





DOCUMENTED INFORMATION FOR TRANSPORT DEPARTMENT



KUC/ADM/MNT/003

AUTHORIZATION: All documented information (Quality Objectives, procedures, opportunities and risk register for Transport department are issued under the authority of:	
MANAGEMENT REPRESENTATIVE	
Signature:	 
Date:	2ND MAY, 2018
PROCESS OWNER/HOD/DIVISIONAL HEAD	
Signature:	 
Date:	

SECTION A: QUALITY OBJECTIVES

OBJECTIVE	ACTIVITIES	RESOURCES.	RESPONSIBILITY	TIME FRAME.	KEY PERFORMANCE INDICATORS.
Ensure all vehicles are inspected by police on annual basis	Painting of the vehicles Vehicle repair	Log book Tax exempt form KRA PIN Competent drivers	Transport officer	Annually	Stickers
Ensure that all vehicles are inspected after every trip.	Inspect	Approved budget	Transport officer	Continuous	Report books
Ensure all vehicles have a valid insurance cover.	- Outsource a qualified provider.	-Log book. - Internet.	C.M.O Chief Maintenance Officer	Annually	Insurance cover

1. PROCEDURE FOR ALLOCATION OF VEHICLES-TRANSPORT

2. PURPOSE

To ensure adequate and timely provision of transport for staff and students on official duty

3. SCOPE

This applies to provision of transport for staff, students and Board members only.

4. TERMS AND DEFINITIONS

4.1 KUC: - Kenya Utalii College MNTC: - Maintenance

4.2 SOP: - Standard operating procedure

4.3 TO- Transport Officer

4.4 COM- Chief Maintenance Officer

4.5 ISO International Organization of Standardization

5. REFERENCES

5.1 KUC Quality Manual

5.2 Transport Management Policy

5.3 ISO 9001:2015

6. RESPONSIBILITIES

Chief Maintenance Officer shall ensure this procedure is implemented.

7. INPUT

7.1 Competent Drivers

7.2 Transport policy

7.3 Fuel forms

7.4 Work Tickets

7.5 Vehicles in good condition

8. PROCEDURE

8.1 The user shall make requisition for transport and forward to the CMO for approval at least 24 hours before time of travel.

8.2 CMO in liaison with the transport officer shall review the drivers' duty roster and approve the requisitions after ascertaining the availability of vehicles.

8.3 If vehicles are not available, the Transport Officer shall give feed back to the requisitioning department by stating reason at the bottom of the form on the same day.

8.4 The transport officer shall communicate with the requisitioning department the vehicle allocated and name of the driver before the end of the requisitioning day

8.5 Transport officer shall allocate trips/vehicles to drivers and authorize the work ticket

8.6 Driver shall execute their duties as per the transport policy

8.7 When the vehicle returns, the transport officer shall check the kilometer readings in the vehicles speedometer and compare with what was indicated on the work ticket.

8.8 Drivers shall report to the transport officer if the vehicle requires corrective maintenance by filling in a Vehicle Repair requisition in triplicate.

