

FOREWORD

The Transport Policy of The Open University of Tanzania has been developed with a view of enabling effective management and utilization of transport resources and services in order to support the core functions of the University as well as providing a good working environment for staff.

The Policy contains six parts. Part One comprises introduction and objectives of the Transport Policy. Part Two addresses the procurement of motor vehicles while part Three outlines motor vehicle management and staff transport. Part Four is on vehicle disposal whereas part Five deals with motor vehicle loans and conditions for providing the loans. Lastly, is Part Six which is about policy implementation and review.

It is anticipated that implementation of this policy will facilitate effective management of transport resources and provide favorable working environment to staff and other stakeholders.

As technology and working environment change, the Transport Policy of the Open University of Tanzania shall be reviewed after every five years to cope with the changes. In view of this then, valuable contribution of ideas and constructive comments are welcome from all sections of OUT community and other stakeholders as these will help to come out with a good Transport Policy.

Prof. ElifasT. Bisanda
Vice Chancellor

Dar es Salaam
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On behalf of the OUT Management, I take this opportunity to thank all those who participated effectively in the preparation of this Transport Policy review. I wish to acknowledge and commend the taskforce comprising Dr. Paul D. Ikwaba, Mr. MatikuMororo, Mr.SalvatoryMukama and Eng. Said Juma for reviewing the document.

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LIST OF ABBREVIATIONS AND ACRONYMS

NIT	-	National Institute of Technology
ODL	-	Open and Distance Learning
OUT	-	Open University of Tanzania
		RAC – Regional Advisory Committee
TEMESA		Tanzania Electrical, Mechanical and Services Agency
VETA	-	Vocational Education and Training Authority

PART ONE: INTRODUCTION AND OBJECTIVES

1.1 INTRODUCTION

The Open University of Tanzania (OUT) is a public higher learning institution in Tanzania established by Act No. 17 of 1992 under the Ministry of Education and Vocational Training with its headquarters in the Dar es Salaam City. The operations of the University are now governed by the OUT Charter and Rules, 2007 prepared under the Universities Act, 2005. The University has 29 Regional Centres in all regions of the country including coordinating centres in Zanzibar and Pemba. Also there are another 5 Co ordination centres outside the country namely: Egerton and Njoro (Kenya), Kibungo (Rwanda), Triumphant College (Namibia) and Martyr's University (Uganda). The University delivers its academic programmes through the Open and Distance Learning (ODL) mode.

Since 1994, the Government of Tanzania through the Civil Service Department has provided guidance through various circulars regarding the running of motor vehicles in public institutions. The documents include MVC.23/011/4 of 26/07/1994; MVF.23/001/10 of 28/07/1994 and MVF.23/081/F1125 of 31/10/1995. All the circulars emphasized on the efforts being undertaken by the Government to reduce expenses of running motor vehicles in Government Departments as well as in state parastatals and companies as stipulated in the Treasury Registrars Circular No. 2 of 1994.

1.2 OBJECTIVES

The Open University of Tanzania, like other public institutions, is bound by the Government circulars on reducing the expenses for running motor vehicles. Therefore, preparation of a Transport Policy to guide management of transport resources and taking into peculiarity of its functions is very important. The following are important considerations that guided the formulation of the Transport Policy.

- 1.2.1 Since OUT provides education through ODL mode, there is a need to have an effective transport system to ensure that study materials and examinations are delivered to all centres on time.
- 1.2.2 The University, where necessary, hires services of experts from other institutions within and outside the country for running face-to-face sessions, administration and examination activities. Therefore, reliable transport is needed to facilitate accomplishment of these academic activities.
- 1.2.3 Transport is required to facilitate communication at the OUT Headquarters, Regional centres, Coordination centres and other partner institutions as well as for research, consultancy and outreach activities undertaken by University staff.
- 1.2.4 The University requires reliable transport for distribution of examinations papers and other day-to-day operations such as delivery of supplies to centres, delivery and collection of letter, parcels as well as social obligations like sports and games, funerals, etc.
- 1.2.5 The majority of staff at the HQ are using public transport to reach their work place. Subject to availability of resources, the university will provide transport to ease transit time for staff coming along the major roads within the city boundaries.

