


WOMEN'S UNIVERSITY IN AFRICA



ADDRESSING GENDER DISPARITY AND FOSTERING EQUITY IN UNIVERSITY EDUCATION


MOTOR VEHICLE

POLICY


Document Name	Pool vehicle Policy	 WUA
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WOMEN'S UNIVERSITY IN AFRICA MOTOR VEHICLE POLICY

1. Preamble

- 1.1 This policy outlines the management and/or administration of the Women's University in Africa (**hereunder referred to as 'the University'**) motor vehicles. The Policy is in line with the Road Traffic Act Chapter 13:11, Insurance Act Chapter 24:07 and the Vehicle Registration and Licensing Act Chapter 14:14.
- 1.2 The Women's University in Africa motor vehicles shall be grouped into three (3) categories, namely, Personal Issue vehicles, Access vehicles and Pool vehicles.
- 1.3 All University motor vehicles shall be used in accordance with this policy.

2. Purpose

The purpose of this policy is to provide guidelines for the safe, economic and reliable use of University vehicles.


3. Scope

The policy applies to all Women's University in Africa staff members with access to, or responsibility for, a vehicle used for University business.

4. Responsibility


The Deputy Director, Operations shall be responsible for the implementation of this policy.

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The logo of Women's University in Africa (WUA) is located in the bottom right corner of the table. It features a circular emblem with a map of Africa in the background, a green book in the foreground, and a green female symbol. Below the emblem, the letters 'WUA' are written in a bold, black, sans-serif font.

5. Definitions

- 5.1 **University vehicle** is any type of car the institution assigns to employees to support their transportation needs for their jobs.
- 5.2 **Official use** means the authorised use of a WUA vehicle to conduct official University business.
- 5.3 **Non-Official use** is all other unauthorised use of University vehicle.
- 5.4 **Personal Issue vehicles** are those vehicles allocated to designated posts which are offered to the user after the expiry of their contracts.
- 5.5 **Access motor vehicle** shall be a motor vehicle allocated to a Department/Section and accessed by the Head of Department/Section or a member of his/her Department/Section.
- 5.6 **Pool vehicles** are those vehicles reserved by the University for the purpose of carrying out University business.
- 5.5 **Heavy vehicle** shall be a motor vehicle exceeding 2 300 net mass.
- 5.6 **Motor vehicle accident** shall be when a motor vehicle collides with another motor vehicle, pedestrian, animal, road debris, other stationery obstructers, such as a tree, pole or building.
- 5.7 **University driver** is a staff member employed as a driver of the University motor vehicles.
- 5.8 **Board of Inquiry** is an investigation carried out to determine the cause of an incident or accident involving University motor vehicle.

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6. Acronyms

AAZ	Automobile Association of Zimbabwe
ATD	Authority to Drive
RTA	Road Traffic Accident
WUA	Women's University in Africa
USD	United States Dollars
ZBC	Zimbabwe Broadcasting Authority
ZIMRA	Zimbabwe Revenue Authority
ZINARA	Zimbabwe National Roads Authority

7. References


This policy makes reference to the following references:

- 7.1 Zimbabwe Road Traffic Act Chapter 13:11
- 7.2 Zimbabwe Insurance Act Chapter 24:07
- 7.3 Zimbabwe Motor Vehicle Registration and License Act Chapter 13:14
- 7.4 Police Motor Vehicle Traffic Accident Reports
- 7.5 WUA Human Resources Policy/Manual
- 7.7 WUA Employment Code of Conduct

8. Principles

Those responsible for WUA vehicle management are to be guided by the following principles:

- 8.1 Ensure integrity and accuracy in administrative recording and use of vehicles;
- 8.2 Ensure the safety and security of all vehicle occupants in accordance with University policy and legislation governing vehicle use;
- 8.3 Promote due care and attention to the security, control, and maintenance of University vehicles;

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8.4 Safeguard University interests in the case of incidents, accidents or theft of vehicles.

