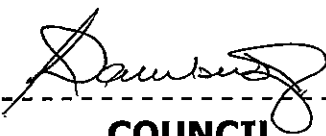




**WALTER SISULU UNIVERSITY
FLEET TRANSPORT SERVICES
POLICY**

Policy Library ID
FAC: 07



Sponsor Division	Operations and ICT Services
Responsible Department	Director: Facilities Management
Related WSU policies	
Policy name	Related Legislation
Supply Chain Management Policy	SARS
Travel / Car Allowance and Reimbursement Policy and Procedures	
Change History	
Date recommended by IMC	11 NOVEMBER 2014
Approval authority	Council
Approval Date	28 August 2015
Latest revision date	28 August 2015
Effective date	1 September 2015
 COUNCIL	

TITLE	FLEET TRANSPORT SERVICES POLICY		
POLICY NO:	FAC: 07	APPROVED BY	COUNCIL
DATE:	28 Aug 2015	MINUTE	28 Aug 2015
EFFECTIVE DATE:	1 Sept 2015	NUMBER OF PAGES	15
CUSTODIAN OF THIS POLICY:	Executive Director: Operations and ICT Services		
REFER QUESTIONS TO:	Director: Facilities Management		

1. Preamble

- 1.1 The Walter Sisulu University (WSU) Transport Services Division is responsible to supply fleet transport services to all WSU staff and students in support of the core business of the institution, at all WSU Campuses.
- 1.2 The WSU Transport Services Division is responsible for the effective and efficient management and institutional control of all official fleet vehicles.
- 1.3 The WSU Transport Services Division is responsible to ensure the equitable distribution of fleet vehicles across all WSU's Campus sites.
- 1.4 The WSU Transport Services Division is responsible to make drivers available according to the operational requirements of the requester.
- 1.5 The WSU Transport Services Division will make use of the following transport services fleet vehicle allocation system:
 - a. Pool-vehicles; for general use
 - b. Allocated vehicles; for specialized use e.g. technical services light delivery vehicles, fire trucks, ambulances, tractors, etc.
 - b. Bus services; for the shuttling of groups of staff and students.

2. Definitions

Unless the context indicates otherwise, the following words and phrases will have the following meanings throughout this document:

- 2.1 **"Allocated vehicle"** means any vehicle that has been allocated to a specific department or division for the express purpose of it being used in the execution of the official duties of that department or division.

- 2.2 **"Campus or facility"** means any official premises of Walter Sisulu University being it a campus or a residence.
- 2.3 **"Council"** refers to the Council of WSU as was established according to the Act.
- 2.4 **"Department"** refers to an academic unit within the official academic structure of WSU
- 2.5 **"Depreciation"** means the systematic allocation of the depreciable amount of a fleet asset over its useful life.
- 2.6 **"Depreciable amount"** refers to the cost of a fleet asset or other amount substituted for cost in the financial statements, less its residual value.
- 2.7 **"Disciplinary Code"** refers to the official WSU Disciplinary Code as was approved by the IMC and Council.
- 2.8 **"Disciplinary Process"** refers to the corrective action that must be taken by a Line Manager, HR or IMC member, as prescribed in the official Disciplinary Code.
- 2.9 **"Division"** refers to a support services unit within the official support services structure of WSU.
- 2.10 **"Driver"** refers to an official of Walter Sisulu University entrusted with a fleet asset at any given time.
- 2.11 **"IMC"** refers to the Institutional Management Committee.
- 2.12 **"Fleet Manager"** refers to WSU's Institutional Transport Services Manager.
- 2.13 **"Fleet Assets"** refers to official vehicles that are University property.
- 2.14 **"Insurance Access Amount"** refers to the amount payable by the Institution to the Service Provider when a claim is submitted to a Company for the loss or repairs to damaged WSU fleet vehicles.
- 2.15 **"Issue form"** refers to the trip authority form that allows a driver to drive a university vehicle as per the route detailed in such a form.
- 2.16 **"Line Manager"** refers to all senior members who are in charge of a Division, Department, Faculty or Directorate, including the IMC.

