



UNIVERSITY OF HEALTH AND ALLIED SCIENCES



TRANSPORT POLICY

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DEFINITION OF TERMS AND ACRONYMS USED

- **Dean** – Head of a School or other high-level academic office in the University
- **Director** – Head of a Directorate or Institute in the University
- **Employee Unions** – GAUA, SSA-UoG, TEWU, UTAG
 - **GAUA** – Ghana Association of University Administrators
 - **SSA-UoG** – Senior Staff Association of Universities of Ghana
 - **TEWU** – Teachers and Educational Workers Union
 - **UTAG** – University Teachers Association of Ghana
- **Fleet** – A collection of vehicles owned, leased or assigned to the University, comprising specific models/makes
- **Head** – Employee assigned as the administrative leader of a directorate, school, institute, office, or centre, unit, division, subdivision, programme, department
- **Official business** – Teaching, research, and extension services, administrative or professional services provided for and on behalf of the University
- **Other Officers** – The Pro-Vice Chancellor and the Registrar
- **Pool vehicles** – Vehicles that have not been allocated to any specific officer or purpose but are available for general use
- **Principal Officers** – Chancellor, Vice Chancellor, Chairperson of the University Council
- **Recognized Student Body (Groups):** SRC, GRASAG
 - **SRC** – Students' Representative Council
 - **GRASAG** – Graduate Students Association of Ghana
- **UHAS/The University** – University of Health and Allied Sciences
- **Unit** – Administrative subset of a Directorate
- **University Vehicle** – Any vehicle including motor bikes and bicycles purchased/leased by or donated to the University

1.0 INTRODUCTION

The University of Health and Allied Sciences (UHAS/The University) was established by an Act of Parliament (Act 828) in December, 2011. UHAS is envisioned to become a pre-eminent research and practically oriented health educational institution dedicated to community service. The main campus including the central administration is in Ho. A second campus is located in Hohoe. The University currently runs several undergraduate and post graduate programmes in the various Schools and Institutes namely:

1. School of Allied Health Sciences
2. School of Basic and Biomedical Sciences
3. School of Dentistry
4. School of Medicine
5. School of Nursing and Midwifery
6. Fred N. Binka School of Public Health
7. School of Pharmacy
8. School of Sports and Exercise Medicine
9. Institute of Health Research
10. Institute of Traditional and Alternate Medicine

As a cutting-edge research oriented institution with multiple Schools and Institutes located on several campuses, there is growing demand for more facilities as well as increased need for commuting to and from the various campuses even as the population of students and staff continues to rise. There is constant movement of people and logistics as a necessary function of the University's operations. Consequently, it has become necessary to develop a policy that will regulate the operation of transport services within the University.

Since UHAS is being mentored by the University of Ghana, the UHAS Transport Policy Document has been largely influenced by the University of Ghana Transport Policy Document to ensure consistency and best practices in its operationalisation.

1.1 Purpose and Scope of the Policy

This Transport Policy addresses road transportation in UHAS and spells out the broad guidelines for the management of transport in the University. It covers key thematic areas of acquisition, day-to-day management, usage and maintenance as well as disposal of University vehicles.

The policy has been designed to strengthen the University's transport operational system to reduce or eliminate redundancy of vehicles, waste of scarce resources and ensure effectiveness and efficiency of the Transport Unit. This policy also covers third party vehicles being used for University business.

Furthermore, it sets out clear objectives of the Transport Unit in the University. It also defines the responsibilities of all parties involved in executing the mandate of the Transport Unit.

1.2 Objectives of The Policy

This Policy document provides a framework for fleet management and operation of transport resources in the University. The main objective is to provide efficient and cost effective transport services to support the teaching, learning, research, community service and administrative needs of the University with the understanding that such services are crucial and indeed inevitable in conducting the University's mandatory business.

This policy further seeks to achieve the following objectives:

1. Ensure that the processes of acquisition of University motor vehicles are consistent with the provisions of the Public Procurement Act (Act 663) as amended, and the Public Financial Management Act (Act 921) of 2016
2. Ensure proper allocation and responsible usage of the University's motor vehicles
3. Provide regular maintenance of vehicles in order to ensure that vehicles are in good working conditions and are roadworthy
4. Enable proper management of the University fleet of vehicles
5. Ensure responsible use of vehicles and accountability of transport officers
6. Provide reliable, safe and appropriate transport service to employees and students
7. Provide guidelines that promote an efficient, reliable and cost-effective transport management system
8. Ensure best practices in the disposal of University vehicles in line with the Asset Management Policy of the University.

1.3 Thematic Areas of the Policy

The Transport Policy focuses on key thematic areas of Acquisition of University Vehicles, Registration of Vehicles acquired by the University, Branding of Vehicles, Usage of Vehicles, Drivers Duties and Code of Ethics, Maintenance of Vehicles, Vehicle Monitoring, Use of Logbooks, Fuel Usage, Driver Permit, Vehicle Maintenance and Vehicle Management.

2.0 ACQUISITION OF VEHICLES

The University shall purchase vehicles only upon the recommendation of the Transport Committee, with approval of the Vice Chancellor. Vehicles owned by the University include those:

- i) Purchased by the University
- ii) Donated to the University

2.1 Purchase of University Vehicle

Processes for the purchase of University vehicles shall include justification of need in the context of scarce financial resources, prioritization, standardization and budget.

The following procedures shall be followed in relation to acquisition of vehicles:

Step 1: Purchase Requisition by User Department

- i. The User department shall identify the need for vehicle, check for budget allocation (if the vehicle has been budgeted for in the fiscal year).
- ii. The request shall be submitted to the Transport Committee.
- iii. The Committee shall submit the request to the Vice Chancellor with its recommendation(s).
- iv. In the absence of a Transport Committee, the user department directly submits the request to the Vice Chancellor.

Step 2: Requisition Review

Procurement process will be followed in line with best practices in the purchase of all University Vehicles. Once the purchase requisition is

approved by the Spending Officer (Vice Chancellor or any other person delegated to do so), the approved purchase request is initiated to become a Purchase Order. In case the request is not approved, the rejected request shall be sent back to the requisitioner with the reasons for the rejection clearly indicated.

Step 3: Tendering Process

Following the approval, the user department shall liaise with the Directorate of Works and Physical Development and the Procurement Unit to determine the market price and specification of the vehicle for the necessary procurement processes in line with the Public Procurement Act.

Specifications

For the avoidance of doubt, per the policy of the University, saloon cars purchased by the University will not have an engine capacity higher than 2.5.

2.2 Donated Vehicles

A vehicle donated to any School or Institute for a special project of the University shall become the property of the University and listed as part of the University's fleet of vehicles. However, where a vehicle is donated to a School or any entity of the University, that School or entity will be given priority for its use.

