



# TEERTHANKER MAHAVEER UNIVERSITY

## Transport Policy

### Purpose

The purpose of this policy is to ensure that all Transport activities are managed effectively to ensure compliance with International Standard, the Government's statutory policies and Teerthanker Mahaveer University's transport procedures and regulations.

### Scope

The policy covers all the Colleges and Departments of the University.

**Official Trips:** These are trips organized and funded by the University. Fuel and driver is provided by the University.

**Non-Official Trips:** These are organized by groups, clubs or other staff members of TMU. Driver and vehicles are provided subject to the approval of the authorized signatory. In non official trip all the expenditure will be borne by the user / indenter.

### Responsibility

The Transport department headed by a transport officer, has the primary responsibility of ensuring that this policy is implemented and remains adequate for its intended purpose. The Transport Officer also has the principal responsibility for providing the information from which the document can be compiled and for initiating action to keep them up to date.

Transport Department is responsible for coordinating fleet vehicle services in the University. The core activities of the department include:

- (i) **Coordination of Official Trips**
- (ii) **Allocation of Official Vehicles**
- (iii) **Fuelling of Official Vehicles**
- (iv) **Maintenance of vehicle movement logs**
- (v) **Coordination of Servicing and Repair of Official Vehicles**
- (vi) **Handling Accidents and mishaps.**
- (vii) **Requisitions, Usage analysis etc.**

## ADMINISTRATIVE STRUCTURE & AUTHORIZATION

The Transport Departments current administrative structure is as follows:

Vice-Chancellor  
Registrar (Administration & Planning)  
Transport Officer (In charge)  
Assistant Transport Officer (Operations)  
Assistant Transport Officer (Maintenance)  
Administrative Assistants  
Drivers  
Messengers

## VEHICLE AUTHORIZATION

Designation	Authorization
Vice-Chancellor	Management
Pro VC, Registrar, Deans, Directors, Faculty members	Vice-Chancellor
Deans, Directors, HODs, Faculty,	Registrar ( In the absence of Vice Chancellor)
All Non Academic Staff	Registrar, (Jt. Registrar in the absence of Registrar)

**Note:** Vehicle requisition slip need to be recommended by the head of the college/depart before submitting for final authorization.

## Rules for Dedicated Vehicles

- (i) Dedicated vehicles with drivers are issued to the officers, by the University.
- (ii) All dedicated vehicles should have a Log Book duly maintained by the drivers.
- (iii) Servicing of these dedicated vehicles will be done as per university official vehicle servicing norms.
- (iv) The drivers of these vehicles will be responsible for the maintenance and upkeep
- (v) In transit the officer to whom the vehicle is designated will be the decision making authority.

## Process for Allocating Official Vehicles

Steps need to be followed in case of an official trip:

- (i) Any officer or Department planning for a trip shall do so through Transport Department.
- (ii) Vehicle requisition should be sent to the transport department at least a day before, to ensure vehicle availability.
- (iii) Vehicle requisition slip filled by the indenter to be submitted in the transport office.
- (iv) Vehicle requisition slip filled by the indenter shall be recommended by the senior most available authority of the respective college / department.
- (v) Vehicle requisition slip filled by the indenter duly recommended and approved by the sanctioning authority will be entered in the vehicle booking register for record.
- (vi) The driver and available vehicle will be allocated after completion of all booking formalities.
- (vii) Vehicle requisition slip will be kept with the transport department for record purpose.

## Process for Servicing and Repair of Official Vehicles

- (i) Vehicles are serviced after covering 10000/15,000 km.
- (ii) Quotes for servicing are obtained from authorized dealers.
- (iii) A comparative statement on collected quotations should accompany the quotations.
- (iv) The quotations should be approved by GVC / Registrar before going for the service station.
- (v) The parts which have been removed and replaced are brought back and surrendered in the University store after filling a "Delivery of Goods to Store Form".
- (vi) The copy of documents for servicing of the vehicles is brought to the Transport Office for filing in respective files of the vehicles for regular record keeping.

