

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY



TRANSPORT POLICY AND OPERATIONAL GUIDELINES

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FOREWORD

The need for provision of effective management and utilization of transport resources and services for the aim of supporting the core functions of the University lead to the review of existing Transport Policy to include also operational guidelines.

The Transport Department needs a comprehensive transport policy and operational guidelines aimed at ensuring good coordination of transport services between colleges, directorates and departments, hence transport policy and operational guidelines will streamline the transport activities through participatory approach in the provision of transport services by involving all the stakeholders from department level to higher authorities.

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

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VICE CHANCELLOR

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LIST OF ABBREVIATIONS AND ACRONYMS

DAHRM:	Director of Administration and Human Resource Management
DVCs:	Deputy Vice Chancellors
DVC-PFA:	Deputy Vice Chancellor Planning, Finance and Administration
DVC-ARC:	Deputy Vice Chancellor Academic, Research and Consultancy
FTC:	Full Technician Certificate
MIST:	Mbeya Institute of Science and Technology
MUST:	Mbeya University of Science and Technology
TMIS:	Transport Management Information System
TEMESA:	Tanzania Electrical, Mechanical and Electronics Service Agency
PPM:	Planned Preventive Maintenance
VOR:	Vehicle Off Road

CHAPTER ONE

BACKGROUND INFORMATION

1.1. Historical Background

The history of Mbeya University of Science and Technology dates back since 1986 when Mbeya technical College (MTC) was established to offer Full Technician certificate (FTC) programs. In July 2005, MTC was transformed into a multidisciplinary Mbeya Institute of Science and Technology (MIST) by exploiting the relevant provision of NACTE Act No. 9 of 1997. Furthermore, MIST was also transformed to Mbeya University of Science and Technology (MUST) through the University Act No. 7 of 2005 and the Charter of Mbeya University of Science and Technology of 2013.

1.2. MUST Vision and Mission

1.2.1. Vision

The Vision of Mbeya University of Science and Technology is to become the leading centre of excellence for knowledge, skills and applied education in science and technology.

1.2.2. Mission

To develop academically, technologically and socially competent students, staff and other stakeholders who will be responsive to the broader needs and challenges of the society.

1.3 Roles and Functions

The major roles and functions of the University are to:

- (a) Provide facilities for study and training in the principles, procedures and techniques in science, technology, and business management;

- (b) Conduct training programmes in the disciplines specified in (a) above;
- (c) Engage in applied research and consultancy services to the public
- (d) Sponsor, arrange or provide facilities for conferences and seminars;
- (e) Establish colleges, institutes, schools, faculties and departments within the University for the Organization and administration of its work and activities;
- (f) Conduct examinations and grant awards of MUST as approved by the relevant authorities;
- (g) Be a catalyst in science, technology and management reforms through conducting relevant research and educating the public in science technology and management related issues;
- (h) Arrange for publication and general dissemination of material produced in connection with the work and activities of the University;
- (i) Engage in self-reliance activities for effective financing and promotion of entrepreneurship;
- (j) Establish and foster closer cooperation with Universities, technical colleges and other institutions of tertiary and higher education and promote international cooperation with similar institutions; and
- (k) Do all such acts and things and enter into all such contracts and transactions as are in the opinion of the Council expedient or necessary for the proper and efficient discharge of the functions of the University.

1.4 Overview of the Transport System at Mbeya University of Science and Technology

Members of University community engage in many activities requiring transportation services from one location to another. To accomplish this, the University owns and maintains a fleet of vehicles to serve the purpose. The University has been using a Transport Policy since 2019. However, it is now less efficient as the fleet size has increased due to rapid growing and expanding of University activities.

The rapid growth and expanding of University activities prompted a need to develop a Transport Policy and Operational Guidelines that will guide on how to address transport matters effectively and efficiently. The objective of the Policy is to provide the tool or mechanism for guiding vehicle operation and management. This will result into efficient and effective use of resources.

1.5 Situational Analysis

1.5.1 Performance of Transport Services

The provision of transport services at MUST is being affected by high cost of operations mainly in maintenance and repair of vehicles. This is mainly due to insufficient qualified personnel that leads to low quality services, absence of operational transport guidelines, inadequate fleet size capacity caused by low level of investment in resources and inadequate number of drivers.

Persistent weaknesses and challenges in the transport services have been identified to include:

- (i) The planning, coordination and management of transport responsibilities across the University;
- (ii) Lack of a more comprehensive operational guidelines for

ensuring effective transport services delivery leading to disjointed plans and programmes;

- (iii) Shortage of adequately trained and experienced personnel in the transport departments;
- (iv) Absence of transport management information system including card fueling systems; and
- (v) Inadequate transport infrastructure and facilities to cater for transport services such as vehicles and also simple motorized equipment such as motorcycles, motor tricycles, and similar intermediate technology facilities favorable for advantaged and disadvantaged groups at the University.

CHAPTER TWO

RATIONALE, VISION, MISSION AND OBJECTIVES OF THE POLICY

2.1 Rationale of the Policy

The Transport Policy and Operational Guidelines is needed to ensure rapid growing human resources and expanding University activities deserve efficient and effective transport services. The following issues are identified to justify the establishment of the policy:

- (a) Provide a guide on dealing with transport matters within University;
- (b) Enhance smooth operation of transport activities;
- (c) Satisfying the requirement of transport facilities within University;
- (d) Support the short and long-term university strategic plan implementation;
- (e) Ensure smooth cooperation with private sector in the provision of services (maintenance and repair of vehicles) while the University continues to retain the role of ownership and development of the key strategic transport infrastructure; and
- (f) Apply a participatory approach in the provision of transport services by involving all the stakeholders.

2.2 Policy Vision

To have efficient and cost-effective transport services to all stakeholders requiring transport services upon approval.

2.3 Policy Mission

The mission is to develop safe, reliable, effective, efficient and fully integrated transport operations which will best meet the needs of travel and

transport services.

