

CHAPTER 21

TRANSPORT POLICY FOR STUDENTS

21.1 PURPOSE

The purpose of this policy is to define categories of applicants who use fleet vehicles and buses, and to outline the requisition procedure, together with the rules for using official fleet vehicles and/or buses.

21.2 CATEGORIES

Users are categorised as follows:

21.2.1 Student Assembly or Council:

- (a) members of the Student Assembly or Council; and
- (b) members of the Students' Representative Council (SRC).

21.2.2 Registered student organisations:

Student organisations mean only those organisations that are officially registered at Student Governance and Leadership Development through the Student Assembly or Council.

21.3 RESTRICTION

21.3.1 No vehicle may be driven without prior authorisation.

21.3.2 No student with a licence that has an active endorsement will be allowed to drive fleet vehicles.

21.3.3 No student may drive official TUT vehicles while being under the influence of alcohol or any drug that could affect his or her judgement.

21.4 RESPONSIBILITY

21.4.1 Responsibility will be conferred on the following persons:

Executive Dean of the Faculty, directors, heads of departments, etc. who –

- (a) have signing powers regarding the finances of the entity concerned;
- (b) authorise trips that are undertaken according to a set programme or a written application accompanied by a memorandum of reasons; and
- (c) need not be present at all times while the vehicle(s) is/are used.

21.4.2 The responsible person may be a staff member or a registered student, but should be formally appointed by the Executive Dean of the Faculty, Director, Head of the Department, etc. concerned.

21.4.3 If a vehicle is misused, disciplinary measures may be taken against the person(s) concerned.

21.4.4 In a case where there is a need to take disciplinary measures against the person(s) concerned, the Transport Department shall report the incident to Student Judicial Services.

21.5 FINANCIAL ASPECTS

21.5.1 An application will be processed only if –

- (a) fleet vehicles are available;



- (b) the necessary funds are available in the account of the entity concerned; and
- (c) approval signature for the entity by the Head of the Department, Deputy Director, Director and the Deputy Vice-Chancellor.

21.5.2 Should no fleet vehicles be available –

- (a) private vehicles may be used at the approved rates, for the account of the entity concerned.
- (b) the Procurement Department may be requested to hire such vehicles (including external buses) for the account of the entity concerned.

21.6 REQUISITION PROCEDURE

21.6.1 When a driver needs a vehicle for the performance of his or her duties, he or she must complete a transport requisition form (AA10), and submit it for the approval of the Executive Dean of the Faculty, director or Head of the Department, after which it should be submitted to the Transport Department at least 48 hours before the proposed trip.

21.6.2 When a driver needs a vehicle for his or her duties over weekends, he or she must complete a requisition form, and submit it for the approval of the Executive Dean of the Faculty, director or Head of the Department, after which it should be submitted to the Transport Department by no later than 10:00 on a Friday morning.

21.6.3 No reservations may be made unless the full licence particulars of the driver and his or her valid student card have been furnished to the Transport Department and all particulars have been entered on the computerised database.

21.6.4 If an official vehicle has to be kept overnight at a private home, the driver of the vehicle must ensure that the vehicle is locked and stored in a locked garage. This must be done to the satisfaction of the responsible person, who will remain responsible for the vehicle.

21.6.5 If the vehicle is collected and/or taken back after hours, this must take place at the Campus Protection Services office. An after-hours Transport Register with all the relevant information will be available at the Campus Protection Services office. On receipt of the vehicle keys, fuel card and logbook, the driver and the responsible Campus Protection Services officer shall sign against the reservation entry in the Transport Register.

21.6.6 Should it be necessary to park a vehicle away from the campus overnight, an approved form, requesting permission to remove the vehicle from the campus overnight, must be submitted prior to the trip.

21.6.7 A list of passengers must always be submitted with the transport requisition for insurance cover purposes in case of an accident.

21.7 BREAKDOWN

21.7.1 If a vehicle breaks down after hours, the Head of the Transport Department must be contacted to arrange for the towing or repair of the vehicle.

21.7.2 A broken-down vehicle may not be abandoned under any circumstances, except in extreme emergencies when circumstances justify it.

21.8 USER PROCEDURE

21.8.1 A reservation for a vehicle will be regarded as cancelled if the driver has not collected the keys of the reserved vehicle or contacted the Transport Department to report a delay by 45 minutes after the reserved time.



