disposal: the action or process of getting rid of MRU's vehicles.
- iv. Servicing: is a series of maintenance procedures carried out at a set time interval or after the vehicle has traveled a certain distance.

1.1 Background of MRU

Muteesa I Royal University (MRU) was offered an operational license by the National Council for Higher Education (NCHE) in 2005 and started its operations in 2007. The founding Chancellor of the University, who is also its Visitor, is His Majesty the Kabaka, Ronald Muwenda Mutebi II. The genesis of modern education in Uganda is historically associated with the Kingdom of Buganda owing to the role that Sekabaka Muteesa I played in inviting the missionaries who introduced education in Uganda. Owing to this history, it is only befitting that the University was named after this visionary leader. Hence, the University was named after the 31st King of Buganda who was a monarch of great vision, Kabaka Muteesa I (1856-1884). MRU is a skills training, academic and research-oriented institution of higher learning that was established as a private institution. The initiative was promoted by the Executive Committee (EC) of the Buganda Kingdom, headed by the *Katikkiro* (i.e., Prime Minister).

1.2 Strategic Goals of MRU

The Strategic Goals of MRU are as follows:

- i. To produce graduates with all-round competencies and skills to be able to initiate self-employment activities or compete for jobs in the global market;
- ii. To promote research and encourage students and staff to publish;
- iii. To build and expand collaboration and engagement with the community, the alumni, and industry and business, and to equip students with practical skills while empowering the community, industry & business to develop local solutions;
- iv. To strengthen MRU's human resource capacity;
- v. To achieve a sustainable financial resource base;
- vi. To improve the administrative and organizational arrangements of MRU with a view to achieving efficiency and effectiveness in all sections of MRU; and
- vii. To construct or acquire, rehabilitate and maintain buildings, equipment, implements, ICT facilities and land particularly for the growth and development of its niche.

1.3 Vision of MRU

The Vision of MRU is to be "a leading university responding to contemporary challenges through teaching and learning, research and technical guidance".

1.4 Mission of MRU

The Mission of MRU is “to provide training, research and technical guidance responsive to national socio-economic needs”.

1.5 Core Values of MRU

The core values of MRU are as follows:

- i. Professionalism; Professionalism is a trait that's highly valued in the human resource of any organization. It has many attributes, including: (a) Specialized knowledge, (b) Competency, (c) Honesty and integrity, (d) Respect, (e) Accountability, (f) Self-regulation, and (g) Image.
- ii. Respect for Diversity;
- iii. Cultural Sensitivity;
- iv. Tenacity; and
- v. Team Spirit.

2.0 Introduction of the Policy

All University vehicles are a property of MRU. The MRU vehicles are acquired through: Direct purchase by funds internally/locally generated, Donations, and Projects. The Estates Manager shall be the overall manager of all MRU vehicles. The Campus, Faculty, Project and Departmental vehicles shall be entrusted to the Heads of these units for day-to-day operation, management and administration, but their maintenance shall be overseen by the Estates Manager.

3.0 Objectives of the Policy

- i. To guide on how MRU vehicles shall operate and be managed;
- ii. To ensure that MRU vehicles are put to proper use; and
- iii. To provide adequate and reliable transport services to facilitate MRU's day-to-day business.

4.0 Application of the Policy

This Policy shall apply to all persons who are charged with the management and operations of MRU vehicles.

5.0 Procurement of MRU Vehicles

- i. MRU shall procure:
 - a) Brand new pool vehicles or used vehicles not more than three years old from the date of manufacture; and
 - b) Vehicles within engine capacities ranges as may be agreed upon by MRU Management.

ii. Given the resource constraints and the need to attain efficient utilisation of resources, MRU shall use a co-ownership scheme to acquire and manage vehicles for personal use of its officers. These shall include: Vice Chancellor, Deputy Vice Chancellor and the University Secretary and any other officers as Council may prescribe. Management shall prescribe the co-ownership scheme for approval of Council on the following basis:

- a) MRU shall only contribute a fixed amount to be determined by its Council of the money on the purchase cost of the vehicle for the officers; and
- b) The MRU Officer shall meet the comprehensive insurance, repairs and all maintenance costs of the vehicle.