- 2.17 **"Log Book"** refers to the details of the route travelled by the driver, including the kilometre reading of the vehicle used for the authorized purpose as well as any relevant comments.
- 2.18 **"Long Distance Trip"** refers to a trip that totals a *1000* km.
- 2.19 **"Malicious damage"** refers to an act by a person that is wilfully directed to create damage to an item or property of WSU.
- 2.20 **"Negligence loss of University equipment"** refers to an action or refrains to take action by any student and or staff member to safeguard University equipment that was entrusted to him or her.
- 2.21 **"Pool vehicle"** means any vehicle of the Transport Services Division that has a specific use directly determined by the Transport Services Division.
- 2.22 **"Residual value"** refers to the net amount that the University expects to obtain for a fleet asset at the end of its useful life after deducting the expected costs of disposal.
- 2.23 **"Stand-by-duty"** means the rendering of a critical support service outside normal working hours, that occurs on an ad hoc basis, due to an emergency that exist because of i.e. a breakdown of a fleet vehicle, an electrical supply cut, a water pipe bust, or sewerage blockage etc.
- 2.24 **"Student"** is a person that is registered for academic studies in the current year at the University.
- 2.25 **"The University"** means the Walter Sisulu University.
- 2.26 **"Useful Life"** refers to the period of time over which an asset is expected to be used by the University.
- 2.27 **"Drivers Licence"** refers to a valid and relevant coded RSA or International driver's license.

3. **Policy Statement**

It is the policy of the Walter Sisulu University Transport Services Division to make official transport resources available to support the core business of the University.

This policy covers the utilization, management and control of all fleet vehicles belonging to Walter Sisulu University.

4. Management, Accountability and Responsibility of all WSU Fleet Assets

- 4.1 The Transport Services Division is responsible for the implementation, management and control of the rules and procedures as stated in this Policy.
- 4.2 The Transport Services Division is responsible for the provision of all fleet vehicles, be that pool vehicles or allocated vehicles as well as insourced and outsourced bus services.
- 4.3 The Transport Services Division is responsible for the maintenance, licensing, insurance; recovery and roadworthiness of all fleet vehicles be that pool vehicles or allocated vehicles.
- 4.4 The respective WSU Line Managers will be responsible for the authorization and official use of all fleet vehicles allocated to their respective Departments / Divisions.
- 4.5 The signing authorization for the use of official transport on all relevant Cost Centre budgets for Transport Accounts is prescribed in the relevant Finance Policy.
- 4.6 Cost Centre Line Managers must budget for the use of official fleet vehicles on the line item allocated for the Transport Account in their respective Cost Centre budgets.
- 4.7 The relevant Line Managers of all Departments and Divisions are responsible for any disciplinary action arising from the misuse or abuse of University fleet vehicles by their subordinate staff.

5. Allocation of Vehicles

All fleet vehicles are considered to be the property of WSU regardless of the original source of procurement of a vehicle and as such are under the direct operational control of the Transport Services Division.

The Transport Services Division will be using three (3) types / methods of allocating fleet vehicles for official use namely Long-Term Allocations, Short-Term Allocations and Short-Trip Allocations.

5.1 Long-Term Allocations

- 5.1.1 Fleet vehicles will only be allocated on a "long-term" basis to Departments, Divisions, Sections or Units that need to utilize a specialized vehicle on a full-time basis e.g. Technical Services Division (e.g. customized LDV's for plumbers and electricians), Fire Prevention Section (e.g. Fire engine and command vehicle), Landscape Services (e.g. tractors) and Campus Security Services (e.g. guarding and patrolling vehicle).
- 5.1.2 Fleet vehicles allocated on this basis must be authorised and controlled by the relevant Line Manager and Supervisor.
- 5.1.3 The driver of the vehicle must do a "pre-trip" as well as a "post-trip" inspection on the vehicle to ensure roadworthiness of the vehicle. All deficiencies must be recorded in the logbook and reported to the local Transport Services official by the relevant driver.
- 5.1.4 A logbook must be kept in the vehicle and be completed by the driver before and after each trip.
- 5.1.5 The logbook will be signed-off (certify) at the end of each month by the relevant Line Manager. In doing so, he / she accept responsibility for the trips listed as being official.
- 5.1.6 The Line Manager must then submit the referred logbook to the local Transport Services office on the last working day of each month.
- 5.1.7 The local Transport Services official will receive the aforementioned logbook for administrative record keeping and financial processing for usage of that vehicle against the users Cost Centre budget.