2.4 Policy Objectives

2.4.1 General Objective

The general objective of Transport Policy and Operational Guidelines is to ensure that the University has adequate and reliable transport services managed in a manner that facilitate the University to meet its core functions of teaching, research, consultancy and public service in general.

2.4.2 Specific objectives

Specifically, the Transport Policy and Operational Guidelines aims at:

- (a) Ensuring that transport facilities are available to enable the University to adequately perform its core functions;
- (b) Ensuring adequate availability of transport facilities to all staff within the University to enable them to execute official duties efficiently;
- (c) Ensuring that transport is available to students for academic and specific social activities (e.g. participation in sports events) as approved by the University authority;
- (d) Enhancing and monitoring the cost-effective use of funds allocated for transport facilities;
- (e) Ensuring that University vehicles and its facilities are well maintained and serviced; and
- (f) Providing proper and quantifiable accountability of University vehicles.

2.5 Realization of the Objectives and Goals

The Transport Policy and Operational guidelines takes cognizance of the fact that the realization of the objectives and goals of transport services at the University hinges on the availability of adequate and reliable transport

to reach various stakeholders, hence a need of more investments in the vehicles will be given priority parallel with maintenance of the existing transport facilities to enable speedy service delivery for drastic implementation of strategic University plans. Enhancement of transport infrastructure (vehicles and personnel) with a view of speeding up the service delivery will receive deserving emphases.

CHAPTER THREE

POLICY ISSUES, STATEMENTS AND OPERATIONAL GUIDELINES

3.1 Introduction

This chapter provides the details with regard to means by which transport services will be administered by providing the means (strategies) which transport will be addressed, allocated, monitored, coordinated and recorded.

3.2 General Conditions underlying the Transport Services at MUST

In order for the University to implement its core functions efficiently:

- (a) The University shall maintain a Transport Department, which shall monitor the operation of University vehicles through established procedures;
- (b) The University shall employ a qualified Transport Officers as implementers of transport function;
- (c) The Transport Officer shall ensure that the vehicles are maintained and serviced through quality administration;
- (d) The University shall run an economically manageable fleet of vehicles;
- (e) The University fleet shall be made available to staff through an open booking system based on activity prioritization;
- (f) The University shall allocate funds for purchase, maintenance and servicing of its fleet of vehicles in its budget;
- (g) The University fleet of vehicles shall be made available for use to facilitate University activities;
- (h) University fleet shall be operated within economic period basing on existing government circulars;

- (i) The University fleet of vehicles shall be made available for use to facilitate research projects under the circumstances where a research projects/consultancy has no vehicle, however the project will be responsible for the running costs during the specified time period; and
- (j) University fleet, research and projects vehicles shall be operated within useful economic period (when the vehicle has a book value of zero) after which the vehicles shall be subject for sale as per Government procedures that guide disposal of public property provided that:
 - (i) The disposal of vehicles complies with current Government circulars;
 - (ii) Preference to buyers shall be given to MUST staff before the general public;
 - (iii) The revenue collected from the sale of vehicles shall be credited to the University account; and
 - (iv) University vehicles shall be parked in designated areas as the case may be.

3.3 Policy Issues, Statements and Strategies

3.3.1 Policy Issue: Allocation of Vehicles

3.3.1.1 Policy Issue

Vehicles shall be made available, reliable and allocated for official duties.

3.3.1.2 Policy Statement

The allocation of vehicles shall be in accordance with laid down guidelines in the control of transport services. The University vehicles shall be allocated basing on the following categories:

- (a) Vehicles allocated to entitled officers of the University

including:

- (i) Vice Chancellor
- (ii) Deputy Vice Chancellors
- (iii) Eligible Officers (Principals/Directors)
- (b) Vehicles allocated for Research/Consultancy, Projects and outreach services;
- (c) Vehicles allocated for general pool activities; and
- (d) The University health center will be allocated with an ambulance to facilitate emergency cases.

3.3.1.3 *Strategies*

- (a) For vehicles allocated to entitled officers, the University shall:
 - (i) Allocate vehicles to University officers to facilitate them perform official duties only;
 - (ii) Conduct timely and prompt necessary measures to ensure the allocated University vehicles are safely maintained;
 - (iii) Ensure that University vehicles shall only be driven by University Drivers and under no circumstance shall the vehicles be driven by other drivers other than University drivers unless directed/approved otherwise by Management; and
 - (iv) Fill log-books timely, evaluated and monitored in accordance with governing rules and regulations.
- (b) For vehicles allocated for the general pool, i.e., all University vehicles that are designated for general use, the University shall ensure that:
 - (i) Prospective users of the University fleet shall make reservations at the Transport Unit well in advance to provide sufficient time for servicing and processing allocation;
 - (ii) The user shall make the booking by completing requisition

forms in duplicates clearly indicating the activity for which the vehicle is being requested, type of vehicle, duration and destination (in or outside Mbeya);

- (iii) For official use within Mbeya and duration not exceeding one day, the forms shall be signed by the Head of Transport Department;
- (iv) For use outside Mbeya region and duration more than one day, the forms shall be signed by the Director of Administration and Human Resource Management;
- (v) Bookings shall be entered into transport record books after approval by DVC-PFA;
- (vi) All bookings shall be valid from 8.00 am to 6.00 pm after which all booked vehicles shall be required to be parked at the University parking lot;
- (vii) All use of vehicles outside the prescribed time shall require prior approval of the DVC-PFA;
- (viii) Officers shall take the necessary measures to ensure that allocated University vehicles' safety is maintained; and
- (ix) Officers may be allowed to self-drive after obtaining permission from the DVC-PFA.