6.0 Servicing and Repairs Procedure

- a) All repairs of MRU vehicles shall be controlled, monitored and overseen by the Estates Manager;
- b) Before the vehicle is serviced or repaired, the end-users shall seek authority from the Estates Manager. The Estates Manager shall inspect each vehicle due for service/repair to establish the need. To establish this, the date of last service/repair and mileage shall be checked;
- c) The MRU Engineer shall physically inspect and test the vehicle to establish the need for service and/or repair;
- d) All repairs/servicing of MRU vehicles shall be handled in pre-qualified suppliers except where circumstances justify work elsewhere;
- e) Pre-work assessment and postwork certification shall be carried out by the Estates Manager; and
- f) Routine service should be as per the manufacturer's specification.

7.0 Fuel Allocation Procedure

- a) All MRU fuel shall be allocated through Fuel Cards; and
- b) Other systems of the procurement can be used only in areas where Fuel Cards are not used.

8.0 General Administration Guidelines

- a) All MRU Vehicle Registration books shall be under the custody of the Estates Manager to ensure proper monitoring and accountability of their usage. The user units shall remain with photocopies of the Registration Books;
- b) The Estates Manager shall be responsible for the continuous assessment and management of the entire MRU fleet;
- c) The Estates Manager shall be responsible for budgeting and submission to management quarterly and annual reports on the performance of the transport services;
- d) Drivers shall be required to use movement Logbooks for every journey made;
- e) The Estates Manager shall handle all matters regarding transport facilitation in MRU;
- f) MRU vehicles shall not perform non-official work without clearance by MRU Accounting Officer;

- g) No driver shall be allowed to drive an MRU vehicle he is are not licensed to drive;
- h) No unauthorized person shall be allowed to drive an MRU vehicle unless recruited as its driver or authorized by the University Secretary/Accounting Officer; and
- i) In case of accidents a MRU driver must inform the Police immediately and record a statement at the nearest Police Station. The Estates Manager shall be contacted with a written Accident Report by the driver.

9.0 Authorization to Use University Vehicles

The Estates Manager, through MRU Engineer, shall have executive responsibilities concerning MRU vehicles' management and administration which he/she may vest in/delegate to the respective MRU Unit Heads and who, in turn, can vest these powers to the Administration Officers of the MRU Units. He/she shall be responsible for determining a person who meets the definition of a qualified driver of MRU vehicle (who officially drives an MRU vehicle) and the type of vehicle he is qualified to drive.

10.0 Motor Vehicle Usage Violations

It is the responsibility of the Estates Manager to control and regulate misuse of MRU Vehicles. When misuse is discovered, it is the responsibility of the Estates Manager to determine the cost and send notification to the Vice Chancellor and the Human Resource Manager. Recovery of the cost of misuse is not to be considered a disciplinary action. In case of failure to recover the cost of misuse, the Estates Manger will determine the kind of disciplinary action to be taken against the errant driver.

11.0 Criteria for Usage of University Vehicles

The Estates Manager must ensure that the following criteria have been met before releasing a MRU vehicle to an employee or authorizing an employee to use a private or personal vehicle on official MRU business:

- a) The person requesting to use a vehicle, in fact, a MRU employee *in active service*;
- b) The vested supervisory office has a copy of the person's driving permit/license from the Estates Department of MRU when one is a direct MRU staff and the vested MRU Unit if a driver is recruited at the respective MRU Unit level. The drivers' records should be renewed at least once every four years. The MRU Engineer and the vested MRU Unit shall continuously check the driving record of the drivers;
- c) The person has satisfactorily completed an MRU approved defensive driving course and maintains a good driving record; and
- d) The person has a valid Ugandan driver's license in his/her possession. The driver's license is of the correct class for the type of vehicle he/she is driving.

