

MAKERERE UNIVERSITY

TRANSPORT MANAGEMENT POLICY GUIDELINES

July 2011

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1.0 PREAMBLE

Makerere University possesses a fleet of vehicles to facilitate its operations.

The objective of this policy is to facilitate efficient management of the fleet.

2.0 POLICY STATEMENT

2.1 All University vehicles are a property of Makerere University Council. The university vehicles are acquired through:

- a) Direct purchase by funds from Government of Uganda, or internally/locally generated funds.
- b) Donations,
- c) Projects.

2.2 The Director Estates & Works Department Assisted by the Transport Officer shall be the overall manager of all University vehicles.

2.3 The College/Faculty, Project and Departmental vehicles shall be entrusted to the Heads of these units for day to day operations, management and Administration, but their maintenance shall be overseen by the Director Estates & Works Department, assisted by the Transport Officer.

3.0 PROCUREMENT OF NEW VEHICLES

3.1 The University shall follow the standard procurement policy of Public Procurement and Disposal of Public Assets (PPDA) when purchasing vehicles.

3.2 The University shall procure:-

- i. Brand New Vehicles,

- ii. Used vehicles not more than four years from date of manufacture. However, to do this, the Manager of the Procurement and Disposal Unit of Makerere University shall seek clearance from the Government PPDA,
- iii. Vehicles within engine capacities ranges laid down by Public Service Ministry for entitled officers.

3.3 Procurement Procedure

- 3.3.1 The University/Department Heads shall consult with the office of the Estates Manager and the Procurement and Disposal Unit of Makerere University to generate specifications for vehicles required.
- 3.3.2 The Director Estates & Works Department, Procurement and Disposal Unit shall, where necessary, consult with the Government PPDA and relevant government departments/Ministries, for example, Ministry of Public Service, Ministry of Transport to ensure conformity with other related laws/policies in respect of the category of officer and motor vehicle engine capacity to be procured.
- 3.3.3 Advertisement shall be run in the media for interested firms to bid for supply of the vehicle.
- 3.3.4 Sealed bids shall be received by the Manager Procurement and Disposal Unit who shall set a date for bid opening in the presence of bidders.
- 3.3.5 The opened bid documents shall be evaluated to choose the best bidder.
- 3.3.6 The evaluation report shall be submitted to the Contracts Committee for the final decision on the firm to supply the vehicle.

- 3.3.7 The respective College/School Department and/or the central administration (for vehicles for University management officials) shall be advised to raise Local Purchase Order in favour of the best evaluated bidder.
- 3.3.8 The Procured vehicle shall be received by the Director Estates & Works Department and Internal Auditor for verification before handing it over to the End user.
- 3.3.9 The End User shall be responsible for Insurance of the vehicle upon recommendation from the office of the Transport Officer.
- 3.3.10 All newly acquired vehicles shall be comprehensively insured for a period not exceeding five years from the date of purchase. The terms of insurance shall be negotiated with reputable companies that are pre-qualified by Makerere University PDU to offer insurance services.
- 3.3.11 Vehicles procured on projects shall be insured by the projects for the life of the project upon recommendation from the office of the Transport Officer.

4.0 SERVICING AND REPAIRS PROCEDURE

- 4.1 All University vehicle repairs shall be controlled, monitored and overseen by the Director Estates & Works Department, assisted by the Transport officer.
- 4.2 Before the vehicle is serviced or repaired, the end-users shall seek authority from the office of the Director Estates & Works Department. The Estates Director, through the Transport Officer shall inspect each vehicle due for service/repair to establish the need. To establish this, the date of last service/repair and mileage shall be checked.

