

HAZARA UNIVERSITY, TRANSPORT RULES, 2023

1. Short title, extent, commencement and application

1.1 These rules shall be called Hazara University Transport Rules, 2023 framed under Section 31 (2) of Khyber Pakhtunkhwa Universities Act 2012 amended from time to time.

1.2 These rules shall come into force with immediate effect and shall be applicable to all the university employees.

2. Definitions

In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

- a. "University" means the Hazara University Mansehra;
- b. "Department/Institute/College/Centre/Section" means a Teaching Department/Institute/College/Centre/Administrative Section established and maintained by the University;
- c. "Transport Officer/Official" means any Officer/Official of Hazara University, to whom the Vice Chancellor has delegated the functions of Transport Office;
- d. "Student" means any person who is enrolled in any Department/ academic program of the University;
- e. "Employee" means a regular employee (BPS/TTS) of the University;
- f. "Vehicle" means any type of motor vehicle, including: vehicles purchased by the University; donated to the University or its department for a particular use; or purchased by a department from its R&D project fund or Department Development Fund;
- g. "Vehicle Operating Cost" means cost of fuel consumption, engine oil, tyres, maintenance and repairs alongside charges paid as overtime and daily allowance to drivers and cleaners under the rules;
- h. "Official duty" or "Official Business" means a journey performed with the approval of Competent Authority in the interest of the University from office or residence to a place where the presence of the employee is required for official work;
- i. 'Operational Vehicle' means a motor vehicle used by the employee of a technical department for operational duties.

3. Transport Standing Committee

There shall be a Transport Standing Committee comprising of the following members:

- a. Pro-Vice Chancellor (Convener)
- b. One member of Syndicate (from University to be nominated by the Vice Chancellor)

- c. Director Administration
- d. Treasurer or Nominee
- e. Registrar or nominee
- f. Transport Officer cum Secreatry
- g. Procurment Officer

All members other than ex officio members shall be appointed for a period of three years.
In case there is no Pro-VC, the meeting shall be convened/chaired by Senior most Dean.

3.1 Responsibilities of Transport Standing Committee

Transport Standing Committee shall be responsible for:

- a. Managing and authorizing the repair and maintenance of University Vehicles;
- b. Periodic inspection of vehicles;
- c. Assessing the requirements of transport section;
- d. Recommending the purchase of new vehicles;
- e. Recommending and managing the auction of old vehicles/Tyres/Batteries/Materials.

4. Transport Office/Section

4.1 There shall be a Transport Office to manage the transport fleet of the University.

Transport office shall comprise of the following employees:

4.2 Transport Officer

Transport officer shall be the officer 'Incharge' of transport Office.

Transport officer shall be responsible for:

- a. Assigning duties to the drivers, mechanics, supervisors, and other staff of the transport office.
- b. Keeping all the vehicles in the university transport fleet in their custody unless otherwise allotted to an officer entitled by designation or to a department for official use.
- c. Authorizing movement of university vehicles and keeping the record of movement of vehicles.
- d. Ensuring safe custody of University Vehicles and keys of vehicles.
- e. Maintaining the Vehicles, keeping all the vehicles in working order and looking after their movement, maintenance, Petroleum, Oil and Lubricants (POL), and all other related matters.
- f. Performing any other duties assigned by the Vice Chancellor.

4.3 Transport Supervisor

Transport Supervisor shall be responsible for:

- a. overseeing that the drivers and other staff of transport section are performing their assigned duties;
- b. coordinating the allocation of university vehicles to the staff, departments, and directorates of the university;
- c. assisting Transport Officer in purchase of spare parts of the university vehicles; Coordinating regular services, repair and maintenance of University Vehicles;
- d. Registering all University Vehicles and periodic renewal of registration and other documents;

4.4 Assistant Transport Supervisor (Technical and detailing)

Assistant Transport Supervisor shall be responsible for overseeing technical and mechanical fitness of the University Vehicles. They shall also supervise detailing of the vehicles and ensure that the University Vehicles are kept in best possible cosmetic condition.

