

**TANZANIA TRAINING CENTRE FOR ORTHOPAEDIC
TECHNOLOGISTS**

(TATCOT)



TRANSPORT POLICY AND OPERATIONAL PROCEDURES

FEBRUARY, 2018

Contents

Preface.....	4
1. Transport Policy and Operational Procedures.....	5
1.1 Introduction.....	5
1.2 The Objectives.....	5
1.2.1 Broad Objective.....	5
1.2.2 Specific Objectives.....	5
1.3 Policy statements Importance.....	6
1.4 General operational procedures.....	6
1.5 Transport maintenance costs.....	9
1.6 Drivers operational procedures.....	10
1.7 Hiring of Institute vehicles.....	11
2 Implementation.....	11
2.1 Financial Resource mobilization.....	11
2.2 Vehicle Management.....	11
Annex I: Fuel Request Form.....	12
Annex II: Permit Form for use of Vehicles during Weekends.....	12
Annex III: Permit Forms for use of Vehicles within and outside Kilimanjaro.....	12
Annex IV: Vehicle Hiring Forms.....	12

Preface

This Transport Policy is a result of an analysis of experiences in the management of transport facilities at TATCOT, similar institutions and government departments. Advantages and disadvantages of public institutions establishing garages, employing drivers, fuel rationing and general maintenance were analyzed. From these experiences, TATCOT plans to operate a small but cost-effective fleet of vehicles and strengthen the already established Transport Unit which shall be managed by competent personnel, employ trained drivers and manage funds allocated for vehicles effectively.

The Transport Policy therefore, has been prepared to cut down transport costs and enhance the TATCOT desire to meet its core functions of teaching, research and services through realizable and sustainable means

I wish to acknowledge the work of the review committee under their chairman Mr. Aston Ndosi and all those whose contributions facilitated completion of this Policy document. The Policy and Operational Procedures will be subject to revision as need arises to match with prevailing conditions, limitations and resources. TATCOT staff shall implement the policy in their respective positions as is relevant and required.

.....
L.B.Mtalo
PRINCIPAL

1 Transport Policy and Operational Procedures

1.1 Introduction

The Tanzania Training Centre for Orthopaedic Technologist (TATCOT) has consistently been able to operate and provide transport facilities for its Schools activities.

This has been possible despite the financial limitations through the following:

- Commitment of the Institute to ensure that its objectives are fulfilled.
- Coordinated and functioning systems which ensure that transport facilities are available for core Institute activities.

1.2 The Objectives

1.2.1 Broad Objective

The general objective of the Transport Policy is to ensure that the Institute has adequate and reliable transport facilities managed in a manner that facilitates the Institute to meet its Core functions of Education, Teaching, Research, and Consultancy.

1.2.2 Specific Objectives

- i. To ensure that transport is available to enable the Institute to adequately perform its core functions.
- ii. To ensure that transport is available to facilitate student academic activities and specific social activities as approved by the Institute authority.
- iii. To enhance and monitor cost-effective 'use of funds (allocated) for transport facilities; and
- iv. To ensure that Institute vehicles and its facilities are well maintained and serviced.

1.3 Policy statements Importance

In order for the Institute to implement its core functions efficiently.

- 1.3.1 The Institute shall maintain a Transport Unit, which shall monitor the operation of Institute vehicles through established procedures
- 1.3.2 The Transport Officer shall ensure that the vehicles are maintained and serviced through quality administration
- 1.3.3 The Institute shall allocate funds for purchase, maintenance and servicing of its vehicles in its budget.
- 1.3.4** The vehicles shall be made available to staff through an open booking system based on activity prioritization
- 1.3.5 Vehicles operated jointly with other like Allied Health Science Schools shall be under and following specific rules and regulations stipulated in the respective contracts of the Directorate of Allied Health Science Schools.
- 1.3.6 Institute projects vehicles shall be operated within economic periods (when the vehicle has a book value of zero) after which the vehicles shall be subject for sale as per Government procedures that guide disposal of public property; provided that:
 - i. Preference to buyers shall be given to officers and other workers of TATCOT before the general public.
 - ii. The revenue collected from the sale of vehicles shall be credited to the Institute transport fund.
 - iii. Institute vehicles shall be parked in designated areas as the case may be.
 - iv. Where possible, the Institute may facilitate its staff to purchase vehicles

1.4 General operational procedures

The general operational procedures are aimed at providing guidelines to administrators and the users of the Institute transport; and shall be used to control the claim of cost-recovery or refunds arising from using private transport for official duties.