- 4.3 The Transport Officer shall physically inspect and test the vehicle to establish the need for service and/or repair. In addition to carrying out the checks elaborated in (2) above, each vehicle has been issued a movement logbook. Thus, additional checks shall be carried out on the motor vehicle log book to establish the dates and times of travel, time of parking after the day's work and the mileage covered, which shall be compared with those in (2) above to see if there is consistency. Lack of consistency shall be a disciplinary measure that shall be recommended to the Directorate of Human resources.
- 4.4 Upon inspection of the vehicle, the Transport Officer shall fill in the form attached in the Appendix for the repairs to be made. This form and two copies (sample shown in the appendix) shall be taken to a minimum of three prequalified garages, who will quote for the works to be done.
- 4.5 All repairs/servicing of University vehicles shall be handled in pre-qualified garages in accordance with the PPDA regulations except where circumstances justify work elsewhere. In such a case, the circumstances shall be explained to the finance committee of the relevant departments.
- 4.6 Pre-work assessment and post work certification shall be carried out by the Estates Director, assisted by the Transport Officer using the form attached in the Appendix.
- 4.7 Routine service should be after a minimum milage of 5000km and full service should be as per the manufactures specification.

5.0 FUEL ALLOCATION PROCEDURE

- 5.1 All University fuel shall be allocated through Fuel Advantage Cards or other system approved by University Council from time to time.

- 5.2 University shall have an emergency Fuel Tank for critical services.
- 5.3 Other system of the procurement can be used only in areas where fuel advantage cards are not used, which is the case for most of the pool vehicles – i.e., vehicles not attached to a particular University officer or Project.

6.0 GENERAL ADMINISTRATION GUIDELINES

- 6.1 All University vehicle Registration books shall be under the custody of the Director Estates & Works Department to ensure proper monitoring and accountability for the usage of all University vehicles. The user units shall remain with photocopies of registration books.
- 6.2 The Director Estates & Works Department shall be responsible for the Continuous assessment and management of the entire University fleet.
- 6.3 The Director Estates & Works Department shall be responsible for budgeting and submission to management quarterly and annual reports on the performance of the transport services.
- 6.4 Drivers shall be required to use movement Logbooks for every Journey made.
- 6.5 The Director Estates & Works Department shall handle all matters regarding transport facilitation in the University.
- 6.6 University vehicles shall not be on non official work without clearance by the University Accounting Officer.
- 6.7 All categories of Licensing University vehicles shall be handled by the Director Estates & Works Department.

- 6.8 The minimum qualification of the driver shall be O-Level Certificate.
- 6.9 No Driver shall be allowed to drive vehicles they are not Licensed to drive.
- 6.10 No unauthorised person shall not be allowed to drive a University vehicle unless recruited as a University Driver or authorized by the University Secretary/ Accounting Officer.
- 6.11 In case of accidents a University driver must inform the Police Immediately and record a statement at the nearest Police Station. The Director Estates & Works Department shall be contacted with a written accident report by the driver.
- 6.12 No driver shall be attached to a Department for more than 5 years unless the situation warrants it.

7.0 LICENSING

- 7.1 All categories of licensing University vehicles should be handled by the Transport Office.

8.0 NON OFFICIAL OPERATIONS

- 8.1 University vehicles can be used on non official work, only when cleared by the University Accounting Officer.

9.0 HUMAN RESOURCE

- 9.1 All drivers shall be managed in the University Drivers Pool under the Transport Officer who shall be responsible for their deployment and transfers as need arises (as per Circular NO. 803 from the University Secretary's office dated 29th November, 1996).

- 9.2 No driver shall normally be attached to any Department for more than 5 years.
- 9.3 The minimum qualification for appointment as driver is 'O' Level Certificate.
- 9.4 Recruitment of all drivers shall go through the Transport Officer, who shall make a report on their driving competence before interview by the Appointments Board. All drivers for the Pool, Faculties and Projects attached to Makerere University shall be recruited using Appointments Board procedure in place.
- 9.5 Drivers shall be recruited on a 3 year contract basis (renewable on mutual consent) to improve on their conduct and efficiency (except those already appointed on permanent terms).
- 9.6 Drivers shall not drive vehicles which they have not been licensed to drive.
- 9.7 For field work, vehicles should be surrendered at the end of the day at the nearest police station/post or established government institution.

