



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

DOCUMENT: PROCEDURE FOR TRANSPORT AND PLANT MANAGEMENT

DOC. NO: JOOUST /PAF/CS/TRP/OP 30

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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 References

- i. ISO 9001:2015 Standard
- ii. JOOUST Quality Manual
- iii. JOOUST Statutes
- iv. Traffic Laws of Kenya
- v. Government Vehicle Check Unit Checklist
- vi. Government Circulars

4.0 Abbreviations, Acronyms and Definitions

- i. JOOUST: Jaramogi Oginga Odinga University of Science and Technology
- ii. HoD: Head of Department
- iii. TRF: Transport Requisition Form
- iv. WRF: Work Requisition Form
- v. TO: Transport Office
- vi. Fleet: The University Vehicles
- vii. Plant and Machinery: The University Generator, pumps, tractor, chiller
- viii. 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. 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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