

WOMEN'S UNIVERSITY IN AFRICA



Addressing gender disparity and fostering equity in higher education

MOTOR VEHICLE POLICY

1. Definitions

- 1.1 University Vehicle- Any motor vehicle owned, leased, or hired by the University for official use.
- 1.2 Official Use - Use of a University or personal vehicle strictly for university-related duties, activities and travel authorised by the University.
- 1.3 Personal Use - Use of a personal vehicle for official University business.
- 1.4 Authorised Personal Vehicle - A privately owned vehicle for use on official University business.
- 1.5 Accident - Any incident resulting in damage to a vehicle, injury to a person, or damage to property while operating a University or approved personal vehicle during official duties.
- 1.6 Mileage/Reimbursement Claim - A formal request submitted by staff using a personal vehicle for approved University business.

2. Purpose

The purpose of the policy is to provide a clear framework and guidelines for operating university vehicles at Women's University in Africa.

3. Scope

The scope of the policy covers use of university vehicles by drivers and general staff.

4. Principles Guiding the Policy

- 4.1 Official Use Only - All University except Executive Allocation vehicles shall be used strictly for official University business.
- 4.2 Safety First -The safety of drivers, passengers, and other road users is paramount.
- 4.3 Accountability - All vehicle use must be properly authorised, documented, and reported.
- 4.4 Compliance – All vehicle drivers must comply with national traffic laws, university and insurance requirements.

4.5 Integrity- Any misuse of university vehicles outside of approved conditions will result in disciplinary consequences.

5. Policy Provisions

5.1 Allocation of University vehicles to drivers and staff strictly for official University duties.

5.2 Requirements for eligibility to drive University vehicles, including valid licenses and prior authorisation.

5.3 Authorisation for the use of personal vehicles for university business.

5.4 Procedures for accident reporting, insurance claims, and repairs for vehicles.

5.5 Reimbursement for authorised use of personal vehicles on university business.

5.6 Disciplinary measures for misuse, negligence, or breach of this policy.

6. Roles and Responsibilities

| ROLE | RESPONSIBILITY |
|-----------------------|---|
| University Management | Provide oversight, approve vehicle allocations, and enforce use of motor vehicles. |
| Transport Officer | Manage allocation, scheduling, records, documentation verification, servicing, maintenance, and insurance of university vehicles. |
| Drivers and Staff | Use vehicles strictly for official purposes, drive safely, and report accidents or misuse promptly. |
| Bursar | Ensure insurance coverage for all vehicles and support claims processes for accidents. |

7. Management of pool vehicles

7.1 Sustainability and Efficient Travel

7.1.1 The University is committed to reducing its environmental impact and managing transport costs responsibly.

7.1.2 The following factors should always be considered when determining the most appropriate mode of transport for university travel:

- i. Lowest cost to the University;



- ii. Period of time for which the vehicle is required;
- iii. Length of the trip; and
- iv. Location or distance of travel.

7.2 Alternative and Cost-Effective Travel Arrangements

7.2.1 Where possible, alternatives to physical travel must be considered before any trip is authorised. These may include virtual meetings or other digital communication platforms where the objectives of the meeting can be achieved without travel.

7.2.2 Where physical travel is necessary, cost-effective transport options must be prioritised. These may include the use of transport applications such as Uber or InDrive for local travel, or the use of luxury coaches and other public transport for intercity or external trips where such options are practical and economical.

7.3 Use of Transport Applications

7.3.1 Transport applications (such as InDrive or other approved services) may be used for local trips when University vehicles are unavailable or when their use is not considered cost-effective.

7.3.2 A dedicated mobile phone, configured under the guidance of the ICT Department, shall be used solely by the Transport Officer to manage transport application bookings in a secure and controlled manner.

7.3.3 All transport requests must be submitted to, managed, booked, and dispatched by the Transport Officer.

7.3.4 Details of each trip, including the date, time, destination, and purpose of travel, must be recorded in a serialised hard-copy logbook prior to booking the trip through the transport application.

7.3.5 The logbook shall serve as a manual record and cross-reference for digital receipts and trip records automatically generated by the transport application.

7.3.5 A monthly petty cash allocation, determined based on the average monthly usage of transport applications, shall be provided to facilitate the payment of such trips where required.

7.4 Trip Efficiency and Alternative Transport

7.4.1 Staff travelling to the same destination on the same day or at similar times should, where practical, share transport to minimise costs. Travellers must also ensure that the smallest and most fuel-efficient vehicle suitable for the trip is selected.