1.4.1 The Institute vehicles for general Pool

The vehicles in this category are all Institute vehicles that are designated for general use, following regulations shall govern the use of these vehicles:

1.4.1.1 Prospective users of the Institute shall make reservations at the Transport Unit well in advance to provide sufficient time for servicing and processing allocation;

1.4.1.2 The user shall make the booking by completing requisition forms in duplicates clearly indicating the activity for which the vehicle is being requested, type of vehicle, duration and destination (use in Kilimanjaro or outside Kilimanjaro).

1.4.1.3 . For official use within Kilimanjaro and duration not exceeding one day, the forms shall be signed by the Head of Transport Unit.

1.4.1.4 For use outside Kilimanjaro region and duration more than one day, the forms shall be signed by the Vice Principal Administration and Transport Officer after go ahead from The Head of the Institute.

1.4.1.5 Bookings shall be entered into transport record books after approval by respective authority.

1.4.1.6 .All use of vehicles outside the prescribed times shall require prior approval of the Head of the School

1.4.2 Vehicles for top Institute Officers

1.4.2.1 The Institute shall endeavor to allocate vehicle to Institute Principal, for practical purposes is one of those under section 1.4 for Allied Health Science School officers and are;

a. Top Institutes Officers shall be allocated vehicles commensurate with their executive status;

b. The vehicles shall be serviced and fueled through the Transport Unit.

1.4.2.2 Operational Procedures

The following operational procedures shall be applicable to all Institute Officers as guidelines

- 1.4.2.3 Institute vehicle allocated to Institute Officers shall be used to facilitate them to perform official duties;
- 1.4.2.4 Institute vehicles allocated to officers shall not be used for commercial purposes;
- 1.4.2.5 Officers shall take the necessary measures to ensure that allocated Institute vehicles' safety is maintained;
- 1.4.2.6** . Institute vehicles shall only be driven by Institute Drivers and under no circumstances shall the vehicles be driven by other drivers unless such an authority has been granted in writing.
- 1.4.2.7 Logbooks shall be kept in accordance with governing rules and regulations.

1.4.3 Research and project vehicles

Project vehicles for the purpose of this policy are defined as transport facilities that are registered under the Institute for Specific Internally or Externally Funded project training programme, consultancy, professional development and capacity building.

- 1.4.3.1 Funds for fuel, maintenance, insurance and servicing project vehicles and drivers' salaries shall be incorporated in the research/project proposal;
- 1.4.3.2 Project vehicles shall be used for the purposes for which they were intended
- 1.4.3.3 Project vehicles shall be transferred to the Institute when research/project comes to an end
- 1.4.3.4 Project vehicles shall be driven by drivers approved by the Principal Investigator and they shall be required to park the vehicles in the designated area each day
- 1.4.3.5 Project vehicles Registration Cards shall be kept by the Institute Management

1.5 Transport maintenance costs

There shall be costs required to cover maintenance of vehicles and fuel.

1.5.1 Maintenance costs

- 1.5.1.1 Regular services shall be carried out as recommended following long distances up-country travel;
- 1.5.1.2 Regular services and replacement of parts resulting from wear and tear shall be carried out by competent and authorized agencies
- 1.5.1.3 Any other repairs shall be carried out as may be deemed necessary and approved by the Institute authority
- 1.5.1.4 Project vehicle maintenance, services, insurance and other related issues shall be borne and overseen by the project management and carried out by competent and authorized agencies.
- 1.5.1.5 Vehicles shall be insured yearly by approved Insurance Agency/Company
- 1.5.1.6 Premium shall be based on the vehicle value.

