



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

DOCUMENT : PROCEDURE FOR TRANSPORT AND PLANT MANAGEMENT

DOC. NO : JOOUST /PAF/CS/TRP/OP 30

AUTHORIZED BY: DEPUTY VICE-CHANCELLOR SIGNATURE: [Signature]
PLANNING, ADMINISTRATION AND FINANCE

ISSUED BY : TRANSPORT & PLANT MANAGER SIGNATURE: [Signature]

0.1 DOCUMENT DISTRIBUTION

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0.2 DOCUMENT CHANGES

DATE	CHANGES	AUTHORIZED BY
15/03/2024	- Changed signatories.
	- Reviewed timelines
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1.0 **Purpose:** To provide efficient and effective transport and plant management in JOOUST.

2.0 **Scope:** This procedure covers all the transport and plant services

3.0 References

- i. ISO 9001:2015 Standard
- ii. JOOUST Quality Manual
- iii. JOOUST Statutes
- iv. Traffic Laws of Kenya
- v. Government Vehicle Check Unit Checklist
- vi. Government Circulars

4.0 Abbreviations, Acronyms and Definitions

- i. JOOUST: Jaramogi Oginga Odinga University of Science and Technology
- ii. HoD : Head of Department
- iii. TRF : Transport Requisition Form
- iv. WRF : Work Requisition Form
- v. TPM : Transport and Plant Manager
- vi. Fleet : The University Vehicles
- vii. Plant and Machinery: The University Generator, pumps, tractor, chiller
- viii. User: The officer requisitioning the service

5.0 Responsibility: The Transport Officer shall be responsible for the implementation and effective supervision of this procedure.

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6.0 Method:

6.1 .0 Transport

- 6.1.1 Upon approval, the user shall fill in the TRF and forward it to the transport office one week before day of travel.
- 6.1.2 The TPM shall comment and forward the request to HOD within 24 hours for approval.
- 6.1.3 The user shall ensure the TRF is duly signed before the start of the journey.
- 6.1.4 The user shall sign the work ticket accordingly before the commencement of a trip.
- 6.1.5 The driver shall ensure safe and proper use of the vehicle allocated to him by observing the traffic laws and the University transport policy.
- 6.1.6 The driver shall complete the inspection form upon return and mark ON/OFF date and time for the journey.
- 6.1.7 The TPM shall liaise with the Finance Officer on timely fueling of vehicles and renewal of cards after approval by the DVC PAF.
- 6.1.8 The TPM shall review transport services and downtime at intervals of not exceeding three months and make recommendations to the R(PA) follow-up.
- 6.1.9 The driver/user shall immediately notify the PTM and brief him in case of an accident.
- 6.1.10 The Transport Officer shall Immediately inform DVC PAF Through the R(PA) on an accident and the Insurance Company within 12 hours.

6.2.0 Maintenance & Repair of Vehicles, Plant and Machinery

- 6.2.1 The TPM shall perform a maintenance schedule at the beginning of every financial year to the respective equipment maintenance /service requirements.
- 6.2.2 The TPM shall ensure the vehicles and plants and serviced by the maintenance schedule and approval from the DVC (PAF) through the R(PA)
- 6.2.2 The user shall fill in the WRF/SRN and forward it to the Transport Unit in the case of repairs.

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- 6.2.2 The Plant Officer shall visit and verify the defects in the maintenance schedule and forward within one day to the TPM for consideration.
- 6.2.3 The TPM shall consider and forward the request within one day to DVC (PAF) through the R (PA) for approval.
- 6.2.4 The TPM in consultation with the R (PA) shall determine whether the vehicle/plant/equipment shall be repaired internally or externally.

Internal repairs

- 6.2.5 The TPM shall request in writing to the R (PA) for authority to repair and purchase of spare parts in cases of minor defects.
- 6.2.6 For repairs above 10,000/= the TPM shall forward to Procurement Officer to purchase the spare parts.
- 6.2.7 The Mechanic shall ensure the vehicle/plant/equipment is repaired and tested within three days.
- 6.2.8 The TPM shall inspect and test the vehicle/plant/equipment and ascertain that it has been effectively repaired.

External repairs

- 6.2.9 The TPM shall request in writing to the R(PA) for authority to repair externally the vehicle/plant/equipment.
- 6.2.10 The TPM shall forward the request to engage an external service to the Procurement officer.
- 6.2.11 The TPM shall avail the vehicle/plant/equipment to the external mechanics for repairs.
- 6.2.12 The Mechanic shall visit the external workshop after the repairs and test the vehicle/plant/equipment before bringing it back to the University in case the repairs were done outside.
- 6.2.13 The Mechanic shall hand over the repaired vehicle/plant/equipment to the TPM.

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- 6.2.14 The TPM shall document all maintenance or service activities in the schedule within the transport and plant IT system and prepare report quarterly.
- 6.2.15 The TPM shall review maintenance costs and downtime at intervals of not exceeding three months and making recommendations to the R(PA) for improvement.

6.3. Emergency Measures on Vehicle Request or Machinery and Plant Breakdown

- 6.3.1 The user shall immediately inform the Transport Clerk or Plant Officer of the service need in regard to vehicle use or the operation of the machines.
- 6.3.2. The Plant Officer shall within 24 hours verify the defects and advice on necessary action.
- 6.3.3 The Transport Clerk shall immediately record the incident and corrective action on the emergency book which is counter signed by the TPM.
- 6.3.4 The TPM shall in consultation with the R(PA) ensure the emergency is attended to within one day.
- 6.3.5 The TPM shall review all the emergencies data at interval of not exceeding three months and make recommendations to the R(PA) for improvement.
- 6.3.6 For use of ambulance, the TPM will liaise with the Medical Officer for its effective use.

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