TRANSPORT POLICY

Approved by Council, 20th August 2014
### Contents

TRANSPORT POLICY .................................................................................................................. 3

(1). PURPOSE ............................................................................................................................ 3

(2). DEFINITIONS ....................................................................................................................... 3

(3). AUTHORITY ........................................................................................................................ 3

(4). RESPONSIBILITY .................................................................................................................. 3

(5). ROLE OF THE TRANSPORT OFFICER ............................................................................... 4

(6). AUTHORISED USERS ......................................................................................................... 5

(7). VEHICLE STANDARDS AND SPECIFICATIONS ................................................................. 5

(8). PURCHASE/DISPOSAL/REPLACEMENT .......................................................................... 5

(9). OPERATING PROCEDURE .................................................................................................. 5

(10). USE OF PRIVATE VEHICLES ON UNIVERSITY BUSINESS ......................................... 5

(11). TAXIS ................................................................................................................................. 5

(12). RENTAL VEHICLES .......................................................................................................... 6

(13). INSURANCE ....................................................................................................................... 6

(14). PERSONAL LOSS/DAMAGE .............................................................................................. 6

(15). NON-COMPLIANCE .......................................................................................................... 6

(16). SENIOR EXECUTIVE OFFICERS ..................................................................................... 7
STATEMENT OF POLICY

All University vehicles, purchased by the University, shall be managed and governed in accordance with this policy. The University shall operate its vehicle according to a pool system.

(1) PURPOSE

The Transport Policy provides the University with a standard procedure for the acquisition, enhancement, use, control, maintenance, repair and disposal of the University's motor vehicles and for the management of related forms of transport engaged for University business.

(2) DEFINITIONS

(1) ‘University vehicle’ is defined as any motor driven vehicle, including motorbikes, outboard motors and boats owned by the University and registered in the name of the University.
(2) ‘Special purpose vehicle’ is any non-passenger vehicle.
(3) ‘Authorised User’ is any member of the University or associate authorised by the Vice Chancellor to use a University vehicle for University business purposes.
(4) ‘Accountable items’ are the vehicle log and vehicle keys, OBM Keys, fuel tanks, life jackets, navigational equipments.
(5) ‘Notifiable Event’ is an accident or incident involving damage to a University vehicle.
(6) ‘University’ refers to the Solomon Islands National University.
(7) ‘Authorised Driver’ refers a member of staff authorised to drive a University Vehicle.
(8) ‘Authorised Service Providers’ refers to an authorised fully licensed and registered service provider.

(3) AUTHORITY

(1) The Vice-Chancellor holds delegated authority from, and is responsible to, Council for all aspects of the University's Transport Policy.

(4) RESPONSIBILITY

(1) The responsibility for the Transport Policy rest with the Vice-Chancellor.
(2) The implementation of the Transport Policy rests with the Manager (Property and Campus Management) through the Pro-Vice Chancellor (Corporate) for-
   • Management of the University’s motor vehicles;
   • The monitoring and on-going review of the Transport Policy;
   • Provision of central support services to facilitate the effective management of the Transport Policy;
• provision of an annual report to the Pro Vice-Chancellor (Corporate) on the operation of the Transport Policy

(3) The Manager (Property and Campus Management) will make adequate budgetary provision to meet the initial purchase and replacement cost and such annual provision to meet the cost of registration, traffic accident charge, comprehensive insurance (including appropriate insurance ‘excess’), maintenance, repair and operating costs of all motor vehicles of the University.

(5) ROLE OF THE TRANSPORT OFFICER

The Transport Officer shall:

I. record on a central database all motor vehicle details and relevant information;
II. maintain vehicles in a safe and roadworthy condition at all times;
III. maintain vehicles in accordance with the manufacturer's recommended service schedule by an authorised service provider;
IV. direct that vehicles be operated only in accordance with the manufacturer's instructions;
V. direct that continuing arrangements for the proper garaging and/or securing of vehicles are effected;
VI. be responsible for the interior and exterior cleanliness of vehicles;
VII. maintain a register of Authorised Users;
VIII. direct that vehicles are used only by Authorised Users;
IX. direct that vehicles are never used for personal purposes;
X. direct that only members of the University or other persons specifically authorised by the Dean of a School or Manager/Director of department or their nominee travel in University vehicles;
XI. liaise with the Director of Finance regarding any and all damage as a result of accidental or deliberate act and organise effective repairs by a suitable repairer at the earliest opportunity;
XII. direct that vehicles be provided with a vehicle log (Appendix C) which is maintained and submitted on a weekly basis to the Director - Finance;
XIII. direct that all elements of this policy, as amended from time to time, are complied with;
XIV. ensure that smoking, administration of illicit drugs, betel nut chewing or consumption of alcohol is not conducted in vehicles;
XV. provide a certification, as at 31 December in each year for annual accounts purposes that, to the best of his or her knowledge, vehicles have been operated in accordance with this policy in the preceding calendar year and;
XVI. be responsible to ensure the University Logo is affixed to all University vehicles.
(6) **AUTHORISED USERS**