5.2 Short-Term Allocations

- 5.2.1 Fleet vehicles may be allocated on a "short-term" basis to Departments, Divisions, Sections or Units that need to utilize such a vehicle on a full-time basis for periods longer than a week but shorter than a month.

- 5.2.2 Fleet vehicles allocated on this basis must be authorised and controlled by the relevant Line Manager and Supervisor.
- 5.2.3 The driver of the vehicle must do a "pre-trip" as well as a "post-trip" inspection on the vehicle to ensure roadworthiness of the vehicle. All deficiencies must be recorded in the logbook and reported to the local Transport Services official by the relevant driver.
- 5.2.4 A logbook must be kept in the vehicle and be completed by the driver before and after each trip.
- 5.2.5 The logbook will be signed-off (certify) at the end of the period of the booking by the relevant Line Manager. In doing so, he / she accept responsibility for the trips listed as being official.
- 5.2.6 The user must submit the referred logbook to the local Transport Services office on the final day directly after completing the trip.
- 5.2.7 The local Transport Services official will receive the aforementioned logbook for administrative record keeping and financial processing for usage of that vehicle against the users Cost Centre budget.

5.3 Short-Trip Allocations

- 5.3.1 Fleet vehicles may be allocated on a daily basis to Departments, Divisions, Sections or Units that needs to utilize a vehicle for a short trip on a specific day.
- 5.3.2 The application for fleet vehicles allocated on this basis must be motivated in writing by the relevant Line Manager or HOD.
- 5.3.3 The driver of the vehicle must do a "pre-trip" as well as a "post-trip" inspection on the vehicle to ensure roadworthiness of the vehicle. All deficiencies must be recorded in the logbook and reported to the local Transport Services official by the relevant driver.
- 5.3.4 The logbook for such a vehicle must be kept in the vehicle and be completed by the driver before and after such a trip.
- 5.3.5 The user / driver must submit the referred logbook to the local Transport Services office directly after completing the trip.

5.3.6 The local Transport Services official will receive the aforementioned logbook for administrative record keeping and financial processing for usage of that vehicle against the users Cost Centre budget.

6. General Rules

- 6.1 All members of Senior Management (Post Level Grade 1 to 4) as well as staff members who are receiving a car allowance are not allowed to use WSU fleet vehicles. (Note: Alternative transport for such staff needs to be investigated)
- 6.2 A fleet vehicle can be issued to any WSU staff member on the following conditions:
- a. The relevant member must have an unendorsed valid driver's license for a minimum of two (2) years.
 - b. The license must be issued on the relevant Code of vehicle being used, which includes a Professional Drivers Permit (PDP) where applicable.
 - c. The relevant local Transport Services officer must check the applicant's driver's license for validity, and at the same time have the right to test the applicant accordingly.
 - d. A fleet vehicle can only be issued by an authorised WSU Transport Services official.
 - e. The driver must not have any outstanding transport related disciplinary action against him / her at the time of issuing and receiving a fleet vehicle.
 - f. A staff member to whom a fleet vehicle was issued may not re-issue the same fleet vehicle to another staff member, or allow another person to drive the relevant vehicle if it was not recorded as such in the application and authorization for the vehicle
 - g. Transport Services reserves the right to test any person on their driving skills before a fleet vehicle will be issued to such a person.
- 6.3 If passengers are to be transported by a fleet vehicle, it must be indicated accordingly in the application as well authorization documentation. The driver of the vehicle will be held responsible for ensuring that no unauthorized passengers are being transported.
- 6.4 If people who are non-WSU staff or students' needs to be transported, such members must complete an "Indemnification letter" before the trip and hand it to the relevant Transport Services Official will have to be signed by the official who intends to carry passengers who are not staff or students of WSU. (Note: Indemnity Letter to be attached)

