



MAASAI MARA UNIVERSITY

QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2008

TRANSPORT PROCEDURE MANUAL

MMU/TPM/TR/2013

VERSION: A

REVISION: 0


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PROCEDURE NUMBER 1: PROVISION OF TRANSPORT SERVICES

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness, efficiency, consistency and timeliness in provision of transport services.

1.2 SCOPE

This procedure applies to provision of transport services in the University.

1.3 REFERENCES

- a) Quality Manual – MMU/QM/MR/2013.
- b) Current University Service Delivery Charter
- c) Transport Manual, 2012

1.4 TERMS AND DEFINITIONS

- a) DVC (A&F) – Deputy Vice Chancellor.
- b) TO – Transport Officer.
- c) HoD – Head of Department.
- d) DR (A) – Deputy Registrar, Administration.

1.5 PRINCIPAL RESPONSIBILITY

The Transport Officer shall ensure that this procedure is adhered to.

2.0 METHOD

- 2.1 This procedure shall start with an officer seeking approval from the DVC (A&F) for transport through the respective HoD.
- 2.2 Upon approval, the Officer shall collect, complete a transport requisition form and submit it to the TO.
- 2.3 Upon receipt, the TO shall refer to the transport schedule register, allocate a vehicle and update the register.
- 2.4 The TO shall refer to the duty roster and assign a specific driver to undertake the journey.
- 2.5 The Head Mechanic shall check the condition of the vehicle before the start of the journey and update vehicle maintenance register.
- 2.6 The TO shall approve the work ticket and issue it to the driver.
- 2.7 The driver shall ensure that the work ticket is adhered to and the Traffic Act is observed.

- 2.8 On reporting back, the driver shall ensure closing of the work ticket and surrendering of the keys to the TO.
- 2.9 The Head Mechanic shall check on the condition of the vehicle upon return and update the vehicle maintenance register.
- 2.10 The Transport Officer shall ensure an annual approval to travel beyond business hours is sought from the relevant government departments.

Note: In case of local travel (within Narok) and emergencies, approval shall be sought from the DR (A) through the TO.

3.0 LIST OF APPLICABLE RECORDS

- 3.1 Evidence of approval by DVC (A&F).
- 3.2 Evidence of approval from government departments to travel beyond the official working hours.
- 3.3 Transport requisition form.
- 3.4 Transport schedule register.
- 3.5 Vehicle maintenance register.
- 3.6 Copies of work ticket.

PROCEDURE NUMBER 2: REPAIRS AND MAINTENANCE OF VEHICLES

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness, efficiency, consistency and timeliness in the repair and maintenance of vehicles.

1.2 SCOPE

This procedure applies to repairs and maintenance of all vehicles of the University.

1.3 REFERENCES

- a) Quality Manual – MMU/QM/MR/2013.
- b) Current University Service Delivery Charter

1.4 TERMS AND DEFINITIONS

TO - Transport Officer

1.5 PRINCIPAL RESPONSIBILITY

The TO shall ensure that this procedure is adhered to.

2.0 METHOD

2.1 Maintenance

- 2.1.1 This procedure shall start with the TO in consultation with the Head Mechanic preparing an annual maintenance schedule for the vehicles during the Month of July each year.
- 2.1.2 In preparing the schedule, the TO shall consider:-
 - a) Mileage
 - b) Vehicle Manuals
- 2.1.3 Upon preparation, the TO shall forward it to the Registrar Administration for approval.
- 2.1.4 In approving the schedule, the Registrar Administration shall consider:-
 - a) Current Approved Budget
 - b) Comprehensiveness of the schedule
- 2.1.5 In the event of disapproval, the Registrar Administration shall make recommendations to the TO for amendment and resubmission for approval.
- 2.1.6 Upon approval, the TO shall ensure implementation of the schedule through seeking maintenance services from the pre-qualified suppliers as per procurement of goods and services procedure number 1 in the Procurement Procedure Manual,

2.1.7 After a scheduled maintenance, the TO shall update the maintenance register

2.2 Repairs

2.2.1 This shall start with the TO receiving a report on a vehicle requiring repairs.

2.2.2 Upon receipt, the TO shall seek approval from the Registrar Administration.

2.2.3 In approving, the Registrar Administration shall consider the current approved budget.

2.2.4 Upon approval, the procurement of goods and services procedure number 1 in the Procurement Procedure Manual shall apply in the purchase of required parts.

2.2.5 In case of the need to outsource, the procedure on control of outsourced services shall apply.

2.2.6 The Head Mechanic shall update the Repairs Register upon completion of the repairs.

3.0 LIST OF APPLICABLE RECORDS

3.1 Annual Maintenance Schedule

3.2 Maintenance Register

3.3 Repairs Register

3.4 Evidence of approval