10.0 AUTHORIZATION TO USE UNIVERSITY VEHICLES

- 10.1 The University Director Estates & Works Department through the Transport Officer shall have executive responsibilities concerning University vehicles' management and administration which he/she may vest in/delegate to the respective university unit heads (Principals of Colleges) and who in turn can vest these powers into the Administration Officers of the University Units. The Transport Officer shall be responsible for determining who meets the definition of a qualifying University vehicle driver (who officially drives a university vehicle) and the types of vehicles they are qualified to drive.

11.0 CONTROL OF THE USE OF UNIVERSITY VEHICLES

It may be necessary for the Transport Officer to establish points of vested supervisory control hereto referred to as the Heads of units (Principals of Colleges) and the Administrators' Offices in the user university units in order to:

- 11.1 Fulfill the maintenance, safety and seat belt requirements.
- 11.2 Control usage in accordance with the Ugandan traffic laws, Makerere University laws, regulations, policies and procedures.
- 11.3 Verify and maintain all required logs.
- 11.4 Ensure prompt reporting of motor vehicle accidents and a post-accident review by a safety coordinator and /or supervisor (this includes completion of the Supervisor's Report of Vehicle Accident).
- 11.5 Issue instructions and guidelines and clarify all relevant laws, regulations, policies and procedures.

12.0 MOTORVEHICLE USAGE VIOLATIONS

It is the responsibility of the University Estates Manager, through the Transport Officer to control and regulate misuse of University Vehicles. When misuse is discovered, it is the responsibility of the Transport Officer to determine the cost and send notification to the Vice Chancellor/Chief Financial Officer, the University Secretary and the head/Director of Human resources. Recovery of the cost of misuse is not to be considered a disciplinary action. In case of failure to recover the cost of misuse, the Transport Officer will determine the kind of disciplinary action to be taken.

13.0 CRITERIA FOR USAGE OF UNIVERSITY VEHICLES

The Transport Officer and/or the vested supervisory control office must determine that the following criteria have been met before releasing a University vehicle to an employee or authorizing an employee to use a private or personal vehicle on official University or State business:

- 13.1 The person requesting vehicle use is, in fact, a University employee *in active service*.
- 13.2 Written approval of the use has been given by an individual authorized by the Transport Officer to grant such approval.
- 13.3 The Vested supervisory office has a copy of the person's driving permit/license from the Estates Department of Makerere University when one is a direct Makerere University staff recruit and the vested university unit office if one is recruited at the respective university

unit level. The drivers' records should be renewed at least once every four years. The Transport Officer and the vested university unit shall continuously check the driving record of the drivers.

- 13.4 The person has satisfactorily completed a Makerere University approved defensive driving course and maintains a good driving record.
- 13.5 The person has a valid Ugandan driver's license in his/her possession. The driver's license is of the correct class for the type of vehicle he/she is driving.
- 13.6 A visiting Professor/Lecturer from another country, who will stay in Uganda for more than six months, possessing his/her valid home country's driver's license will have to apply to the relevant authorities to attain a Ugandan recognized clearance to be granted permission to drive a University vehicle.
- 13.7 The Transport Office and the vested university unit offices have to ensure that the driver(s) is/are familiar with all applicable changes to the Makerere University Vehicle code.
- 13.8 The following certification shall be required [either on file and or presenting] before an employee is authorized to drive a University vehicle or private vehicle on University or State business. This certification shall be made each time the employee accepts the keys to a University vehicle from the control office.

“I am in possession of a valid Uganda driver’s license. I certify that I have not been issued more than three moving violations or have been responsible for more than three accidents [or any combination of more than three thereof] during the past twelve month period.”

Signed:

14.0 DRIVING RECORD

- 14.1 When driving records raise doubt as to a person's ability to drive safely, permission to drive on University and State business should be declined. When a person has been involved in accidents or has received traffic citations in such numbers or of such magnitude as to be a matter of concern, his/her driving record must be obtained from

the Estates Department of Makerere University and/or the vested supervisory office for re-evaluation.

- 14.2 Similar action must be taken if there are other indication of driving problems and/or the control office concludes that the driver should be re-examined. Continuation of authority to drive on University or State business depends upon evaluation of the report from the Estates Department of Makerere University and or vested supervisory office.