7.4.2 Where a staff member is not an approved University driver, consideration should be given to the use of alternative and cost-effective transport options. In such cases, and to reduce travel-related costs, the use of luxury coaches or other suitable public transport may be arranged in

consultation with the staff member and with the approval of the relevant supervisor or Head of Department, provided that such arrangements do not compromise safety, scheduling, or official duties.

7.5 Day to Day Drivers

Staff employed as drivers permanently assigned to pool vehicles and uses, are responsible for the daily care, cleanliness and safe operation of their vehicles. They must report mechanical faults promptly, and drive in a manner that upholds the University's reputation. Bus drivers in particular must maintain accurate passenger manifests, follow designated routes and timetables, and exercise the highest standards of safety and courtesy. Drivers are strictly prohibited from using University vehicles for personal errands or unauthorised trips.

7.5.1 Defensive Driving Requirement

All drivers of university pool vehicles must hold a valid Defensive Driving Certificate. Refresher defensive driving courses shall be undertaken every two years to maintain certification. The cost of training shall be paid by the university.

Staff members who are not ordinarily designated as drivers shall not be allocated or permitted to operate University vehicles unless they have first undergone and successfully passed a competency assessment. The assessment shall verify:

- i. Possession of a valid and appropriate driver's licence.
- ii. Practical driving competence
- iii. Knowledge of road safety regulations and University transport policies

Approval for such staff to operate University vehicles shall be granted by subject to successful completion of the assessment and any other prescribed requirements.

7.6 Vehicle Allocation and Logging

7.6.1 Tracking Systems – All pool vehicles shall be fitted with an approved vehicle tracking system (GPS) to improve security, route monitoring, fuel efficiency and accountability.

7.6.2 Vehicle Branding – Pool vehicles shall be branded in accordance with the University Brand Guidelines, unless security considerations require discretion or the vehicle is hired for a short period.

7.6.3 A vehicle log shall be maintained for every pool vehicle, including buses. Drivers must sign out vehicles before use and record mileage, destination, and purpose. Upon return, drivers must update mileage, fuel consumption, and report any faults or incidents. The security guards at the manning the entrance and gate will maintain a record of the log books.

7.6.4 A log book entry must be completed by the driver at the commencement and completion of each journey for those vehicles fitted with log books. Log books are an important record and care should be taken to ensure they are correctly completed. Incorrect entries may result in a journey being deemed illegal. Any costs incurred by the University as a result will be the responsibility of the relevant employee.



Each log book entry must specify:

- a. the date and time on which the journey began and ended;
- b. the odometer reading at the start and end of the journey;
- c. the length of the journey in kilometres; and
- d. the reason for the journey, not merely the destination.

7.6.5 Where the motor vehicle is used by a driver over more than one day, then each day's travel must be completed in the log book, including where the motor vehicle was garaged overnight. Two or more journeys on the same day in the same vehicle for work purposes can be recorded as one journey. That means that if a vehicle is used only for university purposes on multiple journeys on a particular day, only one log book entry is required for that day.

7.7 Vehicle Inspection Before Issuance

All pool vehicles, including buses, must undergo a pre-trip inspection before being issued. The inspection must cover roadworthiness, including tyres, lights, brakes, mirrors, fuel, oil, and water levels. The driver must sign an inspection checklist before the vehicle is released and the Transport Officer should maintain such record.

7.8 Responsibility While in Use

7.8.1 Fuel Cards – Where fuel cards are issued, they must be used strictly for the assigned vehicle and official University travel. The driver/user must safeguard the fuel card and PIN at all times. Loss, theft or compromise of a fuel card must be reported immediately to the Transport Officer and Bursar for cancellation and investigation.

7.8.2 Towing and Breakdowns – In the event of a breakdown or accident requiring towing, the driver must contact the Transport Officer immediately. Towing arrangements shall be made through approved service providers and in accordance with insurance requirements. Drivers must not authorise towing, repairs or parts purchases without approval, except where necessary to secure the vehicle and passengers from immediate danger. The assigned driver is accountable for the vehicle while in their custody. Any traffic fines incurred are the personal responsibility of the driver.

7.9 Return of Vehicles

7.9.1 Parking Hours and Location – Unless formally authorised, pool vehicles must be parked within university premises between 19:00 and 06:00. Any exception must be approved in writing by Vice Chancellor (or designated authority).