1.5.2 Fueling the Institute Vehicles

The Institute vehicles shall be fueled in accordance to the agreed fuel allocation and according to the designated schedule for each vehicle.

- The Institute does not own a filling station; therefore the Institute vehicles shall be fueled at the identified reputable filling station and in most cases Government Fuel Station
- A vehicle shall be fueled upon request and verification of the mileage.
- Records of mileage shall be filled-in in the appropriate forms and submitted to the Head of Office of the authorization of fueling.
- A vehicle shall not be fueled if the expected mileage has not been completed, except under special circumstances.

1.5.3 Depreciation or vehicle replacement

1.5.3.1 Institute shall adopt the depreciation or replacement of a public service vehicle as per Government regulations.

1.5.3.2 As such, the maximum cost-benefit use of a Institute vehicle shall be determined by the management of the school.

1.5.3.3 After the determined period by the management an Institute vehicle may be subject for sale.

1.5.3.4 The Institute shall make efforts to raise funds to replace depreciated vehicles.

1.5.3.5 The Institute Board of Survey shall be responsible for determining the disposal of the depreciated vehicles following technical report presented to be a basis of setting the selling cost

1.5.3.6 The Institute shall give priority to its staff to purchase the depreciated vehicles.

1.5.3.7 The staff expressing interest to purchase the depreciated vehicle shall be required to deposit at least 50% of the total of the vehicle and the rest of the money shall be paid within on installment as may be agreed. In any case and for ensuring timely payment, deduction from Salaries, allowance, honorariums must be agreed upon by both partners

1.6 Drivers operational procedures

1.6.1 Drivers recruitment

1.6.1.1 Recruitment of drivers will follow government staff recruitment employment policy.

1.6.1.2 The drivers to be employed shall be those who have O-level certificates and a class 'C' drivers' license from VETA or a reputable driving school.

1.6.1.3 Technical training and experience shall be considered as an advantage to the applicant.

1.6.1.4 Where training opportunities arise, drivers shall be given opportunities according to the existing TATCOT staff development policy.

1.7 Hiring of Institute vehicles

There may be circumstances where Institute vehicle may be hired. The hiring process shall be guided by the Institute

1.7.1 The cost of hiring a Institute vehicle shall be based on the commercial value per km per vehicle.

1.7.2 Subsistence cost to drivers shall not be included in the hire charges.

1.7.3 The Institute hired vehicles shall only be driven by the Institute drivers.

2 Implementation

The Policy and Operational Procedures shall be implemented as approved by the School Management Committee. The key strategy in implementing the above policy lies in strengthening the development in terms of Institute performance levels, human and financial resources.

2.1 Financial Resource mobilization

Financial resources shall be required for proper maintenance and replacement of vehicles. The Institute shall develop a short and long term plan for mobilizing the necessary financial resources.

2.2 Vehicle Management

The Institute Administration office shall maintain adequate data on each vehicle in order to advise the TATCOT management on the use and disposal of the Institute vehicles.

2.3 The basic documents that would constitute the Operational Procedures are included in Annexes of the Transport Policy and are:

Annex I: Fuel Request Form

Annex II: Permit Form for use of Vehicles during Weekends

Annex III: Permit Forms for use of Vehicles within and outside Kilimanjaro

Annex IV: Vehicle Hiring Forms

Annex V- Private Lubricants

Date:

To: Supplies Officer, Fuel and Lubricants.

RE: FUEL (DIESEL) ALLOCATION

The following is a list of generator(s)/vehicle(s) which are allowed to collect Diesel/Petrol/Oil from your store. Issue according to number of litres allocated per vehicle/generator.

No. Vehicle

No. Qty Mileage Recorded Qty Unit

Price Total Amount

Driver's Name

Driver's Sign.