In case of donated vehicle, the following guidelines shall apply:

1. Administratively, the Vice Chancellor shall approve the receipt/acceptance of any vehicle as grant or project vehicle from any external source (GoG, Donors, etc.).
2. The vehicle shall be inspected and accepted by the Directorate of Internal Audit and the Procurement Unit and handed over to the Transport Unit
3. Transport Unit, upon receipt of the vehicle, shall inform the Vice Chancellor in writing
4. Upon receipt of information from the Transport Unit, the Vice Chancellor shall write to allocate the vehicle to the appropriate Department.
5. The Director of Works and Physical Development shall be responsible for assigning drivers to all project vehicles for operational activities
6. In the case of Project vehicles, as far as practicable, the right to use shall be left for the School, Institute, Directorate or Unit in which the project was awarded.

2.3 Leased Vehicles

When University-owned vehicles are not available, the University, through the Transport Unit, with prior approval from the Registrar and the Director of Works and Physical Development, may provide an alternative form of transportation by engaging external service providers in view of requirements and needs of the University.

The engagement of external vehicles as alternatives to University vehicles shall be at reasonable cost and shall be limited to accomplishing academic, research or administrative activities.

3.0 REGISTRATION OF VEHICLES

All newly acquired University vehicles shall be properly registered, licensed by the Driver and Vehicle Licensing Authority (DVLA) and insured before they are put into service in compliance with the national motor traffic regulations.

3.1 Implementation Requirements

1. The Transport Unit shall ensure that all newly-acquired vehicles have proper registration number, roadworthy and insurance certificates before being allocated.
2. All new vehicles shall be insured comprehensively for at least the period of its warranty and thereafter, it may be changed to third party insurance cover/policy upon the recommendation of the Transport Committee.
3. All vehicles shall be insured with an insurance company recommended by the Transport Committee and approved by the Vice Chancellor.
4. All vehicles shall be provided with road-worthy certificates at the required intervals.
5. All the necessary international permits shall be obtained by the Transport Unit before a University vehicle can travel across national borders.
6. Where vehicles are earmarked for retirement and disposal, they shall neither be provided with road-worthy certificate nor insurance cover.

4.0 INSURANCE AND ROADWORTHINESS

All University vehicles shall be adequately insured and shall be certified as roadworthy by the Drivers and Vehicles Licencing Authority (DVLA) as required by law in Ghana.

Under no circumstance shall a University vehicle be driven without the above provisions.

The Transport Unit must ensure that all vehicles are roadworthy before assigning them for use by any driver or staff. Year after year, this must be followed in compliance with the laws and regulations in line user safety measures.

4.1 Insurance Cover

1. The University shall use the group insurance and roadworthiness policy for all of its vehicles.
2. There should be one expiry date for all vehicles which are comprehensively insured, and one expiry date for all vehicles which are insured under third party policy.
3. For the first five years, a new University vehicle shall be insured comprehensively.
4. After the five years, the vehicle shall be insured in accordance with recommendation(s) of the Transport Committee and approved by the Vice Chancellor.

5.0 BRANDING OF VEHICLES

All University vehicles shall be embossed with the name of the University and the name of the Unit allocated before being put into service except those assigned to the Principal Officers, Pro-Vice Chancellor, Registrar, Deans and Directors. This is to facilitate uniform identity and elimination of abuse.

5.1 Implementation Requirements

1. Before any newly-acquired vehicle is released for use, the Transport Officer shall ensure that the name of the University and the name of the Unit allocated is embossed on the two front doors or appropriate sides of the Vehicle.

2. The branding shall be done by a professional appointed by the University to ensure standardization and uniformity in the printing.
3. Should an existing vehicle require new marking due to fading or re-spraying of the vehicle, the re-branding shall be referred to the Transport Officer who will arrange for it to be done by the appointed professional.
4. The Vice Chancellor, for good reason(s), may exempt a University vehicle allocated for personal use apart from the officers listed above, from branding.
5. The Registrar shall consult the Vice Chancellor giving reasons why such vehicles should be exempted from the branding policy. Approval must be in writing from the Vice Chancellor.

6.0 USAGE OF UNIVERSITY VEHICLES

6.1 Personal Allocated Official Vehicles

Official vehicles are allocated to facilitate the mobility of Management Staff at all times, since the performance of their official responsibilities extends beyond official working hours.

6.2 Management Allocated Official Vehicles

Management of the University shall be entitled to personal allocated official vehicles for both private and official use on twenty-four-hour basis as follows:

6.2.1 *The Vice Chancellor*

1. One Cross-country Vehicle for long distance use
2. One Utility Vehicle (pick-up) - Duty Post vehicle for administrative support services
3. One Salon Car for in-town use
4. One Utility Vehicle (Pick-up) for the Vice Chancellor's residence

6.2.2 *Pro-Vice Chancellor and Registrar*

1. One Salon Car - Personal allocated official vehicle
2. One Utility Vehicle (pick-up) - Duty Post vehicle for administrative support services

6.2.3 *Deans and Directors*

1. One Utility Vehicle - Duty Post vehicle for personal and official use

6.3 Implementation Requirements

1. The University's repairs and maintenance policies shall be applicable to all allocated vehicles.
2. The private saloon vehicles allocated to the Vice Chancellor and Registrar, shall be valued and sold to them at the end of their tenure of office, if they so wish, at fifty percent of the valued amount or in accordance with Government policy.
3. The private saloon vehicles allocated to the Pro-Vice Chancellor shall be valued and sold at fifty percent of the valued amount or in accordance with Government policy at the end of tenure of office of the Pro-Vice Chancellor provided he/she has served at least two terms in office.
4. Other officers of the University whose work demands the use of vehicle shall also be allocated duty post vehicles depending on the availability of vehicles.

6.4 Pool Vehicles

University vehicles, other than those allocated to the Units or projects, shall be under the direct control of the Transport Officer, and shall constitute the pool of vehicles. The University pool vehicles may only be used to accomplish a specific purpose or task as authorized by the Registrar/Director of Works and Physical Development. The Transport Officer shall authorize the movement of the pool vehicle upon approval from the Registrar/Director of Works and Physical Development.

6.5 Implementation Requirements

1. Pool vehicles shall not be considered as personal allocations
2. Pool vehicles shall be available at the official locations at all times when not in use
3. Pool vehicles shall be released by the Transport Officer to officers for official duties on priority basis in terms of the benefits to the University irrespective of user's staff position
4. An Officer in charge of pool vehicles shall hand over the control of the vehicles to his/her successor during leave or transfer
5. Cross country and utility vehicles shall be made available for use from the pool as and when the need arises and return same to the pool after use.
6. Requests for pool vehicles by Officers who have been allocated official vehicles must be accompanied by a full explanation as to why they cannot use their official vehicles.
7. Reservations for academic trips shall be done fourteen (14) days and a minimum of 3 days in advance for non-academic trips.
8. All transport requests shall be sought through the Registrar to the Transport Officer.
9. The driver to whom a University vehicle has been released shall fully be responsible for the security and operation of the vehicle until it is returned to the pool.
10. A vehicle used on a scheduled trip shall be returned to the motor pool immediately upon return from the trip for which it was requested.
11. The vehicle shall be inspected by the Transport Officer and the security upon return
12. Students/organizations shall pay vehicle hire charges at the prevailing rates as approved by the University Transport Committee.
13. Purchases and minor repairs by cash such as mending of punctures or toll tickets shall be reimbursed by submitting appropriate receipts to the Transport Officer.
14. The Unit reserving a vehicle from the motor pool shall be responsible for any damage to the vehicle beyond normal wear and tear particularly damage caused by the users.
15. When picking up vehicles, users are encouraged to inspect the vehicle for body damage. Any damage shall be noted in the logbook.