Therefore, OUT Transport Policy is intended to enable the University to undertake the above functions more efficiently.

PART TWO: POLICY STATEMENTS AND OPERATIONAL PROCEDURES

2.0 MOTOR VEHICLES/CYCLES PROCUREMENT

2.1 Policy Statement

The University shall procure some motor vehicles/cycles for key University functions in accordance with the Public Procurement Act, 2011 and its Regulations of 2013.

2.2 Operational procedures

- (i) Purchase of motor vehicle(s)/cycle(s) must be in line with the approved budget.
- (ii) Only brand new vehicle(s)/cycle(s) will be purchased.
- (iii) Procurement will be made according to approved public procurement procedures.
- (iv) The transport officer shall be involved in all procurement processes of motor vehicle(s)/cycle(s) at HQ, regional centre and Coordination centres.
- (v) Funds donated through public fund raising initiatives for regional centres, may be used for the purchase of used vehicles to the targeted centre as long as the vehicle is in good condition after RAC and Management approval.
- (vi) The university shall accept donated used vehicles, as long as they are road worthy and have tax exemption.

2.3 TYPES OF MOTOR VEHICLES/ CYCLES

2.3.1 Policy Statement

Types of motor vehicles/cycles brands will depend on need, purpose, cost, availability in the market and easy to maintain.

2.3.2 Operational Procedures

- (i) Purchase of motor vehicles/cycles will depend on the durability, cost and purpose.
- (ii) Motor vehicles/cycles for which spares are easily available and affordable will be preferred.
- (iii) Motor vehicles/cycles with high level of fuel economy relative to the engine capacity shall be given priority during procurement.

2.4 MOTOR VEHICLE/CYCLE REGISTRATION

2.4.1 Policy Statement

All vehicles/cycles procured for University operations will be registered in accordance with the relevant Government procedures and guidelines.

2.4.2 Operational Procedure

- (i) Registration systems for University vehicle(s)/cycle(s) will follow the guidelines issued by the Government from time to time.
- (ii) All vehicles/cycles registration cards must be kept by the Secretary to Council while the transport officer will keep the copies.
- (iii) A copy of a certified registration card must be kept inside each university vehicle.

PART THREE: MOTOR VEHICLE(S)/CYCLE(S) CONTROL

3.0 MOTOR VEHICLE(S)/CYCLE(S) CONTROL

3.1 Policy Statement

Implementation of the Transport Policy will be overseen by the Deputy Vice Chancellor (Resources Management) through the Transport Officer in charge.

3.2 Operational Procedures

- (i) The allocation of any motor vehicle/cycle will be done by Deputy Vice Chancellor (Resources Management) after consultation with the Vice Chancellor.
- (ii) The Transport Officer will ensure that proper records of all University motor vehicle(s)/cycle(s) including insurance and licenses are kept and are up to date all the time.
- (iii) The Transport Officer will ensure that all motor vehicle(s)/cycle(s) including those in region/coordination centres are always in good running condition and supervise activities of drivers including preparing their duty roster.
- (iv) Drivers will be obliged to maintain up-to-date logbooks for motor vehicle(s)/cycle(s) under their custody.

- (v) Drivers will be obliged to maintain cleanliness of the motor vehicle(s)/cycle(s) in their custody.
- (vi) Any vehicle/cycle moving out of DSM will need a written permission from DVC-RM (special form to be filled and approved).
- (vii) Any vehicle/cycle moving out of the country must obtain written permission from the Vice Chancellor.
- (viii) Vehicles purchased through externally funded projects will be solely used for the purposes of the project, but may be re-allocated for other use upon completion of the projects.
- (ix) Only authorized university drivers will be allowed to drive university vehicles. Other officers of the university are not permitted to drive the vehicles except under very unusual circumstances, having obtained permission from the DVC-RM.

