

Uganda Christian University

Vehicle Use Policy

Revised 03 March 2015

Uganda Christian University maintains a fleet of vehicles that serve varied requirements of University offices. This policy outlines measures to assure sustainable use of these vehicles.

A. Categories, Purpose and Allocation

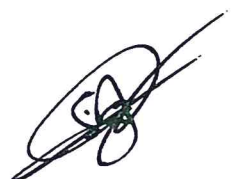
1. Vehicles are purposed at the time of budgeting allocations.
2. The Vice Chancellor and Deputy Vice Chancellors shall have vehicles designated to them; all other vehicles are office/departmental vehicles.
3. The Vice Chancellor may redirect vehicles to alternative purposes as needed.

B. Official and Personal use

1. Vehicles are primarily intended for official use of the University.
2. Personal use of UCU vehicles should be charged to the user at a fair rate to be determined by Management.
3. Drivers must keep a log book of use of the vehicle and submit it weekly to the Director Facilities and Capital projects. It, however, can be inspected at any time.
4. The presumption is that trips are for private use, and officers will be charged unless they indicate the official purpose of their trip. Official use must therefore be designated in the logbook including purpose and destination. Trips that combine personal and official purposes should be designated by their proportion of mileage that is official, e.g. a trip up country for 2 days might include 75% official and 25% personal mileage.
5. Official University visitors can access vehicles for to travel to/from the airport or for reasonable use associated with official meetings. Personal use is charged to visitors at the regular mileage rates unless authorized by the relevant Deputy Vice Chancellor.

C. Authorizations

1. Vehicle use is approved by the Director of Facilities and Capital Projects unless it is assigned to an individual office, in which case the respective Head of Department or Dean will authorize vehicle usage.
2. Any vehicle traveling more than 80km radius must be approved by the relevant Deputy Vice Chancellor. Vice Chancellor and Deputy Vice Chancellors do not seek approval.
3. Any vehicle traveling outside the borders of Uganda must be approved by the Vice Chancellor.



4. Generally departments should be allocated up to a maximum of 100 litres fuel per week for official purposes or an amount to be determined by Management.

D. Safety and Security

1. Vehicles should be kept secure on campus unless away on official business. When away on official business the driver is responsible to make every reasonable effort to protect the vehicle.
2. Vehicle keys must be kept with the Facilities and Capital Projects for overnight safety.
3. Unsafe handling or storage of a vehicle is negligence; any consequent damage to the vehicle shall be required of the driver.
4. All applicable traffic laws are to be followed.
5. Vehicles should carry a reasonable level of collision insurance, as determined by Management.
6. Any acts of aggressive driving are to be reported by passengers to the Director of Facilities and Capital Projects.
7. Drivers must be authorized to drive specific University vehicles.

E. Repair, Maintenance and Cleaning

1. Most repairs should be carried out by a University-authorized mechanic, or by someone to whom that mechanic refers the vehicle. The Mechanic shall be sourced through the Procurement Committee.
2. The University mechanic and the respective driver must ensure that the required repairs and service are carried out to the expected standard. An inspection of the vehicle should be done before the vehicle is pick-up from the garage.
3. When up country, repairs should be performed after consulting with the University Mechanic; and where possible, may be done to the extent that the officer is allowed to travel back to the University.
4. Drivers must ensure that the vehicle is in proper working condition by monitoring for defects or problems and reporting to the University Mechanic.
5. Drivers must ensure the vehicle is kept clean, inside and outside.
6. When a vehicle is in for service, service must be completed before it is recalled for use. During times of service, the Director Facilities and Capital Projects must help locate alternative vehicles.

F. Fuel supply

1. Fuel shall be procured according to Procurement Policies.
2. It shall be dispensed and charged to the relevant departments.
3. University resident staff and certain others can be approved to access fuel, but must be charged and pay for their consumption at a rate to be determined from time to time by Management.



G. Fuel allocations for travel

1. Drivers are to obtain top ups for trips as needed, as an advance on their income. They must account for use of funds and return unused funds **within three days**. Top ups are to be approved by the relevant Deputy Vice Chancellor.
2. University vehicles shall be kept fueled at all times; drivers will endeavor to top up the fuel when the tank is half full.

H. Drivers

1. Are to be selected based on minimum criteria outlined in position descriptions.
2. Each driver is responsible for maintaining up to date driving permit certification.
3. Drivers are accountable to, and assigned by, the Directorate of Facilities and Capital Projects.
4. Dedicated or "personal" drivers are assigned by the Director of Facilities and Capital Projects to work with the Vice Chancellor, Deputy Vice Chancellors, the Allan Galpin Health Centre, and other departments as and when they are needed.
5. All matters related to recruitment, employment and compensation are found in other policies including relevant staff handbooks among others.
6. Only approved drivers may drive UCU vehicles. A list of approved drivers shall be maintained by the Director of Facilities and Capital Projects in consultation with Management.
7. In the event that a designated driver for health reasons is unable to continue driving the UCU vehicle while on a defined trip, the driver at the time can solicit assistance from one of the passengers who holds a valid driving permit for the safe return of the vehicle to the University campus. The Director of Facilities and Capital Projects should be immediately informed of this action.
8. If the driver is alone in the vehicle and for health reasons is unable to continue driving the UCU vehicle, he or she should at the time seek guidance from the Director of Facilities and Capital Projects or the relevant Deputy Vice Chancellor before taking any action.
9. Pool or designated drivers must be used for any trip greater than 80km radius from Mukono.
10. The Vice Chancellor and the Deputy Vice Chancellors are permitted to drive University vehicles.

I. Use of Private vehicles for University purposes

1. Every effort should be made to secure University vehicles for official duty.
2. When it is not practical or vehicles are not available, private vehicles can be used as follows: Local mileage can be charged to the University at rates established by Management, and special hire rates can be paid if approved by the relevant Deputy Vice Chancellor.