15.0 AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES

- 15.1 Management at each university unit has the responsibility for authorising persons to drive privately owned vehicles to conduct official University or State business. This responsibility may be delegated to the lowest practical supervisory level at which proper controls can be exercised.

- 15.2 Before a person may be authorized to use a privately owned vehicle to conduct University or State business, the person must certify in writing that the vehicle used will always be:

- 15.2.1 Covered by liability insurance in at least the following amounts:

- i) 35,000,000/= for personal injury and/or death of one person,
- ii) 63,000,000/= for personal injury to two or more persons in one accident, and
- iii) 10,500,000/= for property damage.

- 15.2.2 Adequate for the work to be performed,

- 15.2.3 Equipped with safety belts in operating condition, and

- 15.2.4 In safe mechanical condition as required by law.

- 15.3 This certification will be recorded on Makerere vehicle. Form 001, Authorization to Use privately Owned Vehicles on University or State Business.

- 15.4 The completed authorization form shall be retained by the supervisor empowered to approve the use of privately owned vehicles.
- 15.5 Authorization forms will be valid for a period not to exceed one year. Form 001 may be initialed and dated annually by the employee to certify that it is current.
- 15.6 The supervisor shall verify that there is a fully executed current authorization form on file before signing a Travel Expense Claim, Makerere Vehicle Form 022 for the claimant. This will assure that the person is aware that the coverage must be provided by the person's insurance rather than through any State sponsored insurance and safety requirements were in effect and had been properly recorded before the privately owned vehicle was used.
- 15.7 Each person who plans to drive a privately owned vehicle should be aware that the liability coverage maintained by Uganda is only applicable to that ability of the person which is over and above the liability insurance maintained by the person. Further, the state may be liable for damage for use of a motor vehicle by a state employee acting within the scope of State employment.
- 15.8 The normal practice of insurance carriers is to allow the occasional use of privately owned vehicles on business trips without an increase in premium rates. If the privately owned vehicle is used consistently on State business, the person should contact the insurance carrier who may change the premium class with a corresponding increase in premium rate.

16.0 INFORMATION TO BE PROVIDED TO THE DRIVER

The control office is responsible for providing the driver of a University vehicle with the following information:

- 16.1 The procedures for emergency repair and reporting accident,
16.2 Proper storing and parking procedures for University vehicles,

- 16.3 The correct gasoline and oil to be used in the university vehicles,
- 16.4 What constitutes misuse, including failure to use belts and/ or shoulder harnesses,
- 16.5 That monthly logs must be filled in completely for each trip, regardless of the duration, miles driven, or the purpose; if the trip is than one day must be made,
- 16.6 That all necessary documents are in the glove compartment of each vehicle. (It is the responsibility of the control office to insure that a current copy of all necessary handbooks, accident report forms (Mak - vehicle Form 003, and travel logs, etc., are in the glove compartment of each University vehicle).
- 16.7 That dogs may not be transported in University vehicles unless where approved, with the exception of a seeing - eye or service dog accompanying a passenger.
- 16.8 That University employee may not pick up hitchhikers in a University vehicle.

- 16.9 The Estates Manager's office through the Transport Officer of Makerere University as the executive control center may decide upon further restrictions for which the employee driver will be equally responsible.

17.0 REMINDER STICKERS

- 17.1 Cars are to have reminder stickers in appropriate locations for such purposes as ensuring use of seat belts, use of appropriate oil and gasoline, non-smoking, etc.

18.0 MOTOR VEHICLE ACCIDENTS

- 18.1 University employees involved in an accident while driving a University-owned vehicle, or a privately owned vehicle on official University or State business, will make no comment or statement regarding the accident to any one except police.

18.2 Subsequent to any accident involving a University owned, or rental vehicle, or a privately owned vehicle driven on official University or State business, all communications regarding claims, including summons and complaints, must be forwarded immediately to the Office of the University Secretary with a copy to the Office of the Transport Officer/Estates Department, Makerere University. The transmittal letter should include the date and place of service, together with any other pertinent information.

