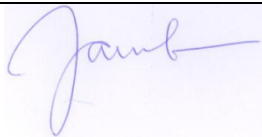



# The Catholic University of Eastern Africa

TITLE	AUTHOR
<b>PROCEDURE FOR BOOKING AND BUS HIRE (CUEA/DVC ADM/MTN/01)</b>	<b>TITLE OF HEAD OF FUNCTION</b>
	NO. OF APPENDICES:
	<b>THREE (3)</b>
<b>AUTHORIZATION</b> This Standard Operating Procedure is issued under the authority of:	
TITLE	<b>DIVISIONAL HEAD (VC or DVC)</b>
SIGNATURE	
DATE	<b>7 January 2019</b>
ISSUE DATE	<b>7 January 2019</b>
STAMP CONTROLLED / UNCONTROLLED	<b>CONTROLLED</b>
<b>NOTE:</b> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the Transport and Maintenance Office and the relevant functions for authorized users office	

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## 0. CONTENTS AND RECORD OF CHANGES

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### 0.2 Record of Changes

No.	Date (dd-mm-yy)	Details of Changes		Authorization
		Page	Clause/subclause	Title
1.	07-02-2019	All	Complete review of procedure to adhere to ISO 9001:2015 requirements	TMO


### 0.3 Distribution / Circulation

This Standard Operating Procedure is available on CUEA servers for authorized users.

## 1.0 PURPOSE

To ensure timely and efficient allocation of transport.

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## 2.0 SCOPE

The procedure of the booking for transport shall be covering all CUEA staff, students and bus hires except the DVC and VC.

## 3.0 REFERENCES

The CUEA Quality Management Manual  
ISO 9001:2015 Quality Management System Manual

## 4.0 DEFINITION OF TERMS

VC Vice Chancellor  
DVC Deputy Vice Chancellor  
HOD Head of Department  
TMO Transport and Maintenance Officer

## 5.0 PRINCIPAL RESPONSIBILITIES

It shall be the responsibility of the Transport Officer to ensure the procedures are adhered to.

## 6.0 METHOD


6.1 The user shall fill a vehicle booking form / mail and a letter / mail of the bus hire. He /she shall present it to his or her HOD indicating date, time of travel and estimated number and time to the DVC Administration, Finance and Planning through the requesting and indicating the same.

6.2 The HOD shall verify and approve the booking.

6.2.1 If approved the form shall be forwarded to the budgeting officer.


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

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- 6.3 The Budget Officer shall verify the booking and for necessity and compliance.
- 6.3.1 If not he shall make comments and return it to the user.
- 6.4 The transport officer shall receive the booking and analyze 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 If the bus hired arrives the driver shall report mileage covered to the transport officer.
- 6.7 The transport officer shall calculate and raise a note to credit control for invoicing.
- 6.8 The transport officer shall direct the user to the credit control and accounts office to payments.
- 6.9 The user after payment shall bring a copy of receipt to transport officer for filing and proof of payment.

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## 7.0 APPENDICES

### 7.1 CONTEXT


#### 7.1.1 External / Internal Factors

(a)	<b>External Factors</b>	<b>Identified Risk / Opportunity</b>
(i)	Traffic Act	Impounding by authorities
(ii)	Nature of road	Vehicle breakdown due to bad road
(iii)	Customer location and destination	Increased income
(b)	<b>Internal Factors</b>	<b>Identified Risk / Opportunity</b>
(i)	Effective preventive maintenance	Availability of vehicle
(ii)	Timely approvals	Lack of quorum
(iii)	Availability of funds	Availability of authorities to approve

#### 7.1.2 Relevant Interested Parties

	<b>Party</b>	<b>Needs and Expectations</b>
(i)	Students and staff	Availability of vehicle on request
(ii)	Community	Timely and efficient transport service
(iii)	Administration	Increased income from the fleet

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## 7.2 RISK ANALYSIS AND CONTROL

No	Risk	Cause	Risk Assessment			Risk Level
			Likelihood	Impact	Likelihood / Impact	
1.	Impounding by the authorities	Non adherence to statutory requirements	1	1	1	Low
2.	Break downs	Bad roads	2	1	2	Low
3.	Poor vehicle handling	Driver experience	3	3	9	High

## 7.3 REQUIRED ORGANIZATIONAL KNOWLEDGE

Knowledge of the necessary / relevant regulatory requirements

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