(c) Vehicles for Entitled Officers: The vehicles in this category are all University vehicles that are designated to the entitled officers, the following procedures shall govern:

- (i) The University shall endeavor to allocate vehicles to University entitled Officers, which shall include those listed under section 3.3.1 (i) above;
- (ii) Top University Officers (VC and DVCs) shall be allocated vehicles commensurate with their executive status around

the clock;

- (iii) Other University entitled officers (Principals/Directors) shall be allocated vehicles to and from their houses and during working hours where such service is required;
- (iv) The vehicles shall be serviced and fuelled through the fueling cards and or Government Procurement Services Agency;
- (v) University vehicle allocated to University Officers shall be used to facilitate them to perform official duties;
- (vi) University vehicles allocated to officers shall not be used for commercial purposes;
- (vii) Officers shall take the necessary measures to ensure that allocated University vehicles' safety is maintained;
- (viii) University vehicles shall only be driven by University Drivers and under no circumstances shall the vehicles be driven by other drivers; and
- (ix) Officers may be allowed to self-drive after obtaining permission from the DVC-PFA.

(d) Vehicles for Research/Projects/Consultancy/Outreach Services

Research/Projects/Consultancy vehicles are defined as transport facilities that are registered under the University specifically for Internal or External funded research/projects or consultancy activities. The following procedures shall govern:

- (i) Depending on the circumstances, funds for fuel, maintenance, insurance and servicing of research/project/consultancy vehicles and drivers' allowances may be incorporated in the research/project/consultancy proposal;
- (ii) Research/project/consultancy vehicles may be used for the

purposes for which they were intended and other university activities as may deem necessary;

- (iii) Research/project/consultancy vehicles shall be transferred to the University when research/project/consultancy comes to an end depending on prevailing governing circulars;
- (iv) Research/project/consultancy vehicles shall be driven by university drivers or project drivers as the case may be and they shall be required to park the vehicles in the designated area;
- (v) Research/project/consultancy drivers shall be responsible to the Research/Project coordinator or Head of Transport Department as the case may be; and
- (vi) Research/project/consultancy vehicles registration cards shall be kept by the University Management

3.3.2 Fuelling University Vehicles and Cycles

3.3.2.1 Policy Issue

Motor vehicles and cycles fuel consumption consumes a large amount of the University budget, hence fueling as per laid down procedures is important as a cost cutting strategy.

3.3.2.2 Policy Statement

All motor vehicles and cycles shall be fueled at designated area for controlling purpose and vehicle safety resulting from inappropriate fueling.

3.3.2.3 Strategies

- (a) To fuel all vehicles/motorcycles in accordance to the agreed fuel allocation and to the designated schedule for each vehicle;

- (b) To fuel Vehicles/motorcycles at Government Procurement Services Agency (GPSA) or using electronic cards to appointed reputable filling stations;
- (c) All fuel requisition estimates shall be prepared quarterly and submitted to GPSA or authorized filling stations;
- (d) A vehicle shall be fueled upon request and verification of the mileage;
- (e) Records' of mileage shall be filled-in in the appropriate forms and submitted to the Office of the DVC-PFA for authorization of fueling;
- (f) Vehicles shall be fueled basing on agreed mileage for routine duties except when it is allocated for a long trip, fueling will base on additional mileage for a trip;
- (g) No purchases of fuel for private vehicles shall be made with the University fuel cards/GPSA without prior approval by the DVC-PFA; and
- (h) In the event where GPSA services are not available, a driver shall be facilitated with fuel imprest.

Fuel allocation for various entitled Officers within Mbeya will be limited to the following volumes:

Office	Liters per Week
Vice Chancellor	150
Deputy Vice Chancellors	125
Principals/Directors	120
Pool Vehicles	100
Staff Buses	100

Note: The DVC-PFA may determine fuel allocation at any time depending on the circumstances.

3.3.3 Insurance of University Vehicles

3.3.3.1 Policy Issue

The occurrences of financial and life losses as a result of unforeseen circumstances due to motor vehicle/cycles accidents are everywhere hence insuring of university vehicles are aimed at covering any damage to the university staff and university vehicle.

3.3.3.2 Policy Statement

All university vehicles shall be comprehensively insured from time to time depending on circumstances and financial capacity of the University.

3.3.3.3 Strategies

- (a) The criteria for selecting vehicle to be insured shall base on vehicle book value;
- (b) Vehicles and other means of transport used/hired or owned by the University qualified for insurance shall be covered by comprehensive insurance;
- (c) The Transport Office shall be responsible to ensure that all insured vehicles have valid insurance;
- (d) Vehicles shall be insured yearly by approved Insurance Agency/Company;
- (e) Depending on the agreement, the cost for insuring projects/research/consultancy vehicles shall be borne and overseen by the projects/research/consultancy; and
- (f) In the event of vehicle accidents, the Transport Office will communicate to the Management and insurance provider for insurance purposes.

3.3.4 Service, Repair and Maintenance

3.3.4.1 Policy Issue:

Safety, dependability and fuel efficiency depend on proper maintenance of University vehicles/cycles, hence service repair and maintenance shall be carried out to increase fuel efficiency as well as help maintain the vehicle's value.

3.3.4.2 Policy Statement

Motor vehicles and motor cycles maintenance shall be carried out by using University garage or authorized dealers or using contracted garages obtained through competitive tendering system.

3.3.4.3 Strategies

- (a) To conduct regular services carried out as recommended by manufacturer, TEMESA and/or University garage as per recommended maintenance schedule;
- (b) To ensure maintenance and replacement of parts resulting from wear and tear are carried out by authorized dealers/TEMESA or University garage;
- (c) Transport Office to supervise effective service repair and maintenance of University vehicles;
- (d) To ensure garages for servicing the University motor vehicles/cycles have adequate security and registered by industrial inspector and meet all safety requirements as required by relevant laws;
- (e) To ensure research/project/consultancy vehicles maintenance, services and other related issues are borne and overseen by the project coordinator and carried out by

authorized dealers/TEMESA or University garage depending on the agreement; and

- (f) To ensure that mechanics performing repair and maintenance of vehicles are paid as per prevailing governing circulars.