## Record Keeping

- (i) A file for each vehicle where all documents related to that particular vehicle is filed.
- (ii) Copies of all kinds of approval letters are filed in the "Approval letters file"
- (iii) Matters pertaining to security are filed in the "Security File"
- (iv) Matters relating to sick offs and leave are filed in the "Sick Off/Leave File"
- (v) Internal communication letters/Memos are filed in the "In Correspondence File"
- (vi) External communication letters/Memos are files in the "Out Correspondence File"
- (vii) Copies of buses request for Non-Academic trips together with copies of payment receipt for wear and tear are filed in the "Transport File".
- (viii) Copies of sourced quotes or purchases within the Departments are filed in the "Quotation File"
- (ix) A dispatch / delivery book for Department is used to record documents send to other Departments or outside the University.
- (x) Vehicle requisitions file to be maintained for record purpose.

The Vice Chancellor/ Pro Vice Chancellor / Registrar reserves the right to modify, cancel or amend all or any of these rules or any supplementary rules/amendments thereto issued in connection with these rules without previous notice of its intention and the right to give effect thereto from the date of issue or from any other date.

## Duties and Working hours of Staff Car and Bus Drivers

The Staff Car Drivers will attend to the cleaning and washing of staff car also, as these form part of the duty. No cleaners should be separately appointed for keeping the Staff car cleaned and washed.

**Working hours** of all the driver will be from 08: 00/09:30 A.M. to 5:00/06:30 P.M.(9 hrs duty) with an interval of half an hour for lunch. **Night Duty** timings are 06:00/08:00 P.M. to 06:00/08:00 A.M. (12 hrs duty). **Bus Drivers** start from the Source to Destination and back.

**NOTE:** The Transport Officer may, however, so prescribe the working hours of the drivers according to administrative convenience and requirements. It is mandatory for the drivers to submit an undertaking attached as **Annexure – I**, before taking charge of the vehicle.

## Present Allowances to Drivers

Over Time	Amount			Recommendations
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2 Hrs	Nil			NIL
2 to 5 Hrs	50			75
5 to 9 Hrs	150			200
Overnight Stay	50			100
TA exceed 100 Km (Single trip)	150	On long distance travel	If TA paid then OT is not paid for the day	200

## Leave

	Present	Proposed
Bus Drivers	6 C/L	6 C/L
LMV Drivers	6 C/L	6 C/L + 6 M/L

## Mileage Incentive

Mileage for buses has been fixed. Addition/deduction of incentive is done in the monthly salary. Monthly mileage report will be prepared by the transport officer on addition and deduction from the salary of bus drivers.

## RULES GOVERNING USE OF UNIVERSITY TRANSPORTATION FACILITY FOR STUDENTS

University maintains a fleet of buses to facilitate commutation of students from nearby areas. Following rules shall govern the use of the University transportation by the students –

1. Use of University transportation facility is not compulsory and is voluntary.
2. Students desirous of availing the facility need to submit the filled up registration form to the Transport in-charge within the notified time and after his approval shall deposit the prescribed charges in the Accounts Department.
3. Each registered student shall be issued a Bus-pass. Travelling in the bus is permitted with valid bus-pass only. Failing to do so, s / he will attract a penalty of Rs 100/-each time. (Rs 1000/- for students found travelling without depositing bus fee).
4. The transport charges will be notified every year at the beginning of the session.
5. The transport charges are for the entire session and no pro-rata claim will be entertained for any reasons whatsoever.
6. Discontinuation of bus facility is not allowed during the mid-session, if done so, no claim for refund of the amount paid shall be entertained for any reason except in the case of the student opting for the University hostel.
7. The students should not change the boarding/dropping point, or routes without proper permission. Permission for such change shall be subject to its feasibility. Normally such request will not be entertained in the mid-session.
8. The students traveling in the bus should occupy the seats allotted to them and should not create any disturbance to other fellow students and staff.
9. Students cannot reserve seats in the bus on their own.
10. In the case of loss of bus-pass, the duplicate will be issued on producing proof of Police Report or Court Affidavit to this effect with a nominal charge of Rs. 50/-.