4.5 Mechanic

Mechanic shall be responsible for performing required mechanical work including repair and maintenance of the University Vehicles. They shall also perform periodic inspection of the University Vehicles to ensure that the vehicles are in good running condition.

4.6 Junior Mechanic

Junior Mechanic shall be responsible for performing/ assisting the mechanic in performing the required mechanical work including repair and maintenance of the University Vehicles.

4.7 Auto Electrician

Auto electrician shall be responsible for performing required electrical work including repair and maintenance of the University Vehicles. They shall also perform periodic inspection of the University Vehicles to ensure that the vehicles are in good running condition.

4.8 Staff Car Driver

Staff Car Driver shall be responsible for driving and maintaining Staff Car issued to the Vice Chancellor of the University.

4.9 Driver

Driver shall be responsible for driving any of the assigned vehicles in the University Transport fleet other than Staff Car.

4.10 Driver Helper

Driver helper shall be responsible for assisting the Driver while driving a heavy transport vehicle (HTV). Driver helper would be a licensed driver capable of driving the vehicle in time of need, assisting the driver in driving, parking the vehicle and keeping the vehicle in best possible condition.

4.11 In addition to the duties defined in subsections 3.2-3.10, the Vice Chancellor themself or on the recommendation of transport officer can assign any other duties deemed essential at the time.

4.12 Duties and Responsibilities of Vehicle Drivers

The drivers of each vehicle shall strictly observe the following:

- a. They shall be responsible for: proper maintenance and cleaning, recording actual consumption, careful driving, caution against accident and timely service and repairs of the University vehicle.
- b. They shall get the required entries recorded in the logbook before any officer/ requisitioner leaves the vehicle after return from official/private duty.
- c. They shall be responsible for any damage, which may be caused to the vehicle due to their negligence.
- d. They shall observe the driving and traffic regulations, as well as speed limits laid down for different areas. They shall have to pay all the fines imposed while found in contravention of rules, traffic regulations, speed limits etc.
- e. They shall never leave vehicle unattended or in dangerous position while on duty.
- f. The above rules stated in subsections (a-e) shall also be applicable to authorized officers when they drive a University Vehicle themselves.
- g. In case an officer/official/requisitioner insists on driving the vehicle, the driver shall not resist, but shall report the matter to the Transport Incharge for action. In such a case the concerned officer/official/requisitioner shall be fully responsible for the damage, if any.
- h. In all the other cases not explained in subsections (a-g), any individual driving the vehicle shall be responsible for its care and safety or the loss or damage, if any.
- i. All the drivers working in the University shall be liable to undertake medical/physical fitness test after every six months through University Medical Board.

5. Transport Fleet

Transport fleet of the University would consist of all kinds of vehicles registered in the name of university and recorded as the property of the University. Transport fleet of the university shall be used primarily for aiding in education and research of the students alongside performing official duty of the University.

5.1 Staff Car

The vehicle issued to the Vice Chancellor of the University shall be called Staff Car. The Vice Chancellor shall be entitled for the use of Staff Car to be driven and maintained by a designated Staff Car Driver. He/She shall also be entitled for use of POL as per actual usage and other facilities linked with the use of Staff Car.

5.2 Vehicles Allotted by Designation

Vice Chancellor including other key officials of the University shall be entitled for vehicles by designation. The detail of which including the allowed limit of fuel for local duty is given out in the following table:

Table 5.1 Detail of vehicles allotted by designation

S.No	Designation	Entitlement	Upper limit of fuel per month
1.	Vice Chancellor	Staff Car	As per actual usage
2.	Registrar	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in transport fleet)	120 liters
3.	Dean(s)	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in transport fleet)	120 liters
4.	Provost	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in transport fleet)	120 liters
5.	Treasurer	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in transport fleet)	120 liters
6.	Director Administration	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in transport fleet)	120 liters
7.	Controller of Examinations	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in transport fleet)	120 liters
8.	Allotted by Vice Chancellor to any other officer for any other specific assignment assigned by the Vice Chancellor	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in transport fleet)	120 liters

5.2.1 The Syndicate vide item No. 4 its 22nd Meeting approved fixation of the upper ceiling of fuel for official duty @ 120-liters petrol/(equivalent) per month for the officers as mentioned above.