6.6 Official Vehicles For Funerals/Social Services

1. A bus may be released to transport sympathizing members of staff to and from the place of burial only in the event of a staff member losing a spouse, a child or a parent.
2. On the occasion of marriage of a staff member, the University shall release a vehicle to transport other staff to attend the marriage ceremony.

3. Staff who request for a vehicle for any social service outside this scope will be responsible for fueling the vehicle and payment of driver's allowance.

6.7 Vehicles for Recreational Purposes

Recognized employee groups and duly registered social clubs and associations may be allocated transport for recreational purposes, depending on availability of vehicles upon request.

1. The Head of the group shall submit a request to the Registrar for approval.
2. Allocation of vehicles for such activities shall not disrupt the normal business operation of the University.
3. Non-employees or non-students shall not be conveyed on vehicles released.
4. Employees' registered spouses and children or wards may be allowed to use such vehicles.
5. The road to be used shall be reasonably good so as not to cause damage to the vehicles.
6. The group shall be responsible for fueling the vehicle and payment of driver's allowance.

6.8 Hiring Out University Vehicles

As a matter of principle, the University does not hire its vehicles. In exceptional cases, a written request shall be made to the Registrar for consideration for the purposes of hiring a University vehicle. Where an organization, institution or individual intends to hire a University vehicle, The following terms and conditions shall apply:

1. The full rate for the hiring shall be paid before the vehicle is released.
2. The applicant is responsible for fueling the vehicle for the trip.
3. Where the vehicle is already fueled, the applicant has to refill on return.
4. The applicant must complete application form that is duly signed (Appendix 3)
5. The applicant is responsible for the driver's allowance and road tolls.
6. The driver is responsible to the applicant only during the trip.
7. The applicant must sign the logbook to indicate date and time in and out.
8. The rates/charges for the hiring services are to be recommended by the Transport Committee and approved by the Business and Executive Committee.

6.9 Hiring of Private Vehicle

Where a vehicle is required for a short period or for a specific task and no official vehicle is available, the Head concerned shall liaise with the Transport Unit to hire a vehicle for the specific task or period with the approval of the Registrar. This is to enable appropriate and cost effective vehicle support service to ensure the smooth running of the business of the University.

6.10 Implementation Requirements

1. The Head concerned, through the Transport Officer, shall make a formal application with ample justification and cost implications of options to the Registrar.
2. Applicant shall receive approval from the Registrar before hiring.
3. Where the task is of a very urgent nature, the Head concerned can directly hire a vehicle after discussions with the Transport Officer and Registrar, provided the total cost involved does not exceed the amount for which he

can authorise under the budgetary authorisation limits as approved by Management.

6.11 Shuttle Services

1. The University may operate commercial shuttle services within its main campuses where necessary.
2. The University may permit individuals to operate shuttle services within its campuses provided however that no private shuttle service may be operated without the appropriate permit.
3. The Transport Committee shall come up with rules and regulations to regulate the activities of private commercial shuttle services in the University.

6.12 Use of University vehicle for private purposes

University vehicles are for University business use only. Except for use by assigned officers the following shall apply to drivers and other officers to whom vehicles have not been assigned. A vehicle is treated as being available for private use if:

- a) the vehicle is not at the University premises and is made available for employees' private use; or
- b) the vehicle is garaged (packed) at the employee's home.

Private use is only permitted for the following exceptions:

- a) a limited right to garage a University vehicle at the employee's private home,
- b) the nature of a staff member's duties requires the staff member to take a University vehicle home overnight for consecutive nights, and this arrangement is approved by the staff member's head of unit (in case of drivers),
- c) a one-off private use may be approved by the driver's head of unit, before the journey, in circumstances deemed exceptional by the head of unit.

6.13 Additional conditions of use where staff member takes vehicle home

Where an employee is allowed to garage a University vehicle at their home, the following conditions shall apply:

1. Private travel is limited between the employee's residence and place of employment;
2. No passengers may be carried in the vehicle when travelling between the employee's residence and place of employment;
3. A valid motor vehicle logbook must be maintained;
4. The vehicle must be available for University business use;
5. The vehicle must be garaged on private off-street premises.

6.14 Project Vehicles

Project vehicles shall be considered as operational vehicles, which are to be used for project activities. At the end of the project, project vehicles will be assigned to the School, Institute, Directorate or Unit which was awarded the project, as operational vehicles.

6.15 Implementation Requirements

1. The procurement of all project vehicles shall be carried out through the laid down vehicle procurement procedures and in line with project funder's requirements.
2. As far as practicable, the acquisition of project vehicles shall conform to the University's policy in terms of type, model, specifications, etc. (This is to ensure uniformity in the fleet of vehicles).

6.16 Facilitating Vehicle Loan for Staff

1. The Transport Unit, in consultation with Directorate of Human Resources and the Finance Directorate, may facilitate an agreement with any bank for interested staff to access the facilities to purchase their own personal vehicles.
2. Requirements for access of any loan facility shall depend on the number of years spent in the University, position, and salary level.

7.0 DUTIES AND CODE OF ETHICS FOR DRIVERS

Drivers shall have a valid driving license at all times and competent to drive the assigned vehicle in diligent and skillful manner as is required in the driving profession.

In performing official duties, drivers must:

1. Exercise due care and attention whilst driving;
2. Ensure correct documentation of all trips;
3. Know and understand the duties of the assigned job as outlined in the job description or contract agreement;
4. Fulfill condition of employment with regards to hours of duty and leave provisions;
5. Drive defensively and not use a mobile phone or related gargets which are prohibited in the course of driving. The prohibition under this regulation extends to the use of hands-free devices;
6. Ensure daily checks are conducted before vehicle use;
7. Not switch or turn on radio/CD player without the permission of the officer he or she is travelling with;
8. Not drive the vehicle without fastening the seat belt;
9. Not drive any vehicle without permission or assignment from the Transport Officer, with the exception of vehicles allocated to the Schools or Offices.
10. Not drive a vehicle under the influence of alcohol.

7.1 Driving Permit and Licencing

Any capable staff of the University may be granted permit to drive official vehicles based on the needs of a Unit and position/job functions of the staff. While encouraging easy access to the vehicle support service, it is essential that only persons who satisfy the requirements to drive official vehicles be permitted to do so.

7.2 Implementation Requirements

Applicants shall satisfy the following conditions:

1. Possess a valid driver's license;
2. Must have held such a driving license for a minimum of 5 years;

3. Shall be recommended by the Head of Unit with proper justification for approval by the Registrar;
4. Permit may be valid for two years and shall be renewable;
5. Security Personnel who meet all requirements to be appointed as drivers may be given permit to drive a University Vehicle for routine security patrols;
6. Where an official is entitled to an official driver but such provision has not been made, the officer shall obtain permission to drive the vehicle.