9. Categories of the University Motor Vehicles

The University shall have three (3) categories of motor vehicles as follows:


- Personal Issue Vehicles;
- Access Vehicles; and
- Pool Vehicles.

9.1 Personal Issue Vehicles

The University shall issue condition of service motor vehicles to members of Senior Management as per their employment contracts.

9.1.1 Rationale for allocation of Personal Issue Vehicles

The purpose of allocating vehicles to designated staff is to enhance their terms and conditions of service so that the University can attract and retain high caliber staff with the requisite managerial and technical skills. The continued success of the University is dependent upon its ability to attract and retain high achievers that are offered contract and performance related positions. The motor vehicle scheme/policy shall be an integral part of the University performance management system. The motor vehicles shall remain the property of the University during the tenure of the Senior Manager.

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9.1.2 Vehicle allocation

The vehicles will be allocated on a grade basis and until advised otherwise, will be as detailed hereunder with eligible employees having a vehicle option within the particular grade subject to changes that may be introduced from time to time.

The allocation shall normally be based on engine capacity i.e. 1500cc - 3500cc.


Level	Post	Description of Vehicle	Engine Capacity	Price Limit
1	Vice Chancellor	Saloon or 4x4 Vehicle	Up to 3.5 litre	Up to USD70 000.00
2	Pro Vice Chancellor	Saloon or 4x4 Vehicle	Up to 3.0 litre	Up to USD60 000.00
3	Registrar, Bursar, Information Technologist & Librarian	Saloon or Twin Cab	Up to 2.5 litre	Up to USD55 000.00

A list of the vehicles within the categories defined above will be made available separately to the qualifying employees. The said list will be updated from time to time in line with changes within the vehicle market.

Senior Managers are issued with University vehicles as part of their terms and conditions of service. The vehicles are both for business and private use. The vehicles belong to the University and are given to the employee as a taxable benefit and members do not receive a transport allowance.

9.1.3 Declaration of Taxable Benefit

Section 8 (i)(f) of the Income Tax, Chapter 23:06 of 1996 as amended requires that an amount equal to the value of an advantage or benefit in respect of employment shall be included in the gross income of an individual. These taxable benefit levels will be reviewed from time to time in line with changes in tax legislation.


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9.1.4 Registration and Safekeeping of personal issues vehicles

- i) The personal issue vehicle will be registered in the name of the Women's University in Africa and the ownership will vest in the University. In addition, the University will hold the registration book and insurance cover note, and will issue these to individual employees only whilst the vehicles are authorised to be out of the country. Approval by the Vice Chancellor is necessary should any proposed journey at any time be outside Zimbabwe. Responsibility for safe keeping, cleanliness and general condition of the vehicle will solely rest with the employee.
- ii) Every effort should be made to ensure that the vehicle is parked in a safe place, securely locked and that alarms and tracking devices (where applicable) are always in good working order.
- iii) Where the vehicle has been stolen and, in the sole opinion of the University, such loss is a result of the employee's negligence, the insurance policy excess shall be borne by the employee.
- iv) The employee will be responsible for ensuring that the necessary fluid levels, correct tyre pressures and operating instructions listed in the manufacturer's handbook will be maintained and strictly adhered to. In addition, the vehicle must not be used if it is in an un-roadworthy condition, or if it manifests any defect which, if not attended to, could result in damage.

9.1.5 Usage

- i) A University vehicle is allocated for use by employees primarily on the business of the University and will be required to be used on all business trips and to be available during normal working hours. In this regard employees will be provided with monthly fuel allocations at rates approved by the University.

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- ii) The vehicle may be used outside working hours, at weekends, on leave and on holidays. During these periods, the vehicle should be driven by the employee, but he/she may permit their spouse/child to drive. The employee will be expected to lodge the particulars, especially copies of the driver's license of the authorised driver with the University.
- iii) No University vehicle may be taken out of the country without the express permission of the Vice Chancellor. In addition, the necessary police clearance will have to be obtained and arrangements should be made approximately two weeks in advance.