- 21.8.2 The driver of the vehicle must collect the logbook, keys and fuel card from the Transport office concerned.
- 21.8.3 The driver must compare the kilometre reading of the vehicle with the last entry in the logbook before he or she undertakes the trip.
- 21.8.4 The driver must make sure that the emergency toolkit contains all the necessary tools, and must enter all damage to the vehicle or missing tools in the logbook immediately. If an official of the Transport Department is available, it should also be reported to him or her immediately.
- 21.8.5 The driver must consult the Transport Department immediately if the kilometre reading of the vehicle and the entry in the logbook do not correspond. Should the driver fail to consult the Transport Department in this regard, he or she will be held responsible for the full distance driven since the last entry in the logbook.
- 21.8.6 The driver of the vehicle must make sure that the details of a trip are entered into the logbook and that the logbook is completed in full.
- 21.8.7 After the trip, the logbook, keys and fuel card of the vehicle must be handed in at the Transport Department or Campus Protection Services, whichever is applicable.

21.9 ACCIDENTS

If an official vehicle has been involved in an accident, the following procedure must be followed:

- 21.9.1 The Head of the Transport Department must be informed immediately after the accident. In the case of injuries and/or death, the South African Police Service and the local traffic department must be notified.
- 21.9.2 In cases where only the vehicle has been damaged, the accident should be reported to the nearest police station within 24 hours. A case reference number must always be obtained from the police. The Head of the Transport Department must also be informed immediately.
- 21.9.3 If it is suspected that the driver of the other vehicle is under the influence of alcohol or drugs, every effort should be made to bring this to the attention of the South African Police Service or the traffic officer at the scene.
- 21.9.4 At the scene of the accident, the following particulars of each of the vehicles involved in the accident must be obtained:
- Registration number.
 - Make and type of vehicle.
 - Name and contact numbers of driver and owner of other vehicle.
 - Name of insurance company.
 - Name and address of eyewitnesses (if any).
 - Dimensions of vehicle and its position at the scene of the accident.
- 21.9.5 The driver must complete the internal accident form on the next working day, and submit it to the Head of the Transport Department.

21.10 GENERAL RULES AND PROCEDURES

- 21.10.1 Vehicles may only be driven by drivers who signed for them. Control of the vehicle may be handed over to a fellow licensed official only in exceptional circumstances, such as the following:
- (a) When the driver becomes ill.
 - (b) When circumstances dictate that the driver should stay behind while the other official has to return to the campus concerned.



- (c) When a driver is considered to be under the influence of alcohol or drugs.
 - (d) All the above should be done with the full knowledge of the Head of the Transport Department.
- 21.10.2 The shortest route possible must be taken between the campus and the final destination.
- 21.10.3 All reasonable precautions must be taken to protect the vehicle and its contents against theft, fire and illicit use.
- 21.10.4 No non-official passengers may be transported.
- 21.10.5 No private vehicle may be pushed or towed with an official vehicle.
- 21.10.6 Traffic fines are payable by the driver, unless a defect in the vehicle was the cause of the infringement of the regulation in question at the time.
- 21.10.7 If a vehicle is handed back in an exceptionally dirty condition, the cost of having it cleaned by an outside firm will be charged to the account of the entity concerned.
- 21.10.8 If it is found that a driver drove negligently or recklessly, the licence of that driver at the Transport Department will be cancelled, and no vehicle will be issued to him or her again.
- (a) Only registered students of TUT who have been in possession of valid driver's licences for a period of at least two (2) years will be allowed to drive a vehicle of the University.
 - (b) A professional driver's permit (PDP) is a prerequisite in cases where a bigger vehicle, such as a minibus carrying more than twelve (12) persons, is issued.
 - (c) All student drivers' driving skills will be tested by the Head of the Transport Department and the Transport Officer concerned, should circumstances allow or require it.
- 21.10.9 No TUT buses or vehicles shall be made available for funerals of the deceased staff members.

21.11 DISCIPLINARY MEASURES

- 21.11.1 If a vehicle has been damaged in any way whatsoever, and the damage may be attributed to negligence on the part of the driver and/or user(s) concerned –
- (a) disciplinary steps will be taken against the driver and/or user(s);
 - (b) the excess payment in respect of the insurance, namely 20% of the claim, will be recovered from the driver and/or user; and
 - (c) no vehicle will be issued to the person(s) concerned again.
- 21.11.2 A fine of **R100** per hour for every full hour may be imposed on the entity concerned if a vehicle was not returned at the scheduled time, and the Transport Department had not been informed of the delay in advance.
- 21.11.3 It remains the responsibility of the relevant line manager of the user department concerned to ensure that the 20% excess is paid within thirty (30) days of the day of the accident (see **rule 21.11.1(b)**).

21.12 STUDENT BUS TRANSPORT

- 21.12.1 Only TUT registered students who are residing in any of the University's residences are allowed to apply for bus transport at the local transport offices of the University.
- 21.12.2 Only students with valid TUT student cards reflecting a bus logo/residence name will be allowed to board the buses.



- 21.12.3 Any student with the fraudulent student card will be reported to Campus Protection Services after which a case will be lodged with the Student Judicial Services for disciplinary measures.
- 21.12.4 No student is allowed to use a student card of any other fellow student.

