

# **Daffodil International University**

## **TRANSPORT MANAGEMENT POLICY GUIDELINES**

**Daffodil International University possesses a fleet of vehicles to facilitate its operations. The objective of this policy is to facilitate the efficient management of the fleet.**

**May 2019**

This policy is intended to improve the effective and efficient management of transport to improve the transport system.

The transport management system is included in the policy and consists of the key performance indicators which must be kept for each vehicle and also be calculated on the monthly fleet report form in order to form the management of departments monthly concerning transport management. The monthly fleet report should be compiled

The maintenance and Replacement Policy is included to ensure that vehicles are serviced and properly utilized. Emphasis is placed on vehicle allocation according to the departmental needs.

### **Supervisor (Incharge):**

The supervisor will complete a daily inspection form, recording the condition of the vehicle, the quantity of fuel in the tank and log book. The driver will sign this. The driver then takes responsibility for the vehicle at that point. The vehicle will be checked in using the same process. The driver must hand in all transaction slips (wherever applicable) to the transport officer for checking after each trip.

**The Supervisor (Incharge) will be responsible to check overall activities of the Transport Department.**

**Advance Approval (Finance & Accounts):** Need 50K approval power for emergency work, DIU Transport purpose only. (DIU Transport Leader may be the authority).

### **Repairs To Vehicles**

1. It shall be the responsibility of the driver to report any mechanical or other defects to the Transport Officer when a vehicle is returned to him/her at the end of a trip.
2. The Transport Officer must make arrangements with the garage to repair a vehicle for regular repairs with a consultation with the Head of the Transport Department.

### **Transport Officer:**

1. The duties of a Transport Officer and any other official designated to assist with transport functions is to: coordinate transport and to ensure optimal utilization of vehicles at all times.
2. To maintain an inventory of all transport in the ownership

3. To monitor and make arrangements for the regular repairs and maintenance of transport
4. To monitor and ensure that the log book is maintained
5. To manage the Vehicle Storage
6. Exercise control over the maintenance of and expenditure involved in the use of transport.
7. Ensure the proper completion and regular scrutiny of all records and returns concerning transport. An important element of this function is the Vehicle Asset Register of all vehicles under their control.
8. Ensure that all vehicles are kept in a good roadworthy condition and that they are serviced on a regular basis.
9. Ensure that all instructions relevant to the use, operation and maintenance of vehicles are complied with.
10. Routes and Schedule Planning and Maintenance
11. Legal problems and Vehicle Papers issue
- 12.
13. Add many as required

#### **Target Set & Money Collection:**

Set the target for every driver and helper so that they perform well.

#### **Driver & Staff Satisfaction Area:**

All of our drivers have a driving license and they are experts. Their salary is fixed. Overtime is counted after 12 hours and gets 50 TK per hour. As a result, they try to steal or irregularities. Also, they search for other jobs by getting experience from DIU. We have also found some reason behind stealing equipment and loss of accountability on the fact that many of them are not yet permanent and not getting paid timely.

**Solution:** If management considers overtime after 10 hours, (overtime should be paid off within the first week of the salary month) along with a permanent position as many of the staff for years working at DIU will encourage their loyalty for us. Those who can sell more tickets will be given incentives.

#### **Drivers:**

1. The driver must have a valid driver's license. The transport officer must check the license for validity.

2. Drivers must exercise proper care in the use and handling of a vehicle. Any evidence of neglect, rough handling or reckless driving must be reported to the Transport department in order that appropriate action may be taken.
3. Traffic regulations – Traffic and any other regulations applicable to users of the road must be strictly observed at all times. Where these rules are not observed, the State will not pay any penalties imposed.
4. Speed limits – The applicable speed limit must not be exceeded at any time.
5. Rules of the road and hints – Users of a DIU vehicle must obey the rules of the road at all times.
6. Washing the vehicle on a regular basis.
7. The driver is responsible for fixing the camera when it reverses

**To acquire good driving habits the following hints are provided:**

1. Thorough knowledge of traffic regulations and signs.
2. Overtaking or passing of traffic only when the road is clear and it can be done safely.

**Driving at night:**

1. Reduce speed.
2. Dip headlights.
3. Keep left as far as possible.
4. Stop or park off the road surface only.
5. Using safety belts.
6. Courtesy and consideration towards fellow users of the road.
7. Not using cellular telephones while driving.
8. The door must be closed when running

**Parking a vehicle overnight:**

1. In normal circumstances, vehicles must be parked at official locations. The transport officer (within Departments) must allocate an approved parking place for each vehicle.
2. The parking places should be lockable or with 24-hour security available.
3. The driver of the vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit. (For another place: Parking charges for the use of secure parking will be refunded.)

**Log books, Fuel, Vehicle keys, Vehicle Equipment:**

1. The driver takes responsibility for the logbook, keys and fuel once the vehicle issue form has been signed until the vehicle has been returned to the transport officer at the end of the journey.
2. All vehicle keys should be safely secured (preferably in a locked container) in the transport office when the vehicle is not in use. A spare set of all vehicle keys should be kept in a secure place, e.g. the office safe.
3. All fuel receipts must be kept and made available when the vehicle is returned to the transport officer.
4. It is the responsibility of the driver to fill in the vehicle logbook legibly and accurately. The object and authority numbers must be filled in. It must be possible from the details given for a distance check to be carried out.
5. Loose vehicle equipment, e.g. the spare wheel, toolkit, jack and any other extras will be checked at the time of issuing the vehicle and will remain the responsibility of the driver until such time as the vehicle is returned to the transport officer.

The Fleet Management section must monitor, in conjunction with the users, the indicators and address shortcomings or deviancies immediately.

**Schedule:**

1. Itineraries must be prepared before the start of the semester consultation with the fleet section (wherever applicable). & Will be shared with relevant people.

**Transport Requisition Process for Personal Use (Employee):**

Academic, administrative, personnel may request and drive University vehicles. The Transport Requisition system will be online. The applicant will apply online. The Transport Officer will use ( Google Sheet) to maintain this record and will open google site to update all transport related issues. The applicant will bear the oil cost only as per distance & BDT 500 for Driver & 300 for Helper as a tip.

**Requisition Approval:**

If you need Bus/Micro for official work, email to the transport officer & keep cc to the relevant people. Depending on bus availability, respond to as soon as possible for approval.

**The following key performance indicators must be kept for each vehicle:**

1. Kilometers traveled
2. Fuel utilization

3. Total maintenance costs
4. Running cost per kilometer
5. Performance
6. Many More

The key indicators are to be calculated on the fleet monthly summary form. This will be filled by the Transport Officer and a copy sent to the Head & relevant people on or before the 10th of the following month.

Co-operation of officials and employees to promote efficiency in the operation of DIU transport. Without the full cooperation of all concerned, the transport operation cannot function efficiently.

**Incentive & Punishment:** Rewards for extraordinary work can be given. Punishment will be given for irregularities.

**Please ensure that all concerned employees are informed about this policy.**