9.1.6 Accident Procedure, Insurance Claims and Payment of Expenses

- i) It has to be noted, however, that in the event that the employee (or his/her spouse or authorised driver) is found to be at fault in causing an accident and, hence, damage to the vehicle, the excess on the insurance policy will be for her/his account and can only be waived at the University entire and unfettered discretion.
- ii) The University reserves the right to withdraw a vehicle permanently or for a temporary period in the event of repeated accidents or in circumstances where the vehicle is written off as a result of an employee's negligence or that of the authorised driver.
- iii) The University shall not accept liability for traffic offences or civil claims arising from the use of the vehicle. To that effect, as a condition on issuance of the vehicle, the employee shall indemnify the University for all such liability in the event that the University is forced to pay part or the whole amount of any liability, including the cost of legal proceedings arising from the use of the vehicle by the employee.

9.1.7 Lifespan of the Personal Issue Vehicle

- i) Brand new vehicles shall have a stipulated life span of at least five (5) years as dictated by depreciation values.

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- ii) In the event that the University issues a second hand vehicle to a Senior Manager, such vehicle will have a lifespan of three (3) years and will be disposed at 20% of purchase value.

9.1.8 Disposal of Personal Issue Vehicle

- i) Where a personal issue vehicle has been allocated to an employee, the employee shall be given the first option to purchase the vehicle.
- ii) The employee shall be entitled to purchase the vehicle they were using at the expiration of five (5) years in the case of a brand new vehicle and three (3) years in the case of a second hand vehicle. In this regard, the employee shall have the right of first refusal to purchase the said vehicle.

9.1.8.1 The disposal price of the vehicle will be calculated as follows:

- i) On date of disposal, the USD cost of the vehicle at the time of purchase would be depreciated by 20% for each year of use, for the first five (5) years or at market value in the case of second hand vehicles.
- ii) Consideration for such a benefit will be dependent on the individual employee performance and the employee must have had the use of the vehicle for at least two (2) years.
- iii) The entitlement and right of first refusal to purchase the vehicle stipulated above shall similarly apply in the event of termination of employment before the expiration of four/five years with respect to termination resulting from early or normal retirement, and retrenchment provided that the purchase price shall be proportionately increased to reflect the unexpired period to the requisite five years.
- iv) Employees resigning from the service of the University before completing five years of service in the case of brand new vehicles and before completing three years in the case of second hand vehicles shall not be entitled to the right of first refusal to purchase the vehicle

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and any offer to purchase the vehicle to such an employee shall be at the University's entire and unfettered discretion.


- v) The sale of a vehicle to an employee on termination of employment through dismissal for any misconduct shall be at the absolute discretion of the University and the dismissed employee shall not be vested with any right whatsoever with respect to the vehicle and its purchase.
- vi) Where an employee does not purchase a personal issue vehicle, then the disposal of such vehicle shall be by University auction (restricted to bona fide employees of the University who will have served the University for at least one year).
- vii) Any vehicle sold in terms of this section shall be disposed of "voetstoets" and any tax liability that may arise as a result of the sale shall be for employee's account. Currently that liability is calculated at 5% of market value, as estimated by ZIMRA.

9.2 Access Vehicles

- i) The University shall allocate access vehicles to Departments/Sections subject to availability and the motor vehicles shall be accessed by the Department/Section Heads.
- ii) The Deputy Director, Operations shall allocate a motor vehicle to a Department/Section after approval from the Vice Chancellor.

9.2.1 Access Vehicle Usage

- i) The access motor vehicle shall be used to carry out the Department/Section business.
- ii) Other conditions of use are the same as applicable to personal issue vehicles as indicated in section 9.1.5 of this policy.

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- iii) The University shall effect motoring benefits to access motor vehicle users.
- iv) Access vehicle users shall be required to submit motor vehicle motor vehicle mileages at the end of each month to Works and Estates Section.