19.0 REPORTING VEHICLE ACCIDENTS

19.1 The driver of a University – owned or rental vehicle involved in accident will record all pertinent information on the Accident Identification Card, Mak- Vehicle Form 003, before leaving the scene of the accident. If another vehicle is involved, the appropriate portion of the Mak – Vehicle Form 003 will be detached and given to the driver of the other vehicle. Blank Accident Identification Cards should be found in the glove compartment of each University owned vehicle. All vehicle accidents which result in injury to any person other than University employees, or which involve serious damage to the property of others must also be reported immediately by telephone (+256 414 540433) to the Transport Officer, Makerere University, and should also be in writing to this same office.

19.2 Additional instructions are shown on the Mak – Vehicle Form 003. University employees involved in a vehicle accident will comply with those instructions and retain the card for review by the supervisor and as an aid to the completion of other accident reporting forms (Mak – Vehicle Form 004).

20.0 REPORT OF VEHICLE ACCIDENT, MAK – VEHICLE FORM 004

20.1 All motor vehicles accidents involving a University owned vehicle or any vehicle being used on university business must be reported within 48 hours to the office of Transport Officer/Estates

Department Makerere University, utilizing Standard form 004, Report of Vehicle Accident.

- 20.2 If the accident resulted in bodily injury or significant property damage to a non- University party, the accident must be first reported by telephone at +256 414 540433 or by a sent preliminary copy of the Mak – Vehicle Form 004 within forty eight hours after the accident.
- 20.3 Reporting the accident by telephone or FAX does not replace the need to send the Mak – Vehicle form 004 within 48 hours.
- 20.4 If an accident involving bodily injury or significant property damage occurs on a weekend, the same should be done.
- 20.5 If an accident occurs that results in bodily injury and/or significant property damage to a university or non-university party, a copy of the report should also be forwarded to the Office of the University Secretary and the Office of the Estates Manager.
- 20.6 When a university vehicle is struck while parked unattended and the damage is under 2,000,000/=, and the name (or license number) of the party causing the damage is unknown, no Mak – Vehicle Form 004 need be completed; in similar cases where the damage is over 2,000,00/=, the driver of the vehicle will complete only that portion of Mak – Vehicle Form 004 listing identification of custodian and vehicle, location, and time damage probably occurred, and signature.
- 20.7 The immediate supervisor who authorized or permitted the employee to use the vehicle will ensure that the employee completes the Mak- Vehicle Form 004 or will do it for him/her if the employee is unable to do so. The supervisor will also inform the Office of Transport Officer when the employee is unable to do so.

21.0 DISTRIBUTION OF MAK- VEHICLE FORM 004

21.1 The completed Form 004 is distributed in one of three ways depending upon the type of vehicle in use by the University employees at the time of accident. Distribution will be as follows:

22.0 UNIVERSITY POOL VEHICLE

22.1 Where a University pool vehicle is involved, the University unit will send the original of Mak – vehicle Form 004 to the Transport Office, and a copy to the pre-qualified garage from which the vehicle was dispatched. The garage copy is required to show what vehicle repairs are necessary. A copy should be kept by the vested supervisory office to be used to compile statistical reports and to use in accident prevention activities. The transport office will be notified of the total cost of repairs. This information may be used to obtain reimbursement from a University employee driver when misuse of the vehicle is involved.

23.0 MAK-ASSIGNED UNIVERSITY VEHICLE AND MAK OWNED VEHICLE

23.1 For mak – assigned University vehicle, the Mak will send the original Mak – Vehicle Form 004. To the transport office, and additional copies will be retained for user units and University Secretary’s Office use and accident statistics required by the auditor generals office in the case of a written off vehicle.

24.0 PRIVATELY OWNED VEHICLES

24.1 An accident that involves a privately owned car or commercial automobile rental being driven on University business will be reported on Mak – Vehicle Form 044. The report should be clearly marked “privately Owned Vehicle Involved” or “Rental Vehicle.”

24.2 The original of the form should be sent to the Transport Office and a copy is retained by the University user unit with an additional copy retained by the University employee-driver.

