The Catholic University of Eastern Africa

TITTLE	AUTHOR
TRANSPORT SERVICES **CUEA/DVC-ADM/MTN/06)**	**ASSISTANT ADMINISTRATOR**
	NO. OF APPENDICES: **Two**

AUTHORIZATION	
This standard Operating Procedure is issued under the authority of:	
TITTLE	**DEPUTY VICE-CHANCELLOR – ADMINISTRATION**
SIGNATURE	
DATE	**23 February 2011**
ISSUE DATE	**23 March 2011**
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's and the DVC-Administration office

0. CONTENTS AND RECORD OF CHANGES

Revision	00		Date	18 – Jan 2011

0.1 Table of Contents

0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	(dd-mm-yy)	*Page*	*Clause/subclause*	*Title*
1	19 May 2011	3	6.1(reference to a form)	Assistant Administrator

0.3 Distribution / Circulation

<mark>This Standard Operating Procedure is available at relevant function for authorized users.</mark>

1. **PURPOSE:** To ensure that the university transport are well used by the authorized users

2. **Scope:** This procedure shall cover all the evening programme students and members of staff who wish to use the transport service.

3. **TERMS AND DEFINITIONS:**

The terms and definitions apply to the ones in Catholic University Quality manual document and in addition to the following.

3.1 **Evening programme:** These are students who take their studies in the evening

4. References

The references is found in Catholic University Quality Management Manual Document

4. Responsibility

The Assistant Administrator shall ensure that this procedure is followed.

6. Method

6.1 The user shall fill and sign a transport request form (CUEA/MTN/Form6). This form shall be issued by the bus attendant on boarding the bus in the first day of reporting for the semester.

6.2 The form is then returned to the bus attendant who shall hand it over to the Assistant Administrator the following day.

6.3 The ass.adm shall verify the form and fill the information contained in the form into a card that same day of receipt of the form

6.4 The ass.adm shall fill the information contained in the card and give it a serial number into a book for reference that same day.

6.5 The ass.adm shall sign and stamp the card and hand over to the bus attendant same day after filling and stamping.

6.6 The bus attendant shall forward the card to the user that same day.

6.7 The ass.adm shall forward the application form to the finance office for charging within the first week of semester.
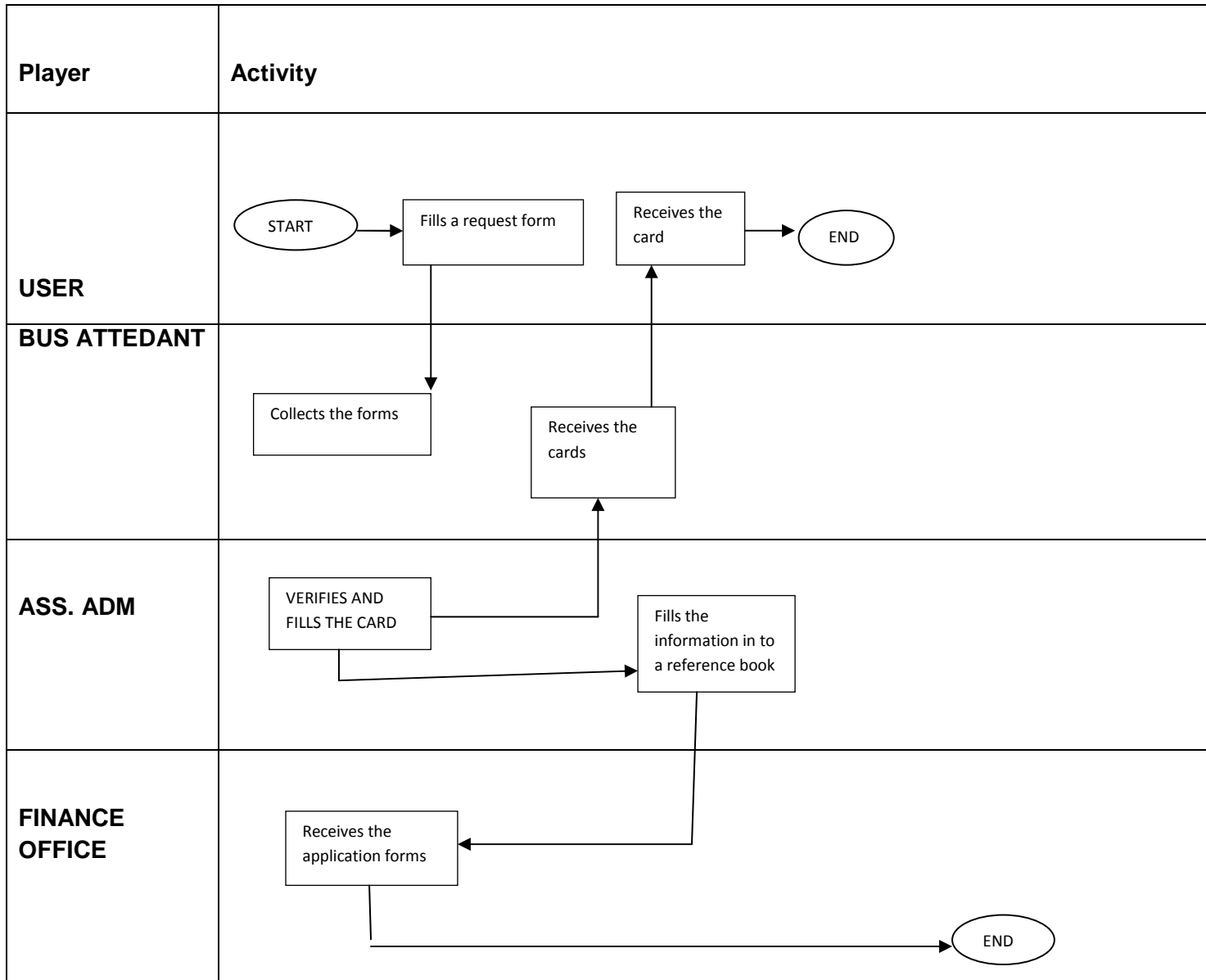
7.0 Appendices

7.1 Appendix A: Procedure flow map

Appendix A: Procedure flow map

Player	Activity
USER	START → Fills a request form → Receives the card → END
BUS ATTEDANT	Collects the forms Receives the cards
ASS. ADM	VERIFIES AND FILLS THE CARD Fills the information in to a reference book
FINANCE OFFICE	Receives the application forms → END

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