3.3.5 Drivers Recruitment

3.3.5.1 Policy Issue:

Having adequate supply of qualified staff play critical roles in delivering transport services to the community and hence to assist in achieving the strategic objectives of the University in provision of training, research and consultancy.

3.3.5.2 Policy Statement

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

3.3.5.3 Strategies

- (a) To coordinate recruitment of drivers in-line with Government directives and as per MUST Scheme of Service/staff recruitment guidelines after approval from University Management;
- (b) To conduct orientation to newly recruited staff on how to deal with government vehicles including filling of documents before assigned a vehicle;
- (c) Technical training and experience shall be considered as an advantage to the applicant; and
- (d) Where training opportunities arise, all drivers shall be given opportunities according to the existing MUST staff training

policy and operational guidelines depending on availability of funds.

3.3.6 Control of Motor Vehicles and Motor Cycles

3.3.6.1 Policy Issue

Strengthening management and coordination of motor vehicles significantly to reduce the risks associated from vehicle movements.

3.3.6.2 Policy Statement

To ensure there is proper management, control and coordination of vehicles and all moving equipment.

3.3.6.3 Strategies

- (a) To control and monitor all vehicles, motorcycles, moving equipment of the University;
- (b) To receive and monitor all transport service requests by filling the request form one day before for scheduled/structured activities;
- (c) To provide transport services for the agreed time after negotiation with the client during routine working hours;
- (d) To handle all emergency cases basing on nature of the event;
- (e) To handle all hired transport services subject to the same management systems and procedures, regardless of their ownership or source of funding;
- (f) To control vehicles and other relevant forms of transport using TMIS or any other relevant system developed by the University;
- (g) Any University officer allocated a vehicle for official trips shall be responsible to sign a transport log-book immediate after the trip;

- (h) In case of any accident, the officer in charge/driver shall immediately report to the nearby police station for legal procedures;
- (i) The driver is obliged to report to the Head of Transport any vehicle breakdown occurred;
- (j) Except for Vice Chancellor (VC), DVC-ARC, DVC-PFA and other entitled/eligible staff whose letters of appointment dictate to be served with University's transport, no University vehicle shall normally be used to transport any other member of staff from home to work and vice versa unless decided otherwise by the management;
- (k) The allocation of any motor vehicle/cycle will be done by Head of Transport with consultation with the Director of Administration and Human Resource Management after approval by DVC-PFA;
- (l) The Head of Transport shall 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;
- (m) The Head of Transport will ensure that all motor vehicle(s)/cycle(s) including those in university campuses are always in good running condition and supervise activities of drivers including preparing their duty roster;
- (n) Drivers are obliged to maintain up-to-date logbooks for motor vehicle(s)/cycle(s) under their custody;
- (o) Drivers are obliged to maintain cleanliness of the motor vehicle(s)/cycle(s) in their custody using special cleanliness allowance allocated;
- (p) To ensure any vehicle/cycle moving out of the country must obtain written permission from the Vice Chancellor;

- (q) 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; and
- (r) Only authorized university drivers are allowed to drive university vehicles. Other officers of the university may do so under very unusual circumstances having obtained permission from the DVC-PFA.

3.3.7 Motor Vehicle/Cycle Procurement

3.3.7.1 Policy Issue

Mobilize and allocate funds for procurement of motor vehicles/cycle.

3.3.7.2 Policy Statement

All motor vehicle/cycle procurement must be procured in accordance with the Public Procurement Act, 2011 and its Regulations of 2013 as may be reviewed from time to time.

3.3.7.3 Strategies

- (a) To conduct motor vehicle procurement as per Public Procurement and Disposal and its Regulations;
- (b) To purchase/procure motor vehicle(s)/cycle(s) according to the approved university budget;
- (c) To incorporate the Head of Transport in all procurement processes of motor vehicle(s)/cycle(s) for both main campus and campus colleges;
- (d) To accept donated used motor vehicles/cycles, as long as they are road worthy and are tax exempted;
- (e) Preference shall be made for motor vehicles/cycles for which spares are easily available and affordable; and

- (f) Priority shall be given to Motor vehicles/cycles with high level of fuel economy relative to the engine capacity during procurement.

3.3.8 Disposal of University Motor Vehicles/Cycles

3.3.8.1 Policy Issue

To address the need for formalized and structured disposal of university motor vehicles/cycles to enhance smooth running of disposal process.

3.3.8.2 Policy Statement

Ensure that motor vehicle/cycles disposal are in accordance with Public Procurement and Disposal Act as well as other applicable regulations.

3.3.8.3 Strategies

- (a) Engaging various stakeholders in the scheduled motor vehicle/cycles disposal procedures;
- (b) Evaluating disposal procedures by asking various stakeholders about their experience and the effectiveness of existing disposal programmes;
- (c) Communicating on the scheduled disposal plan to all levels of staff;
- (d) The University shall follow the Public Procurement and Disposal and its Regulations for disposal of University motor vehicles/cycles;
- (e) The maximum cost-benefit use of University motor vehicles /cycles shall be as per prevailing government circulars;
- (f) Disposing the University motor vehicles/cycles that have been involved in accident such that they are beyond economical repair after certification by TEMESA and the

insurer as stipulated in the Public Procurement and Disposal Act after certification by the Tanzania Electrical, Mechanical and Services Agency (TEMESA);

- (g) To provide priority to its staff to purchase the disposed list of vehicles;
- (h) Staff expressing interest to purchase the depreciated vehicles shall pay 25% of the amount on the auction day and 75% within 14 days after the auction; and
- (i) In case of failure to meet the expected time-schedule of payment the vehicle shall revert back to MUST and no refunds shall be made of the disbursed funds.

3.3.9 Rental/Hire of Motor Vehicle/Cycle

3.3.9.1 Policy Issue

Engaging public private partnership in service delivery through transport services.

3.3.9.2 Policy Statement

To 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.

