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### Definition of Terms

*"University Business"* means teaching, research and extension, professional, administrative, municipal services provided for and on behalf of the University.

*"University"* means University for Development Studies.

*"University Fleet"* includes all motor vehicles solely owned or co-owned by the University

*"Transport Policy"* or *"Policy"* refers to the transport policy of the University for Development

UDS  
DVLA

List of Abbreviations

## 1.0 Introduction

This Transport Policy gives broad guidelines on purchase, allocation, use, insurance, maintenance, safety, replacement as well as disposal of University motor vehicles. The policy seeks to regulate use and movement of University motor vehicles, and the use of non-University motor vehicles on the campuses.

This policy shall be implemented taking into account the functions of the Transport Committee of the University and the Transport Officer as spelt out in                      and                      of the University Statutes.

## 2.0 Authority

The Vice

e. Other Fleet

Executive Fleet: These are official motor vehicles used by duty bearers of the University and they include the Vice-Chancellor, Pro-Vice Chancellor, Registrar, Director of Finance, Director of Works and Physical Development and the University Librarian. As a policy, No other officer shall use an official motor vehicle higher in capacity than those allocated to Office of the Vice Chancellor.

Co-ownership Fleet: A co-ownership fleet module shall be established for acquisition of motor vehicles for use by other management staff to include Principals, Pro-Vost, Deans and Directors. These categories of staff are entitled to the use of official motor vehicles of the University for purposes of University business. Co-owned fleet users shall only use motor vehicles of the University for distances exceeding 350 km.

General/Pool Fleet: There shall be motor vehicles classified as general/pool motor vehicles on all campuses with oversight responsibility on the Principal and under the direct management of the Campus Transport Officer for use for general academic activities.

Rented/Hired Fleet: The University may rent/hire motor vehicles for its academic activities and these motor vehicles shall be subject to use by cycles classified as gen-86(the)-90(Uni)-a-32(b)10(to)-27(u)10(s)-

saloon cars will be considered at age 10 years or 200,000 km but with motor cycles attaining age 6 or 150,000 km mileage.

The University shall procure only durable motor vehicles that have readily available spare parts on the Ghanaian market, to ease the maintenance of its fleet.

To achieve this, the University shall:

- i.** Limit (where possible) the number of models of motor vehicles purchased.
- ii.** Ensure all motor vehicles procured conform with and are adaptable to tropical weather conditions.
- iii.** Ensure that the procurement procedure for University motor vehicles are consistent with the provisions of the Procurement Act 663 (as amended), and the Public Financial Management Act 921 (2016).

#### 9.0 Operational Manual of the Transport Section

The Transport Section of the University shall develop an Operational Manual for the daily administration of the section to promote efficiency and longevity of motor vehicle lifespan.

#### 10.0 Maintenance of Motor Vehicles

All University motor vehicles shall receive the best maintenance practices as recommended by the manufacturers. To this effect:

- i.**

- a. Management staff using Executive fleet will be assigned professional drivers.
- b. The users of Executive fleet shall not be entitled to Vehicle Maintenance Allowance (VMA) as well as Fuel Allowance from the University.
- c. Users of Co-owned motor vehicles shall not be assigned drivers but shall be entitled to monthly Vehicle Maintenance Allowance and Fuel Allowance from the University.
- d. General/Pool motor vehicles shall only be driven by assigned professional drivers of the University.
- e. Except Executive Fleet of the University, all general/pool fleet shall be parked at designated places of the University or the University Central Administration by 6:00 pm.
- f. Commercial and private motor vehicle drivers/users shall obey traffic regulations on University campuses.
- g. Private/commercial motor vehicles shall meet the national requirements to permit their



Following the approval of this Policy it shall be implemented by the Transport Committee of the Academic Board of the University Chaired by the Pro-Vice-Chancellor with functions therein stated in the University Statutes and powers of the University Council taking cognizance of the roles of the Registrar and the Head of the Transport Section as stipulated in the University Statutes.

#### 17.0 Policy Adherence

With the policy guidelines herein stated, it is the expectation that the management, operation and maintenance of the University Fleet shall be enhance to obtain the highest benefit of the section in promoting general University business.

#### 18.0 Policy Review and Amendment