7.3 Driver Routine Checks

1. Drivers are responsible for inspecting their vehicles before and after assignments.
2. Any defect discovered during these inspections or while driving should be noted and reported immediately to the Transport Officer using the prescribed form.
3. Any mechanical fault that would cause further damage to the vehicle, render it unsafe, or present a hazard should be reported immediately to Transport Officer. The vehicle should not be driven until the required repairs are completed.
4. While completing the daily checks, the driver should make sure the interior and exterior of the vehicle is tidy.
5. Vehicles should be washed after use or such circumstances as may be necessary to keep them tidy.

7.4 Items Left In Vehicles

1. Drivers are required to submit any document or items left in their vehicle to the Transport Office for safe keeping. Such documents or items should be treated as confidential and the content should not be disclosed to any person.
2. Where it is proven that there has been willful misuse and blatant abuse of such document or items left in University vehicles, the University may decide to take disciplinary action against the defaulting driver.

7.5 Personal Conduct And Ethics

1. Drivers shall avoid use of abusive and insulting language or language that can be construed as tantamount to racial, tribal or sexual harassment.
2. Drivers shall report to the Transport Officer either verbally or in writing, threatening behavior of harassment in any form with an intention to cause harm, from a vehicle user.

7.6 Professional Conduct While Driving

Drivers are to maintain high level of professional conduct and show respect and duty of care for other road users. Drivers shall at all times:

1. Drive defensively and with care to avoid accident and sudden stops (i.e. allow sufficient distance between vehicles);
2. Obey direction of police, road and traffic authorities, and other authorities;
3. Use the horn as a warning device only;
4. Adhere to posted speed limits and road signs;
5. Respect and watch out for pedestrians;
6. Acknowledge courteous acts by other road users.

7.7 Appearance and Punctuality

1. Drivers are required to wear safe work attire.
2. Drivers must maintain work attire in a neat and tidy manner when on duty.
3. Drivers must maintain a clean and presentable personal appearance.
4. Drivers' must be punctual and at all times when reporting for duty.

7.8 Drugs And Intoxicants

1. It is the driver's responsibility to confirm with the doctor whether prescribed medication shall not impair his/her ability to drive.
2. Any driver found under the influence of intoxicating liquor or drugs whilst on duty shall not be permitted to undertake assigned duties and shall be required to explain his/her conduct in writing within 72 hours to the relevant authorities of the University for appropriate disciplinary action.

7.9 Driver/Vehicle Security

1. Drivers shall hand over vehicle ignition keys to the University's security officer on duty at the security check point after the day's work.
2. Drivers shall ensure that vehicles are properly secured when on campus or at any destination.
3. The responsibility of securing the vehicle is paramount. A breach of this may amount to disciplinary and/or criminal proceedings against the defaulting driver.

7.10 Vehicle Driver's Health

1. A driver shall not, under any circumstance, drive a vehicle under conditions of ill health or a medical condition that is likely to impair his/her ability to drive the vehicle. The driver should seek medical advice.
2. Drivers and passengers are not permitted to smoke inside any of the University vehicles. A breach of this provision may constitute misconduct and the defaulting driver may be subject to the applicable sanctions of the University.

7.11 Driving Vehicle or Carrying Passengers without Authorization

1. Drivers shall not be permitted to carry passengers without written permission given by the University management. The only exception is when rendering aid during an accident or other emergency, or when the said vehicle is allocated for personal use.
2. Where a University vehicle is driven without authorization and is involved in an accident, the driver shall be liable for a surcharge on the cost of repairs to the damaged vehicle and other disciplinary measures.
3. Any driver found in violation of the above conditions shall be liable to disciplinary action.

7.12 Careless/Dangerous Driving

1. A driver who drives carelessly, recklessly or dangerously and causes damage to any University vehicle shall be liable for the cost of the damage and subject to the appropriate disciplinary action.
2. For the avoidance of doubt a driver under this provision shall not be excluded from criminal and other administrative proceedings that may be instituted by the relevant authorities in accordance with the applicable laws of Ghana.

7.13 Overspeeding

1. All drivers are restricted to drive within the limits stipulated in the National Speed Limits within the relevant legislation.
2. A driver in contravention of this provision shall be subject to the appropriate disciplinary action.

7.14 Accident Reporting

Where a University vehicle is involved in a motor accident and the damage or the nature of the accident is either minor or major, the driver of the vehicle must report the accident to the nearest police station and then to the Transport Officer.

7.15 Implementation Requirements

1. The Transport Officer shall report to the Transport Committee and the University management the accident with such details as may be necessary.
2. The Transport Committee shall review the accident report to determine whether a fleet crash was preventable or unpreventable, and whether or not it is chargeable to the driver. Where the collision was preventable by the University's driver, the driver shall be counselled, given additional training, and/or be subject to disciplinary action.
3. A formal accident report shall be submitted to the appropriate insurance office/company within 10 working days of the accident. An assessment shall be made of cost of repairs of damaged vehicles and liability established, where necessary.
4. A driver who fails or neglects to report an accident within 24 hours of the occurrence of a motor accident shall be liable to disciplinary action and also be surcharged with the cost of repairs of the damaged vehicle arising from the motor accident.
5. When a University vehicle is damaged by a third party, the Transport Officer will act as the University liaison between the vehicle owning department, the third party, and/or their insurance company.
6. The Transport Officer shall be responsible for filing and securing any vehicle damage repair settlement only (personal injury claim or settlement is hereby excluded), and making sure all repairs are completed in accordance with accepted industry standards and to the satisfaction of the Transport Committee.
7. A Head of Unit shall, as soon as possible, submit a written report on a motor accident involving a vehicle under his/her immediate control to the Transport Officer and copy the Registrar and the Director of Works and Physical Development.
8. Drivers/users of official vehicles shall not privately admit and settle motor accident cases resulting in damage to third parties.
9. No driver of the University's vehicle shall admit liability where a vehicle he/she is driving is involved in an accident with a third party vehicle or property, as this is to be determined by the court.
10. Where an official vehicle driver must appear in court to answer charges resulting from a motor accident, the legal Counsel shall provide defense upon the recommendation of the Director of Works and Physical Development.

11. Where the accident caused no injury but resulted in minor damage to vehicle, the Transport Officer may seek the assistance of the Police to effect an undertaking for repairs and avoid court action.

8.0 MAINTENANCE OF VEHICLES

All vehicles shall undergo maintenance operations in respect of routine servicing, repairing, correcting and improving vehicles and their component parts starting from the day a vehicle is received into service until the day it is disposed of. This is to ensure uninterrupted fleet service and maintenance cost-effectiveness.

8.1 Implementation Requirements

Staff assigned vehicles will be responsible for complying with operating instructions regarding the maintenance of such vehicles. The maintenance process will involve the following:

8.1.1 Pre-Delivery Service

The Transport Officer shall arrange for pre-delivery services to be carried out on all newly purchased vehicles in order to prepare them for services. This shall include a general inspection and a roadworthy test.

8.1.2 Pre-Dispatch Checks and Services

Before allocating a new vehicle to a Unit or staff, the Transport Officer shall check and ensure that fuel, oils, water and the condition of tyres, windshields, lights, brakes, etc are in order.