3.3.9.3 Strategies

- (a) To seek approval from Deputy Vice Chancellor Planning Finance and Administration to hire a motor vehicle/cycle from other Institutions/private entities as the need arise;
- (b) Only reputable companies that possess proven transport facilities shall be contacted;
- (c) The University shall rent motor vehicle/cycle to staff with

special assignments such as research or consultancy and the responsible staff shall pay the full agreed amount.

- (d) No rental arrangement for the purpose of income generation to the University may be effected without prior approval from the Deputy Vice Chancellor Planning Finance and Administration after consulting both the Head of Transport and the Director of Planning and Investments. Where such environment allows for renting of university motor vehicles/cycles the following issues will be considered:
 - (i) The available pool of University motor vehicles/cycles will accommodate University activities.
 - (ii) The hiring cost of University motor vehicles/cycles shall be as stipulated in the University Resource Mobilization Policy or any other related documents.
 - (iii) Subsistence allowance cost to hired drivers shall not be included in the hire charges.
 - (iv) The University hired motor vehicles/cycles shall only be driven by the University drivers.

3.3.10 Motor Vehicle/Cycle Registration

3.3.10.1 Policy Issue program.tsms.gov.go.tz

Ensuring the University adhere and comply to motor vehicle/cycles registration procedures.

3.3.10.2 Policy Statement

To register all motor vehicles/cycles procured for University operations in accordance to the relevant Government procedures and guidelines timely.

3.3.10.3 Strategies

- a) To adhere to registration systems for University motor vehicles/cycles as issued by the Government from time to time.
- b) To ensure all motor vehicles/cycles registration cards are kept to the designated security key boxes while the Head of Transport will keep the copies.
- c) To ensure a copy of a certified registration card is kept inside each university vehicle.

CHAPTER FOUR
OPERATIONAL PROCEDURES

4.1 Driving University vehicles

- (a) A driver shall be responsible to drive the assigned vehicle(s) only however in a certain circumstances a driver may be assigned a vehicle other than what is assigned;
- (b) A driver shall be responsible to report to the transport office for any incident/obstacle encountered on the road when fulfilling their duties;
- (c) All incidents pertaining to road accident shall be reported to the nearest police station according to road traffic laws and regulations; and
- (d) Drivers shall not be allowed to make any trip without prior communication to transport office and they must report upon return back to work station.

4.2 Cleanliness of University Vehicles

- (a) A driver shall be responsible to make sure University vehicles are clean;
- (b) A driver shall adhere to the use of University vehicles, under no circumstances University vehicles shall be used to carry unauthorized material/cargo; and
- (c) A monthly cleanliness allowance as stipulated in University Incentive Scheme shall be paid to Drivers.

4.3 Motor vehicle maintenance and repair costs allowances

There shall be minor motor vehicle maintenance and repair costs to be covered for each month, hence the drivers shall be paid maintenance costs allowance as directed from time to time as follows:

- (a) A monthly maintenance cost allowance at the rate specified from time to time to all drivers irrespective of nature of vehicles assigned to him/her shall be paid;
- (b) Minor services and replacement of parts resulting from minor wear and tear while on travel shall be carried out by competent/ authorized companies/agencies;
- (c) Any other regular (scheduled) repairs and maintenance shall be carried out as may be deemed necessary and approved by the University authority; and
- (d) Research/project/consultancy minor vehicle maintenance services allowance and other related issues shall be borne and overseen by the project/research/consultancy.

4.4 Parking of University motor vehicles/cycles

- (a) All University vehicles shall be parked at authorized parking area after work hours;
- (b) Motor vehicles travelled outside work station shall be parked at any secured premises proved to be safe for parking and reported to the respective authority;
- (c) All keys for the University parked motor vehicles shall be stored at security key box designated for that purpose;
- (d) Motor vehicles on maintenance shall be handled over to the respective workshop/garage including its accessories;
- (e) Parking of University motor vehicles/cycles at other premises other than above is prohibited unless permission is granted by the Deputy Vice Chancellor Planning Finance and Administration; and

- (f) Motor vehicles allocated to the VC and DVCs may be parked at the officer's residence if they are proven to be secured and guarded by MUST approved Security Company.

4.5 University Motor Vehicles/Cycles' Documents

- (a) A driver shall be responsible to fill-in all information pertaining to daily vehicle use in the logbook/log sheet;
- (b) A driver shall make sure that every in-charge of any official trip made counter sign in the log-book/log sheet after a trip; and
- (c) A driver shall be responsible to keep safe all assigned vehicle documents.

4.6 Transport Services Operational Control

The Transport Management Information System (TMIS) or any other approved system shall be used as operational tool for all means of transport services that could be used by University namely motor vehicles, motorcycles and any other relevant mode of transport services that can come into use.

4.7 Motor vehicles/cycles use and utilization

- (a) In a vehicle management context, there is an important distinction between the 'Uses' and 'utilization'. **'Use'** refers to the way in which a vehicle is used, for example whether it is used to carry staff members or goods, or private business. **'Utilization'** is a measure of the extent to which a vehicle is used; for example, 100% utilization would mean that a vehicle is operated throughout the time during which it is available to be used;

- (b) The University Transport Office shall analyze the log-book or log sheet at the end of each month. The analysis will include calculation of availability and utilization of each motor vehicle or other form of transport for the month;
- (c) If actual utilization is less than 80%, the reasons should be investigated by the transport office and may advise accordingly; and
- (d) Hired motor vehicles/cycles shall be treated basing on agreed terms and conditions between the parties.

4.7 Transport operational documents

In order to enhance efficiency and effective daily operational activities placed under Transport Department, the documents to be used in control of University vehicles utilization, repair and maintenance shall be as prescribed in the Local Government Transport Management Manual, version of October 2003 released by Prime Ministers' Office Regional and Administration and Local Government.