12.0 Motor Vehicle Accidents and Reporting Procedure

- a) MRU employees involved in an accident while driving an MRU vehicle, or a privately owned vehicle on official MRU business, will make a statement regarding the accident directly to Police;
- b) Subsequent to any accident involving an MRU vehicle, or rental vehicle, or a privately owned vehicle driven on official MRU business, all communications regarding claims, including summons and complaints, must be forwarded immediately to the Office of MRU Estates Manager. The transmittal letter should include the date and place of service, together with any other pertinent information;
- c) All motor vehicles' accidents involving a MRU vehicle or any vehicle being used on MRU business must be reported within 48 hours to the office of MRU Engineer;
- d) If the accident resulted in bodily injury or significant property damage to a non-MRU party, the accident must first be reported by telephone or by a sent preliminary copy of a written report within forty eight hours after the accident;
- e) Reporting the accident by telephone or email does not replace the need to send the MRU written report within 48 hours;
- f) If an accident involving bodily injury or significant property damage occurs on a weekend, the same should be done;
- g) When a MRU vehicle is struck while parked unattended, listing identification of custodian and vehicle, location, and time damage probably occurred, and signature must be reported immediately; and
- h) The immediate supervisor who authorized or permitted the employee to use the MRU vehicle will ensure that the employee reports in writing or will do it for him/her if the employee is unable to do so. The supervisor will also inform the Office of MRU Engineer when the employee is unable to do so.

13.0 Use of Police Accident Reports

A supervisor who is investigating a MRU vehicle accident is an "interested party" and is entitled to read and make notes from police reports. Such reports will usually be on file within 48 hours at the office of the Police Unit that has jurisdiction over the place of the accident.

14.0 Motor Vehicle Liability Insurance

- a) A Vehicle Liability Self Insurance Claims Unit shall be established within MRU Engineer's Office to respond to claims of bodily injury and/or property damage of others, which occur during MRU use, operation or maintenance of self-propelled land vehicles. Evaluation and payment of claims will be made by MRU Engineer following statutory provisions of the Uganda Road Safety Act and other laws applicable to claims against Uganda. This program protects any officer or employee of MRU against all motor vehicle liability claims while operating a MRU or Government-owned vehicle in the course and scope of employment;
- b) When MRU employees rent a vehicle under the car rental agreement negotiated by MRU, they are covered by an insurance policy provided by the car rental agency as a provision of MRU's contract;

- c) An employee's personal automobile insurance policy is the primary coverage for liability and damages in the event of an accident while on MRU business under the following circumstances:
 - i. The employee has failed to obtain a "non availability" slip from MRU contract vehicle agency before proceeding to a non-MRU contract rental agency;
 - ii. The employee is driving his/her personal vehicle (whether or not a motor-pool vehicle was available); and
 - iii. The employee has rented a vehicle from an agency other than an MRU vehicle contract agency.
- d) The Vehicle Liability Self Insurance Unit does not provide for loss or damage to vehicles owned by MRU or to privately owned vehicles used on MRU business. It is designed to provide reimbursement to third parties only (when an accident is the fault of MRU driver) and not MRU employees, their vehicles and MRU vehicles;
- e) Claims paid by private insurance for accidents to privately owned vehicles while being operated on MRU business are not reimbursable from MRU funds; and
- f) The office of MRU Engineer shall pursue the party responsible for the accident to recover MRU's costs of repairs. Copies of the repair invoices, and any other expenses, should be forwarded as soon as possible to MRU's Office at the Estates Department.

15.0 Operation Inspection

- a) The operator of a vehicle also has an obligation to inspect the vehicle before driving it. The vehicle should be checked visually to assure that such items as tyres are in good condition and adequately inflated, that the side-view mirror is usable, that there is a gas cap, spare tyre, and a jack. The brakes, lights, and other controls should be tested for satisfactory performance;
- b) Problems noticed by the operator while using the vehicle should be noted on a Trip/Daily Operator Checklist, which should be kept in the vehicle; and
- c) Cooperation of the operators of MRU vehicles is an important supplement to the routine periodic inspections, as it helps forestall problems during subsequent use and helps minimize maintenance problems.

16.0 Disposal of University Vehicles

The procedure for the disposal of MRU vehicles shall be as follows:

- a) No MRU vehicle shall be boarded off without the knowledge of the Procurement Office and the MRU Engineer;
- b) The MRU Engineer should be mandated to assess the mechanical worthiness of the vehicle disposed by a Department if it can be surrendered/donated to another Department for salvaging should that Department show interest in the vehicle in question;
- c) The Procurement Office will from time to time issue guidelines on how to proceed with disposal of old or scrap vehicles;
- d) Depreciation shall be considered in recommending a vehicle for disposal or boarding off;
- e) Disposal of a vehicle will depend on the transport requirement of that Department;

- f) When a project expires, the stakeholders are under obligation to surrender the project vehicles to MRU Management; and
- g) Before disposal of any MRU vehicle a pre-evaluation of the same is carried out by a competent valuer.