9.2.2 Disposal of Access Vehicles


- i) Disposal of access vehicles shall be in line with the University Moveable Asset Disposal Policy.

9.3 Pool Vehicles

- i) Pool vehicles are those vehicles reserved by the University for the purpose of carrying out University business.
- ii) Pool vehicles shall be managed under the Works and Estates Section.
- iii) Unit Heads shall request the service of pool motor vehicles using the Transport Request Form for University business.
- iv) The Transport Officer shall allocate a pool motor vehicle to users upon request to carry out University business.
- v) Pool vehicles shall be driven by University Drivers of any staff member who has an Authority to drive University vehicles.

9.3.1 Procedure when requesting for pool vehicles

- i) All Departments/Sections of the University may request vehicles for use from the Transport officer through the Works and Estates Section.
- ii) Departments/Sections should fill in the Vehicle Request Form and which should be approved by the Head of Department and submitted to the Works and Estates Section for processing.
- iii) The Transport and Logistics Officer will allocate an appropriate vehicle for use.

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- iv) Documentation relating to the request and issue of vehicle shall be appropriately filed for future reference.


9.3.2 Disposal of Pool Vehicles

- i) The following categories of vehicles may from time to time be subject to disposal action:
- Accident damaged vehicles which are no longer economic to repair.
 - Vehicles which have been identified to be no longer economic to maintain due to costly and frequent breakdowns
 - Vehicles which have outlived their lifespan and are due for replacement.
- ii) Disposal of vehicles shall be in line with the University moveable asset disposal policy.

10. General Provisions for Operation of University Vehicles

10.1 Occupational Safety and Health Inspections and Requirements


- i) As a measure to promote safety, staff members driving University vehicles shall, before use, inspect the vehicle and be continuously alert, taking note of any problems that may develop rendering the vehicle unsafe for use and shall immediately report any such problems to the Transport and Logistics Officer/Senior Driver in order to minimize the prevalence of occurrence of accidents.
- ii) Staff driving University vehicles shall, before use, inspect the vehicle for any damage and to check for availability and adequacy of insurance cover note, license disk, radio license, jack, wheel spanner, red triangles and reflective jacket. The driver must also check for adequacy of oil levels, coolant level in the coolant expansion tank and that all lights are in good working order.

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- iii) Staff driving University vehicles must ensure that there is a University provided Vehicle Log Book and shall complete the Log Book in line with guidelines provided by Transport and Logistics Officer, before commencing each trip and upon arriving at each destination.
- iv) Drivers shall exercise due care to prevent damage and avoidable wear and tear through observing the harmful environments as well as conditions of roads (including pot holes).
- v) Staff driving University vehicles shall ensure that the vehicles are parked in safe and secure places at all times and in the event that any vehicle is parked away from the University designated parking overnight, the vehicle shall be parked in a safe and secure parking place preferably a police station.
- vi) The Transport and Logistics Officer shall inspect all the University vehicles on a weekly basis to check their fitness and ensure that they are safe for staff members. The reports are submitted to the Deputy Director, Operations for perusal and implementing any recommendations.

10.2 Provision of Transport to Staff

- i) The University shall provide transport to ferry staff members from a central point in the central business district (CBD) to the University Campus on normal working days. This arrangement is only applicable to Harare campus staff because of the location of the campus.
- ii) Staff on approved overtime may be provided with transport from the campus to their homes on condition of availability of vehicles. Prior communication about the intended overtime and request for transport service should be made with the Human Resources and Administration office.
- iii) Transport shall only be provided where staff shall be working overtime and finishing after 1800 hours, Monday to Sunday.

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- iv) All staff working overtime and finishing before 1800 hours on any day shall not be provided with transport unless certain special circumstances like sickness demand that the member of staff be transported home.