Fuel Officer Previous New

Name Signature Date

Approved by: Date

For MSD fill the authorized forms for Fuel and Lubricants must be filled

Annex II FOMU YA MAOMBI YA KIBALI CHA KUTUMIA GARI

FOMU YA MAOMBI YA KIBALI CHA KUTUMIA GARI BAADA YA SAA ZA KAZI NA SIKU ZA JUMAMOSI NA JUMAPILI NDANI YA MKOA WA KILIMANJARO

1. Namba ya gari-----Aina ya gari-----
2. Gari hili limeruhusiwa kutumika baada ya saa 12.00 jioni siku za kazi (Taja tarehe)-----muda----- na siku nzima ya Jumamosi Jumapili na Sikukuu kwa kazi zifuatazo (taja kazi)-----
3. Gari hili litafanya kazi katika maeneo ya-----yaliyopo wilaya ya----- Mkoa wa-----
4. Gari linatakiwa liwe limeegeshwa sehemu yake ifikapo saa -----usiku-----
5. Gari litaegeshwa TATCOT au sehemu ambayo inatambulikana na utawala
6. Jina la Dereva-----Sahihi-----
7. Jina la afisa anayetumia gari-----Cheo Chake-----
8. Sahihi-----

AFISA UTAWALA

Sahihi na Mhuri-----

Tarehe-----

Annex III: MATUMIZI YA GARI NJE YA MKOA WA KILIMANJARO
TANZANIA TRAINING CENTRE FOR ORTHOPAEDIC TECHNOLOGISTS



S.L.P 8690
MOSHI
SIMU: +255 27 2753986/7

YAH: MATUMIZI YA GARI NJE YA MKOA WA KILIMANJARO

Angalia: (i) Kibali hiki kitolewe na kutiwa saini na Mkuu wa chuo ama msaidizi wake
(ii) Nakala moja aitunze dereva na nakala nyingine itunziwe ofisini.

1. Namba ya gari -----Aina ya gari -----
2. Gari hili limeruhusiwa kutumika baada ya saa 12.00 jioni siku za kazi na siku nzima
Jumamosi na Jumapili na siku za sikukuu kwa kazi zifuatazo:-

3. Kipindi cha kibali hiki ni tarehe ----- mpaka tarehe-----
4. Gari hili litafanya kazi katika Mkoa wa -----
- 5 Gari linatakiwa liwe limeegeshwa ifikapo saa----- Usiku
6. Sehemu gari linapoegeshwa ni -----
7. Gari likiwa safarini litapita barabara za mikoa ifuatayo-----
8. Jina la dereva ni 1)----- 2)-----
9. Sahihi ya Dereva----- Namba ya Leseni ya dereva-----
10. Jina la Afisa anayetumia gari hili ni-----
11. Cheo chake----- Sahihi -----

AFISA UTAWALA

Sahihi na Mhuri-----Tarehe ya kutolewa kibali-----

ANNEX IV: MOTOR VEHICLE HIRE APPLICATION FORM

TANZANIA TRAINING CENTRE FOR ORTHOPAEDIC TECHNOLOGISTS



TATCOT
P.O BOX 8690
MOSHI

MOTOR VEHICLE HIRE APPLICATION FORM

A. Name and address of Person/Research project/Company hiring/Leasing the vehicle.

Hirer name:-----

Address: -----

Tel: -----

Email address-----

B. SPECIFICATION OF VEHICLE REQUIRED

Cylinder capacity (cc): -----

Make-----

Model/type: -----

Number of seats-----

Body /type: -----

C. PURPOSE OF HIRING VEHICLE

Which area motor vehicle will be used.....District.....
Region-----
Date out-----date in-----
Name-----
signature-----

D. FOR OFFICIAL USE

Registration mark-----
date of registration-----
Cylinder capacity (cc) -----make-----
Model/type-----
colour-----
Number of seats: -----
Body/type: -----
Chasis/frame No: -----
Other: -----

E. PAYMENT INFORMATION AND APPROVAL

HEAD/VP ADMINISTRATION

Date out: -----date in-----
Kilometer covered-----
Charge per km-----
Total charge-----
Signature and stamp: -----