However, this limit shall be subject to revision/increase/decrease by the concerned authorities from time to time.

5.2.2 Officers who have been allocated vehicles by designation shall not be entitled for conveyance allowance.

5.2.3 Vehicles allotted to any department for official/ day to day use shall be maintained by Transport Office.

5.3. Operational Vehicles

Operational vehicle means a motor vehicle used by the employee of a technical department for operational duties. The maintenance of these vehicles shall be performed jointly by the said Department and Transport officer as per the standard operating procedures.

5.3 Vehicles in General Pool

All the University vehicles shall be in general pool with the Transport Officer except the Staff Car. The vehicles in general pool shall be:

- a. Allotted to the officers entitled by designation or;
- b. Allowed by the Transport Officer for official work of the University and its Department(s) on the request of the requisitioner on the prescribed form submitted through proper channel. For outstation journey only Vice Chancellor shall authorize the issuing of vehicles.

However, the Vice Chancellor may authorize the Transport Officer to issue the vehicles for official duties within the territorial jurisdiction of Hazara University such as inspection of affiliated college/s, examinations inspection, or attending Court hearing by officials of the University. Transport officer shall be liable to receive official letter of duty issued by the concerned office before allowing the vehicle for the purpose. If a vehicle allotted by designation is used for Official Duty, the allottee shall have to submit proper requisition request on the prescribed form.

- c. Vehicles allotted to any department for official/ day to day use shall be maintained by Transport Office.

6. Logbook of Vehicles

- a. A logbook shall be maintained for each vehicle, which shall remain in the custody of the driver of the vehicle. The Registration Number of the vehicle shall be indicated on the cover/ title page of the logbook.
- b. Every individual requisitioning a vehicle shall make and sign the entries in the respective logbook; verifying the journey performed by him in the vehicle, and the total duration and length of journey for which vehicle was used.
- c. Petrol/Diesel filled in the vehicle and entered in the logbook shall be signed by the officer/Official concerned.

- d. Entries with regard to repair/service of vehicle etc. shall be made in the same logbook as well.
- e. Logbook of the vehicles allocated to the officer under clause-5.2 of these rules shall be properly maintained by the concerned officer except the Vice Chancellor whose logbook shall be maintained by the Personal Secretary/PA.
- f. Transport Officer/Section shall be responsible for maintaining the profile of each vehicle starting from its purchase, maintenance, repairs and fuel.

7. Use of Vehicles for Emergency Purposes

- a. The University shall ensure round the clock availability of two vehicles for emergency service with the Transport Officer, in the event of emergency the vehicles shall be provided free of charges to take a sick student or employee to the nearest relevant dispensary or Hospital and bring them back. The student shall invariably be accompanied by a teacher if the emergency occurs during the working hours or the Warden/Assistant Warden of the concerned hostel if the emergency takes place after working hours.
- b. In the event of the death of any student in campus or in a hospital located in the vicinity of the University, the University shall make arrangements for free transportation of the dead body in the University ambulance/vehicles available for medical emergency service.
- c. In case of death of an employee or a member of their family including spouse, children, parents, brothers or sisters on Campus or in a hospital in the vicinity of the University, the University shall make arrangements for transportation of the dead body on actual cost basis subject to the recommendation of In charge medical Center and approval of Transport Officer.
- d. University Ambulance shall be available only for pick and drop to the patients or dead body to the nearest medical facility/ destination in the cases of emergency and shall not be allowed for longer hours during the treatment. However, in cases where a students or staff member (especially females) needs to be transported to a medical facility for emergency treatment, the vehicle and driver shall wait for the treatment to complete and shall be responsible for carrying them back to the university.