- 6.5 WSU fleet vehicles may only be used for official academic and administrative purposes. In cases where vehicles are used for private purposes, misused or abused, the necessary disciplinary measures will be taken against the transgressor by the relevant Line Manager.
- 6.6 It is the responsibility of every staff member to report any misuse or abuse of any WSU fleet vehicle immediately to the Executive Director: Operations and ICT Services or the Institutional Head of Transport Services or the local Campus Transport Officer.
- 6.7 The number of passengers must never exceed the number of seats that the vehicle is equipped with.
- 6.8 If a driver is found guilty by a Disciplinary Committee of causing an accident, he / she might be held responsible for the payment of the insurance excess amount.
- 6.9 All WSU fleet vehicles must bear the WSU official Corporate Identity stickers.
- 6.10 Should it be discovered that the speedometer of a fleet vehicle was tampered with e.g. broken seal etc. disciplinary action will be taken against the last driver that has used the vehicle and did not report it.
- 6.11 In the case of a breakdown the relevant Transport Services officer must be notified immediately. He / she will then take the responsibility to arrange for towing-in and or repair arrangements. Users / drivers must not make any arrangements for fleet vehicles to be towed or repaired off-Campus.
- 6.12 Traffic offences:
 - a. All Traffic rules must be adhered to at all times. If a traffic violation occurred and a traffic fine is received by the Transport Services Division, the fine and or report will be forwarded to the Line Manager of the department / division concerned and he / she must take the necessary corrective action accordingly.
 - b. When a driver of a vehicle commits a traffic offence, he / she must pay the relevant traffic fine from their private funds and not from an official budget.
 - c. If however the offence was in connection with a vehicle defect, then Transport Services will pay the fine from the relevant budget.
- 6.13 Use of Private Vehicles for official purposes
 - a. Staff members who use their private vehicles for official trips will be compensated according to the prescribed official Tariff. These tariffs will be guided by the relevant Tax rules.

- b. The Institution shall not assume any responsibility for any traffic offences, theft, accident damage or personal accountability claims incurred, whilst a staff member or student have used their private vehicles for an official trip.

7. Requisitioning of WSU vehicles

- 7.1 A signed transport requisition form together with supporting documents and a list of passengers must be submitted to the Transport Services section three (3) days before the planned date of departure.
- 7.2 A transport requisition form must be authorized by a Line Manager in the relevant Cost Center and must be the direct senior to the person traveling.
- 7.3 Late submission of a transport requisition will be considered only if it is proven to be an emergency.

8. Issuing of vehicles

- 8.1 All vehicles should be issued on the day of travel unless written authority to park the vehicle at home has been obtained in advance.
- 8.2 The driver of a fleet vehicle must carry his / her license and produce it to the transport officer within the Transport Services section upon request.
- 8.3 A copy of the signed trip authority must be carried in the vehicle at all times.
- 8.4 The intended time of departure and return as recorded on the vehicle issue form must be strictly adhered to as the vehicle might be scheduled to be reissued accordingly.
- 8.5 The late returning of fleet vehicles without valid reasons may lead to corrective action being implemented.
- 8.6 The Transport Officer will complete a vehicle issue form and record the condition of the vehicle, quantity of fuel in the tank, logbook and petrol card numbers. The driver will then sign the issue form accordingly and take responsibility for the vehicle at that point. The vehicle will be checked "in" using the same procedures.
- 8.7 The driver must hand in all petrol / diesel / oil purchase slips to the transport official or security staff on duty for record purposes, after each trip.

9. Official Parking for Fleet Vehicles

- 9.1 Vehicles must be parked at the University's premises.
- 9.2 The relevant Transport officer per Campus must ensure parking spaces are available for each fleet vehicle.
- 9.3 When parking a fleet vehicle off-campus during an authorised trip, such a vehicle must be parked in a lockable facility or 24 hour security must be available. The driver of the vehicle is responsible for ensuring that the vehicle is parked safely.
- 9.4 Parking charges for the use of secure parking will be refunded on submitting a relevant invoice or cash-slip.
- 9.5 Written permission may be granted for a vehicle to be parked overnight at a home of a staff member if the following conditions are met:
 - a. If the fleet vehicle is parked in a garage or behind lockable gates
 - b. If the staff member will be leaving early the next morning or returning late at night
 - c. If the staff member works from home
 - d. If the staff member is on call / standby and there is no other means by which he / she can be transported in event of a call-out.