8.9 The transport officer then forwards the Vehicle Repair requisition to the Mechanic for action.

9. OUTPUT

9.1 Transport Allocated

10. RECORDS

10.1 Work tickets filled

10.2 Requisitions filled

10.3 Fuel forms filled

10.4 Vehicle Inspection Information

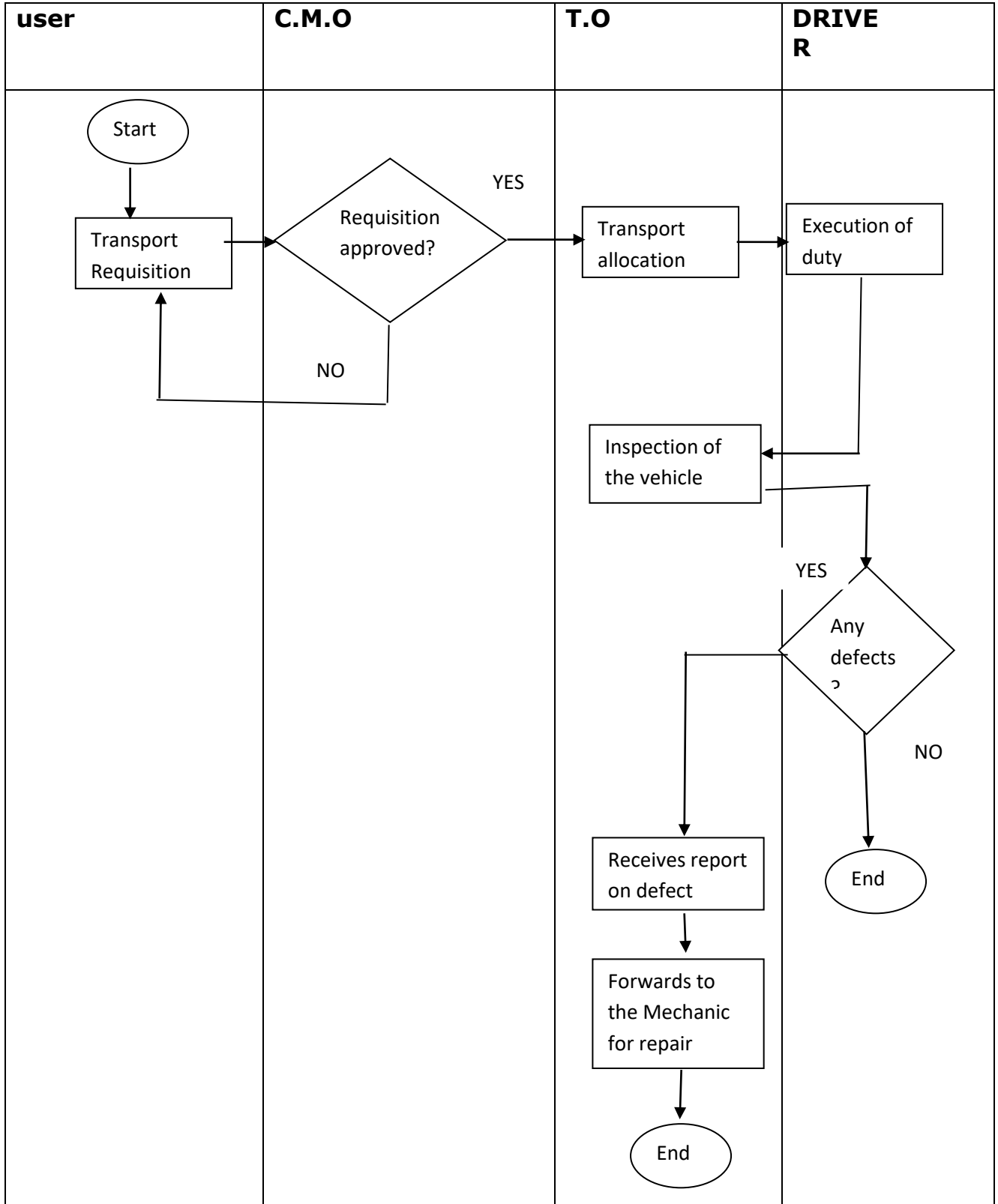
10.5 Vehicle Maintenance Information

11. KEY PERFORMANCE INDICATORS

11.1 Number of Complaints/Compliments

11.2 Dully filled work ticket

12. APPENDICES
12.1 FLOWCHART



VERSION 2:REVISION 1 04/2018

12.2 RECORD OF CHANGE

No.	Date	Details of change		Authorization
		Page	Clause/sub-clause and comment	Name and signature


12.3 Transport Requisition
KUC/ADMIN/R/045

TRANSPORT REQUISITION FORM

Kenya Utalii College		
P.O. Box +254-020-31052, Tel +254-020-8561201, Fax +254-020-8560514 Nairobi, Kenya		
<u>TRANSPORT REQUISITION</u>		
<u>OFFICIAL TRIPS</u>		
Date of visit	Departure Time	Place of Visit
<hr/>		
No. of people	Date of Return	_____
Appr. Time of return	_____	_____
<hr/>		
Name of member of staff		
<hr/>		
Staff Number	_____	Department
<hr/>		
Reason for trip (Give Details)		
<hr/>		
<hr/>		
Recommended by Head of Department		
Date	_____	Signature
<hr/>		
<u>MAINTENANCE DEPARTMENT</u>		
Approved		
<hr/>		
Date	_____	Signature
<hr/>		
Vehicle Reg. No.	_____	Name of Driver
<hr/>		

12.4 Vehicle Work Tickets

מסמכים מסודרים לפי חוק המידע והפרטיות



Kenya Utalii College

TRANSPORT - DAILY WORK TICKET

KUC/ ADMIN/ R / 0827 **72515**

TICKET No.....

DEPARTMENT.....

PREVIOUS KM READING.....

PREVIOUS W.T No..... VEHICLE No..... MAKE.....