8.1.3 Daily Maintenance

The driver shall ensure the daily maintenance of vehicle assigned to him. This covers washing and cleaning of all parts of the vehicle and checking the level of oil, battery fluid, water, tyre pressure and replenishing when necessary.

8.1.4 Weekly Maintenance

The driver shall ensure the weekly maintenance of vehicle assigned to him. Special attention should be given to the following items; oil and air filters, tyre pressure, the cooling system, and proper wheel alignment, all grease parts and bolts and nuts.

8.1.5 Regular/Periodic Preventive Maintenance

The Transport Officer shall ensure that Preventive Maintenance Programme for scheduling of vehicles for checks, servicing, repairs, etc. at specific times or mileage intervals is prepared and strictly adhered to.

8.1.6 Corrective of University Vehicles

Pre-inspection of University Vehicles shall be carried out by the designated driver and a Transport Officer prior to the preparation of works order for the Vehicle.

1. The University shall operate a garage, to be managed by a workshop supervisor, with consumable spare parts where all preventive maintenance shall be carried out.
2. In the absence of a University-run garage or where the nature of the repairs, servicing or maintenance of a vehicle is such that it is in the best interest of the University for repairs to be conducted externally, the vehicle shall be sent to an external accredited garage by the approval of the Transport Officer.

8.1.7 Use of Authorized Workshops

1. The Transport Officer shall arrange and appoint workshops/fuel service stations at vantage points to repair/service all vehicles of the University that are not on campus.
2. The workshops/service stations shall be selected upon the recommendation of the Transport Committee and approved by the Vice Chancellor.
3. Prior to the appointment of the workshop, the premises must be inspected and certified to have adequate tools, equipment, staff and a secure environment with the necessary insurance cover in case of an unforeseen event.
4. An authorized dealer shall perform the required warranty work and services.
5. The Transport Officer shall review all maintenance reports and expenses, and shall report all adverse findings to the Director of Works and Physical Development for further investigation.
6. Spare parts shall be purchased only from dealer outlets, their garages, their agents, or pre-qualified garages.

9.0 VEHICLE TRACKING AND MONITORING

The transport department shall put in place systems to assess the extent to which the transport objectives are realised. Such systems shall assess the transport service offered and its cost effectiveness.

Recipients of the transport services shall be under obligation to provide any information sought from them pertaining to the transport services offered and received.

9.1 Installation of Tracking Devices

The Transport Unit shall install tracking devices on vehicles used for general purposes except those assigned to Senior Management Executives.

9.2 Use of Logbooks

There shall be a logbook for every vehicle of the University, in which a driver of the vehicle shall record daily issues of fuel and lubricants as well as all distance travelled by the vehicle and journeys made, in order to keep track of the use of fuel and vehicle.

9.2.1 Implementation Requirements

1. It shall be the responsibility of the driver to make the necessary entries.
2. It shall be the responsibility of the officer assigned a vehicle to ensure that the necessary entries in the logbook are promptly and correctly made and signed.
3. Heads of Unit shall carry out periodic checks of all logbooks of vehicles assigned to their Units and shall report any discrepancies, losses or abnormalities immediately to the Transport Officer.
4. In case of any mechanical problem during the trip, the driver shall describe the nature of the problem in the logbook.

9.3 Fuel Usage

The University shall ensure adequate fuel supply to all its vehicles based on the official work allocated to its use. This is to ensure uninterrupted transport

service delivery to support operational and administrative duties while at the same time controlling instances of excessive fuel usage caused by misuse of vehicles.

9.3.1 Implementation Requirements

1. The University shall implement a fuel card system to check fuel abuses and control the fuel bill.
2. Vehicles assigned to Deans and Directors shall be eligible to receive 45 liters of fuel per week. An Officer who is entitled to duty post vehicle but has no assigned vehicle is entitled to 45 litres of fuel per week for his/her personal vehicle.
3. Vice Chancellor, Pro-Vice Chancellor and Registrar are eligible for full tank at all times.
4. All fuel lifted or purchased shall be authorised and signed off by the Director of Works and Physical Development or his/her representative.
5. Fuel cards/coupons shall be used for long distance travel where necessary.
6. In the absence of fuel cards, the Officer travelling with the driver shall purchase the fuel and endorse the back of the receipt. All such receipts shall be appropriately retired or submitted to the Transport Officer for refund.
7. There shall be a special fuel supply for official long-distance travels aside from the normal work allocation.

10.0 TRANSPORT MANAGEMENT

10.1 Transport Committee

There shall be a Transport Committee to effectively manage the Transport issues of the University. The members of the Committee shall hold office for a term of three years subject to renewal for a further term. The Director of Works and Physical Development shall be a permanent member of the Committee and the Transport Officer shall be in attendance at all Transport Committee meetings.

The Transport Committee shall have oversight responsibility in coordinating the implementation of this Policy. The Vice Chancellor shall appoint the Chairperson of the Transport Committee. The Committee shall consist of the following:

1. Director of Works and Physical Development
2. Head of Security
3. Head of Legal Service Unit
4. One Representative of Finance Directorate
5. An Assistant Registrar from the Registrar's Department
6. Representative of SRC
7. Representative of workers' unions

10.2 Functions of the Transport Committee

1. To exercise oversight responsibility over the effective and efficient running of the transport services in the University;
2. To meet regularly to discuss and resolve challenges facing the Transport Unit;

3. To monitor and ensure that the expected deliverables and targets of the Transport Unit are achieved for effective and efficient transport service delivery in the University;
4. To be responsible for making recommendations on vehicle purchase requests to the Vice Chancellor in line with procurement guidelines.

10.3 Transport Unit

There shall be a centralised transport management system for all constituents of the University. The Transport Unit, under the Directorate of Works and Physical Development shall be responsible for the efficient operation of the transport management system.

10.4 Role of the Transport Unit

The role of the Unit is to provide effective and efficient transport services in support of the mission of the University. To achieve this, the Unit shall:

1. Advise University Management on the use of modern transport management systems and tools applicable for the effective and efficient running of a modern fleet system, workshop operations and fuel management system;
2. Provide a central vehicle pooling system in order to reduce redundancy of vehicles;
3. Manage the transportation needs of the University through improved access and high level of service to the University Community;
4. Enhance the durability and reliability of the entire fleet of vehicles in the University by ensuring proper maintenance practices;
5. Monitor and supervise all University vehicles and drivers;
6. Transport employees, students, visitors and logistics;
7. Dispose of unserviceable vehicles in accordance with the Transport Policy.

11.0 GUIDELINES

11.1 General Guidelines

1. Vehicles assigned for specific operations can be provided for a pool operation whenever the need arises.
2. The Transport Officer shall ensure that vehicles are used only for official University business.
3. Pool vehicles shall be returned daily to the pool unless they are away on authorized scheduled or over-night trips.
4. A monthly preventive maintenance shall be performed on each University vehicle. In addition, for safety precautions, special maintenance must be performed before and after a University vehicle travels over 1,000 Km on a round trip.
5. Permission to modify a vehicle in any manner (remove seats, trailer-hitches, etc.) must be obtained from the Registrar, acting on the recommendation of the Transport Committee, prior to the modification.