17.0 Authorisation To Use Personal/Privatey owned Vehichles on MRU Business

- i. Management has the responsibility for authorizing persons to drive privately owned vehichles to conduct MRU business. This responsibility may be delegated to the lowest practical supervisory level at which proper controls can be exercised;
- ii. Employees will be allowed on MRU Business if they have had a current valid driver's licene for at least one year and are at least 18 years of age;
- iii. When driving a personal vehichle on MRU business, the driver's personal insurance serves as the primary insurance and is the extent of the driver's protection. Students and employees need to be comfortable with their own auto insurance coverage and limits and assume all risks and responsibility for transporting other individuals in their veichle;
- iv. When an employee or student uses a personal vehicle on MRU business or if MRU arranges the transportation for an activity or event and a student employee is asked to transport others in their personal vehicle, that person/driver must be on the approved driver's list maintained by the Manager, Estates and Physical Assets indicating the following:
 - a. An acceptable motor vehicle driving school record as defined in the this Policy;
 - b. Driver's License and Expiration Date (record as part of the approval process); and
 - c. Current personal automobile insurance including the insurance company name, policy, and adequate limits (recorded as part of the approval process) in the quiz.
- v. When MRU is not providing or arranging for transportation to an event or ctivity (i.e., the event begins at the designated location), the driver understands that he/she is assuming all risk and liability. Of course, it is still important to only drive and transport others when there is good driving record, current valid driver's lisence, and personal automobile insurance with sufficient limits;
- vi. In all cases, the driver/owner of the vehicle must follow all traffic laws and regulations and ensure that the personal vehicle is in good operating condition and safe to drive;
- vii. Before a person ay be authorized to use privately owned vehicle to conduct University business, the person must certify in writing that the vehicle used will always be:
 - a. Covered by liability insurance in at least the following categories:
 - i. For personal inquiry and/or death of one person;
 - ii. For personal injury to two or more persons in one accident; and
 - iii. For property damage.

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- b. Adequate for the work to be performed;
 - c. Equipped with safety belts in operating condition; and
 - d. In safe mechanical condition as required by law.
- viii. This certification will be recorded with the Manager, Estates and Physical Assets;
 - ix. The completed authorisation request shall be retained by the supervisor empowered to approve the use of privately owned vehicles;
 - x. Authorisation request will be valid for a period not to exceed one year; and
 - xi. The supervisor shall verify that there is a fully executed current authorisation report on file before signing a Travel Expense Claim. This will assure that the person is aware that the coverage must be provided by the person's insurance rather than through any Government sponsored insurance and safety requirements were in effect and had been properly recorded before the privately owned vehicle was used.

18.0 Privately Owned Vehicles/Rental Company Vehicles on MRU Business

- i. It is the responsibility for any employee renting and/or driving a rental company vehicle on MRU business to ensure that they are on the approved drivers' list maintained by MRU Estates Manager;
- ii. Employees not on this list shall not rent or drive a rental company vehicle for MRU business; and
- iii. Being an "approved driver" means that the individual has an acceptable motor vehicle driving record (as defined elsewhere in the Policy), has successfully completed the training course provided through Plant Services, has provided information regarding his/her current driver license, and has verified that he/she has current personal automobile insurance with sufficient limits.

18.1 Procedure

- i. An accident that involves privately owned car or commercial automobile rental being driven on MRU business will be reported to MRU Estates Manager. The report should be clearly marked "Privately Owned Involved" or "Rental Vehicle"; and
- ii. The original of the report shall be sent to MRU's Manager, Estates and Physical Assets and a copy retained by the MRU user Unit with an additional copy retained by MRU employee-driver.

18.2 Supervisor's Review

The supervisor of each driver involved in an accident will take the following actions:

- i. Investigate each accident promptly and thoroughly;
- ii. The immediate supervisor who authorized or permitted the employee to use the vehicle will ensure that the employee writes a report or will do it for him/her if the employee is unable to do so;
- iii. Prepare a supervisor's review report; and

- iv. Initiate any appropriate corrective action, verbal or written, and record corrective action taken in Departmental personal records
END

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