NAME, No. AND DESIGNATION OF THE AUTHORIZING OFFICER						SPECIMEN SIGNATURE OF AUTHORISING OFFICER
DRIVER'S NAME		DRIVER'S NAME		DRIVER'S NAME		
1.	7.			13	2.	
2.	8.			14.	3.	
3.	9.			15	4.	
4.	10			16	5.	
5.	11.			17	6.	
6.	12.			18	7	

DATE	DRIVER'S NO.	DETAILS OF JOURNEY AND ROUTE IN FULL	NO. SIGNATURE OF AUTHOURIZING OFFICER		TIME		KM. END OF JOURNEY	KM. DRIVEN	LTR OF OIL	LTR OF FUEL	ORDER NO. INVOICE NO. OR CASH VOUCHER NO.
			NO.	SIGNATURE	OUT	IN					

12.5. Drivers duty roaster

KUC/ADM/R/186

KENYA UTALII COLLEGE, NAIROBI
 COLLEGE DRIVERS' DUTY ROSTER - MONTH _____



NAME	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	O	D	N2	N2	O	N1	N1	O	N2	N2	O	N1	N1	O	N2	N2	O	N1	N1	O	N2	N2	O	N1	N1	O	N2	N2	O	N1	N1
	D	D	D	N1	N1	O	N2	N2	O	N1	N1	O	N2	N1	O	N1	N1	O	N2	N2	O	N1	N1	O	N2	N2	O	N1	N1	O	N2
	N2	N2	O	D	N2	N2	O	N1	N1	O	N2	N2	O	N1	N1	O	N2	N2	O	N1	N1	O	N2	N2	O	N1	N1	O	N2	N2	O
	N1	N1	N1	O	O	O	D	D	D	D	D	O	O	CO	CO	CO	CO	CO	O	O	L	E	A	V	E						
	O	D	D	D	O	O	D	D	D	D	D	O	O	D	D	D	D	D	O	O	D	D	D	D	O	O	D	D	D	D	D
	D	D	D	D	O	O	D	D	D	D	D	O	O	D	D	D	D	D	O	O	D	D	D	D	D	O	O	D	D	D	O
	D	D	D	D	O	O	D	D	D	D	D	O	O	D	D	D	D	D	O	O	D	D	D	D	D	O	O	D	D	D	D
	D	D	D	D	O	O	D	D	D	D	D	O	O	D	D	D	D	D	O	O	D	D	D	D	D	O	O	D	D	D	D
	CO	CO	CO	D	O	O	D	D	D	D	D	O	O	D	D	D	D	D	O	O	D	D	D	D	D	O	O	D	D	D	
	D	D	D	D	O	O	D	D	D	D	D	O	O	D	D	D	D	D	O	O	D	D	D	D	D	O	O	D	D	D	
	O	CO	CO	CO	D	D	O	O	D	D	D	D	O	O	O	D	D	D	D	D	O	O	D	D	D	D	O	O	D	D	
					L	E	A	V	O																						
	L	E	A	V	E			L	E	A	V	E			D	D	D	D	D	O	O	L	E	A	V	E					
		L	E	A	V	E							L	E	A	V	E					D	D	D	D	O	O	D	D	D	D

KEYS

- D - DAY 0800HRS - 1700HRS
- N1 - 1500HRS - 2300HRS
- N2 - 2300HRS - 0800HRS
- SM - SCHOOL MORNING
- SA - SCHOOL AFTERNOON
- O - OFF-DUTY
- L - LEAVE
- CO - COMPENSATION

12.6 Vehicle repair requisition

KUC/ADM/R/103


KENYA UTALII COLLEGE


5381

VEHICLE REPAIR REQUISITION

Make:	Registration No.
Fault:	
Fault reported by:	Date:
Particulars of Repair:	
Spares used:	
Date:	Work done by:
19.12.89	

SECTION C: OPPORTUNITIES

OPPORTUNITY	ACTIONS	RESOURCES	RESPONSIBILITY	TIMELINES	KPI
Short courses offered in Government institutions.	Drivers to attend at least four refresher courses annually.	Approved budget	C.M.O HRM	Annually	Certificates
Free driving permit renewal.	All drivers to renew their driving license annually	Computer/Internet	CMO Driver	Annually	Driving license

SECTION D: RISKS

N o.	DESCRIPTION OF RISK	TYPE OF RISK	PROBABILITY OF OCCURANCE			SEVERITY HIGH - 3 MEDIUM -2 LOW - 1	IMPACT	MITIGATION	RESPONSIBILITY	KPI
			HIGH	MEDIUM	LOW					
			HIGH	MEDIUM	LOW					
1	Road Accidents	Operational				3	-Result to death of personnel -Injury to personnel -Interruption of services	-Annual refresher courses for all drivers.	C.M.O	Certificates
2	Vehicle Carjarkings /theft	Social				3	Life of a driver is endangered.	-Install car tracking devices for all vehicles by 2019 -Conduct monthly departmental meetings to brief drivers on road safety.	-C.M.O -T.O -DRIVER	-Car tracking devices. -Quarterly reports.
3	Fake spare parts	Operational				3	Vehicle breakdown	-Order for only original spare parts.	-C.M.O -Procurement	-Good vehicle condition -LPO
4	Incompetent personnel	Operational				2	Poor service delivery	-Avoiding corruption while hiring staffs.	H.R.M	Team work.