11.2 Required Training

1. Once every two years, the Transport Officer and the Assistant Transport Officers shall attend Fleet/Transport Management Training.
2. Once every year, all drivers shall be required to attend a professional driving management refresher course (defensive driving).

3. With every purchase of new models for the fleet, workshop supervisor and mechanics will be required to attend service maintenance training for the new model.

11.3 Vehicle Management

1. The Transport Unit shall implement the installation of vehicle tracking system to help cut down vehicle running costs in the areas of vehicle movement control, robbery, control of fuel, misuse, inapplicable overtime payments, checking of possible driver recklessness and negligence habits, overspeeding, vehicle location, idling, travel distance report, prompt servicing, etc.
2. Defensive driving, professional driving management and habits should be maintained by drivers at all times when driving University vehicles.
3. The Transport Officer, in consultation with the Director of Works and Physical Development, must ensure compliance with all safety rules as applicable to the use of University vehicles.

11.4 Best Practices

Drivers must observe the following best practices of driving and vehicle operating techniques at all times:

1. The driver shall not move the vehicle until all occupants have fastened their safety seat belts.
2. Always consider "Is this trip necessary?" "Can the job be accomplished by some other means?"
3. As far as possible, use one vehicle for several passengers travelling in the same general area. Avoid one vehicle per person trip.
4. Use the telephone when applicable.
5. Use the smallest vehicle available for the trip.

11.5 Records Management

The Transport Unit shall ensure that records are kept on each University vehicle for management decision making. The Transport Unit shall create a set of vehicle historical records and standard records for every vehicle upon acquisition. Records should cover the following:

1. Letters initiating the purchase of the vehicle
2. Receipts covering the purchase price of the vehicle
3. Documents on insurance and renewals
4. Transfer of ownership of the registration documents
5. Document on the purchase of spare parts
6. Documents covering repairs and maintenance costs and any other document deemed necessary
7. All original vehicle titles and registration receipts shall be acquired and maintained by the Office of the Transport Division.

11.6 Keeping and Reviews

1. All maintenance and repairs shall be tracked for each vehicle in the fleet.
2. Rigorous record keeping and substantiation shall be done by the drivers and Transport Officers.
3. The Transport Officer, in consultation with the Director of Works and Physical Development, shall evaluate the annual vehicle report and determine which vehicles are eligible for replacement.

12.0 RETIREMENT OF VEHICLES

An official vehicle shall be retired when it can no longer be efficiently and effectively used for the University's operations. This is to avoid high costs, risks and problems of running vehicles which are technically found to be no longer serviceable. Where unusual budgetary constraints on the purchase or replacement of additional vehicles apply, some old vehicles in reasonable operational condition may be rehabilitated to provide needed service until the financial constraint no longer exists.

12.1 Implementation Requirements

University vehicles may be retired after 10 years of active service or after Three Hundred Thousand Kilometers (300,000km), whichever comes first.

Vehicle Type	Purpose of Usage	Retirement Age/Mileage	
Sedans and Wagons, 4x4	Staff and Administration	10 Years	300,000 km
Light Truck and Van	Basic transport light handing	10 Years	300,000 km
Urvan/Buses/Coaches	Staff / Client transport	15 Years	300,000 km

1. However in certain circumstances including excessive maintenance costs or repairs, such vehicles can be retired prior to the retirement age.
2. Vehicles with low maintenance costs after the retirement age can be retained.
3. Retirement of a vehicle may occur when a vehicle is involved in an accident and the cost of repairs is uneconomical, taking into account the remaining service life of the vehicle.
4. A vehicle which is badly worn out through bad usage and/or unusual service conditions may also be retired.
5. Retirement of any official vehicle shall be subject to the approval of the Vice Chancellor or a delegated authority upon the recommendation of the Transport Committee.

12.2 Sale Of Retired Vehicles

Sale of a University vehicle shall be done through public auction or such auction procedure as prescribed by the applicable legislation or administrative directives. All auctions of University vehicles must be done in the presence of the Transport Committee.

12.3 Implementation Requirements

1. When auctioning Universities vehicles, internal notice shall be placed prior to auction.
2. Notice shall be pasted on all the University's notice boards twenty-one days before such auction.

13.0 CONCLUSION

13.1 Implementation

The implementation of this policy shall be vested in the Transport Committee.

13.2 Adherence to policy

All members of the University community shall read, understand and comply with the transport policy, procedures and rules therein.

13.3 Amendment of Policy

Where it is deemed necessary to amend some components in the policy due to changes resulting from prevailing conditions, this shall be done through administrative instructions until such time that the reviews are incorporated during the periodic revision.

13.4 Revision of Policy

This document shall be reviewed every five years or earlier as the need arises in order to ensure the continuous relevance of this policy document to incorporate all amendments.

APPENDICES

GUIDE TO PREVENTABLE OR NONPREVENTABLE ACCIDENTS

An accident is preventable if the driver could have done something to avoid it. Drivers are expected to drive defensively. Which driver was primarily at fault, who received a traffic citation, or whether a claim was paid has absolutely no bearing on preventability. If there was anything the driver could have done to avoid the collision, then the accident was preventable. An accident is non-preventable when the vehicle was legally and properly parked, or when properly stopped because of a law enforcement officer, a signal, stop sign, or traffic condition.

If a stationary object is struck, then it is usually a preventable incident. If the driver rear-ends another vehicle, then it is usually a preventable incident. It should be noted there are exceptions to any rule, but they are just that — exceptions.

It should be the objective of any person discussing or judging accidents to obtain as many facts as possible and to consider all conceivable conditions. Adverse weather conditions, actions of other drivers, or other such excuses must not influence the judgment of preventability. If procedures, scheduling, dispatching, or maintenance procedures out of the control of the driver were found to be factors, that should be taken into account. The company must take responsibility for the work environment and recognize that drivers cannot control some aspects. It is critical that drivers have the ability to refuse to operate an unsafe vehicle without reprisal from management.

Professional drivers are expected to drive in a manner which allows them to avoid conflicts when they arise. Whether a driver has a 25-year safe driving record or started driving the day before has no bearing on whether an accident is or is not preventable. Taking a fair attitude does not mean leniency. If an accident is judged non-preventable and the drivers know the accident could have been avoided, they will lose respect for the safety program.

Questions To Consider

General Questions

When judging or discussing preventable accidents, these are some questions to consider:

1. Does the report indicate that the driver considers the rights of others or is there evidence of poor driving habits which need to be changed?
2. Does the report indicate good judgment? Such phrases as "I did not see," "I didn't think," "I didn't expect," or "I thought" are signals indicating there is something wrong. An aware driver should think, expect, and see hazardous situations in time to avoid collisions.
3. Was the driver under any physical handicap which could have been contributory? Did the accident happen near the end of a long and/or hard run? Does the driver tend to overeat? Did the driver get sufficient sleep before the trip? Is the driver's vision faulty?
4. Was the vehicle defective without the driver's knowledge? A gradual brake failure, a car which pulls to the left or right when the driver applies the brakes, faulty windshield wipers, and similar items are excuses, and a driver using them is trying to evade responsibility. Sudden brake failure, loss of steering, or a blowout may be considered defects beyond the driver's knowledge;

however, the inspection and maintenance program should work to prevent these hazards.

