

TRANSPORT POLICY

1. Purpose/Objectives

This policy document shall provide guidelines for consistent decision making and behavior within the Transport Unit of the College to ensure efficiency and effectiveness in the management of the college's fleet of vehicles. It is also to provide broad guidelines for the Transport Unit to develop good driver behavior and adequate maintenance regime to ensure road safety.

The specific objectives of this policy are:

- To put in place mechanism that would ensure effective tracking of vehicles in and outside College premises
- To provide structures to control, manage and settle issues relating to use of College vehicles and users
- To ensure continuous professional development of drivers
- To involve key stakeholders in planning, decision making and implementation in ensuring an efficient and effective transportation system in the College

2. Scope/Application

This policy shall be applicable to all members of the College community including Council, Management, Staff, Students and other stakeholders.

3. The Policy Statement

This policy shall ensure an effective and efficient transportation system which will facilitate safer, quicker, cheaper and convenient transportation of staff, students and goods and services in and outside the College for improving the welfare of member. Management shall clearly spell out rules and regulations pertaining to the use of College vehicles for purpose of conveying people, goods and services. In order to improve upon service delivery and maintain high standards, drivers would be made to go through periodic training to ensure their professional development.

4. Supporting Procedures

The following procedures would be adopted also to ensure an efficient and effective transport system in the College

- Instituting a vibrant Transport Committee which is gender responsive
- Establishing rules, regulations and sanctions for proper conduct of drivers and users
- Ensuring professional development of drivers through regular workshop trainings.
- Designing a system that would ensure effective tracking of movement of College vehicles
- Ensuring periodic maintenance and servicing of College vehicles to ensure their road worthiness and safety for users.
- Ensuring proper documentation and processing of data on College vehicles
- Ensuring value for money and avoidance conflict of interest through proper procurement, hiring, maintenance and boarding of vehicles

a. Instituting a vibrant Transport Committee

The College Council shall mandate management to establish a vibrant Transport Committee which is gender responsive. Their functions/roles and responsibility shall be clearly spelt out to ensure effective and efficient transport system in the College.

The Transport Committee shall periodically present its report to management for sanctioning

b. Establishing rules/regulations and sanctions

The Committee shall develop rules/regulations for proper conduct of drivers and users. It shall be expected of drivers to ensure periodic renewal of their driving license and prompt the College on renewal of road worthy certificate and insurance. Drivers who flout such rules and regulations shall be sanctioned accordingly.

c. Continuous Professional Development of Drivers

Periodic training workshop would be organised for the drivers to ensure their professional development. Attendance to such workshop shall be compulsory unless permission has been granted to persons who have genuine concerns. Failure to attend shall attract sanctioning as deemed fit by the management. On the job training shall be one of the criteria bases for assessment and promotion of drivers.

d. Ensuring effective tracking and movement of vehicle

1. All vehicles will be parked at the compound of the College and any authorised location as approved by the management.
2. Drivers shall officially seek approval from management or Transport Committee chairman before moving vehicles outside the premises of the College.
3. Any request for the use of College vehicles for any business must be done at least two days to the event from the chairperson of the Transport Committees. The application should not be through phone calls but through writing.
4. For the use of any College vehicle, a booking will be made through the Transport Officer and will be recorded in an appropriate Vehicle Booking Log by the Transport Officer.
5. The authorised driver will be provided with the accountable items for the vehicle by the Transport Officer.
6. At the completion of the period of authorised use, the authorised driver will complete the trip record in the vehicle log, return the accountable items to the Transport Officer, report any notifiable event, provide any receipt of expenditure and advise on the current location of the vehicle.
7. Unauthorized movement of vehicle by any driver shall attract appreciable sanction by the committee.
8. The use of private vehicles for College business is discouraged.
9. The College will not accept any liability of whatsoever nature which may arise from use of a private vehicle for College business.
10. Fuel must be purchased at accredited fuel station, except where the vehicles travel outside Kumasi. In such circumstances the Officer travelling with the driver should supervise the purchase of the fuel and endorse the

receipt. All such receipts must be made available to the Transport officer by the officer on return for retirement/refund

11. All fuel purchased shall be authorized by the Transport Officer and the purchase shall be supervised by the Internal Audit Section and necessary receipts collected, except where the vehicle travels outside Kumasi.

e. Ensuring periodic maintenance/servicing of College Vehicles

There shall be the need to ensure periodic maintenance and servicing of College vehicles to make them road worthy and prove safety to users. It shall be expected of drivers to officially report identified fault(s) to the Transport Committee chairman for fixing.