The following list of documents/ forms shall be used as tools to control transport operation

- (a) Vehicle log sheet form
- (b) Monthly vehicle analysis form
- (c) Failure report form
- (d) Inspection repair and PPM record form
- (e) Vehicle history form
- (f) Vehicle accident form
- (g) Vehicle daily checklist form
- (h) Minor PPM service checklist form
- (i) Log sheet checklist form

- (j) Monthly analysis, availability, utilization, fuel consumption and repair cost form

4.8 Performance

The principal aspect of vehicle performance is influenced by the transport office and it should therefore monitor availability of fuel consumption and reliability. The performance of University vehicle should be considered basing on the following criteria:

- (a) The aspects of vehicles performance which are influenced by the University Transport Department shall include monitoring availability, reliability and fuel consumption;
- (b) Vehicle availability shall normally be at least 85%. If it is significantly below this level (i.e. 80% or lower), the University Transport Officer shall investigate the causes and take appropriate corrective action;
- (c) Where fuel consumption is significantly higher than normal, the reasons shall be investigated; whatever the case, the University Transport Department shall take appropriate measures to deal with the problem; and
- (d) The monthly analysis of availability, utilization, fuel consumption and repair cost shall be prepared to provide regular statistics of vehicles performance and shall allow performance indicators to be compared between similar vehicle types.

4.9 Security Issues

Security is an important aspect of vehicle control. There are several security risks including the following;

- (a) Theft of the vehicles.
- (b) Theft of the part from the vehicles.

- (c) Theft of goods from the vehicles.
- (d) Theft of fuel from the vehicles
- (e) Damage of vehicles and
- (f) Unauthorized use of the vehicles.

The Transport Department shall embark on the following operational procedures:

- (a) The University Transport Department shall be responsible for ensuring that all precautions are taken to minimize such risks in (ix) Above;
- (b) Prevention of theft of the vehicles, goods, parts or fuel from the vehicle, shall be the responsibility of the driver/rider/operator except when it is at University authorized parking area or is at the workshop/garage for maintenance;
- (c) Drivers shall be instructed to take basic precautions, such as never leaving the vehicle unlocked and always parking in the most secured place available. If misfortune occurs, the driver shall justify that all such precautions were taken; If not necessary measures shall be taken against the driver;
- (d) Frequent checks on fuel consumption shall be drivers questioned immediately when abnormal high fuel consumption is detected. Drivers shall be made responsible for the security of fuels at all times the vehicle is in operation;
- (e) Drivers shall be held responsible for any damage incurred due to parking in a risk area, unless it can be established that there was no alternative. Malicious damage is difficult to

prevent, but reasonable precautions include parking in safe positions shall be taken;

- (f) Any discrepancy between the closing odometer reading on one day and the opening reading on the next shall be investigated as a possible forgery of kilometers. If an entry is made showing unauthorized use by any officer, this shall be investigated and disciplinary action shall be taken as appropriate;
- (g) Disciplinary action according to staff regulations shall be taken if a false entry is made on a log sheet with the intention of hiding unauthorized use; and
- (h) Any violation of university vehicles' usage and handling committed by drivers shall lead to punishment according to staff regulation.

CHAPTER FIVE

POLICY COMMUNICATION AND IMPLEMENTATION

5.1 Introduction

This Policy and Operational Guidelines will be implemented through a well-defined structure and by involving various stakeholders playing different roles and responsibilities.

5.2 Responsibilities of various Stakeholders

5.2.1 Individual Staff Member/Clients requesting for transport services

All staff members/clients requesting for transport services are required to understand and internalize the goals, objective and directives of this Policy so as to abide to the implementation procedures; specifically they are supposed to:

- (i) Take primary responsibility in acquisition of transport services timely as directed by this policy;
- (ii) Pursue and participate fully in showing maximum cooperation in the event of vehicle defects/accidents and any other emergencies;
- (iii) Abide on transport service guidelines with regard to offloading unauthorized materials;
- (iv) Comply with log-book signing and usage before and after completion of the trip; and
- (v) Submission of claims in event of unsatisfactory transport service from drivers timely.

5.2.2 Head of Transport Department

- (i) Coordinating transport services issues within and outside Mbeya region;
- (ii) Keeping records of all transport services;
- (iii) Initiating transport allowances and other entitlements for drivers timely;
- (iv) Monitoring fueling consumption of vehicles and vehicles maintenance timely;
- (v) Providing reports regarding transport services in relevant meetings;
- (vi) Implementing transport policy and operational guidelines;
- (vii) Liaise with College/Directorates/Department and individual staff on transport issues;
- (viii) Sign travel permits letters to drivers for trips timely; and
- (ix) Advice employees on transport related issues accordingly.

5.2.3 Director of Administration and Human Resource Management

- (i) Facilitating the transport services issues and making sure reviews of transport policy and operational guidelines;
- (ii) Following up any complains relating to transport services and providing feedback to complainants;
- (iii) Overseeing coordination of transport services issues within and outside Mbeya region;
- (iv) Overseeing implementation of transport policy and operational guidelines;
- (v) Providing reports regarding transport services in relevant meetings; and
- (vi) Initiating disciplinary proceedings whenever necessary