7.9.2 Taking Pool Vehicles Home – Pool vehicle users must not use vehicles for any private travel. A pool vehicle may only be taken home where it is necessary to commence an approved



University journey early the next morning from the employee's home, or where a journey ends after business hours and the vehicle will be returned to the pool early the next morning. Such arrangements must be pre-authorised on the Pool Vehicle Request Form, and the employee remains fully responsible for security and safekeeping of the vehicle overnight.

7.9.3 At the end of use, vehicles must be returned to the designated parking area and inspected by the issuing officer. Any damage, unusual wear, or discrepancies in fuel and mileage must be recorded and reported for follow-up action.

7.10 Records of vehicles and on time processing of vehicles

Record of vehicles from purchase, service and allocation record should be kept by the Transport Officer. The Transport Officer should ensure that all vehicles have the required licensing including current radio license, full license cover and ZINARA license and any other requirement in line with Zimbabwe laws.

8.0 Motor Vehicle and Transport Requisition Policy

8.1 This policy outlines the procedure for requesting and utilising institutional transport, ensuring efficiency, accountability, and vehicle safety.

8.1.1 Pool Vehicle Request Form – All requests to use pool vehicles must be submitted on the approved Pool Vehicle Request Form and authorised in line with this policy. The form shall capture the requester, department, purpose of trip, destination(s), passengers, dates/times, and any special requirements.

8.1.2 Any staff member who is not an approved institutional driver must submit a formal transport request a minimum of seven (7) days in advance of the required date. The request must clearly state the business purpose, destination, and required duration. The completed requisition must first be forwarded to the relevant Departmental Head for initial review and authorisation. Upon Departmental Head approval, the requisition must then be sent to the Transport Office.

8.1.3 Upon receipt of a fully approved requisition, the Transport Officer is responsible for allocating an appropriate vehicle. This allocation process must include actively considering the current pool vehicle availability and reviewing all open requests to combine multiple trips or errands where feasible to ensure maximum cost-efficiency.

8.1.4 For any staff member authorised to drive an institutional vehicle, they must have a current defensive license and formally tested, internally and authorised to drive by the institution prior to the trip. The Transport Office must ensure the driver's authorisation is current before handing over the keys.



8.1.5 A manual accountability procedure must be strictly followed for every trip.

8.1.6 The driver must log out the vehicle on the official logbook or form. This entry must include the driver's signature, date/time out, starting odometer reading, and confirmation that all pre-trip checks have been completed to ensure the vehicle is serviceable and in good condition before departure.

8.1.7 Immediately upon the vehicle's return, the driver must log in the vehicle on the same logbook or form. This entry must include the date/time in, final odometer reading, and confirmation that the vehicle has been returned in good condition and clean.

8.1.8 The Transport Officer is responsible for inspecting the logbook and the physical condition of the vehicle upon its return. If the vehicle is found to be unserviceable, has new damage, or if the driver has failed to comply with the mandated log-in/log-out procedure, the Transport Officer must raise a formal report detailing the non-compliance to the Deputy Registrar (HR) for appropriate action.

8.1.9 Driver Conduct and Code of Conduct – Drivers must comply with the University Code of Conduct, including provisions on alcohol/drinking, smoking, use of cell phones while driving and professional conduct. Driving under the influence of alcohol/drugs, smoking in vehicles, or use of a hand-held cell phone while driving is strictly prohibited and constitutes misconduct.

8.2 Hiring of University Vehicles

The University may hire out vehicles where this does not compromise core operations, subject to availability, risk assessment, insurance cover and approval by the Vice Chancellor or designated person.

8.2.1 Internal Hire by University Projects – University projects and units may request vehicles for project activities. The cost of fuel, driver allowances and any hire/usage charges shall be borne by the project cost centre. Requests must be submitted through the Pool Vehicle Request Form and approved by the Project Lead/PI and the Departmental Head before submission to the Transport Office.

8.2.2 External Hire – External hire to third parties is only permitted under a written hire agreement approved by the Vice Chancellor, supported by proof of payment, indemnities, and insurance confirmation. A responsible University driver should be assigned unless otherwise approved. Any damage, loss or penalties arising from the hire shall be for the hirer's account as per the agreement.

8.3 Board of Trustees and Council Members use of vehicles

When using university vehicles Board and Council members will be assigned a university driver and all usage must be logged and authorised in advance.



8.4 Vehicle Replacement and Fleet Standards

Generally, vehicles will be replaced at a frequency which considers optimal resale value, warranty period, kilometres travelled, increasing maintenance costs, vehicle appearance and operational requirements among others.