Users of vehicles shall be educated on the proper use and safety of the vehicles. Any deliberate attempt to spoil or destroy any part of the vehicle, the person(s) responsible would be surcharged or made to fix the part.

f. Ensuring proper documentation of College Vehicles

The Transport Committee would ensure proper documentation and preservation of College vehicles.

g. Ensuring proper procurement procedures

In order to ensure value for money and due diligence, the Transport Committee shall ensure proper procurement procedures are followed during purchasing, hiring and maintenance. Proper procedures and technical advice would be sought before disposing of rickety vehicles.

h. Complaints/Report

In the event of gross misconduct on the part of a driver or user (student, staff, outsiders) the following procedure shall be followed in resolve address the issue.

- A formal complaint shall be made to the Transport Committee
- The Transport Committee shall conduct investigation into the issue and depending on the its gravity, would either address it at the committee level or forward it to management to management for proper sanctioning as spelt in COE Harmonised Conditions of Service
- One not satisfied with the judgment may appeal to the Disciplinary Committee of the College within 4 days to 7 days.

i. Appeals Procedure

In the event that the complaint or the alleged offender is aggrieved with the outcome of the investigations and / or the action to be taken, he/she has a right to appeal to be exercised within seven (7) days. The Disciplinary Committee Chairman shall, as soon as possible, but not later than twenty – one (21) working days, review the case and render a decision. In reviewing the case, the Disciplinary Committee Chairman, as the final arbiter, shall call for such information as he/she deem necessary.

5. Sanctions

Sanctions that may be imposed by the Transport Committee shall include, but not limited to

the following:

- Verbal warning to offender
- Public Apology – In written form, copies to Transport Committee, Disciplinary Committee and the Offended Person
- Suspension / Transfer.
- Referral to the appropriate law enforcement body
- Referring the victim to College Counselor
- Termination of employment

6. Responsibility for implementation

- The College Principal
- Transport Committee
- College Accountant
- Chief Driver

7. Responsibility for Monitoring, Implementation and Compliance •

- The Principal
- Chairman, Transport Committee
- College Finance Officer
- College Secretary

8. Key Stakeholders

- College Council, Management, Staff, Students, the Catholic Archdiocese of Kumasi, Contractors, Alumni, Suppliers, all persons working on behalf of the College.

9. Approval Body •

College Council

10. Initiating Body

- Transport Committee

11. Definition of Terms

For the avoidance of doubt, the following terms are defined succinctly in context in this document:

- College Vehicle: A vehicle shall be the bonfide property of the College whether by purchase of the vehicle donation by an individual, an organization, etc.
- Stakeholder: - Individuals, groups organisations/institutions that have interest and share the values and missions/visions of an institution and are committed to its progress and development of the College.
- Policy: A set of principles or rules guiding decisions to achieve set of objectives
- Transport Committee: Some selected members of staff appointed by College management and charged with the responsibility of ensuring and efficient and effective

transportation system.

- College Driver: a person appointed/transferred to the College and assigned as a driver •
- Value for money: It is a term used to assess whether or not an organisation has obtained the maximum benefits from the goods and services it acquires within its available resources.

12. Related Legislation

- NCTE Quality Assurance Policy
- UCC Quality Assurance Policy •
- NAB Quality Assurance Policy •
- COE statutes

13. Related Policy and other documents (Exhibits)

- Procurement policy
- COE Statutes

14. Effective Date

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15. Review Date

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16. Key Words: (Refer No. 12)

17. Owner/ Sponsor

College Principal

18. Author

- College Council