5.2.4 Deputy Vice Chancellor Planning Finance and Administration

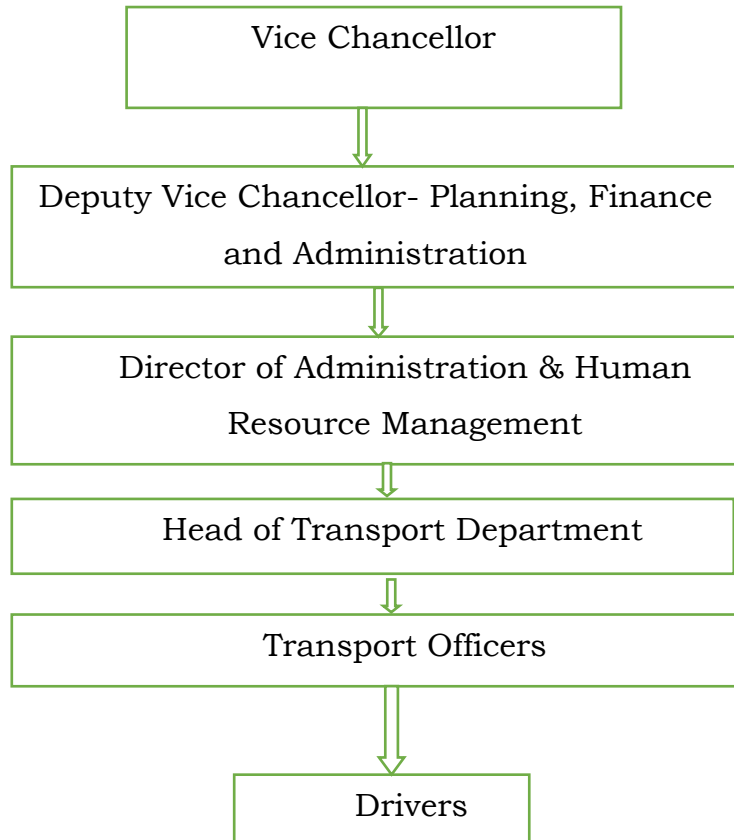
- (i) Approve/disapprove transport requests inside and outside Mbeya region timely;
- (ii) Sign letters of vehicle release for trips outside the country;
- (iii) To authorize payments for motor vehicle/cycles procurement;
- (iv) Ensure compliance with the set agreement related to transport policy and operational guidelines.

5.2.5 Vice Chancellor

- (i) Approve/disapprove transport requests outside Tanzania region timely;
- (ii) Sign engagement transport related issues contracts whenever arises need;
- (iii) Allowing/disallowing appeals from staff;
- (iv) Allowing/disallowing appeals from staff; and
- (v) Ensure compliance with the set agreement related to transport policy and operational guidelines.

5.3 Organizational Structure

The Organizational Structure of the Transport Department shall constitute the following:



CHAPTER SIX

MONITORING AND EVALUATION

6.1 Objectives of Monitoring and Evaluation

Monitoring and Evaluation system is designed with a purpose of tracking and keeping records on the implementation of the Transport Policy and Operational Guidelines. The general objectives of M&E system will be the following:

- (i) Firstly, to track general performance of transport services in terms of established operational procedures in each transport items in order to justify the returns of investment and achievement of the desired objectives;
- (ii) Secondly, to provide a mechanism for feedback that will enable MUST to have a detailed and regularly updated picture of the transport services offered; and
- (iii) Thirdly, to provide necessary data and sufficient information to the Management and other stakeholders on implementation of the transport issues.

6.2 Monitoring System

- (a) Monitoring will be used as a continuous feedback system involving the overseeing of periodic review of each activity at every level of implementation of the policy. Monitoring system will focus on meeting the information needs of different key transport stakeholders. Specifically it will ensure:

- (b) Drivers are responsible making relevant registration for the purpose of having valid driving license as soon as possible and they are subjected to verification by the employer;
- (c) Submission of quarterly transport services reports to relevant meetings; and
- (d) Timely verification of log books for various trips to verify fuel consumption against kilometers covered and recommending necessary actions in case of variations.

6.3 Evaluation System

Evaluation of the Policy shall be under taken to justify the returns on investment and achievements of the desired objectives. This will measure relevance, efficiency and effectiveness of transport services at MUST and identify challenges occurring and providing possible solutions.

6.4 Legal framework

This Policy will be implemented in accordance with the provisions of the various Acts and Regulations as amended from time to time and it will be reviewed after every three years as deemed necessary.

REFERENCES

Transport Policy, 2015; the Open University of Tanzania

Transport Policy and Procedures, March 2011; Muhimbili University of Health and Allied Sciences

The National Transport Policy, 2003; Ministry of Communication and Transport

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P.O. Box 131,
Mbeya,
Tanzania.

TRANSPORT SERVICES BOOKING FORM

PART I (To be filled by applicant in duplicate and submitted at least one day before)

The College of/Directorate of/ Department of/ Unit/Section of..... is hereby applying for transport service onat.....

Place where the client will go.....

The number of clients.....

Names of clients:

(1)

(2)

(3)

(4)

Nature of work:

.....

.....

User authorization Designation and official stamp Signature
Date

PART II (for Transport Department use)

The request has been approved and accepted/not accepted due to the following reasons

.....
.....

Name:Designation:Signature Date

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P.O. Box 131,
Mbeya,
Tanzania.

VEHICLE HISTORY FORM -TMIS/TO/4

MAKE/ MODEL: REG. NO: YEAR:
.....

MAKE: MODEL:
.....

YEAR OF MANUFACTURE: REG. NO.
.....

PRICE: DEPRECIATION METHOD:
.....

EXPECTED LIFE TIME:
.....

TYPE:
.....
.....

OWNER/DONOR:USER:
.....

DATE IN SERVICE:

ENGINE NO:

CHASSIS NO:

GEARBOX NO:

KEY NUMBER(S):

TYRES SIZE:

PRESSURE:

BATTERY: VOLTS:

AMPERE HOUR (AH):

Others:

.....

Completed by:Signature:Date:

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P.O. Box 131,
 Mbeya,
 Tanzania.

Vehicle Inspection Report

Check Any Defective Item and Give
 Details Under "Remarks."

DATE.....

Vehicle NO.