25.0 SUPERVISOR'S REVIEW

25.1 The supervisor of each driver involved in an accident will take the following actions:

25.1.1 Investigate each accident promptly and thoroughly.

25.1.2 The immediate supervisor who authorized or permitted the employee to use the vehicle will ensure that the employee completes the Mak- vehicle Form 004 or will do it for him/her if the employee is unable to do so. The supervisor will also inform the transport officer when the employee is unable to do so.

25.1.3 Prepare a supervisor's Review of State Driver Accident, Mak-Vehicle Form 005 or an equivalent report. (It is recommended that the University copy of the completed Mak - Vehicle Form 004 be used for reference when preparing a Mak - Vehicle Form 005.

25.1.4 Initiate any appropriate corrective action, verbal or written, and record corrective action taken in departmental personnel records.

25.1.5 Forward copies of the completed form as directed by university unit heads administration.

25.2 The purpose of Mak - Vehicle Form 005 or equivalent report is to aid in preventing University employee driver accidents. It will be used to determine if the accident was avoidable and what actions the driver should have taken to avoid the accident. It will also be used to determine specific needs for accident prevention training and in the establishment of administrative policy.

26.0 USE OF POLICE ACCIDENT REPORTS

26.1 A supervisor who is investigating a University vehicle accident is an "interested party" and is entitled to read, and make notes from, police reports. Such reports will usually be on file within 48 hours at

the office of the police unit that has jurisdiction over the place of the accident.

27.0 MOTOR VEHICLE LIABILITY INSURANCE

- 27.1 A Vehicle Liability Self Insurance Claims Unit shall be established within the Transport Office at the Estate Department of Makerere University, to respond to claims of bodily injury and /or property damage of others, which occur during University use, operation or maintenance of self- propelled land vehicles. Evaluation and payment of claims will be made by the Transport Office following statutory provisions of the Uganda Road safety Act and other laws applicable to claims against Uganda. This program protects any officer or employee OF THE University against all motor vehicle liability claims while operating a University or State-owned vehicle in the course and scope of employment.
- 27.2 When university employees rent a vehicle under the car rental agreement negotiated by the university, they are covered by an insurance policy provided by the car rental agency as a provision of the university contract. Employees who are involved in an accident while driving a university contract rental car must complete the Mak – Vehicle Forms 004 and 055.
- 27.3 An employee’s personal automobile insurance policy is the primary coverage for liability and damages in the event of an accident while on University business under the following circumstances:
- 27.3.1 The employee has failed to obtain a “non availability” slip from the university contract vehicle agency before proceeding to a non-university contract rental agency.
- 27.3.2 The employee is driving his or personal vehicle (whether or not a motor- pool vehicle was available).
- 27.3.3 The employee has rented a vehicle from agency other than the University vehicle contract agency.

- 27.4 An employee may seek relief from out-of-pocket expenses such as deductibles from the Victims Compensation and Government Claims Board.
- 27.5 The Vehicle Liability Self Insurance Unit does not provide for loss or damage to vehicles owned by the Makerere University or to privately owned vehicles used on Mak business. It is designed to provide reimbursement to third parties only (when an accident is the fault of university driver) and not the University employees, their vehicles and University vehicles.
- 27.6 Claims paid by private insurance for accidents to privately owned vehicles while being operated on University business are not reimbursable from Mak funds.
- 27.7 The office of University Transport Officer shall pursue the party responsible for the accident to recover the Mak's costs of repairs. Copies of the repair invoices, and any other expenses, should be forwarded as soon as possible to their office at Estates department.

28.0 REPAIRS TO MAK OWNED VEHICLES

- 28.1 Whenever possible, minor repair of Mak owned vehicles will be performed in pre-qualified automotive service shops. NOTE: The university Vehicle Inspector's (Transport Officer) approval is required on any repair where the parts costs exceed 2,000,000/= or when replacement of the vehicle may be a consideration.
- 28.2 For commercial performed repairs which will cost 2,000,000/= or more, three estimates must be obtained. (If three estimates are not obtainable, an explanation should be retained in the vehicle repair file.) Preferably, one of the estimates should be from an authorized dealer for the make involved.
- 28.3 Estimates will quote flat rates on labour for parts replacement and net prices on parts, when applicable, for comparable jobs or job

elements. Where parts are to be repaired or straightened rather than replaced, estimated time costs are acceptable. All costs must be itemized.