11. Parents are not permitted to travel in the University bus at any time.
12. Timings en route will be followed strictly.
13. The rudeness of any kind with driver and attendant shall be dealt sternly and shall invite disciplinary action.
14. Followings are strictly prohibited en route:
  - (i) Eating, drinking (with the exception of water), smoking, chewing of the pan, gutka etc. on medical grounds, necessary eatables shall be permitted.
  - (ii) To change their clothes.
  - (iii) Usage of Mobile phones with a camera.
  - (iv) Ragging, shouting, fighting, bullying and use of abusive language.
  - (v) Sharp (including pocket knives) or dangerous objects.
15. Strict discipline should be maintained inside and outside of the bus.
16. In the case of any dispute, the decision of the Transport in-charge will be final and binding on the students.

**Note:** The University can change, alter, amend any of the above rules at any point of time and it will be binding on the students.

## TRANSPORT DEPARTMENT - SOP

### **Preventive Maintenance**

- (i) To carry out daily inspection of vehicles and ensuring physically tools, Fire Ext, First Aid and their entries on **log book**.
- (ii) To brief drivers on general maintenance and safety on weekly basis.
- (iii) To be aware with regular maintenance schedule.
- (iv) To compare agency rates for parts.
- (v) To enter bills with signature of driver, store in charge and Operations in charge in Bills Register for approval.
- (vi) To maintain Vendors Register with entries of Bill No., amount & payment action.

### **Emergency Maintenance SOP**

1. To call mechanics and attend brake down vehicle.
2. To arrange towing of brake down vehicle with local resource.
3. To prepare summary for petty bills of minor repair.

### **Vehicle Fuelling SOP**

1. To arrange and ensure refueling of buses and other vehicles every day.
2. To prepare monthly report of recovery and incentive for buses.
3. To refuel vehicles in absence of transport in charge (operations).

#### **SOP in case of an Emergency Breakdown / Accident**

1. In case of incident/accident of bus- Intimation should be given to **Dy. Director Securities and Hospital Superintendent** with brief detail of place and injuries.
2. To attend vehicle with Security Officer. The Transport Officer then informs the administration department.
3. In case the matter needs attention of the traffic police the matter is reported to the police department
4. In case of enquires of students and parents regarding bus maintenance, rash driving etc. the same shall also be attended by the transport in charge.
5. To intimate insurance authority for spot survey.
6. Transport Officer shall attend court proceedings if need be.

#### **Duties and Responsibilities of In charge (Pump & Store)**

- (i) To issue diesel to vehicles and generators (Timing 0900 to 1030 and 1530 to 1600 on working day).
- (ii) To maintain ledgers of vehicles
- (iii) To intimate **very Low Fuel Efficiency** of vehicle to concerned transport in charge
- (iv) To issue lubricants with proper entry on store register.
- (v) To verify tyre replacement and making entry to the effect.
- (vi) To verify and receive **unserviceable parts** before signing repair bills.
- (vii) To maintain tools and original documents register for **handing/taking over of vehicles** by drivers.
- (viii) To maintain spares and parts register.
- (ix) To maintain **Office Files** of each vehicle.
- (x) To maintain Master Register (Vehicles on Charge)
- (xi) To maintain FIPPR (Fitness, Insurance, Permit, Pollution, RC, Tax and Claims) database.
- (xii) To maintain checklist (Records of keys, tyres and batteries) database.
- (xiii) To issue Bus Passes and maintain Bus Pass register.

**ADMINISTRATION**

**VEHICLE REQUISITION SLIP**



**Req.No.** \_\_\_\_\_

**Req.No** \_\_\_\_\_

**Vehicle Requisition Slip**

**Vehicle Requisition Slip**

Department ..... Date.....

Indented By..... To convey.....

.....

Required At..... Time.....

Destination.....Vehicle No.....

Out Time..... Out Reading.....

In Time..... In Reading.....

Driver 's Name.....

Driver 's Ph.....

Department .....Date.....

Indented By.....To Convey.....

.....

Required At..... Time.....

Destination..... VehicleNo.....

Out Time..... Out Reading.....

In Time..... In Reading.....

Driver 's Name.....

Driver 's Ph.....

Indenter                      Recommended by

Indenter                      Recommended by

Sign of Tpt I/C              Approved/Not approved

Sign of Tpt I/C              Approved/Not approved