- | | | |
|---------------------|---------------------|------------------------|
| D Air Compressor | D Horn | D Springs |
| D Air Lines | D Lights | D Starter |
| D Battery | Head - Stop | D Steering |
| D Brake Accessories | Tail - Dash | D Tachograph |
| D Brakes | Turn Indicators | D Tires |
| D Carburetor | D Mirrors | D Transmission |
| D Clutch | D Muffler | D Wheels |
| D Defroster | D Oil Pressure | D Windows |
| D Drive Line | D On-Board Recorder | D Windshield
Wipers |
| D Engine | D Radiator | D Other |
| D Fifth Wheel | D Rear End | |
| D Front Axle | D Reflectors | |
| D Fuel Tanks | D Safety Equipment | |
| D Heater | Fire Extinguisher | |
| | Flags-Flares-Fusees | |
| | Spare Bulbs & Fuses | |
| | Spare Seal Beam | |

Remarks
 :

D CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY
DRIVER'S SIGNATURE

D ABOVE DEFECTS CORRECTED

D ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE
OPERATION OF VEHICLE

MECHANIC'S SIGNATUREDATE R'S SIGNATURE
.....

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P.O. Box 131,
 Mbeya,
 Tanzania.

VEHICLE HAND OVER FORM

Reg. NO. **Type**.....
Date.....

I..... hereby hand over University vehicle
toin good working
 condition/defective as per check list below.

LOCATION	STATUS			REMARKS
INSIDE	S	R	VOR	
Apply hand brake				
Check battery, oil and water levels				
Apply foot brake				
Check fuel level				
Check spare wheel, jack and wheel brace				
START ENGINE				

Oil Pressure(light or Gauge)				
Instrument panel-Warning lights				
Horn				
Wind screen wiper and washer				
Mirrors				
Steering wheel (excess play)				
Turn on all lights				
OUTSIDE				
Headlights				
Parking's/Side lights				
Indicators and emergence flasher				
LEFT SIDE				
Fuel tank cap				
Tyres,wheels and studs				
Reflectors				
Doors				
Cargo tie down and tailboard				

RIGHT SIDE				
Fuel tank cap				
Tyres,wheels and studs				
Reflectors				
Doors				
Cargo tie downs and tailboard;				

S SERVICEABLE AND FIT FOR USE

R NEEDS TO BE ATTENDED TO RECTIFIED DURING NEXT VISIT TO GARAGE

VOR VEHICLE OFF ROAD AND FAULT MUST BE RECTIFIED BEFORE FURTHER USE

Handed over by.....Signature
.....Date.....

Received by:
.....Signature.....Date:.....

Approved
by:.....Signature.....Date.....

(Name and title)

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P.O. Box 131,
Mbeya,
Tanzania.

TRANSPORT OFFICE

TO:.....

.....

FAILURE REPORT FORM

FROM: Workshop incharge

Date:.....

Auto-Mechanics Section

Auto-Mechanics Section-(Dept of Mechanical Engineering)

Vehicle/Plant Reg.

No:.....**Make:**.....

Please you are requested to check and inspect the above vehicle/plant for the below listed faults/defects reported

By the Driver/operator and give technical detailed report and explanations on the type of repairs and spares requested.

Descriptions of the faults/defects detected

Repair/spares needed

Driver's Name.....

Signature.....

....

Transport Officer's Signature.....

Date.....:

.....

Inspection/Checking done By.....

Designation:.....

.....

Signature.....

Date.....

....

Certified

By:.....Title.....

.....

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

.....

NOTE: After completing filling this form, it should be returned to Transport Office for further actions-stating whether there pair work can be performed with in or it should be sent outside (outsourced);

MONTHLY ANALYSIS FORM-TMIS/TO/2

VEHICLE TYPE: REG. NO: YEAR:

TPG 6

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Month	No days standing	No days worked / VOR	No days used	% Util	% Avail	Total Km	Fuel used	liters	PPM	Repairs	Replaced	Status	Comments	
January									Mn In Mj			B a t		
February														
March														
April														
May														
June														

July																				
August																				
September																				
October																				
November																				
December																				
TOTAL YR																				

Notes:

All information is entered by Transport Officer from the vehicle log sheet
 Percentage Utilization – Days used divided by days available (days in month – day VOR) x 100
 Percentage availability – (days in Month – days VOR) divided by days in Month x 100
 PPMs occur every 5,000km and follow the sequence mn, in, mn, in, mn, mj
 If tyres are fitted enter serial numbers on sheet below

Tyres replacement record
 Enter date replaced and serial number of new and old tyre

DATE																				
NEW																				
OLD																				

REPAIR AND PPM RECORD FORM -TMIS/TO/3

MAKE/ MODEL: REG. NO: YEAR:

TPG 7

MONT H	REPAIR*		BRIEF DESCRIPTION	COST		
	REASO N CODE	TYP E COD E		LABOUR	SPAIR S	TOTAL

--	--	--	--	--	--	--	--

TOTAL/CF

Completed by: Signature: Date:

.....

VEHICLE LOG SHEET FORM/TMIS/TO/1

VEHICLE TYPE: REG. NO: DATE: SHEET NO:

TPG 8

Date	Driver's Name/Signature	Vehicle Utilization					Route No. or Journey	Speedo Reading in Kms	Fuel Ltrs	Oil Ltrs	Remarks
		Personnel, Goods or Activity			P	V o R					
Monday								Start of day			
								End of day			
								Total of day			
Tuesday								Start of day			
								End of day			
								Total of day			
Wednesday								Start of day			
								End of day			
								Total of day			
Thursday								Start of day			

									End of day			
									Total of day			
Friday									Start of day			
									End of day			
									Total of day			
Saturday									Start of day			
									End of day			
									Total of day			
Sunday									Start of day			
									End of day			
									Total of day			
	Monthly totals							Kms/Month:	Fuel/M.....Lt	Oil/MLt	Average fuel use Km/L	
								Kms				
								Hrs/Month:				
							Hrs				

Signature of Transport Officer:

APPROVAL

At its 44th Meeting held on 26th day of November 2024, the COUNCIL of Mbeya University of Science and Technology RECEIVED, DISCUSSED and APPROVED the Reviewed Transport Policy and Operational Guidelines.

Hon. Zakia Hamdani Meghji

CHAIRPERSON

Adv. Lugano Mwakilasa

SECRETARY