10.3 Carrying of Passengers on University Motor Vehicles

- i) University-staff members, allocated issue and access motor vehicles, shall be allowed to carry their immediate family members as passengers.
- ii) In the event of carrying family members, the University shall be indemnified against the University staff member.
- iii) All non-WUA staff members shall ride the University motor vehicles upon approval of the University Indemnity Forms.
- iv) University buses shall not carry any standing passengers.
- v) No unauthorised passengers shall be carried as passengers in the University motor vehicles.

10.4 Use of WUA Indemnity Forms

- i) A Department/Section that requires non-WUA members to be passengers in WUA motor vehicles (be it hired or internal motor vehicle) shall seek authority from the Registrar through the Deputy Director, Operations for such a service.
- ii) The Department/Section Head shall provide the Indemnity Forms to the non-WUA members for completion.
- iii) The Registrar shall approve the Indemnity Forms.

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- iv) Department/Section Head shall retain one (1) copy and the other copy shall be given to the passenger.
- v) University drivers shall not transport non-WUA staff members without approved Indemnity Forms.

10.5 Vehicle Log Books


- i) All University motor vehicles shall have log books save for those issued to Senior Management.
- ii) Senior Management have no allocated mileages and are not expected to fill in log books. The Works and Estates Section shall only monitor the vehicle services.
- iii) University drivers or authorised users shall require vehicle log books authorisation before driving a University vehicles.
- iv) University drivers shall be required to complete vehicle log books for every task performed.
- v) Access motor vehicle users shall be required to submit motor vehicle mileages to the Deputy Director, Operations at the end of each month.

10.6 Vehicle Handover and Takeover

- i) The Handover and Takeover Form shall be completed in duplicate whenever a University vehicle changes hands from one driver to the next.
- ii) A vehicle log book shall be handed over together with the motor vehicle.

10.7 Authority to Drive University Vehicles


- i) All staff members other than Senior Management and University Drivers must have Authority to Drive (ATD) University motor vehicles.

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- ii) Staff members shall apply for Authority to Drive (ATD) through their Department/Section Head by completing the relevant application forms and submitting them to the Deputy Director, Operations.
- iii) A photocopy of a valid driver's license must be attached to the application form.
- iv) To be issued with an Authority to Drive, a staff member shall meet the following criteria:
 - a) be 24 years and above;
 - b) be in possession of a valid National Drivers' License;
 - c) the license shall be at least 2 (two) years old;
 - d) the applicant shall exhibit undisputed proof of driving experience; and
 - e) the license shall be for a motor vehicle class the applicant desires to drive.
- v) The applicant shall undergo a road test conducted by a Committee which shall recommend issuance of Authority to Drive or non-issuance depending on the score achieved.
- vi) The Committee shall be composed of seasoned and senior members of staff, Transport and Logistics Officer/Senior Driver and a University Driver.

10.8 Road Traffic Accidents


- i) All road traffic accidents involving University motor vehicles, irrespective of the nature or severity thereof, shall be reported, immediately to the nearest Zimbabwe Republic Police (ZRP) within 24 hours of occurrence.
- ii) University drivers and vehicle users shall communicate with the Transport and Logistics Officer whilst still at the scene of accident.
- iii) Towing of the motor vehicle from the scene of accident shall be facilitated by the Transport and Logistics Officer through the vehicle insurer.
- iv) The University driver or the University motor vehicle user shall officially write a memorandum to Deputy Director, Operations informing him/her about the road traffic accident within 48 hours.

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- v) The University driver or the motor vehicle user shall submit the motor vehicle log book/sheet showing the details of the trip.
- vi) Any willful misrepresentation or concealment of the circumstances or details of the accident shall be an offence.
- vii) University drivers and motor vehicle users shall obtain a Police Report and submit to Deputy Director, Operations within 5 days after the accident.
- viii) The University driver or the University motor vehicle user shall complete the insurance claim forms attaching a copy of his/her driver's license.
- ix) The Transport and Logistics Officer shall inform the insurer through an e-mail within 2 days from the date of motor vehicle accident.
- x) The Transport and Logistics Officer shall deliver the damaged motor vehicle to the designated garage for repairs.
- xi) The Deputy Director, Operations shall report the RTA to the Vice Chancellor who shall convene a Board of Inquiry within 7 days.

10.9. Fines

- i) Should any driver of a WUA vehicle, whilst in his/her possession, receive a parking ticket or a police docket for an infringement of any requirements relating to the Roads and Traffic Act or Local Authority by laws or any traffic related laws, such a driver shall be responsible for the timeous payment of any fine that may be imposed by the authorities or failing which she/he shall be liable for any punishment under the law.
- ii) WUA shall not be held responsible for any offence committed under the roads and Roads Traffic Act or any Local Authority by Laws or any traffic related laws, by any of its drivers.

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10.10 Motor vehicle breakdown

- i) University drivers and motor vehicle users shall communicate with the Transport and Logistics Officer whenever there is a motor vehicle breakdown.
- ii) The Transport and Logistics Officer shall arrange the recovery of the motor vehicle.
- iii) The University driver or motor vehicle user shall not leave the motor vehicle until the recovery is done.
- iv) The University driver or motor vehicle user shall officially write a memorandum to the Deputy Director, Operations explaining the circumstances surrounding the breakdown of the motor vehicle within 24 hours.
- v) The motor vehicle shall be assessed to determine the causes of the break down with the assistant of a reputable garage.
- vi) If the breakdown was caused by the staff member, a report shall be made to the Vice Chancellor who shall convene a Board of Inquiry.

10.11 Suspension from driving University vehicles

- i) The University shall suspend University drivers and motor vehicle users under the following circumstances: On payment of an Admission of Guilty fine to the Police after a road traffic accident.
 - a. Interference with or willful damages to a University motor vehicle or its accessories.
 - b. Driving a University motor vehicle on a journey or for a purpose which was not authorised by the University.
 - c. Being involved in an accident whilst driving a University motor vehicle during the night after the University cut off times.
 - d. Carrying unauthorized passengers.
 - e. A breakdown of a University motor vehicle and the garage report indicates that the breakdown was caused by the driver's negligence.
 - f. Using a University motor vehicle for personal gain or reward.


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The logo for WUA (Works and Estates Section) features a stylized map of Africa in the background, with a green leaf-like shape in the foreground. Below the map is a green book with a yellow spine. The letters 'WUA' are printed in a bold, black, sans-serif font at the bottom of the logo.

- g. Writing incorrect information on the motor vehicle log book.

10.12 University Motor Vehicle Boards of Inquiry

- i) The University shall constitute Boards of Inquiry whenever a University motor vehicle has been involved in an accident or breakdown associated with negligence.
- ii) The Board of Inquiry shall be constituted by the Vice Chancellor.
- iii) The Board shall assess the circumstances of accidents or damage to University vehicles and determine whether the employee was liable, negligent or blameworthy in the matter.
- iv) The Board shall establish findings and submit its recommendations to the Vice Chancellor.
- v) A Board of Inquiry shall be constituted by the Vice Chancellor under the following circumstances:
 - a) Where an accident with a university vehicle is reported. The Board of Inquiry shall convene within 14 days.
 - b) Where a University driver or motor vehicle user pays an Admission of Guilt fine to the Police after a road traffic accident.
 - c) Driving a University motor vehicle on a journey or for a purpose which was not authorised by the University and the motor vehicle gets involved in an accident.
 - d) Being involved in an accident whilst driving a University motor vehicle during the night after the University cut off times.
 - e) A breakdown of a University motor vehicle and the garage report indicates that the breakdown was caused by the driver’s negligence.
 - f) Breakages of windscreen, window panes headlamps and tail lamps.
 - g) Driving a University motor vehicle on a journey or for a purpose which was not authorized by the University.
 - h) Carrying unauthorised passengers.
 - i) Using a University motor vehicle for personal gain or reward.

