Jagadguru Sri Shivarathreeshwara University , Mysuru
Transport Policy

STATEMENT OF POLICY

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

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 vehicles and for the management of related forms of transport engaged for University activities.

DEFINITIONS

- '**University vehicle'** is defined as any driven vehicle, including buses, cars , vans, jeeps, bikes etc owned by the University and registered in the name of the University/Constituent colleges.
- '**Authorised User**' is any member of the University or associate authorised by the Vice Chancellor& Registrar to use a University vehicle for University official purposes.
- '**Accountable items'** are the vehicle log book, vehicle keys, navigational equipments etc.
- '**Notifiable Event**' is an accident or incident involving damage to a University vehicle.
- '**University**' refers to Jagadguru Sri Shivarathreeshwara University.
- '**Authorised Driver**' refers a member of staff authorised to driver a University Vehicle.
- '**Authorised Service Providers**' refers to an authorised fully licensed and registered service provider.

AUTHORITY

The Vice-Chancellor & Registrar holds delegated authority from, and is responsible for all aspects of the University's Transport Policy.

RESPONSIBILITY

The responsibility for the Transport Policy rest with the Vice-Chancellor .

The implementation of the Transport Policy rests with the Principal through the Registrar for:

- Management of the University's /Institution's 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

The Campus Maintenance Authority- Deputy Registrar 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, maintenance, repair and operating costs of all vehicles of the University.

ROLE OF THE TRANSPORT OFFICER
The Transport Officer shall:

- record on a central database all vehicle details and relevant information
- maintain pick up and drop schedule with time table of all the constituent colleges and departments
- maintain vehicles in a safe and roadworthy condition at all times
- maintain vehicles in accordance with the manufacturer's recommended service schedule by an authorized service provider
- direct that vehicles be operated only in accordance with the manufacturer's instructions
- direct that continuing arrangements for the proper garaging and/or securing of vehicles are effected;
- be responsible for the interior and exterior cleanliness of vehicles;
- maintain a register of Authorised Users;
- direct that vehicles are used only by Authorised Users;
- direct that vehicles are never used for personal purposes;
- direct that only members of the University or other persons specifically authorised by the Section Head / Dean /Principal of colleges / Heads of University department or their nominee travel in University vehicles
- liaise with the Deputy Registrar 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
- direct that vehicles be provided with a vehicle log book which is maintained and submitted on a weekly/monthly basis to the Deputy Registrar.
- direct that all elements of this policy, as amended from time to time, are complied with
- ensure that smoking, administration of illicit drugs, betel nut chewing or consumption of alcohol is not conducted in vehicles
- provide a certification, each year for annual accounts purposes that, vehicles have been operated in accordance with this policy in the preceding calendar year and
- be responsible to ensure the University Logo is affixed to all University vehicles.

AUTHORISED USERS
Authorised Users will be required to complete an Authorised User Undertaking, as amended from time to time, prior to first use of any vehicle.

VEHICLE STANDARDS AND SPECIFICATIONS
All Vehicles purchased by the University shall be listed in the Schedule to this Policy.

PURCHASE/DISPOSAL/REPLACEMENT
All vehicles will be purchased by the Deputy Registrar & Finance Officer in consultation with the Vice-Chancellor. 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.

OPERATING PROCEDURE

- All vehicles will be pooled and garaged at the Property and University Campus/ Compound and any authorised location as approved by the Vice-Chancellor.
- For the use of any University vehicle, a booking will be made by Constituent Colleges and University Departments through a time schedule chart and will be recorded in an appropriate Vehicle log book by the Transport Officer.
- The Authorised Driver will be provided with the accountable items for the vehicle by the Transport Officer.
- 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.

USE OF PRIVATE VEHICLES ON UNIVERSITY BUSINESS

- Use of private vehicles on University business is discouraged.
- The University will not accept any liability of whatsoever nature which may arise from use of a private vehicle on University business.

TAXIS/ HIRING

The Officers of the University/ Principal/ Dean/ Head of the Colleges and University department may authorize the use of taxis/hired car at their discretion on a limited / need basis and not on regular basis.

INSURANCE

- The University keeps operative comprehensive insurance for all registered University vehicles which provide insurance cover and indemnity, the benefit of which is available to authorised users of those vehicles.
- Under the terms of its policy no insurance cover is provided when a University vehicle is driven by:
    a. an unauthorized driver
    b. a unauthorized driver under the influence of drugs
    c. a unauthorised driver under the influence of alcohol exceeding the legal limit
    d. an unlicensed driver with the knowledge of the University.
- In any of the instances listed above, all costs to repair damage are to be borne by the driver.
- The Transport Officer is responsible for coordinating all vehicle insurance claims and subsequent repairs.

PERSONAL LOSS/DAMAGE

- The University's insurance cover does not apply to unauthorised use of vehicles or in cases where conditions of use have been breached.
- The University will not accept liability for any damage, injury, loss or theft involving use of University vehicle where that damage, injury, loss or theft is not covered by the University's insurance policies.

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.