28.4 Each estimate will be submitted to the university transport officer (Vehicle Inspector) by the concerned university unit heads or administrators, who will make the award to the estimator who has included all the work required to repair the vehicle, not necessarily the lowest bidder. If hidden damage is found after the vehicle has been dismantled, the inspector may authorize any necessary additional cost.

28.5 The accepted estimates are distributed as follows:

28.5.1 The original is attached to the invoice.

28.5.2 One photocopy is retained in the university user units vehicle repair file.

28.5.3 In accident cases, a copy is furnished to the Office of the Transport Officer Estates department.

29.0 WARRANTY INSPECTION AND REPAIRS

29.1 All University owned vehicles should be inspected for parts that show defects in material and/or workmanship in time to take full advantage of manufacturer's warranty replacement provisions before their expiration. The Owner's Manual supplied with each new vehicle contains the warranty coverage for that vehicle. The first 12,000 mile preventive maintenance service should be performed prior to expiration of warranty, i.e., before the speed meter has reached 12,000 miles or the vehicle has been in service one year, whichever comes first.

29.2 Manufacturers occasionally initiate changes during the model year to be applied retroactively. When notified of such changes, the University shall ensure that they are made by the authorized dealer at no cost to the University.

30.0 OPERATION INSPECTON -

- 30.1 The operator of a vehicle also has an obligation to inspect the vehicle before driving it. The vehicle should be checked visually to assure that such items as the tires are in good condition and adequately inflated, that the side-view mirror is usable, that there is a gas cap, spare tire, and a jack. The brakes, lights, and other controls should be tested for satisfactory performance.

- 30.2 Problems noticed by the operator while using the vehicle should be noted on a Trip/Daily Operator Checklist, which should be kept in the vehicle.

- 30.3 Cooperation of the operators of University vehicles is an important supplement to the routine periodic inspections, as it helps forestall problems during subsequent use and helps minimize maintenance problems.

31.0 DISPOSAL

- 31.1 No University vehicle shall be boarded off without the knowledge of the Procurement Office and the Transport Officer.

- 31.2 The Transport Officer should be mandated to assess the mechanical worthiness of the vehicle disposed by a department if it can be surrendered/donated to another department for salvaging should that department show interest in the vehicle in question.

- 31.3 The Procurement office will from time to time issue guidelines on how to proceed with disposal of old or scrap vehicles.

- 31.4 Depreciation shall be considered in recommending a vehicle for disposal or boarding off.

- 31.5 Disposal of a vehicle will depend on the transport requirement of that department.

- 31.6 When a project expires, the stakeholders are under obligation to surrender the project vehicles to Makerere University Management.

31.7 Before disposal of the vehicle a pre-evaluation of the same is carried out by a competent valuer *e.g.* the Chief Mechanical Engineer from the Ministry of Transport to give a reserve value/price.

APPENDIX

MAKERERE

P.O.Box 7062 Kampala - Uganda



UNIVERSITY

Tel: 256 - 41 - 540433

No. **1712**

**OFFICE OF THE ESTATES MANAGER
TRANSPORT SECTION**

Our ref:

Your ref:

Date:

MOTOR VEHICLE REPAIRS AND SERVICE

M/s

A. We have carried out first inspection of Motor Vehicle

Reg. No. Model Type

and request you to do the following repairs / service work.

B. **WORK REQUESTED:** (To be filled by Makerere University Transport Officer)

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Name:
TRANSPORT OFFICER MAKERERE UNIVERSITY

Signature

C. **WORK DONE:** (To be filled by Garage Supervisor)

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Name:
GARAGE SUPERVISOR

Signature

D. **CERTIFICATION OF WORK DONE**

(To be filled by Makerere University Transport Officer after inspecting the vehicle when repairs/service work is done)

COMMENTS: