

The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR BOOKING AND BUS HIRE DVC-ADM/MTN/03)	Assistant administrator
	NO. OF APPENDICES:
	4 (A-D)

AUTHORIZATION


This Standard operating Procedure is issued under the authority of:

NAME	REV.PROF. J. BAITU
TITLE	DEPUTY VICE-CHANCELLOR ADMINISTRATION
SIGNATURE	
DATE	23 February 2011
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STAMP CONTROLLED / UNCONTROLLED	CONTROLLED

NOTE:

1. Write amendments on the page provided (Clause 0.2)
2. Controlled copies of this document will be in the Assistant administrator office and the DVC's office.

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0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	(dd-mm-yy)	Page	Clause/subclause	Title

0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users

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1. **PURPOSE:** To ensure timely and efficient allocation of transport.

2. **Scope:** The procedure of the booking for transport shall be covering all cuea staff, students and bus hires except the Deputy Vice Chancellor and Vice Chancellor.

3.. Terms and Definitions'

The following shall apply in addition to those already defined in the catholic university quality management manual.

VC.....vice chancellor

DVC.....deputy vice chancellor

HOD..... head of department

Ass. Admin.....assistant administrator

References

The references are found in Catholic University Quality Management Manual.

5. **Responsibility;** It shall be the responsibility of the Ass. Admin to ensure that the procedures are adhered to.

6. Method

6.1 The user shall fill a vehicle booking form and a letter for bus hire. The user shall present it to his or her HoD indicating date, time of travel and estimated number.


6.2.0 The HOD shall verify the booking.

6.2.1 If approved the form shall be forwarded to the DVC admin

6.2.2 If not approved the HOD shall recommend and return the form to the requesting user.

6.3 The DVC admin shall verify the booking and for necessity and compliance to the Cuea Transport policy.

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6.3.1 If not he shall make comments and return it to the user.

6.4 The ass. Admin shall receive the booking and analyse for necessary approvals and allocate the vehicle and driver.

6.5 The driver shall undertake the duty after being assigned and checking the condition of vehicle.

6.6 When the driver completes the assignment he shall report mileage covered to the ass. Admin through the daily work ticket of the particular vehicle.

6.7 The ass. Admin shall calculate and raise a note to credit control for invoicing.

6.8 The ass. Admin shall direct the user to the credit control and accounts office for payments.

6.9 The user after payment shall bring a copy of receipt to ass. Admin for filing and prove of payment.

7.0 Appendices


7.1 Appendices A: Vehicle booking form

7.2 Appendices B: Transport policy

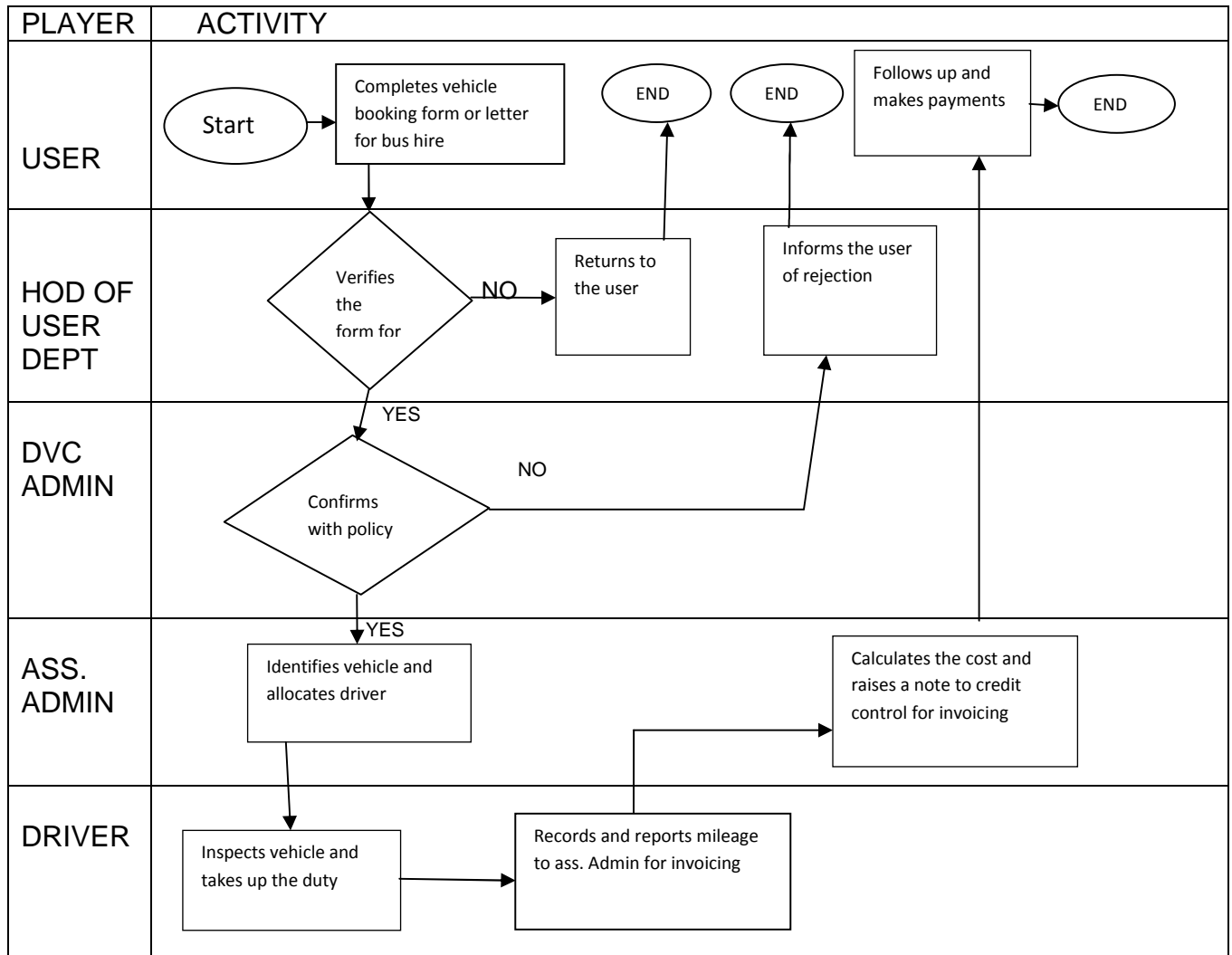
7.3 Appendices C: Vehicle booking and Bus hire flow map.