Authorised Users will be required to complete an Authorised User Undertaking, *(Appendix A)* as amended from time to time, prior to first use of any vehicle.

(7) **VEHICLE STANDARDS AND SPECIFICATIONS**

(1) All Vehicles purchased by the University shall be listed in the Schedule to this Policy,

(8) **PURCHASE/DISPOSAL/REPLACEMENT**

(1) All vehicles will be purchased by the Director Finance in consultation with the Vice-Chancellor, Pro Vice-Chancellor (Corporate) and Manager (Property and Campus Management).

(2) The procedure for purchase and disposal of University vehicles will be in accordance with the University’s Finance regulation as amended from time to time.

(9) **OPERATING PROCEDURE**

(1) All vehicles will be pooled and garaged at the Property and Campus Management Compound and any authorised location as approved by the Vice-Chancellor.

(2) For the use of any University vehicle, a booking will be made by Departments and Schools through the Transport Officer and will be recorded in an appropriate Vehicle booking log *(Appendix C)* by the Transport Officer.

(3) The **Authorised Driver** will be provided with the accountable items for the vehicle by the Transport Officer.

(4) At the completion of the period of authorised use, the Authorised Driver will complete the trip record in the vehicle log, return the accountable items to the Transport Officer, report any Notifiable Event, provide any receipt of expenditure and advise the current location of the vehicle.

(10) **USE OF PRIVATE VEHICLES ON UNIVERSITY BUSINESS**

(1) Use of private vehicles on University business is discouraged.

(2) The University will not accept any liability of whatsoever nature which may arise from use of a private vehicle on University business.

(11) **TAXIS**

(1) A Dean of a School or a Director/Manager of department may authorise the use of taxis at their discretion on a limited and irregular basis.
(12) RENTAL VEHICLES

(1) Where it is not possible to obtain a University vehicle, the Pro Vice-Chancellor (Corporate) may authorise use of a commercially operated, self-drive rental vehicle for a period not exceeding one calendar month in any calendar year on a cumulative basis for any particular University purpose.

(2) The approval of the Pro Vice-Chancellor and Director, Finance is required for any hire/rental agreement in excess of one month.

(3) The budget centre concerned will meet all costs associated with the rental vehicle.

(13) INSURANCE

(1) The University keeps operative comprehensive and third party insurance for all registered University vehicles which provide insurance cover and indemnity, the benefit of which is available to authorised users of those vehicles.

(2) Under the terms of its policy no insurance cover is provided when a University vehicle is driven by:
   • an unauthorized driver
   • a unauthorized driver under the influence of drugs
   • a unauthorised driver under the influence of alcohol exceeding the legal limit
   • an unlicensed driver with the knowledge of the University.

(3) In any of the instances listed above, all costs to repair damage are to be borne by the driver.

(4) Budget units are responsible for any insurance excess charges.

(5) The Transport Officer is responsible for coordinating all motor vehicle insurance claims and subsequent repairs.

(14) PERSONAL LOSS/DAMAGE

(1) The University's insurance cover does not apply to unauthorised use of vehicles or in cases where conditions of use have been breached.

(2) The University will not accept liability for any damage, injury, loss or theft involving use of a University vehicle where that damage, injury, loss or theft is not covered by the University's insurance policies.

(15) NON-COMPLIANCE

Use of a University vehicle under this policy is a privilege and not a right. Noncompliance with the policy may result in the withdrawal of usage entitlement and, where appropriate, the instigation of disciplinary proceedings.
1. The Vice-Chancellor will be provided with a University Vehicle.

