



**JARAMOGI OGINGA ODINGA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

**DOCUMENT: PROCEDURE FOR TRANSPORT AND PLANT MANAGEMENT**

**DOC. N0: JOOUST /PAF/CS/TRP/OP 21**

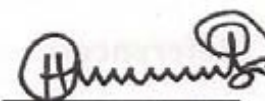
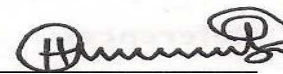

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**PLANNING, ADMINISTRATION AND FINANCE**

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**0.1 DOCUMENT DISTRIBUTION**

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**0.2 DOCUMENT CHANGES**

DATE	CHANGES	AUTHORIZED BY
27/4/2012	Deleted references 3.4, 3.6, 3.8 & 3.9 Deleted clause 6.2.14, 6.2.15, 6.2.16, 6.3.2, 6.3.4, and included timelines in the procedure.	
29/04/2013	Procedure review to reflect the change of status from BUC to JOOUST.	
30/04/2015	Procedure reviewed for adequacy	

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1.0 **Purpose:** To ensure efficiency in transport and plant management in JOOUST.

2.0 **Scope:** This procedure covers all the transport and plant services

- 3.0 **Reference:**
- 3.1 ISO 9001:2008 Standard
  - 3.2 JOOUST Quality Manual
  - 3.3 JOOUST Statutes
  - 3.5 Traffic Laws of Kenya
  - 3.6 Government Vehicle Check Unit Checklist
  - 3.8 Government Circulars

4.0 **Terms and Definitions**

**4.1 BUC:** Bondo University College

**4.2 JOOUST:** Jaramogi Oginga Odinga University of Science and Technology

**4.3 HoD:** Head of Department

**4.4 TRF:** Transport Requisition Form

**4.5 WRF** Work Requisition Form

**4.6 TO:** Transport Officer

**4.7 Fleet:** The University Vehicles

**4.8 Plant and Machinery:** The University Generator, pumps, tractor, chiller

**4.9 User:** The officer requisitioning the service

**5.0 Responsibility:** The Transport Officer shall be responsible for the implementation and effective supervision of this procedure.

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**6.0 Method:**

**6.1 .0 Transport**

- 6.1.1 Upon approval, the user shall fill in the TRF and forward it to the transport office one week before day of travel.
- 6.1.2 The TO shall comment and forward the request to HOD within 24 hours for approval.
- 6.1.3 The user shall ensure the TRF is duly signed before the start of the journey.
- 6.1.4 The user shall sign the work ticket accordingly before commencement of a trip.
- 6.1.5 The driver shall ensure safe and proper use of the vehicle allocated to him by observing the traffic laws.
- 6.1.6 The driver shall complete the inspection form upon return and mark ON/OFF date and time for the journey.
- 6.1.7 The T.O. shall liaise with Finance Officer on fueling of vehicles and renewal of cards.
- 6.1.8 The TO shall review transport services and downtime at interval of not exceeding three months and making recommendations to the HOD follow up.
- 6.1.9 The driver/user shall immediately call the Transport Officer and brief him in case of an accident.
- 6.1.10 The Transport Officer shall within 12 hours inform the University Management and the Insurance Company of an accident

**6.2.0 Maintenance of Vehicles, Plant and Machinery**

- 6.2.1 The user shall fill in the WRF/SRN and forward it to the Transport Unit.
- 6.2.2 The Plant Officer shall visit and verify the defects in the maintenance schedule and forward within one day to the TO for comments.
- 6.2.3 The TO shall comment and forward the request within one day to HOD for approval.
- 6.2.4 The TO in consultation with the HOD shall determine whether the vehicle/plant/equipment shall be repaired internally or externally.

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**Internal repairs**

- 6.2.5 The TO shall request in writing to the HOD for authority to repair and purchase of spare parts through an imprest in cases of minor defects.
- 6.2.6 For repairs above 10,000/= the TO shall forward to Procurement Officer to purchase the spare parts.
- 6.2.7 The Mechanic shall ensure the vehicle/plant/equipment is repaired and tested within three days.
- 6.2.8 The TO shall inspect and test the vehicle/plant/equipment and ascertain that it has been effectively repaired.

**External repairs**

- 6.2.9 The TO shall request in writing to the HOD for authority to repair externally the vehicle/plant/equipment.
- 6.2.10 The TO shall forward the request to engage an external service to the Procurement officer.
- 6.2.11 The TO shall avail the vehicle/plant/equipment to the external mechanics for repairs.
- 6.2.12 The Mechanic shall visit the external workshop after the repairs and test the vehicle/plant/equipment before bringing it back to the University in case the repairs were done outside.
- 6.2.13 The Mechanic shall hand over the repaired vehicle/plant/equipment to the TO.
- 6.2.14 The Plant Officer shall document all maintenance or service activities in the schedule within the transport and plant IT system at the agreed predetermined frequency.
- 6.2.15 The TO shall review of maintenance costs and downtime at interval of not exceeding three months and making recommendations to the HOD follow up.

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**6.3.0 Emergency Measures on Vehicle Request or Machinery and Plant Breakdown**

- 6.3.1 The user shall immediately inform the Transport Clerk or Plant Officer of the service need in regard to vehicle use or the operation of the machines.
- 6.3.2. The Plant Officer shall within 24 hours verify the defects and advice on necessary action.
- 6.3.3 The Transport Clerk shall immediately record the incident and corrective action on the emergency book which is counter signed by the TO.
- 6.3.4 The TO shall in consultation with the HOD ensure the emergency is attended to within one day.
- 6.3.5 The TO shall review all the emergencies data at interval of not exceeding three months and making recommendations to the HOD follow up.
- 6.3.6 For use of ambulance, the TO will liaise with the Medical Officer.

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