The Transport Officer will conduct an annual fleet replacement and assess need for disposal and replacement based on the following:

- i. Vehicles should normally be replaced after the expiration of the manufacturer's warranty.
- ii. Immediate review of repair costs exceed 25% of the vehicle's current market value.
- iii. For Passenger Vehicles 3 to 4 years or 100,000 km whichever occurs first.
- iv. Heavy Vehicles 5 to 8 years or based on specific engine hour thresholds.

9. Accidents

9.1 Accident Reporting Procedures

9.1.1 At the Scene Immediate Requirements

The safety of all parties is the first priority. Should a driver be involved in an accident, they must adhere to the following steps:

- i. Stop the vehicle immediately. Take steps to prevent further incidents (e.g., activating hazard lights).
- ii. Call police and medical services if necessary.
- iii. Under no circumstances should the driver admit fault, discuss liability, or offer settlement to any party at the scene. They should only provide information to the police and university officials.
- iv. Collect critical information from all involved parties and witnesses, including names, contact numbers, addresses, license plates, insurance details, and the location/time of the accident. Take photographs of the scene and all vehicles/property involved, if safe to do so.

9.1.2 Post-Accident Reporting

Prompt internal reporting is mandatory to ensure insurance coverage and timely investigation by following the following guidelines:

- i. The driver must immediately notify the Transport Officer and the Bursar by phone or other immediate means, regardless of the severity of the damage or whether a claim is anticipated.
- ii. The driver must supply the Insurer (through the Transport Officer who takes it to Bursary) with all information pertaining to the incident within 12 hours.
- iii. The driver must fully cooperate with the Transport Officer, y and the Insurers throughout the entire claims and investigation process.



- iv. Failure to report an accident in a timely manner or failure to cooperate with the investigation will be treated as a serious breach of policy and is subject to severe disciplinary action.

9.1.3 Accident Investigation

9.1.3.1 Board of Inquiry on Accidents

The University shall establish a Board of Inquiry to investigate all accidents, incidents, and occupational hazards occurring within its campuses and operational areas.

The Board of Inquiry shall be appointed by the Vice Chancellor or a delegated authority and shall comprise relevant personnel, which may include representatives from Human Resources, Health and Safety, Security, and the affected Department.

The responsibilities of the Board shall include:

- i. Conducting a thorough and impartial investigation into the circumstances surrounding the accident
- ii. Establishing the root cause(s) and contributing factors
- iii. Assessing compliance with University policies, safety procedures, and statutory requirements
- iv. Determining any negligence, misconduct, or system failures
- v. Recommending corrective and preventive measures to mitigate future risks
- vi. Advising on any disciplinary action, where applicable

The Board shall submit a written report with findings and recommendations within a prescribed timeframe to Management and, where necessary, to the relevant Board or Committee of Council.

After an accident, the review will focus to determine the preventability of the accident. Disciplinary action is invoked only for accidents officially classified as preventable due to driver error or policy violation. This disciplinary action is always in addition to general progressive discipline and financial liabilities.

9.1.4 Progressive Disciplinary Tiers

Consequences are tiered over a two-year period based on the accumulation of preventable accidents as follows:

- i. First Preventable Accident -The employee faces immediate and mandatory enrollment in, and successful completion of, a Defensive Driving Course (DDC). Driving privileges are suspended until DDC certification is renewed.
- ii. Second Preventable Accident - The consequence is a minimum forced vacation leave month and loss of all university driving privileges. Reinstatement is conditional upon a formal Driver Competency Review.
- iii. Third Preventable Accident -This results in the permanent revocation of all Company



driving privileges termination of employment being a serious consideration.

9.1.5 The above penalties will be imposed after a disciplinary hearing has been done and an employee has been found guilty of offence.

10. Use Of Private Vehicles on University Business

10.1 Employees may use their private vehicles for official University business only with the express written of the Vice Chancellor or an authorised delegate.

10.2 Approval shall be granted only where a University vehicle is not available, and the travel is essential for official duties.

10.3 Reimbursement rates shall be calculated based on the prevailing Automobile Association (AA) and a monthly mileage ceiling per month as approved from time to time by Council will be used to make calculations.

10.4 Employees who are not entitled to a personal-use vehicle under their conditions of service must obtain prior written approval before utilising their private vehicle for approved University business.

10.5 Claims for reimbursement must be supported by official authorisation, details of the trip undertaken, distance covered, and proof of expenditure where applicable.

10.6 The University shall not be liable for any damage, loss, or injury arising from the use of private vehicles for official purposes. Employees are required to ensure that their private vehicles are roadworthy, insured, and licensed at the time of use.

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