5. Would taking a route through less congested areas reduce the hazardous situations encountered?

Specific types of accidents to avoid

A. Intersection Collisions

Failure to yield the right-of-way, regardless of stop signs or lights, is preventable. The only exception to this is when the driver is properly proceeding at an intersection protected by lights or stop signs and the driver's vehicle is struck in the extreme rear, side, or back.

Regardless of stop signs, stop lights, or right-of-way, a professional driver should recognise that the right-of-way belongs to anyone who assumes it and should yield accordingly. In addition, a professional driver is expected to know the turning radius of the vehicle and be able to avoid damaging others. These accidents are normally considered preventable.

1. Did the driver approach the intersection at a speed safe for conditions?
2. Was the driver prepared to stop before entering the intersection?
3. At a blind corner, did the driver pull out slowly, ready to apply the brakes?
4. Did the driver operate the vehicle correctly to keep from skidding?

If the answer to any question is no, the driver was not driving defensively and is responsible.

B. Sideswipes

Sideswipes are often preventable since drivers should not get into a position where they can be forced into trouble. A driver should pass another vehicle cautiously and pull back into the lane only when he or she can see the other vehicle in the rearview mirror. A driver should also be ready to slow down and let a passing vehicle into the lane.

A driver should not make any sudden move that may force another vehicle to swerve. Unless the driver is swerving to avoid another car or a pedestrian, sideswiping a stationary object is preventable.

Drivers are expected to be able to gauge distances properly when leaving a parking place and to enter traffic smoothly.

A driver is expected, whenever possible, to anticipate the actions of an oncoming vehicle. Sideswiping an oncoming vehicle is often preventable.

The doors of a vehicle should never be opened when it is in motion and should not be opened on the traffic side, unless the road is clear of traffic, after the vehicle has been parked.

A parked vehicle can be seen from sufficient distance; therefore, the operator of an approaching vehicle should be prepared in case the doors of the parked vehicle are opened. This type of accident is non-preventable only when the door is opened after the driver has passed it.

1. Did the driver look to front and rear for approaching and overtaking traffic immediately before starting to pull away from the curb?
2. Did the driver signal before pulling away from the curb?
3. Did the driver look back rather than depend only upon rear view mirrors?

4. Did the driver start into traffic only when this action would not require traffic to change its speed or direction in order to avoid his or her vehicle?

If the answer to any question is no, the driver was not driving defensively and is responsible.

C. Skidding

Many skidding conditions are caused by rain, freezing rain, fog, and snow, which all increase the hazard of travel. Oily road film, which builds up during a period of good weather, causes an especially treacherous condition during the first minutes of a rainfall.

Loss of traction on a grade can be anticipated, and these accidents usually are preventable. Chains or other suitable traction devices should be used where applicable, and if they are available.

1. Was the driver operating at a safe speed considering weather and road conditions?
2. During inclement weather was the driver keeping at least twice the safe following distance used for dry pavement?
3. Were all actions gradual?
4. Was the driver anticipating ice on bridges, gutters, ruts, and near the curb?
5. Was the driver alert for water, ice or snow in shaded areas, loose gravel, sand, ruts, etc.?
6. Did the driver keep out of other vehicle tracks or cross them at wide angles?

If the answer to any question is no, the driver was not driving defensively and is responsible

D. Pedestrian and Animal Collision

All types of pedestrian accidents, including collision with pedestrians coming from between parked cars, are usually considered preventable. There are few instances where the action of pedestrians is so unreasonable that the operator could not be expected to anticipate such an occurrence.

Collisions with animals are normally preventable, unless the movement on the part of an animal was unusual and unexpected. This is also taking into consideration the fact that the driver was aware of animals in the vicinity.

1. Did the driver go through congested sections expecting that pedestrians would step in front of the vehicle?
2. Was the driver prepared to stop?
3. Did the driver keep as much clearance between his/her vehicle and parked vehicles, as safety permitted?
4. Did the driver stop when other vehicles had stopped to allow pedestrians to cross?
5. Did the driver wait for the green light or stop for the caution light?
6. Was the driver aware of children and prepared to stop if one ran into the street?
7. Did the driver give all pedestrians the right-of-way?
8. Did the driver stop for a school bus, which was stopped, and properly signaling that passengers were loading or unloading?

If the answer to any question is no, the driver was not driving defensively and is responsible.

E. Parked or Stopped

Accidents occurring when vehicles are properly and legally parked are considered non-preventable. Accidents occurring while the vehicle was double-parked or in a "No Parking" zone are preventable.

1. Was the vehicle parked on the proper side of the road?
2. Was it necessary to park near the intersection?
3. Did the driver have to park on the traveled part of the highway, on the curve, or on the hill?
4. When required, did the driver warn traffic by emergency warning devices?
5. Did the driver park parallel to the curb?
6. Was it necessary to park so close to an alley or directly across from a driveway?

If the answer to any question is no, the driver was not driving defensively and is responsible.

F. Miscellaneous Problems

Mechanical Failure. The accident should be considered preventable if the investigation shows a mechanical defect of which the driver was aware, a defect the driver should have found by inspecting the vehicle, or which the driver caused by rough and abusive handling. When a mechanical failure is sudden or unexpected, not resulting from abuse or ordinary wear, it may be considered non-preventable. Bad brakes should not be considered a mechanical failure unless the failure was sudden and the driver could have had no previous knowledge of the condition. However, this type of failure cannot excuse a driver who does not know how to properly pre-trip inspect the vehicle or who is too lazy to do the inspection correctly.

Non-collision Vehicle Damage. It is a driver's responsibility to keep the cargo in mind and be aware of any sudden vehicle movements which may cause damage to the cargo. Driving off the highway to avoid a collision may be preventable. Drivers should try not to place themselves in such a position. "U" turns are a monkey wrench in the smooth flow of traffic. Accidents which occur while this maneuver is attempted are considered preventable.

1. Could the driver have done anything to avoid the accident?
2. Was the driver's speed safe for conditions?
3. Did the driver obey all traffic signals?
4. Was the driver's vehicle under control?
5. Did the driver follow the routing and delivery instructions?

If the answer to any question is no, the driver was not driving defensively and is responsible.