2. The conditions for provision of vehicles to other senior staff by virtue of their office or their Employment Contract shall be determined by Council.
Appendix A

SOLOMON ISLANDS NATIONAL UNIVERSITY
TRANSPORT POLICY
AUTHORISED USER UNDERTAKING

I (PLEASE PRINT NAME) ........................................................................................................................................ of
School/Department .................................................................................................................................. agree that when
using a University Vehicle as an Authorised User-

1. I will use a University vehicle only for University business purposes and not for personal purposes.

2. I will use a University vehicle if and only if -
   (a) I hold a current driver's licence valid in Solomon Islands appropriate for the vehicle driven.
   (b) I have provided details of my licence number and expiry date to the Transport Officer and has sighted my driver's licence.
   (c) I am not under the influence of alcohol or drugs when driving the vehicle.

3. Whilst in my care and control I will-
   (a) Ensure that the vehicle is maintained in a safe and roadworthy condition at all times.
   (b) Ensure that petrol and lubricants are purchased using the University's fuel purchase system
   (c) Ensure the vehicle is operated in accordance with the manufacturer's instructions.
   (d) Ensure the vehicle is safely secured when not in use.
   (e) Be responsible for the interior and exterior cleanliness of the vehicle.
   (f) Ensure the vehicle log is properly completed and maintained.
   (g) Notify the Transport Officer if the vehicle is to be driven outside of Honiara.

4. I further acknowledge that-
   (a) I am aware of, and will comply with, the University's Transport Policy as amended from time to time.
   (b) It is my responsibility to comply with the Road Safety Act .... Solomon Islands when the vehicle is used.
   (c) I am liable for any traffic infringements involving the vehicle of whatsoever nature which occur during any period of my use.
   (d) I am aware of and will comply with-
      (i) The University's procedures to be followed in the event of mechanical failure or breakdown;
      (ii) In the case of an accident, the legal and reporting requirements of the University's insurance policies;
      (iii) In the case of damage, the requirement to promptly report the damage to the Transport Officer.

5. I have read the Conditions of Use (found at Appendix B) and will comply with them.

Dated this........................................day of.......................................................20....
Signed by (Authorised User).....................................................
Appendix B  
THE SOLOMON ISLANDS NATIONAL UNIVERSITY  

CONDITIONS GOVERNING USE OF UNIVERSITY VEHICLES  

The University Transport Policy sets out below the conditions governing use of University vehicles.

A. GENERAL CONDITIONS OF USE OF UNIVERSITY VEHICLES

1. Drivers must hold a current driver’s licence valid in Solomon Islands.
2. In accordance with the University’s no smoking policy, smoking is not permitted in University vehicles.
3. The vehicle is to be locked when unattended.
4. All articles carried are to be stowed to avoid damage.
5. The driver is responsible for penalties imposed as a result of a traffic or parking offence.
6. Pool Fleet vehicles must NOT be used for personal purposes.

B. ACCIDENTS

1. In the event of an accident resulting in serious personal injury or death, call a doctor or ambulance (Emergency phone ???).
2. Notify the police if any personal injury or damage to property is involved. A police report is required to support any Workers Cover claim.
3. In the event of an accident with another vehicle(s), the following details must be obtained:
   • Name and address of Driver(s) of other vehicle(s)
   • Name and address of Owner(s) of other vehicle(s)
   • Registration number(s) of other vehicle(s)
   • Description of vehicle(s)
   • Damage to other vehicle(s)
   • Name of insurance company (ies).
4. Obtain name and address of any witnesses.
5. Admission of responsibility or liability must not be made.
6. Circumstances of the accident must not be discussed with anyone other than authorised personnel, e.g. police.
7. Any and all damage must be reported promptly to the Pro Vice-Chancellor (Corporate).
8. Claims, letters of demand, writs, summonses or other legal correspondence received must be forwarded unanswered to Pro Vice-Chancellor (Corporate), immediately on receipt.
C. FUELING OF VEHICLE

1. Drivers must check the fuel level before using a University vehicle. If refuelling is required, this should be carried out at a nominated fuel supplier.

2. Unless specified by the vehicle manufacturer, standard unleaded petrol or diesel must be used.

D. BREAKDOWN

1. In the event of a breakdown or mechanical failure, the vehicle must be removed from the carriageway and secured after ensuring all University and personal possessions are removed from the vehicle.

2. The Transport Officer should be contacted promptly.

3. Arrangements should be made to tow the vehicle to an authorised repairer.
Appendix C

THE SOLOMON ISLANDS NATIONAL UNIVERSITY
VEHICLE LOG SHEET

Department
Log of month of
Vehicle Registration Number
Date of Journey Odometer Reading Kms (Odometer Reading, Start and end of Journey)
Travelled
Purpose of Journey
Name of Driver
Date of Entry
Name of person making entry
Signature of person making entry

For Departmental use only
Began
Ended
Start
Finish