7.4 Appendices D: Vehicle daily work ticket.


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PROCEDURES FOR BOOKING OF VEHICLE AND BUS HIRE FLOW MAP.



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7.1 Appendices A: Vehicle booking form

THE CATHOLIC UNIVERSITY OF EASTERN AFRICA


Transport Department

TBF: 581

NB: BOOKING SHOULD BE DONE TWO WEEKS BEFORE UNLESS IT IS AN EMERGENCY

Department	Date of Travel	Time of Travel	Destination	Date of Return	Expected Time of Return	Purpose

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Number of persons travelling:.....

Name of requesting officer:.....

Signature:..... **Date:**.....

Vote to be charged:.....

Recommended by Head of Dept. Signature:..... **Date:**.....

Recommended by Dean/Director: Signature:..... **Date:**.....

Approved: DVC/Administration: Signature:..... **Date:**.....


For Transport Department use only

Received:..... **Date:**.....

Vehicle Reg. No..... **Driver:**.....

Assistant Administrator:..... **Signature**

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7.2 Appendices B: Transport policy



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A

P.O. Box 62157

Nairobi - KENYA

Telephone: 891601-6

Maintenance & Motor Vehicle Department

13th July 2009

To: Internal Audit

RE: A DRAFT ON THE MOTOR VEHICLE POLICIES AND PROCEDURES

1) Policy on Purchase and Procurement of Motor Vehicles

This shall depend on the needs of the department. The department should make recommendations to the Management through the procurement committee. The management should then decide on what to purchase according to the needs and the funds available.


2) Procedures on disposal of the University vehicles

The life-span of small vehicle lasts for a period of five years. These vehicles can only be in good condition during this time. This is with proper service and maintenance we recommend that after five years they are disposed off. The procedure for disposal is that the department gives recommendations to the management through procurement committee. The committee will evaluate the vehicles before they are sold. People are asked to bid for them in sealed envelopes. The highest bidders are given the priority. The buses can last up to a period of ten years. Thereafter they can be disposed. It is expensive to maintain them after these years. For example, there is a bus KAK 813C that was bought ten years ago, it has now become very expensive to maintain, it consumes a lot of fuel.

3) Repairs, Services and Maintenance of the University Vehicles

The repairs and services should be done internally since we have our own mechanics. The repairs resulting from accidents shall be done in the reputable garages appointed by the department. These

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garages must be secure and are insured against losses and damages. We have garages like Apostles of Jesus Technical Institute, Don Bosco and Regal garage in industrial area. The vehicles should be serviced after running for 5,000kms.

4) Booking of Vehicles

The booking should be done two weeks before the day of the trip except for emergencies. The booking forms are to be picked from the office of DVC/Administration who signs for the movement. We recommend that memos for transport bookings should be accompanied by the transport booking forms. This is for both internal and external bookings.

5) Hiring Procedures

The hiring will be done through the office of the DVC/Administration who forwards the approved form to the motor vehicle department for the release of the vehicle. The students and departments shall be charged 65/- per kilometre. The outsiders will be charged 100/- per kilometre

Some bookings are done only within Nairobi, thus we incur very few kilometres. Therefore, outsiders who hire the vehicles for use within Nairobi will pay a flat rate of 10,000/-. An invoice shall be raised to the hirer and payments be made before the release of the vehicle.

6) Movement of the Vehicles

We recommend that the movement of the vehicles be authorized by the DVC/Administration and the Head of Department. Drivers should not be allowed to authorize the movement of vehicles. There is a risk of misuse and insecurity.

7) Fueling of the University Vehicles


The fuelling should be done through the "Bon Voyage" cards which are supplied by Total Kenya. We recommend that the head of department be mandated the full authority of these cards. When he is away, he should write a letter indicating the person who will be in charge or the management to decide. This will be easier for accountability purposes.

Yours sincerely,

Br. Julius Otieno

Assistant Administrator

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7.4 Appendices D: Vehicle daily work ticket.

THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

TRANSPORT DAILY WORK TICKET

MONTH.....NO.....

To be filled by the issuing Officer.

PREVIOUS W.T. NO..... VEHICLE REG. NO.....

MAKE..... STATION.....

Driver's No. and Name									Authorizing Officer's		
No.	Name	Signature							No.	Name	Signature
4		7		10		13					
5		8		11		14					
6		9		12		15					

No.	Destination	Department	Authority			Reading Out	Lubricants Ltrs	Reading Before Fuelling	Fuel Drawn		Time		Reading In	Km Covered
			Name	P/No	Signature				Ltrs	Kshs	Out	In		

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