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INTERNAL VEHICLE INSPECTION REPORT

*This report is due during the month of **April** and **October** each year. A separate report must be completed for each vehicle. This is backup report in support to the general inspection conducted at the DVLA.*

Date: _____
 Vehicle unit number: _____ License number: _____ Mileage: _____
 Branch and Department number: _____ Driver: _____
 Reporting office: _____ Department: _____
 Year: _____ Make: _____ Model: _____
 Serial number: _____
 4 cylinder 6 cylinder other Cruise Tilt wheel

INSPECT AND CHECK ONE:

Lights

Head:	<input type="checkbox"/> OK	<input type="checkbox"/> Out	Back-up:	<input type="checkbox"/> OK	<input type="checkbox"/> Out
Parking:	<input type="checkbox"/> OK	<input type="checkbox"/> Out	Side:	<input type="checkbox"/> OK	<input type="checkbox"/> Out
Tail:	<input type="checkbox"/> OK	<input type="checkbox"/> Out	Flashers:	<input type="checkbox"/> OK	<input type="checkbox"/> Out
Directional:	<input type="checkbox"/> OK	<input type="checkbox"/> Out			

Tires

Front left:	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	Front right:	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/>
Poor							
Rear left:	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	Rear right:	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/>
Poor							
Conventional spare:	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	Snow tires:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Mini spare:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor		

Note and explain uneven wear: _____

Brakes

Check for master cylinder leaks. If unusual conditions, explain: _____

Check brake pedal: High Low

Comments: _____

Check brake fluid: Full Low

Exterior

Paint, overall condition:	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Chrome, overall condition:	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Glass, overall condition:	<input type="checkbox"/> No damage	<input type="checkbox"/> Damage	

Explanation of overall exterior condition: _____

Non-standard ornamentation or equipment? (decals, trailer hitch, etc.) Yes No

If "Yes," describe: _____

Exterior damage? Yes No

If "Yes," note and explain estimated cost of repairs: _____

If "Yes," was claim submitted? Yes No

If "No," why not: _____

Interior

- Overall appearance: Clean Worn Dirty
Condition of seats: Good Springs broken Sagging
Condition of upholstery: Clean Worn Dirty Torn Burn
holes
Condition of carpets: Clean Worn Dirty Torn
Floor mats: Yes No
Windshield wipers: Good Fair Poor
Knobs, handles, etc.: Good Broken Missing
Accessories:
Flash light: Yes No
Horn working: Yes No
Safety belts: Working Nonworking
Windshield scraper: (if applicable) Yes No
Rear window defroster: Working Nonworking
Accident report kit: Yes No
Driver's manual: Yes No
Condition of trunk: Clean Dirty
Accessories:
Jack: Yes No
Handle and base: Yes No
Lug wrench: Yes No
Flares or reflectors (2-6): Yes No

Under Hood

Engine: Clean Dirty

Note apparent leakage: _____

Engine oil: Full Low
Condition: _____

Mileage of last oil change: _____ Mileage of last filter change: _____
Mileage of last lubrication: _____

Windshield washer fluid: Full Low
Battery water level: Full Low
Non-fillable: Yes No
Transmission fluid condition: Full Low Color: Red Black
Power steering fluid: Full Low

Overall Rating of Car

Excellent Good Fair Poor

Driver's comments:

Inspector's comments and recommendations:

Inspector's signature:

Branch/Fleet Coordinator signature:

Driver's signature:

Scheduled completion date of corrective action:

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TRANSPORT REQUISITION FORM

PART ONE (COMPLETE IN TRIPLICATE)

School/Institute/Directorate/Office/Unit.....Date.....

Name of Requisition Officer

Designation.....

Purpose of

Trip.....

Number of Passengers..... Time

Out.....

Date of Travel..... Destination.....Return

Date.....

Type of

Vehicle/Capacity.....

Signature.....Date.....Mobile

Number.....

PART TWO (HEAD OF DEPARTMENT/SECTION)

(I recommend/do not recommend this request)

Reasons.....

Account to be charged

Signature.....

Date.....

PART THREE (TRANSPORT OFFICER)

Transport Available/Not Available

Driver.....

Vehicle Reg: No:..... Estimated Km.....Estimated Cost

GHC.....

Signature.....

Date.....

PART FOUR (FINANCE DEPARTMENT)

Funds Available/Not available.....Accounts to be charged.....Approved

Signature.....

PART FIVE (ADMINISTRATION/ACADEMICS)

Administration and student trips must be approved by the Registrar.

Approved/Not

Approved.....

Signature.....Date.....

Note: The Transport Requisition Form MUST be submitted to the Transport Office 2 Days in advance for reservation. No University Vehicle should leave the University without a Transport Requisition Form approved by the Registrar.

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MOTOR VEHICLE LOG BOOK

Vehicle No.....

Date.....

Driver's Name.....

Time Left for W/Shop.....

School/Institute/Directorate/Office/Unit.....

Time Returned.....

DATE	JOURNEY		ODOMETER		KM-Covered	TIME		OFFICER Signature	Purpose of Journey
	FROM	TO	IN	OUT		OUT	IN		

Driver's signature: Departmental Head:

Name: Signature:

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AUTO ACCIDENT AND INCIDENT REPORT FORM

Date of Accident..... Time of Accident.....

Location.....

Driver's Name..... Signature.....

Purpose of Trip.....

Vehicle Registration Number..... Number of Passengers.....

Details of Accident

Number of vehicles involved:Vehicle Type.....

Driver's Name.....

Insurance Policy Number..... Insurer.....

List of Passengers in University Vehicle

Name	P/F	Mobile Number
.....
.....
.....
.....
.....
.....
.....

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AUTO ACCIDENT REPORT FORM

Damages to the University Vehicle

.....

.....

.....

.....

.....

.....

List of Injuries if any

Name	Type of Injury	Treatment
------	----------------	-----------

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.....
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.....
.....

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AUTHORISED USER UNDERTAKING

I (PLEASE PRINT NAME)

of..... School/Institute/Directorate/Office/Unit

agree that when using a University vehicle as an Authorized User:

1. I will use a University vehicle only for University business purposes and not for personal purposes.

2. I will use a University vehicle if and only if

- a) I hold a current driver's license valid for the vehicle driven.
- b) I have provided details of my license number and expiry date to my Head and he has sighted my driver's license.
- c) I am not under the influence of alcohol or drugs when driving the vehicle.

3. Whilst in my care and control I will

- a) Ensure that the vehicle is maintained in a safe and roadworthy condition at all times.
- b) Ensure that fuel and lubricants are purchased using the University's fuel coupon.
- c) Ensure the vehicle is operated in accordance with the manufacturer's instructions.
- d) Ensure the vehicle is safely secured when not in use.
- e) Be responsible for the interior and exterior cleanliness of the vehicle.
- f) Ensure the vehicle log is properly completed and maintained.
- g) Notify the Fleet Manager if the vehicle is to be driven outside Accra.

4. I further acknowledge that

- a) I am aware of, and will comply with, the University's Transport Policy as amended from time to time.
- b) It is my responsibility to comply with the all *Road Traffic Act and Regulations* and all other Road Safety in General when the vehicle is in use.
- c) I am liable for any traffic infringements involving the vehicle of whatsoever nature, which occur during any period of my use.

I am aware of and will comply with

- i. The University's procedures to be followed in the event of mechanical failure or breakdown;
- ii. In the case of an accident, the legal and reporting requirements of the University's insurance policies;
- iii. In the case of damage, I will promptly report the damage to the Fleet Manager.

5. I have read the Conditions of Use found in the Transport Policy and will comply with them.

Dated this..... day of..... 20....

Signed by:

Name: (Authorized User)

REFERENCES

University of Ghana Policies, "Draft Transport Management Policy Document",
Version 001/01

University of Adelaide Policies, "Motor Vehicle Procedures."

University of Education Policies, "Vehicle Management Policy."

Revised National Transport Policy, Republic of Ghana

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