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10.13 Motor vehicle traffic accidents that shall not be referred to a Board of Inquiry


- i) The University shall not refer motor vehicle traffic accidents under the following circumstances:
 - a) Where a breakdown of a motor vehicle's garage report does not indicate that the breakdown was caused by the driver's negligence.
 - b) Where a University motor vehicle is involved in an accident whilst properly parked at a designated place.

10.14 Motor Vehicle Repairs and Maintenance

- i) The University motor vehicles shall be maintained and repaired as per the Motor Vehicle Service Schedule and the Human Resources and Administration Section, Transport Unit shall be responsible for servicing and repairing of all the University motor vehicles.
- ii) The Senior Driver shall be responsible for servicing and repairs of all University vehicles.
- iii) It is the responsibility of the users of allocated vehicles to ensure regular servicing of their vehicles, through the Transport Section;
- iv) The University motor vehicles shall only be repaired and serviced by an approved dealer or garage.
- v) Motor vehicles that are not roadworthy shall not be driven.
- vi) Tyres, windscreens, batteries and any major spares replaced shall remain the property of the University and shall be surrendered to the Stores Section by University drivers after servicing of motor vehicles.

10.15 Security of University Vehicles

- i) It is expected that all pool vehicles should be parked at their respective locations by 1600 hours between Monday and Thursday and 1500 hours on Fridays.

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- ii) The keys of all pool vehicles shall be surrendered to the Senior Driver for safe keeping after usage of vehicle.
- iii) In the event of an employee or driver arriving after at the University campus after the normal working hours, the driver shall surrender the keys to the Security Guard manning the University campus.
- iv) Vehicles kept overnight away from the usual designated place of parking, shall be kept in a secure place, such as the nearest police station.

10.16 Licensing and Insurance of University Vehicles

- i) At the beginning of each year, the Transport and Logistics Officer shall use the Motor Vehicle Master Register to prepare a schedule of the all University fleet that require vehicle licensing, insurance and radio licensing.
- ii) The Transport and Logistics Officer shall collect proforma invoices from the Zimbabwe National Roads Authority (ZINARA), Zimbabwe Broadcasting Corporation (ZBC) and vehicle insurance companies to ascertain the charges for each vehicle and proceed to make requisitions for release of funds for payment of the same.

10.17 Official Driving Time Control

- i) University vehicles shall be driven between 0600hrs and 2000hrs unless approved by the Deputy Director, Operations.
- ii) Staff members travelling out of town who project that travelling time might be beyond 0600hrs and 2000hrs should request for travel and subsistence fees from the Bursar’s Department.

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10.18 Use of Private Vehicles on University Business

- i) The use of private vehicles on University business is permitted with express authority from the Vice Chancellor.
- ii) Allowances in respect thereof shall be determined by the University from time to time taking cognizance of prevailing AAZ rates.
- iii) In addition the University will carry the normal repair and maintenance cost of the said personal vehicle.

10.18 Expense Claims


- i) Claims for expenses incurred on University business must be authorised by the individual's Head of Department, the Deputy Director, Operations and Bursar.
- ii) Staff members are entitled to claim reimbursements for fuel costs incurred in the use of their private vehicles on University business

10.19 Vehicle Records

- i) The Registration Books and Insurance Policies of all vehicles shall be managed by the Transport and Logistics Officer and kept in a safe in the Deputy Director, Operations office.

10.19.1 Vehicle Master Asset Register

- i) A vehicle master asset register for all University vehicles shall be maintained by the Transport and logistics Officer.
- ii) The register shall contain the following information:
 - Date of acquisition
 - make
 - model or description

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- colour
- registration number
- name of supplier
- historical cost
- cost centre/location


iii) There shall be an asset register for tools and consumables. In this register it is where all accessories of vehicles are recorded.

10.20 Legal and Other Requirements

- i) All provisions of the Road Traffic Safety Act shall be observed at all times.

11. Accountability

Deviation from this policy shall be regarded as inappropriate and amounts to abuse of assets belonging to the University and is subject to relevant disciplinary action being taken as prescribed in the WUA Employment Code of Conduct.

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