8. General Transport Rules

- a. The Vice Chancellor shall be authorized to transfer any/all of the vehicles and put it/them at the disposal of the Transport Officer.
- b. No other person except authorized drivers of the University shall drive the vehicles. Authorized drivers shall be responsible for leaving the vehicle in duly clean and presentable condition in their designated parking spaces/garages after performing their duty and shall report to the Transport Officer to this effect. Officers entitled for a vehicle by designation shall be permitted to drive their vehicles when drivers are not available. However, they shall be fully responsible for the safety and maintenance of vehicles at their disposal.

- c. Vehicles shall not be allowed for political purposes such as participation in political public meetings, reception of political leaders, processions and demonstrations arranged by political parties, celebrations or mourning arranged by political parties, anniversaries, as well as student elections campaigns.
- d. Transport may be made available on payment of 'Vehicle Operating Cost' for any excursions/ trips arranged by students, provided that: such groups are accompanied by a member of the teaching staff; recommendation of Head of Department for excursion and/or educational activity is obtained; approval of the Vice Chancellor is obtained; proper requisition of the vehicle is made on Vehicle Requisition Proforma for excursion trip.
- e. Transport may be made available on payment of 'Vehicle Operating Cost' for educational purposes. Such trips shall have to be arranged by the Head of Department/Dean of the concerned faculty in accordance with general policy of the University; subject to approval of the Vice Chancellor and proper requisition of the vehicle.
- f. Use of University vehicles for private purposes either by the employees or the students of the University shall be discouraged. However, in exceptional, pre-recorded circumstances where the use of University vehicle is required; vehicles for private use may be allowed with the permission of the Vice Chancellor, on payment at prescribed rate (fixed by Syndicate and subject to change from time to time) over and above 'Vehicle Operating Cost'.
- g. The user of vehicles shall ordinarily pay the vehicle charges at the prescribed rate. The charges shall be adjusted and accounted for on the basis of actual bill along with operational charges as approved by F&PC/bodies on return from the journey with proper printed receipt to be issued by the office of Transport Officer.
- h. The Vehicles shall not be driven to a place other than the approved destination for which they have been requisitioned; otherwise, a penalty shall be imposed according to the distance travelled beyond the distance requisitioned. Extra travel and use of vehicle shall be charged at double the prescribed rates.
- i. The Vice Chancellor may allow requisitioning of the University vehicle to any other institution(s): government, semi-government, autonomous bodies, or private sector organizations on the payment of prescribed charges and Vehicle Operating Cost, provided proper request is made by such entity.

9. Audit of Transport Office

All the operations of University Vehicles shall be subject to audit carried out by Resident Audit Officer (RAO). RAO shall perform audit of accounts at the time of passing fuel bills of each vehicle. He shall also be responsible for verification and checking that all codal formalities were observed in the use of university vehicles.

10. These rules shall be subject to periodic revision when the Vice Chancellor or on the recommendation of Transport Standing Committee may find it necessary.

11. In case there is no provision related to any matter specifically mentioned in these rules, the corresponding rules of Higher Education Commission or Provincial Government Rules shall prevail.

12. Rules regarding Transport facility for the Students of Hazara University shall be defined separately.

13 REQUISITION SLIP (Specimen)

Please detail the University vehicle car/van/double cabin/truck/bus for official/private duty Registration No. _____ from _____ to _____ on (date) _____ at (time) _____.

Signature of the Requisitioner
(With designation/rubber stamp)

Recommended: ☐	Allowed: ☐
Not recommended with reasons: ☐	Not allowed: ☐
Signature of the Transport Officer	Signature of the Competent Authority

Vehicles used:

1. Registration No. _____
2. on (date) _____
3. From _____ to _____
4. Vehicle reported back on (date) _____ at (time) _____
5. Vehicle used till (Time) _____

6. Meter reading recorded (out)

7. Meter reading after use (in) _____
8. Total KM/Miles used _____

Signature of the Requisitioner