10. Log books, petrol cards, vehicle keys, and vehicle equipment

- 10.1 The driver is responsible for the control and safekeeping of the logbook, keys and petrol card once the vehicle issue form has been signed until the vehicle has been returned to the transport officer at the end of the journey.
- 10.2 All vehicle keys will be kept safely and secured in a locked container in the local Transport Services office when the vehicle(s) is not in use.
- 10.3 A spare set of all vehicles' keys will be kept at the Institutional Transport Services office.
- 10.4 The petrol card is to be valued as cash and the driver will be held responsible for all the transactions made whilst it is in his / her possession.

- 10.5 The Executive Director: Operations and ICT Services as well as the Institutional Transport Manager will be the only persons authorized to apply for petrol cards for fleet vehicles.
- 10.6 The Institutional Transport Manager will issue petrol cards to Transport Officers at Campus level. Transport Officers at Campus level will be responsible to manage and control those petrol cards. Petrol cards will be linked administratively to one fleet vehicle only.
- 10.7 All receipts of transactions made with the petrol card must be kept and be handed to the relevant Campus Transport Officer when the vehicle is returned at the end of a trip.
- 10.8 The driver is responsible to fill in the vehicle logbook legibly and accurately.
- 10.9 All fleet vehicle equipment, e.g. the spare wheel, toolkit, jack and any other extras will be checked at the time of issuing the vehicle and will remain the responsibility of the driver until such time as the vehicle is returned to the relevant Campus Transport Officer.
- 10.10 The Campus Transport Officers will be responsible to consolidate all the logsheets for their respective Campuses at the end of each month for costing purposes. The copy of the logsheets will be stored electronically for reference purposes.
- 10.11 The Institutional Transport Manager will be responsible to consolidate and cross-check all petrol card spending with relevant trip records, for audit and control purposes.

11. Transport Services Management systems

The following key data will be kept for each vehicle by the Institutional Manager of Transport Services:

- 11.1 Actual kilometers travelled
- 11.2 Fuel utilization (km/l)
- 11.3 Total maintenance cost
- 11.4 Maintenance cost per kilometer
- 11.5 Running cost per kilometer
- 11.6 Availability per type of vehicle
- 11.7 Utilization per type of vehicle

12. Hired Vehicles

- 12.1 If no pool fleet vehicles are available, the relevant Transport office will certify accordingly on the Transport Application form. It is then the prerogative of the applicants Line Manager to decide on alternative transport arrangements e.g. car rental or the use of a private vehicle.
- 12.2 Car rentals may also be used without having to follow the aforementioned process if and when there is a MoU / MoA or any other contractual obligation directing the use of rented vehicles.

13. Disposal and acquisition of fleet assets by Walter Sisulu University

- 13.1 Fleet Assets will be disposed of as prescribed in the relevant WSU Asset Management Policy.
- 13.2 All fleet vehicles may be kept for five (5) full years and or 250,000 km whichever comes first before it will be considered for disposal.

14. Funeral Arrangements

- 14.1 The transport arrangements for a late staff member's funeral must be made by the relevant department via the Human Resources Department to the local Transport Services office.
- 14.2 The transport arrangements for a late student's funeral must be made by the relevant Student Affairs office to the local Transport Services office.
- 14.3 Transport will only be provided from the campus were the late staff member or student was based.
- 14.4 Only one bus will be made available per funeral. It is however the prerogative of Line Management to send an official representative(s) to a funeral in an additional car.
- 14.5 Transport for funerals will only be supplied within the borders of South Africa.

- 14.6 The university will only make transport available for the funerals of staff members who are current in their employment.
- 14.7 The university will only make transport available for the funerals of students who are current in their registration at WSU.
- 14.8 The university will not make any official fleet transport available for family members of staff members or students.