3.3 MOTOR VEHICLES/CYCLES FUELUSAGE

3.3.1 Policy Statement

The University will purchase fuel for motor vehicles/cycles in accordance with the laid down procedures.

3.3.2 Operational Procedures

- (i) Fuel purchase shall be done through credit cards obtained from a selected dealer.
- (ii) No purchases of fuel for private vehicles are to be made with the University fuel cards.
- (iii) Fuel allocation for various entitled Officers will be limited to the following volumes:

Office	Litres per Week	Litres per Month
• Vice Chancellor	150	600
• Deputy Vice Chancellors	125	500
• Secretary to Council	120	480
• All Deans and Directors	115	460
• Directors of Regional/Coordination Centres	50	200
• Pool vehicles	100	400
• Staff Buses	100	400

Note: The Deputy Vice Chancellor (RM) may determine fuel allocation at any time depending on circumstances.

3.4 MOTOR VEHICLE/CYCLE PARKING

3.4.1 Policy Statement

All motor vehicles/cycles shall be parked at the OUT premises, or any other location approved by DVC-RM.

3.4.2 Operational Procedures

- (i) After working hours, University motor vehicles/cycles will be parked at the University premises except where directed otherwise by the Management.
- (ii) Parking of University motor vehicles/cycles at other premises other than above is prohibited unless permission is granted by the Deputy Vice Chancellor (Resources Management).
- (iii) Vehicles allocated to the VC and DVCs may be parked at the officers residence if they are proven to be secured and guarded by OUT security.

3.5 STAFF TRANSPORT

3.5.1 Policy Statement

There shall be some vehicles in a pool for various daily University official assignments.

3.5.2 Operational Procedures

- (i) The University will encourage and where possible support efforts by Regional Centres to acquire transport facilities, through the RAC.

3.6 MOTOR VEHICLE/MOTOR CYCLE ACCIDENTS

3.6.1 Policy Statement

If the University motor vehicle/cycle is involved in a road accident, relevant traffic and road safety legislation will apply.

3.6.2 Operational Procedures

- (i) A driver involved in an accident will be required to report the incident to the police and also submit a detailed report to the Transport Officer.
- (ii) The Transport Officer will communicate the same to University higher authorities and insurance provider for further actions.

3.7 RENTAL/HIRE OF MOTOR VEHICLE/CYCLE

3.7.1 Policy Statement

The University will only hire motor vehicles/cycles where the service is critically needed and there is no possibility of providing the same using University motor vehicles/motor cycles. It may also provide few vehicles for rent where necessary for income generation.

3.7.2 Operational Procedures

- (i) Permission to hire a motor vehicle/cycle should be sought from the Vice Chancellor or Deputy Vice Chancellor (Resources Management).
- (ii) Hire of vehicles will be determined and recommended by the Transport Officer based on the needs.
- (iii) The University will hire motor vehicles/cycles from reputable companies that possess proven experience in the business.
- (iv) The University shall rent vehicles to staff with assignments such as research or consultancy and the responsible staff shall pay the full agreed amount.
- (v) No rental arrangement may be effected without prior approval from the Deputy Vice Chancellor (Resources Management) after consulting both the Transport Officer and the Income Generation Unit.

3.8 MOTOR VEHICLES/CYCLES REPAIR AND MAINTENANCE

3.8.1 Policy Statement

Major motor vehicles/cycles maintenance will be done by the dealer or contracted garages obtained through competitive tendering system but minor repairs shall be carried out by University's drivers-cum mechanics.

3.8.2 Operational Procedure

- (i) The garages for servicing the University motor vehicles/cycles must have adequate security and registered by industrial inspector and meet all safety and business requirements as required by relevant laws.
- (ii) The Transport Officer is responsible for ensuring effective repair and maintenance of motor vehicles/cycles.

3.9 RECRUITMENT OF DRIVERS

3.9.1 Policy Statement

In order to ensure efficiency in motor vehicles/cycles use, the University shall employ qualified drivers with proven experience to drive motor vehicles/cycles.

3.9.2 Operational Procedure

- (i) For a driver to be considered for recruitment he/she should possess a genuine and valid class “C” or “E” driving license and driver’s certificate from NIT or VETA and must demonstrate competence in motor vehicle/cycle driving and maintenance.
- (ii) Drivers will be sent for refresher training from time to time to keep pace with new driving rules and highway codes.

4.0 MOTOR VEHICLES/CYCLES DISPOSAL

4.1 Policy Statement

When a motor vehicle/cycle has surpassed its economical useful life, it shall be disposed of as provided for by the Public Procurement and Disposal Act as well as other applicable regulations.

4.2 Operational Procedures

- (i) When a motor vehicle/cycle has surpassed its economical useful life, it shall be disposed of as stipulated in the Public Procurement and Disposal Act after certification by the Tanzania Electrical, Mechanical and Services Agency (TEMESA).
- (ii) A motor vehicle/cycle that has been damaged beyond economical repair in an accident shall be disposed after certification by TEMESA and the insurer.
- (iii) University staff will be given priority during the sale of the motor vehicles/cycles by auction.

5.0 MOTOR VEHICLE/CYCLE LOANS

5.1 Policy Statement

- (i) Depending on the availability of financial resources, the University may provide loans to staff for purchasing motor vehicles/cycles in order to facilitate implementation of their official duties. It can also facilitate acquisition of motor vehicles/cycles or loans for purchasing motor vehicles/cycles from motor vehicles/cycles dealers or financial institutions offering such loans.
- (ii) Eligible staff to be given loans must be those confirmed and working under permanent terms and conditions.
- (iv) Staff working in remote locations, such as Directors of Regional Centres, will be given priority.

5.2 Operational Procedures

- (i) To ensure effectiveness and transparency in motor vehicle/cycle loans, a committee comprising at least five members will be appointed by the DVC (RM).
- (ii) Decision to provide motor vehicle/motor cycle loan to a staff will depend on the financial position of the University and the recommendations of the Motor Vehicle Loan Committee subject to the VC's approval.
- (iii) Priority on loans provision will depend on the laid down terms of reference as provided by the appointing authority of the Motor Vehicle Loan Committee.
- (iv) Loans will only be given to staff that have proven ability to re-pay the loans within a period of six (6) years.
- (v) The amount to be loaned will not exceed TShs. 15,000,000/= (fifteen million shillings only).
- (vi) A vehicle loan contract will be prepared and approval will be granted by the Vice Chancellor following recommendation from the Motor Vehicle Loan Committee.
- (vii) Evidence must be presented showing that the loan was used for the intended purpose.

5.0 POLICY IMPLEMENTATION AND REVIEW

The implementation of this policy will be overseen by the office of the Deputy Vice Chancellor (Resources Management) and the day-to-day supervision of transport matters will be done by the Transport Officer.

The review of the policy will be undertaken after every five years to evaluate its effectiveness and consider appropriate amendments (if any).

7.0 REFERENCES

The Open University of Tanzania Transport Policy, March 2011.

First correction of document No. 51 with reference No. KMC/S/II/9/12/of 30/03/1992.

Document on reduction of government motor vehicle uses with reference No. MVC/23/011/C/22 of 25/08/1994.

Document of Treasury No. 2 with reference No. TYC/P/10/03/01/of 1/10/1994.

Document on reduction of expenses for government motor vehicles of reference No. MVF/23/011/C/22 of 25/08/1994.

Other documents are together with those of reference No. MVG.23/011/4 of 26/07/1994, MVF 23/001/10 of 28/07/1994 and MVF. 23/08/F/125 of 3/10/1995.

Jomo Kenyatta University of Agriculture and Technology (Kenya) Transport Policy, 2011.